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Dear Councillor

You are summoned to attend the meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 15th SEPTEMBER 2026 commencing at 7.00pm.

Signed on 10th September 2026

By Dawn Drury, Town Clerk

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds, you must evacuate the building by one of the signed green running persons exits and proceed to the named assembly point.
Assembly point: Grassed area past St Cadoc House, Temple Street.

DO NOT USE THE LIFTS

COVID 19
Although there are no COVID regulations in place currently, Councillors and members of the public are reminded that COVID has not gone away.

If you are feeling ill or have tested positive for COVID, please do not attend this meeting, thank you.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014 – updated May 2025).

TOWN COUNCIL AGENDA 15th SEPTEMBER 2026

1. APOLOGIES FOR ABSENCE

RECOMMENDED:
To receive and note apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary or non-pecuniary interests) prior to the item (s) being discussed, and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

RECOMMENDED:
To receive/approve any requests for dispensations.

4. PUBLIC PARTICIPATION

a) In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDED:
That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

b) With the agreement of the Chairman, Members of the Public may also speak on one single item detailed on the Agenda just prior to that item being discussed. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of meetings, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDED:
To note the members of the public who are wishing to speak on a particular Agenda item immediately before that item is to be discussed at the current meeting.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the minutes of the Town Council meeting held on Tuesday 21st July 2026 (previously circulated), be confirmed as a true record and signed by the Chairman.

6. KEYNSHAMNOW

RECOMMENDED:
To receive and note the report from KeynshamNow.

7. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDED:
The Chair will report back on activities, events and meetings attended or taken part in since the last Council meeting.

8. QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 3 (e) (iv) a Member may ask the Chairman any question concerning the business of the Council, provided that notice of the question has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting. The Chairman must rule out of order any statement that is not a question, and no question should lead to or result in a resolution with financial or staffing considerations. The options available to the Chairman in respect of a response include deferring the matter to a future Committee, providing an answer verbally at the meeting or providing an answer in writing.

9. ITEMS FOR DECISION

9.1 BUS COMMITTEE OR BUS FORUM?

A question has been asked as to whether the Bus Services Committee should become a Bus Forum.

Below are the core differences between a Bus Committee and a Bus Forum:

A Committee is a formal, appointed group with the authority to make decisions, set policies, or carry out specific tasks for a parent organisation. A Forum is an open meeting or platform meant for general discussion, sharing ideas, and gathering broad input without the pressure to make binding decisions.

Committees focus on action, governance, and decisions. Forums focus on dialogue, learning, and feedback. Committees hold delegated power to vote, manage, or recommend official actions. Forums lack executive power and do not pass binding resolutions.

Committees are official, permanent or temporary bodies with fixed membership.

Forums are open, flexible gatherings that can include changing participants or the general public.

Committees report concrete outcomes or execution steps to a governing body hence the Bus Services Committee reports to the Town Council. Forums track broad sentiment and share awareness across groups.

RECOMMENDED:

(i) To note that the Bus Services Committee recommends to Town Council that the bi-monthly Committee meetings continue.

(ii) That the Bus Services Committee recommends to Town Council that it holds one Bus Forum meeting per year, open to the general public, possibly in early February or early July each year (date to be decided by the Bus Services Committee).

(iii) To approve the recommendations above.

9.2 HEDGEROW CUTTING ON A4 SALTFORD TO KEYNSHAM (Email report attached.

RECOMMENDED.
To discuss, consider and decide on this matter.

9.3 WORLD RIVER'S DAY 27TH SEPTEMBER TO BE HELD IN PARADE GARDENS, BATH

A request has been received from members of the River Charter for assistance with an event at Parade Gardens in Bath on World River's day 27th September to do a ceremonial signing of the charter for Councillors and River Guardian.

They have asked a question - Would Council be able to support an event at the gardens? Support to include any of the following:

(i) Financial support to pay artist commission for creation of artistic representation of charter and event costs.
(ii) Help with publicising the event and sharing press-release etc.

RECOMMENDED.
To discuss, consider and decide on this matter.

9.4 A4 BATH TO BRISTOL – KEYNSHAM SECTION CONSULTATION & HOUSING SERVICES ENFORCEMENT & FINANCIAL PENALTY POLICY RESPONSES FOR APPROVAL (Responses attached)

RECOMMENDED:

(i) To receive and note the consultation responses.
(ii) To receive a recommendation from the Consultation Response Groups to approve the same.

9.5 TOWN COUNCIL BRANDING – AMORIAL LOGO (Report attached)

RECOMMENDED:
(i) To receive a recommendation from the EATH Committee to consider the re-branding of the Town Council logo.
(ii) To receive and note the report.
(iii) To decide on an outcome in respect of a change of the Town Council logo and branding across the Council.

9.6 BATH ROAD ALLOTMENTS

As part of the planning permission for the Curo development on Bath Road an allotment site was included. Curo have asked for discussions to ascertain whether the Town Council would be interested in looking at/assisting with future management of said allotments.

If Council are amenable to this, Curo would like to open discussions more formally to establish if Keynsham Town Council would wish to manage these allotments and what that might look like in practice.

RECOMMENDED:
That Council decides whether to open discussions with Curo in respect of the proposed allotments at Bath Road.

9.7 TOWN CHRISTMAS TREE (image of tree attached)

A budget of £1,200.00 has been set for the Christmas tree, this is the same as 2025. It has been difficult getting quotes for a decent tree within the budget.
The tree on the image sheet is £1,200.00.

RECOMMENDED:
(i) That Council receive and note the image of the Christmas tree available for this year.
(ii) That Council approve the purchase of this Christmas tree.

9.8 MEMBERSHIP OF THE NDP STEEERING GROUP AND EATH COMMITTEE

RECOMMENDED:
To approve Cllr A Halliday as a member of the NDP Steering Group and EATH Committee filling the two vacant positions.

9.9 START DATE FOR UPPER MEMORIAL PLAY AREA

RECOMMENDED:
To note that the start of the Upper Memorial Play Area has been delayed by one week due to the Supplier backlog issues.

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

IMPORTANT – Councillors are reminded that when appointed by the Town Council to serve on an outside body, they do so as a representative of Keynsham Town Council and not in an individual capacity.

Councillors must therefore ensure that any actions, representations, commitments or statements made in connection with their appointment are undertaken with the knowledge and, where appropriate, the prior approval of the Town Council or the Town Clerk.

An outside-body representative should not present themselves as having authority to speak or act on behalf of the Town Council beyond the authority specifically delegated to them.

In particular, Councillors should not independently initiate actions, make commitments, contact organisations on behalf of the Town Council, or make public statements regarding Town Council business without first ensuring that the Town Clerk and/or Council are aware of the proposed action and that the appropriate authority has been obtained.

This is particularly important where such actions are subsequently publicised on social media. Councillors should be mindful that reporting an action publicly may create the impression that the Town Council has formally endorsed, authorised or undertaken that action when this may not be the case.

RECOMMENDED:
To receive and note any reports.

11. MINUTES OF COMMITTEE/WORKING PARTY MEETINGS (Previously circulated)

Committee	Date 2026	Status
Planning & Development Committee	13th July 2026	APPROVED
Planning & Development Committee	3rd August 2026	APPROVED
Planning & Development Committee	7th September 2026	DRAFT
Finance & Policy Committee	9th June 2026	APPROVED
Finance & Policy Committee	14th July 2026	APPROVED
Finance & Policy Committee	8th September 2026	DRAFT
Finance & Policy Committee	12th May 2026	APPROVED

EATH Committee	3rd June 2026	APPROVED
EATH Committee	1st July 2026	APPROVED
EATH Committee	2nd September 2026	DRAFT
Environment & Sustainability Committee	28th July 2026	DRAFT
Consultation Response Group	2nd June 2026	DRAFT
Bus Service Committee	9th September 2026	DRAFT

RECOMMENDED:

(i) That the Minutes of the above meetings are received and noted.

(ii) That the recommendations that are not subsequent Town Council Agenda Items are approved.

12. TO RECEIVE AND NOTE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st JULY 2026

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the August 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED

To receive and note the expenditure for the water cooler order. The cost is £21.32 per month, and the bottles of water are £13.46. The cooler has been situated at the Cemetery for the Groundsmen. The RFO sought permission from the Chair and the Chair of Finance as the Town Clerk was on annual leave.

13. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21ST JULY 2026

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the September 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

To note there were none.

14. UPDATES FROM THE RFO – AUGUST 2026

Responses to questions raised in the previous meeting Finance and Policy Committee meeting on 14th July 2026:

(i) The members requested a rota for signing the accounts. The RFO has devised the following:

(ii) August – Cllr Burton, September – Cllr Cooper, October – Cllr Fricker, November – Cllr Cannon, December – Cllr Biddleston, January – Cllr MacFie, February – Cllr Burton, March – Cllr Cooper, April – Cllr Fricker, May – Cllr Cannon.

(iii) EMR 351 – *This EMR was renamed in 2023/24 from Youth Council Crime Beat Grant. The project is now over but the grant does not need to be repaid. As the Youth already had a large grant the decision was made to have an EMR for ad-hoc expenses for KeynshamNow.*

(iv) What staff have completed a Risk Management Course – *There has not been a risk management course run in several years. The Town Clerk contacted ALCA and there are plans to launch training in September 2026.*

(v) Do we have a risk log*? Yes. The risk log is the Risk Management Review and is presented to Council for approval yearly.*

(vi) GDPR Courses – The members asked the RFO to report back what GDPR courses the Town Clerk has completed:
Data Protection Part 1: Foundations & Theory
Data Protection for Councils Part 2: Accountability and Lawfulness
Data Protection for Councils Part 3: Dealing with Data Subject Rights and Information Security
Taken in December 2025

(vii) The Members asked what the rules were around replying to residents via Whatapp and Facebook messenger:
The RFO contacted ALCA for a response to this question, below is the response:
Essentially - yes, Councillors can reply to residents who contact them through WhatsApp or Facebook Messenger – there's no rule saying councillor correspondence has to be by email.
The main point is that, if they're communicating in their role as a councillor, the same basic rules still apply whatever platform they use. So, for straightforward exchanges – answering a question, acknowledging a concern or signposting someone to the Clerk – replying through the same channel is absolutely fine.
For anything more substantive, particularly complaints, sensitive personal information, requests for Council action or anything that may need to form part of the Council's records, I'd suggest moving it onto the Council's normal email system and involving the Clerk where appropriate.
Councillors should also remember that using a personal WhatsApp or Messenger account doesn't necessarily take the correspondence outside FOI/EIR or data protection requirements if it relates to Council business.
It may therefore be worth updating your policy so that it refers more generally to electronic communications, rather than just emails.
A simple principle would be that councillors can communicate with residents through messaging or social media, but formal Council business or correspondence that needs to be retained should be transferred onto the Council's official systems.

This reply will not be incorporated into the Information and Communication

Technology Policy. The RFO will investigate any policies that this information will need to be included and will bring them back to future meetings.

(viii) Is the Defibrillator covered by our insurance? Yes, the Defibrillator is covered by our insurance as it is on the asset register.

(ix) Update of the new Council website – Requests for quotes have been sent out and we have received only 1 back at the time of writing. The quotes will be ready for the September Finance and Policy Committee meeting.

RECOMMENDED:
To receive and note the updates from the RFO.

15. UPDATES FROM THE RFO – SEPTEMBER 2026

The RFO has met with the Insurance Company. The quote was not received in time for the September Finance and Policy Committee meeting, so hence it will be presented at this Council meeting.

RECOMMENDED:
To receive and note the information.

16. INSURANCE QUOTE 2026 – 2027

Renewal Premium Summary

The table below represents our recommendations in relation to your requested covers.

Policy Type	Insurer	Effective Date	Quoted / Renewal	Premium (GBP)	IPT (GBP)	Admin Fee (GBP)	Underwriter Fee (GBP)	Total (GBP)
Commercial Combined	Aviva Insurance Limited	01/10/26	Renewal	7,702.10	924.25	60.00	0.00	8,686.35
Aviva GPA/Sickness/Business Travel	Aviva Insurance Limited	01/10/26	Renewal	433.39	52.01	0.00	0.00	485.40
Fleet Rated Commercial Motor	ERS	01/10/26	Renewal	2,084.00	250.08	60.00	0.00	2,394.08
Engineering Hired In Plant	Aviva Insurance Limited	01/10/26	Renewal	383.20	45.98	0.00	0.00	429.18
Cyber Package	Allianz Global Corporate & Specialty SE, Underwriters at Lloyds and The Hartford Insurance Company placed through the agency of Coalition Risk Solutions Ltd	01/10/26	Renewal	647.00	77.64	60.00	50.00	834.64
Total				**11,249.69**	**1,349.96**	**180.00**	**50.00**	**12,829.65**

RENEWAL COMPARISON

For your reference, we have summarised below the cost of your renewal for last year. All amounts in the below table include tax and fees where applicable.

	Cover at Start of Last Year (GBP)	Renewal Quote (GBP)
Commercial Combined	8,498.17	8,686.35
Aviva GPA/Sickness/Business Travel	504.37	485.40
Fleet Rated Commercial Motor	2,180.16	2,394.08
Engineering Hired In Plant	392.00	429.18
Cyber Package	749.92	834.64
Total (GBP)	**12,324.62**	**12,829.65**

RECOMMENDED:

(i) To receive and note the quote.

(ii) To approve the quote.

17. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 18th AUGUST and 8th SEPTEMBER 2026 (Draft minutes previously circulated)

(attached details of APPROVED items to be received and noted from minutes of 14th July 2026 Item 17 A-M)

FP1. TOWN COUNCIL OFFICE CCTV – ITEM FROM 18TH AUGUST F & P COMMITTEE MEETING (attached)

At the last meeting of the Finance and Policy Committee questions were raised regarding the office CCTV item. The Officers have carried out intensive research regarding the law and policies. The CCTV will be reported to the ICO with a charge of £73. Attached is the following:

(i) UK CCTV Legislation: Laws and Compliance Requirement.
(ii) ICO information.
(iii) Councillors Guide.
(iv) CCTV Policy.
(v) DPIA Template for CCTV.

RECOMMENDED:

(i) To receive and note the information supplied on the CCTV.
(ii) To receive a recommendation from the Finance & Policy Committee to approve the CCTV Policy with the following amendment:
Remove paragraph 2.3.
(iii) To approve the CCTV Policy and that the same be signed by the Chair of Council.
(iv) The Councillor Cooper assist the RFO with completing the DPIA and that the DPIA is presented at the September meeting.

FP2. CCTV – CONSIDERED AT F & P COMMITTEE ON 8TH SEPTEMBER 2026 (attached)

Attached are the original 6 quotes plus a quote for Ring Cameras as requested by members at the August meeting.

RECOMMENDED:

(i) To receive and note the quotes for the CCTV in the Office.
(ii) To note that the Finance and Policy Committee approved quote 6.
(iii) To note that the Clerk to the Finance and Policy Committee is to ask the CCTV provider the following questions and then report back to the F & P Committee with her findings:
1. Can the data be stored for 28 days instead of 2 weeks?
2. To confirm if the data is overwritten?

FP3. CCTV DPIA (attached)

As requested, Councillor Cooper assisted the RFO in completing the DPIA.

RECOMMENDED:

(i) To receive and note the completed DPIA.

(ii) To receive a recommendation from the Finance and Policy Committee to approve the DPIA with the following changes:

1. *In section 7 remove "not sure about auto deletion."*
2. *In section 10 tick "Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies." Then untick "Recorded date disclosed to authorised agencies to provide intelligence."*

(iii) To approve the DPIA.

FP4. POLICIES (attached)

RECOMMENDED:
To receive and note the following Policies updated from the July meeting:

(i) Information and Communication Technology Policy.
(ii) Risk Management Strategy Review.

That the Policies be approved and signed by the Chair of Council.

FP5. FOOTPATH CYCLE PATH ADOPTION (Plan attached)

In October 2022 (minute number 122) it was agreed that Keynsham Town Council would contribute £15,000 towards the footpath/cycle path adoption at Abbotts Wood. Since then, the project has been delayed due to a number of reasons. B&NES are now looking to progress the scheme and are asking if Keynsham Town Council are still in a position to contribute the agreed £15,000 towards the cost. The contribution can be funded from CIL.
The RFO would like to advise caution as prices have risen considerably since the scheme was first costed. The Council should make B&NES aware that if the contribution is approved that there will be no further funding available.

RECOMMENDED:
(i) To receive and note the map and request from B&NES.
(ii) To receive a recommendation from the Finance & Policy Committee to approve the contribution of £15,000, in principle, to be paid from CIL.
(iii) That the Town Clerk contact B&NES Council to request and updated costing for the project.

FP6 POLICIES (attached)

The attached policy, Social Media and Electronic Communication Policy, has the changes discussed in the July meeting and incorporates communication via WhatsApp.

RECOMMENDED:
(i) To receive and note the Policy changes.

(ii) To receive a recommendation from the Finance and Policy Committee to approve the Policy with the following changes:

1. *Change Twitter to X formally known as Twitter.*
2. *Remove "Repeat offenders will be blocker from our Facebook page" as we are unable to block people from a page.*
3. *Change examples of Facebook and Twitter etc to social media.*
4. *Add "Facebook messenger is not encrypted at the time of writing this policy."*

FP7. WELCOME TO KEYNSHAM SIGNS

RECOMMENDED:

(i) To receive and note the quotes for the Welcome to Keynsham signs.
(ii) To defer this item to the next Finance and Policy Committee meeting.
(iii) That the Members of the Finance and Policy Committee visit the sites where the signs are situated and assess whether all the signs need replacing.
(iv) That at the next meeting the members decide whether the signs are to be replaced, the wording and colour of the signs.

FP8. NEW KEYNSHAM TOWN COUNCIL WEBSITE (attached)

RECOMMENDED:

(i) To receive and note the quotes for the new Council website.
(ii) To receive a recommendation from the Finance and Policy Committee that Council approve quote 2.

FP9. MANOR ROAD PAVILION CLEANING (quote attached)

The 2026 football season is starting in September. The Company who cleaned the Pavilion last season have sent a quote.

RECOMMENDED:

(i) To receive and note the quote for the cleaning of Manor Road Pavilion.
(ii) To receive a recommendation from the Finance and Policy Committee to approve the attached quote.

FP10. CHARLTON ROAD – NOTICE OF INTENT FOR ROAD HUMP (Attached)

RECOMMENDED:

(i) To receive and note the information.
(ii) To respond to the Notice of Intent.

18. SCHEDULE OF PAYMENTS – MONTH 5 - AUGUST 2026 (attached)

RECOMMENDED:

To note that the attached Schedule of Invoices was approved for payment and a copy was signed by the Chair of Finance & Policy Committee. This was necessary as there was no full Council meeting held in August.

19. SCHEDULE OF PAYMENTS – MONTH 6 - SEPTEMBER 2026 (attached)

RECOMMENDED:
That the attached Schedule of Invoices be approved for payment and a copy be signed by the Chair of Council.

20. ITEMS TO RECEIVE AND NOTE

20.1 ALCA GOVERNANCE STRUCTURE (Email report attached)

RECOMMENDED:
To receive and note the information.

20.2 25-051 - On-Street Permit Review 2025 TRO - Outcome of TRO Consultation (Attached – Report 4 – Outcome of TRO Advertisement, Appendix B Parking review charges (2025-26) and approval to publicly advertise)

RECOMMENDED:
To receive and note the information.

20.3 B&NES CEO RESPONSES TO QUESTIONS ASKED AT THE TOWN COUNCIL MEETING ON 21ST JULY 2026 (Report attached)

RECOMMENDED:
To receive and note the information.

20.4 NAMING ROADS OFF TINTAGEL CLOSE -CURO SITE

From the responses that the Town Clerk received Councillors were positive about the two names proposed for the site near Tintagel Close, Bethesda and Wesley. One Councillor suggested amending Bethesda to Festival Road, as a nod to the number of Festivals that we hold in Keynsham. B&NES Council have been notified about this information.

RECOMMENDED:
To receive and note the information.

20.5 26-051 - K&S AREA TRO REVIEW - OUTCOME REPORT 4

Attached is the 'Outcome of the TRO Advertisement' Report for the Keynsham & Saltford Area TRO Review 26-051.

The attached reports outline the comments B&NES Council received from preliminary consultation earlier this year, followed by the advertisement of the proposals and a summary of the comments we received from the public.

This is the last opportunity to comment on these proposed restrictions prior to the final decision being made by the Director of Place Management. The purpose of sending this report at this stage is for you to see any comments made by the public together with any Officer responses, and to give you an opportunity to comment before the report is then sent to the Cabinet Member for Sustainable Transport Delivery followed by the Director of Place Management.

RECOMMENDED:
To receive and note the information and that as per my email of Friday 4th September 2026 any comments that I received regarding the above will have been forwarded to B&NES Council by 10th September 2026.

20.6 KEYNSHAM SEALS – DISABLED SWIMMING CLUB 50TH BIRTHDAY CELEBRATION

Keynsham Seals will be celebrating their 50th Birthday on Sunday 18th October 2026 – 10.30 a.m. – 1.30 p.m. at Keynsham Leisure Centre. The Chair and any other Councillors are welcome to attend.

RECOMMENDED:
To receive and note the information.

21. DATE OF NEXT MEETING

RECOMMENDED:
To note that the date for the Town Council's next meeting is **Tuesday 20th October 2026 at 7.00 pm** in The Space, Market Walk, Keynsham.

22. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:
In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Agenda item 23 – to progress sensitive issues.

23. TIMEOUT LEASE UPDATE (Available on Councillor Sharepoint and at the meeting)

RECOMMENDED:

(i) To receive and note the report.

(ii) To decide the way forward in respect of this matter.