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Dear Councillor

You are summoned to attend an Extra Ordinary meeting of KEYNSHAM TOWN COUNCIL to be held in MAKESPACE, 2 RIVERSIDE SQUARE, KEYNSHAM on THURSDAY 30<sup>TH</sup> MAY 2024 commencing at 6.00pm.

Signed on 24<sup>th</sup> May 2024

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)).

**TOWN COUNCIL 30<sup>th</sup> MAY 2024**

1. **APOLOGIES FOR ABSENCE**

**RECOMMENDED:**

*To receive apologies for absence.*

## 2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> 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. DATE OF NEXT MEETING

### **RECOMMENDED:**

To note that the next ordinary TOWN COUNCIL MEETING will be held on Tuesday 18<sup>th</sup> June 2024 at 7.00 p.m. in the Baptist Church, High Street, Keynsham.

6. 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 the matters to be transacted. Items 7 - 10 due to sensitive information.*

7. DATA FROM BUS SURVEY (DATA EVALUATION TO FOLLOW)

*RECOMMENDED:*

*(i) To receive and note the data from the Bus Survey.*

8. TENDER INFORMATION

*RECOMMENDED:*

*(i) To note that four sets of tender documents were sent out and that only one company responded with financial information.*

9. BUS SERVICE OPTIONS (Attached)

*RECOMMENDED:*

*(ii) To receive and note the proposed bus service options.*

*(iii) To decide on the preferred route.*

10. DRAFT PROPOSED BID SUBMISSION (Draft to follow)

*RECOMMENDED:*

*(i) To receive and note the draft proposed bid submission.*

*(ii) To note that parts of the bid submission will need to be completed dependent upon the responses in agenda items 7 and 8 above.*

*(iii) To approve that the Town Clerk submits the bid.*