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Dear Councillor

You are summoned to participate in a remote attendance of the **ANNUAL MEETING OF KEYNSHAM TOWN COUNCIL on WEDNESDAY 5TH MAY 2021 commencing at 7.30pm.**

Signed on 28th April 2021

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

This meeting is open to Members of the Public and will be conducted using zoom video conferencing software. For telephone dial in details please contact the Town Clerk.

[To join the meeting](#) (click embedded link)

Meeting ID: 850 4545 0210

Passcode: 366249

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).

AGENDA

1. ELECTION OF CHAIRMAN 2021/2022

- (i) To elect a Chairman for the ensuing municipal year.
(upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that Office)
- (ii) To receive the Chairman's Declaration of Acceptance of Office.
- (iii) To approve the physical countersigning of the Acceptance of Office by the Clerk to be performed at a later date.

The Chairman is elected at the Annual Meeting of the Town Council for one year. This is an office created by legislation, commanding respect. The Chairman is in charge during Council meetings and has a duty to ensure meetings run smoothly, all business is properly considered and all Councillors who wish to speak can do so. The Chairman has few special powers, except the power to exercise a casting vote. It is unlawful for a Council to delegate decision making to any individual Councillor and that also applies to the Chairman. The Chairman often enjoys a special relationship with the public, for example opening stores, welcoming visitors, etc. and represents the Town Council at functions. The Chairman represents/speaks about the Council's views as body corporate, rather than personal opinions. The Chairman of the Town Council leads the Annual Town Meeting.

2. ELECTION OF VICE-CHAIRMAN 2021/2022

- (i) To elect a Vice-Chairman for the ensuing municipal year.
- (ii) To receive the Vice-Chairman's Declaration of Office.
- (iii) To approve the physical countersigning of the Acceptance of Office by the Clerk be performed at a later date.

(The Council may appoint a Vice-Chairman, but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that Office).

3. 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).

4. DISPENSATIONS

- (a) To note the resolutions of Town Council in June 2019 applicable to this Town Council until May 2023 as follows:

- (i) To grant a dispensation for all Councillors (as Keynsham taxpayers) to discuss financial matters relating to the Budget and precept for the 4 year term of the Council. The dispensation would be granted on the basis that there would be insufficient Members to make a decision AND Council business would be impeded (Section 33.2(a) of the Localism Act (2011) refers)
 - (ii) To grant a dispensation for all dual-hatted Town Councillors (i.e. who are also B&NES Ward Councillors) to participate and vote on discussions relating to all Town Council matters for the 4 year term; with the exception of specific matters where the Town Council might be in financial or legal dispute with B&NES (However this is on the understanding that any individual dispensations requested on the excluded matters will be reasonably considered by the Town Council as and when they might arise) This dispensation would be granted on the basis that it is in the interests of the community to enable their Ward representatives to participate in any discussion (Section 33.2(c) of the Localism Act (2011) refers)
- (b) 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.

RECOMMENDATION:

- (i) To note Dispensations as agreed in June 2019
- (ii) To receive/approve any requests for dispensations.

5. PUBLIC PARTICIPATION

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.

RECOMMENDATION:

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.

6. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the minutes of the meeting of the Town Council held on Thursday 22nd April 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

7. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDATION:

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. KEYNSHAMNOW

KeynshamNow is the Youth Council for Keynsham that meets every 4 weeks to consider matters of importance to young people in Keynsham. It is supported by an annual grant from the Town Council.

RECOMMENDATION

To receive and note the report from KeynshamNow.

10. MINUTES OF ANNUAL TOWN MEETING 29TH APRIL 2021 (previously circulated)

RECOMMENDATION:

That the draft Minutes of the Annual Town Meeting held on 29th April 2021 (previously circulated) be noted

11. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date 2021</u>	<u>Status</u>
Environment & sustainability	2 March 2021	APPROVED
EATH Cttee	17 March 2021	APPROVED
Finance Committee	27 April 2021	DRAFT
Personnel Committee	29 April 2021	DRAFT

March Minutes of E & S and EATH were deferred from the March Council meeting but not included on the April Agenda.

RECOMMENDATION:

- (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. RECOMMENDATIONS FROM PERSONNEL COMMITTEE

- (i) Dignity at Work policy for approval
- (I) Role of Dual Hatted Councillors
- (II) Changes to Standing Orders/Policies and Procedures
- (III) Appointment of contractor for Re-grading exercise

RECOMMENDATION

To consider the recommendations by the Cttee

13. REVIEW OF TERMS OF REFERENCE OF COMMITTEES AND WORKING PARTIES (attached)

Finance & Policy Cttee have reviewed the Terms of Reference and recommend approval

RECOMMENDATION:

To consider the attached Terms of Reference.

14. ELECTION OF MEMBERS TO COMMITTEES AND APPOINTMENT OF CHAIRS AND VICE-CHAIRS

- (i) To elect Members to Committees and Sub-Cttees as per the attached Schedule of Committee Membership 2021-022
- (i) To elect Chair and Vice Chair to each Committee
- (ii) To resolve that Sub Cttees elect their own Chair

15. ELECTION OF MEMBERS TO WORKING PARTIES AND APPOINTMENT OF CHAIRS AND VICE CHAIRS

- (ii) To elect members to Working Parties as per the attached Schedule of Working Party Membership 2021-2022
- (iii) To resolve that Working Parties elect their own Chair

16. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2021/2022

The Town Council appoints representatives to a number of outside bodies for the period of the municipal year.

Note: KMFA Trustees are appointed for the full 4 year term of the Town Council.

RECOMMENDATION:

That representatives are appointed to Outside Bodies as per the attached schedule.

17. SUBSTITUTE MEMBERS TO COMMITTEES

Standing Order no. 4(i) states:

That substitute members may be nominated and appointed to a Committee and that the number is determined at the Annual Town Council meeting in May.

The ability of a Cttee Member to appoint a substitute Member to attend in their absence helps to limit the number of Committee meetings that are unable to take place owing to quoracy issues.

RECOMMENDATION:

- (i) That Members agree to the appointment of Substitute Members to Committees as quoted in Standing Order 4(i) for the 2020/21 municipal year.
- (ii) That Members determine the maximum number of substitute members permitted per Committee meeting (Clerk suggests 2 substitute members as has been previously approved by Town Council).

18. GENERAL POWER OF COMPETENCE

The Town Council is required to declare it meets the criteria for eligibility to use the General Power of Competence. A declaration is made at the first "Relevant" meeting which in this case was the first Full Council meeting after the Ordinary Elections in May 2019. The Power lasts until the next "Relevant" meeting ...which is in May 2023.

Best practice suggests it is useful to re-state the declaration each year during the Council's 4 year term

RECOMMENDATION:

To resolve that the Town Council has met the criteria for eligibility for The General Power of Competence and will continue to exercise that power for the term of the Council 2019-2023.

19. REVIEW OF FINANCIAL REGULATIONS

The Finance & Policy Cttee have reviewed and proposed amendments to the Financial Regulations in light of recommendations from the Internal Auditor and changes to the Council's financial procedures.

RECOMMENDATION FROM FINANCE & POLICY CTTEE:

To review and approve the amended regulations

20. ANNUAL SCHEDULE OF DIRECT DEBITS 2021/2022 (attached)

The Financial Regulations require all expenditure to be authorized by Council before payment is taken/made. In order to manage Direct Debits and Standing Orders whilst complying with the regulations the Council approves a schedule of such payments annually in advance

RECOMMENDATION:

To approve the Direct Debit and Standing Order mandates for the Financial Year 1st April 2021 to 31st March 2022

21. ANNUL REVIEW OF CIL EXPENDITURE

The End of year accounts have not yet been finalized so this report is not yet available

RECOMMENDATION

To defer to meeting of June 22nd

22. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date for the Town Council's next meeting is Tuesday 22nd June 2021 at 7.30pm. The Annual Return and Accounts for 2020/2021 will be considered at this meeting prior to submission to the External Auditor.

23. EXCLUSION OF THE PRESS AND PUBLIC

RECOMMENDATION:

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. Item 23 concerns staffing matters

24. SKILLS AUDIT AND PROPOSED NEW STAFF RECRUITMENT