



Town Clerk: Dawn Drury
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: 0117 986 8683
E-mail: townclerk@keynsham-tc.gov.uk
Website: www.keynsham-tc.gov.uk

To: All Members of the Consultation Response Group: Councillors D Biddleston, D Brassington, M Burton, D Cooper and C Fricker

Cllr Davis Substitute

cc. All Other Town Councillors.

Dear Member

You are requested to attend a meeting of the CONSULTATION RESPONSE GROUP to be held in the Town Council Office, 15 – 17 Temple Street, Keynsham BS31 1HF on **Thursday 12th June 2025 at 7.00 p.m.**

The agenda for the meeting appears below.

Dawn Drury Town Clerk

5th June 2025

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds you must evacuate the building by the exit and proceed to the assembly point: grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

AGENDA

1. MEMBERSHIP OF THE CONSULTATION RESPONSE GROUP 2025/2026

RECOMMENDED:

To note that Councillors Cllrs Dave Biddleston, David Brassington, Martin Burton, Deb Cooper and Clive Fricker are the appointed members of the Response Group for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20th May 2025.

2. ELECTION OF CHAIRMAN 2025/2026

RECOMMENDED:

To elect the Chair of the Consultation Response Group for the Municipal Year 2025/2026.

3. ELECTION OF VICE CHAIRMAN 2025/2026

RECOMMENDED:

To elect the Vice Chair of the Consultation Response Group for the Municipal Year 2025/2026.

4. APOLOGIES FOR ABSENCE

To receive apologies for absence.

5. 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).

6. NOTES OF LAST MEETING

RECOMMENDED

To approve the notes of the Consultation Response Group meeting (previously circulated) held on 12th March 2025.

7. TERMS OF REFERENCE

NAME OF WORKING GROUP	Consultation Response Group
MEMBERSHIP	5 Members of Town Council including 3 from Planning & Development Committee
FUNCTIONS	(i) To formulate responses to consultations for consideration by either Planning & Development Committee or full Town Council as appropriate. (ii) The Group may invite to its meetings any person, (including staff and volunteers), who may be of assistance to the Group in the exercise of its responsibilities.
DELEGATED POWERS	To formulate and submit responses on behalf of the Town Council if there is insufficient time for a response to be considered by either the

Consultation Response Group

	Planning & Development Committee or Full Town Council as appropriate.
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	As required

8. PARISH CHARTER SURVEY (Paperwork attached)

RECOMMENDED:

- (i) To receive, note and consider responses to the Parish Charter Survey*
- (ii) That the responses be reported to the Town Council meeting on 17th June 2025*
- (iii) That the Clerk submits the Town Council's response by the deadline of 27th June 2025*

9. PARISH LIAISON MEETING LOCATION SURVEY (Paperwork attached)

RECOMMENDED:

- (i) To receive, note and consider responses to the Parish Liaison Meeting Location Survey*
- (ii) That the responses be reported to the Town Council meeting on 17th June 2025*
- (iii) That the Clerk submits the Town Council's response by the deadline of 27th June 2025*

10. DATE OF NEXT MEETING

RECOMMENDED:

To note that a Doodle Poll will be sent out to ascertain the date and time of the Group's next meeting.