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Dear Councillor

You are summoned to attend a **MEETING OF KEYNSHAM TOWN COUNCIL** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **Tuesday 17 March 2020** commencing at **7.30 p.m.**

The Agenda for the meeting appears below.

10 March 2020

Dr Cheryl Scott – TOWN CLERK

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds you must evacuate the building by one of the signed green running person exits and proceed to the named assembly point.

Assembly point: Grassed area past St. Cadoc House, Temple Street.

DO NOT USE THE LIFTS

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 **APOLOGIES FOR ABSENCE**

RECOMMENDATION:
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 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 interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per Standing Order 13.

RECOMMENDATIONS:

To receive requests for dispensations (for disclosable pecuniary interests) prior to an individual item(s) being discussed, that Members may only become aware of during the meeting itself.

4 RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (a) That the Minutes of the meeting of the Town Council held on 18 February 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.
- (b) That the recordings of the above meeting be either preserved or deleted.

Clerk's note: If the Council wish to preserve the recording they will need to firstly agree to suspend Standing Order 12(f) in order to do so as follows:

- (i) *To suspend standing Order 12(f)*
- (ii) *To approve preservation of the recording of the meeting.*

5 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

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.

- (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 the meeting, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDATION:

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.

6 CHAIRMAN'S ANNOUNCEMENTS

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

7 QUESTIONS ON NOTICE BY MEMBER

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.

8 KEYNSHAMNOW

RECOMMENDATION:

To receive and note report from KeynshamNow.

9 REPORT FROM B&NES COUNCILLOR(S)

RECOMMENDATION:

To receive and note updates from B&NES Councillors.

10 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

For Members to report back on any meetings they have attended.

RECOMMENDATION:

To receive and note reports.

11 MINUTES OF MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date</u> (2020)	<u>Status</u>
Planning & Development Cttee.	24 February	DRAFT
Environment & Sustainability Cttee	3 March	DRAFT
Keynsham NDP Steering Grp.	2 March	DRAFT
Grants Committee	3 March	DRAFT
Finance & Policy Committee	10 March	DRAFT

RECOMMENDATIONS:

- (i) That the Minutes of the above meetings are received and noted.
- (ii) That the recommendations that are not subsequent Agenda Items are approved.

12. REVIEW OF FINANCIAL REGULATIONS

NALC published new model Financial Regulations in 2019. The Town Council last reviewed its regulations in 2017 so a review is due as part of the Council's Governance and Audit regime.

The Finance & Policy Committee have issued the following revised Regulations for approval by the Town Council.

RECOMMENDATION:

To approve the revised Financial regulations.

13. TOWN COUNCIL RESPONSE TO COVID 19

The Clerk will give a brief presentation to all Councillors.

In addition, the Council is asked to consider the following documents

- a) Risk Assessment
- b) Business Continuity Plan including delegation of authority
- c) Guidance sheet for Councillors
- d) Ratification of expenditure to date undertaken by Town Clerk under delegated powers and approval to reimburse.

N.B. A further document pertaining to pay and absence policy during the outbreak will be considered under confidential business.

RECOMMENDATION:

To consider the documents and associated actions.

14. REINSTATEMENT OF TEMPLE STREET OFFICES

Update from the Clerk in respect of reinstatement of Temple Street office and ratification of decision by Finance & Policy Committee on appointment of electrical contractors

RECOMMENDATION:

To consider the works to be performed by the insurance-appointed reinstatement company.

15. ANNUAL REPORT 2019/2020

(attached)

The draft is attached for consideration

RECOMMENDATION:

To approve the Annual Report 2019/2020 (subject to amendments proposed at the meeting) for submission to the Annual Town Meeting on 23 April 2020.

16. GOOD CITIZENS AWARDS 2019/2020

As per the decision by Town Council last year, the nominations were considered by the Chair and Vice Chair of Council. Cllr Greenfield was invited by the Chairman to join the panel when it was realised that one member of the panel had nominated an individual for an award. The Awards to be presented at the Annual Town Meeting on 23 April 2020.

RECOMMENDATION:

To ratify the decision of the Panel to award Good Citizens Awards for the following categories:

- (i) Young Citizen of the Year
- (ii) Citizen of the Year
- (iii) Lifetime Achievement Award

17. NDP YOUNG PERSON'S SURVEY

The revised survey is attached for approval, to be launched at the Skate Park event on 9th May. It is awaiting comment from KeynshamNow who will be meeting next on 1st April.

RECOMMENDATION:

To approve the survey for publishing.

18. BUSINESS DIRECTORY

The NDP Steering Group and EATH Committee have already provided input to the draft. The final proof is now attached for Council approval prior to distribution to every Keynsham household.

RECOMMENDATION:

To approve the Directory for publishing.

19. FEES & CHARGES 2020/2021

The proposed charges for Cemetery, Manor Road Football, Tennis Courts and photocopying are attached. Finance & Policy Committee recommended approval at its meeting of 10th March.

RECOMMENDATION:

To approve the proposed charges.

20. CLIMATE CHANGE ACTIVITIES UPDATE

a) CLIMATE SHOWCASE EVENT

Verbal report from Chairman of Env & Sustainability Working Party on Climate Showcase Event that took place on Saturday 14 March.

b) TREE-PLANTING LOGISTICS

To consider a report from the Town Clerk in respect of logistics, progress and planning in view of the COVID19 outbreak.

21. JOINT WORKING PARTY ON KEYNSHAM GREEN SPACE STRATEGY

a) To approve the Terms of Reference

b) To nominate an additional Town Councillor to the Working Group.

MONTHLY FINANCE

22. SCHEDULE OF INVOICES DUE FOR PAYMENT (MARCH)

(attached)

RECOMMENDATION:

To approve the Schedule of Invoices for Payment.

23. FINANCE MONTHLY REPORTS

(a) Schedule of Expenditure – Month 11 (February)	Attached
(b) Bank Reconciliation – Month 11 (February)	Attached
(c) Petty Cash Expenditure – Month 11 (February)	Attached
(d) Journals	None
(e) Budget Monitoring Report – Month 10 (January)	Attached
(f) Youth Finances – Month 10 (January)	Attached

RECOMMENDATION:

That the above reports are approved en bloc.

24. TIMEOUT ATTENDANCE COMPARISON FEBRUARY 2019/FEBRUARY 2020

RECOMMENDATION:

To consider the reports.

25. DELEGATED ACTIONS SINCE LAST MEETING

RECOMMENDATION:

To ratify delegated actions.

26. CORRESPONDENCE ITEMS (REDACTED)

a) Recent Damage to Manor Rd Playing Fields.

RECOMMENDATION:

To note correspondence.

27. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is **Tuesday 21 April 2020 at 7.30pm in The Space, Market Walk, Keynsham.**

28. EXCLUSION OF 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 35 is commercially sensitive and Item 36 has commercial sensitivity and staffing implications.

29. STAFF PAY AND ABSENCE POLICY DURING COVID19 OUTBREAK

To consider the absence and pay policy during the COVID19 outbreak in response to NJC advisory.