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Dear Councillor

You are summoned to participate in a remote attendance of a **MEETING OF KEYNSHAM TOWN COUNCIL** to be held by Zoom Conference on **Tuesday 21 July 2020 commencing at 7.30 p.m.**

REMOTE COUNCIL MEETINGS.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”), Keynsham Town Council will be holding Council and Committee meetings virtually using the Zoom software platform whilst these regulations remain in place during the COVID crisis.

The meeting ID and password specific for the meeting concerned will be available on the agenda posted on the Town Council website, so that members of the public can attend.

The details for joining this specific meeting are as follows:

<https://us02web.zoom.us/j/82407598173?pwd=SXErYUxRcUo5Mm95UjNST1dSd1U1QT09>

Meeting ID: 824 0759 8173

Password: 529638

For telephone dial-in number please contact townclerk@keynsham-tc.gov.uk

Details of how to join a zoom meeting using computer, tablet or phone can be accessed here

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

THIS MEETING IS OPEN TO THE PUBLIC

The Council will be prioritising and focusing on urgent issues/business. Members of the public wishing to address the Council during Public Participation are asked to bring this to the attention of the Clerk or in any case the Chairman before the start of the meeting and are reminded that the Council cannot make any decision on matters that do not appear on the agenda. If any members of the public have questions about matters not on the agenda, they are requested to contact the Clerk of the meeting by telephoning 07904 161097 or emailing townclerk@keynsham-tc.gov.uk

The Agenda for the meeting appears overleaf.

14 July 2020

Dr Cheryl Scott – TOWN CLERK

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

The Chairman/Clerk will explain the arrangements for conducting this meeting.

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 **PUBLIC PARTICIPATION**

(a) In accordance with Standing Order 3(e) (ii), 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.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

That the Minutes of the meeting of the Town Council held on 23 June 2020 (previously circulated) be confirmed as a true and accurate record and signed by the Chairman.

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 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.

8. KEYNSHAMNOW

RECOMMENDATION

To receive and note report from KeynshamNow.

9. REPORTS 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>	<u>Status</u>
Finance & Policy Cttee.	14 July	DRAFT
Personnel Committee	14 July	DRAFT
Planning & Development Cttee	6 July	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.

URGENT BUSINESS

12. **COMMITTEE MEETINGS**

a) **Environment & Sustainability Cttee**

(attached)

To consider the proposed schedule of meetings for the remainder of the municipal year

b) **Grants Cttee**

To consider a suitable date in August for the Grants Cttee to meet by zoom to consider applications from the following suggestions:

- Wednesday 19th August at 7.30 p.m.
- Thursday 20th August at 7.30 p.m.
- Monday 24th August at 7.30 p.m.
- Tuesday 25th August at 7.30 p.m.
- Wednesday 26th August at 7.30 p.m.
- Thursday 27th August at 7.30 p.m.

N.B. All files will be sent to the Cttee via WeTransfer at the start of August for inspection/making notes.

c) **EATH Cttee**

To note the zoom meeting scheduled for 5th August at 4pm to discuss Winter Festival

13. **KMFA GRANT 2020/2021**

(attached)

To consider the request from KMFA with reference to the budgeted £18,000 grant for 2020/2021 in light of the fact this year's Festival has been cancelled. Correspondence from KMFA is included.

RECOMMENDATION

To decide whether to release the grant

14. **KEYNSHAM FARMERS MARKET GRANT 2020/2021**

(attached)

To consider the request from Keynsham Farmers Market with reference to the budgeted £ given the reduction in markets owing to COVID

RECOMMENDATION

To consider whether to release all or part of the grant

15. **TOWN COUNCIL INSURANCE RENEWAL**

(attached)

RECOMMENDATION

To consider the recommendations from Finance & Policy Cttee in respect of renewal of the Town Council's Insurance policies in August

16. CESSATION OF PHONE LINES/CONTRACT

The Finance & Policy Cttee have made recommendations in respect of ceasing all but one (Town Council main phone number) of the current rental of 4 landlines and replacing the one used for remote alarm monitoring by new 4G monitoring.

RECOMMENDATION

To consider the report

17. PERSONNEL CTTEE RECOMMENDATIONS– TEMPORARY STAFF FOR LITTER PICKING/ HIGH STREET BARRIERS OPERATION/PLAY AREAS

The Personnel Committee have made recommendations on respect of whether the Town Council should look to financing additional human resource for the above duties.

RECOMMENDATION

To consider the report

18. CIL RECEIPTS

17/04503/FUL 128 Charlton Road Keynsham	£2910.58
Instalment 1 of 1.	

RECOMMENDATION

To note above CIL receipt

CONSULTATIONS19. LOCAL GOVERNMENT ASSOCIATION – MODEL CODE OF CONDUCT

The LGA has committed to reviewing the current model member code of conduct, as recommended by the Committee on Standards in Public Life's report into [Local Government Ethical Standards](#).

A [consultation draft model member code of conduct](#) is the result of this initial work. The consultation on the draft member code of conduct will run for 10 weeks from **Monday 8 June** until **Monday 17 August with responses being submitted by an [online consultation questionnaire](#)**

RECOMMENDATION

To consider a response to the Consultation

20. CONSIDERATION OF ALCA PROPOSAL TO RAISE SUBSCRIPTIONS (attached)

Avon Local Councils Association are requesting feedback from Members about a possible proposal to raise subscriptions by 10% per annum for the next 3 years. Preliminary discussion by Finance & Policy Cttee has raised a number of questions and it is hoped answers will be returned in time to be included in the attached report to enable feedback to be given to ALCA

RECOMMENDATION

To consider a response to ALCA

21. AVON PENSION FUND INVESTMENT STRATEGY CONSULTATION

Avon Pension Fund re consulting on their proposed investment strategy to be finalised in September

RECOMMENDATION

To consider a response

MONTHLY FINANCE

22. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 4 (July) (attached)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

23. FINANCE MONTHLY REPORTS

Owing to the issues with working remotely with the accounts software and the delay in year end processes, transactions for the current financial year are only just starting to be entered onto the accounts system. Therefore, April, May and June finance documents are not available for inspection at this meeting.

- (a) Schedule of Expenditure – JUNE (Month 3)
- (b) Bank Reconciliation – JUNE (Month 3)
- (c) Petty Cash Expenditure – NONE
- (d) Journals - NONE TO REPORT
- (e) Budget Monitoring Reports April, May - DEFERRED
- (f) Youth Finances - DEFERRED

RECOMMENDATIONS:

To approve the above reports.

24. UPDATE ON YOUTH SERVICE (attached)

RECOMMENDATION

To approve the attached report

25. DELEGATED ACTIONS SINCE LAST MEETING

Ratified By Personnel Cttee – to advertise internally for a temporary grounds maintenance worker 21hrs/week until 30th September 2020

RECOMMENDATION:

To note the above.

26. CORRESPONDENCE ITEMS (REDACTED)

- a) Keynsham Fish Bar re High Street temporary closures

RECOMMENDATION:

To note any attached correspondence.

27. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is Tuesday 22 September 2020 at 7.30pm to meet remotely by Zoom.

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 21 and 22 Commercially sensitive material, Item 23 Staffing matters).

29. MEMORIAL PARK MULTI SPORTS/TENNIS COURTS

RECOMMENDATION

To consider the latest offer from B&NES n respect of surrender of the Tennis court lease

30. KELSTON PARK WHEEL CHAIR SWING

RECOMMENDATION

To consider quotation for equipment and associated allocation of additional CIL receipts to B&NES towards the purchase.

31. GRIEVANCE AND DISCIPLINARY MATTERS

To consider recommendations from the Personnel Committee