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Dear Councillor

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”), you are hereby summoned to participate in a **REMOTE MEETING OF KEYNSHAM TOWN COUNCIL on Tuesday 20 October 2020 commencing at 7.30pm**

Signed on 13 October 2020

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

This meeting is open to Members of the Public. For telephone dial in details please contact the Town Clerk.

To Join the Meeting

<https://us02web.zoom.us/j/83900463685?pwd=R1ISRgkzY29VcURCRHJkSDIrZEhrdz09>

Meeting ID: 839 0046 3685

Passcode: 529638

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 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 item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

RECOMMENDATION:

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), 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 meetings, 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

RECOMMENDATION:

That the minutes of the meeting held on 22 September 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. CHAIRMAN’S ANNOUNCEMENTS

RECOMMENDATION:

The Chair 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 the 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 AND RECOMMENDATIONS FROM COMMITTEES (previously circulated)

<u>Committee Meeting</u>	<u>Date</u>	<u>Status</u>
a) Planning Committee	5 th October	DRAFT
b) EATH Committee	7 th October	DRAFT
c) Finance Committee	6 th October	DRAFT
d) Environmental & Sustainability Committee	13 th October	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. UPDATE ON TENNIS COURTS, KEYNSHAM MEMORIAL PARK (attached)

RECOMMENDATION:

To receive an update from B&NES on the progress of the plans to refurbish the Tennis Courts in Upper Memorial Park

13. KEYNSHAM DEMENTIA ACTION ALLIANCE

To receive a brief presentation on the aims and objectives of the Dementia Action Alliance

RECOMMENDATION:

To note the information

14. KEYNSHAM ALLOTMENT ASSOCIATION (attached)

The Allotments Association have tabled items for discussion in the attached report.

RECOMMENDATION:

To consider the report

15. KEYNSHAM MUSIC FESTIVAL – CONSIDERATION OF 2020-2021 GRANT

In view of the cancellation of the Music Festival this year, the Town Council have requested KMFA Ltd provide figures on costs incurred to date this year in order to determine an amount to be awarded as a grant for 2020-2021

RECOMMENDATION:

To approve a grant to KMFA Ltd for the current financial year

16. MANOR ROAD – BOOKINGS, FEES AND LITTER (attached)

Following on from the September Council meeting, to discuss revised fees for all users and consider the current problem of littering at weekends.

RECOMMENDATION

To consider the report

17. HERITAGE ACTION ZONE - CULTURAL BID

The Town Council, as nominated Cultural Lead in the Heritage Action Zone award, has to submit a bid (signed off by B&NES as lead Authority) by 12th December for a Cultural program to run alongside the delivery of the main Award until 2024. A grant of up to £110k is available.

The program must consider the heritages and histories of the High Street, as well as its role in today's context, prompting people to reconsider their preconceptions about what the High Street is, and who it is for. The High Street is not just buildings and architecture, but it is made up of the stories of the people, and events that have taken place there over time.

This matter has been referred to Town Council without recommendations from the EATH Committee.

RECOMMENDATIONS

- (i) To determine the scope/activities of the bid
- (ii) To set up a Cultural Consortium and nominate attendees/organisations
- (iii) To determine who will write the actual bid arising out of the proposals from the Town Council and the Cultural Consortium

18. FORMAT OF TOWN COUNCIL MEETINGS (attached)

Following an informal meeting with Chairs of Committees, suggestions have been made to improve the format and running of Town Council meetings.

RECOMMENDATION

To discuss and approve the recommendations

MONTHLY FINANCE

19. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 7 (October) (attached)

RECOMMENDATION

That the attached Schedule of Invoices be approved for payment.

20. FINANCE MONTHLY REPORTS (attached)

- (a) Invoices Due for Payment – Month 7
- (b) Schedule of Expenditure - Month 6 (September)
- (c) Bank Reconciliation - Month 6 (September)
- (d) Petty Cash Expenditure- Month 4 (July)
- (e) Journals - Month 4 (July)
 - (i) Journal 807 – correction of coding – Salaries - Debit 4001 (salary TC and credit 4002 (salary DTC)
 - (ii) Journal 808 – Public Sector interest £69.93 – Debit 211 (public sector deposit fund) credit 1190 (interest)
 - (iii) Journal 809 – correction of coding – Recruitment – (£42.66) Debit 4010 (recruitment) and credit 4119 (Timeout)
- (f) Budget Monitoring Report - Month 4 (July)
- (g) Youth Finances - Month 4 (July)

RECOMMENDATION:

To approve the above reports.

21. UPDATE ON YOUTH SERVICE (attached)

RECOMMENDATION

To consider the report

22. DELEGATED ACTIONS SINCE LAST MEETING

RECOMMENDATION

To ratify any delegated actions

23. CORRESPONDENCE ITEMS (REDACTED)

RECOMMENDATION

To note any attached correspondence.

24. DATE OF NEXT MEETING

RECOMMENDATION

To note that the scheduled date for the Town Council's next meeting is Tuesday 24th November 2020 at 7.30pm to meet remotely by Zoom.