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Dear Councillor

You are summoned to attend a remote videoconferencing **MEETING OF KEYNSHAM TOWN COUNCIL on WEDNESDAY 24TH FEBRUARY 2021 commencing at 7.30pm**

Signed on 17th February 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 videoconferencing software. For telephone dial in details please contact the Town Clerk.

[Join the Meeting](#) (click embedded link)

Meeting ID: 860 7902 2721

Passcode: 599593

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 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:

To receive/approve any requests for dispensations

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 19th January 2021 (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 REPRESENTATIVES ON OUTSIDE BODIES

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

RECOMMENDATION:

To receive and note reports.

10. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date</u> <u>2021</u>	<u>Status</u>
Planning Cttee	1 February	DRAFT
Environment & Sustainability	2 February	DRAFT
Personnel Cttee.	9 February	DRAFT
EATH Cttee.	12 February	DRAFT

RECOMMENDATION:

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

11. NAMING OF NEW DEVELOPMENT ON BATH HILL

The developers are proposing to name the road on the new development on the old police station site Courthouse Walk. B&NES have invited the Town Council's comments. [Historical research](#) has revealed there was an Old Courthouse off Bath Hill and an earlier building may have been the Abbey Courthouse.

RECOMMENDATION

To comment on the proposed name.

12. NOMINATION OF WILDFLOWER AREA IN CEMETERY (attached)

Keynsham in Bloom are progressing with the project to introduce a wildflower area in the cemetery. A plan of the proposed area is attached for Council consideration.

RECOMMENDATION

To grant permission to KIB to proceed with the wildflower area and approve the location of the area to be seeded.

13. DRAFT COUNCIL TAX LEAFLET 2021-2022 (attached)

The draft Council Tax leaflet has been circulated for consideration prior to publishing on B&NES and Town Council websites.

RECOMMENDATION

To approve a final version of the 2021-2022 Council Tax Leaflet for publication.

14. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING

The Town Council is asked to nominate speaker(s) for the Annual Town Meeting to take place remotely by zoom on Thursday April 22nd at 7.30pm. Suggestions received already include speaker from Historic England/B&NES on the HS HAZ project and future of Keynsham town centre and Jackie Weaver (ref Handforth Parish Council meetings that went viral).

RECOMMENDATION

To suggest/consider speakers.

15. RURAL MARKET TOWN GROUP (attached)

The Council has received information from Rural Services Network inviting membership of its new rural market town group at £150 ex VAT per annum, with a free trial until September 2021.

RECOMMENDATION

To consider membership.

16. CHANGE OF DATE – MAY ANNUAL TOWN COUNCIL MEETING

The Coronavirus Regulations (2020) are being repealed on 7th May after which Town and Parish Councils will no longer be permitted to hold meetings virtually. Town and Parish Councils are required in law to hold their annual meeting to elect a Chairman in May and this Town Council's annual meeting is currently scheduled for Tuesday May 18th. The risk assessment suggests it would be preferable for the meeting to take place virtually as not all Councillors and staff will have been vaccinated 3 weeks prior to the meeting. Many Councils are therefore bringing forwards the date of their Annual Council meeting to take place before the regulations are repealed on 7th May. There are already two Committee meetings on Tuesday 4th May owing to the bank holiday on Monday 3rd May.

RECOMMENDATION

To reschedule the annual Town Council meeting to Thursday 6th May 2021 to take place remotely.

17. TERMINATION OF TENNIS COURT LEASE IN MEMORIAL PARK

B&NES are planning to refurbish the Tennis Courts in Memorial Park and the Town Council has agreed to contribute £7500 towards this from CIL receipts as part of the lease termination agreement. The Council is being asked to approve the termination agreement and nominate two Councillors to witness the affixing of the Town Council seal. (It is hoped the agreement will have been received in time for this Council meeting otherwise the matter will either need to be deferred to the next Town Council meeting on 23rd March or delegated to the Town Clerk).

RECOMMENDATIONS

- (i) To consider the termination agreement (or deferral/delegation as required).
- (ii) To nominate two Councillors to witness the affixing of the Council seal once the agreement has been approved.

MONTHLY FINANCE

18. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 11 (Feb) (attached)

RECOMMENDATION

That the attached Schedule of Invoices be approved for payment.

19. FINANCE MONTHLY REPORTS (attached)

- a. Schedule of Expenditure - Month 10 (January)
- b. Bank Reconciliation - Month 10 (January)
- c. Petty Cash Expenditure - Month 10 (January)
- d. Journals - Month 10 (January)
- e. Budget Monitoring Report - Month 10 (January)
- f. Youth Finances - Month 10 (January)

RECOMMENDATION

To approve the above reports.

20. DELEGATED ACTIONS SINCE LAST MEETING

To be reported at the meeting.

RECOMMENDATION

To ratify delegated actions.

21. UPDATE ON YOUTH SERVICE

None.

22. CORRESPONDENCE ITEMS (REDACTED)

RECOMMENDATION

To note any circulated or attached correspondence.

23. DATE OF NEXT MEETING

RECOMMENDATION

To note that the date for the Town Council's next meeting is Tuesday 23 March 2021 at 7.30pm to meet remotely by Zoom.

24. 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. Items 25 and 26 related to staffing and personnel matters.

25. QUESTIONS FOR CO-OPTION

To determine questions to be asked of candidates for co-option at the next Town Council meeting. There will be a recommendation made by Personnel Cttee.

RECOMMENDATION

To determine the questions to be asked of candidates for co-option at the next Town Council meeting on Tuesday 23rd March.

26. REPORT ON GRIEVANCE FROM PERSONNEL COMMITTEE

RECOMMENDATION

To consider the report and recommendations of the Personnel Committee.