

KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on
Wednesday 28th July 2021 in The Space at 7.30 pm

PRESENT: Councillors D Brassington, C Fricker, A Greenfield, H MacFie, A McGuinness, A Ross, B Simmons and A Wait (Chair)

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

NOT PRESENT: J Wallcroft

44. APOLOGIES FOR ABSENCE

CLrs D Biddleston, C Brennan, C Buxton, D Cooper, A Halliday and A Sinclair

45. DECLARATIONS OF INTEREST

CLlr A Wait in respect of matters relating to KMFA limited.

46. DISPENSATIONS

For Councillor representatives on KMFA Limited.

47. PUBLIC PARTICIPATION

There were 3 members of public present as speakers on matters below.

48. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Town Council meetings held on Wednesday 5th May 2021 and Tuesday 22nd June (previously circulated) be confirmed as a true record and signed by the Chairman.

49. CHAIRMAN'S ANNOUNCEMENTS

(i) Young Christian Climate Network Event

The Chair reported that he had attended a Young Christian Climate Network (YCCN) event in the Keynsham Memorial Park, where he along with others had welcome young walkers (aged 18 – 30) who were on a relay walk from Lands End to Glasgow highlighted the perils of climate change. They carried with them a wicker coffin with a sail as a symbol of possible deaths associated with impending floods as a result of climate change. The group of walkers attended a service in the Baptist Church and Keynsham was used as a destination for an overnight stop on the night of 17th July before taking up the next walking leg from Keynsham to Bath.



(ii) South West In Bloom/Keynsham In Bloom – 23rd July 2021

The Chair reported that he had attended a luncheon that was put on by members of Keynsham In Bloom as part of their South West In Bloom judging route and as part of the judging process had watched a power point presentation on the activities of In Bloom during 2019 and 2021. He welcomed the South West In Bloom judge, Mr Terry Porter to the Town and said how impressed that he was with all the activities, projects of In Bloom, the quality of In Bloom local competition entries and community involvement. He said he was proud that the Town Council were able to support such an organisation.

The Chair congratulated the Secretary of In Bloom on the presentation and asked that thanks be expressed to the other members of the group.

(iii) Staffing issues easing.

In edition to the appointment of two full time grounds maintenance staff, a part-time locum with additional qualifications that will assist the Acting Town Clerk/Town Council immensely, has been appointed. All start in early August.

(iv) Keynsham Foodbank

The Chair reported that after 9 years' service Alan Hale has resigned from his role with the Foodbank, an organisation that he had set up for Keynsham.

RESOLVED

That a thank you card for his service to this cause be sent to Alan from the Councillors and staff of Keynsham Town Council.

50. QUESTIONS ON NOTICE BY MEMBERS

There were none.

51. KEYNSHAM MUSIC FESTIVAL PLANS 2021

Mike May, (Chairman of KMFA Limited) reported on the plans for the 2021 Music Festival as follows:

- Thanks were expressed to the Town Council for covering the expenses of the 2020 Festival that could not go ahead.
- Suppliers' deposits have luckily all been carried forward to allow a 2022 Festival to go ahead (COVID) permitting
- 2021 Festival is to be scaled back to ensure that COVID regulations are adhered to and that there is not risk to the community.
- The Festival will run from Thursday 2nd September to Friday 10th September with performances being held in local venues public houses and restaurants. Local venues will be used to pay back their support of the Festival over past years. This



will also be easier to manage as performers and event attendees will then be covered by the regulations of each premise holding a performance.

- KMFA Limited are working in Partnership with a Cornish Circus Events company 'BERT' who will be putting on shows in the Bandstand area on the days of 4th and 5th September 2021. Activities will include circus acrobatics, workshop skills (juggling etc.), artwork sessions including clay modelling.
- The Art Space will also be holding events and getting local artists to contribute artwork which the community will be asked to vote on.
- Temple Court will be hosting several performances including Attila the Stokebroker (punk poet) and Opera in a Box.
- There will be a Festival finale.
- There will strict audience numbers – FREE tickets on a first come and first served basis. This is to ensure that audiences are safe and comfortable with the performance venue. Security will be on hand to manage venue numbers.
- Numbers attending in the Memorial Park cannot be restricted.
- It is intended that all performances/activities will be free to allow every event to be inclusive. However, donations will be collected.
- The Town Council has allocated £18,000 towards the Music Festival and it is intended that these funds cover all costs and sponsorship will not be sought as many local companies have has a tough time in past months. All performers will be paid. It has been agreed that a percentage of the donations collected will be paid back against the grant award from the Town Council

The Chair thanked Mike for his presentation and extended thanks on behalf of the Town Council to KMFA for putting on a Festival, this year.

RESOLVED

- (i) That the update from Mike May, Keynsham Music Festival be received and noted.
- (ii) That the Town Council are happy and are in agreement that the Festival should go ahead in to 2021 using the Town Council grant monies
- (iii) That the Town council receive a percentage of the donations against the grant allocated.



52. KEYNSHAM ALLOTMENTS

Sue Mansfield (Chair of the Allotment Association) gave a presentation to Council

Firstly, she explained the change in key members associated with the association as follows: -

Secretary – Annie Steward, Site Manager – Bill Mansfield, role of Treasurer to be filled in due course. The Committee consists of 9 members who volunteer for additional on-site tasks as and when required.

Sue reported the following as an update:

- There is a waiting list of 49 and 3 people have resigned their allotments due to ill health.

- Regular plot inspections are carried out and warnings are given to those not maintaining their plots to a sufficient standard. Some allowance is given to those that have a good reason for lapse in standards.
- Councillor A Ross had recently attended the allotments and had undertaken a tour of the site facilities
- The Allotments have recently been judged as an It's Your Neighbourhood entry in the South West in Bloom competition and they await the results that will be released in October.
- A crop drop bin has been put in place on site and allotment holders with excess produce can donate. All donations are shared between the Children's Centre and the Community Fridge and both organisations are very pleased to receive the regular produce gifts.
- The water supply issue is an ongoing problem, and the Water Company is to be approached again regarding the installation of a separate supply (from the neighbouring farmer) and not a shared supply which is the current set.
- Security of the site is another issue, as gaps in the hedgerow allow access on to the site which has in the past resulted in damage to crops and a shed. Trees on one boundary need work to remove branches and allow more light into the site. Quotes are to be sought from a contract for hedge and tree works. The Acting Town Clerk reported that she would arrange for the Allotment Agreement to be looked at to see what responsibility the Town Council have in respect of this matter.
- Clarity in respect of Section 106 allotment funding was requested and it was suggested that a meeting be arranged with the Acting Town Clerk.
- It was reported that the Allotment Association funds are currently healthy.

The Chair congratulated the Allotment Association on the Crop Drop initiative and suggested that they liaise with the Acting Town Clerk in respect of the issues that they had highlighted.

RESOLVED

That the presentation from Sue Mansfield, Keynsham Allotment Association (Chair) be received and noted.

53. KEYNSHAMNOW

Cllr Wait gave a report on behalf of the KeynshamNow group as follows:

- Unfortunately, due to being unable to meet or promote the group member numbers have dwindled.
- The group are preparing material for their stall at the ECO Festival in September, and this will be used as an opportunity to recruit new younger members.
- KeynshamNow's Ambitions (charter) mentioned at the last meeting have now been finalised and copies laminated for promotional events.
- A power point of slides promoting the group is being produced and this will be given to local schools to show on their foyer screens, in classrooms and assemblies.

RESOLVED

That the report from KeynshamNow be received and noted.

54. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED

There were no reports

55. MINUTES OF COMMITTEE MEETINGS AND NOTES FROM CONSULTATIONS

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Personnel	29 th June 2021	Notes
Planning Committee	21 st June 2021	APPROVED
Planning Committee	12 th July 2021	Minutes to be approved
E & S Committee	25 th May 2021	Notes
Grants Committee	16 th June 2021	Notes
Finance & Policy Committee	22 nd June 2021	APPROVED
Finance & Policy Committee	22 nd July 2021	Notes
EATH Committee	7 th July 2021	Notes

RESOLVED:

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

56. DELEGATED ACTIONS SINCE LAST MEETING

In accordance with the Schedule of Delegation approved on 22nd April 2021, to ratify the delegated decisions taken by the Acting Town Clerk in consultation with Members as detailed in minute nos. below:

57. GRANT AWARD – BRISTOL BASEBALL CLUB

RESOLVED:

That the grant of £750 to Bristol Baseball Club be approved



58. RENEWAL OF PHOTOCOPIER LEASE (5 Year Term)

RESOLVED:

That a five-year lease of the office photocopier be entered into with company A as approved by the Finance and Policy Committee after considering quotes from three companies.

59. GROUNDS MAINTENANCE POSTS

RESOLVED:

That information in respect of the appointment of two Grounds Maintenance workers and one possible apprentice be received and noted.

60. KEYNSHAM WINTER FESTIVAL 2021

RESOLVED:

That information in respect of plans for the Keynsham Winter Festival 2021 be received and noted. It was noted that plans in respect of this event are still being discussed and no plans have been finalized to date.

61. GOOD CITIZEN AWARD 2020/2021

RESOLVED:

- (i) That Colin Mc Sherry be awarded a Good Citizen Award 2020 (over 25 Category).
- (ii) That a presentation be made to Mr Mc Sherry at the grants presentation event to be held in September.

62. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 28TH JULY 2021

(a) UPDATE ON OFFICE DISRUPTION/INSURANCE CLAIM

It was reported that the action this matter has been undertaken and the insurance claim is now settled and the sum of £16268.42 was received into the Town Council bank account on 23rd July 2021.

RESOLVED:

That approval be given to the Acting Town Clerk to source all related paperwork and finalise the insurance claim.

(b) PREVIOUS EMPLOYEE INSURANCE CLAIM

It was reported that this matter has been actioned due to time constraints and the Town Council will be kept informed by out insurers.

RESOLVED:

That approval be given to the Acting Town Clerk to source all related paperwork and liaise with Town Council insurers in respect of the above claim.

(c) ANNUAL CIL STATEMENT 2020/2021 FOR PUBLICATION

RESOLVED:

That the Annual CIL Statement be approved and signed off by the Chair of Council at this meeting.



(d) **ASSET REGISTER AND INSURANCE REVIEW**

It was reported that this matter has been actioned due to time constraints and that a meeting with the Town Council's insurance broker is arranged for 3rd August to review the insurance for 2021/2022

RESOLVED:

That the Acting Town Clerk gather necessary information to be presented at a future Finance & Policy consultation/meeting be approved.

(e) **ANNUAL HEALTH & SAFETY AUDIT REPORT**

RESOLVED:

That the Acting Town Clerk present the Annual Health & Safety Audit Report at the Finance & Policy consultation on 14th September 2021 (revised date) be approved.

(f) **CAPITAL PROJECTS REVIEW**

RESOLVED:

- (i) To undertake a Capital Projects Review at the Finance & Policy consultation on 14th September 2021 (revised date).
- (ii) To progress the possible relocation of the Town Council office. Appoint necessary professionals and apply for Public Works Loan.
- (iii) That dates be arranged for Councillors to have a tour of the Town Council assets. The Acting Town Clerk to arrange these during August.

(g) **ANNUAL RISK ASSESSMENT**

RESOLVED:

That the Acting Town Clerk to gather necessary information to be presented at the Finance & Policy consultation/meeting on 5th October 2021 be approved

(h) **3 YEAR FINANCIAL PROJECTIONS**

RESOLVED:

That the Acting Town Clerk to gather necessary information to be presented at the Finance & Policy consultation/meeting on 9th November 2021 be approved.



(i) **INTERIM INTERNAL AUDIT REVIEW**

RESOLVED:

That the Acting Town Clerk to gather necessary information to be presented at the Finance & Policy consultation/meeting on 9th November 2021 be approved

(j) DRAFT BUDGET

RESOLVED:

That the Acting Town Clerk to gather necessary information to be presented at the Finance & Policy consultation/meeting on 7th December 2021 be approved.

(k) TEVIOT ROAD AND S106

RESOLVED:

That the Acting Town Clerk to gather necessary information for a report to be considered at a future Finance & Policy consultation/meeting (date to be advised) be approved.

(l) REVIEW OF STANDING ORDERS

RESOLVED:

That Standing Orders and Financial Regulations to be reviewed on 11th January 2022 for presentation at the Town Council meeting on 22nd February 2022 be approved.

63. HYGGE PARK AND S106 AGREEMENTS

RESOLVED:

That the documents be received and noted.

To note that the appointed Locum Clerk will be reporting on his findings from these agreements at a future Town Council meeting.

64. ABILITY SWING INSTALLATION – KELSTON PARK

RESOLVED:

That the report in respect of the Ability Swing be received and noted.

A suggestion was made that a radar key could be held at the COOP on Queens Road, and this will be investigated.

MONTHLY FINANCE**65. SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – JULY 2021 (MONTH 4)**

RESOLVED

That the Schedule of Invoices be approved for payment.

66. FINANCE MONTHLY REPORTS

- | | |
|------------------------------------|------------------------------------|
| a. Schedule of Expenditure | - Months 1, 2 & 3 (April/May/June) |
| b. Bank Reconciliation | - Months 1, 2 & 3 (April/May/June) |
| c. Petty Cash Expenditure | - Months 1, 2 & 3 (April/May/June) |
| d. Budget Monitoring Report | - Months 1, 2 & 3 (April/May/June) |

- e. Youth Finances - Months 1, 2 & 3 (April/May/June)

RESOLVED:

That the above reports be approved.

67. UPDATE ON YOUTH SERVICE

There was none.

68. CORRESPONDENCE ITEMS

- a) **Bilbie Green – anti-social behaviour**

RESOLVED

- (i) That the letter from Mr Bailey be received and noted.
- (ii) That a letter be written to Mr Bailey suggesting that he contact the local Police and Curo Housing to initiate a meeting with local residents and that a representative member of the Town Council be invited to attend.

- b) **Update on Holmoak Play Area**

RESOLVED:

That the update on the Holmoak play area be received and noted

- c) **Planning Application – 21/00419/EFUL – Resourceful Earth**

RESOLVED:

That the letter from POKE be received and noted.

It was reported that the organisation has had the 6-month rule explained to them and the procedure for revoking a Town Council decision.

69. DATE OF NEXT MEETING

RESOLVED

To note that the date for the Town Council's next meeting of the Town Council, is **Tuesday 21st September 2021 at 7.30pm** in The Space, Market Walk, Keynsham.

The meeting finished at 8.58 p.m.

SIGNED:  (Chairman)

Dated: 210921

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