

# KEYNSHAM TOWN COUNCIL

Notes of the Finance & Policy Committee consultation held on Tuesday  
11<sup>th</sup> October at 6.30pm via Zoom video conferencing.

---

PRESENT: Councillors C Fricker, A McGuinness (Chair) and B Simmons

IN ATTENDANCE: Dawn Drury – Acting Town Clerk and Alan Jenner (Locum Clerk)

NOT PRESENT Cllrs D Biddleston, A Halliday and H MacFie

In accordance with the Schedule of Delegation approved by Town Council on April 22<sup>nd</sup> 2021, the Town Clerk/Deputy Town Clerk is required to exercise delegated power (in consultation with the members of the cttee) to make decisions on the following items:

1. Capital Projects Committee.
2. Capital Projects update.
3. Arrears of Manor Road hire charges by Real Saint George.
4. Keynsham Cultural Programme Coordinator.
5. Financial Risks and Reserves Policy Review.
6. Hedge works at Keynsham Cemetery.
7. Town Council bins.
8. Town Council heating.
9. Delegated actions taken since the Town Council meeting on 14<sup>th</sup> September 2021

## 1. CAPITAL PROJECTS COMMITTEE

### RECOMMENDATION

- (i) That the Capitals Projects Committee be reinstated.
- (ii) That the Committee include the Chair and Vice Chair of Council, the Chair of Planning or Vice Chair, the Chair of Finance and Policy Committee and five other members
- (iii) That the quorum for this meeting be four.

## 2. CAPITAL PROJECTS UPDATE

Verbal and written updates were given in respect as follows:

- (i) Keynsham Chapel and Cemetery

Information was provided in respect of archaeological findings in the past, possible future discoveries, maintenance works necessary at the chapel and cemetery grounds, including repairs to the spire, chapel wall and collapsed walls.

### RECOMMENDATIONS

- a) To send our letters for tender in respect of the Cemetery Quinquennial survey which is overdue (four companies have been selected).

- b) That the submitted Quinquennial Surveys be presented to the new Capital Projects Committee for review and decision on the company to be selected and decision on next steps.
- c) That an electronic plan of the Cemetery be produced with and overlay detailing all architectural areas of significance.

(ii) Sec. 106 Allotments matters

#### RECOMMENDATION

To receive and note the information (as per a verbal report) in respect of the Sec. 106 funding for the existing Park Road Allotment site.

(iii) Manor Road Pavilion

#### RECOMMENDATION

To receive and note information (as per a verbal report) on matters relating to Manor Road Pavilion.

(iv) Keynsham Town Council Office

To receive and note information (as per a verbal report) on matters relating to Keynsham Town Council office.

That this matter be considered under Exclusion of Press and Public at the meeting of the Finance and Policy Committee and the Town Council on 19<sup>th</sup> October 2021 due to sensitive information.

### **3. ARREARS OF MANOR ROAD HIRE CHARGES BY REAL SAINT GEORGE**

#### RECOMMENDATION

That the debt be left to run for the time being as it would not be cost effective to pursue the debt through the courts. Town Council staff will continue to monitor debt and chase should any more information come to light regarding the team.

### **4. KEYNSHAM CULTURAL PROGRAMME COORDINATOR**

#### RECOMMENDATION

To note the appointment of a Keynsham Cultural Programme Coordinator (part-time 15 hours – Salary £24,982 pro rata. Option to work additional hours until March 2022. Position to be funded through HSHAZ Cultural funding. The appointed person to be on the Town Council payroll and pay and on costs to be claimed back from B&NES on a quarterly basis.

## **5. FINANCIAL RISKS AND RESERVES POLICY REVIEW**

### RECOMMENDATION

As part of the Corporate Governance review timetable, to undertake the annual review of the Financial Risks and Reserves Policy.

### RECOMMENDATION:

To receive and note.

## **6. HEDGE WORKS AT KEYNSHAM CEMETERY**

### RECOMMENDATION

That Quote 2 be selected and the Contractor appoint to undertake vegetation clearance from the collapsed wall between Keynsham Cemetery and Broadlands Playing Fields.

## **7. TOWN COUNCIL BINS**

### RECOMMENDATION

(i) That 3 bins be purchased during the financial year 2021/2022. one from each of the following budgets :-

Litter and dog waste bin budget  
Cemetery general maintenance budget  
Recreation grounds maintenance budget

(ii) That the metal bin be chosen at a cost of £474.56 plus VAT together with ground fixing bolts at £27.79 plus VAT

(iii) That £2,000 be put in the 2022/2023 litter and dog waste bin budget.

## **8. TOWN COUNCIL OFFICE ADDITIONAL SOCKETS & NEW HEATING**

### RECOMMENDATION

(i) That new double sockets in various locations be installed at a cost of £720.00 plus VAT

(ii) That option 3 be selected to replace all the office night storage heaters (these are not working) with energy efficient panel heaters permanently on with thermostatic control. Modification of the current consumer unit and installation of additional units as 3.0kw are no longer available and will need to be replaced with 2.0kw units. Full works costed at £2963.73 plus VAT (materials £1963.73, labour £675.00 and waste disposal £325.00)

## **9. RENT ARREARS – KEYNSHAM TOWN COUNCIL OFFICE**

### RECOMMENDATION

- (i) To receive and note the information verbally provided.
- (ii) That this matter be considered under Exclusion of Press and Public at the meeting of the Finance and Policy Committee and the Town Council on 19<sup>th</sup> October 2021 due to sensitive information.

## **10. DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21<sup>st</sup> SEPTEMBER 2021**

To receive and note the following delegated decisions:

- a) 50% upfront payment of Mant Leisure invoice for replacement pyramid space net £2635.72 plus VAT.
- b) Upfront payment to LGRC for staff salary reviews £500.00 plus VAT.
- c) 2 no. Stihl KM111R Kombi Engine Strimmers (£362.50 each), 2 no. Stihl FS.KM Trimmers (£120.83) each) and 1 no. Stihl carbon extension pole 1m (£70.83)

## **11. DATE OF THE NEXT MEETING**

RECOMMENDATION

That the next meeting of Finance & Policy Committee will be held on Tuesday 19<sup>th</sup> October 2021 at 7.00 p.m. and a virtual consultation will be held on Monday 15<sup>th</sup> November 2021 at 6.30 p.m.

The consultation ended at 19.46 pm.