

# KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on  
Tuesday 18<sup>th</sup> January 2022 in The Space at 7.30 pm

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**PRESENT:** Councillors Cllr D Biddleston, D Brassington, A Beaumont, C Brennan, C Buxton, D Cooper, C Fricker, A Greenfield, A Halliday, H MacFie, B Simmons, A Wait (Chair) and J Wallcroft.

**IN ATTENDANCE:** Dawn Drury – Acting Town Clerk

**NOT PRESENT:** None recorded

## 204. APOLOGIES FOR ABSENCE

Cllr A McGuinness.



## 205. DECLARATIONS OF INTEREST

The following interests were declared:

Cllr B Simmons – as Chair of Dial-A-Ride that receive a grant and a B&NES Councillor  
Cllr D Biddleston – Scouts, the Church and other organisations that receive grants that he is associated with.

Cllrs A Beaumont, C Brennan and A Wait – KeynshamNow

Cllrs C Brennan, C Fricker and A Wait – Keynsham Music Festival

## 206. DISPENSATIONS

There were none.

## 207. PUBLIC PARTICIPATION

There were no members of the public present.

## 208. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 21<sup>st</sup> December 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

## 209. CHAIRMAN'S ANNOUNCEMENTS

The Chair announced that he had received a New Year card from the Libourne Twinning Association. It was suggested that a similar card (in French) be sent to them next year.

The tree planting projects planned by the Environment and Sustainability Committee were promoted by the Chair. He explained that volunteers would be welcome to attend the two planting sessions on

Saturday 29<sup>th</sup> January 2022 at 9.30 a.m. at Manor Road playing fields

Saturday 26<sup>th</sup> February 2022 at 9.30 a.m. at Teviot Play Area

Volunteers to bring their own spade, if possible.

Photos are to be taken at these two events so that the Town Council's activities can be used in local newspapers.

The Chair encouraged Councillors that have been tasked with producing reports for the Annual Report 2021 – 2022 to submit these to the Acting Town Clerk by the deadline.

The Chair asked Councillors to let community groups know that the Spring Edition of the Keynsham News 2022 would be distributed soon and to submit articles of interest for publishing.

## 210. QUESTIONS ON NOTICE BY MEMBERS

- (i) Cllr A Greenfield asked if it would be appropriate to nominate Cllr D Biddleston to fill the vacant position on the Planning and Development Committee.

Cllr D Biddleston accepted the nomination.



RESOLVED:

That Cllr D Biddleston fill the vacant position on the Planning and Development Committee.

- (ii) Cllr C Fricker spoke of the importance of Defibrillators and asked how many there were in Keynsham and where they were located so that the Town Council could communicate this to members of the public.

It was suggested that this information could possibly be sought from Sara Dixon (B&NES).

RESOLVED:

That the matter of Defibrillators be added to the next EATH Committee agenda wherein the purchase and installation of further Defibrillators, communication of the location of Keynsham's Defibrillators and training in use of the same could be discussed in more detail.

**211. KEYNSHAMNOW**

Cllr A Beaumont gave a report on KeynshamNow as follows:

Stephen Rodgers of The Week In was invited along to a recent meeting to discuss young peoples' involvement in the future production of this community newspaper as trainees and apprentices. The young people were encouraged to come up with new ideas and to write articles for this paper to keep it in print for the future.

KeynshamNow had an update on the annual UK Parliament event. This group have taken part in this every year apart from last year, due to COVID. In the past they have had guests such as Jacob Rees Mogg, Conservative MP, Liberal Democrat MP Wera Hobhouse. This year we are having Labour's Metro Mayor Dan Norris to visit, and we are all very much looking forward to meeting him and carrying on this KeynshamNow tradition.

We have had an election for our 2022-2023 charity and have chosen Off the Record, a mental health service charity that offer counselling and have offices in Bath, Keynsham and Midsomer Norton. This service also run the B&NES Youth Forum and we are excited to be working with them and have invited them to our February meeting.

Officially, until April we are still partnered with the Charity Young People V Cancer, and we will be holding a charity bike ride to raise funds for them shortly.

**212. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**


Councillor Wait reported that lots of ideas are planned for the 25<sup>th</sup> Anniversary Music Festival in July but these are still to be confirmed. Cllr Brennan will be leading on the Wellbeing Tent on the Saturday, as part of the Music Festival. This tent will be open to both young and old where they can participate in numerous types of yoga and there will be demonstrations by Studio 11. Activities within the tent will be promoting healthy lifestyles.

A Tug-O-War competition is to be held (one of the activities at the very first Music Festival). An application has been made to the Art Council for a grant to produce a 4-sided canvas with images produced by both young and old members of the community.

**213. MINUTES OF COMMITTEE MEETINGS AND NOTES FROM CONSULTATIONS**

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Planning Committee	13 <sup>th</sup> December 2021	APPROVED
Finance & Policy Committee	21 <sup>st</sup> December 2021	DRAFT
E & S Committee	30 <sup>th</sup> November 2021	NOTES
EATH Committee	8 <sup>th</sup> December 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.

## **214. SCHEDULE OF MEETINGS 2022-2023**

RESOLVED:

That the Schedule of Meetings for 2022-2023 be received and approved.

## **215. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 18<sup>th</sup> JANUARY 2022**

The Finance & Policy Committee met on 18<sup>th</sup> January 2022 and the following items were referred to Town Council for approval or noting.

### **TOWN COUNCIL BUDGET 2022-2023 MATTERS**

- (a) **Changes to nominal codes and allocations to budget headings**

RESOLVED:

That the above be received, noted and APPROVED



- (b) **Forecast Expenditure 2021-2022**

RESOLVED:

That the Forecast Expenditure 2021-2022 be received and noted

- (c) **Forecast Surplus and Transfers To and From EMR 2021/2022**

Councillors were advised that given the underspend on capital projects, not all of the EMR money (which includes CIL) has been spent and the amount of funds to be transferred back to EMR at the end of this financial year was being some £183k. (A breakdown was attached to the agenda).

RESOLVED:

That the above information be received, noted and APPROVED

- (d) **Transfer of year-end surpluses**

Councillors were advised of cost codes that had been identified by Finance and Policy Committee and will have surpluses transferred to EMR subject to final approval.

RESOLVED:

That the above be received, noted and APPROVED

(e) **Proposed Budget 2022-2023**

Councillors received information on the proposed Budget for 2022-2023 and were advised that the proposal was to increase the budgeted expenditure to £1,025,440.

RESOLVED:

That the above be received, noted and APPROVED

(f) **Commitment from Revenue to Ear Marked Reserves**

To note that this matter has been previously approved by Town Council as part of the Capital Projects Review.

(g) **Public Works Loan**

RESOLVED:



That the Town Council APPROVE to include a Public Works Loan of £750k at 1.93% in the budget (1.93% is the current fixed rate but interest rates are changing regularly dependent on the term of the loan) which the Town Council envisage to be over 50 years.

**217 BUDGET AND PRECEPT - INCLUDING EARMARKED RESERVES DRAW DOWN AND GENERAL RESERVES DRAW DOWN**

RESOLVED:

That the Town Council receive, note and APPROVE the following information:

- a) That the Precept of £664,032 a 2% increase to be approved
- b) That the Earmarked Reserves Drawdown of £230,100 be approved
- c) That monies for General Reserves of £53,903 be approved

**218 SCHEDULE OF INVOICES DUE FOR PAYMENT – JANUARY 2022 (MONTH 10)**

RESOLVED:

That the Schedule of Invoices for payment for January 2022 be approved and signed by the Chair.

**219 FINANCE QUARTERLY BUDGET MONITORING REPORTS**

RESOLVED:

That the reports be received and noted.

## 220 FINANCE MONTHLY REPORTS

To note that Monthly Bank Reconciliations of all cash books and supporting documents will be presented to the Finance and Policy Committee monthly for approval.

## 221 ANNUAL RISK ASSESSMENT (Management) REVIEW 2022-2023

RESOLVED

That the Annual Risk Assessment (Management) Review 2022-2023 be received, noted approved.

## 222 OUTSOURCING PAYROLL – TERMS OF ENGAGEMENT

RESOLVED:

That Town Council receive, note the information and that the Acting Town Clerk contact the Payroll Service Provider in respect of the amendments to the Terms of Engagement.

## 223 2021 CCLA SUSTAINABLE INVESTMENT OUTCOMES

The report and letter were received and noted.



## 224 RADIUS FUTURE FUEL CARD

RESOLVED:

That Town Council receive, note and approve that the Town Council change to a Radius Future Fuel Card to be used for future Town Council fuel purchases.

## 225 TOWN COUNCIL ELECTRICITY SUPPLY

RESOLVED:

- (i) That the Town Council receive and note the report.
- (ii) That the Town Council stay with their current electric supplier and review the position in the future.

## 226 CORRESPONDENCE ITEMS

### (i) LETTER TO J. REES-MOGG MP – TOWN & PARISH COUNCIL MEETINGS

The Chair of Council expressed thanks to those Councillors that had signed the petition in respect of changing the legislation to allow Town and Parish Councils to hold online meetings.

RESOLVED:

That the Acting Town Clerk send the approved letter in respect of this matter to Jacob Rees-Mogg MP.

**(ii) ANOYMOUS LETTER REGARDING ANTI-SOCIAL BEHAVIOUR**

RESOLVED:

That this matter be raised with the Police at the next Keynsham Forum meeting on 17<sup>th</sup> February 2022 to ascertain how they are dealing with this issue.

**(iii) ASHTON WAY TOILETS**

Information in respect of Ashton Way toilets was received and noted.

**227 DATE OF NEXT MEETING**

RESOLVED:

That the date for the next meeting of the Town Council, is **Tuesday 22<sup>nd</sup> February 2022 at 7.30pm** in The Space, Market Walk, Keynsham.

The meeting finished at 8.50 p.m.

SIGNED:.......... (Chairman)

Dated: .....22022022.....

11

