

**Minutes of the Town Council meeting held on  
Tuesday 21<sup>st</sup> June 2022 in The Space, Market Walk at 7.30 pm**

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**PRESENT:** Cllrs A Beaumont, D Biddleston, D Brassington, C Brennan, C Buxton (part of the meeting), D Cooper, C Fricker, A Greenfield, A Halliday, H MacFie, B Simmons, A Sinclair and A Wait (Chair).

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

**30. APOLOGIES FOR ABSENCE.**

Cllrs A McGuinness and J Wallcroft.

**31. DECLARATIONS OF INTEREST.**

Declarations of interests were received from:

*All B&NES Councillors in respect of dual hatted matters.*

*Cllrs A Beaumont, H MacFie and A Wait as members of the Fox and Hounds Action Group and in relation to item 10 FP8 on the agenda*

**32. DISPENSATIONS.**

There were none.

**33. PUBLIC PARTICIPATION.**

There were 10 members of the public present.

A question was asked by a member of P.O.K.E. “What can the Town Council do to support their community to fight the appeal for the proposed anaerobic digestion facility”? There were no questions from members of the Council in respect of this matter.

With agreement of members of the Council item 25 – Hall for Keynsham was brought forward as members of the community with an interest in the item were present.

Cllr Biddleston spoke in respect of the matter. It was not clear whether this was a project that the Town Council would be expected to lead on or whether it would be a community group or collective of community groups project needing some Town Council support.

**RESOLVED:**

*That Cllr Biddleston, as a member of public, take this matter away and along with members of interested community groups look at undertaking a feasibility study/scope of works and further consultation with local residents (close to the proposed project site with the aim of bringing back a project/business plan to present at a future Town Council meeting in October.*

#### 34. RECORD OF PREVIOUS MEETING.

**RESOLVED:**

*That the minutes of the Town Council meeting held on Tuesday 10<sup>th</sup> May 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.*

#### 35. SUBSTITUTE MEMBERS TO COMMITTEES

**RESOLVED:**

*To appoint Cllr Andy Halliday as Substitute Member to the following Committees and Working Parties: -*

*Capital Projects Committee, Youth Strategy Working Party, Keynsham Memorial Park Forum and The Paddock Liaison Group.*

#### 36. CHAIRMAN'S ANNOUNCEMENTS

##### **Keynsham Jubilee Picnic in the Park Saturday 4<sup>th</sup> June 2022**

The Chair thanked all staff, Councillors and everyone else involved in the planning and holding of the Jubilee Picnic in the Park.

##### **St. John's Church – Jubilee Service Sunday 5<sup>th</sup> June 2022**

The Chair thanked Cllr Fricker for stepping in and doing a reading at the St. John's Church – Jubilee Service on Sunday 5<sup>th</sup> June 2022.

##### **Ashton Way Toilet**

The Chair expressed that he was overjoyed to announce that the Ashton Way toilet was now open and accepting both card and cash entry.

#### 37. QUESTIONS ON NOTICE BY MEMBERS

There were none.

#### 38. KEYNSHAMNOW

Amilee reported that this organisation was planning a competition to guess how many balloons would fit in a car (a bit like how many sweets in a jar but on a bigger scale). Funds raised from the competition will be donated to Off the Record, the organisation's chosen charity for this year.

The spring sponsored cycle event raised £1437.

At a recent meeting the members discussed the pros and cons on The Monarch, Party Gate and Beer Gate.

As part of a recruitment drive, three assemblies were held at Wellsway Academy.

A further recruitment pitch will be made to the Scouting organisation's members in September.

39. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14<sup>TH</sup> JUNE 2022

FP1. IT EQUIPMENT AT TEMPLE STREET OFFICE

*RESOLVED:*

- a. *That the Council approve the purchase of essential staff laptops, desktops and SSD upgrades (following receipt of an up-to-date revised quote in a lesser sum).*
- b. *That the Town Council accept the quotation for Sharepoint & Azure AD Migration (reducing Town Council electric costs, saving by not needing further server purchases (approx. £4k - £5k) and improving the Town Council IT system) and approve the purchase of the same.*

FP2. APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 21<sup>ST</sup> JUNE 2022: -

(a) STATEMENT OF INTERNAL CONTROL

*RESOLVED:*

*That the Statement of Internal Control be approved and the same be signed by the Chairman of Keynsham Town Council at this meeting.*

(b) BUDGET MONITORING REPORT – YEAR END 2021-2022 – MONTH 12

*RESOLVED:*

*That the Town Council approve the year end Budget Monitoring Report 2021-2022*

(c) MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES

*RESOLVED:*

- (i) *That Town Council approve the closing balance of earmarked and general reserves as at 31st March 2022 including transfer of surpluses.*
- (ii) *That Town Council note the proposed list of drawdowns to support the current year's expenditure and that there are no drawdowns for this current financial year.*

(d) ANNUAL BANK RECONCILIATION

*RESOLVED:*

*That the Town Council note that the Annual Bank Reconciliation which had been approved by Finance and Policy Committee and submitted to the External Auditor.*

(e) STATUTORY BALANCE SHEET– 2021/2022

*RESOLVED:*

*That the Balance sheet 2021/2022 be approved by Town Council and signed by the Chairman of the Town Council at this meeting and submitted to the External Auditor.*

(f) STATUTORY INCOME/EXPENDITURE STATEMENT 2021/2022

*RESOLVED:*

*That Town Council approve the statutory Income/Expenditure Statement 2021/2022 for publication and submission to the External Auditor.*

**(g) ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/2022 – ACCOUNTING STATEMENTS**

**RESOLVED:**

- (i) That Town Council approve section 1 - the Annual Governance Statement 2021/2022 (page 4) and this be signed by the Chairman of the Town Council and the Town Clerk at this meeting.*
- (ii) That Town Council approve section 2 - Accounting Statements 2021/2022 (page 5) and this be signed by the Chairman of the Town Council at this meeting.*

*The Town Council received page 3 of the AGAR 2021/2022 Annual Internal Audit Report 2021/2022 which was not available for the Finance Committee to view on 14 June 2022.*

**RESOLVED:**

- (iii) That Town Council approve page 3 – Annual Internal Audit Report 2021/2022*

**(h) ANNUAL RETURN 2021/2022 – ACCOMPANYING SCHEDULES**

**RESOLVED:**

- (i) That Town Council approve the Schedule of Significant Variations.*
- (ii) That Town Council approve the Reserves Reconciliation.*

**FP3 TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 10<sup>th</sup> May 2022**

**RESOLVED:**

*That Town Council note that the sum of £755.00 plus VAT was paid for China Jubilee Mugs.*

**FP4. REVIEW OF EARMARKED RESERVES AND BUDGET VIREMENTS**

**RESOLVED:**

- (i) That Town Council approve a new code for Skip Hire be established with funds being moved from Recreation and Cemetery codes - £1,000 from each budget.*
- (ii) That Town Council approve the recommendation made by the Defibrillator Working Party for a budget of £8,000 to be allocated for Defibrillators (new, replacement and equipment) funds to drawn down from general reserves.*
- (iii) The RFO's report in respect of EMR balances and potential utilisation be received and noted.*

**FP5. ANNUAL CIL STATEMENT 2021-2022**

**RESOLVED:**

*That the Annual CIL Statement 2021-2022 be approved and signed by the Chair of Council at this meeting.*

**FP6. TOWN COUNCIL INVESTMENTS**

**RESOLVED:**

*That Town Council approve:*

- a) *That the Town Clerk be granted approval to manage investment accounts via the Flagstone portal.*
- b) *That five short (1 – 2 Year) term investment pots in sum of £80,000 each equating to £400,000 be set-up, together with increasing the CCLA public sector investment to £80,000.*
- c) *Councillors D Cooper, A McGuinness and H MacFie and the RFO Ian Kent be approved for read only access to the investment accounts.*
- d) *The Chair of Council sign off items FP6 of the Town Council minutes of 21<sup>st</sup> June 2022 meeting, once produced, so that a copy can be sent to Flagstone in order to gain access to the investment accounts.*

**FP7. PROPOSAL TO ACQUIRE A CARD MACHINE FOR TEMPLE STREET OFFICE**

**RESOLVED:**

*That Town Council approve the acquisition of a card machine and delegate power to the Town Council RFO to make a decision in respect of which device to acquire from the list provided.*

**FP8. COMMUNITY ASSET TRANSFERS FOX AND HOUNDS LANE CONSERVATION AREA AND THE PADDOCK**

Cllr Samuel of Bath and North East Somerset Council is in agreement that BANES should pursue a disposal of the two sites, as above to the Town Council. Therefore, Keynsham Town Council has been approached with a proposal to transfer the unrestricted freehold title of the land in the sum of £20k per site, a total capital purchase of £40,000 (Forty Thousand Pounds).

BANES has procured a third party RICS Red Book Valuation from Savills Chartered Surveyors to inform regards market value of the plots and their report stated a value of each plot at £20k, subject to an unrestricted freehold disposal. As this is a potential off market disposal, the third-party valuation is required in order to inform that BANES are obtaining best consideration for the assets under S123 of the Local Government Act 1972 statutory regulations.

Upon confirmation that Keynsham Town Council wish to proceed with the purchase of the land as detailed above, B&NES Council will draft a Heads of Terms, in order that the two parties can move to instruction of solicitors.

The red book valuation process was explained to Councillors and the matters was debated.

**RESOLVED:**

- a) *That Town Council receive and note the information above.*
- b) *That Town Council approve the purchase of the unrestricted freehold title of above two parcels of land (monies to come from CIL funds).*

**FP9. REPORT ON CEMETERY PLOTS**

**RESOLVED:**

- a) *That Town Council receive and note the report from KTC staff on the current plot availability at Keynsham Cemetery.*

- (b) *That Town Council approve the proposed new sections planned for the Cemetery (as per the report).*
- (c) *That Town Council revisit the need to purchase additional land for the Cemetery in approximately 3 years' time (as required).*

#### FP10. PROPOSED AGREEMENT FOR HIRE OF MUSIC STUDIO

**RESOLVED:**

*That Town Council approve that the agreement be amended to include the following clauses/points*

- a) *No illegal software or music be downloaded and that responsible supervision of the use to the Studio and equipment should be in place at all times to prevent this action.*
- b) *Keys to the TimeOut building and Studio be collected, signed out, returned, and signed in on the day of hire.*

**RESOLVED**

*That a guest login be added to the Mac to restrict downloads*

**RESOLVED:**

*That the Town Clerk forward the Music Studio Asset Register to Cllr Cooper in order that she may work out a hire cost and deposit fee that can be referred back to the Finance and Policy Committee for consideration and resolution*

#### FP11. FIRE SERVICE QUOTATION FOR 2022

**RESOLVED:**

*To receive and note a quotation for fire alarm maintenance at the Temple Street offices.*

#### 40. SCHEDULE OF INVOICES DUE FOR PAYMENT – JUNE (MONTH 3)

**RESOLVED:**

*That the attached Schedule of Invoices be approved for payment.*

#### 41. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Wait reported that members of KMFA were working very hard to put on this year's Festival. The organisation has been hitting many difficulties including huge inflationary costs, lapses on promises and a lack of volunteers. He called for all Councillors to offer some help at this event on either 2<sup>nd</sup> or 3<sup>rd</sup> July either collection donations on the gates or assisting on the information point. Help from family members will also be very welcome.

T-shirts and wrist bands are now on sale and there are still tickets available for some events.

A request was also made to encourage people to attend and support this event.

#### 42. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Planning Committee	23 <sup>rd</sup> May 2022	APPROVED

Environment & Sustainability Committee	24 <sup>th</sup> May 2022	(NOTES)
Personnel Committee	24 <sup>th</sup> May 2022	DRAFT
EATH	8 <sup>th</sup> June 2022	DRAFT
Finance and Policy Committee	14 <sup>th</sup> June 2022	DRAFT
Grants Committee	15 <sup>th</sup> June 2022	DRAFT (To follow)

**RESOLVED:**

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

**43. PARISH CHARTER REVIEW SURVEY**

Members reported the following: -

- It was felt that B&NES did not take any notice of the Parish Charter and it does not function as it should.
- The document contains no resolution of problems.
- In respect of matters that the Town and Parish Council have not been consulted on but should have been, there seems to be no complaints procedure.

**RESOLVED:**

*That the Town Clerk respond to the survey questions, including the above concerns/matters, on behalf of the Town Council.*

**44. TOWN COUNCIL MEETINGS****RESOLVED:**

- (i) *That the following meetings be face to face: -  
Town Council, Finance & Policy Committee, Planning Committee, EATH Committee, Grants Committee, Personnel Committee, Capital Projects Committee*
- (ii) *That other Committee and Working Parties have an agenda item to decide how the next meeting should be held, whether physical or virtual.*

**45. EMERGENCY PLANNING – COMMUNITY RESILIENCE PLAN****RESOLVED:**

- (i) *To receive and note the Template B&NES Council CR Tool kit 2022 - Community Emergency Plan document*
- (ii) *That the Town Council produce a Community Emergency Plan but not using the Template as this contravenes GDPR regulations*
- (iii) *That a Working Party including the following members, Cllrs Alex Beaumont, Caitlin Brennan, D Biddleston, H MacFie (with Cllr A Greenfield as substitute) to work with the Town Clerk to produce a draft Community Emergency Plan in conjunction with members of the Community.*
- (iv) *The plan to be shared with the B&NES Emergency Planning Team after the forum meetings in the Autumn.*

- (v) *That any Community Emergency Plan be brought back to full Council for final approval.*

**RECOMMENDED:**

- (i) *That emergencies such as burst water pipes, long term power cuts, incidents of flooding and other disasters be included in the plan.*
- (ii) *That the working party speak with Saltford Parish Council that have already produced their plan.*

**46. FOOD CLUB**

**RESOLVED:**

- a. *To receive and note the report*
- b. *That no further donation in addition to the Town Council grant be awarded to the group.*

Cllr Buxton left the meeting.

**47. HSBC KEYNSHAM BRANCH CLOSURE**

**RESOLVED:**

*That the letter from HSBC is received and noted.*

**48. KEYNSHAM'S PEOPLE USAGE DATA CONTRACT – FOOTFALL SURVEY**

**RESOLVED:**

*To receive and note the above information.*

**49. REVISION OF STANDING ORDERS**

**RESOLVED:**

- a. *To receive the amendments to the Town Council Standing Orders item 18 – Financial Controls and Procurement clauses f and g removing reference to the European Union.*
- b. *To approve the amendments to the Standing Orders*

**50. BAD DEBT POLICY**

**RESOLVED:**

*To receive, note and approve the Bad Debt Policy.*

**51. DOG WASTE BINS**

Location 1 – Hawthorn Court area - Curo land

**RESOLVED:**

- (i) *That the information above is received and noted.*
- (ii) *That the Town Council purchase and install up to 2 bins only once Curo have agreed to pay for the cost of the bin(s) and installation of the same.*
- (iii) *That the Town Council delegate the decision in respect of a monthly emptying charge that Curo should pay to the Town Council.*
- (iv) *That a service agreement between the two parties be drawn up if Curo are in agreement to the above.*
- (v) *That Curo and residents be consulted in respect of the positioning of any bins.*



- (vi) *That permission be sought from landowners should the bins need to be attached to existing posts.*

Location 2 – Somerdale (Dryleaze area)

**RESOLVED:**

- (i) *That the information above is received and noted*
- (ii) *That the Town Council purchase and install up to two bins.*
- (iii) *That B&NES and local residents be consulted in respect of the positioning of any bins.*
- (iv) *That permission be sought from landowners should the bins need to be attached to existing posts.*

The Town Clerk will liaise with the Town Council Grounds Maintenance Supervisor in respect of matters relating to the above.

**52. THE QUEEN’S CANOPY -PLANTING A TREE FOR THE JUBILEE – KEYNSHAM MEMORIAL PARK COMMUNITY CHRISTMAS TREE – ROYAL BRITISH LEGION PLAQUE**

**RESOLVED:**

*To approve purchasing a Royal British Legion A4 size plaque to be located with the Town Council Community Christmas tree to be installed in Keynsham Memorial Park*

**53. TOWN COUNCIL NEW PROJECTS AND ACTIVITIES**

**RESOLVED:**

*That In view of the numerous capital projects, possible works related to the purchase of land freehold purchases as discussed at item FP8 above, working party – current and new activities (defibrillator Working Party and Youth Strategy Working Party), the need to train recently employed and future new employees, improvements being made to finances and proposed IT improvements NO new projects or activities be undertaken until the new financial year unless in an emergency.*

**54. DATE OF NEXT MEETING.**

**RESOLVED:**

To note that the date for the Town Council’s next meeting is **Tuesday 26<sup>TH</sup> July 2022 at 7.30pm** in The Space, Market Walk, Keynsham.

Signed:..... (Chairman)      Dated: .....

The meeting finished at 9.14 p.m.