

# KEYNSHAM TOWN COUNCIL

Minutes of the Capital Projects Committee meeting held on Tuesday 3<sup>rd</sup>  
May 2022 at 7.30pm in the Baptist Church, Keynsham

PRESENT: Councillors D Biddleston, D Cooper, C Fricker, A McGuinness  
(Chair) B Simmons and A Wait

IN ATTENDANCE: Dawn Drury – Town Clerk, Ian Kent – Responsible Financial Officer and Alan  
Jenner – Locum Clerk

## 14. APOLOGIES FOR ABSENCE.

There were none.

## 15. DECLARATIONS OF INTEREST.

There were none.

## 16. DISPENSATIONS.

There were none.

## 17. RECORD OF PREVIOUS MEETINGS.

RESOLVED:

That the Minutes of the Finance Committee meeting held on 10<sup>th</sup> March 2022 (previously circulated) be confirmed as a true record and signed by the Chairman (Councillor A McGuinness).

## 18. PUBLIC PARTICIPATION.

There was none.

## 19. COMMUNITY ASSET TRANSFERS

RESOLVED:

(i) *That the verbal update be received and noted.*

## 20. UPDATE ON CAPITAL PROJECTS

### a) Keynsham Cemetery

RESOLVED:

*That the information be received and noted.*

b) Manor Road Pavilion

*RESOLVED:*

*That the information in the verbal update in respect of the next steps for the above project be received and noted.*

21. DATE OF NEXT MEETING.

To note that a meeting will be arranged as required.

22. EXCLUSION OF PRESS AND PUBLIC.

*RESOLVED:*

*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 16 - 17 of the agenda - to progress sensitive issues.*

23. OFFICE MOVE

*RESOLVED:*

- (i) That the Town Clerk is authorised to send a letter of intent to the relevant parties.*
- (ii) That a Sub-Committee be formed to oversee this project. The Sub-Committee will initially be formed of the current members of the Capital Projects Committee.*
- (iii) That a smaller Liaison Group is to be formed of three Councillors. These Councillors will be decided upon at a later date.*
- (iv) That a work-in-progress document will be created by the RFO and shared with the Committee.*

The meeting ended at 8.45 p.m.

..... (Chairman)

Dated: .....