

**Minutes of the Town Council meeting held on  
Tuesday 17<sup>th</sup> October 2023 in The Space, Market Walk at 7.30 pm.**

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**PRESENT:** S Alenshasy, A Beaumont, A P Beaumont, D Biddleston, D Brassington, M Burton, C Davis, C Fricker, A Greenfield, H MacFie (Chair), A Wait and C Brennan

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

**183. APOLOGIES FOR ABSENCE**

*Apologies for absence were received and accepted from Cllrs E Cannon, A Halliday and C Leonard.*

**184. DECLARATIONS OF INTEREST**

Declarations of Interest were received from:

Cllr D Brassington as a volunteer of KTCRfm – agenda item 19

Cllr C Fricker in respect of KMFA Limited and KTCRfm – agenda items 11 FP6 and 19

Cllr D Biddleston in respect of KMFA Limited and as a Trustee of Dial-A-Ride – agenda item 11 FP6.

Cllr A Wait in respect of KeynshamNow and KMFA Limited – agenda item 8 and item 11 FP6

**185. DISPENSATIONS**

There were none.

**186. PUBLIC PARTICIPATION**

There were six members of the public present.

**187. RECORD OF PREVIOUS MEETING**

**RESOLVED:**

*That the minutes of the Town Council meeting held on Tuesday 19<sup>th</sup> September 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

**188. CHAIRMAN'S ANNOUNCEMENTS**

There was a successful stall at the Farmers Market on Saturday promoting future events and giving away free bulbs to the public.

The Chairman reminded Councillors and members of the public about the forthcoming Re-loved Keynsham Town Council event on Sunday 22<sup>nd</sup> October from 11am – 4.00 p.m. including two fashion shows one at 12 noon and one at 2.00 p.m.

The Town Council has received details of the forthcoming Remembrance Parade on Sunday 12<sup>th</sup> November, the Town Clerk will circulate the full details to Councillors by email.

At the next Farmers Market Councillors and staff will be promoting the Winter Festival and handing out free mini-Christmas trees.

With agreement of the Council items 11 FP6 (outside body funding applications), 19 (KTCRfm – funding request) and item 27 (pump track for Keynsham outline) was brought forward on the agenda to hear representations from members of the public.

#### **189. QUESTION ON NOTICE BY MEMBERS**

**RESOLVED:**

*There were none.*

#### **190. OUTSIDE BODY FUNDING APPLICATION**

After receiving representations, the Council members were able to question each organisation.

**RESOLVED:**

- i) To receive and note the submitted grant applications.*
- ii) To note receive the representations from members of Keynsham Music Festival and Keynsham In Bloom in respect of their applications.*
- iii) To approve the following draft budget amounts:*
  - a) KMFA Limited - £29,500*
  - b) Keynsham & District Dial-A-Ride £4,500*
  - c) KeynshamNow £1,200*
  - d) Keynsham In Bloom £5,000*
- iv) To note that going forward KeynshamNow should not complete an Outside Body grant application form as this is an internally funded Town Council activity.*

#### **191. KTCRFM – FUNDING REQUEST**

A verbal representation by Ric Davison of KTCRfm Council was given in support of the funding request.

Ric and other public KTCRfm representatives left the meeting for a decision to be made. Members discussed matters relating to listener numbers, area of coverage, other sponsorship and whether other Parish and Town Council's, that were using the station to promote their activities, are being asked to contribute too. It was suggested that the radio station would really benefit from input by a senior officer of the Council to give regular up dates on what the Council is doing (e.g., up and coming events and regular news items).

**RESOLVED:**

- (i) That the Town Clerk to write to Ric Davison informing him that Cllrs Fricker and MacFie will work with him to produce a business plan to bring back to the November Town Council meeting for consideration.*
- (ii) That consideration be made that perhaps not to award a grant but to set up a service for KTC to have a regular spot on the radio broadcast that we pay a fee for.*
- (iii) That when any decision is made in respect of funding that it be noted that this is a one-off request and decided on its merits, to avoid this application becoming a precedent for other outside organisations.*
- (iv) That should any award be made at the Town Council meeting then KTCRfm would be excluded from applying for a further funding through the Town Council general grant scheme.*
- (v) This matter be brought back to the next meeting for consideration.*

**192. ITEM OF CORRESPONDENCE****PUMP TRACK FOR KEYNSHAM OUTLINE****RESOLVED:**

- (i) To receive and note the representation by Matthew Jones in respect of the Pump Track.*
- (ii) That a visit be arranged to the Temple Cloud Pump Track.*
- (iii) That Keynsham Town Council will support in principle the idea of a Pump Track for Keynsham (various sites for the facility to be considered).*
- (iv) That Cllrs Burton and Brennan assist the group behind the Pump Track initiative by attending their future working party meetings.*

**193. KEYNSHAMNOW REPORT**

Amelie reported the following on behalf of KeynshamNow: -

- The organisation along with other youth organisations had attended a Mental Health Awareness event in Bath. The panel for this event was chaired by Matty. The event involved a series of workshops.
- The group had identified some bushes blocking a pathway, reported this and the bushes removed.
- They have produced their regular article in The Week In.
- Items discussed at a recent meeting included the Park gate being removed, anti-social behaviour during the summer, the High Street kerbs and road works on the Wellsway.
- The organisation members are looking forward to an outing to visit Parliament on 20<sup>th</sup> November (transportation had been confirmed) and will be receiving a tour around the building by Jacob-Rees Mogg MP.
- The organisation members have produced a new business card.
- The organisation members will be running a stall in the Fear Hall for Winter Festival.
- They will be holding a promotional talk with the local Cadets on 1<sup>st</sup> December 2023.

**194. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES****RESOLVED:**

*Cllr Biddleston report that Community At 67 have been working on projects to invigorate the working of the organisation. An event was held by the organisation that was called a Curo Day. This event was well supported and there was an opportunity for local residents to ask questions.*

*Cllr Burton reported that he had attended a very good Community Resilience Workshop Event put on by B&NES. It was confirmed that the Town Clerk will send out some dates to the Town Council Community Resilience Plan Working Party, in order that the Town Council plan may be drafted for full approval by Council.*

**195. MINUTES OF COMMITTEE MEETINGS**

Environment & Sustainability Committee	26 <sup>th</sup> September 2023	DRAFT
Planning & Development Committee	2 <sup>nd</sup> October 2023	DRAFT
EATH	4 <sup>th</sup> October 2023	DRAFT
Extraordinary Personnel Committee	5 <sup>th</sup> October 2023	DRAFT
Finance & Policy Committee	10 <sup>th</sup> October 2023	DRAFT

**RESOLVED:**

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

**196. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 19<sup>TH</sup> SEPTEMBER 2023****APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 19<sup>TH</sup> SEPTEMBER 2023: -****FP1. FINANCIAL QUARTERLY REPORTS****RESOLVED:**

*That Town Council receive and note the financial reports.*

**FP2. FLAGSTONE INVESTMENTS**

The Town Clerk explained that since circulating the agenda percentages on investments had slightly dropped hence the option had changed on investment availability as follows: -

HSBC 6-month investment has now dropped to 5.29% from 5.35%.

An alternative investment option that could be selected is a HSBC 12-month investment at 5.32%.

Aldermore 6-month investment at 5.40% is no longer available but an alternative is on offer for 9-months at 5.40%

**RESOLVED:**

- (i) *That the interest on the Aldermore Account that finished on 3<sup>rd</sup> October and on the other investment account that is due to conclude on 24<sup>th</sup> October be transferred to the Town Councils current account.*
- (ii) *That the two investments that will be ending this month be replaced by an HSBC investment for 6 months at 5.29% and an Aldermore investment for 9 months at 5.40%.*
- (iii) *That the interest on the remaining accounts be received and noted.*

**FP3. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19<sup>th</sup> SEPTEMBER 2023**

**RESOLVED:**

*To note there were no delegated actions.*

**FP4. CONCLUSION OF AUDIT**

A Councillor asked a question as to whether the audit was a Limited Full Assurance audit or a Partial Assurance audit. The Town Clerk reported that she would respond to the question by email directly to the Councillor.

**RESOLVED:**

*To receive and note the conclusion of the external audit for financial year 2022/23.*

**FP5. POLICIES CONSIDERED BY F & P COMMITTEE**

**RESOLVED:**

*To approve and sign the following policies:*

- i. Freedom of Information Policy, Request form and Model Publication Scheme.*
- ii. Vexatious Communications and Complaints Policy.*
- iii. Financial Risk and Reserves Policy.*

**FP6. OUTSIDE BODY FUNDING APPLICATION**

Dealt with on minute number 190 above.

**FP7. ENVIRONMENT AND SUSTAINABILITY BUDGET 2024/2025**

**RESOLVED:**

*To approve the following draft amounts for Environment and Sustainability budget codes for 2024-2025.*

Community Events	£2500
Tree Planting	£1000
Marketing and Communications	£ 500
Virtual Energy Conference	£1000

Ashton Way Toilets	£1650
Wildflower Planting	£ 600
E and S Sundries (hedgehog highways/bee hotels etc.)	£ 500
Grants – Environmental	£17,500

**FP8. MANOR ROAD PITCH FEES - KEYNSHAM RANGERS**

**RESOLVED:**

*To receive, note and approve the request for pitch fees to be paid in instalments.*

**FP9. AVON PENSION FUND – NET ZERO**

**RESOLVED:**

- (i) That Councillors complete the survey individually.*
- (ii) That the Town Clerk inform the Avon Pension Department of this decision.*

**FP10. FESTIVE ILLUMINATIONS**

**RESOLVED:**

- (i) To receive and note the information.*
- (ii) To note Keynsham's contribution for this financial year.*
- (iii) To note the position of the fountain display for 2023.*
- (iv) To confirm that the Merry Christmas from Keynsham Town Council motif can be disposed of due to it being beyond repair and the display area above Iceland no longer being able to take the weight of such a motif.*

**FP11. WORKNEST CONTRACT**

**RESOLVED:**

- (i) To receive and note the contract.*
- (ii) To approve that the 5-year contract at £5025 be signed and be accepted.*

**FP12. CORPORATE GOVERNANCE**

**RESOLVED:**

- (i) To review the Corporate Governance document.*
- (ii) To approve the timetable for Corporate Governance Review.*

**FP13. NOVA FEST EVALUATION**

**RESOLVED:**

- (i) To receive and note the external Nova Fest evaluation report.*
- (ii) To note that the Town Council RFO has produced an evaluation report answering Councillors questions on the original report including full financial details.*

**FP14. UNISON SUBSCRIPTIONS**

**RESOLVED:**

*To receive and note the communication from Unison.*

**FP15. EATH BUDGET 2024/2025****BUDGET FOR EATH FOR 2024-2025****RESOLVED:**

- (i) *To receive and note the EATH budget items for 2024/2025.*
- (ii) *To approve the draft budget items below: -*

*Events General £5000*

*Christmas Lights £7500*

*Business Forum £1000*

*Winter Festival £15,000*

*Arts General £3,500*

*Remembrance Parade £1,500*

*Community Networking Event £500*

*Community Video £200*

*GWR Posters £1,500*

*Bandstand Events £8,000*

*Spring Show £2,000*

*Good Citizen Awards £500*

*Timeline & Mosaics to come from CIL £25,000*

*Community Resilience Fund £2,500*

*Keynsham Newsletter quote for bi-monthly adverts in Keynsham Voice from Feb 2024 onwards £3300.*

**197. SCHEDULE OF INVOICES DUE FOR PAYMENT – OCTOBER (MONTH 7)****RESOLVED:**

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

**198. TERMS OF REFERENCE FOR TOWN COUNCIL BUSINESS FORUM****RESOLVED:**

- (i) *To decide on the number of Councillor members to this Forum details as per minute number 199 below.*
- (ii) *To defer the matter of approving the Terms of Reference for the Town Council Business Forum until the next Town Council meeting.*

**199. SCHEDULE OF STANDING COMMITTEES****RESOLVED:**

- (i) *That Councillor Hal MacFie be added to the Keynsham Memorial Park Working Group.*

- (ii) To note that Councillor Alex Beaumont is on this Working Party as a B&NES Councillor Representative.*
- (iii) That the following Committee, Working Party, Response and Review member changes be made:*

*Environment and Sustainability Committee*

*To note that Councillor Wait is on this Committee as a B&NES Councillor representative.  
Substitute Vacancy – No nomination.*

*EATH Committee*

*Full member Vacancy – Councillor Adrian Beaumont.  
Substitute Vacancy – No nomination.  
Substitute Vacancy – No nomination.*

*Finance and Policy Committee*

*Full member Vacancy – Councillor Alan Greenfield.*

*Grants Committee*

*Full member Vacancy – Councillor Adrian Beaumont.*

*Consultation Response Group*

*Substitute Vacancy – No nomination.  
Substitute Vacancy – No nomination.*

*Youth Strategy Working Party*

*Substitute Vacancy – No nomination.*

*Business Forum*

*Full member Vacancy – Councillor Caitlin Brennan.  
Substitute Vacancy – No nomination.  
Substitute Vacancy – No nomination.*

*Defibrillator Working Party*

*Substitute Vacancy – No nomination.*

*Community Resilience Plan Working Party*

*Substitute Vacancy – No nomination.  
Substitute Vacancy – No nomination.*

*Westlocal Community Transport Working Party*

*Substitute Vacancy – No nomination.  
Substitute Vacancy – No nomination.*

*Local Nature Action Plan*

*Resolved that this membership remain at three members.*

*Keynsham Memorial Park Working Party*

*Full member Vacancy – Councillor Hal MacFie*

*KMFA Limited (4-year duration)*



*One Vacancy – No nomination*

Councillor Adrian Beaumont left the meeting at this point.

200. THE LEVELLING UP AND REGENERATION BILL - PRODUCTION OF LETTER TO BE SENT TO JACOB REES-MOGG MP

*RESOLVED:*

*That all the arguments, as per the report, be put into a letter to Jacob Rees-Mogg MP with an additional comment that Keynsham Town Council do not see how the Street Representative Team will work (election of the representatives, control of the representatives and costing).*

201. VACANCY - COUNCILLOR FOR B&NES COUNCIL STANDARDS BOARD

*RESOLVED:*

- (i) To note that a vacancy has arisen on B&NES Council Standards.*
- (ii) That no Keynsham Town Councillors wishes to become a member of the Standards Board.*

202. CLEAN & GREEN ACTION WEEK KEYNSHAM

*RESOLVED:*

*To note that the Town Clerk has sent an email stating that they had done a great job and thanking their team.*

203. KEYNSHAM MOSAICS & TIMELINE PROJECTS

*RESOLVED:*

- (i) That Council receive and note the report.*
- (ii) That Council confirms that they are committing to their commitment to provide the match funding for these projects.*
- (iii) That project three Branded Lamp Post Flags is the preferred option to replace the Mosaics.*

204. VOLUNTEER INDUCTION PACK

*RESOLVED:*

- (i) That the Policies and Procedures be approved.*
- (ii) To note that the volunteer pack will also include a DBS application form and role description including details of the volunteer's requirements (days/times).*

205. STAFF APPRAISAL POLICY AND PROCEDURES

*RESOLVED:*

- (i) To receive and note the Staff Appraisal Policy and Procedure.*
- (ii) To approve and sign the Staff Appraisal Policy and Procedure.*

206. PROPOSED ADDITIONAL AND/OR MODIFIED PARKING RESTRICTIONS - PIXASH LANE, ASHMEAD ROAD, AND ELLSBRIDGE CLOSE, KEYNSHAM

*RESOLVED:*

- (i) To receive and note the Traffic Regulation Order (TRO) Report 1 together with supporting documents.*
- (ii) That Council do not agree with option 3 for double lines on Ashmead Road and would request single lines allowing for resident parking.*

207. LOCAL COUNCIL TAX SUPPORT SCHEME (LCTS) – B&NES CONSULTATION

An explanation from B&NES Council detailing the fact that the changes will impact on Town and Parish Council Precept income and the impact will probably be negative, but it is expected that the amount of revenue foregone will be relatively low, was read out by the Town Clerk.

A Councillor raised concerns that no information had been provided in respect of age, gender or disability in respect of those that may be affected and that they would find it hard to complete the consultation without provision of such information.

*RESOLVED:*

- (i) To receive and note the details of the consultation.*
- (ii) That Councillors complete the consultation individually.*

208. WEST OF ENGLAND COMBINED AUTHORITY'S NEW CYCLE HANGARS CONSULTATION.

*RESOLVED:*

*That the following sites be submitted as possible sites for more cycle hangars in Keynsham:*

- Land adjacent to the 349 bus stop at the start of Bilbie Green.*
- The Charlton Pub car park, near the Cedar Drive bus stop.*
- The corner of The Park near the Paddock.*
- On land opposite, the Railway station near the Somerdale Gates and new footpath as this will serve rail users.*

209. DATE OF NEXT MEETING

*RESOLVED:*

To note that the date for the Town Council's next meeting is **Tuesday 21<sup>st</sup> November 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

210. EXCLUSION OF PRESS AND PUBLIC

*RESOLVED:*

That 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. Item 30 - to progress sensitive issues.

211. **BUDGET 2024-2025**

**RESOLVED:**

- (i) To receive and note the information provided on the 2024-2025 budget.*
- (ii) To arrange several confidential Extra Ordinary Finance and Policy Committee meetings (open to all Councillors) to work with Officers to put together a five-year plan.*

The meeting finished at 9.58 p.m.

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

