

**Minutes of the Town Council meeting held on
Tuesday 19th March 2024 in The Space, Market Walk at 7.30 pm.**

PRESENT: D Biddleston, D. Brassington, C Brennan, M Burton, E Cannon, C Davis, C Fricker, A Greenfield, A Halliday, C Leonard, H MacFie (Chair) and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

325. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr. Alex Beaumont and an apology for absence from Cllr. Alenshasy was received by Cllr. Wait.

326. NOT PRESENT

Cllr Adrian Beaumont.

327. DECLARATIONS OF INTEREST

There were none.

328. DISPENSATIONS

Dispensations were received from all Councillors to cover matters relating to the Local Plan Options Consultation and forms were signed by all Councillors present prior to the meeting.

329. PUBLIC PARTICIPATION

There were none.

330. RECORD OF PREVIOUS MEETING

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 27th February 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

331. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Councillors of the forthcoming Spring Show on Saturday 23rd March 2024 from 12 p.m. – 5.00 p.m. Councillors asked that the Deputy Town Clerk email with details of how and when Councillors can help at this event.

He also reported on the recent MakeSpace event wherein Councillors had a chance to meet artists in residence and to have a pre-view of the artwork for the pillars near the Leisure Centre.

The Chairman mentioned the initial discussion that the Clerk had had with a Company wishing to open a banking hub in the Town. A possible location for a banking hub has been suggested as a recommendation to this Company.

332. QUESTION ON NOTICE BY MEMBERS

There were none.

333. KEYNSHAMNOW

Cllr A Wait reported on behalf of KeynshamNow as follows:

- Four new members have been recruited, these young people were from Wellsway School and in year 7 and 8 (aged 11 -13 years old). This recruitment followed outreach and an assembly that Matty, Alex and Cllr Wait held at the school.
- At the March meeting plans for the KeynshamNow 10th Anniversary in September were discussed. Plans to produce a video is still on track and past members will be invited to be part of the video.
- The 10th Anniversary will see the introduction of new hoodies (without zips), designs and colours are yet to be selected and quotes will be sought from both online and local companies.
- Votes for 16's was the chosen subject for a debate. Initially, the opinion was anti votes for 16-year-olds but by the end of the debate there was a change of opinion with slightly more of the members in favour of a vote for 16-year-olds.
- Next meeting - the members are going to discuss the American voting system.
- A linked litter pick with the Air Cadets is planned.

A question was asked in respect of having data on the ages, genders and location of where members lived brought to the meeting. Cllr Wait informed all Councillors that they would be very welcome to attend a future KeynshamNow meeting.

334. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Wait report that he had attended a Music Festival meeting and they were about £10,000 short of funds due to a couple of the Sponsors pulling out. These days no Sponsor will commit for more than a year. Next year, a new Accountant will be appointed to KMFA Limited.

Cllr Burton reported that Community At 67 had launched a Breakfast and Babies (0 – 6 months) Club requested by Health Visitors. The Group offers Peer support for the mothers. Dorothy House has also started using the facility.

In the near future, the Organisation will be looking to change the name of the Organisation and Centre. As the current name Community at 67 causes some confusion for the community.

RESOLVED:

That the reports as above be received and noted.

335. MINUTES OF COMMITTEE MEETINGS

| <u>Committee</u> | <u>Date 2024</u> | <u>Status</u> |
|----------------------------------|-----------------------------|---------------|
| Planning & Development Committee | 4 th March 2024 | DRAFT |
| Grants Committee | 6 th March 2024 | DRAFT |
| EATH Committee | 6 th March 2024 | DRAFT |
| Finance & Policy Committee | 12 th March 2024 | DRAFT |
| Youth Strategy Working Party | 2 nd March 2024 | 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.

336. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 27th February 2024.**RESOLVED**

(i) To receive and note there were no delegated actions.

337. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12th MARCH 2024**APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 19TH MARCH 2024****FP1. UPDATES FROM THE RFO****RESOLVED:**

That Town Council receive and note the updates from the RFO.

FP2. FLAGSTONE INVESTMENTS**RESOLVED:**

To receive and note the information on the Flagstone investments.

FP3. MATURED FLAGSTONE INVESTMENTS**RESOLVED:**

- (i) To receive a recommendation from the Finance & Policy Committee that the investment of the £80,000 from the Aldermore investment account that ceases on 5th April be re-invested into the CCLA account.*
- (ii) To note that the RFO investigated investments opportunities with NS&I currently offering 3.59% gross/3.65% AER variable. CCLA currently offering the region of 5%.*
- (iii) That the Town Clerk investigate the HSBC investment, which is due to cease on 22nd April, currently there are short term HSBC accounts offering 3mths investment at 5.10% but interest rates change all the time. She will liaise with members of the Finance & Policy Committee, so that a decision can be made on any future investment of the £80,000 in this account.*
- (iv) That the interest accrued on the two accounts be returned to current account.*

FP4. BARCLAYS BUSINESS DEBIT CARD**RESOLVED:**

- (i) That Councillors Burton and Davis will be cardholders to release payments from the Bank Account (no power to spend), together with Cllr Fricker who is a current signatory.*
- (ii) That Councillor Leonard have read only access to the account.*
- (iii) For the agreed Councillors to sign the Barclays Board Resolution.*

FP5. 2024-2025 FEES AND CHARGES

- a) Cemetery Fees*
- b) Manor Road Football Fees*
- c) Photocopying Fees*

RESOLVED:

- (i) To receive and note the fees and charges as proposed for the Cemetery, Manor Road and Photocopying.*
- (ii) To approve the recommendation from Finance and Policy Committee as follows: Cemetery – increase of 5% for In Parish Charges and 5% for Out of Parish Charges.*
- (iii) That there be no increases to the Manor Road Football charges.*
- (iv) That photocopying fees increases by 2 pence across the board.*
- (v) That the 2024-2025 Fees and Charges be approved.*

FP6. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY**RESOLVED:**

- (i) To receive and note the Keynsham Town Council Investment Strategy & Policy.*

- (ii) *To note that the document is to be adopted at the May Annual Town Council meeting, a reminder will be put in the Clerk's diary to include this document on the agenda.*

FP7. WORKNEST H & S AUDIT FEBRUARY 2024

RESOLVED:

- (i) *To receive and note the WorkNest H & S audit report details from February 2024.*
(ii) *To note that all recommendations from the report have been actioned and will be completed by the Auditors recommended date.*

FP8. INTERNAL AUDIT FEBRUARY 2024 - REPORT AND RECOMMENDATIONS

RESOLVED:

- (i) *To receive and note the Internal Audit Report from February 2024.*
(ii) *To note that Regulation 1.13 of the Town Council Financial Regulations should be followed that states:
'The Council is not empowered by these Regulations or otherwise to delegate certain specified decision, in particular any decisions regarding:
addressing recommendations in any report from the internal or external auditors shall be a matter for the Full Council only.'*
(iii) *That as per the Town Council's Financial Regulation 1.13 Council approve the appointment of Cllrs Wait and Alenshasy to meet with the Internal Auditor.*
(iv) *That questions that Councillors wish to raise be given to the Chairman, so that he may forward them in advance of any meeting held with the Internal Auditor.*
(v) *To note that the Internal Auditor's fee has been quoted at £65.00 per hour, the meeting to be held online with no Officer's present.*

FP9. BENCH SLATS

RESOLVED:

- (i) *To receive the paper and the quotes attached to the agenda.*
(ii) *That quote 1 be accepted.*

FP10. FUNDING FOR KEYNSHAM MAKESPACE

RESOLVED:

That the information be received and noted

FP11. REGISTRATION SOFTWARE FOR YOUTH

RESOLVED:

- (i) *To receive the verbal update from the Clerk.*
(ii) *That quote 2 be accepted.*

FP12. CEMETERY LEAFLET**RESOLVED:**

(i) *To approve the Cemetery Leaflet with the following amendments/additions:*

- *The front cover be option 1 and to change the photo depicting the old section of the Cemetery.*
- *The Rules and Regulations be moved to the back of the pamphlet.*
- *That the language be made simpler and that the regulations be explained so that they are clearer.*
- *That the leaflet be brought back to the next Town Council meeting for approval.*

FP13. AVON PENSION FUND NET – ZERO**RESOLVED:**

- (i) *To receive and note the information provided by the Avon Pension Fund.*
- (ii) *Councillor Leonard to take a look at the document and send any comments to the Town Clerk for circulation to other Councillors.*

338. SCHEDULE OF INVOICES DUE FOR PAYMENT – MARCH 2024**RESOLVED:**

That the Schedule of Invoices for March 2024 be approved for payment.

339. B&NES LOCAL PLAN OPTIONS CONSULTATION**RESOLVED:**

- (i) *That the decision in respect of the responses for the Local Plan Options Consultation be delegated to the Planning and Development Committee at the meeting on 15th April 2024 at 6.30 p.m. (all Councillors to be invited) prior to the actual Planning and Development Committee meeting. That a full Council response to the consultation be submitted to B&NES Council before 5 p.m. on 17th April 2024.*
- (ii) *That a copy of the Keynsham Town Council consultation responses be shared with Saltford Parish Council and be noted as part of the agenda at the next Town Council meeting.*
- (iii) *That feedback in respect of the difficulties that residents were experiencing in navigating the numerous webpages of the consultation on the B&NES website, that some of the pages have missing information and the fault with the submit button requiring a double click be reported to the Head of Planning Services by the Town Clerk.*

340. SALTFORD PARISH COUNCIL'S RESPONSES TO THE B&NES LOCAL PLAN OPTIONS CONSULTATION

RESOLVED:

To receive and note the document.

341. SALTFORD PARISH COUNCIL AREA OF GREAT LANDSCAPE VALUE

RESOLVED:

To receive and note the document.

342. SALTFORD ENVIRONMENTAL GROUP'S RESPONSES TO THE B&NES LOCAL PLAN OPTIONS CONSULTATION

RESOLVED:

To receive and note the document.

343. NOTICE OF INTENTION – TEMPORARY CLOSURE OF PUBLIC FOOTPATH BA27/30 – MANOR ROAD WOODLAND

RESOLVED:

To receive and note the Notice.

344. PETTY CASH POLICY AND PROCEDURE

RESOLVED:

That the Petty Cash Policy and Procedure be approved and signed by the Chair with the amendment from the February meeting of the Finance and Policy Committee below: "Item 2.7 add in the word VAT before receipt".

345. MAKESPACE AGREEMENT

RESOLVED:

- (i) To receive, note and approve the MakeSpace Agreement with a query being made in respect of the two weeks notice and whether this can be extended.*
- (ii) The signing of the Agreement to be delegated to the Town Clerk.*

346. BUS SERVICE CHANGES IN THE WEST OF ENGLAND AREA

RESOLVED

To receive and note the information in respect of the summary of forthcoming bus service changes in the West of England area from 7th April 2024.

Councillor C Leonard left the meeting at this point – 9.03. p.m.

347. BRISTOL RD & STATION RD - PROPOSED 20MPH SPEED LIMIT

RESOLVED:

- (i) To receive and note the information.*
- (ii) To confirm to B&NES Council that Keynsham Town Council are happy with the proposed 20 mph speed limits, with an extension of the 20mph to the roundabout on the Bristol Road at the junction of Old Bristol Road/Stockwood Vale.*

348. SEVERANCE OF THE RIVER AVON TRAIL

RESOLVED

To receive and note the information.

349. REVOKING THE KEYNSHAM AIR QUALITY MANAGEMENT AREA – FURTHER INFORMATION

Cllr Biddleston provided the Councillors with verbal information in respect of this matter.

RESOLVED:

- (i) To receive and note the information.*
- (ii) To note that the Senior Officer – B&NES Environmental Monitoring (Air Quality) will be giving a presentation to full Council on 17th September 2024 following full monitoring of the air quality on Bath Hill between now and mid-September.*

350. SHOP FRONT SIGNAGE – ENFORCEMENT

RESOLVED:

- (i) To receive and note the information.*
- (ii) That the Town Clerk make a diary note for six months' time, to see if there has been any progress in respect of the enforcement matters.*

351. CHRISTMAS LIGHTS 2024

RESOLVED:

To receive and note the verbal update from the Town Clerk that the town's Christmas Lights will be covered by the B&NES Council Contractor for the next two years.

352. RMTG NET ZERO CASE STUDIES

RECOMMENDED:

To receive and note the information.

353. VICTIM SUPPORT

RESOLVED:

- (i) To receive and note the information.*
- (ii) That the Organisation applies for a Town Council grant.*

354. CHANGE OF DATE FOR THE GRANTS PRESENTATION EVENING

RESOLVED:

To note the change for the Grants Presentation Evening to 11th July to avoid a B&NES Council meeting.

355. KTCRfm AGREEMENT

RESOLVED:

That this matter be deferred to the next Town Council meeting when the Agreement will be ready for approval.

356. WESTLINK SERVICE CHANGES

RECOMMENDED:

- (i) To receive and note the information.*
- (ii) That the setting up of a Bus Working Party be discussed at the next Town Council meeting. The Working Party to include members of the community that have experience or an interest in the matter of bus routes and usage.*

357. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is Tuesday 16th April 2024 at 7.00pm in The Space, Market Walk, Keynsham.

358. 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 the matter to be transacted items 34 – 35 on the agenda due to financial matters and personal details.

359. FURTHER MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12TH MARCH 2024

FP14. EMPLOYEE HANDBOOK

RESOLVED:

- (i) To receive and note the amended Adverse Weather page within the Employee Handbook.*
- (ii) To approve the amended Adverse Weather page within the Employee Handbook.*

FP15. ADVERSE WEATHER POLICY

RESOLVED:

- (i) To receive and note the Adverse Weather Policy with the changes included from the March Finance and Policy Committee meeting.*
- (ii) To approve the Adverse Weather Policy.*

FP16. MENTORING FOR YOUTH LEADER

RESOLVED:

- (i) To receive and note the recommendation from the Finance and Policy Committee and Personnel Committee in respect of current mentoring agreements.*
- (ii) That the role of the Mentor be clear in future agreements.*
- (iii) That new quotes for mentoring be sought in June 2024.*

Councillor E Cannon left the meeting at this point 9.44 p.m.

FP17. GOOD CITIZEN NOMINATIONS

RESOLVED

- (i) To receive and note the Good Citizen Nominations 2023-2024*
- (ii) That the following Good Citizen Awards 2023-2024 be approved:*
 - Under 25's Young Citizen Award – MH*
 - Over 25's Good Citizen Award – MM*
 - Life Time Achievement Award – LJ*

The meeting finished at 9.49 p.m.

Signed: (Chairman)

Dated: