

**Minutes of the Annual Town Council meeting held on
Tuesday 21st May 2024 in The Space, Market Walk at 7.00 pm.**

PRESENT: S Alenshasy, D Biddleston, D Brassington, C Brennan, E Cannon, C Davis, C Fricker, A Greenfield, H MacFie (Chair) and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk, Katherine Sears – Deputy Town Clerk and Alan Jenner – Assistant Town Clerk

1. ELECTION OF CHAIRMAN 2024 -2025

RESOLVED:

- (i) That Cllr Hal MacFie be elected as Chairman for the ensuing Municipal Year.*
- (ii) To receive the Chairman's Declaration of Acceptance of Office.*
- (iii) To approve the countersigning of the Acceptance of Office by the Clerk.*

2. ELECTION OF VICE-CHAIRMAN 2024-2025

RESOLVED:

- (i) That Cllr Clive Fricker be elected as Vice-Chairman for the ensuing Municipal Year.*
- (ii) To receive the Vice-Chairman's Declaration of Acceptance of Office.*
- (iii) To approve the countersigning of the Acceptance of Office by the Clerk.*

3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Alex Beaumont, M Burton and C Leonard.

4. NOT PRESENT

Cllr Adrian Beaumont.

Councillors were reminded that they should send apologies to the Officer who is clerking the meeting whether it be full Council, Committees or Working Parties/Groups. The Officer clerking the meeting will be detailed on the 2024/2025 Schedule of Memberships.

5. DECLARATIONS OF INTEREST

There were none.

6. DISPENSATIONS

There were none.

7. PUBLIC PARTICIPATION

There were three Members of the Public.

8. QUESTIONS ON NOTICE BY MEMBERS

There were none.

9. DRAFT MINUTES OF ANNUAL TOWN MEETING – 18 APRIL 2024***RESOLVED:***

That the draft Minutes of the 2024 Annual Town Meeting held on 18th April 2024 (previously circulated) be received and noted.

10. RECORD OF PREVIOUS MEETING***RESOLVED:***

That the minutes of the Town Council meeting held on Tuesday 16th April 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

It was agreed to bring forward agenda items:

- 17 – Keynsham – Your new Banking Hub
- 18 – Allotment Quarterly Report
- 22 FP15 – Playground equipment
- 22 FP16 – KTCRfm Agreement

To allow presentations for Outside Speakers (items 17 & 18) and for Officer presentations (items 22 FP15 & FP16)

11. KEYNSHAM - YOUR NEW BANKING HUB

A representative from Cash Access UK held a Q & A session for Councillors and the following was discussed:

- The location for the Keynsham Banking Hub is in its early stages and Property Agents and Project Managers are seeking the most suitable building. A request was made that if the Council could think of or provide information on empty shops/business premises the Company would be grateful.
- The Company have opened 51 Banking Hubs in the country and have 130 on their books.
- The need for a Banking Hub in Keynsham was triggered by the announcement of the closure of the Halifax.

- Their Company is not for profit - funded by 9 banks so once open they are unlikely to close.
- Banking Hub is a community banking service.
- Deposit services and access to banking funds and advice will be available.
- Some of the largest banks will be represented and there will be a representative from each in the Banking Hub on dedicated days and times, information on which will become available when the Hub is up and running.
- There will be limitations on the advice that can be given e.g. they could assist with things such as transfers and fraud queries but some more in-depth queries such as default on mortgages may require a customer visiting the nearest bank.
- The service offered will depend on what each bank branch can and cannot do. <https://www.cashaccess.co.uk/> provides more information in respect of this.
- There will be a private room within the facility for dealing with confidential business transactions.
- Within the Hub will be a private Post Office service. Staff will be employed as part of the Banking Hub scheme.
- The presenter informed the Council that she will send through a new pack of information that gives a virtual walkthrough of how a Banking Hub will look.
- The Personal/Business services offered will be dependent on the individual banks represented within the Hub.
- The Company have a 12-month commitment to get the project underway, this is dependent on finding the appropriate facility for the Hub to function well.
- There are usually five of the key banks represented within a Hub. A representative from each of the Banks will have a designated day when they will be on site.
- The Post Office part of the Banking Hub will also be able to undertake simple banking services e.g. cash deposits, withdrawals and paying bills. The working of the Post Office and Banks within the Hub works well in those that are already open.
- This Post Office will not be able to offer a service like the provision of foreign currency.
- The staff for the Post Office section of the Banking Hub will be recruited by the Post Office.
- It was suggested that the current Post Office in Keynsham be looked at as a possible Hub. Other locations were also suggested.
- The Banking Hub will be a leased facility and not a freehold purchase.
- There will not be an external cashpoint but facilities within the building for withdrawing funds over the counter.

12. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

Bill Mansfield reported the following on behalf of the Allotment Association

It has been far too wet to undertake any plot inspections. Also, members have found it difficult to get out on their plots and work. The inspections will recommence at the end of May 2024.

All plots are leased and there are 42 people on the waiting list, 14 of which have been added this year. This was put down probably to the cost of food and people's interest in growing their own food.

New vehicular entrance and pedestrian gates have now been installed. The Company have done an excellent job. The gates have resolved all past problems and all users are very pleased.

It was confirmed that there is no electricity on site that a Defibrillator could be connected to.

There has been minimal anti-social behaviour in the location of the Allotments recently.

RESOLVED:

To receive and note the verbal report from the Allotment Association.

13. PLAYGROUND EQUIPMENT

The Deputy Town Clerk gave a presentation to Council and informed Council that she had contacted six playground companies, but had only received quotes and designs from two.

The Play Area Companies and Artists were given a brief to provide designs on a pond life and nature theme for the Downfields play area. The existing play equipment is to be kept and refurbished with additional equipment being installed along with new wet pour to cover the whole play area surface.

Quotes were also sourced to replace a roundabout in Teviot Road play area and a seesaw at Manor Road play area.

The Deputy Town Clerk also presented the designs and quotes from two artists for art work on the Downfields play area.

Funds for the new, replacement equipment and artwork will be coming from CIL monies.

RESOLVED:

- (i) *To receive and note the information in the presentation.*
- (ii) *To receive and accept quote 1 for the design and provision of play area equipment for all three site projects.*
- (iii) *To receive and accept quote 2 for the artwork to be undertaken at the Downfields play areas. This art project to involve members of the community.*

14. KTCR FM AGREEMENT

The Assistant Town Clerk clarified the contents of the Radio Agreement.

The agreement to run to March 2025 – 10 months at £520.00.

Listening numbers will be looked at as some data may come from the social media question with the residents' consultation as part of the Neighbourhood Plan.

RESOLVED:

- (i) *To receive the report and the Radio Agreement.*
- (ii) *To note the verbal clarification on the Agreement.*
- (iii) *That three events at the Bandstand are not to be included in the Agreement.*
- (iv) *That the Agreement be reviewed in October 2024 and a decision be made as to whether to renew the Agreement in April 2025 or whether to put KTCRfm under the larger grant scheme.*
- (v) *That a member from KTCRfm attend the Town Council meeting in September to inform the Council of the services provision to this date.*
- (vi) *That above changes in the Agreement be approved.*

15. REVIEW OF STANDING ORDERS**RESOLVED:**

To note that the Standing Orders have no amendments to be approved. The same will be presented for review at the next Annual Town Council meeting in 2025 unless any recommended amendments are provided by NALC.

16. REVIEW OF TERMS OF REFERENCE OF COMMITTEES AND WORKING PARTIES**RESOLVED:**

- (i) *To receive and note the Terms of Reference.*

- (ii) *That the Terms of Reference will be considered at the beginning of the first meeting of each Committee, Working Party and Response Group and any amendments be brought back to Council.*

17. APPOINTMENT OF MEMBERS TO COMMITTEES & WORKING PARTIES 2024 - 2025

RESOLVED:

- (i) *To note the appointment of Members to Committees as per the Schedule of Committee, Working Party/Working Group, Response and Review Group Membership 2024/2025 on pages 14 – 17 of these Minutes.*
- (ii) *To note that the Chair and Vice Chairs will be appointed at the first meeting of the Committee, Working Party or Response Group.*
- (iii) *To note that the appointment of Substitutes for all Committees, Working Parties/Groups and Response Groups will be added to the next Town Council agenda to fill any vacant positions.*

18. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED:

To note that the Appointment of Representatives are as listed on the Representatives to Outside Bodies on pages 18 & 19 of these minutes.

19. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Councillors that the next Town Council meeting will be held in the Baptist Church.

20. QUESTION ON NOTICE BY MEMBERS

There were none.

21. KEYNSHAMNOW

There was no report this month.

22. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none.

23. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
Planning & Development Committee	15 th April 2024	DRAFT
Finance & Policy Committee	9 th April 2024	DRAFT
NDP Steering Committee Notes	4 th April 2024	DRAFT
Personnel Committee	8 th April 2024	DRAFT
Community Resilience Working Party Notes	25 th April 2024	DRAFT
Bus Services Working Party	30 th April 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.*

24. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16th APRIL 2024

RESOLVED:

To receive and note there were no delegated actions.

25. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14th MAY 2024

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 21ST May 2024:

FP1. UPDATES FROM THE RFO

RESOLVED:

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

FP2. BUDGET REVIEW REPORT – MONTH 1

RESOLVED:

- (i) That the Budget Review Report Month 1 be received and noted.*

FP3. FLAGSTONE INVESTMENTS

RESOLVED:

- (i) To receive and note the Flagstone investments information.*

FP4. LOCAL GOVERNMENT TRANSPARANCY CODE 2015

RESOLVED:

- (i) That the Local Government Transparency Code be updated to the 2015 code.*
- (ii) That the Transparency Code will be added to the Town Council website.*

FP5. POLICIES

RESOLVED:

That the Policies be deferred to the June Town Council meeting for approval.

FP6. INTERNAL AUDIT RECOMMENDATIONS UPDATE

RESOLVED:

- (i) That the Internal Audit recommendations update be received and noted.*
- (ii) Any questions for the Town Council's Internal Auditor should be submitted to the Chair of Council who will then contact the Internal Auditor.*

FP7. VAS SIGNAGE

The VAS signage be used in the two Highways approved locations on Charlton Road and Wellsway. The VAS signage will be used between the two locations as the batteries need changing. Further VAS signage will be looked at in the future for other locations.

RESOLVED:

That one VAS Sign at the cost of £2950 plus VAT be purchased using from EMR funds.

FP8. CHRISTMAS LIGHTS COSTS 2024

RESOLVED:

To receive and note the information.

FP9. UPPER MEMORIAL PLAY AREA GATE

RESOLVED:

- (i) To receive and note the quote for the gate.*
- (ii) To approve the purchase of a new gate to replace the broken gate for the Upper Memorial Park.*

FP10. MUSIC STUDIO RATES

RESOLVED:

- (i) To receive and note the information from the Music Studio Manager.*
- (ii) To approve that Cllr Halliday produce a list from his experience in a similar role to consider a more comprehensive hire rate and this be brought back to the June Town Council meeting with recommendation from the Finance and Policy Committee.*

FP11. FOOTFALL DATA HISTORIC INFORMATION

RESOLVED:

- (i) To receive and note the information received from BANES.*
- (ii) That a letter of concern regarding costs expended on this project be sent to Officers of B&NES leading on this project.*

FP12 HIRE LICENCE AGREEMENT FOR MAKESPACE & DAILY RATES FOR HIRE

RESOLVED:

- (i) To receive and note the MakeSpace Agreement.*
- (ii) To insert a clause in the Hire Agreement that those using the facilities for events involving children are "To provide a Safeguarding Policy if there are children in the session".*
- (iii) To approve the MakeSpace Agreement with change at point (ii).*
- (iv) To approve the following day rates:*

Community Groups free event – suggested rate £75.00
Community Groups ticketed event – suggested rate £100.00.
Business events – suggested rate £150.00

Multiple day hire to be decided on a case-by-case basis by the Town Clerk in conjunction with the Chair & Vice Chair of Council and Chair and Vice Chair of Finance and Policy Committee.

FP13. LINE MARKER

RESOLVED:

- (i) To receive the report and 3 quotes for the line marker.*
- (ii) To approve that quote number one be accepted.*

FP14 CEMETERY STRIMMER

RESOLVED:

- (i) To receive the report and 3 quotes for the strimmer.*
- (ii) To approve that quote number one be accepted.*

FP15 PLAYGROUND EQUIPMENT

This item was resolved under Minute no. 13 above.

FP16. KTCR FM AGREEMENT

This item was resolved under Minute no. 14 above.

FP17. DIRECT DEBITS FOR FINANCIAL YEAR 2024/25

RESOLVED:

- (i) To review the Direct Debit payments for 2024/2025.*
- (ii) To approve the Direct Debit payments for 2024/2025*

26. SCHEDULE OF INVOICES DUE FOR PAYMENT – MAY 2024 – MONTH 2

RESOLVED:

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

27. KEYNSHAM HIGH STREET HERITAGE ACTION ZONE – SHOP FRONT IMPROVEMENTS FEB 2024

RESOLVED:

To receive and note the document.

28. KEYNSHAM HIGH STREET HERITAGE ACTION ZONE – TEMPLE STREET PUBLIC REALM IMPROVEMENTS FEB 2024

RESOLVED:

To receive and note the document.

29. HAWTHORN COURT DEFIBRILLATOR UPDATE

It was reported that Cllr Alan Hale has Ward Councillor Initiative Funds that could be spent on Defibrillators.

RESOLVED:

- (i) To receive and note the report.*
- (ii) That firstly, Curo be contacted and asked why they will not fund replacement batteries and pads on this vital piece of equipment.*
- (iii) That if Curo do not take up the funding that the Cllr Hale be contacted to request that he fund this project.*

30. 24-015 PARKING CHARGE REVIEW

RESOLVED:

- (i) To receive and note the report.*
- (ii) That Council responds to the forthcoming public consultation.*

31. 15 AND 17 TEMPLE STREET KEYNSHAM RENT REVIEW

RESOLVED:

- (i) That Council receive and note the attached information.*
- (ii) That the Town Clerk confirm to B&NES that the Town Council agrees to the proposal.*

32. LETTER TO NEW POLICE CRIME COMMISSIONER

RESOLVED:

- (i) That the Town Clerk write a letter to the new Police Crime Commissioner requesting funding for more policing in Keynsham.*
- (ii) That the Chair of Council approve the letter before it is sent.*

33. COMMUNITY NETWORKING**RESOLVED:**

- (i) That Councillor Burton's written report be received and noted.*
- (ii) That Councillors wishing to volunteer to assist at this event contact the Deputy Town Clerk.*

34. CORRESPONDENCE**CIVIC CENTRE CAR PARK ISSUES****RESOLVED:**

- (i) To receive and note the correspondence.*
- (ii) That the Town Clerk send a letter to Parking Services highlighting the resident's concerns and forwarding his suggested plan.*

35. DATE OF NEXT MEETING**RESOLVED:**

To note that an Extraordinary Town Council meeting to discuss an application to WECA for Bus Service funding will be held on **Thursday 30th May 2024 at 6.00 p.m.** in MakeSpace, 2 River Terrace, Keynsham.

To note that the next ordinary **TOWN COUNCIL MEETING** will be held on **Tuesday 18th June 2024 at 7.00 p.m.** in the Baptist Church, High Street, Keynsham.

36. 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 under items 34 and 35 of the agenda due to financial matters and personal details.

37. SAFER SHOPS WEST

RESOLVED:


- (i) To receive and note the options for the Safer Shops West Project.*
- (ii) That the Disc option be approved, and funding be sourced from WECA.*
- (iii) That costs for staff administration time be factored into the application to WECA.*

38. STAFF COSTS ASSOCIATED TO THE YOUTH RESIDENTIAL

RESOLVED:

- (i) To note that one Employee has been paid for the hours that she worked at the residential – financial cost is covered by her contracted hours.*
- (ii) That the two Employees are paid for two nights sleep in duty whilst at a Youth Service residential.*

The meeting finished at 9.50 p.m.

Signed:  (Chairman)

Dated: 18 / 5 / 24

KEYNSHAM TOWN COUNCIL
SCHEDULE OF MEMBERSHIP TO COMMITTEES, WORKING PARTIES,
RESPONSE AND REVIEW GROUPS
2024-2025

SCHEDULE OF STANDING COMMITTEE MEMBERSHIP	
<p>Environment & Sustainability (7) Plus 2 substitutes</p> <p><u>Plus</u> a Representative each from: Keynsham Wombles, Keynsham Plastic Reaction, Keynsham in Bloom, Keynsham Active Travel, the Business Community and the Retail Traders</p>	<p>Clerk – Katherine Sears Souzan Alenshasy Edmund Cannon Chris Davis Alan Greenfield Caroline Leonard Hal MacFie Andy Wait Dave Biddleston (Substitute) Vacancy Vacancy (B&NES)</p>
<p>Events, Arts, Tourism & Heritage (EATH) (7) (2 vacancies) Plus 2 substitutes</p>	<p>Clerk – Katherine Sears Adrian Beaumont Dave Biddleston Caitlin Brennan Martin Burton Chris Davis Alan Greenfield Hal MacFie Vacancy (Substitute) Vacancy (Substitute)</p>
<p>Finance & Policy (7) Plus 2 substitutes</p>	<p>Clerk – Amanda Hazell Souzan Alenshasy Martin Burton Edmund Cannon Chris Davis Clive Fricker Caroline Leonard Andy Wait Alan Greenfield (Substitute) Hal MacFie (Substitute)</p>

<p>Grants (7) Plus 2 substitutes</p>	<p>Clerk – Katherine Sears Souzan Alenshasy Caitlin Brennan Dave Biddleston Chris Davis Clive Fricker Alan Greenfield Andy Halliday Adrian Beaumont (Substitute) Alex Beaumont (Substitute)</p>
<p>Personnel Committee (7) Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury Souzan Alenshasy Martin Burton Chris Davis Clive Fricker Andy Halliday Hal MacFie Andy Wait David Brassington (Substitute) Edmund Cannon (Substitute)</p>
<p>Planning & Development Committee (7) Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury David Brassington Caitlin Brennan Martin Burton Edmund Cannon Chris Davis Clive Fricker Alan Greenfield Dave Biddleston (Substitute) Vacancy (Substitute)</p>
<p>Capital Projects Committee (7) Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury Souzan Alenshasy Martin Burton Chris Davis Clive Fricker Andy Halliday Hal MacFie Andy Wait Edmund Cannon (Substitute) Alan Greenfield (Substitute)</p>

▲ KEYNSHAM TOWN COUNCIL
SCHEDULE OF MEMBERSHIP TO WORKING PARTIES, RESPONSE AND
REVIEW GROUPS 2024/2025

WORKING PARTIES, RESPONSE AND REVIEW GROUPS MEMBERSHIP	
<p>Consultation Response Group (5) Including 3 members of Planning & Development Committee Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury Souzan Alenshasy David Brassington Martin Burton Edmund Cannon Clive Fricker Dave Biddleston (Substitute) Alan Greenfield (Substitute)</p>
<p>Youth Strategy Working Party (5) Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury Alex Beaumont Caitlin Brennan Martin Burton Andy Halliday Andy Wait David Brassington (Substitute) Vacancy (Substitute)</p>
<p>NDP Steering Group (5) Including Chair and Vice Chair of Planning & Development Committee Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury</p>
<p>Defibrillator Working Party (5) Plus 2 Substitutes</p>	<p>Clerk – Katherine Sears Caitlin Brennan Martin Burton Clive Fricker Caroline Leonard Vacancy David Brassington (Substitute) Vacancy (Substitute)</p>

Community Resilience Plan Working Party (5) Plus 2 Substitutes	Clerk – Dawn Drury Dave Biddleston Caitlin Brennan Martin Burton Hal MacFie Vacancy Vacancy (Substitute) Vacancy (Substitute)
Nature Action Plan (3)	Clerk – Dawn Drury Edmund Cannon Andy Halliday Andy Wait
Keynsham Memorial Park Working Group (3)	Clerk – Dawn Drury Caitlin Brennan Andy Halliday Hal MacFie Andy Wait (B&NES)
Regeneration Plan (4)	Clerk – Dawn Drury Dave Biddleston Clive Fricker Hal MacFie Andy Wait
Bus Services Working Party (5) Including WestLocal	Clerk – Dawn Drury Alex Beaumont David Brassington Dave Biddleston Edmund Cannon Alan Greenfield Martin Burton (Substitute) Chris Davis (Substitute)

KEYNSHAM TOWN COUNCIL

REPRESENTATIVES TO OUTSIDE BODIES/ ORGANISATIONS 2024/2025

Please note it is the responsibility of ~~Councillors~~ to report back on any meeting to the next Town Council meeting.

AVON Local Council Association (1)	Cllr Fricker
Community At 67 (1)	Cllr Biddleston
Dial A Ride (1)	Cllr Biddleston
Friends of Keynsham Train Station Group (3)	Cllr Brassington Cllr Cannon Cllr Fricker
KMFA Ltd (<u>4 year</u> duration) (4)	Cllr Biddleston Cllr Brennan Cllr Burton Cllr Greenfield
Keynsham Memorial Park Forum (1)	Cllr Halliday
Keynsham <u>In</u> Bloom (2)	Cllr Brennan Cllr Greenfield
Manor Road Community Woodland (2)	Cllr Fricker Cllr Wait
B&NES Local Plan	Chairman of Council Chairman of Planning Cllr Biddleston
Parish Councils Airport Association (1)	Cllr Fricker
Parish Liaison	Chairman of Council
Twinning Association (1)	Cllr Alenshasy
Walkers Are Welcome (1)	Cllr Wait

West of England – Local Rail (2)	Cllr Brassington Cllr Fricker
Rural/Market Town Group (1)	Cllr MacFie
No Place for Litter Steering Group (1)	Cllr Cannon
Fox and Hounds Lane Action Group (FHLAG) (3)	Cllr Alex Beaumont Cllr MacFie Cllr Wait
Avon Pension Fund (1)	Cllr Cannon Cllr Leonard (Substitute)

