

**Minutes of the Town Council meeting held on  
Tuesday 18<sup>th</sup> June 2024 in the Baptist Church, Keynsham at 7.00 pm.**

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

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

**39. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors S Alenshasy Alex Beaumont, Adrian Beaumont and C Leonard.

**40. DECLARATIONS OF INTEREST**

In respect of item 19 on the agenda Grant Awards 2024/2025 Councillor M Burton declared that he is a Chair of Trustee of Community At 67 and a member of St. Francis Church and Councillor Davis declared that he was Chair of SWAN

**41. DISPENSATIONS**

There were none.

**42. PUBLIC PARTICIPATION**

There were no members of the public present.

**43. QUESTIONS ON NOTICE BY MEMBERS**

There were none.

**44. RECORD OF PREVIOUS MEETING**

***RESOLVED:***

***That the minutes of the Town Council meeting held on Tuesday 21<sup>st</sup> May 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.***

**45. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded Councillors of the following forthcoming events:

- Picnic in the Park, this Saturday 22<sup>nd</sup> June - 12 noon – 4.00 p.m.
- Community Networking event open to Councillors, Monday 24<sup>th</sup> June – St. Francis Church 9.30 a.m. – 2.15 p.m. (lunch included). Councillors to let the Deputy Town Clerk know if you are going to attend.

- Music Festival and Kaleidoscope Youth Fest on 6<sup>th</sup> & 7<sup>th</sup> July. It is hoped that if the NDP Consultations are printed on time they will be available for circulation at this event. Councillors help with this would be appreciated.
- Grants Presentation Evening – Thursday 11<sup>th</sup> July 7.00 p.m. in The Space.
- Farmer's Market Saturday 13<sup>th</sup> July 9 a.m. – 1 p.m. to distribute NDP consultations and details how to complete online. Councillors help with this would be appreciated.

The Chair raised his concerns in respect of the fact that there have been another two falls in the High Street this week. He confirmed that Ward Councillors were continuing to monitor and contact B&NES in respect of this matter. An item will be added to the next agenda, so that the Council can consider this matter fully and decide on what course of action to take.

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

A question was raised in respect of overnight cycle storage shelters that were put in place near Carpenters Lane which are available for hire for a small fee. Since installation this has not been used by anyone in Keynsham and B&NES are suggesting that this shelter be moved into Bath where they would be used. Councillors were asked if they knew of any locations in Keynsham where this overnight storage shelter would get better use. The flats by the Old Dairy (near Tesco) and Curo flats were suggested. The Chair will speak with Curo and a Town Council Social Media question to the public was suggested.

#### **47. KEYNSHAMNOW**

Councillor Wait reported on behalf of KeynshamNow as follows:

It is getting close to the Organisation's 10<sup>th</sup> Anniversary and the Organisation have a lot of activities planned as follows

- Next meeting they will be working on the making of their Anniversary video. They have invited past members along to be part of the filming.
- A decision has been made to order new green KeynshamNow hoodies that will sport a new designed logo.
- The members have been looking at subjects for new campaigns which include Votes for 16 year olds, Run, Hide & Tell (knife crime issues), Mental Health (Amelie was commended on reading the White and Green Government Papers on Mental Health), dealing with poverty.

- A decision was made on a charity to support for the forthcoming year. Five charities were nominated and these include the Wallace and Gromit Charity, Siblings, Butterflies, Off the Record and Great Western Air Ambulance (GWAAC) and the latter was chosen. A representative from GWAAC has been asked to join the KeynshamNow young people at their Music Festival stall.
- A litter pick on 26<sup>th</sup> May was held to the rear of Waitrose in Trinity Road.

Councillor Biddleston joined the meeting.

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

Councillor Wait reported that plans were going well for the forthcoming Music Festival and that tickets are now on sale for several different events including two sessions of Beatle music in Club 22 on the Monday and Tuesday, Opera in the Park and a Comedy night. Also a grunge Rock Band (Allergies) that are on tour will be performing on the Friday night on the Top Stage. Cllr Biddleston thanked Councillors for signing up for volunteer to collect donations at the Festival.

#### 49. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL FROM THE FINANCE AND POLICY COMMITTEE MEETING HELD ON 18<sup>TH</sup> JUNE PRIOR TO THE TOWN COUNCIL MEETING

To approve the following list of documents drawn up by the RFO to be made to the Town Council meeting on 18<sup>th</sup> June 2024 following the Finance & Policy Committee meeting (as above) and a visit from the Town Council Auditor on 31<sup>st</sup> May 2024.

(a) 2023/2024 BUDGET WITH ACTUAL 2023/24 END OF YEAR FIGURES

*RESOLVED:*

*To approve the 2023/2024 Budget with actual 2023/2024 end of year figures.*

(b) BUDGET MONITORING REPORT – YEAR END – MONTH 12

*RESOLVED:*

*To approve the Year End Budget Monitoring Report.*

(c) GENERAL & EARMARKED RESERVES – 31<sup>st</sup> March 2024 (attached)

*RESOLVED:*

*To approve the closing balance of earmarked and general reserves as at 31st March 2024.*

(d) ANNUAL BANK RECONCILIATION 2023/2024

*RESOLVED:*

*To approve the Annual Bank Reconciliation 2023-2024.*

(e) STATUTORY BALANCE SHEET– 2023/2024

*RESOLVED:*

*To approve the Balance Sheet 2023/2024 for signing by the Chairman of the Town Council.*

(f) STATUTORY INCOME/EXPENDITURE STATEMENT 2023/2024

*RESOLVED:*

*To approve the Statement for publication.*

(g) ANNUAL GOVERNANCE STATEMENT

*RESOLVED:*

*That the Annual Governance Statement be approved and signed by the Chairman of Keynsham Town Council.*

(h) ANNUAL RETURN 2023/2024 – ACCOUNTING STATEMENTS

*RESOLVED:*

*To approve the Accounting Statements for 2023/2024 and the same be signed by the Chairman of the Town Council at the Town Council meeting.*

(i) ANNUAL RETURN 2023/2024– ACCOMPANYING SCHEDULES

*RESOLVED:*

*(i) That the 2023/2024 Annual Return be approved and signed by the Chairman of the Council.*

*(ii) That the Schedule of Significant Variations be approved*

*(iii) That the Bank Reconciliation be approved.*

*(iv) That the Reconciliation of boxes 7 and 8 for the Annual Return be approved.*

(j) NOTICE OF PUBLIC RIGHTS – YEAR ENDED 31 MARCH 2024

*RESOLVED:*

*To approve the Notice of Public Rights Year ended 31 March 2024 for publication and to use the dates 20<sup>th</sup> June 2024 – 31<sup>st</sup> July 2024.*

(k) CONFLICT OF INTEREST

*RESOLVED:*

*To sign the form to confirm no conflict of interest between Keynsham Town Council and BDL LLP.*

50. INTERNAL AUDIT REPORT YEAR ENDED 31 MARCH 2024 (Attached)

*RESOLVED:*

- (i) To receive and note the Internal Audit report ended 31 March 2024.*
- (ii) To note that the Town Council is now complying with the Transparency Code 2015 as the up-to-date Asset Register is now on the website.*

51. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21<sup>st</sup> MAY 2024

In accordance with the Schedule of Delegation approved on 22<sup>nd</sup> April 2021, to note the delegated decision made in advance of the June 2024 scheduled payments taken by the Town Clerk in consultation with Members.

Permission has been sought to spend £1,000 deposit for use of Keynsham Memorial Park for the Picnic in the Park on the 22<sup>nd</sup> June 2024.

*RESOLVED:*

*To approve the delegated action.*

52. APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL FROM FINANCE & POLICY MEETING ON 11<sup>th</sup> JUNE 2024: -

FP1 UPDATES FROM THE RFO

**RESOLVED:**

- (i) *To receive and note the RFO updates.*

**FP2. FLAGSTONE INVESTMENTS****RESOLVED:**

- To receive and note the information.*

**FP3. POLICIES**

- (i) Financial Regulations (Revised)

***RESOLVED to receive, note and accept the amendments from the Finance and Policy Committee as below:***

- i. 2.7 The Clerk, Deputy Clerk and Responsible Financial Officer (RFO) must ensure that they are aware of the whereabouts of all documentation, including confidential materials.
- ii. 5.8 and 5.9 combine.
- iii. 5.14 The reason(s) for accepting the quotation will be recorded. In case of failure to provide estimates or prices in any procurement process the reason must be reported and recorded in the relevant Committee and subsequently, in full Council minutes.
- iv. 5.18 ...Such events must be recorded as an agenda item in full Council.

- (ii) Information & Data Protection Policy.

***RESOLVED to receive, note and accept the amendments from the Finance and Policy Committee as below:***

- i. Amalgamate items ii and iii into one document.
- ii. Remove bullet points from the introduction.
- iii. Paragraph 5. Ensure we have a Publication Scheme. If not change the Publication Scheme to Freedom of Information.
- iv. Name the Data Controller.
- v. Insert the following "The Council will create agreements for data sharing when the need arises to share data without organisations".

- (iii) Youth Information & Data Protection Policy.

***RESOLVED to receive, note and accept the amendments from the Finance and Policy Committee as below:***

- i. Amalgamate items ii and iii into one document.

(iv) Investment Strategy Policy.

*RESOLVED to receive, note and accept the amendments from the Finance and Policy Committee as below:*

- i. Insert "Subject to constraint seek to avoid unethical investments".
- ii. Remove 2.1.

*RESOLVED:*

*(i) To receive a recommendation from the Finance and Policy Committee to approve the policies with the amendments, as above.*

*(ii) That the Town Clerk to source GDPR training for Councillors and that such training be offered to Councillors every four years after local general election.*

#### FP4 STATEMENT OF INTERNAL CONTROL 2024-2025

*RESOLVED:*

*(i) To receive and review the Statement of Internal Control 2024-2025.*

*(i) To receive a recommendation from the Finance and Policy Committee to approve the same.*

*(ii) That the Statement of Internal Control be approved*

#### FP5 ASSET REGISTER ANNUAL REVIEW

*RESOLVED:*

*i. To receive, review and note the Asset Register.*

*ii. For the RFO to check the insurance policy for new for old replacements on any asset that we make a claim against.*

*iii. To seek advice from ALCA on depreciating assets.*

#### FP6 NDP SURVEY

*RESOLVED:*

*(i) To receive and note the quotes for printing the Neighbourhood Development Plan Survey.*

*(ii) To receive a recommendation from the Finance and Policy Committee to accept quote 4.*

*(iii) That quote 4 be approved.*

#### FP7 MUSIC STUDIO RATES

*RESOLVED:*

- (i) To receive and note the information from Councillor Halliday and the Music Studio Manager.*
- (ii) That the Town Clerk engage with the Music Studio Manager and Councillor Halliday to discuss a proposal for new charges. Cllr Halliday to be given a tour of the Music Studios.*

#### FP8 KEYNSHAMNOW ROOM HIRE CHARGES

*RESOLVED:*

- (i) To receive and note the information provided.*
- (ii) For Councillor Wait to meet with KeynshamNow to discuss taking into account the monetary aspect of hiring The Space before making a decision on where future meetings should take place.*
- (iii) That the Town Clerk seek quotes for the purchase and installation of blinds in the MakeSpace building. Costs to be covered by the monies transferred by B&NES Council on taking over the facility.*

#### FP9 PLAYGROUND WET POUR

*RESOLVED:*

- (i) To receive and note the information provided.*
- (ii) To receive a recommendation from the Finance and Policy Committee to keep the original plan of black and blue and to approve the same.*
- (iii) To receive a recommendation from the Finance and Policy Committee that the additional resurfacing of the swing section of Downfield Play Area at a cost of £2,742.08 be approved.*
- (iv) To approve the additional wet pour.*

#### FP10 FIXED WIRE LOOPED HEARING SYSTEM

*RESOLVED:*

- (i) To receive and note the information regarding the fixed wire looped hearing system.*



- (ii) *To note that there is currently no hearing loop in the MakeSpace building and that B&NES Council are happy for the costs to be taken from the funds passed over to assist with costs associated with running the building.*
- (iii) *That quotes for hearing loop installation be brought back to Council in due course.*

### 53. SCHEDULE OF INVOICES DUE FOR PAYMENT – JUNE 2024 – MONTH 3

**RESOLVED:**

*That the Schedule of Invoices for June 2024 be approved for payment.*

### 54. MINUTES OF COMMITTEE MEETINGS

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
Environment & Sustainability Committee	28 <sup>th</sup> May 2024	DRAFT
EATH Committee	5 <sup>th</sup> June 2024	DRAFT
Finance and Policy Committee	11 <sup>th</sup> June 2024	DRAFT
Grants Committee	12 <sup>th</sup> June 2024	DRAFT
Planning & Development Committee	13 <sup>th</sup> May & 10 <sup>th</sup> June 2024	DRAFT
NDP	20 <sup>th</sup> May 2024	DRAFT
Capital Projects Committee	13 <sup>th</sup> May 2024	DRAFT
Keynsham Nature Action Plan	3 <sup>rd</sup> June 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.*

### 55. NDP STEERING GROUP MEMBERS

**RESOLVED:**

- (i) *To note that Cllr Fricker has been appointed Chair of the NDP Steering Group (as Chair of Planning Committee for the Municipal Year 2024 – 2025).*
- (ii) *To note that Cllr Greenfield has been appointed Vice-Chair of the NDP Steering Group (as Vice-Chair of Planning Committee for the Municipal Year 2024 – 2025).*
- (iii) *To appoint three further members to the NDP Steering Group together as follows: Cllrs MacFie, Burton and Davis.*

- (iv) *To note that a meeting is to be arranged in the next few days, so that collated results from the pilot consultations can be considered by NDP Steering Group members. An agreed final consultation will then be sent to print, so that launch of the Residents and Business Consultations can take place from 1<sup>st</sup> July 2024 (for 6 weeks). Copies will be distributed on the weekend of Music Festival 6<sup>th</sup> & 7<sup>th</sup> July, at the Farmers Market on 13<sup>th</sup> July and at various drop in sessions at venues across the town throughout July. Members of the public/businesses will be encouraged to complete the consultations online, if they can.*

## 56. COMMITTEE AND WORKING PARTY SUBSTITUTES

### *RESOLVED:*

- (i) *To review the vacant substitute positions*  
(ii) *To note that the only vacant substitute position filled was by the appointment of Cllr C Davis as substitute on the Youth Strategy Working Group.*  
(iii) *Attendance and quoracy of meetings will be monitored and if there are issues the matter of appointment of substitutes will be brought back to Council.*

## 57. WINTER FESTIVAL EVENT OPTIONS 2024

### *RESOLVED:*

- (i) *To receive and note the report and options.*  
(ii) *To note that a variation on option 3 was the preferred choice of Council. With the event being broken up into manageable chunks*  
(iii) *That Council make it clear to the public via social media as to why the changes to the event are required. Also, that a radio slot be booked to get this message over.*  
(iv) *That part of the Christmas in July event includes a survey of the public as to what they would like to see at the Winter Festival and for suggestion of ideas on what to include and what not to include together with any new fresh ideas that Council could consider incorporating.*

## 58. GRANT AWARDS 2024-2025

### *RESOLVED:*

*To note the Grant Awards for 2024 – 2025.*

## 59. KEYNSHAM REGENERATION ACTION PLAN STEERING GROUP TERMS OF REFERENCE & KEYNSHAM REGENERATION GOVERNANCE STATEMENT

*RESOLVED:*

*To receive and note the Steering Group Terms of Reference for the Keynsham Regeneration Action Plan (produced by B&NES Council).*

60. ITEMS FOR INFORMATION

60.1 AVON PENSION FUND INVESTMENT STRATEGY STATEMENT 2024

*RESOLVED:*

- (i) To receive and note the information.*
- (ii) To note that the Town Clerk is waiting to hear from the Employer Representative of the Recruitment Campaign on behalf of the Pension Fund, as to whether the Town Council can be represented by a Councillor and not an employee of the Council at Avon Pension Fund meetings.*

60.2 ABBOTS WOOD - PRELIMINARY WORKS FELLING INFECTED ASH TREES WITH ASH DIEBACK DISEASE

*RESOLVED:*

*To receive and note the information.*

60.3 WESSEX WATER SEWER RENOVATION IN KEYNSHAM (CS0021)

*RESOLVED:*

*To receive and note the information.*

61. CORRESPONDENCE

61.1 RESPONSE FROM POLICE CRIME COMMISSIONER.

*RESOLVED:*

*To receive and note the response.*

61.2 CIVIC CENTRE MULTI-STOREY CAR PARK – SIGNAGE AND ROAD MARKING IMPROVEMENTS

*RESOLVED:*

- (i) *To receive and note the information.*
- (ii) *To note that B&NES Council has confirmed that they will ensure that directional markings on the surface of the car park are improved and refreshed. Also, that they will be liaising with colleagues to ensure that the priority for the junction between the two ramps and entrance/exit to the lower level is reassessed.*

### 62.3 SEC. 14 NOTICE – 3510 ROAD CLOSURE GASTON AVENUE

*RESOLVED:*

*To receive and note the information.*

### 62.4 24-015 PARKING CHARGE REVIEW

*RESOLVED:*

*To receive and note the information.*

### 63 DATE OF NEXT MEETING

*RESOLVED:*

To note that the date for the Town Council's next meeting is Tuesday 23rd July 2024 at 7.00pm in The Space, Market Walk, Keynsham.

### 64 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 25 – 28 due to financial matters and personal details.*

### 65 USE WITHOUT PERMISSION OF KEYNSHAM TOWN COUNCIL LOGO

*RESOLVED:*

- (i) *To receive and note the information*
- (ii) *That the Assistant Town Clerk deal this matter directly rather than via a letter at this stage.*

## 66 EMPLOYEE HANDBOOK

*RESOLVED:*

- (i) To receive and note the changes to the Employee Handbook.*
- (ii) To receive recommendation from the Finance and Policy Committee to approve the changes to the Employee Handbook (2.9 Meetings)*
- (iii) That the Employee Handbook amendments be approved.*

## 67 YOUTH DEVELOPMENT WORKER SUPERVISION SERVICES TENDER

*RESOLVED:*

- (i) To receive and note the Council's proposed Youth Development Worker Supervision Services Tender document.*
- (ii) To receive recommendation from the Finance and Policy Committee to amend any reference to supervision to the word mentoring throughout the Youth Development Worker Supervision Services Tender.*
- (iii) That with this amendment the Youth Development Worker Mentoring Service Tender be approved.*

The Town Clerk requested that it be recorded that she advised Council that such an amendment should not be made and that the reference to supervision should remain in the document.

## 68 RIALTAS – READ ONLY ACCESS FOR COUNCILLORS

*RESOLVED:*

- (i) To receive, note and consider the report and recommendations within the same.*
- (ii) That Read only access to Rialtas should not be available to any Councillor.*

The meeting finished at 9.30 p.m.

Signed: ..... (Chairman)

Dated: .....