

**Minutes of the Town Council meeting held on
Tuesday 21st October 2025 in The Space, Market Walk, Keynsham at 7.30 pm.**

PRESENT: Cllrs Alex Beaumont, Dave Biddleston, David Brassington, Martin Burton, Chris Davis, Deb Cooper, Andy Halliday, Caitlin Brennan, Clive Fricker, Hal MacFie and Andy Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

155. APOLOGIES FOR ABSENCE

RESOLVED:

That apologies be received and accepted from Cllrs Adrian Beaumont, E Cannon, and S Leach (formerly Alenshasy) and C. Leonard.

156. DECLARATIONS OF INTEREST

RESOLVED:

To receive and note that Cllr Halliday declared an interest in item 21 on the agenda as family members have an association with Mencap. Cllrs D Biddleston, Alex Beaumont, C Brennan, M Burton and A Wait declared an interest in item 10 on the agenda as Directors and Members of Keynsham Music Festival Association.

157. DISPENSATIONS

RESOLVED:

To note that a blanket dispensation was granted to all Councillors to undertake discussions relating to the Local Plan.

158. PUBLIC PARTICIPATION

There were 8 members of the public present and 4 new employees present.

159. INTRODUCTION OF NEW EMPLOYEES

RESOLVED:

To receive and note Employee introductions from Amanda Leonard, Ella Bower, Teri Simmonds and Briony Lane.

160. CHAIRMAN'S ANNOUNCEMENTS

The Chair reported as follows:

- He had attended a Civic Ceremony in respect of Reverend Aidan Watson's Licensing Service at St. John's Church on the evening of 14th October 2025.
- Many Councillors were heavily involved in promoting the B&NES Local Plan Site Options Consultation to residents and members of the community of Keynsham. He encouraged people to take a look at the site options and respond to the

consultation. He also thanked Ric from KTCRfm for promoting the consultation via the Radio.

- Councillors were reminded about the forthcoming Remembrance Sunday Service – Councillors are asked to meet at Ashton Way on Sunday 9th November at 9.00 a.m. for the Parade to the Church. This is an important calendar event, and Councillors were encouraged to attend.
- Councillors were reminded about the Winter Festival on Saturday 29th November – 12 noon – 6.00 p.m. Once again Councillors were encouraged to be present and get involved with the event.
- He informed Councillors that he had recently attended a site visit to the Saltford Water Recycling Centre. He briefly explained the process and that this plant processes the waste from Bath.
- On Friday, he will put on his Chain of Office and will be attending the Mencap Fire Walk challenge being held at Saltford Village Hall.

A question was asked about the Town Council providing a Remembrance Wreath for the Service at Somerdale. The Town Clerk will arrange this.

161. QUESTIONS ON NOTICE BY MEMBERS

There were none.

162. KEYNSHAMNOW

Amelie gave a report on behalf of KeynshamNow as follows:-

- New posters promoting the organisation have been designed and displayed on noticeboards around the town.
- The members had a discussion on the buses that serve Keynsham, especially the fact that they were not very punctual.
- Robert Campbell, Head of Heritage Services, Bath & North East Somerset Council has attended KeynshamNow and spoke about culture.
- There have been over 100 responses to the Teviot Road Play Area consultation, and the sub-committee will be looking at the responses tomorrow at their meeting.
- The KeynshamNow stall at the Winter Festival will take a similar format as last year's stall and funds raised will be donated to Ollie's volunteering educational visit to Zambia.
- On the 12th November, at their next meeting they will be looking at the Local Plan Site Options consultation.

163. PETITION – UPGRADE OF ALL BASKETBALL COURTS

Louis, Nick and Callum (three young people) attended and spoke to Councillors about the petition for improvements of the basketball facilities in Keynsham. They report that they had collect 265 signatures supporting their campaign. Louis will give the Town Clerk a printed version of the Petition for the Town Council's records.

The Petition asked for improved size of the courts with marked sight lines, better flooring and full-size hoops.

Louis will be attending the KeynshamNow sub-committee meeting to bring his improvement ideas to the basketball court currently at Teviot Road Green Space.

The Chair thanked Louis, Nick and Callum for presenting their petition to Council.

RESOLVED:

- (i) *To receive and note a verbal Petition from Louis Zinkant and friends.*
- (ii) *That an upgrade of the Basketball Court at Teviot Road Green Space be taken forward using part of the Section 106 funding for the upgrade of the play area and green space.*

164. OUTSIDE BODIES - LARGER GRANT APPLICATIONS 2026-2027

RESOLVED:

- (i) *To receive and consider the large grant application forms for the following:*
 - 1. *Keynsham in Bloom. – (awarded £5,000 for 2025 – 2026)*
 - 2. *Music Festival - (awarded £30,000 for 2025 – 2026)*
 - 3. *Dial-a-Ride - (awarded £4,500 for 2025 – 2026)*
 - 4. *KTCRfm (awarded £6000 for 2025 – 2026)*
- (ii) *To receive and note the verbal representations by Mary Woodman on behalf of Keynsham In Bloom, Mike May on behalf of Keynsham Music Festival Association Limited, Ric Davison on behalf of KTCRfm and Brian Simmons on behalf of Keynsham and District Dial-A-Ride in respect of their grant submissions.*
- (iii) *To receive and note that the Finance and Policy Committee recommend to Council:*
 - 1. *That Keynsham in Bloom be awarded the £5,000.*
 - 2. *That the application from Keynsham Music Festival be debated at Council on 21st October 2025.*
 - 3. *That the Dial-A-Ride grant be deferred until the applicant can answer the questions raised by Cllr Burton.*
 - 4. *That KTCRFM be awarded the £6,000 grant applied for.*
- (iv) *That in principle Keynsham In Bloom be awarded a grant in the sum of £5,000.*
- (v) *That in principle KTCRfm be awarded a grant in the sum of £6,000.*
- (vi) *That in principle KMFA Limited be awarded a grant in the sum of £30,000.*

- (vii) *That in principle Keynsham and District Dial-A-Ride be awarded a grant in the sum of £4,500.*
- (viii) *To note that KeynshamNow budget to be set as part of the budget setting process for 2026-2027 (as this is not a grant).*

The Chair of Council expressed his thanks to all the attendees for presenting on behalf of their organisations.

165. FINANCIAL QUARTERLY REPORTS

RESOLVED:

That Town Council receive and note the quarterly financial reports.

166. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Burton reported that Keynsham Community Hub were holding an event on the crime of scamming. This is taking place on 12th November from 9.30 a.m. – 12.30 p.m. B&NES Trading Standards, Avon and Somerset Police and Smart Computers (sponsor of the event and providing information on computer safety), will be in attendance.

RESOLVED:

To receive and note the information.

167. MINUTES OF MEETINGS

RESOLVED:

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

ITEMS FOR DISCUSSION REQUIRING A DECISION:

168. B&NES COUNCIL LOCAL PLAN SITE OPTIONS CONSULTATION

RESOLVED:

- (i) *To receive, note and consider the Consultation Response Working Party's feedback on the B&NES Council Local Plan Site Options Consultation.*
- (ii) *That Councillors submit any additional documents for inclusion in the Council's response to the consultation, to the Town Clerk, by Friday 14th November.*
- (iii) *That the Planning and Development Committee ratify the response.*
- (iv) *That the Town Clerk submit the consultation response by 14th November 2025.*

169. GRANT FOR BRIGHT START (FOOD CLUB)

Council considered the request as follows:

- That Council has clear guidelines and timetables in respect of their grant funding process, and it would be unfair to other organisation to veer from these rules.
- Making a decision to award a grant out of the grant application period could set a precedent.

RESOLVED:

- To receive and note the information.*
- That the request for grant funding be declined.*

170. FORMING A YOUTH STRATEGY SUB-WORKING PARTY

RESOLVED:

- That at the next meeting of the Youth Strategy Working Party members to decide who should work on the Town Council's Youth Strategy.*
- To note that this is a task and finish Working Party and it is anticipated that the Strategy will be completed within a period of 2 -3 meetings, then brought to full Council for approval.*

171. INTRODUCTION OF YOUTH SERVICE COMMITTEE

RESOLVED:

- To split the work of formulating a Youth Strategy from day-to-day matters relating to the Youth Services.*
A new Committee 'Youth Service Committee' be formulated for the New Year using the current members of the Youth Strategy Working Party until the next review of Committee members in May 2026.
- That the formulation of the Youth Service Committee be approved.*

172. VOLUNTEERING POLICY STATEMENT

RESOLVED:

- To receive a recommendation from the Personnel Committee to approve the Volunteering Policy Statement.*
- To approve the Volunteering Policy Statement.*

173. **GUIDANCE FOR STAFF - VOLUNTEERS COMPLAINTS, DISPUTES AND PERFORMANCE MONITORING PROCEDURES**

RESOLVED:

- (i) To receive a recommendation from the Personnel Committee to approve the Guidance for staff – Volunteers complaints, disputes and performance procedures.*
- (ii) To approve the document, Guidance for staff – Volunteers complaints, disputes and performance monitoring procedures.*

Councillor Alex Beaumont left the room.

174. **INTERNAL AUDIT SERVICES – ENGAGEMENT LETTER**

RESOLVED:

- (i) That Council approve the signing of the Auditor’s Engagement Letter.*
- (ii) That the Town Clerk sign and return the document.*

175. **MENCAP – THE BIG GIVE – PLEDGE REQUEST**

The Town Clerk reported that she had met with Clare Anderson of Mencap and explained the reasons why Council could not pledge funds. A decision was made by Mencap to withdraw their request for a funding pledge and that they would send in the receipts to claim their grant awarded under the Council’s grant award scheme.

RESOLVED:

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

Councillor Alex Beaumont returned to the room

176. **VEHICLE ACTIVATED SIGNS – CHARLTON ROAD NEAR WEST VIEW JUNCTION AND DURLEY HILL**

RESOLVED:

That Council look to B&NES Ward Councillors for Ward Councillor Initiative funding to pay for any future vehicle activated signs in Keynsham and request that B&NES Council take on the installation and maintenance of the same.

177. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16TH SEPTEMBER 2025

RESOLVED:

To note that there were none.

178. UPDATES FROM THE RFO

RESOLVED:

To note the updates from the RFO for October and the update from the Town Clerk.

Thanks were expressed to the RFO for achieving the changeover of Bank Accounts from Barclays to Unity Trust.

179. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14TH OCTOBER 2025 AGENDA Items 25 (A - J)

RESOLVED:

To receive and note agenda item 25 A-J.

180. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14TH OCTOBER 2025 NEEDING DECISION:

FP1 POLICIES FINANCIAL RISK AND RESERVES & FREEDOM OF INFORMATION POLICY

RESOLVED:

To receive a recommendation from the Finance and Policy Committee that Council approve the above policies.

FP2 STANDING ORDERS

RESOLVED:

- (i) To receive and note the updated Standing Orders.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the amendment to the Standing Orders.*
- (iii) To approve the amendment to the Standing Orders.*

- (iv) *That a Sub Committee of the Finance and Policy Committee be set up to review and amend the Standing Orders, together with the Town Clerk and RFO, as it has been noted that there are some minor errors.*

FP3 KEYNSHAM WINTER FESTIVAL BUDGET 2025 - 2026

RESOLVED:

- (i) *To receive and note the budget for the Winter Festival.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the budget.*
- (iii) *To approve the budget for the Winter Festival 2025 – 2026.*

FP4 REMEMBRANCE DAY BUDGET 2025 – 2026

RESOLVED:

- (i) *To receive and note the budget for Remembrance Day.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the budget.*
- (iii) *To receive a recommendation from the Finance and Policy Committee that the DTC contact the British Legion to see if they can help with the cost of the barriers.*
- (iv) *To approve the budget and approach the British Legion for a contribution.*

FP5 ELECTRICITY CONTRACT

RESOLVED:

- (i) *To receive and note the quotes for the electricity contract.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve quote 1 for 24 months.*
- (iii) *To approve quote 1.*

FP6 HOSTING THE HI KEYNSHAM WEBSITE

RESOLVED:

- (i) *To receive and approve the information on the Hi Keynsham website.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve taking on the hosting the website and pay the cost.*
- (iii) *To approve taking on the hosting of the website and pay the cost for next year and then review.*

FP7 BUDGET MEETING**RESOLVED:**

- (i) *To receive a recommendation from the Finance and Policy Committee that Council hold an extra ordinary meeting of the Finance and Policy Committee to consider the budget.*
- (ii) *To note that the budget meeting was held on Monday 20th October 2025 at 6.30pm in the Council office meeting room.*

181. SCHEDULE OF PAYMENTS – MONTH 7 - OCTOBER 2025**RESOLVED:**

That the Schedule of Invoices for October month 7 be approved for payment and copy be signed by the Chair of Council.

ITEMS TO RECEIVE AND NOTE:**182. RESIGNATION FROM PLANNING AND DEVELOPMENT COMMITTEE****RESOLVED:**

To note that Councillor A Wait has confirmed that he will fill the vacancy on the Planning and Development Committee until the New Year and then see if he can cope with the commitment to the Committee.

183. COUNCILLOR CHANGE OF SURNAME**RESOLVED:**

- (i) *That Council note that Cllr Alenshasy is now known as Cllr Leach.*
- (ii) *That Council keep formerly Alenshasy on the public Councillor profile for a transitional period until the next election cycle, so residents can still find her past declarations.*
- (iii) *To note that there is no impact on the signing of the Declaration of Acceptance of Office.*

184. KEYNSHAM MEMORIAL PARK UPPER PLAY AREA UPGRADE**RESOLVED:**

To receive and note the update in respect of the Keynsham Memorial Park Upper Play Area upgrade. Anticipated start of the 10-week programme mid-April with handover of the Upper Memorial Park in mid-June 2026.

The Town Clerk was asked to produce a social media post and newspaper post updating the community on the timetable for the play area upgrade.

185. NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE

RESOLVED:

To receive and note the update.

186. MINSMERE ROAD BUS SHELTER UPGRADE

RESOLVED:

To note that the Town Clerk responded that Council would welcome the Bus Shelter being upgraded/replaced.

187. MAKESPACE - LPA AGREEMENT BETWEEN CASH ACCESS AND B&NES COUNCIL

RESOLVED:

To note that the current LPA between Cash Access and B&NES Council is set to expire on 31st October 2025 and agreement has been granted to extend the agreement on the same terms until 14th November 2025 to allow the bank to remove all equipment that they installed. The Town Clerk and Deputy Town Clerk have an appointment to attend the MakeSpace building on the morning of 14th November so that the keys can be handed over to the Town Council. Use of the building for Council meetings and hire to community organisations/businesses can commence once a new agreement between B&NES Council and the Town Council is signed.

188. GDPR – ASSERTION 10

RESOLVED:

To receive, note and action on the information.

189. THREE NEW DEFIBRILLATORS

RESOLVED:

To receive and note the information.

190. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 18th November 2025 at 7.00pm** in The Space, Market Walk, Keynsham.

The meeting finished at 9.30 p.m.

Signed: (CHAIR)

Date: