

**Minutes of the Town Council meeting held on
Tuesday 15th July 2025 in The Space, Market Walk, Keynsham at 7.30 pm.**

PRESENT: S Alenshasy, Adrian Beaumont (part of the meeting), Alex Beaumont, C Brennan, E Cannon, C Davis, Andy Halliday, H MacFie and A Wait (Chair).

IN ATTENDANCE: Dawn Drury – Town Clerk

80. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors D Biddleston, D Brassington, M Burton, D Cooper, C Fricker and C Leonard.

81. DECLARATIONS OF INTEREST

Cllr Wait declared an interest in item 12 on the agenda “Cricket at Manor Road” as he is a social member of Keynsham Cricket Club.

82. DISPENSATIONS

There were none.

83. PUBLIC PARTICIPATION

There was one.

84. CHAIRMAN’S ANNOUNCEMENTS

The Chair reported as follows:

- He reminded Councillors about the launch of the Business Consultation (deadline 8th August 2025) and the Young People’s Consultation (deadline 29th August 2025)
- He gave feedback on the Music Festival as follows:
This year’s event went well with attendance on the Sunday being excellent. The finances were on a par with 2024, this was good as the Saturday was quite damp, and attendee numbers were down. The four Town Councillor representatives of KMFA Limited were thanked for their input on the lead up to the Festival, on evening events pre-festival and on the actual Festival weekend. A special thank you to Caitlin was given in respect of all the hard work that she put into the event. All Councillor Bucketeers were thanked. A special ceremony was held at the end of the Festival to celebrate Jade’s Town Council Good Citizen Award (she has been at the Festival since the start supporting it for over 25 years). A Councillor thanked Cllr Wait for his contribution and time spent on the Festival.
- He reminded Councillors of the forthcoming Grants Presentation evening on Thursday 24th July at 6.30 p.m. and this will commence with an opportunity for networking.
- He gave his apologies for the 16th September Town Council meeting and informed Council that Cllr Alex Beaumont as Vice chair of Council will be leading the meeting.

85. QUESTIONS ON NOTICE BY MEMBERS

Question on notice from Cllr S Alenshasy.

“As a representative of Keynsham North, I would like to seek Council’s support for a solution for the ongoing concerns raised by residents on the narrow section of Charlton Road near West View Road. The Keynsham North Councillors, Ward Councillors Alex Beaumont and George Leach and myself, would like to ask Keynsham Town Council to consider allocating up to £2,000 towards the purchase of a new Vehicle Activated Sign (VAS) for Keynsham North, to be owned by KTC and used at B&NES-approved locations within the town? If agreed in principle, would the Council support initiating the formal process with B&NES Highways for site assessment and MOU preparation?”

RESOLVED:

That this matter be added as an agenda item for October, giving time for the Clerk to:

- Seek advice (from B&NES Highways Department) on possible lamp posts for siting a VAS.
- Seek costings in respect of the various types of VAS.
- Investigate GM Team time in respect of maintenance and battery changes.

Council should note that there is no budget in this financial year for anymore VAS equipment and that it has already been agreed to add a VAS for Bristol Road to a list of future possible locations for this type of speed warning.

The Clerk has already discussed with a Ward Councillor from Keynsham North the possibility of a VAS near West View Road and the possibility of a Councillor Initiative Funding contribution towards the project. VAS indicators are the remit of the Local Authority and Council should be conscious of the number of VAS that they are purchasing and insuring which should really be provided by the Local Authority.

For information, Council will not be able to install a VAS in this location until a Memorandum of Understanding has been produced (a MOU is a formal agreement between Town Council and B&NES that outlines their intentions and expectations for a partnership in respect of the installation of the VAS).

86. KEYNSHAMNOW

Cllr Wait reported that the past few weeks have been the busiest time ever for KeynshamNow meetings:

- On 2nd July, the KeynshamNow members discussed what activities to do at their Music Festival stall, they planned a litter pick and discussed the new Committee. They also discussed future campaigns – one related to young people being able to vape at school in the toilets and in some instances even in the classroom (discretely). KeynshamNow will be investigating the law on single use vapes and how regulations can be strengthened.
- At the Music Festival they held their usual how many balloons in the car. They raised £128 for the Trevor Project Charity. This Charity works with LGBTQ and people with mental health issues. There were 97 balloons in the car, after one popped, there were a few close guesses of 98 and 96 and the winner received a KMFA Limited T shirt as part of his prize.
- The Sub-Committee have been working hard on mood boards detailing possible themed play areas, fitness trim trays and play trim trays, together with furniture benches and picnic tables including items suitable for those with disabilities. These mood boards will be used at consultation events. This group has also prepped and worked on an online consultation that the Deputy Town Clerk has put together for them.
- KeynshamNow members undertook a litter pick in the Kelston Park/Queens Road area of town and were surprised at how litter free it was meaning that only a few bags were collected.
- The next KeynshamNow meeting is on 6th August 2025.

87. PRESENTATION FROM A REPRESENTATIVE OF BATH WELCOMES REFUGEES

Lesley Bowles of Bath Welcomes Refugees, now being referred to as B&NES Welcomes Refugees gave an insight into this Organisation as follows:

- The Organisation was founded in 2015 for communities to Welcome and Support refugees and asylum seekers.
- It has been a registered charity since 2017.

- The Organisation has no religious or political affiliations and the Trustee's management team and countless helpers are all volunteers, although more recently they have expanded the extent of needing to employ some part time paid posts to help with running the Charity.
- The Organisation relies upon funds raised through event sales and the generosity of members of the wider public and they subscribe to the Fund-Raising code of practice.
- There are over 200 volunteers supporting children and adult refugees and asylum seekers, from Syria, Afghanistan, Ukraine and other countries.
- Since 2015 the Organisation has supported over 800 people seeking refuge in the area.
- The Organisation works in partnership with others in Bath including Bath and NE Somerset Council.
- In 2021 they became a Community Sponsorship Group and took full responsibility for welcoming and resettling a family. A further family has also been resettled through this scheme.
- The Welcome Refugee Organisation has worked to find housing furniture and equipment, also providing toys, books and household items.
- They have a group of resettlement volunteers and also a group of 1 to 1 teachers.
- Resettlement volunteers help with a multitude of activities such as orientation to the local area and facilities accompanying people to appointments e.g. doctors' dentists.
- There is a large team of qualified and experienced volunteer language teachers.
- There is a volunteer team who help with gardening, DIY and benefits advice.
- They support people with job training employment and further educational opportunities.
- They also support other organisations who arrange donations and volunteers to help with refugees in Calais.
- The organisation supports a range of social groups and social events for refugee communities offering friendship.

Ways that the local community can get involved with this organisation:

There are a variety of volunteer roles including English language teachers, befriending and resettlement helpers, benefits advisers, employability advisers, social event helpers as well as interpreters and translators.

The Town Council can help this organisation by signposting to their services, giving out that their helpful leaflets, holding Events to raise awareness, making volunteers aware of this organisation and getting involved in the Keynsham International Welcome Day.

Q & A

Question 1 – Does the Organisation have any interaction with WECA?

Answer – Yes

It was suggested that those refugees and asylum seekers having transport issues to get into Bath from Keynsham may wish to look into using the Westlink Bus Service.

Comment 2 - That Town Council should try to reach the refugee and asylum community of Keynsham by looking into a possible event, to support the International Welcome Day (there is no fixed date for this, but it usually happens around September time) by considering this during the next budget setting process for 2026 – 2027. This matter will be added to a future agenda.

RESOLVED:

To receive and note the presentation from Lesley Bowles in respect of the work of the organisation Bath Welcomes Refugees.

88. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none.

89. MINUTES OF MEETINGS

<u>Committee/Working Party</u>	<u>Date 2025</u>	<u>Status</u>
Personnel Committee	12 th June 2025	DRAFT
Community Resilience W.P.	24 th June 2025	DRAFT

NDP Steering Group	2 July 2025	DRAFT
Planning Committee	7 th July 2025	DRAFT
Finance & Policy Committee	8 th July 2025	DRAFT
EATH Committee	2 nd July 2025	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.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:**90. HOUSING DEVELOPMENT BOUNDARY (HDB) REVIEW – INFORMAL CONSULTATION ON LOCAL PLAN****RESOLVED:**

- (i) *To receive, note and review the Housing Development Boundary (HDB) Review – Informal Consultation on Local Plan*
- (ii) *To note that the Planning and Development Committee had no comments at this stage in respect of the response to the Housing Development Boundary (HDB). A formal consultation in respect of the same will be launched by B&NES Council in the Autumn of this year.*
- (iii) *The Clerk to submit any comments by the deadline of 6th August 2025.*

91. CRICKET MATCHES AT MANOR ROAD**RECOMMENDED:**

- (i) *To receive and note the information in the Feasibility Appraisal.*
- (ii) *That Council should continue to investigate Manor Road playing fields being used for cricket matches from summer 2026.*

92. FINANCIAL QUARTERLY REPORTS

- (i) Budget Monitoring quarterly (Months 1, 2 & 3)
- (ii) Bank Cash and Investment Reconciliation (Months 1, 2 & 3)

- (iii) Balance sheet (Months 1, 2 & 3)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Months 1, 2 & 3)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Months 1, 2 & 3)

RESOLVED:

That Town Council receive and note the quarterly financial reports.

93. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17th JUNE 2025

RESOLVED:

To note that there were no delegated actions taken since the last meeting.

94. DELEGATED POWERS FOR FINANCE AND POLICY COMMITTEE TO ACTION A PAYMENT OVER £5,000, IN THE ABSENCE OF AN AUGUST TOWN COUNCIL MEETING

RESOLVED:

That delegated power is approved for Finance and Policy Committee to approve over £5,000 expenditure, should it be required, for the Council approved Tier 1 Risk Assessment on the land feasibility for Cemetery use. As there is no August Town Council meeting, if approval of expenditure can be delegated to the Finance & Policy Committee, at their meeting on 19th August, it would enable instruction of the selected Tender so that it may go ahead during the August period rather than waiting until the 16th September Town Council meeting.

95. UPDATES FROM THE RFO

RESOLVED:

To receive and note the updates from the RFO.

96. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8th JULY 2025

RESOLVED:

To receive and note agenda item 17 A-B.

97. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8th July 2025 NEEDING DECISION:

FP1 MUSIC STUDIO INCOME AND EXPENDITURE

RESOLVED:

To receive and note the report and information.

FP2 SOCIAL MEDIA POLICY

RESOLVED:

- (i) That Social Media Policy be received and noted.*
- (ii) That it be noted that this Policy requires further amendments and will be deferred to the next Finance and Policy Committee meeting for further consideration.*

FP3. RISK MANAGEMENT STRATEGY

RESOLVED:

- (i) To receive and note and review the Risk Management Strategy.*
- (ii) To receive a recommendation from the Finance & Policy Committee to approve the review of the Risk Management Strategy.*
- (iii) That the Risk Management Strategy be approved.*

FP4. STANDING ORDERS

RESOLVED:

- (i) To receive and note the revised Standing Orders.*
- (ii) To receive a recommendation from the Finance & Policy Committee to approve the changes to the Standing Orders.*
- (iii) That the Standing Orders have the following amendments made before they are approved:*

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4 i - SUBSTITUTE MEMBERS

- (i) That all Committees will have substitute members to be appointed, if a member cannot attend a meeting.
- (ii) That as much notice, as and if possible, be given but notice can be given right up to the start of the meeting.
- (iii) Substitute members may attend and vote at meetings if an appointed member is unable to attend.
- (iv) The member sending apologies is to arrange a substitute.
- (v) **The following point to be removed** - That notice of a substitution is given to the Town Clerk/Deputy Town Clerk.
- (vi) Members who arrive at a meeting they have not been requested to substitute for will be treated as a member of the public and will have no voting rights, if multiple substitutes arrive, then the substitute will be chosen on a first come first serve basis and the chosen substitute will be able to vote.
- (vii) That is not compulsory to substitute.
- (viii) That once apologies have been received then that Committee member cannot attend the meeting.

Cllr Adrian Beaumont left the meeting.

FP5 STATEMENT OF INTERNAL CONTROL 2025-2026

RESOLVED:

- (i) *To receive and note the Statement of Internal Control 2025-2026.*
- (ii) *To receive a recommendation from the Finance & Policy Committee to approve the Statement of Internal Control 2025-2026 with the change to the budget setting starting in October instead of November.*
- (iii) *That the Statement of Internal Control 2025-2026 be approved.*

FP6 STREET LIGHTING ON FOOTPATH TO MEMORIAL PARK

RESOLVED:

- (i) *To receive and note the information.*
- (ii) *That the recommendation to Council is that Grounded be approached and asked if they will contribute towards the installation of a security light (light to be installed by the Town Council) and if said light can be wired into their electric supply.*

Cllr Cannon asked for a recorded vote:

Cllrs in support of the motion – Cllr C Davis and Cllr H MacFie

Cllrs against the motion – Cllrs E Cannon, C Brennan, A Beaumont, and A Halliday

Cllrs abstaining – Cllr A Alenshasy

That the motion in (ii) failed

Second approved motion.

RESOLVED:

- (iii) *That the Clerk write to Grounded requesting that they put a security light on their building to assist their employees and members of the community using the alleyway (after dusk) between the High Street and Keynsham Memorial Park.*

98. SCHEDULE OF INVOICES DUE FOR PAYMENT – JULY 2025 – MONTH 4**RESOLVED:**

That the Schedule of Invoices for July 2025 be approved for payment.

ITEMS TO RECEIVE AND NOTE:**99. TOWN COUNCIL GRANT AWARDS 2025-2026**

Thanks were expressed to the Deputy Town Clerk and the office staff for preparing the grants paperwork and to the Grants Committee for deciding on the awards.

RESOLVED:

To receive and note the schedule of Town Council Grant Awards for 2025 – 2026.

100. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 16th September 2025 at 7.00pm** in The Space, Market Walk, Keynsham.

The meeting finished at 9.00 p.m.

Signed: (CHAIR) Date: