

**Minutes of the Annual Town Council meeting held on
Tuesday 19th May 2026 in The Space, Market Walk, Keynsham at 7.00 pm.**

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

IN ATTENDANCE: Dawn Drury – Town Clerk and Katherine Sears, Deputy Town Clerk
(for part of the meeting)

1. ELECTION OF CHAIRMAN 2026 -2027

RESOLVED:

- (i) That Cllr Andy Wait 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 2026-2027

RESOLVED:

- (i) That Cllr Alex Beaumont be elected as Vice-Chairman for the ensuing Municipal Year.*
- (ii) To note that Councillor Alex Beaumont was not present to receive the Vice-Chairman's Declaration of Acceptance of Office and he will be requested to attend the office to complete the same.*
- (iii) To note that Council approved the countersigning of the Acceptance of Office by the Clerk and this will be signed once the Acceptance of Office is completed.*

3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Adrian Beaumont, Alex Beaumont and Souzan Leach (formerly Alenshasy).

4. DECLARATIONS OF INTEREST

Cllr Deb Cooper declared an interest in item 14.6 'Repair Café Grant Submission.'

5. DISPENSATIONS

There were none.

6. PUBLIC PARTICIPATION

There were two members of public present

7. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the Town Council meeting held on Tuesday 21st April 2026 (previously circulated), be confirmed as a true record and signed by the Chairman.



8. KEYNSHAMNOW

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

- At the last meeting of KeynshamNow, the Youth Council considered whether their minutes should go on the Town Council website after recommendations of the Council, and they will be voting on this at their June meeting.
- An ex-member came to speak to the members about tackling homophobia. At a previous meeting with the Head Teachers' members had raised the issue of improving ways of dealing with homophobia in schools by making improvements to the PSHE Curriculum and signposting teachers to organisations that can support people. At that meeting, Mr Pearsall of Wellsway suggested having a KeynshamNow Ambassador at Wellsway School. Currently, Tilly is undertaking this role, but KeynshamNow members will vote in September to replace her when she leaves school. At the next KeynshamNow meeting they will discuss putting a similar Ambassador into Broadlands School. The Head Teacher at this school is keen to have an Ambassador.
- New issues discussed included the problem with drug use in and around the Park area, and the proposed archaeology activity that is to happen in conjunction with St. John's Church 750 project.
- Members are continuing to try and contact Chippenham Youth Council. Cllr Brennan confirmed that she has now received a response.
- The Members voted against a group response to the Government survey on Growing up in the Online World as members elected to complete this individually.
- The Members are busy planning for the Music Festival 2026. They will be doing the usual guess how many balloons are in the car as a fundraiser for Young Bristol Charity. They may also have a slot machine on their stall.
- The next meeting is on 3rd June 2026 and the sub- group working on the Teviot Play Area are meeting on 8th July 2026.

Questions/comments from Councillors

In respect of the minutes of KeynshamNow being put on the Town Council website was not the only point of action the whole principle of being more transparent was in question.

Would members of KeynshamNow be able to assist with the donation bucket collecting at the Music Festival? Response- this would be dependent on availability and the number of KeynshamNow members in attendance at the Music Festival.

RESOLVED:

To receive and note the report from KeynshamNow.



9. ALLOTMENT ASSOCIATION QUARTERLY REPORT

The Chairman of the Allotment Association reported the following:

- 8 plots have been re-let and there are 33 people on the waiting list.
- The hedge bordering Parkhouse Lane has been trimmed.
- The Heras fencing for security where there are gaps in the boundary has been installed.
- The water leak has been investigated and there were 5 leaks identified all at the troughs. Some of the troughs required maintenance by a plumber. There are 15 troughs in total.

Questions/comments from Councillors.

Q. Was there a time when the waiting list was much larger?

A. Yes, during COVID the waiting list was about 50.

Q. What is the waiting time?

A. Approximately two years.



RESOLVED:

To receive and note the report from Keynsham Allotment Association

10. APPOINTMENT OF MEMBERS TO COMMITTEES, WORKING PARTIES, RESPONSE AND REVIEW GROUPS 2026 – 2027

A Councillor commented that he thought that there were too many Committees and perhaps this should be looked at next term.

RESOLVED:

That Members agree to the appointment of Substitute Members to Committees as quoted in Standing Order no. 4 (i) (i-vi) for the 2026-2027 Municipal Year.

RESOLVED:

- To note the appointment of Members to Committees as per the Schedule of Committee, Working Party/Working Group, Response and Review Group Membership 2026-2027 on pages 11 - 16 of these Minutes.*
- To note that the Chair and Vice Chairs will be appointed at the first meeting of the Committee, Working Party or Response Group.*
- 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.*

IMPORTANT NOTE: Councillors are reminded that if they are unable to attend a Town Council meeting to send their apology to the Town Clerk. If apologies are not tendered the Councillor will be recorded as NOT Present.

Councillors are reminder that if they are unable to attend a Committee or Working Party meeting, they should contact the Substitutes of that Committee or Working Party seeking their availability to attend the meeting in their absence (only one Substitute is required). The Councillor of the Committee or Working Party should then send their apologies to the Clerk of the meeting and inform them of the name of the Councillor that will be substituting in their absence.

11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES – 2026-2027

RESOLVED:

To note that the Appointment of Representatives for 2026-2027 is listed on the Representatives to Outside Bodies on pages 19 & 20 of these minutes.



12. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported the following:

- He thanked the 9 Councillors for attending the recent Annual Town Meeting and said he was pleased with the number of Members of the Public that had attended. He reported that the event was very pleasant with the presentation of the Good Citizens Awards and a great talk that Dave Sage gave on the wildlife, in and around Keynsham. He said that the whole event showed Keynsham in a good light.
- He reminded Councillors that the next Farmers Market is on 13th June 2026, at which the Music Festival will be promoted. It is not sure yet whether Council will have a stall, but Councillors will be notified in due course.
- The Chair commented that the Chair of B&NES wears the official chain to meetings and he had considered wearing the Town Council chain to future meetings but perhaps this can be decided by the next Council.

RESOLVED:

That the above information be noted.

13. QUESTIONS ON NOTICE BY MEMBERS

There were none.

14. ITEMS FOR DECISION

14.1 REVIEW OF KEYNSHAMNOW SYSTEMS REPORT

In addition to the written report Councillor Wait explained the original set up of KeynshamNow.

A Councillor asked a question about Membership, and it was explained that Members either lived in Keynsham or attended one of the Keynsham Secondary Schools. The structure has changed when specific numbers and types of Members originally approached by this system did not work.

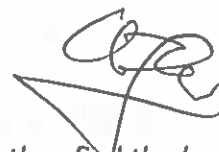
A question was asked of the Chair, that should he not stand for election to Town Council in 2027 was he still going to continue as a Mentor of KeynshamNow and he confirmed that he was intending to continue as a Mentor. He said that it would be helpful if there was just one Councillor but is not essential.

RESOLVED:

- (i) *To receive and note the report.*
- (ii) *To note that the recommendations within the report were not considered.*

The Clerk suggests that this matter be added to the next Youth Service Committee agenda so that the recommendations in the report can be considered and recorded.

14.2 PLANTERS – TEMPLE STREET



RESOLVED:

That a strong letter be written to B&NES Council requesting that they find the budget for the maintenance and associated costs for the planters. Then Keynsham Town Council will, under a Service Level Agreement, take on the care of planters making a charge to B&NES to cover the cost of the care.

Note: A Councillor reported that the Developer of the retail units was pouring waste down the Temple Street drains. Another Councillor reported that the Parklets were installed on the High Street as a temporary feature and asked why these could not be moved to the Riverside Square.

14.3 POLICIES FOR APPROVAL AND SIGNING

RESOLVED:

- (i) *That Council approve and sign the following policies:*

Equality and Diversity Policy.

Investment Strategy & Policy.

Business Continuity Plan.

AI Policy.

Sponsorship Protocol.

That with the amendment of the words Wimbourne Minster Town Council and replacement with the words Keynsham Town Council that the Councillor Vacancy Policy be approved and signed.

14.4 WATERING OF THE TOWN'S HANGING BASKETS (MAY – SEPTEMBER 2026)

RESOLVED:

That two members of the Town Council Grounds Maintenance Team water the Town's hanging baskets in 2026 and in return payment of the staffing costs for the same will be reimbursed by In Bloom.

14.5 CHRISTMAS LIGHTS

RESOLVED:

- (i) To receive and note the quotes.*
- (ii) To approve company 2 to provide and store the Christmas Lights and company 3 For the installation under a three-year contract.*
- (iii) That the chosen company present to the EATH Committee their lighting options and for the EATH Committee to decide on the design of the lights.*
- (iv) That the EATH Committee make a recommendation to Council on the selection of the design of lights (both new and pre-loved) and the final costing be brought to a future Town Council meeting for decision.*

14.6 REPAIR CAFÉ GRANT SUBMISSION

RESOLVED:

- (i) To receive and note the request.*
- (ii) That Council do not approve the request.*

A handwritten signature in black ink, appearing to be 'C. Jones', is written over a large, light-colored scribble or mark.

14.7 GRAB & GO PACK AND DEFIBRILLATOR POSTCARD

RESOLVED:

- (i) To receive and note the quotes.*
- (ii) To receive the recommendation from the Community Resilience Working Party to use Option 1 for delivery services and Option 2 for the printing service.*
- (iii) To approve Option 1 for delivery services and Option 2 for the printing service.*

14.8 COUNCIL REMOTE AND HYBRID COUNCIL MEETINGS

RESOLVED:

To receive and note the information.

14.9 REFURBISHMENT OF B&NES COUNCIL PLAY AREA ON VANDYCK AVENUE

RESOLVED:

To receive and note the information.

15. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Biddleston raised a point regarding Dial-A-Ride that was covered by item 25 on the agenda.

Councillor Cooper reported that she had attended a Forum on Positive High Streets and said that she was extremely disappointed that the whole day was centred around the optimism, ideas, energy and refurbishments of Bath related High Streets and there was no mention of High Streets elsewhere. She was very concerned that Share and Repair Bath have been given a Bath property rent free for three years from which to run their group when Keynsham Repair Café is crying out for a permanent venue (that has storage) in Keynsham to run their sessions from. Currently they hold the sessions in the Baptist Church that has no place to store their repair tools. It was agreed that Ward Councillors will take up this concern with B&NES Council as a Cabinet question.

Councillor Burton requested an update on DISC. The Clerk confirmed that this would be on the next Town Council agenda.

RESOLVED:

To note that the Clerk write to B&NES Council expressing their concerns regarding preferential treatment for Bath organisations.

16. MINUTES OF COMMITTEE MEETINGS

RESOLVED:

- (i) *That the Minutes previously circulated are received and noted.*
- (ii) *That the recommendations that are not subsequent Town Council Agenda Items are approved.*



17. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21ST APRIL 2026

RESOLVED:

To note that the Town Clerk approved the Insurance for the DISC at a cost of £383.61. The policy expired on the 30th April 2026, a new policy was required before the May Finance and Policy Committee meeting.

18. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12TH MAY 2026 (items to be received and noted from minutes of 12th May 2026 Item 19 A – D)

Cllr Andy Halliday asked a question regarding Music Studio income and the Clerk explained the current position with the hiring of the TimeOut building.

RESOLVED:

To receive and note the approved items.

19. UPDATES FROM THE RFO

RESOLVED:

To receive and note the updates.

20. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12TH MAY 2026

FP1 SCHEDULE OF DIRECT DEBITS 2026/2027

RESOLVED:

(i) To review the Direct Debit payments for 2026/2027.

(ii) To receive a recommendation from the Finance and Policy Committee to approve the Direct Debit payments.

(iii) To approve the Direct Debit payments.



FP2 POLICIES

Under the Information & Data Protection Policy the following points were raised:

In respect of the sentence on page 4 under paragraph 'Information provided to us' as below:

By transacting with Keynsham Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought.

An amendment was requested to remove the words '*wherever possible*' and add *individuals can request to opt out of our database at any time. Further information can be found in the Town Council Retention Policy.*

There is nothing in the Policy to state that if there is a breach this will be dealt with promptly and reported to the ICO.

RESOLVED:

(i) To receive and review the following Policies:

a) Information & Data Protection

b) Standing Orders (one change. Differences the Council has with NALC Model Standing Orders are now in *italic*).

(ii) To approve the Policies with the above amendments to the Information and Data Protection Policy.

In respect of the Standing Orders a Sub Committee of the Finance and Policy Committee will meet to review the Town Council clauses within this document.

FP3 VERTI-DRAIN

RESOLVED:

- (i) To receive and note the quote for verti-draining of the football pitches.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept the quote for 4 pitches.*
- (iii) To approve the quote.*

FP4 DEFIBRILLATOR AGREEMENT TEMPLATE

RESOLVED:

- (i) To receive and note the Defibrillator Agreement template.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the template.*
- (iii) That Council approve the template.*

FP5 WINTER FESTIVAL 2026 BUDGET

RESOLVED:

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



FP6 REMEMBRANCE DAY BUDGET 2026

RECOMMENDED:

- (i) To receive and note the 2026 Remembrance Day budget.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the 2026 Remembrance Day budget.*
- (iii) That Council approve the 2026 Remembrance Day budget.*

FP7. INTERNAL AUDIT REPORT YEAR END 2025/2026

RESOLVED:

To receive and note the year end 2025/2026 Internal Audit report.

21. SCHEDULE OF INVOICES DUE FOR PAYMENT – MAY 2026 – MONTH 2

RESOLVED:

That the Schedule of Invoices for May 2026 be approved for payment.

22. ITEMS TO RECEIVE AND NOTE

22.1. KEYNSHAM MEMORIAL PARK UPDATE

RESOLVED:

To receive and note the information.

22.2 ACCESSIBLE PLAY EQUIPMENT

RESOLVED:

- (i) *To receive and note the email.*
- (ii) *To note that this matter will be added to the next Capital Projects Committee meeting and that Officers are currently looking at costings for additional equipment.*



23. DATE OF NEXT MEETING

RESOLVED:

To note that the date for the Town Council's next meeting is **Tuesday 16th June 2026 at 7.00pm** in The Space, Market Walk, Keynsham.

24. 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 business to be transacted. Agenda item 25 progress sensitive issues.

25. UPDATE ON K1 BUS SERVICE

Cllr Halliday spoke in respect of the importance of this Service especially for areas such as Bilbie Green.

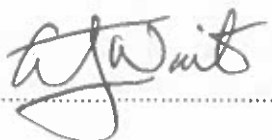
Local Ward Councillors will be meeting with WECA.

It was suggested that other Parishes affected be contacted by the Clerk.

RESOLVED:

- (i) *To receive and note the report.*
- (ii) *To receive a verbal recommendation from the Bus Services Committee in respect of a letter to be sent to WECA.*
- (iii) *That the Clerk write to WECA.*
- (iv) *To receive a verbal recommendation from the Bus Services Committee in respect of a letter to be sent to Dial-A-Ride.*
- (v) *That the Clerk write to Dial-A-Ride with a supportive letter.*

The meeting finished at 9.13 p.m.


Signed:  (CHAIR)

Date: 19/5/2026

KEYNSHAM TOWN COUNCIL
SCHEDULE OF MEMBERSHIP TO COMMITTEES, WORKING PARTIES, RESPONSE
AND REVIEW GROUPS 2026 -2027



SCHEDULE OF STANDING COMMITTEE MEMBERSHIP	
<p>Environment & Sustainability (7) Plus 2 substitutes</p> <p>Plus, 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 – Amanda Hazell Alex Beaumont Dave Biddleston Edmund Cannon Caroline Leonard Hal MacFie Andy Wait</p> <p>Martin Burton (Substitute) Deb Cooper (Substitute)</p>
<p>Events, Arts, Tourism & Heritage (EATH) (7) (2 vacancies) Plus 2 substitutes</p>	<p>Clerk – Katherine Sears Dave Biddleston Caitlin Brennan Martin Burton Chris Davis Hal MacFie Vacancy Vacancy</p> <p>Andy Halliday (Substitute)</p>
<p>Finance & Policy (7) Plus 2 substitutes</p>	<p>Clerk – Amanda Hazell Martin Burton Deb Cooper Edmund Cannon Chris Davis Clive Fricker Hal MacFie</p> <p>Dave Biddleston (Substitute) Andy Wait (Substitute)</p>

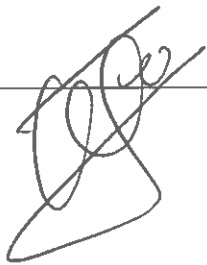
<p>Grants (7) Plus 2 substitutes</p>	<p>Clerk – Katherine Sears Dave Biddleston Caitlin Brennan Chris Davis Clive Fricker Andy Halliday Martin Burton</p> <p>Alex Beaumont (Substitute) </p>
<p>Personnel Committee (7) Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury Martin Burton Deb Cooper Chris Davis Clive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

<p>Bus Services Committee (7) (1 vacancy) Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury Dave Biddleston David Brassington Martin Burton Edmund Cannon Andy Halliday Hal MacFie (Substitute) Chris Davis (Substitute)</p>
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KEYNSHAM TOWN COUNCIL
SCHEDULE OF MEMBERSHIP TO WORKING PARTIES, RESPONSE AND REVIEW GROUPS 2026/2027

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 Dave Biddleston Martin Burton Deb Cooper Clive Fricker Chris Davis (Substitute) Andy Halliday (Substitute)</p>
<p>Youth Strategy Working Party (5) Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury Caitlin Brennan Martin Burton Deb Cooper Andy Wait Alex Beaumont (Substitute)</p>
<p>NDP Steering Group (5) Including Chair and Vice Chair of Planning & Development Committee Plus 2 Substitutes</p>	<p>Clerk – Dawn Drury Martin Burton Deb Cooper Clive Fricker Hal MacFie Vacancy (Substitute) (Substitute)</p>
<p>Business Forum (5) Plus 2 Substitutes</p>	<p>Clerk – Katherine Sears and Amanda Leonard David Brassington</p>

	<p>Caitlin Brennan Deb Cooper Clive Fricker Hal MacFie</p>	
<p>Community Resilience Plan Working Party (5) Plus 2 Substitutes</p>	<p>Clerk – Katherine Sears Dave Biddleston Caitlin Brennan Martin Burton Hal MacFie</p> <p>Andy Halliday (Substitute)</p>	
<p>Keynsham Memorial Park Working Group (5) 1 Ward Councillor</p>	<p>Clerk – Dawn Drury Dave Biddleston Caitlin Brennan Martin Burton Hal MacFie Andy Wait Andy Halliday</p> <p>Deb Cooper (substitute)</p>	
<p>High St. Regeneration Plan (5)</p>	<p>Clerk – Dawn Drury Dave Biddleston Martin Burton Deb Cooper Caitlin Brennan Hal MacFie</p>	
<p>Community & Cooperative Transport Working Group</p>	<p>Clerk – Dawn Drury</p> <p>Andy Halliday Chris Davis</p>	

KEYNSHAM TOWN COUNCIL

REPRESENTATIVES TO OUTSIDE BODIES/ ORGANISATIONS 2026/2027

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
Keynsham Community Hub (1)	Cllr Biddleston
Dial A Ride (1)	Cllr Biddleston
Friends of Keynsham Train Station Group (3)	Cllr Fricker Cllr Cannon Cllr Brassington
KMFA Ltd (4-year duration) (4)	Cllr Biddleston Cllr Alex Beaumont Cllr Brennan Cllr Burton
Keynsham Memorial Park Forum (1)	Cllr Wait
Keynsham In Bloom (2)	Cllr Brennan Cllr Biddleston
Manor Road Community Woodland (2)	Cllr Fricker Cllr Wait
B&NES Local Plan (4)	Cllr Biddleston Cllr Cooper Chair of Planning Committee Chair of Council
Parish Councils Airport Association (1)	Cllr Fricker
Parish Liaison (1)	Cllr Wait (Chair of Council)
Twinning Association (1)	Cllr Biddleston
Walkers Are Welcome (1)	Cllr Wait
West of England – Local Rail (2)	Cllr Fricker Cllr Davis
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 Wait Cllr Alex Beaumont Cllr MacFie
Avon Pension Fund (1)	Cllr Cannon
Allotment Association	Cllr Biddleston
KTCRfm (3)	Cllr Brassington Cllr Cooper

A handwritten signature in black ink, appearing to be 'Cllr Wait', written over a faint circular stamp or mark.

CLlr Fricker

A handwritten signature in black ink, appearing to be 'C. Fricker', enclosed within a hand-drawn triangular border. A diagonal line crosses the top right corner of the triangle.