KEYNSHAM TOWN COUNCIL

Minutes of the Annual Town Council meeting held on Tuesday 14th May 2019 at 7.30 pm at the Community Space, Civic Centre, Market Walk, Keynsham.

PRESENT: Councillors D Biddleston, C Brennan, A Crouch, C Fricker, A Greenfield, A Halliday, R King, H MacFie, A McGuinness, B Simmons, A Sinclair and A Wait

IN ATTENDANCE: Cheryl Scott– Town Clerk, Dawn Drury – Deputy Town Clerk, Cllr L O’Brien (B&NES) Cllr V Clarke (B&NES) and 3 members of the public

1. ELECTION OF CHAIRMAN 2019/2020

Councillor Fricker opened the meeting by inviting all Councillors to introduce themselves and welcoming them to the Council. He asked for nominations for the position of Chairman for 2019/2020.

RESOLVED:
(i) That Councillor Wait is elected Chairman of the Council for the municipal Year 2019/20 and
(ii) To receive the Chairman’s Declaration of Acceptance of Office, signed in the presence of the Proper Officer.

2. ELECTION OF VICE-CHAIRMAN 2019/2020

Councillors D Biddleston and T Crouch were both nominated for the post of Vice-Chairman. A proposal to hold a secret ballot in accordance with Standing Order 21 was approved.

RESOLVED:
(i) That Councillor Dave Biddleston is elected Vice-Chairman of the Council for the municipal year 2019/20 and
(ii) To receive the Vice-Chairman’s Declaration of Acceptance of Office, signed in the presence of the Proper Officer.

3. SUSPENSION OF STANDING ORDERS 23 AND 25

The Town Clerk advised that Standing Orders 23 and 25 are historic Standing Orders specific to Keynsham Town Council referring to the order/content of business at the Annual Town Council Meeting. However, owing to practicalities and custom and practice, they had never been adhered to at past Annual Town Council meetings, (because the Agenda has always followed the NALC model standing orders).

RESOLVED:
(i) To suspend Standing Orders 23 and 25 in respect of the order/content of business.

4. APOLOGIES FOR ABSENCE

(i) Apologies were received from Councillors D Brassington and D Cooper
(ii) A question was raised about whether there should be reasons given for Absence so the Council could decide whether to accept the reason for the Apology. The Clerk explained the previous Council decision not to list reasons (based upon personal security) and that Councillors who did not attend any Council meetings for 6 months
became disqualified from holding office. Approving Apologies rather than receiving them essentially meant that the 6 month time limit was re-started each time an absence was approved.

RESOLVED
(i) To receive apologies for absence
(ii) To consider the matter of how apologies should be presented at a subsequent meeting

5. DECLARATIONS OF INTEREST

There were none.

6. DISPENSATIONS

There were none.

7. CO-OPTION OF TOWN COUNCILLOR - KEYNSHAM SOUTH WARD

(a) The Clerk advised that according to the current Co-option policy, the Vacancy had to be advertised for 3 weeks so co-option would take place at the June meeting
(b) A question was raised about whether the Co-option policy could be changed at the current meeting such that voting was by Single Transferable Vote
(c) A further matter was raised in respect of the fact that the Town Council should draft a list of uniform questions agreed in advance so that all candidates were treated equally. The point was made that this matter should also be discussed at a subsequent meeting.

RESOLVED
(i) To note that Co-option will occur at the next meeting of 14th June 2019
(ii) To refer the matters raised in respect of changing the Co-option policy to incorporate Single Transferable vote and a list of uniform questions to a future meeting

8. RECORD OF PREVIOUS MEETINGS

RESOLVED
(i) That the Minutes of the meeting of the Town Council meeting held on 16th April 2019 be confirmed as a true record and signed by the Chairman.
(ii) That the recording of the above meeting be preserved

9. PUBLIC PARTICIPATION

There was none.

10. CHAIRMAN’S ANNOUNCEMENTS

The Chairman hoped that the Council would be an inclusive Council working for the benefit of the Town. They were keen for the Council to be seen as a positive influence in the Town, serving the community in all that the Council does. He expressed a wish for all Councillors to work together as a single entity in a civilised and informal manner to best serve the Town.

11. QUESTIONS ON NOTICE BY MEMBERS

There were none
12. KEYNSHAM NOW

The report was given by Ben referring to current activities:

a) There had been a discussion on Climate Change which was quite frightening
b) Congratulations were given to Caitlin Brennan who was now an elected Town Councillor and Andy Wait who was now both Town and B&NES Councillor
c) A meeting was held to organise a plastic event to be held on 22\textsuperscript{nd} June in the Town centre
d) Keynsham Now were trying to source adult hula hoops for their event at the Keynsham Music Festival
e) Litter was one of the top issues for young people in Keynsham and a litter picking event had been organised with Keynsham Wombles for Saturday 18\textsuperscript{th} May 2.30-4.30
f) Keynsham Now had completed a questionnaire on the draft content of the NDP survey for young people so that changes could be made before the survey was published

The Chairman thanked Ben for their report

RESOLVED:
To note the report

13. REPORT FROM B&NES COUNCILLOR(S)

None at present

14. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Biddleston reported on a successful fundraising “fun day” involving community organisations, choirs and a dance school organised by Community at 67. He thanked all involved including past and current Town Councillors for attending.

RESOLVED
To note the above

15. MINUTES OF ANNUAL TOWN MEETING – 25 April 2019

RESOLVED:
That the minutes of the Annual Town Meeting are received and noted.

16. MINUTES OF MEETINGS

<table>
<thead>
<tr>
<th>Committee Meeting</th>
<th>Date (2019)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDP Steering Group</td>
<td>3 April</td>
<td>DRAFT</td>
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<tr>
<td>Planning &amp; Development Cttee.</td>
<td>23 April</td>
<td>DRAFT</td>
</tr>
</tbody>
</table>

RESOLVED:
That the Minutes of the above meetings are received and noted

17. APPROVAL OF COMMITTEE RECOMMENDATIONS

RESOLVED:
That the Recommendations of the Committees that aren’t subsequent Agenda Items are approved
18. REVIEW OF MEMBERS AND OFFICERS PROTOCOL

The Chairman invited comments.

(a) Reference 2.3(a) Agendas: Concern was expressed at the volume of reports/information associated with the current Agenda and that whilst the statutory period was 3 days, it would be better practice to give Councillors sufficient time to read the volume of reports and that 7 days would be preferable to the statutory 3 days. A suggestion was made that this should be added to Standing Orders however it was felt that the 7 days was considered “best practice” and the Standing Orders referred to statutory requirements so the ambition should be added to the current document rather than Standing Orders. The logistics and implications of electronic receipt of documents vs hard copy and whether this disadvantaged certain Councillors was also discussed.

(b) The Clerk clarified that Council were actually referring to the accompanying reports pack rather than the Agenda itself which was usually distributed 6-7 days in advance of the meeting. They advised that whilst circulating the reports associated with the Agenda seven days in advance was practically possible, it would however mean that the Agenda itself would need to be “shut off” 2 weeks before the next meeting so urgent business, such as had occurred this month, might not be added.

(c) The Chairman made a personal request for the Agenda to be displayed on screen at the meetings.

(d) A further concern was raised about 8(c) in respect of the wording requesting Councillors copy in everything they do should be copied in to the Town Clerk – even telephone calls and constituency work. They felt that the Clerk should be appraised of matters relating to Town Council business not to individual constituency work.

RESOLVED
(i) To approve the following amendment:
2.3(a) Add “That there should be an ambition to distribute the Agenda report packs one week in advance of the meeting to enable Councillors to have sufficient time to digest the reports”
(ii) To approve the following amendment
8(c) to replace “during the course of discharging their function as a Councillor” with “concerning Town Council business”
(iii) That the Members and Officers protocol be approved with the above amendments.

19. REVIEW OF STANDING ORDERS

The Chairman invited comments.

(a) Concern was expressed on the references in Standing Orders solely to the male gender without the female gender. The Council should refer to both genders in order to be more inclusive. Discussion ensued as to whether it should be “S/he” or “their”. The point was made that “their” was a collective pronoun and not grammatically correct.

(b) Concern was expressed about the proposed SO 3 (e) (iii) (existing So41) and why no question should lead to a resolution with financial or staffing considerations. Surely many decisions made by the Council had financial or staffing implications. The Clerk explained that the Standing Order concerned provided for and related solely to the Agenda item “Questions on Notice by Members” and not to any other Council business discussed that was properly on the Agenda. The Questions on Notice Agenda item permitted Councillors to ask the Chairman questions on any matters that were not already on the Agenda. However the Council could not make lawful decisions involving expenditure during this agenda item as it was not a properly tabled business item on the
Agenda. Equally, the reason staffing matters had now been included was because Keynsham Town Council had delegated all staffing matters to the Personnel Committee so again could not make such decisions under the Agenda item concerned. The Clerk also clarified that staffing matters were not about instructing the Clerk to write a letter, which was normal Council procedure/business. However a resolution to either alter the staff's normal working practices or spend money under that specific Agenda item which wasn't on the published Agenda as lawful business would be unlawful.

(c) If a meeting was quorate, the draft SO 3(w) suggested that the business be referred to the Clerk and “any member that may be reasonably available”. It could mean that the Clerk was left to decide the matter as an individual. It was proposed that the business should be decided upon by the Clerk in conjunction with the Chair and Vice Chair of the Council/Cttee which the Clerk confirmed fitted in with delegation of powers. The Chairman expressed the opinion that the moral of the story was that the Council should ensure all meetings of the Council were quorate.

(d) New SO 5(g) removed the requirement for political split. The Clerk confirmed that the Standing Orders as proposed/amended would not become effective until the next Council meeting.

(e) Questions were asked about who should function as the Proper Officer if both the Town Clerk and Deputy Town Clerk were both absent through a combination of long term sickness and annual leave. The Clerk advised that the Council had a Deputy Town Clerk who could lawfully take over most of the role of the existing Town Clerk. However in the absence of both, the Council would need to bring in a locum to provide any Proper Officer duties as without both the Town Clerk and Deputy Town Clerk, there were no other staff to whom these matters could be delegated.

(f) A further question was asked about the dual hatted issue in respect of whether the Chairman of Council should not be a dual hatted Councillor. There was considerable discussion about previous and future issues where dual hatted Councillors might have a conflict of interests and also the issues of predetermination/responsibilities for dual-hatted Councillors.

RESOLVED:
- To substitute all references to “he” in the document to s/he.
- Section 19 on staff matters be deferred to the Personnel Committee as recommended.
- 3(w) to be amended to say that “business on the Agenda shall be automatically delegated to the Clerk in consultation with the Chairman and Vice-Chairman of the meeting as soon as practically possible.”
- 4(e) In respect of restrictions on the Chairman of Council, delete “or a Unitary Authority Councillor.”
- To approve the Standing Orders as amended with the exception of Section 19 which is to be referred to the Personnel Committee.

20. REVIEW OF TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES

(a) There was discussion about Finance & Policy Committee and whether it should, (under xviii of it’s ToR), make recommendations to Council on matters relating to governance, policies and procedures. Perhaps this clause should be deleted?

(b) It was generally expressed from re-elected Members that the Finance & Policy Committee performed a lot of the “heavy lifting” by reviewing substantial amounts of
documentation and making recommendations to Town Council. The Committee had no delegated powers to approve anything as all decisions were taken at Town Council. It was however acknowledged that perhaps full Council should be given adequate time to consider the such documentation before the Town Council meeting and that the way in which recommendations were presented to the Town Council should not be presented as a “done deal”

(c) There was further discussion about the current Committees in general and that they should be reviewed with a view to condensing the number of Committees. It was pointed out that the Committees themselves (particularly Allotments and Arts) should also be consulted as should the Town Clerk and Deputy Town Clerk who clerk the Committees between them.

RESOLVED
(i) To amend (vi) in Personnel Committee ToR “to undertake an Annual Salary Review in November for incorporation in the draft budget presented to Finance & Policy Ctte for subsequent approval by the Town Council”
(ii) That a Working Party consisting of Cllrs MacFie, Sinclair and Crouch prepare a report to Town Council on how Committees can be condensed to reduce the work of the Clerk and Deputy Town Clerk
(iii) To approve the amended Terms of Reference for 2019-20.

21. APPOINTMENT OF MEMBERS, CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES

RESOLVED
(i) To suspend Standing Order 68(c) to permit nominations to Committees regardless of political party
(ii) That Members are appointed to Committees for the Municipal year 2019/2020 as per the attached schedule

<table>
<thead>
<tr>
<th>COMMITTEES</th>
<th>MEMBERSHIP</th>
</tr>
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<tbody>
<tr>
<td>Allotments (7)</td>
<td>Dave Biddleston</td>
</tr>
<tr>
<td></td>
<td>Tony Crouch</td>
</tr>
<tr>
<td></td>
<td>Andy Halliday</td>
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<td></td>
<td>Rachael King</td>
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<tr>
<td></td>
<td>Andy McGuinness</td>
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<tr>
<td>Vacancy (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Andy McGuinness</td>
</tr>
<tr>
<td>Arts (7)</td>
<td>Hal MacFie</td>
</tr>
<tr>
<td></td>
<td>Caitlin Brennan</td>
</tr>
<tr>
<td></td>
<td>Tony Crouch</td>
</tr>
<tr>
<td></td>
<td>Rachel King</td>
</tr>
<tr>
<td>Vacancy (2)</td>
<td>Andy McGuinness</td>
</tr>
<tr>
<td>Finance &amp; Policy (7)</td>
<td>Deb Cooper</td>
</tr>
<tr>
<td></td>
<td>Tony Crouch</td>
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<td></td>
<td>Alan Greenfield</td>
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<td></td>
<td>Clive Fricker</td>
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<td></td>
<td>Hal MacFie</td>
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<td></td>
<td>Brian Simmons</td>
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<td></td>
<td>Dave Biddleston</td>
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<tr>
<td>Grants (7)</td>
<td>Dave Biddleston</td>
</tr>
<tr>
<td></td>
<td>Tony Crouch</td>
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<tr>
<td></td>
<td>Clive Fricker</td>
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</tbody>
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Cllrs Biddleston, Halliday, McGuinness, King, Crouch, MacFie, Greenfield, Fricker, Simmons
(iii) RESOLVED
That the following Councillors are appointed as Chairmen and Vice-Chairmen to each of the Committees as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairman</th>
<th>Vice Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Allotments</td>
<td>Andy McGuinness</td>
<td>Tony Crouch</td>
</tr>
<tr>
<td>(b) Arts</td>
<td>To be elected at first Committee meeting</td>
<td></td>
</tr>
<tr>
<td>(c) Finance &amp; Policy</td>
<td>Hal MacFie</td>
<td>Tony Crouch</td>
</tr>
<tr>
<td>(d) Grants</td>
<td>Dave Biddleston</td>
<td>Alan Greenfield</td>
</tr>
<tr>
<td>(e) Personnel</td>
<td>Allan Sinclair</td>
<td>Andy McGuinness</td>
</tr>
<tr>
<td>(f) Planning &amp; Development</td>
<td>Tony Crouch</td>
<td>Clive Fricker</td>
</tr>
<tr>
<td>(g) Winter Festival</td>
<td>Dave Biddleston</td>
<td>Rachael King</td>
</tr>
</tbody>
</table>

(iv) RESOLVED:
To elect 3 members to the NDP Steering Group as follows:
Deb Cooper, Clive Fricker and Tony Crouch

(v) To defer any additional nominations to Committees under part 21 (c) of the Agenda until after Co-option to the Vacancy
(vi) To reinstate Standing Order 68(c)

22. APPOINTMENT OF MEMBERS TO WORKING PARTIES

RESOLVED
(i) That the following members are appointed to the Single Use Plastics Working Party:
Cllrs Dave Biddleston, Caitlin Brennan, Rachael King, Brian Simmons and Andy Wait
(iv) That appointment of Members to the Tourism/Marketing Working Party are deferred pending the review of Cttees/Working parties

23. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2019/20

(a) Cllr Simmons declared a personal interest as Trustee of Dial-a-ride

(b) The Chairman addressed the fact that there may be a conflict of interest for Councillors appointed to KMFA if they were signed up as Trustees and that they may have to declare a Pecuniary interest as Trustees when considering financial matters at the Town Council pertaining to the grant awarded to the Music Festival. Blanket dispensations were discussed for KMFA by Members and, by permission of the Chair, the Clerk requested all those associated with KMFA submit requests for such dispensations be submitted to the Clerk before the next meeting.

(c) As Keynsham Memorial Park Forum was organised by B&NES, it was accepted on the Clerk’s advice, that it may not be prudent to elect dual hatted Councillors as representatives of the Town Council.

(d) The Chairman drew attention to a circulated paper on the night about nominating a representative to Avon Pension fund, who could be a non-voting member and had to submit an application.

RESOLVED:
That following discussions, Councillors be elected representatives to the outside bodies for the municipal year 2018/19 as per the schedule below:

**AVON Local Council Association**  Cllr Clive Fricker

**Community @ 67**  Deferred to next meeting

**Dial A Ride**  Cllr Tony Crouch

**Friends of Keynsham**  Cllrs Hal MacFie or David Brassington, Clive Fricker & Tony Crouch

**Train Station Group**  Clive Fricker & Tony Crouch

**KMFA Ltd**  Cllrs David Biddleston, Caitlin Brennan, Deb Cooper & Clive Fricker

**Keynsham Memorial Park Forum**  Cllrs Tony Crouch & Dave Biddleston

**Keynsham In Bloom**  Cllrs Clive Fricker and Andy McGuinness

**Manor Road Community Woodland**  Cllr Clive Fricker

**New communities Group**  Chairman of Council, Chairman of Planning & Chairman of NDP Steering Group

**Parish Councils Airport Association**  Cllr Clive Fricker

**Parish Liaison**  Chairman Cllr Andy Wait

**The Paddock**  Chairman Cllr Andy Wait
Tintagel Residents No longer necessary
Twinning Association Cllr Hal MacFie
Walkers Are Welcome Cllrs Andy Wait and Rachael King
West of England – Local Rail Cllrs Clive Fricker & Tony Crouch
Avon Pension Fund The Town Council Decline to nominate

24. SUBSTITUTE MEMBERS TO COMMITTEES

Cllr Halliday left the meeting.

RESOLVED:
To agree to the appointment of Substitute Members to Committees as quoted in Standing Order 74 for the Municipal Year 2019/2020 and that the maximum number of substitute members per meeting should be 2

25. THE GENERAL POWER OF COMPETENCE

RESOLVED:
That the Town Council meets the criteria for eligibility for The General Power of Competence and will exercise that power for the term of the Council 2019-2023

26. OFFICE DISRUPTION REVIEW PANEL

At the last Town Council meeting, it was agreed that Cllr Sinclair be appointed to gather information pertaining to the sequence of events and advice received by the Town Clerk in addressing the matter in order to present to a Review Panel to be appointed by the Council.

RESOLVED
To appoint Cllrs MacFie, Simmons and Wait to be the Review panel

27. CLIMATE CHANGE EMERGENCY

MOTION

Keynsham Town Council agree to adhere to the principles on Climate Change expressed in the Climate Change Emergency motion passed by B&NES Council on 14TH March 2019 and attached to this Agenda

The Chairman invited comments.

(a) The opinion was expressed that this was probably the most important mater the Council would be addressing this coming year. Several suggestions were made as to what actions the Town Council could take to help reduce the impact on the planet but that it should be in conjunction with B&NES.

(b) The proposer of the motion also suggested that the Town Council should, in in all it’s decision-making, now pay due regard to the principles of the motion. It was suggested that the Single Use Plastics Working Group remit be expanded to include Climate Change
(c) A further point was made that the B&NES motion also included opposition to the expansion of Bristol Airport.

RESOLVED
(i) That Keynsham Town Council declare a Climate Emergency and agree to adhere to the principles in the B&NES motion including opposing the expansion of Bristol Airport
(ii) The Town Clerk to issue a press release
(iii) The Clerk to bring back proposals for a Working Group to a future meeting.

28 CIL PAYMENT NOTIFICATION

Cllr Biddleston left the meeting.

The Town Council had received the following CIL payments from B&NES
(i) £1641.63 – 39 High Street, Keynsham, 16/02631/FUL
(ii) £1313.31 – 7 Hornbeam Walk, Keynsham, 16/03427/FUL

RESOLVED
To note the above CIL receipts.

29 FUTURE OFFICE ACCOMMODATION

(a) It was proposed owing to the information in the report (previously circulated) that it should be moved to confidential business. Concern was expressed that owing to the lateness of the hour, the matter should be deferred to an Extraordinary Meeting. The Clerk advised that the Council needed to make a decision on whether it wanted to express and interest in some or all options as there was already competition for one of them.

(b) It was then proposed that, rather than discuss the previously circulated report in detail at either this meeting or the next, the Town Council simply approve the Clerk gathering information on the options listed for discussion at a future meeting.

RESOLVED
Town Clerk to gather further information on all the available options.

30 SCHEDULE OF INVOICES DUE FOR PAYMENT

A revised Schedule was circulated at the meeting together with recommendations in respect of the existing signatories for the bank mandate in order for payments to be made prior to the Bank Mandate being considered in full at the next Council meeting.

RESOLVED:
(i) That Cllr Fricker and Simmons continue to be authorised signatories on the bank mandate for the purposes of making May payments
(ii) That the revised Schedule of Invoices be approved for payment.
FINANCE MONTHLY REPORTS

Owing to business disruption, the planned visits from the Accountant and Auditor in April to prepare the Year End Accounts and Annual Return have been postponed and re-scheduled to enable presentation to the June Town Council Meeting. The Budget Monitoring Report, Journals and Youth Finances are still in preparation and will be presented to the June meeting
(a) Schedule of Expenditure – Month 12 & Month 1
(b) Bank Reconciliation – Month 12 & 1
(c) Petty Cash Expenditure – Month 12

RESOLVED:
That the attached reports (a) (b) (c) are approved en bloc

UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON MARCH 2019 / MARCH 2018 & APRIL 2018/2019

RESOLVED:
To note the reports

DELEGATED ACTIONS SINCE LAST MEETING

The following actions were not formally ratified at the previous Town Council meeting.
(i) The Clerk closed the Town Council offices owing to construction works disruption
(ii) The Clerk has raised a purchase order for £1179 to enable COSHH air sampling to be undertaken at the Town Council offices

RESOLVED:
To ratify delegated actions.

CORRESPONDENCE ITEMS (REDACTED)

There were none

REINSTATEMENT OF STANDING ORDERS

RESOLVED
To reinstate Standing Orders 23 and 25

DATE OF NEXT MEETING

RESOLVED:
To note that the scheduled date for the Town Council's next meeting is Tuesday 18 June 2019 at 7.30pm in The Space, Market Walk, Keynsham.

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED
To suspend Standing Order 77; 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.
Item 38 – legal matters

38. HOLMOAK PLAY AREA

The Council considered the report and approved the recommendations.

The meeting finished at 10.14 p.m.

SIGNED:............................... (Chairman) Dated: .................................