

KEYNSHAM TOWN COUNCIL

Minutes of the Annual Town Council Remote Meeting held on
Tuesday 19th May 2020 at 7.30 pm by Zoom

PRESENT: Councillors D Biddleston, D Brassington, C Brennan, D Cooper, T Crouch, C Fricker, A Greenfield, A Halliday, H MacFie, A McGuinness, B Simmons, A Sinclair, A Wait (Chairman), J Wallcroft and, following co-option, C Buxton

IN ATTENDANCE: Cheryl Scott– Town Clerk, Charlotte Buxton, Edmund Cannon, Alex Ross and Ollie Taylor - Co-option Candidates, and 4 other members of the public

1. ELECTION OF CHAIRMAN 2020/2021

The Chairman welcomed everyone to the first remote meeting of the Town Council and outlined how the meeting would be run. Those who wished to speak should raise their hands and they would be unmuted so they could then speak.

The meeting would be recorded for the purpose of the Clerk writing the minutes and Council would decide at the next meeting whether to preserve the recording.

The Chairman then asked for nominations. Cllr Andy Wait was proposed by Cllr MacFie and seconded by Cllr Allan Sinclair. There were no other nominations

RESOLVED

- (i) To elect Cllr Andy Wait as Chairman for the ensuing municipal year.
- (ii) To receive the Chairman's Declaration of Acceptance of Office signed at the meeting and shown to the meeting via video camera.
- (iii) To approve the physical countersigning of the Acceptance of Office by the Clerk be performed at a later date

2. ELECTION OF VICE-CHAIRMAN 2020/2021

The Chairman asked for Nominations for Vice Chairman:

Cllr Clive Fricker was proposed by Cllr Alan Greenfield and seconded by Cllr Caitlin Brennan.

Cllr Dave Biddleston was proposed by Cllr Jonathan Wallcroft and seconded by Cllr Andy McGuinness

Following a VOTE by show of hands Cllr Fricker was declared elected.

RESOLVED

- (i) To elect Cllr Fricker as Vice Chairman for the ensuing municipal year.
- (iv) To receive the Vice-Chairman's Declaration of Office signed at the meeting and shown to the meeting via video camera.
- (ii) To approve the physical countersigning of the Acceptance of Office by the Clerk be performed at a later date

3. DECLARATIONS OF INTEREST

There were none

4. DISPENSATIONS

There were none

5. VIRTUAL MEETINGS PROTOCOL

There were no comments or amendments proposed.

RESOLVED

To approve the Virtual Meetings protocol

6. STANDING ORDERS APPENDIX FOR VIRTUAL MEETINGS

There were no comments or amendments proposed.

RESOLVED

To approve the Temporary Appendix to Standing Orders to take account of the conduct of Virtual meetings

7. PUBLIC PARTICIPATION

Owing to the earlier technical problems with people trying to connect, the Chairman unmuted each member of the public in turn and asked if they wished to speak. No-one wished to speak.

8. RECORD OF PREVIOUS MEETINGS

The Clerk apologised that she had not had time to prepare the minutes of the previous meeting owing to managing the Council's response to COVID including the lockdown that happened the following week, and requested the minutes be deferred to the next meeting.

RESOLVED:

To defer consideration of the minutes of the March meeting until the next Council meeting

9. GENERAL POWER OF COMPETENCE

Although GPOC was declared at the last Annual Meeting in May 2019 and lasted for the full term of the Council, the Clerk advised it was best practice to re-state at each Annual meeting during the Council's term that the Council had met the eligibility criteria for the term of the Council.

RESOLVED:

To restate that the Town Council has met the criteria for eligibility for The General Power of Competence for the term of the Council 2019-2023

10. CHAIRMAN'S ANNOUNCEMENTS

- (a) The Chairman thanked everyone for all the work they were doing to assist the community during the COVID outbreak. Keynsham was a wonderful community and he had found it very inspiring to see the lengths residents were prepared to go to support their fellow residents.
- (b) He had received notification that the Keynsham Recycling Centre was due to be reopened the following Wednesday but that the others in B&NES were not. Car numbers had been divided into odd and even and he envisaged there may be a few issues in the early days of reopening and hoped that residents would be sensible.

11. QUESTIONS ON NOTICE BY MEMBERS

There were none

12. CO-OPTION OF TOWN COUNCILLOR KEYNSHAM SOUTH WARD

(a) Each candidate was invited to speak to the Council for 3 minutes in alphabetical order.

The Chairman congratulated all the candidates on their presentations and said it was impressive the thought each had given to what they could bring to the role and the work they were all already doing in the community.

(b) Each candidate was then asked to respond to two questions asked to all the candidates in turn.

(i) How would your skills contribute to the work of the Council and

(ii) Would you prepared to sit on any Committees and if so do you have any preference

(c) On a point of order, the Chairman asked if anyone wished to declare an interest at this point.

Cllr Halliday declared a personal interest as he had signed the nomination form for Charlotte Buxton.

Many Councillors volunteered that they already knew one or more of the candidates.

(d) At the request of the Chairman, the candidates were moved to the waiting room and Councillors were asked to vote by show of hands for their preferred candidate. Charlotte Buxton received an absolute majority at the first round of voting and was declared co-opted.

RESOLVED

- (i) To co-opt Charlotte Buxton as Councillor to fill the vacancy for Keynsham South Ward
- (ii) To receive/witness their declaration of Acceptance of Office
- (iii) To approve the physical countersigning of the Acceptance of Office by the Clerk be performed at a later date

The Chairman welcomed Cllr Buxton to the Council and invited her to take her place at the meeting.

13. The Chairman adjourned the meeting for 5 minutes

14. SCHEDULES OF INVOICES DUE FOR PAYMENT

The Clerk was thanked for her timely procurement of PPE at such an early stage in the COVID outbreak and for keeping the Council business operational since the March meeting.

RESOLVED

- (i) To ratify the Clerk's submission for reimbursement of PPE purchased personally but for Town Council use approved for payment under Delegated Powers following consultation with Chair/Vice Chair of Council and Chair/Vice Chair of Finance Cttee

- (ii) To ratify Month 1 Schedules approved for payment by Town Clerk under Delegated Powers following consultation with Chair/Vice Chair of Council and Chair/Vice Chair of Finance Cttee
- (iii) To approve the Schedule of invoices for payment for May 2020 (Month 2)

15. MINUTES OF MEETINGS

The Clerk advised that the minutes for Finance & Policy Committee meeting of 10th March had not yet been prepared but that all the recommendations had been itemised for discussion at the 17th March Annual meeting of the Town Council. As there were therefore no recommendations to approve at this meeting, she therefore asked that the noting of the minutes be deferred until the next meeting

RESOLVED:

That the Minutes of the above meeting are deferred.

Cllr Cooper brought to the attention of the meeting that she had connection problems during the previous Agenda item.

16. REVIEW OF TERMS OF REFERENCE OF COMMITTEES AND WORKING PARTIES

- (a) The Clerk advised there was only one change for consideration which was to convert the Environment & Sustainability Working Party into a Standing Committee as Climate change and the environment was an ongoing issue rather than a task and finish activity
- (b) As a Standing Committee, meetings would be scheduled at the start of the year so Members could commit dates to their diary in advance rather than ad hoc at short notice. Currently some members had been unable to attend owing to an inability to change their personal working arrangements at short notice. As a Committee it could be allocated a budget and be given delegated authority to spend that budget whereas a Working party could only make recommendations to Council
- (c) Concerns were expressed about the workload of the staff, whether the meetings needed to be clerked/administered and about whether informal meetings could be held between members at short notice. The clerk advised that Members could hold informal meetings between themselves without the requirement for a Clerk, however those meetings had no delegated authority and would need to bring any recommendations back to Council before any outputs became official Council policy.

RESOLVED

To approve the attached Terms of Reference

16. ELECTION OF MEMBERS TO COMMITTEES/WORKING PARTIES AND OUTSIDE BODIES AND APPOINTMENT OF CHAIRMEN AND VICE CHAIRMEN TO COMMITTEES

- (a) The Chairman asked the Council to determine whether they wished to keep the status quo of the Committees with some minor amendments to swapping one Lib Dem Member for another on Finance & Policy Committee.

RESOLVED

- (i) To keep the status quo in respect of Cttee/Working Party Membership and Outside Body representation until May 2021
 - (ii) To elect Cllr Buxton to fill the existing vacancies on EATH, Grants and Environment & Sustainability Committees
- (b) At this point Cllr Greenfield resigned his membership of Finance & Policy Committee

The Chairman asked for nominations for the vacancy and, following a request for nominations, it was

RESOLVED

Cllr Halliday be elected to fill the vacancy just created

17. CLERKS REPORT AND RATIFICATION OF DELEGATED DECISIONS

- (a) The Clerk has prepared a report on matters addressed on behalf of the town Council during the COVID lockdown in accordance with the Risk Assessment and Business Continuity Plan approved at the Town Council meeting on Tuesday 18th March 2020. The delegated decisions and further recommendations made by the Clerk were discussed
- (b) Cllr Biddestone declared a pecuniary interest in matters pertaining to the disbursement of Council funds to reimburse him for supplies for the activities of the COVID Community Response group and indicated who would not be participating or voting on that item.
- (c) Cllr Brian Simmons indicated a personal interest as Chairman of DialARide who could stand to benefit from the Community Resilience Grant

RESOLVED

- (i) To ratify the following delegated decisions:
 - (a) To supply all remaining staff (6) with Council mobile phones and basic call package (no data) Phone cost £264 plus £60 per month SIM card charges inc VAT
 - (b) To purchase a new laptop for the Clerk at a cost including configuration of £761 ex VAT
 - (c) To extend the deadline for submissions of the Council's annual grant awards to 31st July 2020
 - (d) To make the following awards from the COVID Contingency fund:
 - (I) Reimbursement - Publicity/leaflets for COVID Facebook group community support helpline –£270.00
 - (II) Donation - 1 mobile phone for COVID19 response group plus ongoing monthly SIM card costs (£44 plus £10/pcm inc VAT)
 - (III) Grant - £1000 grant to COVID19 group towards operational costs (paid to KMFA)
 - (e) To prioritise masks for the community organisations and care homes as listed
 - (f) To purchase additional gloves for distribution to community organisations

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- (g) To note the Planning Committee are meeting on Monday 18th May to ratify the Planning responses made under Delegated Powers by the Deputy Town Clerk
 - (ii) To implement the following recommendations
 - (a) That Cllr Wait be nominated to attend the Community Response Group meetings (Monday 5pm) as the Town Council's representative
 - (b) That the Town Council COVID Resilience contingency fund be rolled over to the current financial year
 - (c) That full guidelines/eligibility and application forms for the Contingency Fund be presented to the next Council meeting for approval including that organisations can apply for funding to cover general operational costs and the provision of PPE
 - (d) To create a separate cost code 4046 for office mobile phones charges
 - (e) To note the credit to be applied to the Council's Pension Fund contributions of £642 per month for the year 2020-2021
 - (f) To distribute the remaining masks to care home etc as before
 - (g) To consider how much/what type of supplies to continue to purchase and a policy to govern supply to community organisations and set aside a sum for the financial year – proposal to be brought back for approval at the next Council meeting
 - (h) To consider how much the Council wishes to spend on supplies for Council use for the remainder of the financial year – specifically 70% alcohol and FFP3 masks – proposal to be brought back to next Council meeting.

18. REVISED COVID RISK ASSESSMENT

In respect of the changes to the Government advice and easing of the lock down, the Council considered a revised Risk Assessment provided by the Clerk.

RESOLVED

- (i) To approve the Main Risk Assessment and Cemetery Risk Assessment
- (ii) That implementation of Working from Home remains the decision of the Town Clerk
- (iii) That all staff/Councillors must speak directly with the Town Clerk as soon as they are self-isolating or off sick as this will impact the risk assessment.

19. REVISED COVID BUSINESS CONTINUITY PLAN

In response to changes in the Government advice and easing of lock-down, the Clerk presented a revised Business Continuity Plan with recommendations for the Council's activities for the rest of the year. Only one matter needed to be changed as a result of the most recent advice and that was the reopening of the Tennis Courts in Memorial Park. However as lockdown eases and Council meetings by videoconferencing are now lawful, the Council need to consider new recommendations. The other main recommendation was whether the Council

wished to cancel the Winter Festival event due to take place at the end of November.

The prospect of cancelling preparations for Winter Festival at the moment vs the prospect of a second wave of COVID infection were discussed. The amount of work by the staff and expenditure committed before hand only for the event to be cancelled later in the year was also mentioned. An amendment was proposed that the Council continue to work towards the Winter Festival but with a view to a virtual event within the current constraints of social distancing.

Cllr McGuinness left the meeting.

RESOLVED

- (i) To continue with preparations for a Winter Festival event but as a virtual/socially-distanced event in accordance with Government guidelines.
- (ii) To cancel the Finance & Policy Cttee meeting on 9th June as the Internal Audit report would not be available.
- (iii) To reinstate monthly remote Town Council meetings (ie June, July) and to restart all scheduled Committee and Council meetings from September
- (iv) To investigate alternative means (including provision of PPE) for volunteers to deliver hard copy of Keynsham News rather than just rely on electronic publication
- (v) In the event of further lifting of lockdown measures, to accept bookings for Manor Road football pitches for the new season with the caveat that the pavilion would remain closed unless social distancing measures could be introduced safely
- (vi) Use of allotments was restricted to 2 people per plot but two people who share the plot from different households can now work the plot at the same time providing social distancing adhered to according to Government advice just released. Any changes to be made in consultation with Allotments Association
- (vii) To re-open the Tennis Courts between 8am and 4pm each day with Cllr Simmons agreeing to open at weekend and on bank holidays and Cllrs Greenfield, Biddleston and Brennan providing backup.
- (viii) That the offices remained closed for business but that the Clerk and Deputy Clerk continue to attend as and when duties require.
- (ix) That the office furniture continues to remain in storage until the Risk Assessment shows it is safe for staff to return to working in the office. (cost £56.25 per week
- (x) To approve the Business Continuity Plan as amended.

20. REPORT FROM B&NES COUNCILLOR(S)

Cllr MacFie reported that B&NES had the highest commercial income level of Local Authorities in the UK that was used to offset expenditure. 6 months of loss of income from Tourism, parking etc had put the Council under severe financial pressure with a shortfall of £33m. Further pressure from adult and social care, closure of leisure facilities and purchase of PPE increased the funding gap to £43m and an additional £7m deficit was predicted from alterations to business rates and council tax generating a total budget deficit of £50m. The Council would now have to look at cuts in expenditure to ensure a balanced revenue budget and the possible use of general reserves.

RESOLVED:

To receive and note updates from B&NES Councillors

21. KEYNSHAMNOW

Cllr Brennan gave a report from Keynsham Now in her capacity of mentor. The Youth Council had met on line more frequently than normal and discussed the designs for Kelston Park play area and a series of quizzes were being held

RESOLVED:

To receive and note report from KeynshamNow.

FINANCE

22. B&NES CIL PAYMENT NOTIFICATION

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| (i) | 16/02481/RES Land Adj 19 Courtlands, Keynsham +
16/01723/FUL 8 Tenby Road Keynsham. | £ 3,011.28 |
| (ii) | 18/01307/RES
Phase 1 Land Parcel 7200 Bath Road, Keynsham
Instalment 3 of 3. | £15,587.46 |

RESOLVED

To note the above CIL receipts.

23. FINANCE MONTHLY REPORTS

Owing to business disruption and issues with running the Accounts software remotely the End of Year is still currently in progress, Many of the financial reports for Month 12 and Month 1 will therefore need to be deferred to the June Council meeting. However Budget Monitoring and Youth Finances reports for February, which were not available for the March Town Council meeting were circulated

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| (a) Schedule of Expenditure – Month 12 & Month 1 | ATTACHED |
| (b) Bank Reconciliation – Month 12 & 1 | ATTACHED |
| (c) Petty Cash Expenditure – Month 12 & Month 1 | TO BE DEFERRED |
| (d) Journals | TO BE DEFERRED |
| (e) Budget Monitoring Reports
Month 11 | (ATTACHED) |
| Month 12 & Month 1 | TO BE DEFERRED) |
| (f) Youth Finances
Month 11 | (ATTACHED) |
| Month 12 & Month 1 | TO BE DEFERRED |

RESOLVED

That the attached reports (a) (b) (e)(i) and (f)(i) are approved en bloc
That all other items are deferred

25. DATE OF NEXT MEETING

RESOLVED:

To note that the scheduled date for the Town Council's next meeting to be held Virtually is Tuesday 23rd June 2020 at 7.30pm

26. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

In accordance with Standing Order 3(d) and pursuant to the provision

of the Public Bodies (Admission to Meetings) Act 1960, that 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.

Items 27/28 – COMMERCIALLY SENSITIVE MATERIAL.....

27. TENDER EVALUATION – KELSTON ROAD PLAY AREA EQUIPMENT

The results of the tender evaluation conducted by B&NES in respect of the procurement of new play equipment for Kelston Park play area had been circulated.

- (a) Cllrs Brennanan and Wait reported that Keynsham Now had also considered the 6 designs and preferred other designs to the one that was recommended as the highest scorer
- (b) The Clerk explained the procedure of the scoring matrix and how individual weightings were apportioned to specific criteria
- (c) The Town Council had approved the tender specification in response to the consultations and surveys previously conducted, and the tender process was governed in law by certain procedures as the value of the contract was over £25,000. The Town Council were being given an opportunity to comment on the results which indicated which supplier/design had scored highest
- (d) Concern was expressed about the amount of HDPE in the play equipment. The point was made that some of the other designs better addressed the results of the childrens' play area survey which expressed the desire for more climbing
- (e) The point was made that the Town Council should be considering and backing the results of the children's survey and also the opinions of Keynsham Now which were not in support of the recommended design.
- (f) Several Councillors indicated their preference for the two designs most preferred by Keynsham Now. The wheelchair swing on Keynsham Now's first choice was also felt to be a valuable piece of equipment to provide as part of the accessibility of play equipment for all young people.
- (g) The Clerk explained that tenders evaluated with a scoring matrix had to be awarded to the tenderer with the highest score. There was little legally that B&NES could do to change supplier to the ones favoured by Keynsham Now and the Town Council. However there was an opportunity to adjust the design of that provided by the winning tender. The issue had arisen because the weightings and criteria comprising the scoring matrix had been determined by B&NES and not been part of the original tender specification the Town Council was asked to approve. As an example, there was no separate criteria/weighting afforded for accessibility, or for the views of young people which could have significantly impacted the scoring and outcome had they been included.

RESOLVED

The Clerk to write to B&NES expressing deep concern about the manner in which the scoring had been conducted and with suggestions to implement changes that could be made to address the choices of Keynsham Now including the provision of the wheelchair swing from one supplier.

28. MEMORIAL PARK TENNIS COURTS

The Town Council has received a reply from B&NES in respect of the offer made by the Town Council in respect of arrangements to surrender the lease for this facility back to B&NES. B&NES had indicated a preferred figure and it was generally felt that the Town Council should split the difference and counter-offer that amount on the condition that the Town Council's reasonable legal expenses were also reimbursed.

RESOLVED

The Clerk to write and advise B&NEs of the Town Council's counter offer.

The Chairman thanked everyone for attending and closed the meeting at 10.18pm