

# KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee Remote meeting held on Tuesday  
9<sup>th</sup> March at 6.30pm via Zoom.

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**PRESENT:** Councillors D Biddleston, D Cooper, C Fricker, A Halliday,  
H MacFie (Chair) and B Simmons

**IN ATTENDANCE:** Cheryl Scott – Town Clerk/RFO,  
Mr John Lane and Ms Annie Stewart, Keynsham Allotment Association

## 100. APOLOGIES FOR ABSENCE

There were none.

## 101. DECLARATIONS OF INTEREST

There were none.

## 102. DISPENSATIONS

There were none.

## 103. RECORD OF PREVIOUS MEETINGS

### RESOLVED

That the Minutes of the Finance Cttee meeting held on 12 January 2021 (previously circulated) be confirmed as a true record and signed by the Chairman at a later date.

## 104. PUBLIC PARTICIPATION

There was none.

## 105. INTERNAL AUDITORS REPORT AND RECOMMENDATIONS

The Clerk advised that the report had not yet been received from the Internal Auditor.

### RESOLVED

To defer the matter until the next meeting.

106. The Chairman indicated he would like to speak against the next item and wished to vacate the chair.

### RESOLVED

That Cllr Cooper resume the chair for the next item.

## 107. STRATEGIC DEVELOPMENT AND ENGAGEMENT COMMITTEE

(a) The Clerk explained that the matter had arisen following concerns expressed by several Councillors that there was a lack of joined up thinking in respect of the various projects being undertaken by B&NES throughout Keynsham. The Council was far more involved in strategic matters affecting Keynsham than it had ever been, Working Groups already existed on green spaces, Keynsham North, Youth Services and, as per the next item, allotments. Consultation responses had been

submitted in respect of Bristol Airport, and the Town Council as a stakeholder with B&NES in the public realm works and HSHAZ works in the Town Centre. The Cttee were invited to consider the formation and Terms of Reference of a Strategic Development and Engagement Cttee to scrutinize and co-ordinate residents and Town Council responses to future development of infrastructure, services and amenities within Keynsham.

- (b) Other Councillors confirmed their concerns that there was a risk that projects were being implemented with contractors by B&NES without the proper pro-active involvement and scrutiny by the Town Council and residents before plans were finalised. The Council could no longer afford to be reactive to situations and the proposal to provide opportunities to join dots with a view to leveraging funding and help for large strategic projects such as community transport and generate income as a Council.

Cllr Biddleston joined the meeting.

- (c) Whilst there was general agreement in principle to the formation of such a Cttee, strong opinions were expressed in respect of the proposed composition in respect of what positions should be occupied by dual-hatted Councillors. The Clerk advised that the 3 B&NES Councillors positions had to be non-voting in law with a few exceptions including land owned by the Council, Tourism and Festivals. Each Cttee would nominate a representative from the Cttee and there were two additional Town Councillor positions that could be dual hatted with voting rights. Strategic Development in Keynsham could, as a matter of course, put B&NES and Keynsham Town Council at odds and therefore dual hatted members would face a conflict of interest. As the Personnel Cttee were preparing a report to Council on this matter it was

#### RESOLVED

To defer consideration until a future meeting on the proviso that the dual hatted Councillors research commissioned by Personnel Cttee had been brought to Council for consideration.

Cllr MacFie resumed the Chair.

### 108. ALLOTMENTS WORKING GROUP – TERMS OF REFERENCE

- (a) The Chairman expressed appreciation to Mr John Lane for his work on the Allotments Association and invited him to comment on the proposal.
- (b) There was currently an excessive waiting list of 43 applicants which was unlikely to be satisfied by Park Rd allotments which would normally turnover 10 plots per year. The new proposal to include other providers was welcomed but it was unlikely that the Association would be able to commit to taking on management of any further allotment sites.
- (c) However, the Association still wished to have a more in depth and direct communication with the Town Council and would wish to have a Councillor designated as liaison with the Association outside of the new Working Group. The Clerk advised that a position as representative to an outside body could be created and a Councillor nominated to attend Allotment Association meetings. Mr Lane indicated that he would need to take the suggestion back to the Association. Therefore, the Council could agree to make the offer to the Association.

Cllr Fricker joined the meeting.

## RECOMMENDATIONS

- (i) To create a representative to be elected to attend Association meetings and report back to Council – subject to agreement with the Association.
- (ii) To approve the Terms of Reference of the new Working Group.

## 109. YOUTH SERVICES S106 APPLICATION

- (a) An application for s106 funding toward the strategic development and implementation of Youth Services provision in Keynsham was discussed. This needed to be approved by Town Council and submitted to B&NES before 31<sup>st</sup> March 2021.
- (b) The Clerk clarified for the Allotments Association that the allocation was for different s106 monies earmarked for Youth provision. The s106 monies for allotments were still in situ at B&NES awaiting an application to be made by the Town Council.
- (c) Clarification was sought about the intention to promote and support KeynshamNow, given the current arrangements heighten the risk of undue influence by a single political party. The Clerk explained that the intention would be to bring KeynshamNow “in house” under the administration of the Town Council.
- (d) The Cttee considered whether to add in the possible proposal of developing a Youth Charter – however, the Cttee felt that this should be considered at a later date and not be included in the application.

## RECOMMENDATION

To approve the application.

## 110. PURCHASE OF REPLACEMENT PEDESTRIAN MOWER

- (a) The Cttee discussed the report comparing an electric mower vs a petrol driven one.
- (b) The Groundsmen favoured the petrol driven one because it was able to deal with the more challenging terrain/jobs and it was also within budget.
- (c) The green mower obviously satisfied the Council’s requirements in respect of the climate emergency declaration however, as it would not do the more exacting terrain, it would mean an additional mower would need to be purchased for the rough terrain therefore representing a false economy.
- (d) There was £6500 in the budget – the green mower was considerably more expensive at £9,725 vs an ex demo Toro of £5750. Fuel costs over 3 years were estimated a £1800.
- (e) The Cttee deliberated carefully about the need to purchase electric vs the need to satisfy the operational requirements of the Grounds Maintenance team.

## RECOMMENDATION

To purchase the ex-demo mower on the grounds it satisfies both the Council’s operational requirements and the model is within budget.

The Chairman adjourned the meeting for 15 minutes.

## 111. PURCHASE OF POWER BARROW

Council had approved in principle the allocation of £2500 from the forecast surplus from 4402 nominal code (cemetery) to purchase a power barrow. In this case an electric model appeared to perform as well as the fossil fuel models in respect of the cemetery requirements. The Machine would require self-assembly and 3 quotes had been obtained for the model.

### RECOMMENDATION

To purchase a Lumag md450e electric power barrow for £2329.16.

## 112. REQUEST FOR REPAYMENT OF CIL (REF 7200 PARCEL OF LAND)

The Town Council has received a request from B&NES, dated 26<sup>th</sup> February, to repay CIL of £ **£9,248.57** due to S73 permission overpayment. An amendment to the planning permission had been agreed by B&NES to alter the number of houses and square footage resulting in a reduction in CIL to be paid. The Clerk explained the legal position and that legislation empowered B&NES to recover the money from future CIL receipts if the money had already been spent.

A question was raised as to how the Town Council could find out about the amount of CIL calculated for each individual planning application. It was not detailed on the planning portal, but it may be available as open data even though it was not accessible.

### RECOMMENDATION

To approve the re-payment.

## 113. 2021-2022 FEES AND CHARGES

### a) Cemetery Fees

A new condition was being proposed in s1.8 that, because pre-purchasing was not permitted, if a grave needed to be bought by someone Out of Parish to inter someone In Parish, then the In Parish fee should be charged.

### RECOMMENDATIONS

- (i) That all Out of Parish fees and Baby Burial fees are frozen again this year to keep in line with other Parishes and Councils.
- (ii) That Parish fees for most items are increased by 2% and rounded up to the nearest whole number.
- (iii) That the purchase of Casket Plots in the Memorial Garden and the interment of casket fees are again increased by 4% this year, to continue bringing in line with other Councils.
- (iv) That the Town Council allow the purchaser of a grave solely for a Keynsham resident to pay the In-Parish fee with paperwork amended to stipulate such.
- (v) To recommend approval of the proposed increases as detailed in Appendix 1.

### b) Manor Road Football Fees

### RECOMMENDATIONS

- (i) To consider the fees as proposed in Appendix 2 together with the additional non-football fees as proposed in Appendix 3.

(ii) That the £50 or £100 litter deposit be retained.

**c) Multisport Fees**

This was no longer applicable as the Courts were being handed back to B&NES and refurbishment was due to start shortly. The Clerk had received agreement from B&NES that the Town Council's solicitor could prepare the document at B&NES expense and the Clerk had now received a draft.

RESOLVED  
To note the above.

**d) Photocopying Fees**

RECOMMENDATION  
That an increase in photocopying charges for 2021/2022 as listed above be approved.

**e) Video Camera equipment**

(i) The RFO expressed concern that the Council had purchased equipment on the recommendation of the EATH Cttee, but there had been no consideration to the costs to be paid to Spirolux for annual maintenance and £25 per hire, plus any provision for depreciation costs/renewals.

(ii) The Council needed to decide if it wished to subsidise the service to community organisations (which had not been budgeted for) and a full costings and business plan needed to be gathered before hire charges could be considered. The possibility of professional hire should also be investigated and consideration would need to be given as to how the Town Council staff would manage the booking system.

RESOLVED  
To defer the matter and nominate Cllrs Cooper and Biddleston to research and bring recommendations back to the next Cttee meeting.

**114. PUBLIC SECTOR DEPOSIT FUND**

A letter from CCLA Investments Ltd in respect of planned Negative Yield Response Measures for Public Sector Deposit Fund that would be implemented should the interest rates become less than the management fees, resulting in the investment losing money. The Clerk had already sent a link to the Cttee members for a zoom meeting the following day with the CCLA.

RESOLVED  
To note the above.

**115. McCLOUD JUDGEMENT UPDATE**

To consider the recent correspondence from LGPS in respect of actions being taken to address the McCloud judgement and request for information dated 12<sup>th</sup> February received by Town Council. The Council had to supply the data as a statutory requirement in order for APF to assess its liability.

RESOLVED  
To note reports and correspondence.

**116. ADDITIONAL FINANCE & POLICY MEETING**

The Annual Meeting of Town Council has been brought forwards to 5th May so it can be held virtually before Coronavirus regulations are repealed. Although no Finance & Policy Cttee meeting has been scheduled for May, given the level of business to be transacted in preparation for the Annual Town Council meeting it was

**RESOLVED**

That an additional Finance & Policy Cttee meeting be scheduled for Tuesday 27<sup>th</sup> April at 6.30pm

**117. DATE OF NEXT MEETING**

**RESOLVED**

To note that the date for the next meeting is Tuesday 6<sup>th</sup> April 2021 at 6.30pm to meet remotely by Zoom.

The meeting ended at 20.52.

..... (Chairman)

Dated: .....