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Dear Councillor

You are summoned to attend a meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE (ABOVE KEYNSHAM LIBRARY, ENTRANCE OPPOSITE ICELAND), MARKET WALK, KEYNSHAM on TUESDAY 17th February 2026 commencing at 7.00 pm.

Signed on 12th February 2026

By Dawn Drury, Town Clerk

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds, you must evacuate the building by one of the signed green running persons exits and proceed to the named assembly point.

Assembly point: Grassed area past St Cadoc House, Temple Street.

DO NOT USE THE LIFTS

COVID 19

Although there are no COVID regulations in place currently, Councillors and members of the public are reminded that COVID has not gone away.

If you are feeling ill or have tested positive for COVID, please do not attend this meeting, thank you.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014) (Updated May 2025).

TOWN COUNCIL AGENDA 17th February 2026

1. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

RECOMMENDED:

To receive note any declarations of interest.

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary or non-pecuniary interests) prior to the item (s) being discussed, and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

RECOMMENDED:

To receive/approve any requests for dispensations.

4. PUBLIC PARTICIPATION

- a) In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDED:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

- b) With the agreement of the Chairman, Members of the Public may also speak on one single item detailed on the Agenda just prior to that item being discussed. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of meetings, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDED:

To note the members of the public who are wishing to speak on a particular Agenda item immediately before that item is to be discussed at the current meeting.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the minutes of the Town Council meeting held on Tuesday 20th January 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDED:

The Chair will report back on activities, events and meetings attended or taken part in since the last Council meeting.

7. QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 3 (e) (iv) a Member may ask the Chairman any question concerning the business of the Council, provided that notice of the question has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting. The Chairman must rule out of order any statement that is not a question, and no question should lead to or result in a resolution with financial or staffing considerations. The options available to the Chairman in respect of a response include deferring the matter to a future Committee, providing an answer verbally at the meeting or providing an answer in writing.

8. KEYNSHAMNOW

RECOMMENDED:

To receive and note the report from KeynshamNow.

9. FOX AND HOUNDS LANE - SCHEDULE OF CONSTRUCTION PROJECTS – DRAFT V03 (Document attached)

Margaret Maxwell, member of the Fox and Hounds Working Group, will speak in respect of this matter.

RECOMMENDED:

To receive and note the information.

10. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

RECOMMENDED:

To receive a verbal report from the Allotment Association.

ITEMS REQUIRING A DECISION

11. MAKESPACE MATTERS (Report attached)

RECOMMENDED:

- (i) *To receive and note the information from Historic England.*
- (ii) *To consider B&NES Council offer and decide if the Clerk should pursue the same.*

12. BUDGET ESTIMATE FOR ELECTRICITY CONNECTION WORKS BY NATIONAL GRID ELECTRICITY DISTRIBUTION (SOUTH WEST) PLC ("NGED") FOR A 15KVA CONNECTION AT DEFIBRILLATOR BILBIE GREEN BUS STOP, CHARLTON ROAD, KEYNSHAM, BRISTOL, BS31 (Quote attached)

In order to provide electricity to a Town Council defibrillator to be located at the top of Charlton Road, next to the bus stop (an area that is not currently covered by a nearby defibrillator), the Deputy Town Clerk has had to get permission from the National Grid to attach the defibrillator cabinet to a source of electric in their ownership. An estimate for the installation has been received, and is attached.

RECOMMENDED:

- (i) *To receive and note the information.*
- (ii) *To approve the expenditure for the installation of the defibrillator cabinet.*

13. GUEST SPEAKER(S) FOR 2026 ANNUAL TOWN MEETING

Suggestions from Officers:

- Fiona Bell on the launch of the Keynsham Tree Trail
- Andy Williams talk on Keynsham Abbey
- Dave Sage – Avon Wildlife

RECOMMENDED:

- (i) *To suggest speakers for the 2026 Annual Town meeting on Thursday 23rd April 2026 at 7.00 p.m. in The Space.*

14. DRAFT ANNUAL REPORT 2025-2026 (to follow)

RECOMMENDED:

To approve the draft Annual Report 2025-2026 for publication and presentation to the 2026 Annual Town Meeting.

15. K1 BUS SERVICE (Letter to WECA attached)

From April to July 2026, WECA will be running the Keynsham K1 service, along with all other similar community transport services and accessing them to ascertain their viability going forward. Also, Bus Service Operators have been asked to tender for these existing routes. At this stage, they have not confirmed whether the service will be overseen by outside local organisations, Town and Parish Council or whether WECA will take on the running of the same, beyond July. It is also not known whether the K1 service will be provided by The Big Lemon.

RECOMMENDED:

- (i) *To receive a recommendation from the Bus Services Committee to send the attached letter to WECA explaining the importance of the service to our Community and seeking details on the method of assessment to be carried out by WECA during the period of April – September 2026.*
- (ii) *To approve the letter to WECA.*

16. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

17. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025/2026</u>	<u>Status</u>
Bus Services Committee	28 th October 2025	APPROVED
Bus Services Committee	1 st December 2025	APPROVED
Bus Services Committee	5 th February 2026	DRAFT
Planning & Development Committee	12 th January 2026	APPROVED
Planning & Development Committee	2 nd February 2026	DRAFT
Finance & Policy Committee	13 th January 2026	APPROVED
Finance & Policy Committee	10 th February 2026	DRAFT
E & S Committee	25 th November 2025	APPROVED
E & S Committee	27 th January 2026	DRAFT
Youth Service Committee	6 th January 2026	DRAFT
Youth Strategy Working Party	29 th January 2026	DRAFT
EATH Committee	7 th January 2026	DRAFT
Personnel Committee	7 th January 2026	DRAFT
Community Resilience Working Party	19 th January 2026	DRAFT

RECOMMENDED:

- (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.*

18. FINANCIAL QUARTERLY REPORTS (Attached)

- (i) Budget Monitoring quarterly (Months 7, 8, 9 & 10)

- (ii) Bank Cash and Investment Reconciliation (Months 7, 8, 9 & 10)
- (iii) Balance sheet (Months 7, 8, 9 & 10)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4, 5, 6, 7, 8 & 9 – (Months 7, 8, 9 & 10)
- (v) Bank Statements – Cash Books 6, 7, 8, 9 and Public Sector Deposit Fund. (Months 7, 8, 9 & 10)

19. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20th JANUARY 2026

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the February 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

To note that the Town Clerk sought delegated power to spend £1,215.50 (including fixings and delivery) on a 2000 mm replacement bench for Holmoak Play area. The current wooden one is very poor quality, splintered, has suffered some vandalism and is a health and safety risk.

20. UPDATES FROM THE RFO

The year end has been booked with Rialtas for the 16th April 2026. This will be carried out over the phone. The RFO is confident it will go smoothly.

RECOMMENDED:

To receive and note the information.

21. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10th February 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 10th February 2026 Item 20 (A - F)

RECOMMENDED:

To receive and note agenda item 20 A-F.

22. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10th FEBRUARY 2026 NEEDING A DECISION:

FP1 POLICIES (attached)

RECOMMENDED:

- (i) *To receive and note the following policies:*
 - i. Financial Risk Management Review*
 - ii. Petty Cash Policy and Procedures - Review*

- iii.Password & Device Security Policy*
- (ii) That the Committee recommend to Council to approve the Policies with the following changes:*
 - a) Page 19 We are covered by the FSCS scheme.*
 - b) That the officers research obtaining a pay as you go card and remove the petty cash. (to be agreed at Council)*
 - c) Paragraph 3 include password must include one numeric and one special character.*
- (iii) That Council approve the policies with the above changes recommended by Finance and Policy.*

FP2 GDPR POLICY PACK (attached)

Cllr Biddleston requested some changes to the GDPR Policy Pack. Attached are the Policy and a paper for discussion.

RECOMMENDED:

- (i) To receive and note the changes to the Policy.*
- (ii) That Council receive a recommendation from the Finance and Policy Committee to accept the changes except 10.*
- (iii) For the officers to investigate the retention periods and report to the next Finance and Policy Committee meeting in March.*

FP3. WATER HYGIENE MONITORING CONTRACT (attached)

The contract for the Water Hygiene monitoring is due for renewal in March 2026. Attached is the quote from Dantek for the renewal which is an increase of £6 per year. Due to the speciality of Water Hygiene, the Clerk has recommended accepting the quote from Dantek.

RECOMMENDED:

- (i) To receive and note the quote from Dantek.*
- (ii) That Council receive a recommendation from the Finance and Policy Committee to accept the quote.*
- (iii) To approve that the quote be accepted.*

FP4. PHONELINE AND BROADBAND CONTRACTS (attached)

Due to the problems with the Council's phoneline and Broadband contractor, the RFO has been seeking to move to a new supplier. Attached are 3 quotes in readiness for when we can exit the existing contract.

Note: Quote 3 has been revised. Due to the quote being received just before the meeting, the RFO included it at the meeting. When the RFO contacted the company with a question from the Finance committee it was noticed not everything was on the quote that was requested. The new quote is in line with the other quotes received. The recommendation from the RFO is to accept quote 1. The Finance Committee recommended to Council to approve quote 3.

RECOMMENDED:

- (i) *To receive and note the 3 quotes for the Phoneline and Broadband.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to Council to accept quote 3. However, this quote has now been revised so it is in line with the other quotes. (Quote to follow).*
- (iii) *To decide on which quote to accept.*

FP5. HEDGE CUTTER/FOUR WAY BATTERY CHARGER (attached)

RECOMMENDED:

- (i) *To receive and note the quotes for the hedge cutter.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to accept quote 1.*
- (iii) *To approve quote 1.*

FP6. MANUAL LINE MARKER (attached)

RECOMMENDED:

- (i) *To receive and note the quotes for the manual line marker.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to accept quote 1.*
- (iii) *To approve quote 1.*

FP7. RAMPS (attached)

The ramps to be able to load the heavier gardening equipment into the vans do not meet regulations and as a Health and Safety issue will need to be replaced.

RECOMMENDED:

- (i) *To receive and note the quotes for the ramps.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to accept quote 2.*
- (iii) *To approve quote 2.*

FP8. FUEL FOR STRIMMERS (attached)

It has been suggested that the Grounds Team use greener fuel in the strimmer's. The fuel strimmer's are used for jobs that require batteries to need be charged regularly. On the larger jobs the fuel strimmers save a lot of time as the Grounds Team must wait for the batteries to charge before continuing. Attached is a cost comparison of unleaded petrol and greener fuel we can purchase from Lister Wilder.

RECOMMENDED:

- (i) *To receive and note the price comparison of fuel for the strimmers.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that we stay using unleaded petrol.*
- (iii) *To approve to continue using unleaded petrol.*

FP9. YOUTH SOFTWARE (attached)

The Senior Youth Worker has discovered a support tool called Juice. We have signed a 3-year contract with Upshot, but the Juice tool fits our needs better than Upshot. Attached is a paper outlining the comparison between the two and a recommendation from the Senior Youth Worker and the RFO.

RECOMMENDED:

- (i) *To receive and note the information supplied by the Senior Youth Worker.*
- (i) *To receive a recommendation from the Finance and Policy Committee to contact Upshot with the issues to see if they can be rectified.*
- (ii) *To approve to contact Upshot to rectify the issues.*

FP10. DRAFT COUNCIL TAX LEAFLET 2026/2027 (attached)

RECOMMENDED:

- (i) *To receive and note the 2026/27 draft Council Tax Leaflet.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the 2026/27 draft Council Tax Leaflet with the following changes:*
 - (a) Music Festival be changed to major grants and list the large grants.
 - (b) That the photo of the office be replaced with a photo without all the leaflets in the window or a photo of the staff outside the building.
 - (c) That the increase be included somewhere on the leaflet.
 - (d) Include the email address of Cllr Adrian Beaumont.
- (iii) *To approve the draft 2026/2027 Council Tax Leaflet with the changes recommended by the Finance and Policy Committee.*

23. SCHEDULE OF PAYMENTS – MONTH 11 - FEBRUARY 2026 (attached)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment and a copy be signed by the Chair of Council.

ITEMS TO RECEIVE AND NOTE:

24. TREETOPS & THE SHIP INN

Information has been received from the Director of Place Management, Bath & North East Somerset Council in respect of Treetops and The Ship Inn as follows:

Concerns have been raised regarding the state of Treetops and The Ship Inn and B&NES have acknowledged the worries around the safety of these abandoned premises and the potential risks posed by unauthorised access. The Service Manager for Public Protection has been contacted in order that consideration can be given to any necessary action in line with the powers available including those under Section 29 of the Local Government (Miscellaneous Provisions) Act 1982.

RECOMMENDED:

To receive and note the information.

25. KEYNSHAM RIVERSIDE UNITS CONSTRUCTION UPDATE (Report attached)

RECOMMENDED:

To receive and note the information.

26. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 17th March 2026 at 7.00pm** in The Space, Market Walk, Keynsham.