



Dawn Drury – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: No: 0117 9868683
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

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 March 2026 commencing at 7.30 pm.

Signed on 10th March 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 March 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. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDED:

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

6. 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.

7. KEYNSHAMNOW

RECOMMENDED:

To receive and note the report from KeynshamNow.

8. 6 MONTHLY REPORT FROM KTCRfm

RECOMMENDED:

To receive and note a verbal report from a member of KTCRfm in respect of funding under the agreement.

ITEMS REQUIRING A DECISION

9. ANNUAL REPORT 2025 – 2026 (Copy in SharePoint and attached)

RECOMMENDED:

To approve the final version of the Annual Report 2025 – 2026.

10. GRANT AWARD PRESENTATION EVENING 2026

At the Grants Committee meeting held on Wednesday 4th March 2026 it was resolved to hold the Grants Presentation Evening 2026 on Thursday 16th July 2026 at 6.30 p.m. for 7.00 p.m. The date of 9th July was discounted as it was thought that this was too close to Music Festival and 23rd July 2026 as this was during the school holidays. Since the Grants Committee meeting it has come to light that Thursday 16th July is a B&NES Council meeting and Ward Councillors would not be able to attend the Grants Presentation event.

RECOMMENDED:

That Council reconsider the date for the Grants Presentation evening.

11. GRAVE DIGGING POLICY AND PROCEDURES (Copy in SharePoint and attached)

RECOMMENDED:

- (i) To receive a recommendation from the Personnel Committee to approve the Grave Digging Policy and Procedures.*
- (ii) To approve the Grave Digging Policy and Procedures and that the Chair and Clerk sign the same.*

12. ABSENCE MANAGEMENT POLICY (Copy in SharePoint and attached)

RECOMMENDED:

- (i) To receive a recommendation from the Personnel Committee to approve the Absence Management Policy.*
- (ii) To approve the Absence Management Policy and that the Chair and Clerk sign the same.*

13. SEXUAL HARASSMENT POLICY (Copy in SharePoint and attached)

RECOMMENDED:

- (i) To receive a recommendation from the Personnel Committee to approve the Sexual Harassment Policy.*
- (ii) To approve the Sexual Harassment Policy and that the Chair and Clerk sign the same.*

14. POOR B&NES COUNCIL CCTV (Report in SharePoint and attached)

An email dated 6th February 2026 has been received from Rob Turner, Police Sgt (Bath and North East Somerset - Keynsham), Neighbourhood and Partnerships Directorate, Avon and Somerset Police.

RECOMMENDED:

That Council consider the contents of email and decide how to deal with and respond to the same.

15. MANAGING YOUNG PEOPLE'S BEHAVIOUR & SANCTION POLICY WITH GOOD PRACTICE GUIDELINES (Policy in SharePoint and attached)

RECOMMENDED:

- (i) To receive a recommendation from the Personnel Committee to approve the Managing Young People's Behaviour & Sanction Policy with Good Practice Guidelines.*
- (ii) To approve the Managing Young People's Behaviour & Sanction Policy with Good Practice Guidelines and that the Chair and Clerk sign the same.*

16. CODE OF CONDUCT (In SharePoint and attached)

RECOMMENDED:

- (i) To receive and note the Code of Conduct.
- (ii) To approve the Code of Conduct.

17. EMAIL PROVIDER PROPOSAL (In SharePoint and attached)

RECOMMENDED:

To decide on a Mailshot Tool Provider for Keynsham Town Council.

18. CEMETERY REPAIRS (In Sharepoint and attached)

RECOMMENDED:

To receive and note the report.

19. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

20. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025/2026</u>	<u>Status</u>
Planning & Development Committee	2 nd February 2026	APPROVED
Planning & Development Committee	2 nd March 2026	DRAFT
Finance & Policy Committee	10 th February 2026	APPROVED
Finance & Policy Committee	10 th March 2026	DRAFT
E & S Committee	27 th January 2026	DRAFT
Youth Strategy Working Party	29 th January 2026	APPROVED
Youth Strategy Working Party	3 rd March 2026	DRAFT
EATH Committee	7 th January 2026	APPROVED
EATH Committee	4 th March 2026	DRAFT
Grants Committee	4 th March 2026	DRAFT
Personnel Committee	7 th January 2026	APPROVED
Personnel Committee	25 th February 2026	DRAFT
Capital Projects Committee	23 rd February 2026	DRAFT
NDP Steering Group	11 th March 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.*

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

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

RECOMMENDED:

There are none.

22. UPDATES FROM THE RFO

The retention periods have been agreed in the Retention and Disposal Policy signed in January 2026. The RFO has checked the policy, and the retention periods are the same as the GDPR Policy pack that was questioned at the last meeting. The RFO checked with the Clerk and the retention periods are typical of a Town Council and advised by ALCA.

RECOMMENDED:

To receive and note the information.

23. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10th March 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 10th March 2026 Item 23 (A - E)

RECOMMENDED:

To receive and note agenda item 23 A-E.

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

FP1 2026-2027 FEES & CHARGES (attached and in SharePoint)

RECOMMENDED:

- (i) *To receive and note the proposed 2026-2027 fees and charges increases for Manor Road, Cemetery and Photocopying.*
- (ii) *To receive recommendations on any increases from the Finance and Policy Committee.*
- (iii) *To approve an increase on Cemetery fees 3% increase for all in Parish and Out of Parish.*
- (iv) *To approve an increase on Manor Road associated sports costs 3% increase for all charges*
- (v) *To approve an increase on photocopying of 2 pence per sheet on all photocopying.*

FP2 PRINTER LEASE (attached and in SharePoint)

RECOMMENDED:

- (i) To receive and note the 3 quotes for a new printer lease that ends in August 2026. For quote 3 there is a quote for three-year and five-year leases.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept quote 3b.*
- (iii) To approve quote 3b.*

FP3. PHONELINE AND BROADBAND CONTRACTS (attached and in SharePoint)

Due to the problems with the Council's phonenumber 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.

RECOMMENDED:

- (i) To receive and note the 3 quotes for the phonenumber and Broadband.*
- (ii) To receive a recommendation from the Finance & Policy Committee to accept quote 3.*
- (iii) To approve quote 3.*

FP4. BASKETBALL COURT (attached and in SharePoint)

The RFO and the Clerk wrote to at least 8 companies requesting a quote for a new basketball court at Teviot Park. The attached is the only quote received. A site visit has been carried out, and the attached quotes are the recommendation from the company. We will be required to resurface the court before line marking.

Attached are 4 quotes for the different units offered (most Anti Vandal down to Heavy Duty models), with install cost, free bag of balls and free chain net plus half court line marking on the resurfaced moss free area.

QU-205028r2 - OMG BP01 Bear Anti Vandal Basketball unit (HDPE backboard) & half court markings £6,451.84 + VAT

QU-205026r2 - 670 Gladiator Anti Vandal Basketball all steel public use system with half court markings £6,335.51 + VAT

QU-205021r3 - 645 Original Gooseneck All Steel unit with half court markings (kids preferred unit) £5,715.47 + vat

QU-205027r2 - BAS-030 Heavy Duty Gable End Basketball Unit (Wood Backboard) & half court markings £5,187.06 + VAT

The Basketball Court will be funded from the S106 funding for Teviot Park.

RECOMMENDED:

- (i) *To receive and note the information and quotes received.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that council approve the quote for the QU-205027r2 - BAS-030 Heavy Duty Gable End Basketball Unit (Wood Backboard) & half court markings, selected after receiving the Young People's opinions on the options.*
- (iii) *That Council approve the quote for the QU-205027r2 - BAS-030 Heavy Duty Gable End Basketball Unit (Wood Backboard) & half court marking*

FP5. TEVIOT PARK PATH (attached and in Sharepoint)

RECOMMENDED:

- (i) *To receive and note the quote for the path in Teviot Park which will be funded from the Teviot Park S106 funding.*
- (ii) *That Town Council accept the quote.*

25. SCHEDULE OF PAYMENTS – MONTH 12 - MARCH 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:

26. GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING

RECOMMENDED:

- (i) *To note that Sophie Broadfield, Chief Executive Officer was not available to attend our Annual Town meeting, but she has indicated that she would be happy to attend a future meeting.*
- (ii) *To note that Dave Sage has been confirmed as speaker at the Annual Town Meeting 2026.*

27. UPDATE ON K1 BUS SERVICE (report In SharePoint and attached)

RECOMMENDED:

To receive and note an update on the K1 Service.

28. MAKESPACE UPDATE

RECOMMENDED:

To receive a verbal update on MakeSpace.

29. KEYNSHAM HIGHWAY ADOPTION PROGRESS UPDATE (Email update attached and in SharePoint)

RECOMMENDED:

To receive and note the information.

30. BRASSWORKS ESTATE KEYNSHAM (Notice and map attached and in SharePoint)

RECOMMENDED:

To receive and note the information.

31. ASHTON WAY CAR PARK EAST (Report in SharePoint and attached)

RECOMMENDED:

To receive and note the report.

32. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 21st April 2026 at 7.00pm** in The Space, Market Walk, Keynsham.

Reminder that the Annual Town meeting is on Thursday 23rd April 2026 at 7.00 p.m. in The Space, Market Walk, Keynsham. All residents are welcome.