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Dear Councillor

You are summoned to attend the Annual meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 19th MAY 2026 commencing at 7.00pm.

Signed on 12th May 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 19th MAY 2026

1. ELECTION OF CHAIRMAN 2026 -2027

RECOMMENDED:

- (i) *To elect a Chairman for the ensuing Municipal Year.
(upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that Office).*
- (ii) *To receive the Chairman's Declaration of Acceptance of Office.*

(iii) To approve the countersigning of the Acceptance of Office by the Clerk.

The Chairman is elected at the Annual Meeting of the Council for one year. This is an office created legislation, commanding respect. The Chairman is in charge during Council meetings and has a duty to ensure that Council meetings run smoothly, that all business is properly considered and all Councillors who wish to speak can do so. The Chairman has few special powers, it is unlawful for a Council to delegate decision making to any individual Councillor, and that also applies to the Chairman. The Chairman often enjoys a special relationship with the public, for example opening stores, welcoming visitors, etc. It is the Chairman of the Town Council who leads the Annual Town Meeting.

2. ELECTION OF VICE-CHAIRMAN 2026 -2027

RECOMMENDED:

- (i) To elect a Vice-Chairman for the ensuing Municipal Year.**
- (ii) To receive the Vice-Chairman's Declaration of Office.**
- (iii) To approve the countersigning of the Acceptance of Office by the Clerk.**

(The Council may appoint a Vice-Chairman but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that Office).

3. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and note apologies for absence.

4. 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).

5. 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.

6. 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.

7. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

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

8. **KEYNSHAMNOW**

RECOMMENDED:

To receive and note the report from KeynshamNow.

9. **ALLOTMENT ASSOCIATION QUARTERLY UPDATE**

RECOMMENDED:

To receive a verbal report from the Allotment Association.

10. **APPOINTMENT OF MEMBERS TO COMMITTEES & WORKING PARTIES 2026-2027(Attached schedule of current members)**

IMPORTANT: Please note that before committing to membership of any Committee/Working Party, you must be willing and able to attend meetings whenever

convened. Regular attendance is essential to ensure quorum and to enable the Committee to make important and timely decisions.

For transparency reasons, going forward Councillor attendance at Committee and Working Party meetings will be published monthly on the Town Council website.

Standing Order no. 4 (i) quotes:

That substitute members may be nominated and appointed to a Committee and that the number is determined at the Annual Town Council meeting in May.

RECOMMENDED:

- (i) *That Members agree to the appointment of Substitute Members to Committees as quoted in Standing Order no. 4 (i) (i-vi) for the 2026-2027 Municipal Year.*
- (ii) *That Members determine the maximum number of substitute members permitted per Committee meeting (The Town Clerk suggests 2 substitute members).*

RECOMMENDED:

A) Committee Membership

RECOMMENDED:

To appoint Members to Committees as per the attached Schedule of Committee Membership 2026/2027.

- a) *Environment & Sustainability – 7 members plus 2 substitutes.*
- b) *EATH – 7 members plus 2 substitutes.*
- c) *Finance & Policy – 7 members plus 2 substitutes.*
- d) *Grants – 7 members plus 2 substitutes.*
- e) *Personnel - the Chair of the Council should not be Chair of Personnel Committee – 7 members plus 2 substitutes.*
- f) *Planning & Development – 7 members plus 2 substitutes.*
- g) *Capital Projects – 7 members plus 2 substitutes.*
- h) *Bus Services Committee - 7 members plus 2 substitutes.*
- i) *Youth Service Committee - 7 members plus 2 substitutes.*

B) Chairmen and Vice-Chairmen

RECOMMENDED

To note that the appointment of a Chairman AND Vice Chairman will be made at the first meeting of each of the following Committees:-

- a) *Environment & Sustainability*
- b) *EATH*
- c) *Finance & Policy*
- d) *Grants*
- e) *Personnel*
- f) *Planning & Development*
- g) *Capital Projects*

- h) *Bus Services Committee*
- i) *Youth Service Committee*

C) *Working Party Membership*

RECOMMENDED:

To appoint Members to Working Parties as per the attached Schedule of Committee Membership 2026/2027.

- a) *Consultation Response Group – 5 members plus 2 substitutes.*
- b) *Youth Strategy Working Group (to note that this Working Party will only be required to complete the Youth Strategy -1 or 2 more meetings. Annual Review of the Youth Strategy will be undertaken by the Youth Service Committee going forward – 5 members plus 2 substitutes.*
- c) *NDP Steering Group – 5 members (including the Chair and Vice Chair of Planning and Development Committee plus 2 substitutes.*
- d) *Business Forum - 5 members plus 2 substitutes.*
- e) *Community Resilience Plan Working Party – 5 members plus 2 substitutes.*
- f) *Nature Action Plan – no longer required – annual review to be undertaken by full Council.*
- g) *Keynsham Memorial Park Working Group – 4 members plus one dual hatted B&NES Councillor.*
- h) *High Street Regeneration Plan – 5 members.*
- i) *Community & Co-operative Transport Working Party – To note that this group has never met.*

D) *Chairmen and Vice-Chairmen*

RECOMMENDED:

To appoint a Chairman AND Vice Chairman to each of the above Working Parties at the first meeting of the Working Party.

11. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2026-2027 (Attached schedule of current members)**

The Town Council appoints representatives to a number of Outside Bodies for the period of the Municipal Year.

Note: KMFA Trustees are appointed for the full 4-year term of the Town Council.

RECOMMENDATION:

That representatives are appointed to Outside Bodies as per the attached schedule.

Avon Local Council Association – 1 member

Keynsham Community Hub – 1 member

Dial – A – Ride – 1 member

Friends of Keynsham Train Station Group – 3 members – Note that this group has never met

KMFA Limited (4-year duration) – 4 members

Keynsham Memorial Park Forum – 1 member – Note that this group has not met for some time.

Keynsham in Bloom – 2 members

Manor Road Community Woodland - 2 members

B&NES Local Plan – 4 members including Chairman of Council & Chairman of Planning

Parish Council Airport Association – 1 member

Parish Liaison – 1 member (usually the Chair)

Twinning Association - 1 member

Walkers Are Welcome – 1 member

West of England -Local Rail – 2 members

Rural/Market Town Group – 1 member

No Place for Litter Steering Group – 1 member

Fox and Hounds Lane Action Group – 3 members

Avon Pension Fund – 1 member

Keynsham Allotment Association – 1 member

KTCRfm – 2 members

12. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDED:

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

13. 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.

14. ITEMS FOR DECISION

14.1 REVIEW OF KEYNSHAMNOW SYSTEMS REPORT (Attached)

RECOMMENDED:

(i) *To receive and note the report.*

(ii) *To consider the recommendations with the report.*

14.2 PLANTERS – TEMPLE STREET

As part of the redevelopment of the business units on Temple Street, Vinci, the Developers, have constructed eight wooden planters that will be placed, four at the rear of the Riverside Units and four at the front. These will be planted up by the Developers and members of Keynsham In Bloom. Going forward as part of the business lease the owners of the units will be contracted to water the plants within the troughs.

However, B&NES have not agreed to anything in terms of budget for ongoing maintenance. They do not currently have any budget to oversee such maintenance that will include future works to the troughs (staining or filling with compost) and replanting (possibly twice per year). Keynsham In Bloom have been asked if they can fund this and take on the maintenance, but this is not something that they have the capacity to do. B&NES Council have also asked whether Town Council would take on these troughs. If not the Regeneration Team will speak to their Estates Team, but they do not believe that there would be any available budget from them for this project.

RECOMMENDED:

To consider whether Town Council will take on the maintenance and associated costs for the planters, going forward.

14.3 POLICIES FOR APPROVAL AND SIGNING (Attached)

The following Policies were deferred from the April Town Council meeting to enable Officers to update the same with approved amendments/additions.

RECOMMENDED:

That the finalised policies below be approved and signed by the Chair of Council.

- a) Equality and Diversity Policy.*
- b) Investment Strategy & Policy.*
- c) Business Continuity Plan.*
- d) Councillor Vacancy Policy.*
- e) AI Policy.*
- f) Sponsorship Protocol.*

14.4 WATERING OF THE TOWN'S HANGING BASKETS (MAY – SEPTEMBER)

Keynsham in Bloom are seeking permission from the Town Council to allow the Grounds Maintenance Team (2 members) to water the Town's hanging baskets. In 2025, this was undertaken by the Grounds Maintenance Team early in the morning before Town Council work day commences and In Bloom paid for the staff members overtime and all on costs. It is proposed that if Town Council are agreeable this will happen in 2026.

RECOMMENDED:

That Council consider permitting two members of the Town Council Grounds Maintenance Team to water the Town's hanging baskets in 2026 and to receive in turn payment of the staffing costs for the same from In Bloom.

14.5 CHRISTMAS LIGHTS (Quotes attached)

RECOMMENDED:

- (i) To receive and note the quotes.*
- (ii) To approve a quote for Christmas Lights.*

14.6 REPAIR CAFÉ GRANT SUBMISSION (Late application request attached)

RECOMMENDED:

- (i) To receive and note the request.*
- (ii) To make a decision in respect of the request.*

14.7 GRAB & GO PACK AND DEFIBRILLATOR POSTCARD

RECOMMENDED:

- (i) To receive and note the quotes.*
- (ii) To receive the recommendation from the Community Resilience Working Party to use Option 1 for delivery services and Option 2 for the printing service.*

14.8 COUNCIL REMOTE AND HYBRID COUNCIL MEETINGS

NALC are bitterly disappointed that the Government's legislative programme in yesterday's King's Speech failed to include measures to enable remote and hybrid Council meetings permanently and are deeply concerned by the absence of legislation to strengthen the standards regime in Local Government.

RECOMMENDED:

To receive and note the information above.

14.9 REFURBISHMENT OF B&NES COUNCIL PLAY AREA ON VANDYCK AVENUE

For information, the play area at Vandyck Avenue is due to be refurbished this financial year as a part of B&NES Council annual Play Equipment Replacement Capital Programme. This a rolling programme of work across B&NES and not linked to the play area at Keynsham Memorial Park.

RECOMMENDED:

To receive and note the information above.

15. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

16. MINUTES OF COMMITTEE/WORKING PARTY MEETINGS (Previously circulated)

<u>Committee</u>	<u>Date 2026</u>	<u>Status</u>
Planning & Development Committee	27 th April 2026	APPROVED
Planning & Development Committee	11 th May 2026	DRAFT
Finance & Policy Committee	14 th April 2026	APPROVED
Finance & Policy Committee	12 th May 2026	DRAFT
Bus Services Committee	13 th May 2026	DRAFT
Youth Strategy Working Party	7 th May 2026	DRAFT
EATH Committee	6 th May 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.

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

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

RECOMMENDED:

To note that the Town Clerk approved the Insurance for the DISC at a cost of £383.61. The policy expired on the 30th April 2026, a new policy was required before the May Finance Committee.

18. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12TH MAY 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 12th May 2026 Item 18 A – D)

RECOMMENDED:

To receive and note agenda item 18 A-D.

19. UPDATES FROM THE RFO

The year end was completed on the 14th April 2026. The EMR changes have been completed, the results can be seen in the budget report (item 8).

Cashbooks 1,2 and 5 (Barclays accounts now closed) have been archived in Rialtas. There will no longer be any reconciliation or receipts and payment reports for these cashbooks. We can still run reports for these cashbooks from previous years.

The RFO has included some new headings in the budget review report this year (see item 8).

The paperwork for the External Audit is ready to be signed and will be presented to Council at the June meeting for signing off.

RECOMMENDED:

To receive and note the information.

20. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 12TH MAY 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 12th May 2026 Item 18 A-D)

FP1. SCHEDULE OF DIRECT DEBITS 2026/2027 (attached)

RECOMMENDED:

(i) *To review the Direct Debit payments for 2026/2027.*

(ii) *To receive a recommendation from the Finance and Policy Committee to approve the Direct Debit payments.*

(iii) *To approve the Direct Debit payments.*

FP2. POLICIES (attached)

RECOMMENDED:

(i) *To receive and review the following Policies:*

a) *Information & Data Protection (add a footer stating the GDPR refers to the UK version which became law on 14th October 2020).*

b) *Standing Orders (one change. Differences the Council has with NALC Model Standing Orders are now in italic).*

(ii) *To receive a recommendation from the Finance and Policy Committee to approve the Policies.*

(iii) *To approve the Policies.*

The Standing Orders will be presented for review at the next Annual Town Council meeting in 2027 unless any recommended amendments are provided by NALC.

FP3. VERTI-DRAIN (attached)

RECOMMENDED:

- (i) *To receive and note the quote for verti-draining of the football pitches.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to accept the quote for 4 pitches.*
- (iii) *To approve the quote.*

FP4. DEFIBRILLATOR AGREEMENT TEMPLATE (attached)

In April 2026 the Council approved the Defibrillator Agreement between the Council and Broadlands School. This raised the question as to whether we should have agreements with all the custodians of the defibs. Attached is a standard template which can have the Custodians' details inserted.

RECOMMENDED:

- (i) *To receive and note the Defibrillator Agreement template.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the template.*
- (iii) *That Council approve the template.*

FP5. WINTER FESTIVAL 2026 BUDGET (attached)

RECOMMENDED:

- (i) *To receive and note the 2026 Winter Festival budget.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the 2026 Winter Festival budget.*
- (iii) *That Council approve the 2026 Winter Festival budget.*

FP6. REMEMBRANCE DAY BUDGET 2026 (attached)

RECOMMENDED:

- (i) *To receive and note the 2026 Remembrance Day budget.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the 2026 Remembrance Day budget.*
- (iii) *That Council approve the 2026 Remembrance Day budget.*

FP7. INTERNAL AUDIT REPORT YEAR END 2025/2026 (attached)

RECOMMENDED:

- To receive and note the year end 2025/2026 Internal Audit report.*

21. SCHEDULE OF INVOICES DUE FOR PAYMENT – May 2026 (MONTH 2)
(attached)

RECOMMENDED:

That the attached Schedule of Invoices for May 2026 - Month 2 be approved for payment.

22. ITEMS TO RECEIVE AND NOTE

22.1 KEYNSHAM MEMORIAL PARK UPDATE (Report attached)

Email received from Bath and North East Somerset Council Parks Department, 7th May 2026.

“The updated tender for the play area at Keynsham Memorial Park has gone live today. This follows extensive soft market testing. The tender has been issued to a range of parties who have expressed an interest in the project.

Tender Returns are expected on the 19th May and award is expected 4 weeks after subject to receipt and approval of an acceptable tender.

Start on site will be at the earliest opportunity following the 1st September. We do not have a firm delivery schedule yet, but anticipate a 6-8 week programme on site. We will update you once Contract Award has been completed”.

RECOMMENDED:

To receive and note the information.

22.2 ACCESSIBLE PLAY EQUIPMENT (Email report attached)

RECOMMENDED:

- (i) To receive and note the email.*
- (ii) To note that this matter will be added to the next Capital Projects Committee meeting and that Officers are currently looking at costings for additional equipment.*

23. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council’s next meeting is **Tuesday 16th June 2026 at 7.00pm** in The Space, Market Walk, Keynsham.

24. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

In accordance with Standing Order 3(d) to RESOLVE 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. Agenda item 25 progress sensitive issues.

25. **UPDATE ON K1 BUS SERVICE (Confidential report available in SharePoint and at the meeting)**

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *To receive a verbal recommendation from the Bus Services Committee in respect of a letter to be sent to WECA.*
- (iii) *To receive a verbal recommendation from the Bus Services Committee in respect of a letter to be sent to Dial-A-Ride.*