Dawn Drury – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: Nos: 0117 986 8683/07904 161097
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

Dear Councillor

You are summoned to an EXTRA ORDINARY MEETING of KEYNSHAM TOWN COUNCIL to be held in THE SPACE (ABOVE KEYNSHAM LIBRARY, ENTRANCE OPPOSITE ICELAND), MARKET WALK, KEYNSHAM on TUESDAY 16th June 2026 commencing at 7.00 pm.

Signed on 9th June 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).

EXTRA ORDINARY TOWN COUNCIL AGENDA 16TH JUNE 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).

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 Annual Town Council meeting held on Tuesday 19th May 2026 (previously circulated), be confirmed as a true record and signed by the Chairman.

6. APPROVAL OF RECOMMENDATIONS FROM THE FINANCE AND POLICY COMMITTEE MEETING ON 9TH JUNE 2026 (attached)

To approve the following list of documents drawn up by the RFO following the Finance & Policy Committee meeting on 9th June and a visit from the Town Council's Internal Auditor on 5th May 2026.

(a) ANNUAL GOVERNANCE STATEMENT 2025-2026 (attached)

RECOMMENDED:
That the Annual Governance Statement 2025-2025 be approved and signed by the Chairman of Keynsham Town Council.

(b) ANNUAL RETURN 2025/2026 – ACCOUNTING STATEMENTS (attached)

RECOMMENDED:
To approve the Accounting Statements for 2025/2026 to be signed by the Chairman of the Town Council at the Town Council meeting.

(c) ANNUAL RETURN 2025/2026– ACCOMPANYING SCHEDULES (attached)

RECOMMENDED:
(i) That the Annual Return 2025-2026 be approved and signed by the Chairman of the Council.
(ii) To approve the Schedule of Significant Variations.
(iii) To approve the Bank Reconciliation.
(iv) To approve the Reconciliation of boxes 7 and 8 for the Annual Return.

(d) CONFIRMATION OF DATES FOR THE EXERCISE OF PUBLIC RIGHTS 2025-2026 (attached)

RECOMMENDED:
To use the dates 18th June 2026 – 29th July 2026 for the Exercise of Public Rights 2025-2026.

(e) CONFLICT OF INTEREST (attached)

RECOMMENDED
To sign the form to confirm no conflict of interest between Keynsham Town Council and BDL LLP.

7. DATE OF NEXT MEETING

RECOMMENDED:
To note that the Town Council's next ordinary meeting is after this meeting at 7.30 pm.