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 attend the meeting of **KEYNSHAM TOWN COUNCIL** to be held in **THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 21st July 2026 commencing at 7.00pm.**

Signed on 14th July 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 21st JULY 2026

1. APOLOGIES FOR ABSENCE

RECOMMENDED:
To receive and note 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 Extra Ordinary and Ordinary Town Council meetings held on Tuesday 16th June 2026 (previously circulated), be confirmed as a true record and signed by the Chairman.

6. GUEST SPEAKER – CHIEF EXECUTIVE OF B&NES COUNCIL

RECOMMENDED:
To welcome Sophie Broadfield, Chief Executive of B&NES Council, who will introduce herself and inform Council about her role within the Council and any projects that she is working on.

7. KEYNSHAMNOW

RECOMMENDED:
To receive and note the report from KeynshamNow.

8. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

RECOMMENDED:
To receive a verbal report from the Allotment Association.

9. CHAIRMAN'S ANNOUNCEMENTS

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

10. 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.

11. ITEMS FOR DECISION

11.1 GOOD CITIZENSCITIZEN AWARD POLICY & FORM FOR APPROVAL AND SIGNING (Attached)

(i) Good Citizen Award Policy/Form reviewed by Grants Committee and required no amendments or additions.

RECOMMENDED:
To receive a recommendation to approve and sign the Good Citizens Award Policy and Form.

11.2 PLAY AREA REFURBISHMENT/ENHANCEMENTS (Report attached)

Attached is the report that was considered by Capital Projects in respect of prioritisation of refurbishment/enhancement of play areas under Keynsham Town Council Leases.

The Town Clerk can confirm that the warranty provided by Minstral Play for the Holmoak play equipment installation was for only one year and that the Sec.106 Agreement gives no reference as to how the funds allocated to play areas should have been spent. The original play equipment supplier was Kompan but at some stage during the development of the play area the contract was awarded to Minstral Play by Barratt Homes (the Developers). It was several years after completion of the estate that the lease for the play area was finally passed to the Town Council.

Currently, Park Road and Teviot Road Play Areas are refurbished/enhanced and Downfields has been completed. B&NES Council have confirmed that the Lower Memorial Play area is not to be refurbished by them or turned into a tranquil quiet space hence the Town Clerk and Deputy Town Clerk have started investigating this play area becoming an inclusive, accessible, quieter play area for those with disabilities and smaller children.

RECOMMENDED:
That the order of the refurbishment/enhancement of Town Council play areas previously approved, be reviewed by full Council.

11.3 TOWN COUNCIL OFFICE CCTV (Report attached)

RECOMMENDED:
(i) That the information and quotes be received and noted.
(ii) To note that the Finance and Policy Committee have recommended that the legality of having CCTV in an office environment be checked with NALC.
(iii) That the staff be consulted on having CCTV in the workplace.
(iv) To note that the Finance and Policy Committee have recommended that more information on the cameras be included for the next meeting i.e. specification etc.
(v) That the item be bought back to the next meeting in September with the issues addressed.

11.4 TOWN COUNCIL OFFICE RECEPTION AREA (Report including quotes attached)

RECOMMENDED:

(i) That the information and quotes be received and noted.

(ii) To note that the Councillor Members of the Finance and Policy Committee feel a closed off reception area would lose the openness to the public and would feel impersonal.

(iii) To note that the Finance and Policy Committee have recommended that the Clerk contact B&NES to request them to consider whether it is possible to install a fire exit.

(iv) That the Finance and Policy Committee have recommended that the option of a panic room be researched and possible designs and specifications for the reception be bought back to the next meeting.

11.5 RIVER AVON CHARTER (The River Avon Charter and PowerPoint slides that explain the Charter attached)

The Chairman introduced this item under Chairman's announcements at the last meeting.

RECOMMENDED:

(i) To receive and note the information.

(ii) To decide on any actions.

11.6 BRAMM CEMETERY OF THE YEAR AWARDS - CONGRATULATIONS

Keynsham Cemetery has been selected as a finalist for either a Gold or Silver Award at an Awards ceremony to take place at the ICCM conference on 29th September 2026.

Two people from each of the finalist Cemeteries are invited to the Awards (as BRAMM's guests) this includes a buffet lunch, and the Awards Ceremony in the afternoon.

As a final step in the award decision making process the Town Council have been requested to submit three photographs of the Cemetery as follows:

1. The entrance to the Cemetery.
2. A general photograph of memorials in the Cemetery.
3. A feature within the Cemetery of your choosing.

Staff have throughout the year accumulated a selection of photographs and are able to submit a good photograph under each of the headings.

RECOMMENDED:
To decide which members of staff should attend the Award Ceremony.

11.7 LETTER OF SUPPORT – ST. JOHN'S 750 PROJECT (Report containing email response to Clerk's letter attached).

RECOMMENDED:
- *(i) To receive and note the report*
- *(ii) To decide if the Town Council wish to sponsor aspects of the project by promoting events through Council's social media channels, on our noticeboards etc.*
- *(iii) To decide whether to offer any financial sponsorship*

11.8 ROYAL BRITISH LEGION REQUEST (Letter attached)

RECOMMENDED:
- *(i) To receive and note the contents of the letter*
- *(ii) To make a decision in respect of the request*

11.9 STREET STRATEGY CONSULTATION (Strategy document, consultation questions and responses attached)

RECOMMENDED:
- *(i) To receive and note the responses to the Street Strategy Consultation.*
- *(ii) To receive a recommendation for the Consultation Response Group that Town Council approve the same.*
- *(iii) That the Clerk submits the Town Council's response by the deadline of 4th September 2026.*

11.10 AMENITIES ON THE HIGHWAY STRATEGY CONSULTATION (Strategy document, consultation questions and responses attached)

RECOMMENDED:
- *(i) To receive and note the responses to Amenities on the Highway Consultation.*
- *(ii) To receive a recommendation for the Consultation Response Group that Town Council approve the same.*
- *(iii) That the Clerk submits the Town Council's response by the deadline of 4th September 2026.*

11.11 BUSKING AND STREET PERFORMANCE CONSULTATION (Strategy document, consultation questions and responses attached)

RECOMMENDED:

(i) To receive and note the responses to the Busking and Street Performance Consultation.
(ii) To receive a recommendation for the Consultation Response Group that Town Council approve the same. .
(iii) That the Clerk submits the Town Council's response by the deadline of 4th September 2026.

11.12 SPEED LIMIT – NOTICE OF INTENTION - 26-033) (DURLEY HILL, KEYNSHAM) (30 M.P.H. SPEED LIMIT) ORDER 202* (Attached)

RECOMMENDED:
(i) To receive, note and consider the Notice of Intention
(ii) To decide on a response to the same.

11.13 PARK ROAD PLAY AREA REFURBISHMENT/ENHANCEMENT (Information attached)

RECOMMENDED:
(i) To receive, note and consider the information
(ii) To approve one of the designs/quotes. This will be funded from CIL funding.

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:
To receive and note any reports.

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

Committee	Date 2026	Status
Planning & Development Committee	8th June 2026	APPROVED
Planning & Development Committee	13th July 2026	DRAFT
Finance & Policy Committee	9th June 2026	APPROVED
Finance & Policy Committee	14th July 2026	DRAFT
EATH Committee	1ST July	DRAFT
EATH Committee	3rd June 2026	APPROVED
Consultation Response Group	2nd June 2026	APPROVED
Consultation Response Group	14th July 2026	DRAFT
Bus Service Committee	2nd July 2026	DRAFT
Keynsham Memorial Park Working Group	29th June 2026	DRAFT
Youth Service Committee	24th June 2026	DRAFT
Capital Projects Committee	18th June 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.

14. FINANCIAL QUARTERLY REPORTS (Attached) Months 1, 2 and 3 Draft

(i) Budget Monitoring quarterly (Months 1, 2 & 3)

(ii) Bank Cash and Investment Reconciliation (Months 1, 2 & 3)

(iii) Balance sheet (Months 11 & 12)

(iv) Bank Reconciliations for Cash Books 3, 4, 6, 7, 8 & 9 – (Months 1, 2 & 3)

(v) *Bank Statements – Cash Books 6, 7, 8, 9 and Public Sector Deposit Fund. (Months 1, 2 & 3)*

RECOMMENDED:
To receive and note the reports

15. TO RECEIVE AND NOTE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16th JUNE 2026

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

RECOMMENDED:
To note that there were none.

16. UPDATES FROM THE RFO

The Asset Register has been printed and divided up by site. The Council office assets are being checked by the office staff. The TimeOut assets will be checked by the Youth Staff, and all other assets are being checked by the Grounds Team. As the assets are being checked they are being marked with a UV marker with KTC and the date.
Any assets that have been disposed of will be removed from the Asset Register.

RECOMMENDED:
To receive and note the information.

17. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14TH JULY 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 14th July 2026 Item 17 A - C)

RECOMMENDED:
To receive and note items 17 A – C.

FP1. POLICIES (attached)

RECOMMENDED:
To receive and note the following policies:

(i) *Information and Communication Technology Policy. (The Town Clerk attended the SLCC training Assertion 10 Compliance: Getting It Right, Fixing What Went Wrong training - Aspects of GDPR and accessibility compliance. The updates in this policy reflect information received from that training.) and Risk Management Strategy Review.*

(ii) *That the Finance and Policy Committee recommend the following for the Information and Communication Technology Policy:*

- *a) Investigate the rules regarding replying to residents via WhatsApp and Facebook messenger not via email.*
- *b) Check with the Clerk what GDPR course she has completed.*
- *c) That the RFO update the Finance and Policy Committee on the progress with a new website.*
- *d) That the policy to be returned to the next meeting with any changes regarding the questions above.*

(iii) *That the Finance and Committee recommend the following for the Risk Management Strategy Review:*

- *a) That the regulations stated be checked that we are quoting the latest versions.*
- *b) Paragraph 6.8 Training. Who has completed the training and is there a course available?*
- *c) Do we have a risk log? How is this managed?*
- *d) For the policy to be returned to the next meeting with and changes regarding the questions above.*

FP2. MILEAGE – NEW RATES (Attached Employee Handbook and KTC Pay and Conditions Policy)

We have been informed by HRMC that there are now new rates for mileage expenses. The changes are 55p up from 45p per mile for the first 10,000 miles a year. All other rates remain the same. Attached are the following policies that require this change to be made:

(i) KTC Employee Handbook.
(ii) KTC Pay and Conditions Policy.

RECOMMENDED:

(i) *That information regarding the new mileage rates be received and noted.*

(ii) *That the following changes be recommended to Council:*
Amendments to be made to the KTC Employee Handbook and KTC Pay & Conditions Policy:

a) *Paragraph 1.4 change the amount of gift and hospitality from £10 to £25.*
   Please note that this does not relate to the Mileage Rates that are being considered under this agenda item.
b) *Add in a paragraph for the wellbeing company stating the name of the company.*
   Please note that this does not relate to the Mileage Rates that are being considered under this agenda item.
c) *Discuss with the Clerk whether in paragraph 2.16 under dependency the first line should read "Employees who have a dependency on alcohol or drugs WILL be offered support"*

   The Clerk recommends that the wording be amended as follows: "Employees who have a dependency on alcohol or drugs are able to obtain support through the Staff Wellbeing Programme.
   Please note that this does not relate to the Mileage Rates that are being considered under this agenda item.

(iii) That the Finance and Policy Committee recommend to Council to approve the amendments to the Employee Handbook
(iv) To approve any amendments.

FP3. BREAKTHROUGH COMMUNICATIONS RENEWAL

We have received an invoice to auto renew our subscription to Breakthrough Communications which we joined to become competent in GDPR ready for assertion 10. The Clerk is confident we have the policies required and are assertion 10 ready. A data map has also been created. The renewal charge is £595 + VAT for 12 months access.

RECOMMENDED:
- *(i) To receive and note the information regarding the renewal with Breakthrough Communications.*
- *(ii) To receive a recommendation from the Finance and Policy Committee that the membership be cancelled for the current year.*

FP4. DEFIBRILLATOR AGREEMENT (attached)

Since the Autumn the officers have been looking into a suitable location for a Defibrillator in the Bilbie Green area.
Initial thoughts were about the bus stop at the top of Charlton Road, but large quotes from National Grid and B&NES meant this became unfeasible.
We have approached a few houses in the estate who we identified as having suitable external walls for a defib to be installed on.
One resident has come back to us and is keen to support this initiative, they are willing to supply the necessary electrical source. The Deputy Town Clerk has written an agreement to be signed by KTC and the resident (see attached).

The Officers feel that this is a better location than the bus stop as it is on Hercules Way so in the centre of the house estate.

RECOMMENDED:
(i) That the Defibrillator Agreement be received and noted.
(ii) That the Finance and Policy Committee recommend to Council to approve the Agreement.
(iii) That the Council write to the resident to give thanks for agreeing to house the Defibrillator.
(iv) To note that the defibrillator is covered by the Town Council insurance.

FP5. FUNDING THE CEMETERY DRIVEWAY

At the April 2026 Town Council meeting it was resolved to resurface the Cemetery driveway (minute 389 FP9) at a cost of £8,322. However, it was not resolved how this would be funded.

The item was put forward to Council after the budget had been decided when the Town Clerk and Assistant Town Clerk had a site meeting regarding the bank supporting the driveway. We have been recommended to leave the bank as the tree roots are keeping the bank secure. It was recommended to resurface the driveway due to potholes and the driveway being uneven.
As this project was recommended after the budget has been finalised, there is no funding in the budget for this project.
The RFO is recommending using CIL (Community Infrastructure Levy) to fund the works. The Council received £115,000 of CIL in 2025/2026. At the end of 2025/2026 the Council was holding £25,338 of unallocated CIL. CIL is to be used on infrastructure projects and cannot be used to run the Council.
We are funding a community infrastructure project (if we receive funding applications) of £10,000 as per the policy signed in November 2025.

RECOMMENDED:
(i) To receive and note the funding information received from the RFO.
(ii) To receive a recommendation from the Finance and Policy Committee to approve funding the Cemetery driveway from the CIL reserves.

18. SCHEDULE OF INVOICES DUE FOR PAYMENT – JULY 2026 (MONTH 4) (attached)

RECOMMENDED:
That the attached Schedule of Invoices for July 2026 - Month 4 be approved for payment.

19. ITEM TO RECEIVE AND NOTE

19.1 FRIENDS OF TEVIOT ROAD PARK (Constitution and Mission Statement attached – to be amended and finalized by the group)

Members of Council and the Town Clerk met with Luke Loveridge and Thomas Seymour on 29th June 2026 to discuss the formation of this group, their plans going forward, communication between the Council and the Friends Group going forward and the group's roll as a Stakeholder in respect of the Teviot Road Play Area refurbishment/enhancement.

Council is awaiting a full list of addresses of the Friends Group members to be sent to them.

RECOMMENDED:
That Council acknowledges the formation of the Friends of Teviot Road Park Group.

20. DATE OF NEXT MEETING

RECOMMENDED:
To note that the date for the Town Council's next meeting is **Tuesday 15th September 2026 at 7.00 pm** in The Space, Market Walk, Keynsham.

21. 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 items 22 –- 24 progress sensitive issues.

22. UPPER MEMORIAL PARK PLAY AREA (Response to Town Clerk's letter attached)

RECOMMENDED:
(i) ***To receive and note the contents of the email.***
(ii) ***To note that a meeting has been arranged for Wednesday 15th July 2026 between Keynsham Town Council's Keynsham Memorial Park Working Group, Lynda Deane, Tony Bathmaker (Programme Manage, Sustainable Communities, Capital Programme & Project Management B&NES Council) and the appointed Contractor to discuss this matter further.***

23. TRIAL PROPOSAL FOR THE PADDOCK (Confidential report attached)

RECOMMENDED:
(i) To receive and note the report
(ii) To approve the recommendations in the report

24. KEYNSHAM PHOTOGRAPHIC SOCIETY - MAKESPACE BOOKING
Confidential report attached

RECOMMENDED:

(i) To receive and note the confidential report.

(ii) To make a decision in respect of the same.