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Dear Councillor

You are summoned to attend the meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 20th October 2026 commencing at 7.30pm.

Signed on 13th October 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 20th OCTOBER 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 Town Council meeting held on Tuesday 15th September 2026 (previously circulated), be confirmed as a true record and signed by the Chairman.

6. **B&NES COUNCIL DRAFT LOCAL PLAN**

B&NES Councillor Matt McCabe will be in attendance to speak to Keynsham Town Councillors about the B&NES Draft Local Plan and to answer any questions that they may have.

RECOMMENDED:

To receive and note the verbal update from B&NES Councillor Matt McCabe.

7. **KEYNSHAMNOW**

RECOMMENDED:

To receive and note the report from KeynshamNow.

With approval of Councillors item 10.8 Teviot Play Area be brought forward.

8. **CHAIRMAN'S ANNOUNCEMENTS**

RECOMMENDED:

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

9. **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.

10. **ITEMS FOR DECISION**

10.1 **TERMS OF REFERENCE BUS SERVICES COMMITTEE**

RECOMMENDED:

- (i) *That a recommendation be received from the Bus Services Committee that that the membership without voting rights be amended to read Bus Operator(s) and not Big Lemon.*

- (ii) *That a recommendation be received from the Bus Services Committee that the Terms of Reference point (i) be amended to read "To consider transport solutions, look at possible improvements of the K1 and K2 routes and work with WECA to resolve any issues of the same, together with introducing a K3 service, if finances permit.*

10.2 TIMEOUT LEASE UPDATE

RECOMMENDED:

- (i) *To receive and note a verbal update from the Chair of Council following his meeting with B&NES Cllr Paul Roper, Cabinet Member for Economic and Cultural Sustainable Development.*
- (ii) *To decide on the next steps in respect of this matter.*

10.3 EVERYONE IS SAFE (Slides and report attached)

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *To decide whether or not to engage further with the company Everyone is Safe in respect their proposal.*

10.4 THE SMALL IDEAS' INITIATIVE - SMALL FIXES TO LIFE'S GLITCHES: HEALTH, EDUCATION, COMMUNITY & MORE

The Small Ideas Initiative (launched by Martin Lewis – Money Expert) today asks the UK public to start sending in suggestions via www.small-ideas.org that could make people's lives easier or better as part of a year-long experimental project to iron out some of the wrinkles in society.

The Initiative aims to bypass the structural and often partisan issues that typically occupy politicians, instead providing a unique focus on the smaller fixes across a huge range of areas that could quickly improve daily life. Some examples are below.

- making real-time sewage alerts visible at all beaches
- introducing standardised allergy displays on menus
- ensuring parking meters allow people to clock out, so they pay only for the time they use rather than guessing in advance

The Initiative will consider ideas submitted before the deadline of 12 November 2026. They may be submitted by all members of the public, plus charities and organisations that represent those who can't represent themselves.

RECOMMENDED:

- (i) *To receive and note the report*
- (ii) *To decide whether or not to promote this initiative.*

10.5 CURO ALLOTMENTS OFF BATH ROAD (Report attached)

RECOMMENDED:

- (i) *To receive and note the report*
- (ii) *To decide the way forward in respect of this matter.*

10.6 FUTURE LEASE OF PLAY AREAS AND MANOR ROAD SPORTS PAVILION (report to follow)

RECOMMENDED:

- (i) *To receive and note the report*
- (ii) *To decide the way forward in respect of this matter.*

10.7 KEYNSHAM MEMORIAL PARK – UPPER MEMORIAL PLAY AREA

The Contractors working on the Upper Memorial Play Area have raised the issue that the railings around the play area need redecorating, and some of the shrubs within the Park need some maintenance on them.

B&NES Council are asking if there is any financial assistance that the Town Council could offer?

Any redecoration contribution could be taken from CIL and the shrub maintenance could be taken from Council's tree and plants budget.

RECOMMENDED:

- (i) *To receive and note the report*
- (ii) *To decide if Council wishes to make a financial contribution to the redecoration works and shrub maintenance.*

10.8 TEVIOT ROAD PLAY AREA (Consultation results and supplier documents attached)

RECOMMENDED:

- (i) *To receive and note the information*
- (ii) *To consider the suppliers supporting documentation and to approve a supplier to approve.*
- (iii) *To note that the Town Clerk and KeynshamNow members recommend supplier*
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10.9 B&NES DRAFT LOCAL PLAN REGULATION RESPONSES (Regulation 19 form to follow)

RECOMMENDED:

- (i) *To receive and note the information*
- (ii) *To approve the responses*

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

12 MINUTES OF COMMITTEE/WORKING PARTY MEETINGS (Previously circulated)

<u>Committee</u>	<u>Date 2026</u>	<u>Status</u>
Planning & Development Committee	8 th June 2026	DRAFT
Planning & Development Committee	11 th May 2026	APPROVED
Finance & Policy Committee	9 th June 2026	DRAFT
Finance & Policy Committee	12 th May 2026	APPROVED
EATH Committee	6 th May 2026	APPROVED
EATH Committee	3 rd June 2026	DRAFT
Personnel Committee	21 st May 2026	DRAFT
Grants Committee	10 th June 2026	DRAFT
Consultation Response Group	2 nd 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.*

13. FINANCIAL QUARTERLY REPORTS (Attached) Months 4, 5 and 6

- (i) *Balance Sheet (Months 4,5 & 6)*
- (ii) *Budget Monitoring quarterly (Months 4, 5 & 6)*
- (iii) *Bank Cash and Investment Reconciliation (Months 4, 5 & 6)*
- (iv) *Bank Reconciliations for Cash Books 3, 4, 6, 7, 8 & 9 – (Months 4, 5 & 6)*
- (v) *Bank Statements – Cash Books 6, 7, 8, 9 and Public Sector Deposit Fund. (Months 4, 5 & 6)*

RECOMMENDED:

To receive and note the reports.

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

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

RECOMMENDED:

To note that there were none.

15. UPDATES FROM THE RFO

In August the Council received 9 invoices from EDF for Christmas light charges. The amount came to £2850.50 for standing charges for the connections for the Christmas lights.

The RFO investigated where these charges had come from as the amount of electric used is £211. The charges are due to changes made by Ofgem where non metered supplies are charged on a half hourly basis.

The RFO has written a complaint letter to EDF and Ofgem. Ofgem replied with the following:

It may help if I explain that the Market-Wide Half-Hourly Settlement (MHHS) programme was introduced to enable a faster, more accurate settlement process for all market participants, introducing site specific reconciliation using half-hourly meter readings. There was no change to the price of electricity or standing charge as a result of this metering being introduced.

Previously, suppliers and the National Energy System Operator (NESO) had to estimate customers' electricity usage based on the average customer's consumption patterns for the purpose of managing the expected demand at any given time. This had the potential to cause discrepancies between the estimated and actual wholesale electricity and gas demands. The Market-Wide Half Hourly Settlement aims to reconcile this.

With meters that can record electricity consumption information every half hour of the day and transmit it, industry bodies can use this information for settlement instead. This means that suppliers will have a much more accurate picture of consumption and demand and can match their purchases accordingly.

It also allows suppliers to offer more flexible off-peak tariffs or time of use tariffs with lower unit rates during periods of lower national demand. This allows customers to save money on their energy bills, and NESO to better manage the demand required on the energy network.

The RFO replied with the following as it is clear we will not be getting any assistance from Ofgem:

Thank you for your reply.

I would just like it noted that the initiative has not in fact saved us money but cost us

money. We have been charged £2850 for using £211 of electric.

The RFO has since spoken with B&NES and they are taking action to remove our MPAN and having it moved onto theirs. This will stop the charges next year. The RFO has been in contact with EDF to see if any of the charges can be removed from our account as we are sure there is double and excessive charging happening. The next move will be to raise a complaint to the Energy Ombudsman. The RFO will keep the Council informed on progress.

RECOMMENDED:

To receive and note the information.

16. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 13th OCTOBER 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 13th October 2026 Items 16 A-H)

FP1. POLICIES FOR APPROVAL AND SIGNING (Attached)

To receive and note the following Policies:

- (i) Financial Risk and Reserves Policy.*
- (ii) Investment Strategy Policy.*

RECOMMENDED:

- (i) To note that the Finance and Policy Committee recommend to Council to approve the Policies with the following changes:*

Financial Risk Management – paragraph 2.2 change to police were fined £80,000
Investment Strategy – paragraph 4.1 (iii) change the amount from £85,000 to £120,000.

- (ii) That Council approve the policies*

FP2. 2027/2028 DRAFT BUDGET (attached)

To receive and note the attached 2027/2028 draft budget. Also attached is the CIL report.

RECOMMENDED:

- (i) To receive and note the 2027/2028 draft budget.*
- (ii) To note that the Finance and Policy Committee will attend an extra ordinary meeting within the next 2 weeks, to go through the draft budget line by line and this matter will be deferred to the next Town Council meeting.*

FP3. CCLA

The Internal Auditor has advised to not keep a large amount of funds in our Unity Trust savings account. The RFO is advising the Council to transfer £800,000 to the CCLA account. The interest rate is 4.36%.

RECOMMENDED:

- (i) *To receive and note the information regarding the transfer of funds to the CCLA account.*
- (ii) *To note that the Committee recommends that Council transfer £800,000 to the CCLA account as recommended by the Internal Auditor.*
- (iii) *That transfer be approved and the RFO carries out the transfer*

FP4. RIVER AVON AT KEYNSHAM (attached)

The following has been received from River Truth:

Your council resolved in July 2026 to adopt the River Avon Charter.

I run River Truth

(<https://www.google.com/url?q=http://rivertruth.co.uk&source=gmail&ust=1789662037012000&sa=E>), which joins up the official storm-overflow, water-quality and river-level records every hour and shows, in plain language, where they agree and where they do not. For Keynsham, the data today shows 63 storm overflows within 5 km, none spilling right now, and 7 open flags nearby for spills that ran past 72 hours:

<https://www.google.com/url?q=http://rivertruth.co.uk/postcode/BS311DX&source=gmail&ust=1789662037012000&sa=E>.

What I can offer the council:

1. A page for the River Avon at Keynsham, with the council's name on it, to link from your website and newsletter. It shows live overflow status and the latest official samples, from public records only, and makes no claims about any company.
2. An alert sign-up on that page, so residents get an email automatically when an overflow near the town starts spilling.
3. A short monthly report PDF for council meetings.

It is 15 pounds a month, billed by Nexfort Data Limited, cancel any time. I would set it up now at no charge until 31 March 2027, so the council can consider it in next year's budget before any cost falls to it.

RECOMMENDED:

- (i) *To receive and note the information and summary received from River Truth.*

- (ii) *To note that the Finance and Policy Committee recommends to Council to decline the sign up the alert page for £15 per month.*

FP5. BANDSTAND CLEANING (attached)

The canopy at the Bandstand is in need of cleaning (see photo below).
Attached are 4 quotes obtained by the officers.



RECOMMENDED:

- (i) *To receive and note the 4 quotes for the cleaning of the Bandstand canopy.*
- (ii) *To note that the Finance and Policy committee recommend to Council accept quote 3 for the initial clean and not to accept the yearly clean.*
- (iii) *To accept quote 3 without the additional yearly clean.*

FP6. SERVER UPGRADE

Received form SoVision our IT providers:

The server (where Rialtas is ran from) is currently operating on server 2016 software which is end of life in January. This essentially means your server will stop receiving security updates from Microsoft leaving it vulnerable to cyber-attacks. It's very similar to when we saw Windows 10 go end of life 2 years ago and everyone needed to upgrade to Windows 11, except this is the server equivalent.

The options you have are to either decommission your server or upgrade the licensing. If we look at the latter first, a new Server 2025 license will cost the council in the region of £900 plus client access licenses which are approx. £50 per user. While these are one off cost, retaining the server will require ongoing maintenance and support. This will mean the £78 charge will remain, you will need to purchase warranties and replace any hardware which fails over time. Given the age of your server, the chassis is already end of life, so failures are increasingly likely.

The alternative, and our recommended approach, is to decommission the server and migrate all data to the Cloud. In order to achieve this, you require a full SharePoint and Azure migration which in turn requires ongoing licensing as

opposed to large one off costs and unexpected charges. Moving to the Cloud will also provide the Council with much more flexible working. The reason for upgrading to 365 Premium licensing is due to Azure (Entra) requiring it, Standard licensing isn't sufficient for a full migration unfortunately.

The new costs will be as follows:

- 1x Managed Services - per server - £78.46 (this will be taken off once the server is decommissioned)
 - 1x Managed Services - Support for Office 365 Tenancy - £78.46
 - 12x S2 Secure & Support - £468.00
 - 21x SoVision User Protect - £178.50
 - 15x Microsoft 365 Premium - £266.25
 - 22x Microsoft 365 Basic - £106.26
 - 2x Exchange Online - £4.84
- Total - £1,180.77/pm (ex VAT)
Without the server £1,102.31 (ex VAT)
At present we pay £963.38 (ex VAT)

RECOMMENDED:

- (i) *To receive and note the information received from SoVision.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that Council decommissions the server and migrate the system to Azure (Entra).*
- (iii) *That Council approves the decommissioning of the server and migration the system to Azure (Entra).*

17. SCHEDULE OF PAYMENTS – MONTH 7 - OCTOBER 2026 (attached)

RECOMMENDED:

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

18. DATE OF NEXT MEETING

RECOMMENDED:

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

19. 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 20 – 22 to progress financial/budgetary issues.

20. LEASES PLAY AREAS AND MANOR ROAD (Available at the meeting and in the Councillor SharePoint folder)

RECOMMENDED:

- (i) To receive and note the report*
- (ii) That Council decide if this is something that they wish to investigate further.*

21. FUTURE OF THE OFFICE (Report available at the meeting and in the Councillor SharePoint folder)

RECOMMENDED:

- (i) To receive and note the report for the future of the office.*
- (ii) To receive a recommendation from the Finance and Policy Committee that Council consider the proposal.*

22. THE PADDOCK – FUTURE USES (Report available at the meeting and in the Councillor SharePoint)

RECOMMENDED:

- (i) To receive and note the report.*
- (ii) To advise Officers of any action to be taken.*