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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 17th NOVEMBER 2026 commencing at 7.00 pm.



Signed on 12th November 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 NOVEMBER 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 20th October 2026 (previously circulated), be confirmed as a true record and signed by the Chairman.

6. KEYNSHAMNOW

RECOMMENDED:
To receive and note the report from KeynshamNow.

7. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

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

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 LARGE GRANT APPLICATIONS (attached)

RECOMMENDED:

(i) To receive and note the following large grant applications and additional documents:
- *(a) Keynsham In Bloom*
- *(b) Dial-A-Ride*
- *(c) Keynsham Music Festival*
- *(d) KTCRfm*

(ii) To receive a recommendation from the Finance and Policy Committee to approve the Keynsham In Bloom grant in the sum of £5,000.

(iii) To receive a recommendation from the Finance and Policy Committee to approve the Dial-A-Ride grant in the sum of £4,500.

(iv) To receive a recommendation from the Finance and Policy Committee to approve the KTCRfm grant in the sum of £7,000.

(v) That the matter of the Keynsham Music Festival Association grant be considered by full Council following receipt of missing information that was not before the Finance and Policy Committee but is now presented to full Council.

(vi) To consider all applications for approval.

(vii) That the Finance and Policy Committee recommend that Council be tasked with establishing a Committee/Working Party of the Council to undertake a full review of the large Grants process, looking at the criteria for applying and publicity of the award. All Councillors will be welcome to attend such Committee/Working Party.

10.2 CIL FUNDING APPLICATIONS (attached)

RECOMMENDED:

(i) To receive and note the following CIL Funding applications and additional documents:
- *(a) Keynsham Cricket Club.*
- *(b) Keynsham Methodist Church.*

(ii) That the Finance and Policy Committee recommend to Council that the Keynsham Methodist Church receive the CIL funding for this year.

(iii) That the Finance and Policy Committee recommend to Council that the RFO writes to the unsuccessful applicant suggesting that they re-apply in the next financial year when there will be more funding.

10.3 2027 – 2028 BUDGET RESERVES AND EMRS AND DRAFT BUDGET 2027 – 2028 (attached)

RECOMMENDED:
To receive, note and consider the 2027 – 2028 Budget Reserves and EMRs and Draft Budget 2027 – 2028.

10.4 ARCHAEOLOGY FIND IN GRAVE PLOT AT THE CEMETERY

RECOMMENDED:

(i) To receive a recommendation from the Capital Projects Committee that Officers seek quotes for a company to undertake geophysical surveys on empty plots that are believed to be on the route of the newly discovered Roman Wall.

(ii) That Council approve that geophysical surveys be undertaken at the Cemetery and Officers seek quotes.

10.5 THE PADDOCK - UPDATE

RECOMMENDED:

(ii) To receive a recommendation from the Capital Projects Committee that Officers seek further advice from B&NES Arboricultural Team in respect of work requirements for the tree that is leaning.

(iii) To receive a recommendation from the Capital Projects Committee that Officers obtain quotes for a structural report and feasibility options for what can be done with the barn within The Paddock.

10.6 PLAY AREA REFURBISHMENTS

RECOMMENDED:

(i) To note that repairs/replacement of faulty play equipment on all play areas to be considered as and when required with Officers bringing quotes to Council for approval.

(v) To receive a recommendation from the Capital Projects Committee that Officers commence a consultation process in respect of the refurbishment of Lower Memorial Play Area (play area to be fully accessible) in March 2027, with a view to the refurbishment being undertake during the 2027 – 2028 financial year.

10.7 TREE WORKS MANOR ROAD PLAYING FIELDS (Report attached)

RECOMMENDED:

(i) To receive and note the report.

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

10.8 BRISTOL UNIVERSITY – POLITICAL COMEDY (Report attached)

RECOMMENDED:

(i) To receive and note the report.

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

10.9 CHARLTON PLACE POS – CRITICAL INFRASTRUCTURE GAP FOR KEYNSHAM HOUSING/SCHOOL PLANS (Report attached)

RECOMMENDED:

(i) To receive and note the information.

(ii) To consider whether the Town Clerk should investigate this matter further.

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

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

Committee	Date 2026	Status
Planning & Development Committee	5th October 2026	APPROVED
Planning & Development Committee	26th October 2026	DRAFT
Finance & Policy Committee	13th October 2026	APPROVED
Finance & Policy Committee	10th November 2026	DRAFT
EATH Committee	4th November 2026	DRAFT
E & S Committee	22nd September 2026	DRAFT
Personnel Committee	21st October 2026	APPROVED
Personnel Committee	12th November 2026	DRAFT
Bus Service Committee	3rd November 2026	DRAFT
Capital Projects Committee	9th November 2026	DRAFT
Youth Strategy Working Party	1st October 2026	DRAFT
Youth Service Committee	5th November 2026	DRAFT
Consultation Response Group	29th October 2026	APPROVED

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. TO RECEIVE AND NOTE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20TH OCTOBER 2026

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the 17th November 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:
To note that there were none.

14. UPDATES FROM THE RFO

RECOMMENDED:
To note that there were none.

15. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10TH NOVEMBER 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 10th November 2026 Item 15 A-E)

FP1. POLICY (attached)

RECOMMENDED:

(i) That the Cemetery Rules and Regulations be received and noted.

(ii) To note that the Finance and Policy Committee recommend to approve the Cemetery Rules and Regulations with one addition as follows:
Point 22.14 - All memorials of whatever description admitted to the Cemetery or permitted to be erected therein, shall be so erected and remain at the sole risk of the owner thereof, and the Council shall not be held responsible for any damage or breakage which may occur to the same through any cause whatever. Except where caused by negligence of the Town Council.

(iii) That Council approve the Cemetery Rules and Regulations.

FP2. RIALTAS ON THE CLOUD (attached)

In the October Council meeting it was approved to dispose of the server and have Rialtas held on the Cloud. We have received the following from Rialtas in respect of the migration:

Migration is simple, all we would need is your signed acceptance, and our support team will handle the data migration. This typically takes a couple of hours to complete, and we will schedule this at a suitable time for you to cause minimal disruption to your working day.

Key features and benefits of RialtasWeb:

- *Access your Rialtas suite from any internet connected device via a web-browser*
- *No need for local servers or installations*
- *Secure cloud hosting, managed by us*
- *Peace of mind with disaster recovery and data protection*
- *Daily automatic backups and ability to create manual point-in-time backups*
- *File attachments stored for the life of your contract*
- *Automatic product updates and improvements*

Rialtas have quoted £560 per year (attached). This is for 3 users and works out at £46.66 per month.

RECOMMENDED:

(i) To receive and note the quote for hosting Rialtas on the Cloud.

(ii) That the Committee recommend to Council to approve the yearly cost of £560.00.

(iii) That Council ensure that Azure Entra ID be put in place before and is fully implemented before the switch of Rialtas to be hosted in the cloud.

(iv) That the Council dual run Cloud and Hosted data to ensure that the Cloud will work efficiently for Council.

16. SCHEDULE OF INVOICES DUE FOR PAYMENT– NOVEMBER 2026 (MONTH 8)

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

17. ITEMS TO RECEIVE AND NOTE

PLAY AREA UPDATES

RECOMMENDED:

(i) To note that the refurbishment works to the Park Road play area will be commencing on 4th January 2027.

(ii) To note that the refurbishment works to the Teviot Road play area will commence at the end of February/beginning March (date to be confirmed).

18. DATE OF NEXT MEETING

RECOMMENDED:
To note that the date for the Town Council's next meeting is WEDNESDAY 16th December 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 item 20 progress sensitive issues.

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

RECOMMENDED:

(i) To receive and note the information available at the meeting.

(ii) To note any expenditure approved in respect of the matter will be from the relevant EMR.

(iii) To receive and consider a recommendation from the Finance and Policy Committee and Capital Projects Committee.