

**Minutes of the Town Council meeting held on  
Tuesday 17th March 2026 in The Space, Market Walk, Keynsham at 7.30 pm.**

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**PRESENT:** Cllrs Alex Beaumont, Dave Biddleston, David Brassington, Martin Burton, Edmund Cannon, Deb Cooper, Chris Davis, Clive Fricker, Souzan Leach (formerly Alenshasy), Caroline Leonard, Hal MacFie and Andy Wait.

**IN ATTENDANCE:** Dawn Drury – Town Clerk

**335. APOLOGIES FOR ABSENCE**

*RESOLVED:*

*Apologies were received and noted from Cllrs Adrian Beaumont, Andy Halliday and Caitlin Brennan.*

**336. DECLARATIONS OF INTEREST**

There were none.

**337. DISPENSATIONS**

There were none.

**338. PUBLIC PARTICIPATION**

There were none.

**339. CHAIRMAN'S ANNOUNCEMENTS**

The following was reported:

- The Chair thanked Councillors that assisted on the Farmer's Market stall on Saturday 14<sup>th</sup> March to promote the Spring Show, etc. There was lots of interest in this event. He also thanked Ric and Jude for their support.
- The Chair reminded Councillors about the forthcoming Spring Show on Saturday 28<sup>th</sup> March 12 noon – 4.30 p.m.
- The Chair reminded Councillors of the GDPR training that needs to be undertaken. Some Councillors in addition to taking the Councillor GDPR training have work based/volunteer training and will send in their certificates as proof.

**340. QUESTIONS ON NOTICE BY MEMBERS**

There were none.

**341. KEYNSHAMNOW**

Amelie gave a report on behalf of KeynshamNow as follows:-

- The Headteachers from Wellsway Academy, Broadlands Academy and IKB Academy attended the last KeynshamNow session, each gave a presentation on their role within their schools. There was an opportunity for the young people to ask questions and there were some good discussions.
- At their last meeting, they also discussed issues with the roadworks on the Wellsway and the matter of buses that serve the town.
- They continue to raise awareness of antihomophobia.
- Some of the young people will be meeting Creative Play on site at Teviot play area as part of the refurbishment/up grade before they work on designs as part of the tender process.
- The report given at the last Keynsham Area Forum meeting was well received.
- The members are doing further research on vaping.
- The decision on whether to join Youth Council UK will be deferred to next year.
- They are planning a litter pick for 22<sup>nd</sup> March 2026. This will take place in and around Waitrose.

Councillor Burton asked whether KeynshamNow members had heard about the Government consultation on Social Media and Young People that has just been launched. Cllr Wait requested that he send the link to the consultation to him so that KeynshamNow members can complete the same.

***RESOLVED:***

*To receive and note the report.*

**342. 6 MONTHLY REPORT FROM KTCRfm**

Ric Davison from KTCRfm reported as follows:

- KTCRfm is now a Community Interest Company. This will now give the opportunity for a wider funding source. Those in the original advisory group, during the set up of the station, will welcome others to join. Adrian Inker will remain as the Chair of this group. This group will hold 2 – 3 meetings per year.
- The Organisation recently held its AGM that a few Councillors attended.
- Broadcast figures are released every 28 days and are approximately 25,000 in the period but it is hard to ascertain actual listener numbers as the information is gained through the Internet, the Radio Facebook page and includes those listening this way.
- Community promos are going well and there has been a lot of interest.

- Andy McGuinness now hosts regularly as a drop in DJ.
- Dave Sage continues to promote items on the radio.
- It is hoped to encourage younger people to become listeners.
- A lottery bid is to be submitted.
- Due to commercial advertising the Radio Station is now in a better position financially.
- The word on the street is that there are plans for a whole day out on the K1 bus being planned.

Keynsham Town Council will add KTCRfm as an outside organisation on their schedule of members of Outside Bodies and 2 Council representatives will be appointed at the May Annual Town Council meeting.

**RESOLVED:**

*To receive and note a verbal report from a member of KTCRfm in respect of funding under the agreement.*

### ITEMS REQUIRING A DECISION

#### 343. ANNUAL REPORT 2025 – 2026

The Annual Report requires the following amendments/additions:

- Councillor photo page Cllr Clive Fricker is not Vice Chair (delete).
- Vice Chair is Cllr Alex Beaumont (add)
- Page 15 – Council Staff add photos of key staff
- Page 3 - Chairmans report continued need an apostrophe (Chairman's)

**RESOLVED:**

*To note that with the above deletions, additions and amendments the final version of the Annual Report 2025 – 2026 be approved.*

#### 344. GRANT AWARD PRESENTATION EVENING 2026

**RESOLVED:**

*To confirm that the Grant Presentation is to be held on Thursday 9<sup>th</sup> July 2026.*

#### 345. GRAVE DIGGING POLICY AND PROCEDURES

**RESOLVED:**

- (i) To receive a recommendation from the Personnel Committee to approve the Grave Digging Policy and Procedures.*
- (ii) To approve the Grave Digging Policy and Procedures and that the Chair and Clerk sign the same.*

346. ABSENCE MANAGEMENT POLICY

*RESOLVED:*

- (i) To receive a recommendation from the Personnel Committee to approve the Absence Management Policy.*
- (ii) To approve the Absence Management Policy and that the Chair and Clerk sign the same.*

347. SEXUAL HARASSMENT POLICY

*RESOLVED:*

- (i) To receive a recommendation from the Personnel Committee to approve the Sexual Harassment Policy.*
- (ii) To approve the Sexual Harassment Policy and that the Chair and Clerk sign the same.*

348. POOR B&NES COUNCIL CCTV

*RESOLVED:*

- (i) That the Town Clerk write to the B&NES Council CCTV Team requesting details of CCTV coverage in our town together with confirmation that the quality of the footage is clear and usable, if it should be required.*
- (ii) That the draft letter be sent to all Councillors for comment before being sent to B&NES Council.*

349. MANAGING YOUNG PEOPLE'S BEHAVIOUR & SANCTION POLICY WITH GOOD PRACTICE GUIDELINES

*RESOLVED:*

- (i) To receive a recommendation from the Personnel Committee to approve the Managing Young People's Behaviour & Sanction Policy with Good Practice Guidelines.*
- (ii) To approve the Managing Young People's Behaviour & Sanction Policy with Good Practice Guidelines and that the Chair and Clerk sign the same.*

350. CODE OF CONDUCT

*RESOLVED:*

- (i) To receive and note the Code of Conduct.*
- (ii) To approve the Code of Conduct.*

351. EMAIL PROVIDER PROPOSAL

*RESOLVED:*

- (i) To decide on a Mailshot Tool Provider for Keynsham Town Council.*
- (ii) That Moosend Mailshot Tool be selected.*

352. CEMETERY REPAIRS

*RESOLVED:*

- (i) To receive and note the report.*
- (ii) To approve tender A.*

353. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

*RESOLVED:*

*To note that there were none.*

354. MINUTES OF MEETINGS

*RESOLVED:*

- (i) That the Minutes of the meetings as listed on the Agenda are received and noted.*
- (ii) That the recommendations that are not subsequent Town Council Agenda items are approved.*
- (iii) That an addition be made to the Terms of Reference of the Capital Projects Committee that Play Areas and Green Spaces be added.*

355. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17<sup>th</sup> FEBRUARY 2026

*RESOLVED:*

*To note that there were none.*

356. UPDATES FROM THE RFO

*RESOLVED:*

*To receive and note the information.*

357. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10th March 2026 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 10<sup>th</sup> March 2026 Item 23 (A - E)

*RESOLVED:*

*To receive and note agenda item 23 A-E.*

358. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10<sup>th</sup> MARCH 2026 NEEDING A DECISION:

FP1 2026-2027 FEES & CHARGES

*RESOLVED:*

- (i) To receive and note the proposed 2026-2027 fees and charges increases for Manor Road, Cemetery and Photocopying.*
- (ii) To receive recommendations on increases from the Finance and Policy Committee.*
- (iii) To approve an increase on Cemetery fees 3% increase for all in Parish and Out of Parish.*
- (iv) To approve an increase on Manor Road associated sports costs 3% increase for all charges.*
- (v) To approve an increase on photocopying of 2 pence per sheet on all photocopying.*

FP2 PRINTER LEASE

*RESOLVED:*

- (i) To receive and note the 3 quotes for a new printer lease that ends in August 2026. For quote 3 there is a quote for three-year and five-year leases.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept quote 3b.*
- (iii) To approve quote 3b.*

FP3. PHONELINE AND BROADBAND CONTRACTS

*RESOLVED:*

- (i) To receive and note the 3 quotes for the phonenumber and Broadband.*

- (ii) *To receive a recommendation from the Finance & Policy Committee to accept quote 3.*
- (iii) *To approve quote 3.*

FP4. BASKETBALL COURT

*RESOLVED:*

- (i) *To receive and note the information and quotes received.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that Council approve the quote for the QU-205027r2 - BAS-030 Heavy Duty Gable End Basketball Unit (Wood Backboard) & half court markings, selected after receiving the Young People's opinions on the options.*
- (iii) *That Council approve the quote for the QU-205027r2 - BAS-030 Heavy Duty Gable End Basketball Unit (Wood Backboard) & half court markings.*

FP5. TEVIOT PARK PATH

*RESOLVED:*

- (i) *To receive and note the quote for the path in Teviot Park which will be funded from the Teviot Park S106 funding.*
- (ii) *That Town Council accept the quote.*

359. SCHEDULE OF PAYMENTS – MONTH 12 - MARCH 2026

*RESOLVED:*

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

ITEMS TO RECEIVE AND NOTE:

360. GUEST SPEAKER FOR ANNUAL TOWN MEETING

*RESOLVED:*

- (i) *To note that Sophie Broadfield, Chief Executive Officer was not available to attend our Annual Town meeting.*
- (ii) *To note that Dave Sage has been confirmed as speaker at the Annual Town Meeting 2026.*

361. UPDATE ON K1 BUS SERVICE

*RESOLVED:*

- (i) To receive and note an update on the K1 Service.
- (ii) That once all the bus routes are finalised that Keynsham Town Council produce a flier detailing all the buses serving Keynsham.

362. MAKESPACE UPDATE

*RESOLVED:*

*To receive and note the verbal update on MakeSpace.*

363. KEYNSHAM HIGHWAY ADOPTION PROGRESS UPDATE

*RESOLVED:*

*To receive and note the information.*

364. BRASSWORKS ESTATE KEYNSHAM

*RESOLVED:*

*To receive and note the information.*

365. ASHTON WAY CAR PARK EAST

*RESOLVED:*

*To receive and note the report.*

366. DATE OF NEXT MEETING

*RESOLVED*

To note that the date for the Town Council’s next meeting is **Tuesday 21<sup>st</sup> April 2026 at 7.00pm** in The Space, Market Walk, Keynsham.

Reminder that the Annual Town meeting is on Thursday 23<sup>rd</sup> April 2026 at 7.00 p.m. in The Space, Market Walk, Keynsham. All residents are welcome.

The meeting finished at **8.50 p.m.**

Signed: (CHAIR) .....

Date: .....