

# KEYNSHAM TOWN COUNCIL

Minutes of the Annual Town Council meeting held on Tuesday 20<sup>th</sup> May 2014 at 7.30 pm at the Council Chamber, 3<sup>rd</sup> Floor, North Block, Riverside, Keynsham.

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PRESENT: Councillor C Fricker (Chairman)  
Councillors A Crouch, C Davis, C Duckett, G Hellier, B Jenkins, D Johnson, K Kirwan, L O'Brien, A Matthews, B Simmons, K Simmons and R Staddon.

IN ATTENDANCE: Jo Swift – Town Clerk, 5 members of the public and 1 member of the press.

1. ELECTION OF CHAIRMAN 2014/2015

A secret ballot was requested in line with Standing Order no. 22.

RESOLVED:

That Councillor C Fricker is elected Chairman of the Council for the municipal year 2014/15. The Chairman duly signed his Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN 2014/15

A secret ballot was requested in line with Standing Order no. 22

That Councillor L O'Brien is elected Vice Chairman of the Council for the municipal year 2014/15. The Vice Chairman duly signed her Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Councillors D Biddleston, S Rossiter and Councillor Alan Hale (B&NES Council).

4. DECLARATIONS OF INTEREST

Agenda item 14 - Councillors T Crouch, C Fricker, D Johnson and K Simmons as directors of Keynsham Music Festival Ltd.

5. NON DISCLOSABLE PECUNIARY INTERESTS

There were none.

6. DISPENSATIONS

There were none.

7. CONFIRMATION OF MINUTES

RESOLVED:

That the minutes of the meeting of the Town Council held on 15<sup>th</sup> April 2014 are confirmed as a true record and signed by the Chairman.

8. PUBLIC PARTICIPATION

There was none.

9. QUESTIONS ON NOTICE BY MEMBERS

There were none.

10. MINUTES OF MEETINGS

RESOLVED:

That the minutes of the meeting of the Planning and Development Committee - 7<sup>th</sup> April 2014 are approved.

11. MINUTES OF ANNUAL TOWN MEETING – 28<sup>th</sup> April 2014

It was mentioned that in Minute No. 3 (Guest Speaker) Will Stephens, Deputy Neighbourhood Sergeant, was spelt Stevens and not Stephens.

RESOLVED:

That with the above amendment the minutes of the Annual Town Meeting are received and noted.

**It was agreed to move agenda item 37 to this part of the meeting.**

12. KEYNSHAM BUILDING AND STREET NAMES

Martin Laker, Team Leader, GIS, B&NES Council was present to discuss this item and take questions.

What will happen next? – The feedback from the Town Council and from the Ward Councillors will be fed back to the Developer which in this case is B&NES Council. The final process is consultation with the public under the 'Public Health Act 1925, Naming of Streets'. Names have to be advertised and if there are any objections it goes to the Magistrate's Court therefore it is important to get it right and avoid this.

Judi Grant (member of the public) spoke expressing her disappointment that in the document 'Naming of the new development in Keynsham' it appears that B&NES Council changed their minds and that they took a meaningless dislike to the name 'Cheapside' without any understanding of the historical reference to the name. Whilst B&NES Council should name their Council building whatever they like the community areas and buildings should be named by the community and notice needs to be taken of the Town Council who are the voice of the community. The Town Council has made their decisions on their choice of names and must take a stand against the Cabinet on this.

Councillors spoke in agreement with these comments and in addition made the following comments:

- Keynsham Civic Centre – this name lacks imagination, has no historical links especially when there are artefacts going to be displayed inside the building.
- Civic Centre – there are already many buildings called this and it is not a civic centre entirely but is a community building also.

- None of the Cabinet members are from Keynsham.
- KDAG also recommended Cheapside and Prospect Place and therefore have also been ignored.
- One name – Market Walk – is unusual and not practical.
- The Cabinet has ignored the Town Council, KDAG and its own GIS team.
- The names put forward by the Cabinet are boring, unimaginative, disappointing and bland.
- Consultation not clear or thought through and appears hurried.

Martin Laker noted all the comments made and will pass them back.

RESOLVED:

- (i) That the Town Council disagrees with the new proposal for the street names and continues to support Prospect Place and Cheapside.
- (ii) That the Town Council reject the suggestions put forward by the Cabinet and continues to support the following as previously agreed:

Community Building: (i) Joseph Fry Community Hub (ii) The Hub (iii) The Forum.

Community Suite: Handel Suite

Performance space: Libourne Room or The Libourne.

**It was agreed to move agenda item 24 to this part of the meeting.**

13. KEYNSHAM YOUTH THEATRE - REQUEST FOR FUNDING

Members of this group were present and 2 members spoke in detail about the history and why this new group needed to be formed. The request is for £2,000 for seed funding and is not on going as each show can be self-funding. Questions were taken.

It was proposed that £2,000 is given as a one off start up grant. A vote was taken; there were 6 in favour, 6 against and 1 abstention therefore the Chair had the deciding vote which was against.

It was proposed that the group looks into the Town Councils criteria for a grant application now that they may be eligible and applies, however if they do not meet the criteria an application should not be submitted. An addition to the proposal was made – that the deadline for their application to be extended to the Monday following the deadline (Monday 26<sup>th</sup> May). A vote was taken; there were 8 in favour, 1 against and 4 abstentions.

RESOLVED:

That the Phoenix Keynsham Youth Theatre Group can apply for a Town Council grant if eligible to be received by the Town Council on Monday 26<sup>th</sup> May.

14. NEW WORKING PARTY – 10<sup>th</sup> April 2014

It was suggested and agreed that a further addition is made to the terms of reference – support the possible move of the Town Council office and TimeOut.

RESOLVED:

That the name of the new working party is 'Office and Youth Service Relocation' and that the terms of reference are approved with the addition as above.

15. FRIENDS OF KEYNSHAM STATION GROUP

It was proposed that the Town Council assists in the setting up of a 'Friends of Keynsham Station' group and that the group is not a working party of the Town Council.

The Town Clerk asked for approval to allow the group to meet in the Town Council meeting room.

Councillor L O'Brien left the room whilst the discussion was taking place and returned before the resolution.

RESOLVED:

That

- (i) The Town Council assists in setting up a 'Friends of Keynsham Station' group.
- (ii) That £150 is given to the group.
- (iii) That the following Councillors are appointed to the group: Councillors T Crouch, C Fricker and K Kirwan.
- (iv) That meetings can be held in the Town Council meeting room.
- (v) That meetings are held in the evenings to allow train users to attend if necessary.

16. APPOINTMENT OF MEMBERS TO THE WORKING PARTY TO REVIEW THE RELATIONSHIP AND CONTRACT WITH KMFA LTD

RESOLVED:

That Councilors T Crouch, C Fricker, G Hellier and R Staddon are appointed to the working party to review the relationship and contract with KMFA Ltd.

17. TERMS OF REFERENCE FOR COMMITTEES

The following amendments were made:

Allotments – frequency of meetings – to read 2 times a year.

Allotments, Arts and Victorian Evening – quorum – to read 3 members of the Committee, 2 of which must be Town Councillors.

Arts – the word 'working party' to be replaced with 'Committee'.

Personnel – delegated powers – Town Council to be added to Keynsham.

Victorian Evening – non Councillor membership – maximum of 5

RESOLVED:

That with the above amendments the terms of references for the Committee is approved.

18. SUBSTITUTE MEMBERS

As per Standing Order no. 77 the following was determined:

RESOLVED:

- (i) That when a member of a Committee is unable to attend, a substitute may attend, but the Town Clerk or Deputy Town Clerk must be informed prior to the start of the meeting.
- (ii) That if a substitute is legitimately summoned to attend the ordinary meeting then the member cannot participate in that meeting if they also attend.

19. APPOINTMENT OF MEMBERS OF COMMITTEES

RESOLVED:

That the appointment of Members to Committees as the attached Schedule be agreed.

20. APPOINTMENT OF CHAIRMEN OF COMMITTEES

Members were requested to appoint a Chairman of each Committee.

- (i) Allotments – Councillor T Crouch
- (ii) Arts – Councillor C Fricker
- (iii) Internal Audit – Councillor C Davis
- (iv) Grants – Councillor K Simmons
- (v) Personnel – Councillor K Simmons
- (vi) Planning & Development – Councillor C Fricker
- (vii) Victorian Evening – Councillor G Hellier

RESOLVED:

That the above Councillors be elected Chairmen of the relevant Committees and Working Parties for the municipal year 2014/15.

21. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2014/2015

Members were requested to appoint representatives to outside bodies for 2014/2015.

Community @ 67 – Councillor R Staddon

Dial A Ride – Councillor K Simmons

Manor Road Community Woodland - Councillor C Fricker

NE Somerset CAB – it was agreed to remove this as there had been no appointment for many years.

Twinning Association - Councillor C Duckett

RESOLVED:

That the above Councillors be elected representatives to the above outside bodies for the municipal year 2014/15.

## 22. TOWN COUNCIL REPRESENTATIVES

Members received a list of Town Council representatives and the following changes were made.

Councillor D Johnson to be removed from the Keynsham Farmers' Market and Councillor T Crouch to replace Councillor R Staddon on the KDAG/Focus Group.

The representation regarding KDAG was questioned and the Town Clerk was asked to bring clarification of membership to KDAG back to the next meeting.

### **Arts Advisory Group (Keynsham Regeneration) Public Arts Plan**

Councillor L O'Brien and Chair of the Arts Working Party.

### **Avon Pension Fund Committee**

Councillor C Fricker (until May 2015). This is an external appointment.

### **Creative Industries Working Party**

Councillors T Crouch, C Davis, C Fricker, G Hellier, L O'Brien, B Simmons.

### **KMFA Ltd**

Councillors T Crouch, C Fricker, D Johnson and K Simmons.

### **KDAG/Focus Group**

Councillors T Crouch, C Fricker and K Kirwan.

### **Keynsham Farmers Market**

Councillors T Crouch, G Hellier, A Matthews, B Simmons

### **Keynsham Memorial Park Forum**

(Chair and Vice Chair)

### **Keynsham in Bloom Community Group**

Councillors T Crouch, C Duckett and L O'Brien.

### **Young People's Liaison Grp.**

Councillors T Crouch, C Duckett, G Hellier, D Johnson, K Simmons, R Staddon

### **Office & Youth Service Re-location Working Party**

Councillors T Crouch, C Duckett, C Fricker, G Hellier, R Staddon.

### **Parishes Liaison Meeting**

Chairman

### **West of England – Local Rail**

Councillors T Crouch & C Fricker

RESOLVED:

That the above Councillors be elected representatives to the above outside bodies and working parties for the municipal year 2014/15.

23. APPROVAL TO CHANGES TO STANDING ORDERS – WORKING PARTIES

RESOLVED:

That in line with Standing Orders the following amendments be approved:

- (i) Standing Orders no. 71 (a) (b) (c) – to remove the words sub-committee or working party and;
- (ii) Under Standing Order no. 71 to include: - Working parties are to be appointed on an ad hoc/as required basis depending upon the requirement of the Working Party whilst ensuring that at least one place is made available to each party.

24. ANNUAL MEMBERSHIPS/SUBSCRIPTIONS

RESOLVED:

That the annual subscriptions as listed on the agenda are agreed.

25. TREASURY BONDS

That the information is noted.

26. REPAIRS TO KEYNSHAM CEMETERY DRIVEWAY

RESOLVED:

That the information contained in the agenda is received and noted and that insurance is obtained for the Cemetery driveway.

27. SCHEDULE OF ACCOUNTS – MONTH 1 (April 2014)

RESOLVED:

That the attached Schedule of Accounts is approved.

28. BANK RECONCILIATION – MONTH 1 (April 2014)

RESOLVED:

That the attached Bank Reconciliation is received and noted.

29. PETTY CASH EXPENDITURE – MONTH 1 (April 2014)

RESOLVED:

That the attached Petty Cash Expenditure sheet is approved.

30. JOURNALS

RESOLVED:

That the information is noted.

31. BUDGET MONITORING REPORT – MONTH 12 & 1 (March/April 2014)

RESOLVED:

That the attached Budget Monitoring Reports are received and noted.

32. STAFF OVERTIME

RESOLVED:

That the staff overtime sheet is received and noted.

33. YOUTH FINANCES (April 2014)

RESOLVED:

That the attached Youth Expenditure sheet is received and noted.

34. TIMEOUT ATTENDANCE APRIL 2013/APRIL 2014

RESOLVED:

That the information be received and noted.

35. INTERNAL AUDIT REPORT (FINAL) 2013-2014

RESOLVED:

That the information be received and noted.

36. PRECEPT & SUPPORT GRANT 2014/2015

Members were advised that at the January meeting of the Town Council it was RESOLVED that the level of precept for 2014/2015 will be £423,953 and the Parish Grant is £45,290.

RESOLVED:

That the above figures for 2014/2015 be ADOPTED.

37. AVON PENSION FUND - 2013 ACTUARIAL VALUATION FOR KEYNSHAM TOWN COUNCIL

RESOLVED:

That the attached information be received and noted.



38. BELLY BINS

Members felt that the Town Council's comments and points were not taken into consideration. The concerns are that the High Street is not of the same pedestrian scale as Bath and these bins are very large. They are for cities rather than towns. It was agreed that the Town Clerk writes to the executive member expressing all the previous points made. Clarification is also required about the removal of the bins in Temple Street and the High Street area only.

RESOLVED:

That the Town Clerk writes to Bath & North East Somerset Council, as above.

39. BMX TRACK

RESOLVED:

That the attached information is received and noted and that the Town Clerk find out what is going to happen about the car parking in that area.

40. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor K Simmons – Dial A Ride – the number of journeys has increased by 25% compared to other Dial-A-Rides in B&NES which have only increased by 8%.

Councillor R Staddon – Community @67 – there have been problems with Curo. When the tenders were put out there was no maximum financial level put in therefore all the quotes for the building work have been too costly therefore the process is starting again. The community radio training is going very well, there is a training session weekly and the first radio session will be at the Keynsham Music Festival.

Councillor D Johnson – Walkers are Welcome – national creditation has now been received and the group is now officially a member of the Walkers Are Welcome scheme. The launch will be on 22<sup>nd</sup> June 2014.

Councillor L O'Brien – Timeline – there is to be 9 walls. The Local History Group and Keynsham Civic Society are involved and all schools have been contacted.

41. DAMAGE/VANDALISM REPORT

RESOLVED:

That the damage/vandalism information be noted.

42. DATE OF NEXT MEETING

RESOLVED:

That the scheduled date and time of the next Town Council meeting is Tuesday 17<sup>th</sup> June 2014 at 7.30 p.m. in the Council Chamber, 3<sup>rd</sup> Floor, North Block, Riverside, Keynsham.

The meeting finished at 10.00 p.m.

SIGNED:..... (Chairman)

Dated: .....

DRAFT