

**MEETING:**  
**DATE & TIME:**  
**PLACE:**

Kingswood Town Council, Town Council Meeting  
Tuesday 14<sup>th</sup> January 2025 7.00pm  
The Park Centre, Kingswood

**Councillors Present:**

Stephen Forsythe (Chair) Rafick Ackbar, Maria Ingram-Cotton,  
James Corrigan, Sean Rhodes, James Hackett, Alison Evans, Richard  
Bentham, Diane Bentham, and Alex Massey.

**In attendance:**

Charlotte Littlewood, Town Clerk and RFO  
Alice Twinn, Community Engagement and Events Officer

**Public:**

None attended.

**Public Question Time**

There were no public questions.

**01.01.25 Apologies**

Apologies were received from Councillors Ken Rabone, Comfort Iyiewuare and Joanne Doyle.

**02.01.25 Declarations of Interest**

There were no declarations of interest in any matter on the agenda.

**03.01.25 Minutes of the previous meeting**

The minutes of the Town Council meeting held on 10<sup>th</sup> December 2024 were accepted as a true record of proceedings and signed by the Chair.

**Resolved:** That the minutes are accepted as a true record of proceedings.

**04.01.25 Planning Applications within the Parish of Kingswood**

a. Reference: **P24/02994/ADV**

26 High Street Kingswood South Gloucestershire BS15 4AJ  
Display of 1no. digital screen sign.

**Resolved:** There were no objections to this application.

b. Reference: **P24/02598/F**

Land At Orchard House Gee Moors Kingswood South Gloucestershire BS15 9RP  
Demolition of existing house and garage. Erection of 2 no. new dwellings with associated works.

**Resolved:** To object to this application on the grounds that the requested coal surveys had not been carried out as requested, and that no bat surveys had been undertaken.

c. Reference: **P24/02932/HH**

15 Grimsbury Road Kingswood South Gloucestershire BS15 9RZ  
Erection of first floor side extension to provide additional living accommodation.

**Resolved:** There were no objections to this application.

d. Reference: **P24/03006/PNH**

15 Kents Green Kingswood South Gloucestershire BS15 1XU  
Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.80m, for which the maximum height would be 3.30m, and for which the height of the eaves would be 2.90m.

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**Resolved:** To object to this application on the grounds that the plans for a proposed five-bedroom house do not make adequate parking provision.

**05.01.25 Budget 2025 to 2026**

Councillors considered the draft budget and precept for next year, which had been considered in detail over the last 2 meetings. Councillors were in agreement that the report from the town clerk be adopted, with no amendments to the operating budget or precept. The budget is at Appendix A.

**Resolved:**

- a. That the council tax payments that households pay will remain the same as the current year (but subject to any rounding that might occur when the final calculation is made)
- b. That the council's operating budget for 2025 to 2026 will be £830,336
- c. That the council's precept for 2025 to 2026 will be £830,336
- d. To delegate authority to the town clerk to complete the correspondence to communicate the above to South Gloucestershire Council.

**06.01.25 Member's Reports and Updates**

- a. Councillor Ackbar, as the representative on the Friends of Kingswood Park group, requested a further £200 to go towards the planting in the flower beds in the centre of Kingswood. This was in addition to the earlier £1,000 that had been agreed.
- b. Councillor Ackbar asked that consideration be given at the next council meeting to the introduction of Councillor Walkabouts.
- c. SGC Councillor Alison Evans reported that the missing double yellow lines in Honeyhill Road were finally being finished.
- d. Councillor Evans reported that there had been a limited take up by pensioners who had lost their winter fuel allowance, for the Household Support fund of £100. Pensioners could visit the SGC one stop shop to make a simple application
- e. **To receive an update from Councillor Forsythe on attendance at the "We The 33 %"**  
Councillor Forsythe attended the event with the town clerk. Approximately 25 young people attended, participated in craft activities and gave feedback on what it is like to live in Kingswood, as well as give specific opinions about their perception of knife crime. A more detailed report will be provided at the next meeting, along with an article for the Kingswood Voice.

**07.01.25 Project Update**

Councillors received an update from the town clerk on the projects that were being taken forward. A detailed update on the young people's provision will be provided at the next meeting. The Wellbeing Practitioner was now in place, and interviews for the Lead Youth worker were organized. Creative Youth Network would be invited to a future meeting to give an overview of the synergy between projects, and how they were all being promoted.

**08.01.25 Events and Communications Update**

Councillors received an update from the Community Engagement and Events Officer on the events that were planned for the coming year, as well as feedback on the events from 2024, and a summary of the communications used to promote the events.



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Councillor Rhodes asked for consideration to be given to the hosting of the candlelit vigil that recognised victims of domestic abuse and their support network (Nextlink) and find a suitable central location (held in November). Councillor Corrigan suggested that in a future year the council may wish to consider the introduction of the Whit Walk (an historic walk that was organized by the churches in Kingswood). Councillor R Bentham was considering his involvement with repeating the successful motorbike show that he organized in 2024.

Councillors agreed to purchase 2 pages in the Kingswood Voice every month.

**Resolved:**

- a. To note the planned events for 2025.
- b. For the Community Engagement and Events Officer to consider the additional proposals.
- c. For the town clerk to purchase 2 pages in the Kingswood Voice every month.

**09.01.25 Schedule of meetings for 2025/26**

Councillors adopted the schedule of meetings for the new municipal year for council and committee meetings (at Appendix B).

**Resolved:** To adopt the schedule of meetings.

**10.01.25 Annual Assembly 2025**

Councillors agreed to hold the Annual Assembly on Tuesday 20<sup>th</sup> May 2025. However, it was proposed that this be held in the Kingswood Rugby Club by way of offering an alternative venue, and visiting the work that has been undertaken at the site. The theme of the meeting will be the Community Grant Scheme as well as celebrating the young people and children's services being delivered in partnership with the Creative Youth Network.

**Resolved:** To hold the Annual Assembly on Tuesday 20<sup>th</sup> May 2025, and in the Rugby Club if it is available.

**11.01.25 Statement of Community Engagement**

Councillors considered the update to the Statement of Community Engagement.

**Resolved:** To adopt the revised Statement of Community Engagement

**12.01.25 Annual Report for 2025/26**

Councillors agree that an Annual Report would be published in May 2025. Councillors Alex Massey and Richard Bentham volunteered to work with the officers to draft a copy, for presentation at the Finance and Administration Committee meeting at the end of February 2025. It was agreed that a budget of £1,800 be used and delegated authority was given to the town clerk to find a suitable graphic designer to undertake the design and printing of the report.

**Resolved:**

- a. For an annual report to be drafted with the officers and Councillors Richard Bentham and Alex Massey.
- b. To delegate authority to the town clerk to spend up to £1,800 on suitable graphic design and printing support, having sought local quotes and considered best value.

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**13.01.25 Community Grant Scheme for 2025/26**

Councillors agreed to the new dates for the Community Grant Scheme, as well as accept some amendments to the scheme policy for 2025/26.

**Resolved:** That the scheme dates for the new municipal year will be:

- **Summer Scheme**  
Monday 10<sup>th</sup> June 2025 for a Finance and Administration Committee meeting on 24<sup>th</sup> June 2025
- **Winter Scheme**  
Monday 10<sup>th</sup> November 2025 for a Finance and Administration Committee meeting on 25<sup>th</sup> November 2025
- **Spring Scheme**  
Monday 9<sup>th</sup> February 2026 for a Finance and Administration committee meeting on 24<sup>th</sup> February 2026

**14.01.25 To receive a bank reconciliation at the end of December 2024**

Councillors received the bank reconciliation for the end of December 2024, and this was signed by the Chair.

**15.01.25 To approve payments since the last meeting**

Councillors approved the payment list presented at the meeting. This is at Appendix C.

**16.01.25 To receive the end of quarter three budget versus spend report**

Councillors received the third quarter budget versus spend report and noted that underspends at year end will be placed in Earmarked and General Reserves.

**17.01.25 Date of the next meeting and consideration of items for the agenda**

- Full Council: 11<sup>th</sup> February 2025 (to coopt 2 new councillors) and consider Councillor Walkabout

Meeting Closed: 2017 hrs

Signed as a True Record...  Date 11/2/25



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**Appendix :A Agreed Operating Budget and Precept for 2025 to 2026**

	Previous Year 2023 to 24			Current Year 2024 to 25			Next Year 2025 to 26
	Budget	Actual Spend	Variance	Budget	Projected Income at year end	Projected Variance	tax base 8398 Income
		Income			Income		
<b>Income</b>							
Precept	125,100	125,100	0	826,480	826,480	0	826,480
Grant Receipt	0	3,980	0	0	81,164	81,164	0
Increase in tax base	0	0	0	0	0	0	3,856
<b>Total</b>	<b>£125,100</b>	<b>£129,080</b>	<b>-£3,980</b>	<b>£826,480</b>	<b>£907,644</b>	<b>£81,164</b>	<b>£830,336</b>
					Projected Spend at year end		
<b>Expenditure</b>							
<b>Employee Costs</b>							<b>Expenditure</b>
Salaries/Pension/NI	49,834	19,881	29,953	165,184	120,000	45,184	199,271
Staff Expenses	916	633	283	3,000	3,000	0	2,800
Payroll Set-up	200	91	109	0	0	0	0
Payroll on-going	500	0	500	800	600	300	550
Recruitment	0	0	0	3,000	1,193	1,807	3,000
Avon Pension set-up co	2,300	0	2,300	0	0	0	0
HR Support Contract	0	0	0	0	0	0	1,800
<b>Total</b>	<b>£53,750</b>	<b>£20,604</b>	<b>£33,146</b>	<b>£171,984</b>	<b>£124,793</b>	<b>£47,291</b>	<b>£207,421</b>
<b>Overheads: Office Costs</b>							
Office Set up	2,500	2,701	201	1,500	500	1,000	1,500
ICT	2,000	803	1,197	4,100	9,000	-4,900	6,000
Website updates	1,000	1,874	-874	300	0	300	300
Website Licence	500	0	500	300	299	1	300
Newsletter	1,200	109	1,091	4,300	4,300	0	6,600
Marketing/Engagement	0	0	0	3,000	1,500	1,500	850
Postage	100	0	100	150	0	150	50
Office Space Rent	7,500	0	7,500	7,500	0	7,500	0
Printer Hardware	600	139	461	500	350	150	350
Supplies/Stationery	0	0	0	2,036	600	1,436	850
Equipment	0	0	0	4,000	100	3,900	1,800
Health and Safety	0	0	0	2,000	500	1,500	400
Printing	500	32	468	500	200	300	400
Insurance	1,600	192	1,408	1,200	900	300	1,000
Bank Charges	0	13	-13	0	100	-100	120
<b>Total</b>	<b>£17,500</b>	<b>£5,863</b>	<b>£11,637</b>	<b>£31,386</b>	<b>£18,349</b>	<b>£13,037</b>	<b>£20,520</b>
<b>Project Costs</b>							
Community Events	0	0	0	55,000	10,000	45,000	33,300
Community Grant Schem	0	0	0	50,000	50,000	0	50,000
Young People Provision	0	0	0	360,000	65,000	295,000	185,000
Christmas Lights	0	0	0	15,000	11,000	4,000	22,000
Community Building	0	0	0	75,000	12,600	62,400	197,345
Library Support Grant	0	0	0	30,000	0	30,000	14,000
Floral Displays	0	0	0	12,000	12,000	0	18,000
Tennis Coaching	0	0	0	0	0	0	7,000
Town Improvements	0	0	0	0	0	0	40,000
Civic Regalia	0	0	0	0	0	0	5,000
<b>Total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£597,000</b>	<b>£160,600</b>	<b>£436,400</b>	<b>£571,645</b>
<b>Overheads: Administration/Governance</b>							
Elections: Initial	34,600	1,050	33,550	0	0	0	0
Elections: EMRs	0	0	0	10,000	10,000	0	10,000
Meeting Room hire	1,000	382	618	2,750	2,000	750	2,200
Refreshments	0	0	0	400	100	300	200
Councillor Expenses	500	0	500	500	0	500	200
New Councillor Packs	500	0	500	0	0	0	0
<b>Total</b>	<b>£36,600</b>	<b>£1,432</b>	<b>£35,168</b>	<b>£13,650</b>	<b>£12,100</b>	<b>£1,550</b>	<b>£12,850</b>
<b>Overheads: Professional Fees</b>							
Subscriptions	1,300	1,357	-57	3,960	4,000	-40	4,200
Audit/Accountancy	2,000	0	0	1,500	1,800	-300	2,000
Staff Training				1,200	1,000	200	1,200
Councillor Training	1,000	475	525	800	400	400	500
Parish set up costs	5,000	0	5,000	0	0	0	0
Consultant set up	0	8,529	-8,529	0	0	0	0
<b>Total</b>	<b>£9,300</b>	<b>£10,361</b>	<b>-£3,061</b>	<b>£7,460</b>	<b>£7,200</b>	<b>£260</b>	<b>£7,900</b>
<b>Overheads: Other</b>							
Communications	1,000	300	700	0	0	0	0
Miscellaneous	1,000	45	955	0	0	0	0
Consultant support	0	0	0	5,000	10,000	-5,000	10,000
Contingency	5,958	0	5,958	0	0	0	0
<b>Total</b>	<b>£7,958</b>	<b>£345</b>	<b>£7,613</b>	<b>£5,000</b>	<b>£10,000</b>	<b>-£5,000</b>	<b>£10,000</b>
<b>VAT</b>		<b>1,123</b>					
<b>Year End Totals</b>	<b>£125,108</b>	<b>£39,728</b>	<b>£89,352</b>	<b>£826,480</b>	<b>£333,042</b>	<b>£493,438</b>	<b>£830,336</b>

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## Appendix B



### KINGSWOOD TOWN COUNCIL SCHEDULE OF MEETINGS 2025 to 2026

All meetings are in the Park Centre, High Street, Kingswood, BS15 4AR. Agendas and reports are published on the council's website on the Thursday before the meeting. The public are welcome to speak at the beginning of each meeting. Any changes to this schedule will be updated on the council's website.

[www.kingswood-tc.gov.uk](http://www.kingswood-tc.gov.uk)

0117 4576531

[clerk@kingswood-tc.gov.uk](mailto:clerk@kingswood-tc.gov.uk)

Town Council	Finance and Administration Committee
Planning Committee	Staffing Committee

\*When there is more than one meeting on an evening, the second meeting might be delayed if the first meeting overruns, but the second meeting will not start before its scheduled start time.

Date	Type of Meeting	Location
All meetings are held on Tuesday		
13 <sup>th</sup> May at 7pm	Annual Town Council (Nomination of roles, committee composition)	Main Hall
20 <sup>th</sup> May at 7pm	Annual Assembly (not a town council meeting)	Rugby Club
*27 <sup>th</sup> May at 7pm	Planning and Highways Committee	
*27 <sup>th</sup> May at 7.30pm	Staffing Committee (Confidential meeting)	Room 3
10 <sup>th</sup> June at 7pm	Town Council	Main Hall
*24 <sup>th</sup> June at 7pm	Planning and Highways Committee	Room 3
*24 <sup>th</sup> June at 7.30pm	Finance and Administration Committee (Community Grant Scheme)	Room 3
8 <sup>th</sup> July at 7pm	Town Council	Main Hall
22 <sup>nd</sup> July at 7pm	Planning and Highways Committee	Room 3
19 <sup>th</sup> August at 7pm	Planning and Highways Committee	Room 3
9 <sup>th</sup> September at 7pm	Town Council	Main Hall
*23 <sup>rd</sup> September at 7pm	Planning and Highways Committee	Room 3
*23 <sup>rd</sup> September at 7.30pm	Finance and Administration Committee	Room 3
14 <sup>th</sup> October at 7pm	Town Council	Main Hall
*28 <sup>th</sup> October at 7pm	Planning and Highways Committee	Room 3
*28 <sup>th</sup> October at 7.30pm	Staffing Committee (Staff budget) (Confidential meeting)	Room 3
11 <sup>th</sup> November at 7pm	Town Council	TBC
*25 <sup>th</sup> November at 7pm	Planning and Highways Committee	TBC
*25 <sup>th</sup> November at 7.30pm	Finance and Administration Committee (Community Grant Scheme)	TBC
9 <sup>th</sup> December at 7pm	Town Council (Budget setting)	TBC
13 <sup>th</sup> January at 7pm	Town Council (Agree budget and precept)	TBC
*27 <sup>th</sup> January at 7pm	Planning and Highways Committee	TBC
*27 <sup>th</sup> January at 7.30pm	Staffing Committee (Confidential meeting)	TBC
10 <sup>th</sup> February at 7pm	Town Council	TBC
*24 <sup>th</sup> February at 7pm	Planning and Highways Committee	TBC
*24 <sup>th</sup> February at 7.30pm	Finance and Administration Committee (Community Grant Scheme)	TBC
10 <sup>th</sup> March at 7pm	Town Council	TBC
14 <sup>th</sup> April at 7pm	Town Council	TBC
*28 <sup>th</sup> April at 7pm	Planning and Highways Committee	TBC
*28 <sup>th</sup> April at 7.30pm	Finance and Administration Committee	TBC



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## Appendix C

### Approved Payments for January 2024

Company	Item	Invoice No	VAT	Net	Gross
Clerk	HP Ink Oct Nov 24	ILUKDN1097887319	£6.67	£33.32	£39.99
Liz Evans	Finance Officer	5	£0.00	£425.00	£425.00
Brookfield Publishing	Kingswood Voice Jan 25	2038	£55.00	£275.00	£330.00
CloudyIT	Monthly Support	INV D06053	£31.58	£157.90	£189.48
Clerk	HP Ink Dec 24	ILUKDN1099716445	£2.00	£9.99	£11.99
Rialtas	Staff Training	32343	£14.00	£70.00	£84.00
Clerk	Mileage Claim Dec 24	45627	£0.00	£113.40	£113.40
Clerk	Expenses Claim Dec 24	Refreshments	£0.00	£0.00	£34.10
The Park Centre	Meetings Dec 24	INV-0342	£0.00	£102.00	£102.00
Holy Trinity Church	Hall Hire 8th May VE Day event	HALL/2025_001	£0.00	£160.00	£160.00
CloudyIT	Ipad additional monthly charges	D 06207	£101.50	£507.52	£609.02
Communtiy Engagement Offic	Expenses Jan 2025	n/a	£0.00	£0.00	£55.92
Communtiy Engagement Offic	HP Ink	n/a	£0.92	£4.57	£5.49
The Great Day Choir	Lantern Parade Ents	n/a	£0.00	£150.00	£150.00

In addition, the following payments were agreed at the meeting

Vista Print	Signs	224165479	£4.64	£23.24	£27.88
South Glos Council	Christmas Lights Instalation	3900022940	£1,051.00	£5,255.00	£6,306.00
DD to EE	Mobile Phone Jan 25	V02303507202	£7.80	£39.00	£46.80