



## Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 [www.portishead.gov.uk](http://www.portishead.gov.uk)

### Summons & Notice for the Staffing & Finance Committee Extraordinary Meeting 19.30-21.00 Thursday 27 May 2021

#### Meeting Venue:

- All residents are welcome to attend Council meetings unless information is considered exempt under the Local Government Act 1972, Schedule 12a.
- This meeting will be recorded and published with a link from the Council website except where there are confidential or exempt items, which may need to be considered in the absence of the press and public.
- This meeting will be hosted online.
- To attend via Zoom:
  - Access using your computer / smartphone using this link:  
<https://zoom.us/j/99155128076?pwd=UnVBUDh3Q3VnRm5KcFUwdk9ueGRDZz09>
  - Meeting ID: 991 5512 8076 Passcode: 380975
  - Dial in from your phone: 0203 901 7895 (please note this will be charged at the normal national call rate).
  - Please sign in using your full name and stay on mute unless you are asked to speak.

#### Agenda

1. **Chairman's welcome** (Chairman)
2. **Apologies for absence** (Town Clerk)
3. **Declaration of Councillors' interests and requests for dispensations** (exemptions) (Chairman)
4. **Public participation** (4 minutes maximum each person):
  - Residents are encouraged to pose questions in advance at [clerk@portishead.gov.uk](mailto:clerk@portishead.gov.uk).
5. **Decision: Consider a new Projects Working Party, with regular members and a Chairman:**
  - a. **Proposals:** Vote to establish a Projects Working Party to report to this Committee, Vote regular members and a Chair  
To request Terms of Reference to be agreed at S&F and published.
6. **Decision: Consider a Neighbourhood Plan communications and project management support contract:**
  - To provide cover during a particularly busy period and with current job vacancies in the PTC team.
    - a. **Proposal:** Vote to approve a contract with Smart Office Support at £20ph as recommended by the Neighbourhood Plan Steering Group.
7. **Decision: Consider approving repair costs for Merlin Park half-pipe:**
  - March 21 Community Matters Committee approved repair once lease extension approved by NSC, but this request is for safety reasons as discussions are still on-going.
    - a. **Proposal:** Vote to approve this £1,075.73 net expenditure.
8. **Decision: Approve last meeting minutes from 28 April 2021** (Chairman)
  - a. **Proposal:** Vote to approve the minutes
9. **Date of the next meeting:** 25 August 2021
10. **Public meeting closes**
11. **20.30: Staffing & Finance Committee Members only: Staffing Restructure to include individuals' confidential information**
  - a. **Proposal:** Vote to approve staffing restructure and budget