



## 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 Annual Meeting of the Town Council Thursday 11<sup>th</sup> May 2023 at 7.30 pm

Friday 5<sup>th</sup> May 2023

**To: The Members of Portishead Town Council**

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Portishead Town Council at The Folk Hall, 95 High Street, on Thursday 11<sup>th</sup> May 2023 at 7.30pm. The meeting will consider the agenda items set out below.

Please inform the Town Clerk if you are unable to attend.

Yours sincerely

*W Coulter-Woodman*

Mrs. W Coulter-Woodman

Clerk to the Council

- Agenda and papers are available at [www.portishead.gov.uk](http://www.portishead.gov.uk)
- This meeting will be recorded and published with a link from the Council website, except for confidential or exempt items, which may need to be considered in the absence of the press and public
- To attend in person:
  - Residents are welcome to join the meeting in person at the Folk Hall, Portishead
  - Please book in advance by emailing [enquiries@portishead.gov.uk](mailto:enquiries@portishead.gov.uk)
  - Those attending the meeting are welcome to continue to wear face masks.
- To attend via zoom: Meeting ID: 967 8324 3207 Passcode: 919652
- Uselink: <https://zoom.us/j/96783243207?pwd=TDhKNTIkZzBHOVBKUGJaV0tpQWI0UT09>
- Dial in from your phone: 0131 460 1196 (this will be charged at the normal national call rate).

#### Agenda:

##### 1. Election of the Chairman of the Council

To Elect the Chairman of the Council for the 2023/2024 Municipal Year

1. To receive proposals for the position of Chairman of the Council.

(The proposer and seconder to make a short statement to support the proposition).

2. If there is more than one proposal, to take a vote by show of hands.

- 2. Chairman of the Council to make the declaration of acceptance of Office**  
To receive the Chairman of the Council's Declaration of Acceptance of Office.
  1. The Chairman of the Council to sign the Declaration of Acceptance of Office
  2. The Chairman to make a short statement on their appointment.
- 3. Vote of thanks to the retiring Chairman**  
To receive a Vote of Thanks for the retiring Chairman.
- 4. Chairmans Review**  
The Retiring Chairman to give a short speech on her review of the term of office of the previous council and to give her thanks.
- 5. Election of Vice Chairman**  
**To elect the Vice Chairman of the Council**
  1. To receive proposals for the position of Vice Chairman for the municipal year 2023/2024. (The proposer and seconder to make a short statement to support the proposition).
  2. If there is more than one proposal, to take a vote by show of hands.
- 6. Vice Chairman to make the Declaration of Acceptance of Office**  
To receive the Vice Chairmans Declaration of Acceptance of Office
  1. Vice Chairman to sign the Declaration of Acceptance of Office
  2. The Vice Chairman to make a short statement on their appointment.
- 7. Declarations of Acceptance of Office**  
To receive the Declarations of Acceptance of Office from Elected Town Council Members for 2023.  
To note Declarations of Acceptance of Office have been received from:  
Councillor Alan George
- 8. Declaration of Councillors' interests and requests for dispensations (Chairman)**  
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)
- 9. Apologies for Absence**  
To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)
- 10. Delegation arrangements to Committees, Advisory Groups, Working Groups, Staff and other local bodies.**  
(10.1) To review the terms of reference and delegation arrangements to committees and advisory group as follows:
  - Planning Advisory Group at **Appendix 10a.**
  - Community Matters Committee at **Appendix 10b.**
  - Staffing & Finance Committee at **Appendix 10c.**

**Recommendation:**

To approve the Terms of Reference for Planning Advisory Group (Appendix 10a), Community Matters Committee (Appendix 10b) and Staffing & Finance Committee (Appendix 10c).

#### (10.2) Authorisation of the Town Clerk

To authorise the Town Clerk to sign, or where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.

#### **11. Appointment of Committees and Advisory Group 2023/2024 (Chairman)**

To consider the appointment of Members to committees and advisory group and appointment of Chairmen and Vice-Chairmen for:

- Planning Advisory Group (8 Town Council members including the Chairman)
- Community Matters Committee (8 Town Council members including the Chairman and Vice Chairman)
- Staffing & Finance Committee (6 Town Council members including the Chairman and Vice Chairman, and usually the Community Matters and Planning Advisory Committee Chairs)

#### **Recommendation:**

That the Council agrees the appointment of Members to the Advisory Group and Committees and the appointment of Chairmen and Vice Chairmen.

#### **12. Working Parties (Chairman)**

To consider the appointment of Chairmen, Vice Chairmen and Members to the following working parties:

- Grants Working Party
- Cost of Living Fund Working Party

#### **13. General Power of Competence**

To pass a resolution to confirm that the Town Council is eligible to exercise the General Power of Competence:

The Town Council meets the following criteria enabling it to exercise the General Power of Competence (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No.965):

The number of Councillors elected at the election May 2023 equals/exceeds two thirds of the total number of Councillors (1). This includes uncontested seats.

The Town Clerk holds a sector-specific qualification and has completed relevant training provided through the NTS. The Qualification is a Certificate in Local Council Administration.

#### **Recommendation:**

That the Council confirms that it is eligible to exercise the General Power of Competence, namely that it meets the following criteria:

The number of Councillors elected at the election May 2023 equals/exceeds two thirds of the total number of Councillors (1). This includes uncontested seats.

The Town Clerk holds a sector-specific qualification and has completed relevant training provided through the NTS. The Qualification is a Certificate in Local Council Administration.

#### **14. Subscriptions to Other Bodies**

To confirm that the Town Council subscribes to the following bodies:

- Avon Wildlife Trust – Friends of Weston Bigwood - £2.50 per month
- NALC / Avon Local Council Administration - £2,818.26
- Open Spaces Society - £45.00
- Society of Local Council Clerks (Clerk & Deputy Clerk) - £682.00

- South West Councils - £445.00
- CPRE (The Countryside Charity) - £36.00
- Severnnet Limited - £150.00

**Recommendation:** To approve the annual subscriptions as detailed.

**15. Appoint Councillors in representative roles** (Chairman)

To review appointments to representative roles as follows:

- Citizens Advice North Somerset (2 representatives)
- Gertie Gales & North Weston Allotments (2 representatives)
- Nailsea & District Community Transport (1 representative + 1 substitute)
- North Somerset Water Safety & Coastal Advisory Group (1 representative + 1 substitute)
- Parish Wharf Winter Boat Storage (1 representative + 1 substitute)
- Fairtrade Portishead (1 representative + 1 substitute)
- Lake Grounds Management Committee (2 representatives)
- Single Use Plastic Free Community Steering Group (1 representative + 1 substitute)
- Tourism & Heritage lead (1 representative + 1 substitute)
- Twinning Association (1 representative + 1 substitute)
- Wellbeing Lead (local partnerships) (1 representative + 1 substitute)
- Wellbeing Lead (wider partnerships / strategy) (1 representative + 1 substitute)
- Youth Centre (2 representatives)

**Recommendation:** The Council appoints representatives for each organisation.

**16. Town Council meetings 2023/24** (Chairman)

To consider the schedule of Town Council meetings for 2023/24 attached at **Appendix 16a**.

**Recommendation:**

That the Council approves the schedule of Town Council meetings at **Appendix 16a**.

**17. Designation of cheque signatories** (Chairman)

To appoint Councillors with authority to authorise payments and sign cheques. It is recommended that the Chairman, Vice-Chair, Chairman of Staffing & Finance Committee, Chairman of Planning Advisory Committee and one other Councillor are appointed.

**Recommendation:**

That Council nominates five Members who will become cheque signatories with authority to authorise payments.

**18. Council Policies and Procedures** (Chairman)

To review the Councils Policies and Procedures:

- Standing Orders (Amended December 2021 - no changes required)
- Financial Regulations (Amended September 2022 – no changes required)

**Recommendation:**

To approve the Standing Orders and Financial Regulations.

**19. Minutes of the last meeting** (Chairman)

To consider and approve the minutes of the Extraordinary Full Council meeting held on the 12<sup>th</sup> April 2023 (**Appendix 19a**).

**Recommendation:**

That Council approve the minutes of the Extraordinary Full Council meeting held on the 12<sup>th</sup> April 2023 as a true and accurate record.

**20. Grant Applications**

(20.1) To consider Grant Applications from Portishead Christmas Lights and Nailsea District Community Transport.

**Portishead Christmas Lights – £12,500**

*Portishead Christmas Lights (PCL) is an entirely voluntary, local, not-for-profit, good cause organisation whose main objective is to organise, erect, “switch on” event, and take down the Christmas festive lights display in the centre of Portishead.*

*Our annual running costs (excluding capital expenditure) for executing the annual Christmas lights display, switch on event and winter fayre now exceed £20k. Donations received from other community events (e.g. carnival, raft race, soap box race) are decreasing following their demise, leaving us more exposed to financial pressures. We receive tremendous support from the Portishead public, however we are unable to rely solely on their generosity.*

*Without a grant we would find it very difficult to put on a display of the size and quality seen in recent years. In addition, we would have to consider the feasibility of the switch on event which is very well patronised by the public and is followed by many throughout the UK and world on social media. We would also need to limit our ambitions in terms of projects and maintenance.*

**Nailsea District Community Transport - £14,000 (Appendix 20b)**

*Nailsea and District Community Transport Ltd is a “not for profit” company (registered No 28008R), with HMRC charitable status. It has been operating for over 27 years and provides a door-to-door service for the elderly, vulnerable and disabled.*

*We are seeking a grant from Portishead Town Council of £14,000. This represents a 6% contribution towards the forecast budget for FY23/24. However, Portishead members represent 32% of NDCT’s total membership.*

*The actual cost of delivering Community Transport for FY23/24 is estimated to be circa £222,000. In broad terms we are seeking a total sponsorship of around £100,200 in grants:*

<i>£55,000 North Somerset Council</i>	<i>£14,000 Nailsea Town Council</i>
<i>£14,000 Portishead Town Council</i>	<i>£12,700 Clevedon Town Council</i>
<i>£3,000 Backwell Parish Council</i>	<i>£1,500 Long Ashton Parish Council</i>

*For the current FY 22/23 £98,500 of grants we received from our sponsors, we will deliver a cost saving of £355,174(1) to the government. (Based upon 450 members at 2022 prices). This is because the service:*

- *Reduces earlier admittance into residential or nursing care, thereby*
- *Increasing use of home care and day care services.*
- *Reduces higher rate of non-elective hospital admission*
- *Reduces the proportion of domicile G.P. visits*

*In addition to the essential shopping and Dial a Ride services that we supply for Portishead residents, our service enables the elderly, vulnerable and disabled residents of Portishead to live independently for longer in their own homes. This in turn, reduces the feeling of loneliness and isolation by giving people the opportunity to meet like-minded individuals in a safe and social environment.*

**Recommendation:**

To approve the grant awards for Portishead Christmas Lights (£12,500) and Nailsea District Community Transport (£14,000).

(20.2) To consider a request from Gordano Rugby Football Club to extend the time limit for the use of the £10,000 grant awarded for a further 12 months.

Due to a massive uplift in raw material prices in the last 6 to 12 months, combined with tough economic times for members and sponsors and potential donors has resulted in a shortfall in their fundraising. The Club therefore has no option but to temporarily delay the works at the club until either December 2023 or more probably May/June 2024.

**Recommendation:** to extend the use of the Gordano Rugby Football Club grant of £10,000 to June 2024, subject to a full report on the grant usage.

**21. Penny Fair Budget - 27 May 2023**

To consider an increase to the Penny Fair Budget for 2023 from £20,000 to £25,000 to cover additional unexpected costs.

A full report will be submitted to full Council in June 2023 and any unspent funds will be returned to general operations.

**Recommendation:** to approve an increase of £5,000 for the Penny Fair Budget 2023. A full report to be submitted to full Council in June 2023 and unspent funds to be returned to general operations.

**22. Date of next Town Council Meeting:** Wednesday 28<sup>th</sup> June 2023.

The Chairman will close the meeting.

<b>Portishead Town Council – Planning Advisory Group Terms of Reference</b>	
<b>Name of Advisory Group</b>	<b>Planning Advisory Group</b>
<b>Membership</b>	8 members of the Town Council including the Chairman. Other Councillors may attend meetings of the Committee, may participate in discussions, but may not vote.
<b>Responsible officer</b>	Deputy Town Clerk
<b>Requirement</b>	Members of the committee must be prepared to visit planning application sites, to do a visual site visit if necessary and to view the documents online prior to the meeting.
<b>Terms of reference</b>	<ul style="list-style-type: none"> <li>• Receive planning applications and related matters and forward decisions, observations and comments to North Somerset Council and / or any other appropriate authority.</li> <li>• To make observations / comments on planning policies and detailed Local Plans e.g. Joint Spatial Plan appropriate to the Town Council.</li> <li>• To make observations/comments on:               <ul style="list-style-type: none"> <li>○ The creation, diversion and closure of public rights of Way</li> <li>○ Listed building consents</li> <li>○ To decide on street naming</li> <li>○ Disabled bay consultations</li> </ul> </li> <li>• Nominate speaker(s) to represent the Town Council at North Somerset Council planning meetings and committees.</li> <li>• The committee has the authority to form a working party to consider and agree responses on behalf of the Town Council.</li> <li>• To campaign and lobby on behalf of the Town Council in respect of planning matters.</li> <li>• The Chairman of the Planning Advisory Committee may wish to propose a “delegated Chairman decision” to the core members of the planning committee with a view to responding to a planning application rather than debating the matter at a forthcoming meeting. This would require the agreement of at least 4 Planning Advisory Committee members.</li> </ul>
<b>Delegated powers</b>	The Committee is authorised to make decisions on behalf of Portishead Town Council with regard to all aspects in the Terms of Reference that are within budget and in accordance with the delegated authority in financial policies
<b>Referred business</b>	Any expenditure outside of budget or the delegated authorities in financial policies must be approved by the full Town Council. Larger developments and contentious applications e.g. Marina Gardens.
<b>Quorum</b>	3 members of the planning committee
<b>Frequency of meetings</b>	Monthly
<b>Approved &amp; adopted</b>	by Town Council resolution of 27 May 2020 and 11 May 2022
<b>Updated</b>	Town Council resolution 21 July 2021 and 11 May 2022

## APPENDIX 10b

<b>Portishead Town Council – Community Matters Committee Terms of Reference</b>	
<b>Name of Committee</b>	<b>Community Matters (formerly Recreation and Works)</b>
<b>Councillor Membership</b>	8 members of the Council Including the Chairman, Vice Chairman, of the Council Other Councillors may attend meetings of the committee, may participate in discussions, but may not vote.
<b>Requirement</b>	Members on the committee must be willing to do research, get involved with specific projects possibly via working parties and provide reports for the committee if necessary.
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>• To have delegated authority on all matters of health and well-being that impact the community.</li> <li>• Work with and support organisations to develop and build upon community relationships.</li> <li>• Provide support and consider matters relating to events, arts, activities and initiatives that supports the vision and objectives of the Council.</li> <li>• To consider all matters relating to the maintenance of the Council’s physical assets and receive reports from the Clerk on expenditure delegated on those assets within the terms of financial policies.</li> <li>• The Committee will manage, consider and approve community grants in accordance with the council approved grants process policy and authorise payment of grants in accordance with financial policies.</li> <li>• The committee shall have delegated authority to authorise spending within budgets in accordance with financial policies.</li> <li>• The committee will, on behalf of the Council, have responsibility for the Mead Road play area, Underwood play area, Merlin Park skatepark, Heavens Field play area, fitness equipment on the esplanade at the Lake Grounds, Muga at Youth Centre, Open Space Slade Road, War Memorial, *footpaths, *bus shelters, *street furniture, grounds maintenance, Wyndham Way toilets and Portishead Youth Centre.</li> <li>• Allotments – working and liaising with the Portishead Allotment Association (Beach Hill and Lower Down Road), Allotment (North Weston) committee, Gertie Gales Allotment</li> <li>• Encourage the provision and maintenance of Street Furniture and Street art including: - bus shelters, street lighting, notice boards, seats, cycle racks and bins</li> <li>• To deal with relevant matters relating to community amenities and open green spaces</li> <li>• <i>* some are the responsibility of others such as North Somerset Council.</i></li> </ul>
<b>Delegated Powers</b>	The committee is authorised to make decisions on behalf of Town Council with regard to all aspects in the Terms of Reference and within the budget in accordance with the delegated authority in financial policies. Grants can be approved by the Committee within the agreed budget for grants in accordance with financial policies.
<b>Referred Business</b>	Any expenditure outside of budget or the delegated authorities in financial policies must be approved by the full Town Council.
<b>Quorum</b>	3 members of the committee
<b>Frequency of Meetings</b>	Monthly
<b>Approved &amp; adopted</b>	by Town Council resolution of 27 May 2020 & 11 May 2022
<b>Updated</b>	Town Council resolution 21 <sup>st</sup> July 2021 Town Council resolution 11 May 2022



## APPENDIX 10 c

<b>Portishead Town Council – Staffing and Finance Committee Terms of Reference</b>	
<b>Name of Committee</b>	<b>Staffing and Finance Committee</b>
<b>Membership</b>	<p>6 members of the Town Council: The Chairman and Vice Chairman of Council, and usually the Chair of Community Matters, the Chair of Planning Advisory Group, and 2 other members.</p> <p>Other Councillors may attend meetings of the committee, may participate in discussions, but may not vote.</p>
<b>Requirement</b>	Members must be willing to provide support to all employees and have an understanding of financial matters.
<b>Terms of reference</b>	<p>The remit of the Staffing and Finance Committee shall be, via the Clerk of the Council as appropriate: –</p> <ul style="list-style-type: none"> <li>• To be responsible for all employment matters;</li> <li>• To oversee the job descriptions and terms and conditions of employment of all members of staff;</li> <li>• To oversee and review all relevant policies required for Portishead Town Council as an employer;</li> <li>• To have delegated powers for the implementation of the Council’s Grievance, Discipline and Complaints Procedures and to conduct formal hearings (not appeals) which arise under these policies;</li> <li>• To oversee the appraisal process;</li> <li>• To give consideration to all matters relating to: <ul style="list-style-type: none"> <li>○ Terms of employment of staff</li> <li>○ Conditions of service of staff</li> <li>○ Welfare of staff</li> <li>○ Training of staff</li> </ul> </li> <li>• To keep under review employees’ contracts of employment and examine the Council’s responsibilities under Health and Safety at Work;</li> <li>• To discuss and recommend issues relating to staffing levels and re-grading, pay levels and staffing structures;</li> <li>• To formulate and review procedures for the selection and recruitment of staff and make the necessary arrangements for the interview and appointment of staff as required;</li> <li>• At least one member of the Committee, together with the Clerk of the Council, to conduct interviews of potential staff.</li> <li>• To deal with any staff matters referred by The Clerk;</li> <li>• 3 members of the Staffing committee can meet to deal with an emergency or situation that cannot wait for a full committee meeting to be called and the matter is reported back to the committee as soon as possible;</li> <li>• To be informed of any emergency spending by the Clerk of the Council as authorised by Financial Regulations;</li> <li>• To conduct an annual review of Standing Orders statutory Financial Regulations and the administration of VAT and PAYE regulations, and make recommendations as necessary to the full Town Council;</li> </ul>

## APPENDIX 10 c

	<ul style="list-style-type: none"> <li>• To review the internal audit arrangements of the Council, consider the resultant internal and external audit reports, make recommendations to Council, and oversee any required action;</li> <li>• To conduct an annual review of the asset register, and insurance schedule of the Council, having delegated powers to authorise synchronisation when necessary;</li> <li>• To review the insurance policy and to agree and approve insurance policies and costs;</li> <li>• To receive other ad hoc reports concerning financial matters from the Clerk of the Council, and report as necessary to Council.</li> <li>• To receive Quarterly Financial Management Reports from the Clerk of the Council and make recommendations to Council if necessary</li> <li>• To review the banking arrangements and make recommendations to Council.</li> <li>• To approve financial investments of the Council.</li> <li>• To do anything to facilitate compliance with the Freedom of Information Act 2000.</li> </ul> <p>To assist and provide advice to the Community Matters Committee (formally Recreation and Works) with the review and approval of grants.</p>
<b>Delegated powers</b>	The Committee is authorised to make decisions on behalf of Portishead Town Council with regard to all aspects in the Terms of Reference in accordance with the delegated authority in financial policies
<b>Referred business</b>	All matters involving a financial decision must be approved by the full Town Council other than where those decisions fall within the delegated authority in financial policies
<b>Quorum</b>	3 members of the Committee
<b>Frequency of meetings</b>	At least quarterly with an additional meeting where required in May
<b>Approved and adopted</b>	By Town Council resolution of 27 May 2020
<b>Updated</b>	Full Council resolution 21 July 2021

## Portishead Town Council Schedule of Committee Meetings 2023-2024



Wed, 3 May 2023	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Thu, 11 May 2023	Annual Town Council	Hybrid (Folk Hall / online)	19.30
Thu, 25 May 2023	Community Matters	Hybrid (Folk Hall / online)	20.00
Wed, 7 Jun 2023	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 21 Jun 2023	Staffing & Finance	Hybrid (Folk Hall / online)	19.30
Thu, 22 Jun 2023	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 28 June 2023	Town Council	Hybrid (Folk Hall / online)	19.30
Wed, 5 Jul 2023	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 12 Jul 2023	Town Council	Hybrid (Folk Hall / online)	19.30
Thu, 27 Jul 2023	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 2 Aug 2023	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Thu, 24 Aug 2023	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 6 Sep 2023	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 13 Sep 2023	Town Council	Hybrid (Folk Hall / online)	19.30
Wed, 20 Sep 2023	Staffing & Finance	Hybrid (Folk Hall / online)	19.00
Thu, 28 Sep 2023	Community Matters	Hybrid (Folk Hall / online)	20.30
Wed, 4 Oct 2023	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Thu, 26 Oct 2023	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 1 Nov 2023	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 8 Nov 2023	Town Council	Hybrid (Folk Hall / online)	19.30
Thu, 23 Nov 2023	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 6 Dec 2023	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 20 Dec 2023	Staffing & Finance	Hybrid (Folk Hall / online)	19.00
Thu, 21 Dec 2023	Community Matters	Hybrid (Folk Hall / online)	20.15
Wed, 3 Jan 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 10 Jan 2024	Town Council	Hybrid (Folk Hall / online)	19.30
Thu, 25 Jan 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 7 Feb 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Thu, 22 Feb 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 6 Mar 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 13 Mar 2024	Town Council	Hybrid (Folk Hall / online)	19.30
Wed, 20 Mar 2024	Staffing & Finance	Hybrid (Folk Hall / online)	19.30
Thu, 28 Mar 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 3 Apr 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Thu, 25 Apr 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 8 May 2024	Annual Town Council	Hybrid (Folk Hall / online)	19.30

**2023 - Portishead Residents Annual Meeting to be held on Wednesday 17 May 2023 @ 19:30**

**2024 - Portishead Residents Annual Meeting to be held on Wednesday 15 May 2024 @ 19:30**

Please note, any Government guidance changes on meetings and events will be reflected in this schedule.

Planning Advisory, Community Matters and Staffing & Finance meetings are held in the Eve Wigan Room, Second Floor, The Folk Hall.

All other meetings are held in the Main Hall, Ground Floor, The Folk Hall.



**MINUTES OF AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON  
WEDNESDAY 12<sup>th</sup> APRIL 2023 AT THE FOLK HALL, 95 HIGH STREET,  
PORTISHEAD, BS20 6PR**

This was a hybrid meeting to enable community participation

**Members present:**

Councillor Patricia Sterndale (Chairman)	Councillor Paul Gardner (Vice Chairman)
Councillor Ben Aldridge	Councillor Bob Bull
Councillor Bob Cartwright	Councillor Alan George
Councillor Janet Davey	Councillor Sue Mason

**Members online:**

Councillor Tanya Slatter

**Officers present:**

Wendy Coulter - Town Clerk (Taking the Minutes, IT & Cameras)

**Others present:**

Mr Richard Penska – Deputy Chief Officer, Citizens Advice Bureau North Somerset  
(Presenting Annual Report)  
Mrs Kimberly Jones – Head of Centre and Youth Provision, Portishead Youth Centre  
(Presenting Annual Report)

**Members of the public present:**

Mr Paul Maltby  
Mr Ken Smith  
Mrs Janet Probert  
Mrs Annette Hennessy  
Mr D Thrush  
Plus 7 others – names unknown.

**Others present online:**

Ms Carolyn Watkins  
Ms Lisa Screen

### **TC22.339 Apologies for Absence**

Apologies were received and accepted from Councillors Paul Churchill, Nicola Holland, Simon Faulkner, Tanya Slatter, Tim Snaden and Roger Whitfield.

### **TC22.340 Declaration of Councillors' interests and requests for dispensations:**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)

The following declarations of interest was made:

- Councillor Ben Aldridge – Item 4 (Lake Grounds Wheels Park Update, no votes required) and Item 11 (CCTV at Skatepark, did not vote) – Pecuniary - Director of WASP & Chairman

### **TC22.341 Chairman's update report**

A verbal update report was received from Councillor P Sterndale on the following matters:

- Lake Grounds Wheels Park – Update given by Councillor Paul Gardner – The construction is going on very well, despite the weather. It should be completed sometime in May. There will be an official opening sometime in the summer. There will be a soft opening in the first couple of weeks of June and then a Grand Opening in the middle of the summer, date has not been confirmed.  
A soft opening will just be inviting a few people along and cutting a ribbon. We would have liked to keep it closed until everything had settled and the last of the landscaping has been done but there is such a high demand for use so we will do the soft opening and then a grand opening later where everyone will be invited and the press and media.
- Neighbourhood Plan – The Neighbourhood Plan has been approved by the examiner. There were a few changes that needed to be made, mostly clarifications and we understand that we did rather well compared to other Neighbourhood Plans that have been submitted by other North Somerset Towns.  
The next thing that happens is it goes back to North Somerset Council for approval, they have already approved it once so it shouldn't take too long and hopefully it'll happen before the elections in May. Then we are expecting it to go to Referendum in June/July this year.
- Brackenwood Update – There has been a tree survey undertaken and only one tree which required remedial works. The initial clearance and making paths safe has started.

### **TC22.342 Public Participation**

*The notes below are a precis of statements/questions. They are not recorded word for word.*

**Mrs J Probets** – Portishead Resident

Representing the members of the Portishead Senior Forum clarifying some of the answers given from the previous questions.

The issues raised were the use of the Folk Hall for the Heritage Artefacts.

The Chairman requested that Mrs Probets submit a full list of questions to the Town Council and they would be answered as soon as possible.

**Mr K Smith** – Portishead Resident

Spoke about a magazine issued by North Somerset Council which focused on Weston-Super-Mare and not the rest of the County.

The Magazine contained articles on the new Station being built, which was started many years ago. New Bus, Walking and Cycling Infrastructure. The Bus Services have been cut. Increased employment – where is it going to come from. New homes, yes, that will definitely happen. Better infrastructure – been trying to get a doctor's appointment for 2 weeks! As far as he was concerned, North Somerset Council have done absolutely nothing for Portishead. The North Somerset Councillors haven't got the courtesy to come down here and tell us what they've been doing. Look at the turnout tonight.

Acknowledged that the Town Councillors had tried to do their best over the previous 4 years.

One final point, if consideration is being given to buying the Lake Grounds, let North Somerset Council do the works first. The more the Town Council takes over and has to put up its Precept the more Council tax is paid as North Somerset Council still charges the same.

The Chairman explained that it was the Easter Holidays and the meeting was an additional meeting, which was the reason for some of the absences.

**Mrs A Hennessy** – Portishead Resident

I understand that there is an Independent Policial Party Member here who keeps inappropriately raising my name at meetings despite the fact that I am not here so I have come here tonight to ask that person to my face to say what they want to say before I continue my address.

The Chairman explained that the Council did not know who Mrs Hennessy was referring to.

Mrs Hennessy continued, that they did.

So to the Town Clerk, they have had a chance to say to my face but they didn't, they chose not to. I am talking with regard to Bob Cartwright, please ensure that he knows I'm not his friend so perhaps you could explain to him that I would like him to stop using my name when I'm not here where there is no right of reply. What I do outside these meetings with regard to videos on YouTube is absolutely none of his business and unless I break the law and if that is the case, please do refer the matter to the police. So far I don't think I've ever broken the law or spoken in meetings rudely or disrespectfully, nor have I have items rejected by Facebook or YouTube. And to that same Portishead Political Party Member, yes actual videos which your Party have used to help it in the past and given me credit for. So, I wish you'd stop moaning about the number of YouTube videos and start acting on the issues raised.

I watch the videos that go on YouTube and I read the minutes and I was appalled by the way this Council reacts to members of the public. Not only do they respond aggressively as Tanya Slatter did at the last meeting but they had their backs to the public and Mrs Davey is one of the worst. At the last meeting, it is clear on those videos which some of you dislike that she never looked at the members of public speaking at all. Which is appalling and I can remember the majority of you who attended meetings before you were elected in, not all of you. You used to complain with venom towards the last administration for turning their backs and not looking at the speakers and now we've got the same happening here tonight. It is absolutely appalling and when members of the public come along who don't come here

very often to speak and actually raise their concerns to not have eye contact with the public is rude and disrespectful and it is happening again. You should be ashamed of yourself Mrs Davey.

There is no point in shaking your head Mr Gardner you're the person who is standing for a party and not bothering to stand in an election yourself so don't shake your head at members of the public who are actually saying things which you should be listening to. So one of the two residents came along and they spoke at the meeting and received an aggressive response by Tanya Slatter which we have become accustomed to but regarding that railway sentry box at the back of the hall, in answer to one of the questions, there are several of them. The lady was told that it was put there, and permission was given by the then Town Clerk and as she has already highlighted this evening, the Town Clerk is employed by you, the Town Council and I doubt very much that she would give permission for something like that in here without consulting with you all and having it approved, so you can blame someone who is no longer here but it's a bit weak to do that. And to correct Tanya Slatter again, she did say at the last meeting that it was put there by the old administration and Lesley Cottrell that attended was quite right, it wasn't. And when she gave her apology to Mrs Cottrell, she said, if I have it wrong, I apologise. She did have it wrong, so the thing is it's a bit of weak apology. You blame a previous administration when you're the people who did it is ridiculous.

You say that all the decisions are minuted, I can't see in any of the minutes the decision for the sentry box in the hall, it might be considered a small item, small in relation to the whole of this room including the bit at the end but it is not small, it is large and with the piano at the end alongside as well I can see why people are raising concerns and rightly or wrongly, they need to be listened to. This is senior forum of our town and it was only when I actually came along tonight and saw the glare from the posters on the wall, I can see what they mean and I can't understand why you're so despondent towards what they're saying. Surely negotiation is called for to put this sort of matter and resolve it for those people. You also say that her view is not a view shared by other hirers, did you have a consultation on that? If so, could I have a copy of it please. Also I'd like to ask, is it correct that all hirers have to put away tables and chairs, even elderly with mobility problems. Are you able to answer that for me now?

The Chairman responded that during the day, if people want the staff to put out the tables and chairs and put them away then they can and we're currently trying to find a way of covering the evening hires as well.

Mrs Hennessy continued: so people do have to do it in the evenings. What's happened to the caretaker then?

The Chairman responded that the last caretaker resigned and we did advertise 3 times for the position in all the usual places we didn't get any response. Nobody wanted to take up the post as a lot of the money from the halls is spent on the salaries of the caretakers so we have gone to the automatic entry system. The same as a lot of halls have.

Mrs Hennessy continued: you have a lot of staff at the Council, it's a shame that there isn't a caretaker. I can see why they may not want to join the Council from past experience of other staff members but thank you for giving the answer and also the final thing on the heritage centre. You say there is no group called the heritage centre, well that is strange, as Janet Davey has referred to the heritage centre numerous times online and even this Town

Council has as well on social media. So is it the Folk Hall or is it the Heritage Centre? Could you tell us tonight please?

The Chairman responded that the building is called the Folk Hall, the heritage centre is in this hall which is also used for general hire.

Mrs Hennessy continued: so it is not correct to say there is no heritage centre.

The Chairman clarified that there was no group called the heritage centre.

Mrs Hennessy continued: ok, thank you. This Town Council and the controlling party gave many promises about the meetings which have failed to transpire which they did not explain at the last meeting. Your new style democracy pledge in 2019, excluding Sue who stands for the Liberal Democrats, turned out to be more duplicity with treating the people with disdain and this has continued and the number of people in the hall tonight is the most you've had for a long time. The public don't get openness and transparency when they attend these meetings which is why they no longer attend. Some of you will be elected again in May, some of you have already been appointed in the East Ward due to non-contested seats, such is the despondency from the public towards the Council. The only person in the East Ward that I think deserves that appointment is Ben Aldridge who has worked hard for four years. Some of you abandoned your political party at district level, some of you were disqualified. Whoever gets in, in May could you try to represent the public and not your political party and as there are no true independents standing for Town Council, like there is at District Council, please don't follow your leader who isn't standing at all for election. Be true to your Town and one question I'd like to raise to Ben Aldridge if I may before I finish, could you tell me Ben, who was it who applied for the Lottery Funding for the Wheels Park.

Councillor B Aldridge replied that it was the Town Council.

Mrs Hennessy responded: who on the Town Council applied for it as I understood it was a member of staff. Please don't take credit for what your employees are doing for you. In the past Councillors have worked hard they may not all have conducted themselves properly, but they worked hard. Now you have a lot of employees who we pay for out our public purse who work hard on your behalf and so if someone has worked hard and gained lottery funding then please don't let the party claim the credit, give the credit to the member of staff who did it for you. That goes for many other things like Slade Road Play Area project, I could list them all, but I haven't got time. Don't claim credit, it's so disingenuous and all I can say is, roll on the election and we'll see what happens then but I hope you learn from some of the mistakes you made in the last four years. You can smile and smirk all you like Chairman but as someone who doesn't live in Portishead isn't standing for the Town Council then its not really relating to you is it? Thank you.

Councillor R Bull responded that the person who did all the work for the Lottery Funding is sat in the room, it wasn't a member of staff.

Mrs Hennessy responded that it was the Finance Officer who did the work.

Councillor R Bull responded that it was not a member of staff. He confirmed that it was Councillor Paul Gardner.



Mrs Hennessy responded that Paul Gardner got his finance member of staff who applies for grants to do it for him, so don't claim it for the party.

The Chairman asked the meeting to move on.

#### **TC22.343 Service Level Agreements**

Members received a presentation from Mr Richard Penska – Deputy Chief Officer, Citizens Advice Bureau North Somerset (CANS) on the activities of the CANS and how the Grant from the Town Council assisted with the services provided. Members also received a written report.

Members received a presentation from Mrs Kimberly Jones – Head of Centre and Youth Provision, Portishead Youth Centre on the activities of the Youth Centre and how the Grant from the Town Council assisted with the activities and services provided. Members also received a video presentation.

It was proposed by Councillor B Aldridge and seconded by Councillor A George that CANS and the Youth Centre had both fulfilled their obligations with regard to the Service Level Agreements (SLA's) namely:

**Citizens Advice Bureau:** Each year, on receipt of the annual and verbal written report, the Council will decide at the Full Town Council meeting, prior to the next payment date, if conditions have been met and if agreed and funding is available; resolve to approve the following years payment.

£25,750 for 2023/2024.

**Youth Centre:** On submission of an annual report in Sept of each financial year and supplemented by a verbal report at a meeting of council payment will be made within 10 days of the end of each financial year.

£35,000 for 2023/2024

Therefore, both CANS and the Youth Centre be awarded, as per the SLA's, the respective grant funding of CANS £25,750 and Youth Centre £35,000 for 2023/2024.

A vote was taken which was unanimous in favour.

**RESOLVED: That CANS and the Youth Centre had both fulfilled their obligations with regard to the Service Level Agreements (SLA's). Therefore, both CANS and the Youth Centre be awarded, as per the SLA's, the respective grant funding of CANS £25,750 and Youth Centre £35,000 for 2023/2024.**

#### **TC22.344 North Somerset Councillors Reports**

The Chairman confirmed that there were no North Somerset Councillors present at the meeting. However, the Chairman explained that Cllr Snaden had a special excuse as he was away on his Honeymoon.

### **TC22.345 Minutes of the Previous Meeting**

It was proposed by Councillor B Cartwright and seconded by Councillor R Bull that the Minutes of the previous Ordinary Council meeting held on 15<sup>th</sup> March 2023 be signed by the Chairman as a correct record.

A vote was taken which was unanimous in favour.

**RESOLVED: That the Minutes of the previous Ordinary Council meeting held on 15<sup>th</sup> March 2023 be signed by the Chairman as a correct record.**

### **TC22.346 End of Year Budget Report 2022/2023**

Councillor R Bull gave the following brief update. The Year End figures have not been completed as yet. However, the situation at the end of the four years is better than it was four years ago when we started. We have put up the Precept but we have also spent a considerable amount of money on this town. You've seen two people come in and explain the Grants that their organisations have received. We've protected land, we've bought land and we've got a Neighbourhood Plan through. We're doing a Wheels and Skate Park, all those things cost money and they've all come out of the Precept money along with other grants that we've also spoken about. We've increased the General Reserves to twice what it was when we started and the way it was going when we came in was concerning. They were in trouble, they could not have done a Neighbourhood Plan, they could not have done some of the things we have done. We have secure funds of around £750,000 to support the people of Portishead.

### **TC22.347 Policy Updates**

Members considered the recommendation from the Community Matters Committee that full Council adopts the updated Equality and Diversity policy and Safeguarding Policies for Children and Adults.

It was proposed by Cllr B Aldridge and seconded by Councillor B Cartwright that the updated Equality and Diversity policy and the Safeguarding Policies for Children and Adults be adopted by the Town Council.

A vote was taken which was unanimous in favour.

**RESOLVED: that the updated Equality and Diversity Policy and the Safeguarding Policies for Children and Adults be adopted by the Town Council.**

### **TC22.348 CCTV Provision**

#### CCTV Camera – Marina

Members were asked to approve and confirm the purchase and installation of a CCTV camera for the Marina at a cost of **£15,469.76** (£8,000 set aside in Budget 2022/2023).

Members noted the following breakdown of the costs:

#### Installation Costs for new CCTV camera at Parish Wharf, Portishead.

1. Install new CCTV pole.
2. Install new CCTV cabinet.
3. Excavate and install new duct between lighting column, CCTV pole and cabinet.
4. Make good excavations.
5. Undertake electrical works to supply cabinet and camera with power.
6. Install 'Deployable' camera.
7. Configure new camera onto existing recording equipment at NSC control room.
8. Configure new camera onto Hik Central at NSC control room.
9. Undertake final testing and commissioning.

**Total Cost: £8,583.76**

Members also noted that the installation charges are based upon the location and amount of work needed to install a camera there.

**Hardware Cost for new CCTV camera at Parish Wharf, Portishead.**

1. New IP High Definition PTZ (1080p) Dome camera with 4G, 3G, Wi-Fi and IP connectivity
2. 4G modem incl IP AiR static IP Addressing firmware
3. Sim Card yearly cost based on current price of £43 p/m

**Total Cost: £5,285**

**CCTV Control Room Monitoring and Maintenance Charge**

**Total Annual Cost: £1600 (as previously agreed with all Town Councils)**

Members noted that the total cost for installing a new camera would be **£15,469.76** and noted: the reoccurring charges are £1600 for monitoring and maintenance and £120 for the Sim Card.

**CCTV Camera – Located near the Wheels & Skatepark**

Members were asked to approve and confirm the purchase of the CCTV camera located near the Wheels and Skate park (the balance of costs from a previous SLA) at a cost of £4,650 (capital cost) + £43pm ongoing for the sim card.

Members noted that these were the costs to make the camera a permanent fixture in Portishead rather than sharing it with Clevedon and Nailsea therefore settling the balance of the remaining 2/3 of the cost of the camera.

(Power to spend monies on crime prevention – Local Government & Rating Act 1997, s.31).

It was confirmed that North Somerset Council own the land that the Cameras where the cameras were located. However, the cameras were part of the network of CCTV cameras in Portishead owned and paid for by the Town Council. The service was provided by North Somerset Council and paid for by the Town Council.

It was further confirmed that the location of the CCTV camera near to the Wheels and Skatepark had been chosen following negotiations with the Police following antisocial behavior and other problems. It was not solely for the use of the Wheels and Skatepark.

It was proposed by Councillor J Davey and seconded by Councillor B Cartwright that the Council approve the purchase and installation of a CCTV Camera for the Marina at a cost of £15,469.76.

That the Council also approve the purchase of the remaining 2/3 of the CCTV Camera at the Skate Park at a cost of £4,650 (capital cost) + £43pm ongoing for the sim card.

Mrs Hennessy wanted to know whether she could ask a further question about the CCTV camera at the Marina.

The Chairman responded that the Public had had a chance to ask questions but if Mrs Hennessy submitted her question in writing, it would be considered.

A vote was taken: 7 in favour and 1 abstention. The motion was carried.

**RESOLVED: that the Council approve the purchase and installation of a CCTV Camera for the Marina at a cost of £15,469.76.**

**That the Council also approve the purchase of the remaining 2/3 of the CCTV Camera at the Skate Park at a cost of £4,650 (capital cost) + £43pm ongoing for the sim card.**

#### **TC22. 349 Portishead Football Club**

Members were asked to approve changes to the Portishead Town Football Club lease to satisfy the Football Foundation requests.

It was proposed by Councillor R Bull and seconded by Councillor J Davey that the Council approve the changes to the lease for the Portishead Town Football Club to satisfy the Football Foundation requests.

It was noted that the Football Club had completed an immense amount of work to secure the funding offered by the Football Foundation. It was confirmed that the changes related to the lender having some security over the land to secure the funding provided. It was a standard request.

A vote was taken: 7 in favour and 1 abstention. The motion was carried.

**RESOLVED: that the Council approve the changes to the lease for the Portishead Town Football Club to satisfy the Football Foundation requests.**

#### **TC22. 350 Neighbourhood Plan**

Members were asked to approve the release of £2,000 to support the communications required for the referendum of the Neighbourhood Plan.

It was proposed by Councillor P Gardner and seconded by Councillor B Aldridge that £2,000 be released for communications for the referendum of the Neighbourhood Plan.

A vote was taken which was unanimous in favour.

**RESOLVED: that £2,000 be released for communications for the referendum of the Neighbourhood Plan.**

#### **TC22. 351 Wellbeing – provision of small budget**

Members were asked to approve the provision of a small budget of £100 to facilitate Wellbeing events to pay for hall hire, refreshments and small raffle prizes.

The Council was requested, that if the small budget was approved, to vire monies from the Membership Budget (4090) for a Wellbeing budget.

It was proposed by Councillor S Mason and seconded by Councillor J Davey that Council approve the virement of £100 from the Membership Budget (4090) for a Wellbeing Budget to pay for hall hire, refreshments and small raffle prizes.

A vote was taken which was unanimous in favour.

**RESOLVED: that Council approve the virement of £100 from the Membership Budget (4090) for a Wellbeing Budget to pay for hall hire, refreshments and small raffle prizes.**

**TC22.352 Date of Next Meeting**

It was noted that the date of the Annual Town Council meeting is Thursday 11<sup>th</sup> May 2023 at 7.30pm.

The Chairman closed the meeting at 8.58pm.