

Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078
www.portishead.gov.uk



Summons & Notice for a Meeting of the Community Matters Committee to be held on Wednesday 26th February 2025 at 7.30pm

Thursday 20 February 2025

To: All Members of the Portishead Town Council Community Matters Committee
Emma Blackmore (Chair), David Gunnell (Vice Chair), Maryam Afzal, Robert Cartwright, Janet Davey, Martin Dowling and Jenie Eastman.

You are hereby summoned to attend a meeting of **Community Matters Committee**, at The Folk Hall, 95 High Street, on **Wednesday 26th February 2025 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

Steve Milton
Locum Town Clerk

Agenda and papers are available at 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.
- If you would like to submit statements or questions in advance please email enquiries@portishead.gov.uk

To join via Zoom

<https://zoom.us/j/95300200301?pwd=Rkx2eEdicHFzNzNyVXYxdE9pZnk4Zz09>

Meeting ID: 953 0020 0301

Passcode: 160358

Dial in 0203 481 5240 United Kingdom

Agenda

1. Chairmans Welcome

Fire Safety and exiting the building.

2. Apologies for absence

To receive, and consider for acceptance, apologies for absence.

To note and accept apologies for absence from Councillors.

3. 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.

4. Chairman's update report

To receive a verbal report from the Chairman.

5. Public Participation

To receive from members of the public any statements or questions relevant to Portishead to which an answer will be given, or if necessary, a written reply will follow, or the questioner will be informed of the appropriate contact details. If you would prefer to submit questions or statements in advance, please email enquiries@portishead.gov.uk. Each person will be limited to 5 minutes and the total amount of time set aside will be 30 minutes.

7. Minutes of previous meetings

To consider and approve the Minutes of the meeting held on Wednesday 22nd January 2025 at 7.30 pm

Recommendation: that the minutes of the meeting held on Wednesday 22nd January 2025 (previously circulated) be approved as a correct record and signed by the Chair.

8. Wyndham Way Public Toilets

To consider the Locum Clerk's report (attached).

Recommendations:

- a) That the Healthmatic contract is not renewed
- b) That new conditions surveys be undertaken of the buildings.
- c) That work starts on developing a Community Toilet scheme.
- d) That the Community Services Manager report back on progress in due course.

9. Tea and Tech at the Folk Hall

To consider the Locum Clerk's report (attached).

Recommendation: that the Tea and Tech sessions be continued at the Folk Hall and that the hire charges continue to be waived.

10. Wild Portishead – Swift Box Scheme

To consider the Locum Clerk's report (attached).

Recommendation:

That two swift boxes be installed at the Folk Hall and that the Council's uses its communications and marketing expertise to help promote this worthwhile project.

11. Free Flowers for Portishead

To consider the Locum Clerk's report (attached).

Recommendation: that the Committee decides if it wishes to order free bedding plants from Glendale Ltd.

12. Communication with Residents

To consider the Communication Manager's report setting out options for Council news reporting in local print media (to follow)

Recommendation:

Preferred Option 1 – To produce 2 newsletters per year in North Somerset Times costing a total of £960. In addition to this one off in Local Reach magazine costing £838.80. Combined total cost of £1798.80. This one off in Local Reach can also be printed by PTC and copies available in outlets (TBC).

Option 2 - A one off door drop via Royal Mail. Total cost including printing of leaflets £1,616.47. Cost would include spare copies of leaflets for PTC use and distribution.

13. Beech Tree in Heaven's Lane

To consider the Locum Clerk's report (attached).

Recommendation: that the Committee requests that the NSC Arboriculture Officer review the survey undertaken by residents and make any recommendations to the legal owners of the tree.

14. Communications

To agree a communications plan for the items from this meeting.

15. Date of next meeting

The date of the next Ordinary Town Council meeting is Wednesday 12th March 2025 at 7.30pm.

The Chairman will close the meeting.



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Minutes of Community Matters Committee Meeting Wednesday 22nd January 2025 at 7.30 pm

This was a Hybrid meeting to enable community participation.

Committee Members Present:

David Gunnell (Vice Chairman – in the Chair), Janet Davey, Robert Cartwright and Roger Whitfield

Councillors in attendance:

Councillor Paul Gardner (spoke as a resident of Portishead)

Councillor Mike Rees (online - spoke as a resident of Portishead)

District Councillors in attendance:

Councillor Roger Whitfield

Officers Present:

Steve Milton (Locum Town Clerk)

Members of the Public Present: 2

Members of the Public Present online: 2

CM277/01/25. Chairmans Welcome:

The Chair welcomed everyone to the meeting.

CM278/01/25. Apologies for absence

Apologies for absence were received from Councillors Martin Dowling, Emma Blackmore (Chairman), Maryam Afzal and Jenie Eastman.

CM279/01/25. Declaration of Councillors' interests and requests for dispensations

Members must declare any disclosable pecuniary (financial) and other interests re. items on the agenda as required by the council's Code of Conduct, Standing Orders, and the Localism Act 2011.

None were declared.

CM280/01/25. The Chairman's verbal update report

(1) BSIP Transport Hub

A meeting with North Somerset Council was due to be held the following day, news would be circulated thereafter. In connection with this item, the Committee considered the BSIP proposals to improve the appearance of bus shelters in Portishead. Members looked at illustrations of the designs, branding and information boards. It was agreed that Councillor Gardner would write back to BSIP welcoming the improvements.

(2) Anti-social behaviour – Slade Road Playing Field

The Chair reported that a CCTV camera may need to be installed to reduce vandalism and anti-social behaviour, but there had been no recent reports of issues and North Somerset Council appeared to be reconsidering their commitment to return the land to Portishead TC.

(3) Portishead Foodbank

Renovation works were taking place at Gordano Valley Church and the Foodbank was looking for new premises.

(4) Car Parking Charges at Lakegrounds

The Chair reported that he had attended a consultation meeting between North Somerset Council and local clubs and key stakeholders at Lakegrounds to discuss the introductions of car parking charges. Many helpful suggestions had been reported back to North Somerset Council.

(5) Banking Hub

Paul Gardner reported that contact from the Hub had been received by the Town Council. It was likely that any banking hub for Portishead would include postal services and be run by the Post Office. However, it was unlikely that there would be further progress until the future of the remaining bank in the Town was decided.

CM281/01/25. Public Participation

The following is a very short precis of statements/questions raised at the meeting. [The full video of all the speeches and questions from members of the public can be viewed online.](#)

- Tracy Edwards-Brown addressed the meeting on a new initiative from Voluntary Action North Somerset aimed at supporting residents over the age of 65. She provided a leaflet and agreed to contact the Council's Communications Manager who could help raise awareness.
- Chris Clarke addressed the meeting regarding the adoption of Portbury Wharf. Councillor Gardner stated that he believed adoption was in hand but not yet concluded. He agreed to investigate.

CM282/01/25. Minutes of the previous meeting

RESOLVED: that the minutes of the last meeting held on 27th November 2024 be approved as a correct record and signed by the Chair.

CM283/01/25. CCTV at Lake Grounds

The Committee noted that North Somerset Council was prepared to use s106 money to install CCTV at Lake Grounds to cover the Changing Places facility /cafe area. Councillors had discussed with North Somerset Council the possibility of improving and moving existing CCTV covering the skate park to cover both locations, but had been informed this was not possible. North Somerset Council had requested that Portishead Town Council agree to pay for the annual monitoring cost of £1,740 in accordance with the existing service level agreement.

RESOLVED: that the sum of £1,740 be included in the 2025/26 budget to pay for additional CCTV monitoring at Lake Grounds in accordance with the adopted Service Level Agreement.

CM284/01/25. Mead Road Play Area – Cube Climber Safety Surface

The Committee considered the replacement of existing worn tiled safety surface under the Cube Climber at Mead Road Play Area – previously circulated.

RESOLVED: That subject to receipt of a satisfactory product guarantee, the quote in the sum of £4138.49 + VAT from Sovereign Play be approved.

CM285/01/25. Replacement tree at Lake Grounds Play Area

The Committee considered a request from North Somerset Council to replace a tree at the Lake Grounds Play Area with an ornamental Hawthorn (*Crataegus persimilis* 'Prunifolia'). Members noted that the berries of the ornamental Hawthorn were potentially toxic and considered that an alternative should be planted – a fruit tree was preferred.

RESOLVED: that North Somerset Council be informed that Portishead Town Council welcomes the planting of a tree in this location but requests that an Apple tree be used instead of an ornamental Hawthorn which may pose a risk to young children due to its toxic berries and thorns.

CM286/01/25. Nailsea and District Community Transport Ltd - Service Level Agreement

The Committee considered a draft Service Level Agreement intended to apply to the NDCT grant from 1st April.

RESOLVED: that approval of the Service Level Agreement with Nailsea and District Community Transport Ltd be deferred pending further consultation with the Company.

CM287/01/25. Community Grants

The Committee considered the following grant applications (previously circulated):

- Great Western Air Ambulance

- Vision North Somerset

RESOLVED:

- (1) That a grant of £3,000 be awarded to Great Western Air Ambulance to support its mission costs in Portishead and beyond
- (2) That a grant of £1,190 be awarded to Vision North Somerset to extend the activities offered at The Hub for people with hearing and visual impairments.

CM288/01/25. Communication with Residents

The Committee considered the Communication Manager’s report setting out options for Council news reporting in local print media (previously circulated)

RESOLVED: that consideration of this matter be deferred pending quotes for producing and including a branded insert for the local magazines.

CM289/01/25. Signposting and Referral Service Officer Update

The Committee received an update report from the Signposting and Referral Service Officer (previously circulated) on work to support local people through referrals to various wellbeing agencies, groups and charities. Members noted that the recent change of contact venue had impacted on the number of referrals received. It was considered that it may be beneficial to receive a report outlining trends over a longer period and that it would be useful to understand the outcome of referrals – although it was recognised that this may be difficult to achieve.

CM290/01/25. Committee Communications

It was agreed to publicise the following:

- The grants awarded
- The forthcoming meeting with BSIP to discuss the transport hub project.
- The new CCTV service

CM291/01/25. Date of next meeting:

Wednesday 26th February 2025 at 7.30pm.

The Chairman closed the meeting at 8.35pm.

Signed..... Chairman

Date.....

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Wyndham Way Public Toilets

Community Matters Committee

Date: 26-02-2025

Purpose of the Report: To provide relevant updated background information to councillors.

Background:

- 1) Toilets too expensive to maintain and have been closed for 6 months See previous report 6th Mar 2024 from Mike McDonald. Current Healthmatic contract £8,424.96 p/a expires 31 Mar 2025.
- 2) The Council is looking to implement a better solution - Community Toilet Scheme. Information gathered from successful schemes running already. Bristol City Council - Community Toilet Scheme and Frome Town Council You're Welcome, Toilet Scheme. Suggested putting an information pack together for cafes, restaurants, pubs, bars and community halls interested in joining a Portishead scheme and toilet facilities on offer in each accessibility/ baby changing etc. Comms around this including map on website.
- 3) We would like to repurpose the building and secure a new use such as a potential grounds maintenance storage depot post devolution. There is an urgent need to understand the condition of the building.
- 4) Contacted for quotes:
 - Allcott Commercial - Building Survey inspection (awaiting quote)
 - Armour Analytical Services – Asbestos, Refurbishment & Demolition Survey c£300
- 5) Portishead Foodbank have looked around and have reluctantly concluded this is too big and complex a project without any survey/reports and too many uncertainties at the moment.

More Detail:

<https://www.bristol.gov.uk/business/business-support-and-advice/join-the-community-toilet-scheme>

<https://www.bristol.gov.uk/residents/streets-travel/public-toilets>

<https://www.frometowncouncil.gov.uk/our-community/youre-welcome/>

<https://www.discoverfrome.co.uk/locations/>

Recommendations:

- Do not renew Healthmatic contract
- Carry out both Building surveys
- Produce Implementation proposal for Community Toilet scheme
- Report back on state of building and potential future uses

Financial Implications: By reopening the toilets, we risk further vandalism costs. Terminating the Healthmatic contract could open the option of possible funding / grant support to those signing up to join the scheme.

Notes: None



PORTISHEAD TOWN COUNCIL

Wyndham Way Toilet Block

Produced For: Town Council

Date of Report: 6th March 2024

Summary of Key Issues:

Wyndham Way toilet block is currently closed following an incident of vandalism.

Purpose of the Report:

To provide relevant background information to councillors.

Current Situation:

The toilet block in Wyndham Way car park is owned by North Somerset Council. Following a proposal by NSC to close the toilets in 2013, Portishead Town Council entered into a 99-year lease of the toilet block, from 1st September 2013, at a one-off cost of £15,000.

At this time the toilets needed extensive renovation and repair, with a further £63,500 being spent in 2013 installing the two modular toilet units (a unisex toilet, and accessible toilet) currently in place. These are bespoke units and maintenance is limited to the installing company due to the proprietary nature of the equipment.

Entry to the toilet units is currently charged at 20p per visit, although the accessible toilet can also be opened with a universal 'Radar' key. The 'charge' can be changed relatively simply by switches on the coin selector (although this may require payment of a call-out charge to the installers – at £300 per visit) It is also possible to replace or supplement the coin selector with a contactless card reader – we were previously quoted £7,600 ex VAT to do so, although it *may* be possible to do so at a lower cost.

Since 2022 there have been at least 12 incidents of damage to the toilets, with the most recent being on 14th February 2024, when the accessible toilet was extensively damaged. Since then the toilets have remained closed and unavailable for public use. It should be recognised that 10 of the 12 incidents occurred in October 2022, after which the closing time of the toilets was changed from 8pm to 5pm. Most damage involves the throwing of excrement and/or wet paper towels around one or other cubicle.

In addition breakdowns and repairs to the toilets can take a significant time, especially as we are reliant on one supplier. Over the past two years, cubicles have been closed for a total of at least 194 days, including a period of at least 67 days when both units were closed whilst awaiting repair. Of these 194 days, 187 are in the current financial year.

Financial Implications:

Each incident of damage takes around 1 hour of officer time, however the more significant impact is on our contract cleaners during the required additional cleaning.

Our current contract cleaners visit twice daily, at a cost of £7,680 per year. Maintenance and monitoring of the intruder alarm installed in the storage areas at the rear of the block is £325 per

year. Average maintenance costs over the last two years has been around £1,200 per year. Total annual expenditure on the toilet block is therefore £9,205. All costs exclude VAT.

The current damage is estimated to cost a further £600 to rectify.

Income from the toilets was predicted in 2013 to be between £5,200 and £15,600. In reality it is *significantly* less than this – income between April 2023 and January 2024 is £480, a projection of £576 for the financial year, although this has potentially been impacted by both units being closed for an extended period.

Legal & Policy Implications:

Nil.

Notes: The person to contact about this report is Mike McDonald, Community Halls Manager

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Tea and Tech at the Folk Hall

Community Matters Committee

Date: 26-02-2025

Purpose of the Report: Update on the Scheme

Background:

- 1) Portishead Town Council has supported the Tea and Tech sessions at the Folk Hall with free hall hire for this session every month. This community inclusion project started as a pilot post Covid and some of the residents who came to that pilot still attend now. A group that both volunteers and resident 'students' love with a good mix of male and female. The group has been able to retain volunteers, recruit more and they just keep coming!
- 2) Social prescribers (including Community Connect North Somerset who refer people to this group on a regular basis)
- 3) No tech question however basic is considered silly. Some residents don't always need tech support but come for friendship, tea and cake!
- 4) The group has 53 'students' and 32 volunteers on the list with an average attendance each month between 30/40.
- 5) The Council's Communications and Marketing Manager promotes the group in lots of local magazines attracting many new residents.
- 6) The sessions are free. A piggy bank is passed around to collect donations just to keep the coffee fund going.
- 7) The group made a short video featuring a session when WERN & Alive Activities were involved: https://www.youtube.com/watch?v=wfcI_egYKjA
- 8) The group has occasional speakers at the start of the sessions – Police (scams and frauds) Fire Brigade (home safety), Youth Centre and local GP's. These sessions are kept to 15/20 minutes to provide time for tech support.

Testimonial – Community Connect NS

- 9) Thank you for letting us host the event within Tea & Tech yesterday at The Folk Hall. It was helpful for us to let people know what we can offer and was good to come along and see how brilliantly that group is working. You have done an amazing job keeping this going and it was so good to see so many people attending. Thank you for the support you provide to the residents of Portishead who are not digitally included and looking to improve their confidence. Having attended the Tea and Tech session at the Folk Hall last week and seen the amazing number of volunteers and attendees I was so impressed with what you are offering. More and more services are going online so it is key that we can support people to feel included.

Recommendation:

That the Tea and Tech sessions be continued at the Folk Hall and that the hire charges continue to be waived.

Financial Implications: Loss of hall income

Notes: None

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Swift Boxes

Community Matters Committee

Date: 26-02-2025

Purpose of the Report: Project to support the installation of Swift Boxes.

Background:

- 1) Members will be aware that Wild Portishead is running a project to reintroduce more swifts into Portishead. They have crowdfunded £440 so far, so have some funds to buy some nesting boxes and some internal webcams for a few of the boxes - the idea of the webcam is to enable people to see the birds and their behaviours and make it an interesting experience for people
- 2) Swifts prefer tall old buildings like the Folk Hall and the Council has been asked by Wild Portishead if it could put one or two on the Folk Hall and help publicise their project.
- 3) Swifts are clean birds so there won't be an issue with bird droppings
- 4) There is no cost to PTC besides putting up the boxes – perhaps the building work currently ongoing could be an opportunity to get Jones the builders to install them whilst they are doing other work
- 5) Anyways, could I request this as an item for the next community matters, the aim being to approve installation of one or two swift nesting boxes at the Folk Hall
- 6) Councillor Gardener has been liaising with Wild Portishead and will attend the meeting to explain more about the project.

Further reading

[Swift boxes - RSPB](#)

Recommendation:

That two swift boxes be installed at the Folk Hall and that the Council's uses its communications and marketing expertise to help promote this worthwhile project.

Financial Implications: Installation costs c £50-90

Notes: None

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Free Flowers for Portishead

Community Matters Committee

Date: 26-02-2025

Purpose of the Report: To decide whether to participate in the free flower scheme.

Background:

- 1) North Somerset Council and Glendale are inviting requests for free annual flowers for Summer 2025.
- 2) Whilst the flowers are free, the Council would need to organise collection when they arrive at Sunnyside Depot in Weston-super-Mare (provisionally the first week of June). Collection details will be sent to you when known.
- 3) The annual summer flowers requested this year are:
 - 2500 Salvia Red
 - 2500 Ageratum White
 - 2500 French Marigold mixed
 - 2500 Petunia mixed colours
 - 2500 Lobelia "Crystal Palace" Dark blue
- 4) The Council has been asked to indicate the number of plants required (not the number trays please as contents can vary) and we will do our best to provide them.
- 5) There is no requirement to order equal numbers of plants this year, and if Glendale run out of specific varieties, they will try to offer an alternative. Where the separate species are not specified, an equal number of each will be allocated.
- 6) If Glendale run out of a particular plant, they cannot obtain extra flowers as these are contract grown, so once allocated there are no more.
- 7) This year Glendale is offering an upper limit of 250 flowers per group.
- 8) As previously, the free flower scheme is on a first come first served basis and early application is recommended.
- 9) All applications should be received by Friday 24th March 2025 at the latest.

Recommendation:

That the Committee decides if it wishes to order free bedding plants.

Financial Implications: None

Notes: None

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Beech Tree in Heaven's Lane

Community Matters Committee

Date: 26-02-2025

Purpose of the Report: To consider a request for financial assistance with tree works.

Background:

- 1) Residents in Heaven's Lane have asked for assistance with the removal of a large and TPO protected beech tree standing on private land near Redcliffe Bay Hall.
- 2) The Council relies on the advice of NSC on trees and arboriculture matters – they have the expertise in this area.
- 3) The Council contacted NSC to ask for the tree to be inspected and no serious concerns were raised.
- 4) The residents subsequently commissioned their own survey tree from Jim Walker of Alltree Arboricultural Consultants, and they maintain the tree poses a risk to users of the hall.
- 5) The residents want the Council to contribute to (or meet in full) the cost of reducing the tree to a monolith. The costs of these major tree works are likely to exceed £5,000.
- 6) The Town Council is being asked to pick up the cost associated with maintaining trees it does not own.
- 7) The Council has no legal obligation to undertake the work, nor would it be liable for any damages should the tree fall.

Recommendation:

That the Committee requests that the NSC Arboriculture Officer review the survey undertaken by residents and make any recommendations to the legal owners of the tree.

Financial Implications: Over £5,000 if the Council decides to undertake works.

Notes: None



PORTISHEAD TOWN COUNCIL

Portishead Town Council Newsletter in Local Publication

Produced For: Community Matters Committee

Date of Report: 13 February 2025

Summary of Key Issues: There is a gap when communicating PTC news with some residents

Purpose of the Report: Improve communications with residents who are not online

Background: Back in 2021 Portishead Town Council produced a bi-monthly newsletter for the North Somerset Times which cost £250+VAT per month. In 2022 this was changed to a quarterly newsletter at a cost of £325 +VAT for each newsletter. At the beginning of 2023 it was agreed that Portishead Town Council would not continue with this due to cost and time. A report went to the Community Matters meeting in January 2024 with costings and options available. Feedback was that a further report is produced with a recommendation. These recommendations are below.

Proposal for producing a newsletter to be included in North Somerset Times and Local Reach Magazine. Clevedon and Nailsea Town Council have regular newsletters in North Somerset Times and it's important that we are communicating with residents in newspapers as well as on social media and the PTC website. PTC regularly receive comments from the public about the lack of communication with residents who are not online. In order to put this together PTC staff would require two Councillors to commit to support and approve the content, along with the Clerk. Councillors will need to commit to agreeing content and if required provide the content which can also be used on the PTC website. Detailed information about advantages and disadvantages of recommended publications are below.

	Pros	Cons
North Somerset Times	Reasonable price Free to residents Already produced so can be easily resurrected 6,000 copies are distributed to various outlets in Portishead for residents to pick up	Not delivered to each home Need councillor input Time consuming to put together NST will cover most of the press release sent to them and this is free.
Local Reach	Delivered to every home Free to residents Centre pages (equivalent to same space as 1 page with other publications) They would also include on front cover	Expensive Need councillor input Time consuming to put together Not previously done, template set up required

Financial Implications.

	Coverage and more info	Bi-Monthly	Total cost per year	Quarterly	Total cost per year	2 times per year	Total cost per year	1 per year	Total £ per year
Option1									
North Somerset Times 1 full page (approx. A4)	6,000 copies printed. Available online.	£295 +VAT per insertion	£2,124 (incl VAT)	£350 +VAT per insertion	£1,680 (incl VAT)	£400 +VAT per insertion	£960 (incl VAT)	£500 +VAT per insertion	£600 (incl VAT)
Local Reach centre 2 pages (approx. A5) possibility of inclusion on front cover also	15,736 homes and businesses all BS20 postcodes	£699 +VAT per insertion	£5,032.80	£699 +VAT per insertion	£3,355.20 (incl VAT)	£699 +VAT per insertion	£1,677.60	£699 +VAT per insertion	£838.80 (incl VAT)
Option 2									
Royal Mail Door Drop	12,817 residential addresses.							Distribution £897.06 +VAT Print £450 (15,000) copies A4 folded = A5 4 sides	

Legal & Policy Implications: It is good practice for Town and Parish Councils to produce newsletters and articles. Local Government Act 1972, section 142 – Power to provide information relating to matters affecting local government.

Recommendation:

- Preferred Option 1 – To produce 2 newsletters per year in North Somerset Times costing a total of £960. In addition to this one off in Local Reach magazine costing £838.80. Combined total cost of £1798.80. This one off in Local Reach can also be printed by PTC and copies available in outlets (TBC).
- Option 2 - A one off door drop via Royal Mail. Total cost including printing of leaflets £1,616.47. Cost would include spare copies of leaflets for PTC use and distribution.

Note:

For further information Clevedon Town Council have a monthly newsletter and Nailsea do theirs on an ad-hoc basis.

The person to contact about this report is A. Sear (Communications Manager)

Appendix – Examples of publications have been provided for information at the meeting.