

# 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 Town Council meeting 19.40-21.40 Wednesday 19 May 2021

### Meeting Venue:

- All residents are welcome to attend Council meetings.
- This meeting will be recorded and published with a link from the Council website.
- This is a hybrid meeting:
  - To attend in person:
    - Limited numbers of Councillors, Council staff and members of the public (who are residents) can join the meeting in person at the Folk Hall, Portishead.
    - These places must be booked in advance and will be limited to 25 in total.
    - To book, please email [clerk@portishead.gov.uk](mailto:clerk@portishead.gov.uk) (places will be allocated as requests come in)
    - All in-person attendees must enter via the main front door and leave via the side door.
    - All attendees must wear masks when inside the building.
    - Unfortunately, refreshments will not be available and access to the toilets will be managed.
    - Chairs will be spaced out, please go straight to a seat and sit down.
    - Movement around the room will be restricted.
    - We will let you know how to participate during that section of the meeting.
    - We have taken these measures to protect all of us, so please respect them.
  - To attend via Zoom:
    - Meeting ID: 937 2678 3011
    - Passcode: 644001
    - Access using your computer / smartphone using this link:  
<https://zoom.us/j/93726783011?pwd=QkdNTFc2ZWZGOHZCZEH4OEN0TjBDdz09>
    - Dial in from your phone: 0330 088 5830 5830 (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)
  - *Members are invited to declare any disclosable pecuniary (financial) and other interests in respect of items on the agenda as required by Portishead Town Council's Code of Conduct, Standing Orders, and the Localism Act 2011.*
4. **Chairman's report** (Chairman):
  - a. **Recommendations: COVID-19 Community Memorial**
    - It is suggested that a fitting memorial be created to recognise the community spirit and hard work by all during COVID-19.
    - **Proposal: To start a small consultation exercise to identify a fitting memorial to be further discussed at the July Town Council meeting.**
  - b. **Verbal update: Neighbourhood Plan**
5. **Town Councillors' reports:**
  - a. **Decision report: Fairtrade Portishead** (Councillor S Mason)
    - i. The report is included on the website.
    - ii. **Proposal: to approve and minute the wording of the previously agreed resolution**
  - b. **Verbal update: Portishead Wellbeing Partnership** (Councillor Shepperdson)
  - c. **Verbal update: Portishead Lakegrounds** (Councillor Gardner)
  - d. **Verbal update: Waste & Recycling** (Councillor Gardner)
  - e. **Verbal update: Yellow & white lining requirements** (Councillor Gardner)
6. **Decision: Portishead Town Football Club lease** (Councillor Gardner):
  - a. Recommendations:
    - i. Members to approve the Portishead Town Football Club Lease (with possible minor amendments) and for the Portishead Town Council Chairman to have delegated authority to sign the lease.
    - ii. The Clerk to have delegated authority to finalise the details of the lease and conclude discussion with the Secretary of State.
  - b. **Proposal: to approve the above recommendations and the process for the signing of the final lease**
7. **North Somerset Councillors' reports**
  - Councillors are asked if they would like to make comments or reports
8. **Questions and comments from residents (15 minutes)**
  - An opportunity for residents to ask questions and comment on matters covered in this agenda and general issues affecting the town. In accordance with Standing Orders, members of the public may make representations, ask questions, and give evidence in respect of any items of business included in the agenda.

- Each resident will be allocated a maximum total of 4 minutes to ask questions / make comments.
- Residents are encouraged to pose questions in advance, so we have time to prepare responses. Please email [clerk@portishead.gov.uk](mailto:clerk@portishead.gov.uk) by 17.00 on 17 May 2021.

**9. Decision: Finance report (Councillor Bull)**

- To receive the:
  - Recent schedules of payments and bank reconciliations (report to follow).
  - Annual Governance Statement 2020-21 (report to follow).
  - **Proposal: to approve the statements**
  - An end of year Audit Report will be tabled at the next Council meeting.

**10. Decision: Neighbourhood Plan approval to re-engage the contractor to support completion of the plan (Chairman)**

- Recommendation: to approve the quote from Place Studios to support writing and completing the Neighbourhood Plan and regulatory processes.
- **Proposal: to approve this expenditure of £22,025.**

**11. Decision: Grant applications over the threshold of the Community Matters Committee (Councillor Aldridge):**

- Portishead Youth Centre:
  - A grant of £9,999 was awarded to the Youth Centre at the April Community Matters Committee.
  - Recommendation: To approve the following further grants to Portishead Youth Centre:
    - £15,001 grant
    - Additional one-off grant of £5,000 for additional expenses / losses because of COVID-19
  - **Proposal: to approve the grants as detailed to be paid by the end of May 2021.**

**12. Process: To receive Committee Meeting minutes since the last meeting**

- Planning Advisory Committee: 7 April 2021, 5 May 2021
- Community Matters Committee: 14 April 2021, 12 May 2021
- Staffing & Finance Committee: 28 April 2021

**13. Decision: Approve last meeting minutes from 17 March 2021 (Chairman)**

- **Proposal: to approve the minutes**

**14. Date of the next meeting: 21 July 2021**