

Portishead Town Council

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



Summons & Notice for the Annual Meeting of the Town Council 19.00-19.30 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 (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: 948 2974 6036
 - Passcode: 186031
 - Access using your computer / smartphone using this link:
<https://zoom.us/j/94829746036?pwd=bIUvUHJjU2JGZENBeFp6SCtMV0k1UT09>
 - Dial in from your phone: 0330 088 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 (there is no public participation agenda item for this meeting).

Agenda

1. **Chairman's welcome** (Chairman)
2. **A few words about Sandy Tebbutt** (Chairman)
3. **Apologies for absence** (Town Clerk)
4. **Declaration of Councillors' interests** (Chairman)
5. **Decision: Appoint the Chairman and Vice Chair of Council for Civic Year 2021 / 2022** (Chairman)
 - To receive proposals for, and elect the Chairman and Vice Chair
 - Declaration of Acceptance of Office signed by the new Chairman
 - **Proposal: to appoint the new Chairman and Vice Chair**
6. **New Chairman's address** (new Chairman)
7. **Decision: Appoint Chairs, Deputy Chairs and members of Committees and Working Parties** (new Chairman):
 - Planning Advisory Committee (*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*)
 - **Proposal: to appoint Chairs, Deputy Chairs and Members of each group**
 - Grants Working Party
 - Neighbourhood Plan Steering Group
 - **Proposal: to appoint working party members**
Nb: membership of Committees is open to all Councillors who wish to attend meetings, the appointed core members constitute the minimum membership only.
8. **Decision: Appoint Councillors in representative roles** (new Chairman):
 - Citizens Advice North Somerset
 - Gertie Gales & North Weston Allotments
 - Lake Grounds Management Committee
 - Nailsea & District Community Transport
 - Parish Wharf Winter Boat Storage
 - Portishead Fairtrade
 - Portishead Partnership Steering Group
 - Portishead Youth Centre
 - Single Use Plastic Free Community Steering Group
 - Twinning Association
 - **Proposal: to appoint representatives for each organisation**

9. Decision: To approve the schedule of Town Council meetings for 2021/22 (new Chairman):

- Draft schedule is available on the website
- **Proposal: to approve the meeting schedule**
NB: Meetings will be held using hybrid options (both restricted numbers in person and online access) until Government guidance and the Council's H&S Advisor recommends otherwise.

10. Decision: To approve annual subscriptions (new Chairman):

- Avon Wildlife Trust – Friends of Weston Bigwood
- Local Council Review
- NALC / Avon Local Council Administration
- Open Spaces Society
- Severnside Estuary Partnership
- Society of Local Council Clerks
- South West Councils
- **Proposal: to approve all subscriptions**

11. Decision: Designation of cheque signatories (new Chairman):

- Chairman
- Vice-Chair
- Chairman of Staffing & Finance Committee
- Chairman of Planning Advisory Committee
- One other member
- **Proposal: to approve cheque signatories**

12. Decision: Agree to review Council policies at a future Council meeting (new Chairman)

- **Proposal: To delegate to a Town Council meeting with a working party**

13. Approve last meeting minutes from 15 May 2019 (new Chairman)

- *The 2020 meeting was cancelled due to COVID-19*
- **Proposal: to approve the minutes**

14. Process: Recently elected Councillor signs the Declaration of Acceptance of Office (Town Clerk)

Julia Stuckey, Town Clerk, published on 13 May 2021