

Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078

www.portishead.gov.uk



Annual Meeting of the Town Council Minutes 19 May 2021

This was a hybrid meeting due to COVID-19

1. Chairman's welcome

- a. Councillor Gardener thanked the PTC team for hard work in setting up the hybrid meeting and gave instructions for those present in-person

2. A few words about Sandy Tebbutt

- a. Councillor Gardener: Sandy sadly passed away recently. Sad duty but great privilege to talk about Sandy's life. She was a renowned historian and a leading light in many areas including Portishead in Bloom and her contribution to town will be greatly missed. People may like to commemorate Sandy's life and the Council is happy to facilitate this, if people have ideas of how we could appropriately do that please contact the office. Held 1 minute's silence.

3. Apologies for absence (Town Clerk)

- a. No

4. Declaration of Councillors' interests (Chairman)

- a. No

5. Decision: Appoint the Chairman and Vice Chair of Council for Civic Year 2021 / 2022 (Chairman)

- a. To receive proposals for, and elect the Chairman and Vice Chair
- b. Declaration of Acceptance of Office signed by the new Chairman
- c. Proposal approved: to appoint the Councillor Patricia Sterndale as new Chairman and Councillor Paul Gardener as Vice Chair. Vote: all Councillors agreed as there were no other proposals.
- d. The Declarations were signed

6. New Chairman's address

- a. Councillor Mason: the usual token of thanks to an outgoing Chair is to give a plaque. The new Chairman agreed and asked the Clerk to enact this.
- b. Personal comments from a resident: but the Chairman reminded that this was not a public participation section.
- c. Chairman: Councillor Gardener is a hard act to follow, after he has done such a fantastic job for 2 years, particularly the last was very challenging. He provided leadership to create a cohesive team. The Chairman has an engineering background and is used to succinct meetings without unpleasant or personal comments, only constructive comments will be considered. She looks forward to an eventful year, bringing delayed project forward.

7. Decision: Appoint Chairs, Deputy Chairs and members of Committees and Working Parties (new Chairman): *Nb: membership of Committees is open to all Councillors who wish to attend meetings, the appointed core members constitute the minimum membership only.*

a. Planning Advisory Committee (8 Town Council members including the Chairman)

i. Proposal approved: all Councillors agreed the following:

1. Councillor Sue Mason (Chair)
2. Councillor Slatter (Vice Chair)
3. Councillor Bull
4. Councillor Cartwright
5. Councillor Davey
6. Councillor Holland
7. Councillor Snaden
8. Councillor Sterndale

b. Community Matters Committee (8 Town Council members including the Chairman and Vice Chairman)

i. Proposal approved: all Councillors agreed the following:

1. Councillor Aldridge (Chair)
2. Councillor Gardener (Vice Chair)
3. Councillor Davey
4. Councillor Shepperdson
5. Councillor Sterndale
6. Councillor Sue Mason
7. Councillor Temple
8. Councillor Tina Mason

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

i. Proposal approved: all Councillors agreed the following:

1. Councillor Bull (Chair)
2. Councillor Sue Mason (Vice)
3. Councillor Aldridge
4. Councillor Gardener
5. Councillor Slatter
6. Councillor Sterndale

d. Grants Working Party

i. Proposal approved: all Councillors agreed the following:

1. Councillor Aldridge (Chair)
2. Councillor Bull
3. Councillor Shepperdson
4. Councillor Sue Mason

e. Neighbourhood Plan Steering Group

i. Proposal approved: all Councillors agreed the following:

1. Councillor Sterndale (Chair)
2. Housing & community space (Councillor Gardener & Councillor Slatter)
3. Economy & infrastructure (Councillor Bull & Councillor Aldridge)
4. Environment & energy (Councillor Holland)
5. Heritage (Councillor Sterndale)

8. Decision: Appoint Councillors in representative roles:

a. Proposal approved: all Councillors agreed the following:

1. Citizens Advice North Somerset (CANS): Councillor Shepperdson & Councillor Davey
2. Gerties Gales & North Weston Allotments Councillor Temple & Councillor Cartwright
3. Lake Grounds Management Committee: Pending NSC consultation on the Lake Grounds
4. Nailsea & District Community Transport: Councillor Sterndale
5. Parish Wharf Winter Boat Storage: Councillor Bull
6. Portishead Fairtrade: Councillor Sue Mason
7. Portishead Partnership Steering Group – Portishead Children’s Centre: Councillor Slatter & Councillor Sue Mason
8. Single Use Plastic Free Community Steering Group: Councillor Cartwright
9. Tourism & Heritage lead: Councillor Davey
10. Twinning Association: Councillor Davey
11. Wellbeing Lead (local partnerships): Councillor Davey
12. Wellbeing Lead (wider partnerships / strategy): Councillor Shepperdson
13. Youth Centre: Councillor Slatter & Councillor Holland

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

- a. Proposal approved: all Councillors agreed the meeting schedule which is now on the website
- b. *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:

a. Proposal approved: all Councillors agreed the following:

- i. Avon Wildlife Trust – Friends of Weston Bigwood
- ii. Local Council Review
- iii. NALC / Avon Local Council Administration
- iv. Open Spaces Society
- v. Severnside Estuary Partnership
- vi. Society of Local Council Clerks
- vii. South West Councils

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

- a. Proposal approved: all Councillors agreed the following:
- i. Councillor Aldridge
 - ii. Councillor Gardener
 - iii. Councillor Slatter
 - iv. Councillor Sterndale
 - v. Councillor Sue Mason
 - vi. Councillor Temple

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

- a. Proposal approved: all Councillors agreed to delegate to a Town Council meeting with a working party

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

- Proposal approved: all Councillors agreed to approve the May 2019 minutes
- *The 2020 meeting was cancelled due to COVID-19*

14. Process: The recently elected Councillor signs the Declaration of Acceptance of Office

Julia Stuckey, Town Clerk, published on 30 May 2021