



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 Wednesday 11th May 2022 at 7.30 pm

Thursday 5th May 2022

To: All Members of the Council

Dear Councillor

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

Please inform the Clerk if you are unable to attend.

Yours sincerely

Matt Ryan

Locum Clerk to the Council

- 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 at the Folk Hall, Portishead
 - Please book in advance by emailing enquiries@portishead.gov.uk
 - Those attending the meeting are welcome to continue to wear face masks.
- To attend via Zoom: Meeting ID: 964 1589 8485 Passcode: 742319
 - Link:
<https://zoom.us/j/96415898485?pwd=S0ILYWJRbEQwd08vb0JOUnhBd2VOZz09>
 - Dial in from your phone: 0203 901 7895 (national call rate)

Agenda:

1. Chairmans Welcome (Chairman)

2. Apologies for absence (Town Clerk)

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

3. 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)

4. To Elect the Chairman of the Council for the 2022/2023 Municipal Year

5. Declaration of Acceptance of Office

The duly elected Chairman will make and sign their Declaration of Office.

6. To Elect the Vice Chairman of the Council for the 2022/2023 Municipal Year

The duly elected Vice Chairman will make and sign their Declaration of Office.

7. Chairman's address (Duly Elected Chairman)

8. Declaration of Councillor Vacancies (Chairman)

Recommendation:

That Council:

1. Declares as vacant the office held by Councillor Tina Mason, Councillor Caroline Goddard, and Councillor Polly Shepperdson.
2. Instructs officers to liaise with North Somerset Council and issue a formal Notice/s of the Vacancies; and
3. If a request for an election is called to fund the election from the election's revenue budget and the Councils general financial reserve if the cost exceeds this sum.

9. Appointment of Committees 2022/2023 (Chairman)

To consider the appointment of Members to committees and appointment of Chairs and Vice-Chairs for:

- 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)

Recommendation:

That the Council agrees the appointment of Members to Committees and the appointment of Chairs and Vice Chairs.

10. Working Parties (Chairman)

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

- Grants Working Party
- Neighbourhood Plan Steering Group

Recommendation:

The Council appoints working party Members.

11. Appoint Councillors in representative roles (Chairman)

To review appointments to representative roles as follows:

- Citizens Advice North Somerset
- Gertie Gales & North Weston Allotments

- Lake Grounds Management Committee
- Nailsea & District Community Transport
- Parish Wharf Winter Boat Storage
- Fairtrade Portishead
- Portishead Partnership Steering Group
- Single Use Plastic Free Community Steering Group
- Tourism & Heritage lead
- Twinning Association
- Wellbeing Lead (local partnerships)
- Wellbeing Lead (wider partnerships / strategy)
- Youth Centre

Recommendation:

The Council appoints representatives for each organisation.

12. Delegation Arrangements

To review the terms of reference and delegation arrangements to committees as follows:

- Planning Advisory Committee at Appendix 12a
- Community Matters Committee (Proposed changes highlighted Yellow) at Appendix 12b
- Staffing & Finance Committee at Appendix 12c

Recommendation:

To approve the terms of reference for Planning advisory Committee (Appendix 12a), Community Matters Committee (Appendix 12b) and Staffing & Finance Committee (Appendix 12c).

13. Town Council meetings 2022/23

To consider the schedule of Town Council meetings for 2022/23 (Chairman) attached at Appendix 13a

Recommendation:

That the Council approves the schedule of Town Council and Committee meetings at Appendix 13a.

14. Annual subscriptions (Chairman)

To consider the following Annual Subscriptions:

- 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) - £625.00
- South West Councils - £445.00
- CPRE (The Countryside Charity) - £36.00
- ICO (Information Commissionaires Office) - £35.00
- Portishead Chamber of Commerce - £45.00
- Severnnet Limited - £150.00

Recommendation:

To approve the annual subscriptions as detailed.

15. 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 Members nominate five Members who will become cheque signatories and can authorise payments.

16. Council Policies and Procedures (Chairman)

To review the Councils Policies and Procedures:

- Standing Orders (Approved 19-01-22 - no changes required)
- Financial Regulations (Approved 16-03-22– no changes required)
- Health and Safety Policy – Appendix 16a
- Community Grants policy - Appendix 16b

Recommendation:

To approve the council policies as stated and agree a working party to review other Council policies and procedures for a future Council meeting during 2022/23.

17. Minutes to last meeting (Chairman)

To consider and approve the minutes to of the Full Council meeting held on the 16th March (Appendix 17a) and the Extraordinary Full Council meeting held on the 23rd March 2022 (Appendix 17b).

Recommendation:

That Council approve the minutes of the meeting held on 16th March 2022 and the Extraordinary Full Council meeting held on the 23rd March 2022 as a true and accurate record.

18. Date of next Annual Town Council Meeting: Wednesday 10th May 2023