



PORTISHEAD TOWN COUNCIL

THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR
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NOTICE and SUMMONS to COMMUNITY MATTERS COMMITTEE MEETING on WEDNESDAY 29 April 2020 at 7.30pm

TO: **Members of the Community Matters (formerly the Recreation & Works) Committee**

All Members of the Community Matters Committee are summoned to a meeting of the Committee to be held at **7.30pm on Wednesday 29th April 2020**. The meeting will be held remotely by video and audio conference using Microsoft Teams and is open to the public to attend remotely.

The public internet link to join the meeting is available in electronic copies of this Agenda, that can be downloaded from the [News & Events Page](#) of the Portishead Town Council website at www.portishead.gov.uk. On the News & Events page click on the meeting date in the calendar to access the details of the meeting, a copy of the Agenda and the joining link.

[Join Microsoft Teams Meeting](#) (*click this link to join via the internet*)

You can also participate by telephone using the phone number and conference ID below:

[+44 20 3787 4879](tel:+442037874879) United Kingdom, London (Toll) - Conference ID: 221 842 617#

Further instructions on how to join and participate in the remote meeting are also available on the news & events page for the meeting and at the end of this agenda.

There will be a Public Participation session at the start of the meeting where comments can be made on Agenda items. After this point public participation may be muted to enable the efficient running of the meeting. Comments and questions can also be emailed to clerk@portishead.gov.uk in advance of the meeting.

The meeting will be recorded (audio and video) and the recording made available with the minutes of the meeting on the town council website.

All participants should mute microphones when not talking to enable the efficient running of the meeting.

By order of:

M Salisbury

M Salisbury | Town Clerk | Clerk@portishead.gov.uk

24th April 2020

This remote meeting will be recorded

AGENDA

1. Apologies for absence

To receive and accept apologies for absence.

2. To receive any declarations of interest and any requests for dispensations

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Portishead Town Council's Code of Conduct, Standing Orders and the Localism Act 2011.

3. Public Participation

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 person will be limited to four minutes. This section of the meeting will not exceed thirty minutes.

To ensure the orderly running of the remote meeting, public participation to speak after this point may be muted.

4. Confirmation of the minutes of the last meeting

It is proposed that the minutes of the Community Matters Committee held on 26th February 2020 are approved as a correct record of the meeting and signed by the Chairman.

5. To receive reports from Community Groups

There are none.

6. To receive the Chairman's report

A receive a verbal update in respect of the follow matters:

- Merlin Park arrangements for new lease
- Youth centre drainage problem
- Water fountain update
- Bins in storage at the Wyndham Way toilet block
- Bin nets and their distribution, with Turn the Tide
- Carey's Tree 'Sheep Pen' solutions
- Plans for post Coronavirus community celebration

7. Portishead Lawn Tennis Club 'Pay & Play' Financial Support – *for discussion*

To receive and consider a report in connection with a request from Portishead Lawn Tennis Club for grant support for pay & play public access to new tennis courts. The grant support requested being a lump sum payment of £8,000 and an annual revenue payment of up to £1,500. The exact timing of the support will depend upon the lifting of Covid-19 restrictions and the commencement of construction.

To provisionally recommend payment of the grant financial support in accordance with the report to the Town Council. Full approval to be sought from the Town Council once the current Covid-19 restrictions are lifted and the Tennis Club can proceed with the project.

8. Purchase of Beach and Street Cleaning Boards – *for decision*

To approve the purchase of one Beach cleaning and one Street cleaning board by PTC in support of the Turn the Tide community initiative to keep the Portishead coastline and town clean. The total cost of the boards not to exceed £700 (excl VAT) with the cost being funded by community donations, organised by Turn the Tide. The exact timing of purchase will depend on the lifting of Covid-19 restrictions and the production of the boards by #2minutebeachclean.

9. Production of Bin Net Distribution Information Slips – *for decision*

To approve the production and printing of information slips to be used in connection with a bin net trial to be undertaken in conjunction with Turn the Tide. The cost of printing around 800 slips not to exceed £100 (excl VAT). Timing is dependent upon the lifting of Covid-19 restrictions and the ability to progress with the initiative.

10. Play Area Service Level Agreement – *for discussion & recommendation*

To consider a draft inspection and maintenance Service Level Agreement (SLA) for PTC Play Areas with GB Sports and Leisure (GBSL). The proposal being to provide a standing authority to GBSL to conduct repairs of up to £250 (excl VAT) per visit or repairs of individual items not to exceed £50 (excl VAT). To approve that the Town Clerk and/or Chairman enter discussion with GBSL with the objective of agreeing an SLA along the lines of the draft agreement.

11. Future CM Grant Award Process – *for discussion & recommendation*

To receive and consider a report setting out the future structure, process and delegated authority for PTC grant awards. To recommend the report, subject to any modification that may be required by this committee, for consideration by the Town Council at its next meeting.

12. Future Community Matters Meetings – *for discussion & recommendation*

Considering the disruption caused by Covid-19 it is proposed that Community Matters Committee meeting, once it is safe to resume physical meetings, will be held on the second Wednesday of each month for the 2020-21 financial year. Meetings will initially be held in the Folk Hall, but consideration will be given to relocating them to another room at the Folk Hall or to another hall on a rotating basis after October 2020. To recommend this to the Town Council.

13. Gertie Gales and North Weston Allotment rents – *for decision*

Annual rental charges for the allotments are currently £1,500 for Gertie Gales and £600 for North Weston. The difference between these charges is for historical reasons that are no longer considered relevant. It is proposed to equalise the rental charges at £900 p.a. per allotment for the year commencing 1 April 2021 and thereafter review on an annual basis.