



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 8 July 2020 at 7.30pm

TO: **Members of the Community Matters Committee**

All Members of the Community Matters Committee are summoned to a meeting of the Committee to be held at **7.30pm on Wednesday 8th July 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: 854 187 114#

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.

Please join 5 minutes prior to the start to enable technical issues to be dealt with.

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. We would ask that questions be emailed to clerk@portishead.gov.uk in advance of the meeting so

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

3rd July 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. Where possible those wishing to ask questions are requested to email them to clerk@portishead.gov.uk in advance of the meeting.

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 29th April 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 new lease
- Youth centre drainage
- Golf Course Town Green Status

7. Launch of 2020-21 Grant Application – *for discussion*

To receive a presentation for plans to the launch of the 2020-21 PTC grant applications and awards. Item for discussion.

8. CANS Covid Update and Grant Payment – *for decision*

The Town Council in March (PTC 20.213) approved a service agreement with CANS for 2020-21. The impact of Coronavirus has changed the way in which its services are delivered, as face-to-face meetings are not possible. To receive stakeholder reports from CANS explaining its activity and service provision during the Covid-19 period.

The service proposal agreed in March provided for the payment of a cash grant of £24,514 as a contribution towards service costs plus the provision of rooms or support for room costs to an amount of £4,176. Given the continuation of non-physical services it is propose the service element of the grant should now be paid.

It is proposed that the service provision grant (previously agreed) of £24,514 should be paid in equal two instalments of £12,257 on 10 July and 1 October 2020. The contribution towards room costs is deferred pending resumption of physical services and will be reconsidered at the appropriate time.

9. Community Hall Refurbishment Project – for approval

To receive a schedule of approved and quoted costs in respect of the Community Hall refurbishment project and a schedule of total works. To consider the following additional items for approval.

Replacement of Folk Hall lino in heritage/bar area and 1 st floor toilets	
Quote A £1,340, Quote B £1,600	£1,340
Replacement of Reynolds room carpet	
Quote A £520, Quote B £742	£520
LED lighting replacement of main Folk Hall Lights, one quote obtained	£1,390
Picture boards for Folk Hall timeline display	£500
Recovering of 32 Folk Hall chairs	£768
TV display for Reynolds Room, costs estimate not to exceed	£500
Microwaves for kitchens in the 3 halls	£150
RBH replacement of oven, cost not to exceed	£528
Folk Hall fire escape door repair	£50
Total of quoted items	£5,746
Items already approved	£9,229
Total proposed cost, to date	£14,075
Total Community Hub/Hall budget	£18,000

To consider and approve all or some of the above quoted items of expenditure.

10. Folk Hall picture competitions – for approval

It is proposed to:

- a. Hold a competition for children to design a “Welcome to Portishead Town Council” sign, A3 size, to go in the Folk Hall Entrance Hall. To ask the Youth Club if they can run this. A £50 Amazon Voucher as a prize and the winning design to be displayed.
- b. To hold a competition for local photographers, theme “Why I love Portishead” for four, A3 photographs to be mounted on canvas and displayed in the Folk Hall Entrance Hall above the information stands.
- c. To ask residents to donate a mug for the new shelves in the Folk Hall bar area, preferably with a personal name, or message, or a Portishead mug, that can be used for sociable events in the bar area. As bright as possible.

To consider and approval all or some of the above.

11. New Signage – for approval

To purchase aluminium signs at a cost not to exceed £410 (ex VAT):

Two A3 No Dogs signs for the Bristol Road Playing Fields	£150
One A4 No Parking Access Required sign for Bristol Rd Playing Fields	£60
Four A5 No Cycling and Share Space Warning Signs for School/High St*	£200
Total estimated cost	£410

*Subject to NSC highways approval & compliance

12. Bin Audit Update – for information and approval

The inventory of dog and grit bins as been completed and improvements will now be considered. The inventory of litter bins in on going although steps to install bins in the Marina area are being taken in conjunction with NSC.

It is proposed to purchase up to 4 additional 40L dog bins to enable double bins to be placed at certain locations at a cost not to exceed £400 (likely supplier www.roadware.co.uk)

13. Annual Tree Inspection Report – for information

To receive the annual tree inspection report. No significant issues to report.

14. Opening of Public Toilets Risk Assessment – for approval

To receive the risk assessment for the re-opening of the public toilets that were reopened on 22 June in accordance with the risk assessment.

It is proposed the public toilets should remain open, subject to weekly periodic review upon inspection by PTC staff to assure compliance with the risk assessment. Approval is sought for expenditure of c£160 to purchase two automated hand sanitisers and anti-bacterial gel to install in each toilet in addition to the hand washing units.

15. Opening of Community Hall Risk Assessment – for approval

To receive the risk assessment for the re-opening of the community halls.

It is proposed:

- **To phase and limit the re-opening of halls for public hire, in accordance with government guidance, the risk assessment and capacity limits as follows:**
 - a. **Redcliffe Bay Hall from Monday 13th July**
 - b. **North Weston Hall from Monday 20th July**
 - c. **The Folk Hall Ground Floor only (Main Hall and Fedden Room) from Monday 20th July**
- **To continue to hold Town Council and Committee public meetings remotely until at least the end of July, at which time there will be a further review. This is consistent with current advice from NALC and SLCC that “strongly advise local councils to continue to meet remotely, without the need for face to face contact”, government rules still stating that people should work from home where possible and the current limited capacity of the Folk Hall to 25 people. Councils having the powers to hold public meetings remotely by video or telephone conferencing technology until May 2021.**

- To hold face-to-face public meetings, may also limit accessibility as some people may not feel comfortable or able to attend physical meetings. Accordingly, to enable physical meetings to resume consideration will need to be given to the technology to hold hybrid meetings that also enable remote participation. The technical complexity and cost of a hybrid solution to be investigated by the end of July.

16. Opening of PTC Offices to staff – for approval

To receive the risk assessment for the re-opening of the PTC Staff Office.

It is proposed:

- From 4 July, staff that wish to attend the office may do so, in accordance with the risk assessment, on set days as set out in an office rota and ensuring that no more than 3 staff are present in the PTC office at any time.
- The Office Risk Assessment will be shared with staff before they attend the Office and their comments reflected in revision of the Risk Assessment.
- The 1st and 2nd floors of the Folk Hall will remain closed to the public, to ensure the risk of cross-contamination between hall users and staff is minimised and because those floors are largely carpeted areas that are more difficult to regularly clean.
- Non-staff visitors to the Office area (including Councillors) will be restricted unless entry to the Office is necessary. Any meetings with visitors should take place in the Reynolds room at a social distance.

17. Reopening of Play Areas – for information

Play Areas may reopen from 4 July and PTC Play Areas are undergoing annual and reopening inspections following which a risk assessment will be completed. It is planned that this work and a recommendation for re-opening the play areas will be completed during July.

18. Gas Boiler Maintenance – for approval

In response to boiler breakdown callouts at RBH and NWH over recent months (the FH Boiler is under warranty) it is proposed that boiler breakdown and maintenance contacts are arranged with British Gas. The options being:

Repair & Care Service Contract Boiler only @ £99.00 + VAT includes the initial repair, parts and labour, but we must take out the service contract of £480.00 + VAT for one full year this includes an annual service.

Repair & Care Service Contract Boiler and Heating system @ £99.00 + VAT includes the initial repair, parts and labour, but we must take out the service contract of £528.00 + VAT for one full year this also includes an annual service.

Ad-Hoc callout charges without any parts or annual service provision are around £150 per incident.

It is proposed to enter Boiler and Heating care plans for RBH and NWH at a cost of £528 per annum.

19. Date of the next meeting – for information

The next scheduled Community Matters meeting is Wednesday 12th August 2020 at 7.30pm.