



Portishead Town Council

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

www.portishead.gov.uk

Summons & Notice for an Ordinary Meeting of the Town Council Wednesday 28th September 2022 at 7.30pm

Thursday 22nd September 2022

To: All Members of the Council

Dear Councillor

You are hereby summoned to attend an extraordinary meeting of Portishead Town Council to be held at The Folk Hall, 95 High Street, on Wednesday 28th September 2022. The meeting will consider the agenda items set out below.

Please inform the Interim Clerk if you are unable to attend.

Yours sincerely

Wendy Coulter
Town Clerk

- 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:
Join Zoom Meeting
<https://zoom.us/j/96783243207?pwd=TDhKNTIkZzBHOVBKUGJaV0tpQWI0UT09>
Meeting ID: 967 8324 3207
Passcode: 919652
Dial in from your phone 0131 460 1196 United Kingdom

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 acceptance of office:

Recommendation:

To accept the signed Declaration of Acceptance of Office and Register of Members Interests forms from Simon Faulkner who was recently elected as Councillor for the Portishead East Ward.

4. 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)

5. Financial Regulations

Members will be asked to review and incorporate in the Town Council's Financial Regulations:

- 10.7 For goods or services costing £3,000 to £10,000 a detailed spec will be drawn up to seek at least 3 binding written quotes 3 written (email) quotes will be sought. Full council or committee can approve.
- 10.8 For goods or services costing £10,000 to £25,000 a detailed spec will be drawn up to seek at least 3 binding written quotes. *Only full council can approve.*
- 10.9 A detailed spec and tendering document will be drawn up including selection criteria and advertised on the Council website and Contracts Finder for any spending over £25,000 and below £189,330. A signed contract is required

Recommendation

To review, consider and approve amending the Town Council's Financial Regulations as follows:

- 10.7 For goods or services costing £3,000 to £10,000 a detailed spec will be drawn up to seek at least 3 binding written quotes 3 written (email) quotes will be sought. Full council or committee can approve.
- 10.8 For goods or services costing £10,000 to £25,000 a detailed spec will be drawn up to seek at least 3 binding written quotes. *Only full council can approve.*
- 10.9 A detailed spec and tendering document will be drawn up including selection criteria and advertised on the Council website and Contracts Finder for any spending over £25,000 and below £189,330. A signed contract is required

6. Chairman's update report

To receive a verbal report from the Chairman on the following matters:

- Brackenwood Land update
- Improvement to Lake Grounds

7. Public participation relating to meeting agenda items

If you would prefer to submit questions in advance, please email

deputyclerk@portishead.gov.uk

8. North Somerset Councillors' reports

To receive a verbal update from North Somerset Councillors

9. To consider and approve the Minutes of the last meeting:

Draft Minutes of the full Ordinary and Extraordinary Town Council meetings held on 11th May 2022, 7th July 2022, 13th July 2022 and 28th July 2022 are attached.

Recommendation:

- 9.1 For members to consider and approve the Minutes of the full Ordinary and Extraordinary Town Council meetings held on 11th May 2022, 7th July 2022, 13th July 2022 and 28th July 2022 – attached.
- 9.2 For the Chairman to sign the Minutes

10. Portishead Youth Centre Lease

In accordance with the 19 January 2022 Full Council resolution, Officers of the Town Council and Councillor Bull have been working in conjunction with solicitors Bevan Brittan LLP to agree the granting of a renewal lease for a term of 30 years (2022-2052) to Portishead Youth Centre Limited for youth and community activities within North Somerset.

The length of the lease will provide the ability for the Youth Centre to apply for much needed grant funding.

A copy of the proposed lease is attached together with a plan of the site (title ST297174).

A survey report on the condition of the Youth Centre was also commissioned and will be brought to Staffing and Finance Committee. The report identified a schedule of repairs and maintenance over a 10-year period to be carried out by the Town Council and Youth Centre.

Recommendation

The Town Council:

- accepts the terms of the lease and grants a lease to Portishead Youth Centre Limited
- authorises the Town Clerk to instruct Bevan Brittan to provide an engrossed lease
- authorises the Town Clerk, the Chairman and Vice Chairman of the Council to sign and seal the lease on behalf of Portishead Town Council

11. Appointment of Committees 2022/23

To consider the appointment of new members to committees following the July 2022 Portishead East Ward by-election:

13.1 Planning Advisory Committee:

13.2 Community Matters Committee:

Recommendation:

That the Council agrees the appointment of Members to Committees

12. Slade Road Play Area Refurbishment

Earlier this year, Portishead Town Council (PTC) undertook a consultation about the two parcels of land known as Slade Road Play Area owned by PTC and Slade Road Playing Field owned by North Somerset Council (NSC). 306 people responded.

Regarding the Woodland Play Area: 97.4% of respondents did not want any development of this land and a large majority wanted to see a Nature/Play area in a woodland setting.

As a result, PTC commissioned a Preliminary Ecological Appraisal (PEA) report which looked at creating outdoor forest school features, clearance of non-native invasive plants whilst increasing native and tree shrub planting, plus adding bat and bird boxes.

PTC is now planning to implement these features as well as restoring part of the site as a

Play Area with inclusive equipment in-keeping with the woodland setting.

Some work to improve the site has already been done with a Litter pick recently carried out by local volunteers organised by Turn-The-Tide which resulted in about 10 bags of rubbish being recovered.

Planning is underway to clear parts of the site to allow for the re-creation of a Play Area. This work will be supervised by local nature experts.

In terms of the Play Area, four companies tendered to provide a new Play Area and Forest school facilities. Key requirements were a solution that was in keeping with the woodland setting, that would provide an interesting play experience for as wide an age range as possible and would be inclusive, long lasting and sustainable.

The tenders were reviewed by a selection panel of Lin Sargent (PTC Project Manager) and Councillors Tim Snaden, Nicola Holland and Paul Gardner, using a scoring matrix considering design, quality, price and other criteria. The views of local residents and forest schoolteachers were also input into the process.

PTC asked for bespoke designs and a lot of interesting ideas were received. We did not request like for like quotes as we were more interested in how the companies would best make use of the area with its woodland, hilly and flat areas.

Roundwood Play was unanimously scored the highest. It was particularly liked that their play area design is interwoven around the trees and uses the hill. The bank slide in the old play area was well loved and used so it was great to see the new slide in their proposed design. The proposed basket swing will be great for all children to use including those with the disabilities.

The cost of £24,500 ex VAT is within the budget allocated in the 2022-23 PTC budget and very similar in pricing to the other suppliers. The aim is to install the new Play Area before Christmas 2022.

A full report is attached.

Recommendation:

To approve the selection of Roundwood Play to provide play equipment to the Slade Road Woodland Play Area site and the associated costs up to £24,500 ex vat, and to delegate authority to the Town Council Project Manager and Councillors Snaden, Holland and Gardner to manage the installation.

13. Finance (Councillor Robert Bull)

To receive, consider and approve the attached:

13.1 payments totalling £100,174.27 made in August 2022 from Unity Trust Bank

13.2 payments totalling £1244.76 made in August 2022 from Lloyds Bank

13.3 Bank reconciliation statements for August 2022 – Lloyds and Unity Trust Bank

13.4 detailed Income & Expenditure statements for August 2022

13.4 summary Income & Expenditure statement for August 2022

13.5 Deposition of Council Funds to 31st August 2022

13.6 Interest received on investments to 31st August 2022

13.7 invoice 800387837 from NSC for £26,448.48 for the Civil Enforcement Officer – March 2022 to August 2022

13.8 payments totalling £60,317.24 made in April 2022 from Lloyds Bank

13.9 payments totalling £3,717.56 made in July 2022 from Lloyds Bank

13.10 payments totalling £63,355.67 made in July from Unity Trust Bank
13.11 to receive and note section 3 of the external auditor report and certificate for the financial year 2021/22 as issued by PKF Littlejohn LLP.

Recommendation:

A) That the Council approves the list of payments, reconciliation statements, summary income & expenditure statements, deposition of council funds to 31st August 2022, the payment of invoice 800387837 and interest received on the councils' investments to 31st August 2022.

B) That the Council notes and receives section 3 of the External Auditor Report and Certificate for 2021/2022 from PKF Littlejohns LLP.

Recommendation

To agree to the recruitment and employment of a Marketing & Communications Assistant apprenticeship with Weston College at the prevailing age relevant living wage.

14. Youth Centre Grant Agreement

As resolved at the 19 January 2022 Full Council meeting, Officers from the Town Council and Councillor Bull have been working in tandem with solicitors Bevan Brittan LLP and Portishead Youth Centre Limited to form and agree a fixed grant providing financial assistance to the Youth Centre for the next five years. It is proposed that the Town Council will pay an annual grant during the next five years of £35,000 (thirty-five thousand pounds) per year ending 31 March 2027 linked to an annual RPI inflation (not exceeding 2.5% in any one year). This is to support the provision of a youth and community activities centre at Portishead Youth Centre, 1 Harbour Road, Portishead, BS20 7DD. A copy of the grant agreement will follow.

Portishead Town Council has instructed Bevan Brittan to produce a letter of undertaking for an interim payment to be made urgently to support the youth centre provision whilst an engrossed copy of the grant agreement is produced, signed and sealed on behalf of the Town Council and Portishead Youth Centre Limited.

Recommendation:

The Town Council:

- accepts the terms of the grant agreement and its financial funding to Portishead Youth Centre Limited
- authorises the Town Clerk to instruct Bevan Brittan to provide an engrossed lease grant agreement
- authorises the Town Clerk, Chairman and Vice Chairman of the Council to sign and seal the lease on behalf of Portishead Town Council
- to retrospectively approve the interim grant payment totalling 50% of the agreed annual funding amount for 2022-23 financial year to the Youth Centre

15. Date of next meeting

The date of the next ordinary meeting of the Town Council is Wednesday 9th November 2022

16. Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting at item 17 due to the item being a confidential matter – staff remuneration.

Recommendation:

That Councillors agree to exclude the public and press.

17. Communications Apprentice

Further to a revised staffing structure adopted by the council the Communications Manager and Councillor Bull have been working with Weston College with a view to recruiting an apprentice Marketing & Communications Assistant to support communications between the council team and residents. A full confidential report has been sent to Council Members under separate cover.