

**MINUTES OF PORTISHEAD TOWN COUNCIL  
RECREATION AND WORKS COMMITTEE MEETING  
28<sup>th</sup> SEPTEMBER 2016 7.30PM**

**PRESENT:** - Councillor Oyns - in the Chair

Councillors: - Burden, Clark, Cottrell, M. Cruse, R. Cruse, Huffadine-Cooper, Koops, Lord, Mason, Mitchell

Staff: - Jo Duffy – Clerk to the Council

Public: - There were 2 members of the public in attendance.

**RW1620      DECLARATIONS OF INTEREST (Agenda item .1)**

There were two declarations of interest recorded in the Declarations of Interest Register.

Cllr. Cottrell declared a pecuniary interest in agenda item 11 the Town Orderly contract, as her husband has expressed an interest in the contract.

Councillor Oyns stated that any views expressed on matters to also be considered at North Somerset Council would be provisional and based on the facts currently known. He would be exercising his right to reconsider the matter afresh when the matter went before North Somerset Council.

**APOLOGIES (Agenda item .2)**

There were no apologies.

**RW1621      PUBLIC PARTICIPATION (Agenda item .3)**

There were 2 member of the public in attendance who wished to address the meeting:-

Mr. Geoff Hardman spoke about Elonex. He queried why the Council were considering it. He went on to speak about the website and the costs of the proposed Business Essential Exchange Account.

Mrs. Davey spoke about the permissive rights signs on the golf course. She expressed concern that after one year the public “as of right” rights will be lost under the current scheme and in the future the public could lose all access. She questioned why the Golf Course concessionaire was still there and called on the Town Council to help prevent the loss of the Golf Course land.

*Cllr. Burden informed the meeting that unless something has changed from the Wildlife Act 1981, the event triggering the claim for a footpath, has been activated. Cllr. Burden asked the Clerk to seek clarification on this detail because the Town Council have supported the claim for public rights over that land and he very much doubts that the signing of a permissive route negates the claim for a public right anyway.*

*Clerks Note: Clarification was sought from the North Somerset Council's Public Rights of Way Team on whether the signs would affect the "as of right" rights to use the paths in the future. It was confirmed that the signs would not affect the right of way claims.*

These minutes summarise what was said during public participation and were views expressed by the speaker named, not the Town Council.

**RW1622 TO DISCUSS THE POSSIBLE INTRODUCTION OF ELONEX TOTEMS TO PORTISHEAD (Agenda item .4)**

Cllr. Cottrell suggested that this matter is not discussed tonight and that the matter is placed on next month's agenda once all the information is provided by the company.

The meeting expressed concerns about the cost of the scheme, the level of manpower required to administer the scheme, including the marketing and the input of data. It was felt unlikely that the income generated would cover the outlay. Other concerns raised include finding suitable locations, landlord consent and WIFI availability.

Cllr. Oyns proposed that Elonex is placed on the agenda for the next Recreation & Works Committee meeting. This will allow the members the opportunity to look through the proposal in detail. This proposal was seconded with a vote taken with eight in favour and two against.

**RECOMMENDATION that:**

Elonex is placed on the agenda for the next Recreation & Works Committee meeting. This will allow the members the opportunity to look through the proposal in detail.

**RW1623 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL WEBSITE (Agenda item .5)**

The meeting discussed proposal 'd' at length. Cllr. Lord confirmed that currently Councillors use their own personal email addresses for Council business. The members felt that it is very important to have a 'Councillor' email address rather than their personal email address.

It was proposed that proposal 'd' was amended to read "Portishead Town Council purchases an email address for each councillor suffix @Portishead.gov.uk". The proposal was seconded and a vote taken with 8 in favour and one abstention.

It was proposed that proposal 'a' was amended to read "Portishead Town Council does not install Twitter on its website until further notice and defers consideration of installing Facebook. This decision is to be reviewed annually". The proposal was seconded and a vote taken with 6 in favour, 2 against and one abstention.

It was proposed that proposal 'b' was amended to read "Portishead Town Council hires Tracey Fowler, Freelance Consultant to write copy for the Town Council's new website, this will be at a cost of £20 per hour, which equates to approx. 1,000 words, up to 5 hours, further time is to be authorised by the Clerk and Chairman". The proposal was seconded and a vote taken with all in favour.

It was proposed, seconded and duly carried that, Portishead Town Council's website will officially launch on the 9<sup>th</sup> November 2016.

The meeting briefly discussed Google Analytics and agreed that the website should use statistical data analysis.

**RECOMMENDATION that:**

- a) Portishead Town Council does not install Twitter on its website until further notice and defers consideration of installing Facebook. This decision is to be reviewed annually.
- b) Portishead Town Council hires Tracey Fowler, Freelance Consultant to write copy for the Town Council's new website, this will be at a cost of £20 per hour, which equates to approx. 1,000 words, up to 5 hours, further time is to be authorised by the Clerk and Chairman.
- c) Portishead Town Council's website will officially launch on the 9<sup>th</sup> November 2016.
- d) Portishead Town Council purchases an email address for each councillor suffix @Portishead.gov.uk.
- e) Portishead Town Council uses Google Analytics on its website to gather statistical data on the site.

**RW1624 TO DISCUSS THE SLIPWAY AT THE MARINA (Agenda item .6)**

Cllr. R. Cruse has been contacted by Charles Murphy with plans for the slipway. It was agreed that this item is deferred until the next meeting of the Recreation & Works Committee.

**RW1625 TO DISCUSS AN EMAIL RECEIVED FROM THE BRISTOL BASEBALL CLUB (Agenda item .7)**

It was suggest that the Clerk writes to the Baseball Club and provides them with contact details of Gordano School's Sports Centre and Portishead Town Football Club.

**RECOMMENDATION that:**

The Clerk writes to the Baseball Club and provides them with contact details of Gordano School's Sports Centre and Portishead Town Football Club.

**RW1626 TO DISCUSS THE UPGRADING OF THE OFFICE COMPUTERS (Agenda item .8)**

It was proposed that Portishead Town Council approves the quote from Complex Computer Services to supply, transfer data from existing hard drives, install software and network three PC's at a total cost of £1,837 plus VAT. The proposal was seconded, a vote was taken with all in favour.

**RECOMMENDATION that:**

Portishead Town Council approves the quote from Complex Computer Services to supply, transfer data from existing hard drives, install software and network three PC's at a total cost of £1,837 plus VAT.

**RW1627 TO DISCUSS THE UPGRADING OF THE FOLK HALL CCTV SYSTEM (Agenda item .9)**

Cllr. R. Cruse felt having sound recordings of people using the Folk Hall is an infringement of people's civil liberties.

It was proposed Portishead Town Council revisits the quotes at the next Town Council meeting having established whether the preferred CCTV system has the ability to record sound or not.

**RECOMMENDATION that:**

Portishead Town Council revisits the quotes at the next Town Council meeting having established whether the preferred CCTV system has the ability to record sound or not.

**RW1628 ITEMS FOR NEXT MEETING (Agenda .13)**  
1. Elonex

2. Slipway
3. Golf course
4. Website/Facebook
5. Football club
6. Duck house
7. Hall hire terms and conditions

\*\*\*\*\* EXEMPT ITEM \*\*\*\*\*

**Prior to consideration of the following agenda items, members will be invited to pass the following resolution –**

“Pursuant to the provisions of Public Bodies (Admissions to Meetings) Act 1960 (as extended by s100 of the Local Government Act 1972) the press and public be excluded from the meeting for the following item of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1.”

It was proposed that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s100 of the Local Government Act 1972) the press and public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1. The proposal was seconded and duly voted on.

**RW1629 HEAVEN’S FIELD – UPDATE (Agenda item .10)**

The Clerk had nothing to report

**RW1630 TO RECEIVE AN UPDATE ON THE STATUS OF THE PORTISHEAD FOOTBALL CLUB LEASE (Agenda item .12)**

The Clerk read out an email from the Chairman of Portishead Football Club. The meeting noted that the Football Club hoped to have a response for the Town Council after the 3rd October. It was agreed that this item would be deferred to the October Recreation & Works Committee.

*Clerks Note: Cllr. Cottrell left the meeting at 8.47pm.*

**RW1631 TO CONSIDER THE AWARDING OF THE TOWN ORDERLY CONTRACT (Agenda item .11)**

The meeting briefly discussed the wording of the Draft Specification for the Supply of Litter Control and General Orderly Work. Members also raised concerns that volunteers who litter pick around the town must not feel pushed out by the introduction of a contracted Town Orderly.

It was proposed that:-

- a) The Recreation and Works Committee on behalf of Portishead Town Council awards Mr. John Cottrell with the Town Orderly contract as outlined in the Draft Specification for the Supply of Litter Control and General Orderly Work, noting the sections relating to contract, insurance and terms.
- b) Portishead Town Council purchases an Orderly's barrow and equipment to the value of no more than £1,500.00. The barrow and equipment are to remain the property of Portishead Town Council.

The two recommendations were seconded and a vote taken with all in favour.

**RECOMMENDATION that:**

- a) The Recreation and Works Committee on behalf of Portishead Town Council awards Mr. John Cottrell with the Town Orderly contract as outlined in the Draft Specification for the Supply of Litter Control and General Orderly Work, noting the sections relating to contract, insurance and terms.
- b) Portishead Town Council purchases an Orderly's barrow and equipment to the value of no more than £1,500.00. The barrow and equipment are to remain the property of Portishead Town Council.

There being no other business, the Chairman closed the meeting at 8.52pm.