

## Portishead Town Council Summons & Notice: Full Council meeting 19.30 Wednesday 17<sup>th</sup> November 2021



The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 [www.portishead.gov.uk](http://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
- This will be a hybrid meeting
- To attend in person:
  - Residents are welcome to join the meeting in person at the Folk Hall, Portishead
  - Please either book in advance by emailing [office@portishead.gov.uk](mailto:office@portishead.gov.uk)
  - All attendees must wear masks when inside the building, except when speaking in the meeting.
  - We have taken these measures to protect all of us, so please respect them.
- To attend via Zoom: Meeting ID: 997 8556 1872 Passcode: 521348
  - Link: <https://zoom.us/j/99785561872?pwd=MzE3ci9SMHNZbGFLOUhDN0lwWGxiUT09>
  - Dial in from your phone: 0208 080 6591 (national call rate)

### Agenda

- 1. Apologies for absence** (Town Clerk)
- 2. Declaration of Councillors' interests and requests for dispensations** (Chairman – Councillor Patricia Sterndale)
- 3. Decision item:** Recommendation for the Chairman to accept signed Declaration of Acceptance of Office and Register of Members Interests forms from the recently elected Councillor (Chairman):
  - a. Vote on the recommendation**
  - If agreed, forms will be signed at the meeting
- 4. Chair's verbal report:**
  - Remembrance Day
  - Heritage Centre opening
  - Slade Road Playing Fields Consultation
  - Neighbourhood Plan
  - Decking outside Bottelinos
  - Portishead Wheels Skate park
  - Cancellation of public meeting on transport & anti-social behaviour
  - Post office closure
  - Viaggio sculpture
  - EDF
- 5. Information item:** Reports from North Somerset District Councillors
- 6. Information item:** updates on on-going activity agreed at the previous Full Council meeting:
  - Update on equality, diversity and inclusion policy and approach (Town Clerk)
  - Update on Folk Hall top floor office building works process (Town Clerk)
  - Update on the Council's IT support contract (Councillor Robert Bull)
- 7. Public participation:** if you would prefer to submit questions in advance, please email [clerk@portishead.gov.uk](mailto:clerk@portishead.gov.uk)
- 8. Decision item:** Recommendation to review and agree the Council's decision-making process outline diagram (Chairman):
  - The draft process report will be available on the Council website with the agenda
  - If agreed, this process will inform the Standing Orders to be updated for the next Full Council meeting
  - c. Vote on the recommendation**
- 9. Information item:** Update on previously agreed building repairs and improvements following maintenance and security reviews (Councillor Bull):
  - The on-going improvements report will be available on the Council website with the agenda
- 10. Approval item: That the Council considers and approves the following financial reports** (Councillor Bull):
  - That the Council resolves that the list of payments totalling £42,206.69 made in the month of September 2021 be received and approved

- b. That the Council resolves that the list of payments totalling £54,714.42 made in the month of October 2021 be received and approved
- c. To receive and consider the summary Income & Expenditure statements for October 2021
- d. To receive and consider the detailed Income & Expenditure statements for October 2021
- e. To receive and consider the bank reconciliation statement for October 2021
- f. All reports will be available on the Council website with the agenda.
- g. Vote on the requested approvals**

**11. Information item:** To note minutes of Committee meetings since the previous Full Council meeting (available on the Council website) (Chairman):

- a. Planning Advisory Committee meetings: 6<sup>th</sup> October; 3<sup>rd</sup> November
- b. Community Matters Committee meetings: 14<sup>th</sup> October; 11<sup>th</sup> November

**12. Approval item:** Recommendation to approve minutes of the last meeting - 15<sup>th</sup> September 2021:

- a. Vote on the requested approval**

**13. Date of the next meeting:** 15th December 2021: an Extraordinary Council meeting to discuss the 2022-2023 budget

Julia Stuckey, Town Clerk, published 11<sup>th</sup> November 2021