



Portishead Town Council Summons & Notice: Full Council meeting 19.30 Wednesday 15th September 2021

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 www.portishead.gov.uk

- This meeting will be recorded and published with a link from the Council website except where there are 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:
 - Limited numbers of councillors, council staff and members of the public (who are residents) can join the meeting in person at the Folk Hall, Portishead.
 - These places must be booked in advance, email office@portishead.gov.uk to book
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 - 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=MzE3ci9SMHNZbGFLOUhDN0lwWGxjUT09>
 - Dial in from your phone: 0208 080 6591 (national call rate).

Agenda

- 1. Apologies for absence** (Assistant Clerk)
- 2. Declaration of Councillors' interests and requests for dispensations** (Chairman Councillor Patricia Sterndale)
- 3. Chair's verbal report**
- 4. Public participation relating to agenda items:** email questions to deputyclerk@portishead.gov.uk
- 5. Decision item:** Recommendation to approve a new Member of the Community Matters Committee (Councillor Aldridge)
- 6. Decision item:** Recommendation to delegate authority to the Clerk and Councillor Bull (Staffing & Finance Committee chair) to procure building works to create an open plan office on the top floor of the Folk Hall (Councillor Bull):
 - a. With new team members starting and existing team members moving back to the office, the current 1st floor accommodation is not suitable
 - b. These works would create an open workspace for staff, so the 1st floor office could then be let out to the public.
 - c. 2 quotes have been obtained from professional building companies to provide a maximum price
 - d. The recommended maximum budget allocation is £35,000 ex VAT for this one-off project.
- 7. Decision item:** Recommendation to delegate authority to the Clerk and Councillor Bull to possibly procure an IT support contract (Councillor Bull):
 - a. The current IT support contract is under review with the final review date set for 27th September
 - b. If an alternative contract is required, the maximum annual budget allocation would be £12,000 ex VAT including licenses and day-to-day IT support for staff and councillors.
- 8. Decision item:** Recommendation to delegate authority to the Deputy Clerk and Councillor Bull to arrange to contribute funds to the Avon Way junction build out costs (Councillor Bull):
 - a. The funds would be paid to North Somerset Council, which will procure and manage the scheme at the junction of the main Avon Way Road with a side road also called Avon Way 50m down the hill from the Avon Way Play area
 - b. Total contribution allocation is £10,000 ex VAT for this one-off project.
- 9. Decision item:** Recommendation to delegate authority to the Clerk and Councillor Bull to procure services to improve security at council buildings following a review. Improvements to include (Councillor Bull):
 - a. One-off costs (maximum one-off budget allocation £6,695):
 - i. Add an alarm system to Redcliffe Bay Hall and Wyndham Way toilets (to be added to existing Folk Hall alarm supplier's contract)
 - ii. Move the North Weston Hall alarm system from the current supplier to the above supplier
 - iii. Make general repairs and improvements to buildings to improve security
 - b. Additional annual costs (maximum annual budget allocation £2,305):
 - i. Procure a supplier contract to monitor and respond to alarm calls at council buildings
 - ii. Annual maintenance of new security systems
- 10. Approval item:** Minutes of the last meeting 21st July 2021
- 11. Date of the next meeting:** 17th November 2021