

Portishead Town Council Summons & Notice: Staffing & Finance Committee 19.30-21.00 Wednesday 25 August 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 and will be limited to 25 in total.
 - To book, please email office@portishead.gov.uk
 - All attendees must wear masks when inside the building.
 - We have taken these measures to protect all of us, so please respect them.
- To attend via Zoom: Meeting ID: 991 3334 4649 Passcode: 059876
 - Link: <https://zoom.us/j/99133344649?pwd=Y0x4OThCQ2Q5bldDaE1ib1JKa2hsQT09>
 - 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** (Chair Councillor Bob Bull)
- 3. Public participation:** to pose questions in advance email to clerk@portishead.gov.uk.
- 4. Chair's verbal report**
- 5. Information item:** Staffing update written report (Chair)
- 6. Information item:** List of grants paid to date for 2021-22 (Chair)
- 7. Approval item:** Income and expenditure report Apr-Jul 2021
- 8. Approval item:** Minutes of the last (extraordinary) meeting 27 May 2021
- 9. Decision:** Recommendation to delegate authority to the Town Clerk, Councillor Gardner and the Chair to procure works to improve Wi-Fi connectivity at the Folk Hall (Chair):
 - a. Improvements would cover all 3 floors including rooms to hire and office space
 - b. Maximum budget recommended £2,500 ex VAT.
- 10. Decision:** Recommendation to delegate authority to the Town Clerk, Councillor Gardner and the Chair to procure IT equipment for new and existing staff (Chair):
 - a. Would include set up and all associated products e.g. screen, stand, keyboard, etc.
 - b. Maximum budget recommended £5,000 ex VAT.
- 11. Date of the next meeting:** 24 November 2021

The public meeting is now closed as the remaining information is considered exempt under the Local Government Act 1972, Schedule 12a.

- 12. Staffing & Finance Committee Members only: Information item:** Additional staffing information to include individuals' confidential information

Julia Stuckey, Town Clerk, published 19 August 2021