



Portishead Town Council

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

www.portishead.gov.uk

**Summons & Notice for the Staffing & Finance Committee
Wednesday 15th June 2022 at 7.30pm**

Thursday 9th June 2022

To: All Members of the Portishead Town Council Staffing & Finance Committee
Councillors Bull, Gardner, Aldridge, Slatter, Holland and Sterndale

Dear Councillor

You are summoned to a meeting of the Portishead Town Council Staffing & Finance Committee meeting at The Folk Hall, 95 High Street, on Wednesday 15th June 2022 at 7.30pm. The meeting will consider the items set out below.

Please inform me if you are unable to attend.

Yours sincerely

S. Sherborne

S. Sherborne
Deputy 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:
 - Link: <https://zoom.us/j/95106176208?pwd=TVdPTExMWVBFbTBpbU5nR2dwU2FrQT09>
 - Meeting ID: 951 0617 6208
 - Passcode: 581820
 - Dial in from your phone 0208 080 6592 United Kingdom

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Agenda

1. Chairman’s welcome (Chairman)

2. **Apologies for absence (Deputy Clerk)**
To receive, and consider for acceptance, apologies for absence (LGA1972 s85)
3. **Declaration of Councillors' interests and requests for dispensations (exemptions)**
(Chairman)
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Deputy Clerk (Localism Act 2011 s29-34)
3. **Public participation relating to meeting agenda items**
If you would prefer to submit questions in advance, please email deputyclerk@portishead.gov.uk
4. **Minutes of the last meeting**
To consider and approve the minutes of the meeting held on 23rd February 2022 as a true and accurate record – attached.

Recommendation: That members agree the minutes of the committee meeting held on 23rd February 2022 as a true and accurate record, and that they be signed as such.

5. **Introduction of a CIL (Community Infrastructure Levy) Working Party**
The community infrastructure levy (CIL) is a charge which developers have to pay towards the cost of the infrastructure that will support their development. Reports are attached:
5.1 Explanation and summary of CIL
5.2 NALC - A Guide to the Community Infrastructure Levy (CIL) for Parish and Town Councils
5.3 North Somerset Council – CiL Guidance for Town & Parish Councils
5.4 Portishead CIL receipt and expenditure log from October 2018

Recommendation: to consider nominating up to four Town Councillors to form a CIL working group to develop a CIL policy for Council approval and to make recommendations to the Staffing and Finance committee for the allocation of CIL money that will support the priorities and services of the Council.

6. **Internal Auditor Report 2021/22:**
A copy of the internal auditor's report for the year ending 2021/22 is attached
The Councils internal auditor, based on an assessment of risk carried out a selective assessment of compliance and controls. Councillors are asked to consider the Internal Audit report for the financial year 2021/2022 and note the findings and outcomes.

Recommendation: to consider, note and recommend the approval of the Internal Audit report for the financial year 2021/2022 to Full Council.

7. **Accounts for Financial Year 2021/2022:**
A copy of the Town Council's accounts for the financial year 2021/22 are attached for consideration.

Recommendation: to consider, note and recommend the approval of the accounts to Full Council for the financial year 2021/2022.

8. Consolidated Bank Statement 31st March 2022:

A copy of the Town Council's consolidated bank statement for 31st March 2022 is attached for consideration.

Recommendation: to consider, note and approve the consolidated bank statement for 31st March 2022.

9. Annual Governance and Accountability Return (AGAR) 2021/2022

Smaller authorities are required under the Accounts and Audit Regulations 2015 to prepare accounting statements for the year ended 31 March 2022 in the form required by proper practices.

The Committee is asked to review the following sections of the AGAR, which are attached:

9. 1 – Section 1 Annual Governance Statement 2021/22

9.2 - Section 2 Accounting statements for 2021/22

Councillors are also asked to consider:

9.3 – the period of public rights for 2021/2022 to commence on the 1st July for 30 working days.

Recommendation: That the Committee:

- a) consider the Annual Governance statement 2021/2022 (Section 1) and recommend it to Full Council for approval
- b) consider the accounting statements 2021/2022 (Section 2) and recommend its approval to Full Council
- c) consider and note that the period of public rights for 2021/2022 will commence on 1st July for 30 working days.

10. Financial Reports 2022/2023

To consider, note and approve the following reports, which are attached:

10.1 Payments made in May 2022

10.2 Bank reconciliation statement 31st May 2022

10.3 Detailed income and expenditure statement to 31st May 2022

10.4 Summary income and expenditure statement to 31st May 2022

10.5 Land Registry transparency report 31st March 2022

Recommendation: That the Committee consider and recommend to Full Council the approval of the payments made in May, bank reconciliation statement, detailed income and expenditure statement, summary income and expenditure statement and Land Registry transparency report.

11. Neighbourhood Plan Redrafting following consultation:

The Neighbourhood Plan underwent a statutory consultation between 28th March and 8th May 2022. 25 statutory consultees and 42 community groups were asked to respond. More than 900 comments were made by residents and responses were also received from

several developers. All the responses require analysis. An estimate of £8250.00 plus VAT has been received from our Planning Consultants, Place Studio to deal with all the responses received and create the next version of the Plan. Once this redrafting is completed, the Plan will be submitted to North Somerset Council for assessment before undergoing formal examination by a Planning Inspector.

Recommendation: to consider and approve an expenditure of £8250.00 plus VAT for Place Studio to produce a redrafted Neighbourhood Plan.

Budget line: Neighbourhood Plan 2022-2023

12. Freedom of Information (FOI) Resource:

To consider allocating funds to procure for a FOI resource service to assist in managing the workload of Town Council staff. It is anticipated the likely costs will be £15k (fifteen thousand pounds) per annum to deliver 2 days' work per week, plus recruitment costs.

Recommendation: to consider and approve procuring a freedom of information resource up to the value of £15k (fifteen thousand pounds), and associated recruitment costs.

Budget line: Members may wish to fund this from reserves.

13. Wellbeing Coordinator:

To consider and approve the attached Job Description for a Wellbeing Partnership Co-ordinator in accordance with the funding of £58,000 (fifty-eight thousand pounds) from North Somerset Council. Once accepted by North Somerset Council a MOU (memorandum of understanding) can be formed between Portishead Town Council and North Somerset Council.

Recommendation:

To approve the Wellbeing Partnership Co-ordinator job description and submit to North Somerset Council with a view to an MOU being prepared.

Budget line: to be allocated from Grant Wellbeing Partnership funding

14. Unity Charge card:

To receive the attached report, consider and approve an application on behalf of the Town Council for a Charge Card from Unity Trust Bank.

Recommendation:

To authorise the application for a Multi pay corporate card through Unity Trust bank and set the card limit at £1000 (one thousand pounds).

15. Date of next meeting:

Wednesday 21st September 2022

16. Exclusion of press and public:

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting due to the sensitive nature of the items next to be considered relating to staffing and clerk arrangements.

Recommendation:

That Councillors agree to exclude the public and press.

17. Hub Co-ordinator:

To consider the Hub Coordinator post and the extension of the Hub trial period to 30 November 2022 as per the confidential report.

Recommendation:

To approve the Hub Coordinator post, and the extension of the Hub trial period until 30th November 2022 in accordance with the confidential report.

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18. Temporary Project Officer Role:

To receive and consider the attached confidential report.

Recommendation:

To approve the changes made to the role of Project Officer as detailed in the confidential report.

19. Clerk Provision:

To consider the interim clerking arrangements detailed on the confidential report.

Recommendation

To approve the interim clerking arrangements as per the confidential report.
