

## Portishead Town Council Summons & Notice: Staffing & Finance Committee meeting 19.30 Wednesday 24<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: 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 Robert Bull)
- 3. Chair's verbal report:**
  - a. 2022-23 budget process
  - b. Council website procurement
- 4. Public participation:** if you would prefer to submit questions in advance, please email [clerk@portishead.gov.uk](mailto:clerk@portishead.gov.uk)
- 5. Information item:** Recruiting for vacant roles (Chair):
  - a. Relationships / Partnerships Manager
  - b. Communications Apprentice
  - c. Community Halls Manager
  - d. Also, arranging temp agency Halls Caretaker cover
- 6. Decision item:** Recommendation to approve final roles in the staff structure (Chair):
  - a. A report will be available on the Council website with the agenda
  - b. **Vote on the recommendations in the report**
- 7. Decision item:** Recommendation to approve the staff and Councillor training programme (Chair):
  - a. A report will be available on the Council website with the agenda
  - b. **Vote on the recommendations in the report**
- 8. Information item:** To receive the quarterly spending report (Chair):
  - a. A report will be available on the Council website with the agenda
- 9. Information item:** To receive the list of necessary costs since the previous meeting (Chair & Town Clerk):
  - a. Remembrance Parade road closures, cones and diversions £1,050 & VAT
  - b. Folk Hall screening £722.90 & VAT
  - c. Portishead Youth Centre repairs & maintenance £1,621.50
- 10. Decision item:** Recommendation to approve upcoming costs (Chair & Town Clerk):
  - a. Heritage Centre Sign up to £1,000 & VAT
  - b. Microsoft license increases TBC
  - c. IT access security one-off costs up to £5,000
  - d. Microsoft online services up to £5,000
  - e. IT replacement equipment £2,500
  - f. Office furniture equipment up to £2,000
  - g. Recruitment costs up to £1,500
  - h. **Vote on the recommendation**
- 11. Information item:** To receive an update from the Projects Working Group (Councillor Gardner):
  - a. A report will be available on the Council website with the agenda
- 12. Decision item:** Recommendation to approve the updated procurement process (Chair):
  - a. A report will be available on the Council website with the agenda

**b. Vote on the recommendations in the report**

**13. Decision item:** Recommendation to approve changing the Council's current bank account provider from Lloyds Bank to Unity Trust Bank (Chair & Bookkeeper):

a. A report will be available on the Council website with the agenda

**b. Vote on the recommendations in the report**

**14. Decision item:** Recommendation to authorise the Town Clerk to replace the flagpole opposite the Folk Hall (Chair & Town Clerk):

a. The current flagpole has reached the end of its life and must be replaced.

b. The proposal is to investigate a system which allows the flags to be flown from the building, which would be easier to clean, change, maintain and use and be more connected to the Council. If this is not possible, a replacement pole will be installed in the car park.

c. Estimate cost would be £500-£1,000

**d. Vote on recommendation**

**15. Approval item:** Recommendation to approve minutes of the last meeting – 25<sup>th</sup> August 2021:

a. **Vote on the requested approval**

**16. Date of the next meeting: 23<sup>rd</sup> February 2022**

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

The Staffing & Finance Committee Chair will end the public meeting and ask everyone except Staffing & Finance Committee Members to leave (both online and in-person), before continuing with a confidential item.

**Agenda for closed meeting – confidential item**

**17. Decision item:** The recommendation will be outlined during the meeting by the Town Clerk

**18. Declarations of interest (Chair)**

a. **Vote on the recommendation**

Julia Stuckey, Town Clerk, published 18<sup>th</sup> November 2021