

**Portishead Town Council Staffing & Finance Committee Extraordinary Meeting  
19.30-21.00 Thursday 27 May 2021**



This was an online meeting

**Committee Members:**

Councillor Ben Aldridge  
Councillor Patricia Sterndale  
Councillor Paul Gardner

Councillor Robert Bull (Chair)  
Councillor Sue Mason (Vice  
Chair)

Councillor Tanya Slatter

**1. Apologies for absence**

- a. None given

**2. Declaration of Councillors' interests and requests for dispensations (exemptions) (Chair)**

- a. None given

**3. Public participation**

- a. No comments

**4. Decision: Consider a new Projects Working Party, with regular members and a Chair (Chair):**

a. Proposals:

- i. The Working Party would sit below this Committee (although some actions / requests for procurement will be directed through other Committees) and regularly report on progress and challenges
- ii. Terms of Reference to be agreed
- iii. Councillor comments:
  1. Councillor Gardner: this is a good idea as a structured approach to projects is essential
  2. Councillor Sue Mason said the Group should also inform Full Council
- iv. Vote to establish a working party:
  1. Councillor Bull, Councillor Gardner 2<sup>nd</sup>
  2. All agreed
- v. Vote to assign Project Working Group Chair and members:
  1. Councillor Bull proposed Councillor Tina Mason as Chair, Councillor Slatter 2<sup>nd</sup>
    - a. Councillor Sue Mason expressed concern as Councillor Tina Mason is newly elected
    - b. Councillor Gardner, Councillor Slatter and Sterndale supported Councillor Tina Mason as Chair due to her project management background and to bring a new perspective.
    - c. Councillor Tina Mason is happy to take the role, she manages change at a large corporate and has accountancy experience, she feels it is important to put transparent structures in place.
  2. Councillors Bull, Gardner, Slatter and Aldridge offered to join the group
  3. The Town Clerk suggested that Councillor Sheppardson be asked to join as some projects relate to Wellbeing. Also, she suggested that council staff would deliver and manage the projects.
  4. Councillor Sterndale suggested that a smaller focused group would be preferable and suggested that Councillor Tina Mason finalise the group members with the Clerk.
  5. Councillor Tina Mason suggested a start with terms of reference, project charter, prioritise, plans, comms, milestones, templates, reporting (internal and public).

**5. Decision: Consider a Neighbourhood Plan communications and project management support contract (Councillor Sterndale):**

a. Proposal:

- i. To support delivery of the programme during a particularly busy period and with current job vacancies in the council team.
- ii. Councillor comments:
  1. Councillor Bull: this would also provide comms support in absence of Comms Manager
  2. Councillor Aldridge: will the Neighbourhood Plan budget be used for this contract? Councillor Sterndale yes it will.
- iii. Vote to approve a contract with Smart Office Support at £20ph as recommended by the Neighbourhood Plan Steering Group.

- iv. Councillor Sterndale proposed, Councillor Gardner 2<sup>nd</sup>
  - v. All agreed
- 6. Decision: Consider approving repair contribution towards costs for Merlin Park skate half-pipe (Councillor Aldridge)**
- a. Proposal:
    - i. The Community Matters Committee March 2021 approved to fund repairs 'once the lease extension had been approved by North Somerset Council'.
    - ii. The proposal is to bring forward this request for financial support forward due to safety reasons and pay as soon as possible. Discussions are on-going with North Somerset Council.
    - iii. Cost would be £1,075.73 ex VAT.
    - iv. The Skate Shop (which installed the equipment) would procure and manage the repair.
    - v. North Somerset Council owns the site.
    - vi. Councillor comments:
      - 1. Councillor Bull: there appears to have been vandalism at the site, he agreed with the funding
      - 2. Councillor Sue Mason: is this on area leased by Portishead Town Council or the wooden ramp?
        - a. Councillor Aldridge: the wooden ramp on land owned by North Somerset Council.
      - 3. Councillor Sue Mason: We have asked for extension to lease, if we repair and North Somerset says we can't extend what happens?
        - a. Councillor Aldridge: North Somerset will not say that. Conversations are very positive (although delayed due to COVID-19). Portishead Town Council will take over running this area in the longer term.
      - 4. Councillor Slatter: The wording from the March Community Matters just needs amending, the principle is the same.
      - 5. Town Clerk: as there is a safety issue here, it seems reasonable to make this change.
      - 6. Vote to bring forward the funding offer of £1,075.74 ex VAT to the Skate Shop:
        - a. Councillor Aldridge proposed, Councillor Sue Mason 2<sup>nd</sup>
        - b. All agreed
- 7. Recommendation: Approve last meeting minutes from 28 April 2021 (Chairman)**
- a. Councillor Aldridge proposed, Councillor Slatter 2<sup>nd</sup>
  - b. All approved
- 8. Date of the next meeting:** 25 August 2021
- 9. Public meeting closes to discuss personally confidential matters which are exempt under the Local Government Act 1972, Schedule 12a.**
- 10. Staffing & Finance Committee Members only:** Staffing Restructure to include individuals' confidential information
- a. Proposal: to approve the staffing restructure and amended staff costs budget
  - b. Vote: Councillor Bull proposed, Councillor Slatter 2<sup>nd</sup>
  - c. All agreed