



**Portishead Town Council**

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 [www.portishead.gov.uk](http://www.portishead.gov.uk)

**Summons & Notice**

**for the Community Matters Committee Thursday 25<sup>th</sup> August 2022 at 7.30pm**

Friday 19<sup>th</sup> August 2022

**To: All Members of the Portishead Town Council Community Matters Committee**  
Councillors Ben Aldridge (Chair), Churchill (Vice-Chair), Cartwright, Davey, Snaden, Slatter, Sterndale, Gardner.

Dear Councillor

You are summoned to a meeting of the Portishead Town Council Community Matters Committee at The Folk Hall, 95 High Street, on Thursday 25<sup>th</sup> August 2022 at 7.30pm. The meeting will consider the items set out below.

Yours sincerely

*S. Sherborne*

S. Sherborne  
Interim Clerk

- 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](mailto:enquiries@portishead.gov.uk)
  - It would be appreciated if you would continue to wear masks when walking around and standing up in the building, except when you are speaking during public participation.
- To attend via Zoom:
  - Meeting ID: 953 0020 0301
  - Passcode: 160358
  - Join Zoom Meeting
  - <https://zoom.us/j/95300200301?pwd=Rkx2eEdicHFzbnNyVXYxdE9pZnk4Zz09>
  - Phone 0203 481 5240 United Kingdom

## Agenda:

1. **Chairmans Welcome** (Chairman)
2. **Apologies for absence** (Interim Clerk)
3. **Declaration of Councillors' interests and requests for dispensations** (Chairman)  
Members declare any disclosable pecuniary (financial) and other interests re. items on the agenda as required by the council's Code of Conduct, Standing Orders, and Localism Act 2011.
4. **To receive the Chairman's verbal update report:**
5. **Public participation relating to meeting agenda items**  
If you would prefer to submit questions in advance, please email [enquiries@portishead.gov.uk](mailto:enquiries@portishead.gov.uk)
6. **To Consider and approve the minutes to the last meeting (Chairman):**
  - 6.1 Recommendation: for members to consider and approve the Minutes of the committee meeting held on 28<sup>th</sup> July 2022 as a true record – attached.
  - 6.2 Recommendation: for the Chairman to sign the Minutes.
7. **Grant applications:**  
To consider the following grant applications:

**PANDA £5000.00 (five thousand pounds):**

To support PANDA (Portishead Additional Needs Disco and other Activities) to cover its monthly costs to run activities returning post covid for people in the community with additional needs and disabilities.

The Grants Working Party considered the application at its meeting on Monday 15th August 2022 and approves the grant.

**Recommendation:**

To approve the grant and payment by bank transfer of £5000.00 (five thousand pounds) to PANDA.

**The Old Bakehouse Courtyard Businesses (known as Bakehouse Businesses) Arch £2,600.00 (two thousand six hundred pounds):**

To cover the design, make and install bespoke steel ornate archway connecting the High Street to the Old Bakehouse Courtyard, to feature the wording "Old Bakehouse Courtyard". A quote for the manufacture and installation of the archway @ £2832.30 has been received and a grant is requested for £2600.00. The local businesses that form the Bakehouse Businesses have all pledged a contribution to the project of £232.30.

The Grants Working Party considered and approves the application with a caveat that a plaque bearing the Town Council logo with the wording "This Archway is funded by Portishead Town Council for the improvement of the High Street" is also installed close to the arch and funded by The Old Bakehouse Courtyard Businesses. Portishead Town Council to make payment of its contribution directly to the contractor.

**Recommendation:**

To approve the grant and payment by bank transfer of £2600.00 (two thousand six hundred pounds) to the Bakehouse Businesses arch supply contractor, providing evidence has been received by the Town Council that the Bakehouse Businesses have made a contribution of £232.30 direct with the supplier.

**Read Easy North Somerset £400 (four hundred pounds):**

To support the expansion of the Read Easy Service to Portishead covering the cost to support two coach reader pairs providing volunteer led one-to-one reading coaching programme for adults

The Grants Working Party considered and approves the application with a caveat asking Read Easy North Somerset to report back on the numbers of residents involved in the service and if further funding will be required.

**Recommendation**

To approve the grant and payment by bank transfer of £400.00 (four hundred pounds) to Read Easy North Somerset.

**Wellspring Counselling £5000.00 (five thousand pounds):**

To support counselling costs, admin and room hire until July 2023 increasing the Wellspring Bursary fund to enable further financial assistance to adult clients

The Grants Working Party considered the application at its meeting on Monday 15th August 2022 and approves the grant.

**Recommendation:**

To approve the grant and payment by bank transfer of £5000.00 (five thousand pounds only) to Wellspring Counselling.

**8. Weston Big Wood:**

To consider and approve the attached report provided by Councillor Gardner to support the undertaking of a full ecology report of the Weston Big Wood site. The assessment will gather the evidence to prove the importance of Weston Big Wood and the vital role it plays in maintaining the integrity of the wider Gordano valley.

**Recommendation:**

To consider and approve a full ecology report of the Weston Big Wood site being undertaken and the associated costs totalling £9290.00

**9. Litter Bin Provisions: Heavens Field, Hallets Way Park, Forester Road and Marina**

Calls to introduce litter bins have been received from council members and the public on social media. The four sites that have been suggested are Heavens Field, Hallets Way Park, Forester Road and Portishead Marina.

The cost to supply each 120ltr Maelor Trafflex litter bins in Blue RAL 5011 is £230.00 plus a £9.95 fixing kit, £20.00 for seagull flaps and carriage @ £84.00. These are the standard bins the Town Council has purchased in the past and will be used unless an alternative at the same cost (or a lesser amount) would be more site appropriate. Installation costs will be in the region of £85.00 per bin. This is to provide a concrete slab bolted to the ground. Exact locations and permissions from landowners have yet to be confirmed. The emptying costs should be considered @ £4.95 per

bin per empty, unless of course the local authority (North Somerset Council) will add this to its existing collection rounds.

### **Recommendation**

To approve the purchase, installation and supply cost of four bins totalling no more than £1715.80 to be installed at the four sites: Heavens Field, Halletts Way Park, Forester Road and Marina, providing that landowners consent is obtained and to accept the weekly empty charges @ £4.95 per bin being the charges from its existing bin contractor (annual cost to empty 4 additional bins each week is £1029.60).

### **10. Replacement Flagpole:**

The flagpole in the Folk Hall received an inspection and service on 13/04/22. A detailed report from the contractor is attached in which it recommends that the existing flagpole is removed and replaced at a cost of £1717.00 plus VAT as it is in disrepair. It is suggested that the flagpole is scheduled for replacement before 29/09/22. Officers have not been successful to obtain comparison quotes from contractors including Harrison Flagpoles, but this is a niche product and service. The Staffing and Finance committee approved under Minute Number SF675 a spend of £1,000.00 (one thousand pounds) but there is a shortfall of £717.00 to arrange replacement and decommissioning of the existing flagpole.

### **Recommendation**

To approve a further £1000.00 (offering some contingency) for the supply and installation of a replacement flagpole in the Folk Hall car park and decommissioning of the existing flagpole.

### **11. Big Green Week Project:**

To consider approving expenditure up to £1000.00 (one thousand pounds) to cover venue and activity costs: talks, exhibitions, cooking lessons, children's clothes swap and providing professional wildlife guided tours and associated fees, to support the Big Green Week that commences on 24<sup>th</sup> September 2022. The Big Green week is the UK's biggest ever celebration of community action to tackle climate change and protect nature. Further details can be found:

<https://greatbiggreenweek.com/>

### **Recommendation**

To approve up to £1,000.00 (one thousand pounds) to provide exhibitions, cooking lessons, library talks, children's clothes swap and guided wildlife tours from a professional to promote Big Green week in Portishead during week commencing 24<sup>th</sup> September 2022.

### **12. Place Studio Invoice Payment Approval:**

To consider and approve the payment of Place Studio invoice number 6000 to the value of £8580.00 for providing the Town Council with Neighbourhood Planning Support.

### **Recommendation**

To approve the payment of Place Studio invoice number 6000 totalling £8580.00.

### **13. Date of the next meeting:**

Thursday 22<sup>nd</sup> September 2022 at 7.30pm.