



## 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 an Extraordinary Meeting of the Town Council Wednesday 22<sup>nd</sup> June 2022 at 7.30pm

Thursday 16<sup>th</sup> June 2022

**To: All Members of the Council**

Dear Councillor

You are hereby summoned to attend an extraordinary meeting of Portishead Town Council to be held at The Folk Hall, 95 High Street, on Wednesday 22<sup>nd</sup> June 2022 at 7.30pm. The meeting will consider the agenda items set out below.

Please inform the Deputy Clerk if you are unable to attend.

Yours sincerely

*S. Sherborne*

S. Sherborne  
Deputy Clerk

- Agenda and papers are available at [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
  - 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)
    - Those attending the meeting are welcome to continue to wear face masks.
  - To attend via Zoom:  
Join Zoom Meeting  
<https://us06web.zoom.us/j/89463517570?pwd=OVJiUjlmZXNraVJJMDY5eEIEU3UyQT09>
  - Meeting ID: 894 6351 7570
  - Passcode: 803360
  - Dial in from your phone 0208 080 6592 United Kingdom
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## **Agenda:**

### **1. Chairmans Welcome** (Chairman)

### **2. Apologies for absence** (Town Clerk)

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

### **3. Declaration of Councillors' interests and requests for dispensations** (Chairman)

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)

### **4. Chairman update**

To receive an update from Councillor Patricia Sterndale.

### **5. Minutes of the last meeting**

To consider and approve the minutes of the meeting held on 11<sup>th</sup> May 2022 as a true and accurate record – attached

### **6. Public participation relating to meeting agenda items**

If you would prefer to submit questions in advance, please email

[deputyclerk@portishead.gov.uk](mailto:deputyclerk@portishead.gov.uk)

### **7. Internal Auditor Report 2021/22:**

The Council's internal auditor, based on an assessment of risk carried out selective assessment of compliance and controls.

Based on the areas examined the internal auditor has produced its annual return report for the year ending 2021/22 - attached. The auditors' conclusions are also summarised and contained within the Annual Governance and Accountability Return.

The report was considered by the Town Council's Staffing and Finance committee on 15<sup>th</sup> September 2022, who recommends that the Town Council approves the Internal Audit report for the financial year 2021/2022.

**Recommendation:** to approve the Internal Audit report for the financial year 2021/2022.

### **8. Accounts for Financial Year 2021/2022:**

A copy of the Town Council's accounts for the financial year 2021/22 are attached. The accounts were considered by the Town Council's Staffing and Finance committee on 15<sup>th</sup> September 2022, who recommends that the Town Council approves the accounts for the financial year 2021/2022.

**Recommendation:** to approve the Town Council's accounts for the financial year 2021/2022.

### **9. Consolidated Bank Statement 31st March 2022:**

A copy of the Town Council's consolidated bank statement for 31st March 2022 is attached for consideration. The statements were considered by the Town Council's Staffing and Finance committee on 15<sup>th</sup> September 2022, who recommends that the Town Council approves the consolidated bank statement for the financial year 2021/2022.

**Recommendation:** to approve the consolidated bank statement for 31st March 2022.

## **10. 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 Council is asked to consider Section 1 - Annual Governance Statement 2021/22 and Section 2 - Accounting statements for 2021/22 of the AGAR, which are attached to this agenda. Councillors are also asked to review the attached Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. This notice Provides public rights to inspect and make copies of the Councils accounting records for 2021/2022, to commence on the 1st July for a period of 30 working days.

The Staffing and Finance committee on 15<sup>th</sup> June 2022 has recommended the sections of the AGAR and the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return to Full Council.

**Recommendation:** to approve: AGAR Section 1 - Annual Governance Statement for 2021/2022, AGAR - Section 2 of the Accounting Statements for 2021/22 and the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for 2021/22.

## **11. Financial Reports 2022/2023**

The following reports are attached and were considered by the Staffing and Finance committee on 15<sup>th</sup> June 2022, who recommends that the Town Council approves the reports:

- 11.1 Payments made in May 2022
- 11.2 Bank reconciliation statement 31st May 2022
- 11.3 Detailed income and expenditure statement to 31st May 2022
- 11.4 Summary income and expenditure statement to 31st May 2022
- 11.5 Land Registry transparency report 31st March 2022

**Recommendation:** to approve the payments made in May, bank reconciliation statement, detailed income and expenditure statement, summary income and expenditure statement and Land Registry transparency report

## **12. Grant Application Form: Portishead Christmas Lights £12650**

To consider continued grant funding to assist Portishead Christmas Lights annual display throughout the High Street and its annual storage rental costs (Paid directly by the Council). Every year the community waits in its masses with bated breath for the lights to be switched on, normally the last Monday in November. The lights remain lit until after the New Year. Father Christmas also makes a stopover in the High Street for the event.

**Recommendation:** That Council approves grant funding of £12650 in support of the Portishead annual Christmas lights display and annual storage rental costs

Budget line:

ACT: Local Government Act 1972, s145

## **13. Signing deed of agreement - Weston College – Communications Apprentice**

The Communications apprentice forms part of the staffing establishment agreed by Council. To progress this post the Council is required to sign a deed of agreement which requires a resolution of the Council.

**Recommendation:** To accept and authorise Councillor Patricia Sterndale, Chairman of the Town Council, to sign the deed of agreement issued by Weston College of Further and Higher Education Training Service in respect to the provision of Communications apprentice.

#### **14. Parking Enforcement Officer Charges**

To consider (retrospectively) the invoice (#800375595) for Parking Enforcement officer cover in Portishead for the period August 2021 to February 2022 totalling £28,113.60 in accordance with the Service Level Agreement between the Town Council and North Somerset Council.

**Recommendation:** That the Council authorises the payment of £28,113.60 for the Portishead Parking Enforcement Officer

#### **15. Date of the next meeting**

Wednesday 13<sup>th</sup> July 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 and commercial nature of the items next to be considered relating the acquisition of land.

#### **Recommendation:**

That Councillors agree to exclude the public and press.

#### **17. Brackenwood Land Sale**

To receive and consider the attached confidential report.

#### **Recommendation:**

To consider the private sale of land known as Brackenwood in Portishead as detailed in the confidential report and recommend a Council position.