



PORTISHEAD TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING OF PORTISHEAD TOWN COUNCIL held on 2nd APRIL 2020 at 7.30pm

The meeting was held remotely via Microsoft Teams with all councillors being invited. There was no public participation in the meeting due to the ongoing Coronavirus situation. An audio and video recording, made via Microsoft Teams, is published with these minutes.

[Microsoft Stream Video Link](#)

[Vimeo.com Video Link](#)

PRESENT: Chairman: Gardner **Councillors:** Aldridge, Bull, Charles, Davey, Holland, Mason, Sheppardson, Slatter, Snaden, and Sterndale. Eleven in total (*two joined after the opening of the meeting but before the first agenda item*).

IN ATTENDANCE: M Salisbury (Town Clerk). No members of the public were present.

PTC20.223 APOLOGIES FOR ABSENCE (*Agenda Item 1*)

Apologies for absence were received and accepted from Councillors Cartwright, Snaden and Goddard. Three in total absent.

PTC20.224 TO RECEIVE ANY DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATIONS (*Item 2*)

The following declarations of interest were received:

Cllr Sterndale – in respect of Nailsea & District Community Transport Item 3

Cllr Aldridge – in respect of Portishead Christmas Lights Item 4

Cllr Slatter – in respect of Portishead Youth Club Item 5

Cllr Holland – in respect of Portishead Youth Club Item 5

The above councillors remaining in the meeting but abstaining from voting in respect of the items in which they had declared an interest.

PTC20.225 Nailsea and District Community Transport Grant Application (*Item 3*)

Cllr Gardner provided an update on the work this group was doing to support its vulnerable users and deliver food and prescriptions at this difficult time. He explained that since the agenda was drafted a special cost sharing arrangement had been made with other town councils to provide it with extra funding to continue with prescription delivery given its shortfall in fare revenue. Although, Portishead is currently not using its prescription delivery service, as Lloyds has its own delivery driver, he proposed an amendment to the proposed resolution to enable Portishead to request NCDT to assist with prescription delivery in Portishead should this be required, for a monthly cost not to exceed £568 per month.

The amended resolution was proposed by Cllr Gardner and seconded by Cllr Mason.

Resolved – to approve payment of a grant for 2020-21 of £11,000, to be paid as soon as possible and to authorise an additional payment of up to £568 per month should the council request the services of NCDT to deliver prescriptions in Portishead during the current crisis. Ten councillors in favour, one abstention Cllr Sterndale.

PTC20.226 Portishead Christmas Lights Grant Application (item 4)

Cllr Aldridge proposed, and Cllr Gardiner seconded the resolution to approve the payment of a cash grant of £9,350 per the agenda.

Resolved – to approve payment of a grant for 2020-21 of £9,350, to be paid on or after 1 May 2020 and for the council to continue to pay annual storage costs of approximately £650. Ten councillors in favour, one abstention Cllr Aldridge.

PTC20.227 Portishead Youth Centre Grant Application (Item 5)

Cllr Gardner provided an update on the work this group was doing to support Portishead young people at this difficult time.

Resolved – to approve payment of a grant for 2020-21 of £25,000, half to be paid as soon as possible and half on or after 1 May 2020. Nine councillors in favour, abstention of Cllr Slater and Cllr Holland.

PTC20.228 Business Continuity Operating Procedures (item6)

The Town Clerk explained that during the uncertain period of the Coronavirus pandemic that additional expenditure may be urgently required, and it may be difficult to obtain quick approval of the council. Although, the Financial Regulations currently provided delegated authority to the Clerk and Chairman/Chairman of relevant committee for budgeted expenditure of up to £2,000 and in the case of extreme risk to service delivery for unbudgeted expenditure of up to £5,000. It was considered prudent to extend delegated authority to cover all matters and expenditure of up to £10,000.

Cllr Charles considering the risk that Chairman may be taken ill, proposed an amendment to the resolution to extend it to include Vice-Chairman. The amended resolution was proposed by Cllr Charles and seconded by Cllr Aldridge.

Resolved – Financial Regulation 4.1 be supplemented by the addition of the following to apply until the later of 30 April 2020 or when it is declared generally safe for people to travel and meet in public.

a. The Town Clerk or Assistant Town Clerk to undertake necessary decisions for the running of the Council or the fulfilment of its powers or duties, whether statutory or assumed, subject to that officer seeking advice from two elected Councillors of which one shall be the Chairman or Vice-Chairman of the Council or the Chairman or Vice Chairman of the appropriate Committee. Including the approval of expenditure and payment of grants whether or not budgeted up to a limit of £10,000.

b. To note such decisions and expenditures and to ratify them at a Council Meeting at the earliest opportunity, without prejudice to Officers and Councillors who shall act on their best endeavours.

c. In the absence of the Town Clerk or Assistant Town Clerk the Chairman or Vice Chairman of the Council together with one other Councillor shall be empowered to appoint a temporary Officer with the same powers and duties.

All eleven councillors in favour.

PTC20.229 Staff overtime, holiday and TOIL arrangements (item7)

The Town Clerk explained that PTC members of staff were working very hard to provide community assistance in connection with the Coronavirus response. This had resulted in additional and unplanned hours, holiday and TOIL balances at the end of the financial year. To deal with this and recognise the commitment of staff during this difficult time it was proposed to amend the normal holiday and TOIL policy to enable additional hours to be carried forward to the next financial year and where required to make additional overtime payments.

Since the original motion was proposed, the government had also acted to amend the Working Time Regulations 1998 to require employers to allow carry forward of unused balances of normal (4 week) holiday entitlement for two years. An amendment to the resolution was therefore proposed to mirror this statutory entitlement.

The amended resolution was proposed by Cllr Gardner and seconded by Cllr Mason.

Resolved – to approve the amendment of holiday, TOIL and overtime policies in respect of balances and additional hours worked to 31 March 2020 for:

- a. A temporary increase in the TOIL policy to allow up to one weeks normal working hours to be carried forward for up to two years from 31 March 2020.**
- b. To permit up to normal working week to also be carried forward as holiday for up to two years. Accordingly, all staff with the revised TOIL policy will have the ability to carry forward two normal working weeks for up to two years.**
- c. Accumulated TOIL and holiday balances to be brought down to normal limits (a maximum of two days TOIL and 5 days accumulated holiday), by 31 March 2022.**
- d. An additional 10 hours of overtime per employee can be paid in respect of hours worked to 31 March 2020, to the extent the above accumulated TOIL and holiday balances are exceeded.**

All eleven councillors in favour.

Meeting Closed: 7.57pm

Signed:.....

Chairman. Portishead Town Council

Date:.....