



PORTISHEAD TOWN COUNCIL

THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

TEL: 01275 847078 www.portishead.gov.uk

Chairman: Cllr. Paul Gardner Clerk: M Salisbury

NOTICE and SUMMONS to FULL TOWN COUNCIL MEETING on WEDNESDAY 15th JULY at 7.30pm

All Members of Portishead Town Council are summoned to a meeting of the Council to be held at **7.30pm on Wednesday 15th July 2020**. The meeting will be held remotely using Microsoft Teams and is open to the public to attend remotely by internet or phone.

The public internet link to join the meeting is available in the electronic copy of this Agenda, that can be downloaded from the [News & Events](#) page of the Portishead Town Council website at www.portishead.gov.uk. On the News & Events page click on the meeting date in the calendar to access meeting details and joining link.

[Join Microsoft Teams Meeting](#) (*click this link to join via the internet*)

You can also participate by phone using the phone number and conference ID below:

[+44 20 3787 4879](tel:+442037874879) United Kingdom, London (Toll) - Conference ID: 114 591 396#

There will be a Public Participation session where comments can be made on Agenda items. We ask that any questions are emailed to clerk@portishead.gov.uk in advance of the meeting so they can be efficiently addressed in the meeting. After Public Participation microphones be muted to enable the efficient running of the meeting.

Please join at least 5 minutes before the meeting start time to deal with technical issues.

The meeting will be recorded (audio and video) and the recording made available on the town council website.

All participants should mute microphones when not talking to enable the efficient running of the meeting.

By order of:

M Salisbury

M Salisbury |Town Clerk | Clerk@portishead.gov.uk

10th July 2020

AGENDA

This remote meeting will be recorded

1. Apologies for absence

To receive and accept apologies for absence

2. To receive any declarations of interest and any requests for dispensations

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Portishead Town Council's Code of Conduct, Standing Orders, and the Localism Act 2011.

3. Public Participation

In accordance with Standing Orders, members of the public may make representations, ask questions, and give evidence in respect of any items of business included in the agenda. Each person will be limited to four minutes. This section of the meeting will not exceed thirty minutes.

To ensure the orderly running of the remote meeting, public participation to speak after this point may be muted.

4. To receive the Chairman's report

A verbal report to be received from the Chairman providing an update on the following matters and items for follow up from the last meeting.

Update:

- Launch of PTC Grants Application 2020-21, Example Poster -Item 4
- Reopening of Halls & Play Parks
- CCTV investment and Service Level Agreement
- Town Orderly back to work
- Swimming and Tomb Stoning in the Marina
- Marina Rubbish Bin provision

Follow-up items:

- Promotion of shop local – linkage with Portishead Chamber of Commerce
- Waitrose Recycling Centre – NSC Don't be a tosser campaign
- Jubilee Park cycling problem – NSC action agreed
- Action on equality – NSC training

5. Confirmation of the minutes of the last meeting

It is proposed that the minutes of the Full Town Council Ordinary meeting held on 17th June 2020 are approved as a correct record and signed by the Chairman.

6. To receive presentation/reports from organisations

There are none.

7. To receive reports from North Somerset District Councillors

To be invited from the district councillor's present.

8. To receive reports from Portishead Town Councillors

To be invited from the councillor's present.

9. Finances (Month 3 2020-21) June 2020 – for approval

To receive and approve the schedule of payments and bank reconciliation for June 2020.

10. AGAR Public Inspection Period – for approval

In accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 a copy of the unaudited Annual Governance and Accountability Return (AGAR) must be made available for public inspection for a period of 30 working days. A draft of the public inspection notice is provided.

To approve the Responsible Financial Officer to publish the Notice of Public Rights, substantially in the form of the draft provided, providing for an inspection period from Monday 20 July to Friday 28 August 2020.

11. NHS Blood & Transplant Request for Hall Use – for discussion

To receive a request from NHS Blood & Transplant for the use of a community hall for around 6 whole days a year. The Folk Hall being our largest hall at around 130m², is slightly smaller than the facility being requested but other requirements would appear to be met. To consider offering and reserving the Folk Hall for that use and any charge that would be made.

12. Play Area reopening Risk Assessment – for approval

To receive the risk assessment for the reopening of PTC Play Areas. The recommendations being:

- PTC Childrens Play Areas will reopen from Monday 20 July, following the conduct of works and signage in accordance with the risk assessment
- Adult gym equipment on the Lake Grounds Esplanade will remain closed as it is primarily used by adults who are at higher risk and it is located on a public walkway so maintaining social distancing with pedestrians in the context of physical exercise is difficult. The nature of the equipment has multiple touch points and the installation of signage in an open area is difficult. However, PTC will consult with NSC in connection with the four gym stations on the Esplanade as they are located on NSC land.
- The Childrens gym equipment in the Lake Grounds play area is part of the enclosed play area managed by NSC, its opening and use will be under the NSC risk assessment, although PTC will install its signage by the equipment if not clearly signed by NSC.
- To ensure compliance with health and safety regulations approval is sought for the purchase of:
 - i. 15 A3 temporary Play Area Signs at an estimated cost of £90
 - ii. 3 x 50 litre railing mounted litter bins at a cost not to exceed £400
 - iii. 4 new A4 PTC aluminium operator signs at an estimated cost of £250

13. Councillors to represent PTC and liaise with the Portishead Chamber of Commerce – *for approval*

To approve Cllr Gardner and Goddard to represent PTC with the Portishead Chamber of Commerce.

14. Date of the next meeting – *for information*

The next Town Council meeting is to be held on Wednesday 16th September 2020 at 7.30pm.