

Portishead Town Council Notice & Summons to meeting of the Town Council on Wednesday 17th March 2021 at 7:30pm

THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR
TEL: 01275 847078 www.portishead.gov.uk
Chairman: Cllr. Paul Gardner Meeting Clerk: Sharon Sherborne

All Members of Portishead Town Council are summoned to attend a remote meeting on **Wednesday 17th March 2021 at 7:30pm**. The meeting will consider the items set out in the Agenda below.

The public are welcome to attend. To join the meeting an internet link 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.

Joining Instructions:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only) [+44 117 313 3552,799310415#](tel:+441173133552799310415) Phone Conference ID: 799 310 415#

There will be a Public Participation session where comments can be made. 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 may be muted for 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.

By order of:

Robert Bull

Cllr R Bull | Interim Clerk | Clerk@portishead.gov.uk

11th March 2021

Agenda

1. Apologies for Absence

To receive and accept apologies for absence.

2. Declarations of interest and requests for dispensations (exemptions)

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

3. Wyndham Way Study Area Report (c30 minutes)

To receive an update in connection with the Wyndham Way Study Area (WWSA). An NSC scrutiny panel paper is provided as context to this item.

Recommendations to members are:

- a) To consider and support the partnership approach for the preparation of the stage 1 report
- b) To consider the stage 1 report
- c) To consider and support the overall intended Stage 2 process for the preparation of a Development Framework

It is proposed to:

- a) Support the Stage 1 report; and
- b) Support the Stage 2 process

4. Presentations from Organisations

- a. To receive an update from the Hinkley Point Connection in connection with its pylon and underground cabling project.
- b. To receive an update from David Cook, president of the Portishead Chamber of Commerce.

5. Wellbeing Project Update (c30 minutes)

To receive a presentation from Cllr. Polly Shepperdson, Richard Blows from North Somerset Council, Fiona Cope from Citizens Advice North Somerset (CANS) and Paul Lucock from Voluntary Action North Somerset (VANS) in connection with the Portishead Wellness Partnership project, the wider North Somerset wellbeing strategy and the role of Portishead Town Council in system wide transformational change.

6. To receive the Chair's report

To receive a verbal update from the Chair on the following matters:

- Litter in Portishead
- Food Poverty in Portishead
- Receipt of Covid community support funding from NSC
- PTC policy update, policies presented at last town council meeting adopted with minor presentational changes, now on website.

7. Questions & Comments from Residents (c15 Minutes)

An opportunity for residents to ask questions and comment on matters covered in this agenda and general issues affecting the town.

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 should last no longer than 30 minutes.

8. To receive reports from North Somerset District Councillors

To be invited from the district councillors present.

9. To receive reports from Portishead Town Councillors

To be invited from the town councillors present

10. To approve the minutes of the last ordinary meeting

It is proposed that the minutes of the Town Council Ordinary Meeting held on 20th January 2021 are approved as a correct record of the meeting and signed by the Chair.

11. Finances January & February 2021

To receive the schedules of payments and bank reconciliations for January (Item 11a) and February 2021 (Item 11b).

It is proposed to approve the finance schedules for January and February 2021.

12. Minutes of committee meetings

To receive, discuss and comment upon the following minutes of committee meetings, since the last town council meeting:

27 January 2021 – Staffing & Finance Committee

3 February 2021 – Planning Advisory Group Committee

10 February 2021 – Community Matters Committee

3 March 2021 – Planning Advisory Group Committee

10 March 2021 – Community Matters Committee

13. Change to Council meeting dates

To receive an extract of the NALC guidance in connection with the return to face-to-face meetings. Meetings after 6 May are expected to return to a physical (or hybrid) format and under the current Coronavirus roadmap the earliest large physical meetings are likely to be permitted is 17 May. The Annual Residents Meeting and Annual Town Council meetings must normally be held by 31 May at the latest. Accordingly, it is proposed to make the following changes to the schedule of council meeting dates:

- Postpone the Annual Residents meeting from 21 April to 26 May 2021
- Cancel the Staffing & Finance committee meeting scheduled on 26 May 2021 and replace with the rescheduled Annual Residents Meeting

Accordingly, the scheduled council meetings will be:

Apr 2021	7	Wed	Planning Advisory Group	7.30pm Folk Hall
	14	Wed	Community Matters	7.30pm TBC
	28	Wed	Staffing & Finance	7.30pm Folk Hall
May 2021	5	Wed	Planning Advisory Group	7.30pm Folk Hall
	12	Wed	Community Matters	7.30pm TBC
	19	Wed	Town Council – Annual Meeting	7.30 pm Folk Hall
	26	Wed	Portishead Residents Annual Meeting	7.30pm Folk Hall

It is proposed to postpone the Annual Residents Meeting to 26 May 2021 and cancel the Staffing and Finance committee meeting scheduled for that date.

14. Portishead in Bloom Watering Contract

To receive a draft contract for services to install, water and remove hanging baskets and planters as part of the Portishead in Bloom facilities. This contract having been circulated to a few gardening contractors with one expression of interest received. The matter was considered by the Community Matters committee on 10 February 2021 and it recommends to award the contract to the current contractor at an annual cost of £9,500.

The service comprises around 60 watering and feeding visits per annum and other preparatory work. Accordingly, the bid received represents around £160 per visit, including provision of water and transport. In the absence of any competitive bids this is considered reasonable value for money.

It is proposed to award the contract to the contractor at an annual cost of £9,500 per annum (excluding VAT) to be paid in instalments and that Cllr Bull be authorised to sign the contract on behalf of the council.

15. Grant Application – Portishead Christmas Lights

To receive a recommendation from the Community Matter committee for the award of £12,000 in grant support to Portishead Christmas Lights to party fund the 2021 Christmas lights display and events.

It is proposed to award a £12,000 grant to Portishead Christmas Lights to contribute towards the cost of providing the December 2021 Christmas lights display and events. The grant award includes the cost of storage facilities provided by Portishead Town Council and the grant, net of storage, costs to be paid in April 2021.

16. Internal Audit Interim Review

To receive an interim report from the Internal Auditor in respect of the year ended 31 March 2021 (Item 16a) and a schedule considering the recommendations of the report and proposing actions to be taken (item 16b).

It is proposed to accept the Internal Auditor Report and the actions proposed are adopted.

17. Guide to Information Review

To receive a copy of the Model Publication Scheme “MPS” (Item 17a) which must be adopted by all Local Authorities, PTC having adopted the MPS in January 2009. In accordance with the MPS local authorities must publish a Guide to Information.

To receive a draft of the PTC Guide to Information (Item 17b) following its review and circulation to councillors for comment.

It is proposed the Guide to Information, as presented, is approved and published on the PTC website.

18. Investment Strategy & Policy Review

The Staffing & Finance committee in January recommended the formation of an investment working party, comprising Cllr Gardner, Bull and Mason, to review the council investment strategy and policy. To receive an investment strategy review report from the investment working party.

It is proposed that the investment strategy report is adopted and in particular:

- a. Investments should be made with institutions that meet the High Credit Quality condition. Including at least £250,000 of cash being held on instant access terms and term investments of between 6 and 12 months of up to £200,000 are permitted.
- b. A CCLA Money Market fund is opened and used as part of the Instant Access deposits strategy.
- c. An Insignis investment platform account is opened to manage term deposits of longer than 6 months and other deposits where it offers favourable rates.
- d. Deposits can be made with UK based High Credit Quality financial institutions or funds, including Channel Island branches of such institutions.
- e. The Clauses 3.1.5 and 3.3 of the Investment Policy are amended to read:

Clause 3.1.5: All investments will be made with a body or investment scheme (including a Money Market Fund) which has been awarded a high credit rating by

a credit rating agency. (A high credit rating will be defined as 'A' 'High Credit Quality').

Clause 3.3: For prudent management of its balances, the Town Council, to maintain sufficient levels of security and liquidity, will adopt a policy whereby surplus funds can be invested on short term deposit with one or more UK banks and/or building societies (including Channel Island branches of such UK banks or building societies) and/or UK Money Market Funds.

19. Risk Assessment Review

To receive and review the council risk assessment, updated to 8 March 2021.

It is proposed to approve the risk assessment and its recommended actions.

20. Internal Controls Review

To receive and consider a review of internal controls.

It is proposed to approve the review of internal controls and its recommended actions.

21. Financial Regulations Review

The council financial regulations were last reviewed and updated on 27 May 2020. Following completion of the risk assessment and internal controls review the regulations have been further reviewed to ensure they remain consistent with current practices and procedures.

To receive a copy of the current financial regulations with proposed amendments annotated in red and summarised at the end of the document.

It is proposed to approve the amendments to the Financial Regulations and that an updated copy be produced and published on the website.

22. Banking and Cash Handling Procedure Review

The Banking and Cash Handling Procedure has also been reviewed to ensure it is consistent with the updated Financial Regulations, current limits, and procedures. To receive an updated copy of that procedure with proposed amendments annotated in red, these being minor wording changes and changes consequential to the update of the Financial Regulations.

It is proposed to approve the proposed amendments to the Banking and Cash Handling Procedure and that an updated copy be produced and published on the website.

23. Date of next meeting

The date of the next ordinary and annual town council meeting is 19th May 2021 at 7.30pm.