

Portishead Town Council Notice & Summons to meeting of the Town Council on Wednesday 18th November 2020 at 7:30pm

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

All Members of Portishead Town Council are summoned to attend a remote meeting on **Wednesday 18th November 2020 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 20 3787 4879](tel:+442037874879), [468573979#](tel:+442037874879) - Phone Conference ID: 468 573 979#

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

12st November 2020

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. To receive the Chair's report

To receive a verbal report from the Chair providing an update on the following matters and items for follow up from previous meetings:

Update:

- Covid-19 further national lockdown response
- Lake Grounds Esplanade reopening
- Local Plan and Neighbourhood Plan
- Wyndham Way Study Area
- Budget and precept development for 2021-22, with an extraordinary budget meeting likely to take place on 16th December.

4. 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.

5. To approve the minutes of the last ordinary meeting

It is proposed that the minutes of the Town Council Ordinary Meeting held on 16th September 2020 are approved as a correct record of the meeting and signed by the Chair.

6. To approve the minutes of last extraordinary meeting

It is proposed that the minutes of the Town Council Extraordinary Meeting held on 30th September 2020 are approved as a correct record of the meeting and signed by the Chair.

7. To receive presentations/reports from organisations

There are none

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. Finances September & October 2020

To receive the schedules of payments and bank reconciliations for September and October 2020.

It is proposed to approve the finance schedules for September and October 2020.

11. Review of PTC IT Systems

To receive a report in connection with the conduct of a review of PTC office IT systems and software with a view of entering into an IT services agreement for the provision of cloud IT infrastructure and support.

It is proposed to appoint Chorus Global Ltd to conduct a review and provide an in-depth report in respect of the PTC IT infrastructure at a cost of £4,000 (excluding VAT).

It is proposed subject to receiving a satisfactory report, to enter into an IT services and support agreement with Chorus Global Ltd at a monthly service cost not to exceed £1,000 per month (excluding VAT). Authority to consider the report, agree and enter a service contract and service level agreement, being delegated to a working group comprising Cllr Bull, Gardner and Temple.

12. Community engagement and mapping tool

To receive a report in connection with the purchase of a community engagement and mapping tool to be used in connection with the Neighbourhood Plan and other projects that require interactive consultation with the community. All or part of the proposed cost may be recovered through a Neighbourhood Plan grant application that is in the process of being prepared.

It is proposed to purchase a single project annual license to the CommonPlace community heatmap and design feedback modules at an annual cost not to exceed £6,000 (excluding VAT).

13. Social Media Policy

As part of the wider review of council policies and procedures, to receive a draft of an updated social media policy.

It is proposed to approve the presented social media policy.

14. Neighbourhood Plan project consultants

During July and August, the Neighbourhood Plan steering committee issued a tender to three consultants to assist with the review of evidence, selection of options, project structure and grant funding for the development of the Neighbourhood Plan. The steering committee based on the quality of tender submissions and interviews with the consultants, decided to appoint Place Studio for Phase I work at a cost of £3,375 (excluding VAT) to include provision of stakeholder management, grant funding assistance, review and evaluation of evidence and options analysis to date and project management structure for the next Phase of work.

To receive a proposal from Place Studio for Phase II, evidence gathering and analysis in respect of the Wellbeing, Prosperity and Environment workstreams which has been considered and recommended by the Neighbourhood Plan steering committee. The cost of Phase II support being £9,987.50 (excluding VAT).

The costs of Neighbourhood Plan support will in whole or part be covered by a Locality basic grant of up to £18,000 for associated costs.

It is proposed to confirm the appointment of Place Studio to provide consultant support for the development of the Neighbourhood Plan the cost of Phase I work being £3,375 (excluding VAT).

It is proposed to appointment of Place Studio to provide consultant support for the development of the Neighbourhood Plan in respect of Phase II work not to exceed £10,000 (excluding VAT).

15. Energy Efficiency Audit

In response to the climate emergency and the promotion of green initiatives in community buildings we have been in discussion with Energy Service Bristol (part of Bristol City Council) to take part in a Town Council energy efficiency project The initial phase is for Energy Service Bristol to conduct an audit with recommendations for energy efficiency measures that can be taken.

It is proposed to appoint Energy Service Bristol to conduct energy efficiency audits of the three community halls at a cost not to exceed £1,500 (excluding VAT) per hall. This cost may be offset against the cost of energy efficiency measures that are adopted so there may be no net cost to the council.

16. NEST Workplace Pension Scheme

To provide flexibility to offer different types of pension provision to new employees and as an alternative to the Local Government Pension Scheme that has a significant employer cost. To establish a workplace pension scheme with the National Employment Savings Trust (NEST) in compliance with auto-enrolment regulations the NEST scheme requiring minimum employee and employer contributions of 5% and 3% of qualifying earnings respectively.

It is proposed to establish a NEST workplace pension scheme, to be used in addition to the Local Government Pension Scheme, and the signing of a direct

debit mandate for the payment of employee and employer contributions to NEST by two councillors is approved.

17. LED Street Lighting Upgrade

To receive a report and recommendation from the Community Matters Committee for the upgrade of streetlights owned by the Town Council to LED at a cost of £7,540 (excluding VAT).

It is proposed to award Centregrate Ltd the contact to repair and upgrade 12 streetlights to LED technology for a cost of £7,540 plus VAT and to waive the Financial Regulations requirement to seek alternative quotes in this case, given that value for money has been assured by other means.

18. Grant Applications

To receive a report and recommendation from the Community Matters Committee for the approval of a grant to Nailsea District Community Transport for the 2021/22 year of £11,000.

It is proposed to award Nailsea District Community Transport a grant of £11,000 for 2021/22 to be paid as one sum in April 2021.

19. Appointment of member to North Somerset Council Standards Sub-Committee

We have been invited to nominate a Town Councillor to sit on the North Somerset Council Standards Sub-Committee when it deals with a matter concerning a Town or Parish Councillor. Cllr Sterndale has volunteered to be co-opted to that sub-committee.

It is proposed to appoint Cllr Sterndale as the nominated councillor to sit on the North Somerset Council Standards Sub-Committee.

20. Date of next meeting

The date of the next ordinary town council meeting is 20th January 2020 at 7.30pm.