

Portishead Town Council Notice & Summons to meeting of the Town Council on Wednesday 20th January 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 20th January 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 3552,109319080#](tel:+441173133552,109319080) Phone Conference ID: 109 319 080#

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

14th January 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. Presentation from Hinkley Point C

To receive a presentation from EDF on the Hinkley Point C construction project.

4. 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 new national lockdown – PTC response
- Marina Gardens - Alliance Homes seeking comments
- Portbury Nature Reserve – Splash Sculpture project
- Esplanade – NSC implementation of flood management gates
- Marina – Bins & rubbish
- NSC – Public Space Protection Order consultation, closed 3 January
- NSC – Active Travel Strategy consultation, closed 15 January
- NSC – Public Library consultation, closes 22 January
- NSC – Visit Somerset (visitor economy) engagement

5. 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.

6. To approve the minutes of the last ordinary meeting

It is proposed that the minutes of the Town Council Ordinary Meeting held on 18th November 2020 are approved as a correct record of the meeting and signed by the Chair.

7. To approve the minutes of last extraordinary meeting

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

8. To receive presentations/reports from organisations

To receive a presentation from John Turner of North Somerset District council in connection with Visit Somerset project. *John is expected to join the meeting around 8.30pm.*

9. To receive reports from North Somerset District Councillors

To be invited from the district councillors present.

10. To receive reports from Portishead Town Councillors

To be invited from the town councillors present

11. Finances November & December 2020

To receive the schedules of payments and bank reconciliations for November (Item 11a) and December 2020 (Item 11b).

It is proposed to approve the finance schedules for November and December 2020.

12. Review of PTC Policies

A review of council policies and procedures has been conducted. As a result of which 13 policies require update or new policies. To receive a list of the policies requiring changes (Item 12) with copies of the new policies (Items 12a to m below).

It is proposed to approve the following new and updated policies and publish these documents on the council website:

- a. **Acceptable Use of IT Policy – Update**
- b. **Expenses Policy – New**
- c. **Business Continuity Policy – New**
- d. **Complaints Policy – Update**
- e. **Death of a Senior Figure Policy – New**
- f. **Dispensation Policy – Update**
- g. **Media & Press Release Policy – New**
- h. **Meeting Filming & Recording Policy - Update**
- i. **Member & Officer Protocol – New**
- j. **Training & Development Policy – Update**
- **Counter Fraud & Corruption Policy – Retire & remove**
- k. **Internal Control Policy – New**
- l. **Document Retention & Disposal Policy – New**
- m. **Information Security Incident Policy - New**

13. **PTC becoming a Real Living Wage Employer**

The current National Living Wage (previously the national minimum wage) is £8.72. However, the Government have announcing the intention to move this to £10.46 by 2025, probably in increments over the next 4 years.

The Living Wage Foundation has set a voluntary higher “Real Living Wage” at £9.50 outside of London. You can become a “Living Wage Employer” by adopting this.

The lowest current PTC hourly pay rate is c6% above the National Living Wage and c2% below the Real Living Wage. Accordingly, the council pays its staff more than the National Living Wage and close to the Real Living Wage. The Councillors to consider becoming a Living Wage Foundation - Real Living Wage employer and increasing minimum pay rates to the higher of the National Living Wage and Real Living Wage in future years. The additional cost to the council of increasing minimum pay to this level is estimated at £1,200 per annum. It is also proposed to conduct a wider staff pay and grading review in due course.

It is proposed the council becomes a Living Wage employer from 1 April 2021 and from that date will pay the higher of the SCP PayScale rate for the relevant staff grade, the Real Living Wage and the National Living Wage.

14. **Minutes of committee meetings**

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

2 December 2020 – Planning Advisory Group Committee

9 December 2020 – Community Matters Committee

6 January 2021 – Planning Advisory Group Committee

13 January 2021 – Community Matters Committee

15. **Exclusion of Press and Public**

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – commercially confidential.

16. **Disposal of Heavens Field Land**

To receive a valuation report (Item 16a) and location plans (Item 16) in relation to land at Heavens Field. Based on a recommendation from the Community Matters committee to consider the disposal of a c420m² plot of land at Heavens Field for its market value of £15,000.

It is proposed to approve the disposal of land and to instruct legal advisers to draw up a contract for that disposal with delegated authority being given to Cllr Gardner and Aldridge to execute the transaction on behalf of the council. The disposal price being the open market value of the land of £15,000 and the disposal being subject to the following conditions:

- NSC to amend the restrictive covenant for use of the land for a consideration of £5,000
- Any required planning consent for change of use is the responsibility of the purchaser
- All parties to bear own legal costs and other fees in respect of the covenant amendment, sale, and purchase
- A contribution of £2,500 to be received from the purchaser towards covenant waiver and legal costs.
- Net funds received are to be ringfenced and applied to improve public play and other facilities at Heavens Field.
- The requirements of s123 and s127 LGA1972 for the approval and advertisement of the disposal being complied with.

17. Date of next meeting

The date of the next ordinary town council meeting is 17th March 2021 at 7.30pm.