



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 27th MAY 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 27th May 2020**. The meeting will be held remotely by video and audio conference 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 the details of the meeting and a copy of the Agenda which contains a 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: 311 582 592#

There will be a Public Participation session at the start of the meeting where comments can be made on Agenda items. After this point public participation may be muted to enable the efficient running of the meeting. Comments and questions can also be emailed to clerk@portishead.gov.uk in advance of the meeting.

The meeting will be recorded (audio and video) and the recording made available with the minutes of the meeting 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

21st May 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. Confirmation of the minutes of the last two meetings:

It is proposed that the minutes of the Full Town Council meeting held on 11th March 2020 are approved as a correct record and signed by the Chairman.

It is proposed that the minutes of the Extraordinary Town Council meeting held on 2nd April 2020 are approved as a correct record and signed by the Chairman.

5. To receive the Chairman's report:

A verbal report to be received from the Chairman covering the following matters:

- Coronavirus activities, support, and costs
- Deferral of Annual Town Council and Annual Residents Meetings
- NSC Local Plan and PTC Neighbourhood Plan update
- Public Space Protection Orders

6. To receive presentation/reports from organisations

There are none.

7. To receive reports from North Somerset District Councillors

There are none.

8. To receive reports from Portishead Town Councillors

To be invited from the councillor's present.

9. Finances (Month 12 2019-20) March 2020 – for approval

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

10. Finances (Month 1 2020-21) April 2020 – for approval

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

11. Approval of Asset Register at 31 March 2020 – for approval

To receive and approve the Town Council Asset Register as at 31 March 2020.

12. Approval of Annual Governance Statement 2019/20 – for approval

To receive and approve the Annual Governance Statement for the year ended 31 March 2020 (Section 1 of Part 3 of the Annual Governance and Accountability Return “AGAR”).

To approve the Annual Governance Statement. Approval to be evidenced by the signature of the Chairman and Clerk on page 4 of the AGAR.

13. Approval of Accounting Statements 2019/20 – for approval

To receive the financial statements for the year ended 31 March 2020 and the Accounting Statement (Section 2 of Part 3 of the AGAR) as prepared and signed by the Responsible Financial Officer. The financial statements having been reviewed and recommended to the Town Council for approval by the Staffing and Finance Committee (SF 585 13 May 2020).

To approve the Financial Statements and the Accounting Statement. Approval to be evidenced by the signature of the Chairman on page 5 of the AGAR.

14. Council and Committee meetings for 2020-21 – for approval

To receive a report on the structure and timing of council meetings and committee delegated authorities for 2020-21.

To approve the proposed changes to staff and committee delegated authorities in point 4 of the report.

To approve the proposed meeting schedule for 2020-21 in point 6 of the report.

15. Grants consideration and awards process – *for approval*

To receive a report on the proposed new process for the application, consideration, and award of community grants.

To consider and approval:

Recommendation 1: that the grants process is managed by the Community Matters committee.

Recommendation 2: that a Community Matters committee grants working party is established to initially comprise Cllrs Aldridge, Bull and Mason

Recommendation 3: the tiers of grant applications

Recommendation 4: supporting grant application information

Recommendation 5: the delegated authority of the Community Matters Committee in respect of grant applications and awards.

For reference draft PTC Grant Application forms are attached.

16. Amendment of Standing Orders, Financial Regulations and Terms of Reference

To receive a schedule of proposed amendments to Standing Orders, Financial Regulations and Terms of Reference to give effect to the recommendations in items 14 and 15 above.

To approve the changes to the Standing Orders, Financial Regulations and Terms of Reference as set out in the schedule.

17. Supplementary Standing Orders for Covid-19 measures - *for approval*

To receive and review a proposed supplementary Standing Order to amend PTC standing orders in accordance with the temporary Covid-19 easements and regulations. To permit and manage remote meetings.

To approve the supplementary Standing Order and that it be added to the Council Standing Orders.

18. Approval of Town Council Annual Insurance – *for approval*

Insurance renewal quotes have been received from Zurich and BHIB at prices of £4,853.68 and £4,826.20 respectively (although the latter also reflects an increase of c£300 in respect of very recent insurance claims. Both policies provide equivalent cover but BHIB also offers free access to Parish Online costing c£1,200 p.a. The long-term agreement (LTA) with Zurich also has a cancellation cost estimated at around £470. The net financial benefit is c£730 in the first year and £1,200 thereafter.

To approve the termination of the LTA with Zurich Insurance and enter a new 3-year policy with BHIB due to the net financial benefit of c£730 in the first year and £1,200 thereafter.

19. Hall LED lighting project – for approval

Quotes have been received from two suppliers to replace, broken and old light fittings with LED equivalents at the three council halls. The supplier quotes (excl VAT) being:

	Supplier A	Supplier B
Supply & fit LED lights	£4,290	£2,155

Both quotations being in accordance with the specification of the Request for Proposal issued by PTC. The annual electrical saving estimated from LED lighting are £870 per annum and accordingly the payback period is 2.5 years.

To approve acceptance of the quote from Supplier B and proceed with this work.

20. Folk Hall redecoration and repair works – for approval

Quotes have been received from two suppliers for the internal redecoration of the main hall at the Folk Hall and the external paint and repair of the front outside gable ends. The supplier labour only quotes (excl VAT) being:

	Supplier A	Supplier B
Internal redecoration	£1,150	£1,800
External painting & repair	£1,200	£1,350

Both quotations being in accordance with the specification of the Request for Proposal issued by PTC.

To approve the acceptance of the quote from Supplier A for both the internal and external work and proceed with this work. Paint and consumables to be directly sourced by PTC or supplied at cost.

21. Halls Legionella safety inspection – for approval

Quotes have been received from two suppliers for water supply disinfection and legionella risk assessment at the three halls. The quotes (excl VAT) being:

	Supplier A	Supplier B
Legionella safety inspections	£985	£600

To approve the acceptance of the quote from Supplier B and proceed with this work.

22. NALC/ACLA & Other Annual Subscriptions – for approval

To receive a report on the NALC/ALCA and other association subscriptions.

To approve the continued membership of NALC/ACLA and the other associations listed in the report for 2020-21.

23. Gas and Electric supply contracts

Working with LSI (energy broker) competitive quotes from several gas and electric suppliers have been obtained and it is proposed to enter supply contracts with the following:

Folk Hall electric – SSE two year fixed green tariff
North Weston Hall electric – SSE two year fixed green tariff
Redcliffe Bay Hall electric – SSE two year fixed green tariff
WW Public Toilets electric – SSE two year fixed green tariff
Folk Hall gas – Pozitive three-year fixed tariff
Redcliffe Bay Hall gas – Pozitive three-year fixed tariff

The current annual cost of these supplies is c£6,800 and the new contracts have an estimated cost of £6,120. A saving of £680 p.a. is envisaged.

To approve entry into these new supply contracts from 1 June 2020.

24. Covid-19 delegated authority decisions – *for approval*

To receive a report of delegated authority decisions taken in accordance with the extension to Financial Regulation 4.1 (PTC 20.228 2nd April 2020) for operating during the Covid-19 period of restrictions. All decisions have been taken in consultation and with the express agreement of two councillors.

To approve the expenditure decisions as listed in the report.

25. Tennis Club ‘Pay & Play’ grant application – *for decision*

To receive a report in connection with a request from Portishead Lawn Tennis Club for grant support for pay & play public access to new tennis courts. The grant support request being for a lump sum payment of £8,000 and an annual revenue payment of up to £1,500. The exact timing of the project will depend on the lifting of Covid-19 restrictions and the commencement of construction.

The proposal being recommended in principal by the Community Matters Committee (CM.2059 19 April 2020) by a resolution passed with 4 committee members in favour and 3 against.

To decide in respect of this grant application.

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

The next scheduled Town Council meeting is to be held on Wednesday 17th June 2020 at 7.30pm.