



PORTISHEAD TOWN COUNCIL

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

TEL: 01275 847078 www.portishead.gov.uk

Chairman: Cllr. Paul Gardner Clerk: Julia Stuckey

NOTICE and SUMMONS to STAFFING & FINANCE COMMITTEE **MEETING on WEDNESDAY 28th April at 7.30pm**

To Members of the Staffing and Finance Committee: Councillors Aldridge, Bull (Chairman), Gardner, Goddard (Vice Chair), Mason and Slatter.

All Members of the Staffing and Finance Committee are summoned to a meeting of the Committee to be held at **7.30pm on Wednesday 28th April 2021**. The meeting will be held remotely by video and audio conference using Microsoft Teams and is open to public participation.

The public internet link to join the meeting is available in electronic copies 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, a copy of the Agenda and the joining link.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+44 117 313 3552,543132943#](tel:+441173133552543132943) United Kingdom, Bristol

Phone Conference ID: 543 132 943#

Further instructions on how to join and participate in the remote meeting are also available on the news & events page for the meeting and at the end of this agenda.

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.

By order of:

Julia Stuckey

J Stuckey | Town Clerk | clerk@portishead.gov.uk

22nd April 2021

AGENDA

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.

4. Confirmation of the Minutes – 17th January 2021

It is proposed that the draft minutes of the Staffing and Finance Committee meeting held on 17th January 2021 are approved as a correct record of the meeting and signed by the Chairman.

5. Chairman's Report

The Chairman will offer a verbal report in respect to:

- Appointment and welcoming of new Town Clerk
- Extension of employment contract for Covid support
- Annual staff remuneration 2021-2022

6. To receive a copy of the council's Income and Expenditure by Budget Head report – for the year ending 31 March 2021

Report to follow.

7. Employer Pension Contribution for 2020-21

To note and approve the Avon Pension Fund Employer contribution rate that has been set at 23.2% for the period 2021-2022.

8. Staffing Levels and Recruitment

The staffing structure of the council is being considered with the new Town Clerk, including the pending departure of the Communications and Media Officer. An update may be tabled.

9. Office Enquiries

All enquiries received by the Town Council whether in person, via website/telephone are recorded and monitored. Attached are two tables detailing the level and type of enquiries processed:

9.1 March 2021

9.2 January to March 2021

10. High Street Banking

The Town Council has been notified that Barclays Bank intend to close its Portishead branch with effect from Friday 9th July 2021. Barclays have asked the opinion of the Town council in respect to:

- What do you believe will be the biggest impact of the closure of the Portishead branch on the local community?
- What do you believe will be the biggest impact of the closure of the Portishead branch on customers of the branch?
- What alternative ways to bank do you believe need to be provided to help customers and these communities adapt to this change?

Members should consider whether they would like to formulate a response to Barclays Bank.

11. Date of the next meeting

Wednesday 28th July 2021 – to be ratified at the Town Council's Ordinary meeting on 19th May.