



Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 www.portishead.gov.uk

Summons & Notice

for the Community Matters Committee Meeting Wednesday 22nd January 2025 at 7.30pm

Thursday 16th January 2025

To: All Members of the Portishead Town Council Community Matters Committee

Emma Blackmore (Chairman), David Gunnell (Vice Chairman), Maryam Afzal, Robert Cartwright, Janet Davey, Martin Dowling and Jenie Eastman.

Dear Councillor

You are summoned to a meeting of the Portishead Town Council Community Matters Committee to be held in the **Eve Wigan Room** at The Folk Hall, 95 High Street, on Wednesday 22nd January 2025 at 7.30pm. The meeting will consider the items set out below.

Yours sincerely

Steve Milton

Steve Milton FSLCC ACG
Locum Town Clerk

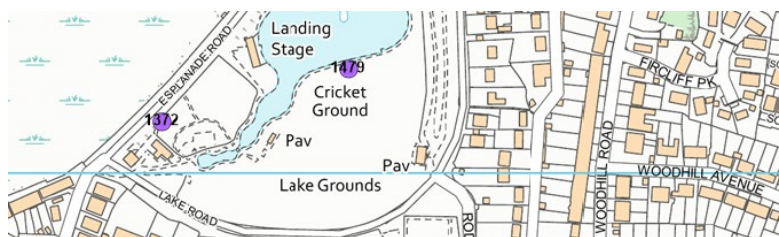
- This meeting will be recorded and published with a link from the Council website, except for confidential or exempt items, which may need to be considered in the absence of the press and public
- To attend in person:
 - Residents are welcome to join the meeting in person at the Folk Hall, Portishead
 - If you have any questions you would like to send in advance please email enquiries@portishead.gov.uk
- To attend via Zoom:
Meeting ID: 953 0020 0301
Passcode: 160358

Link: <https://zoom.us/j/95300200301?pwd=Rkx2eEdicHFzNzNyVXYxdE9pZnk4Zz09>

Dial in from your phone: 0203 481 5240 (this will be charged at the normal national call rate).

Agenda:

1. **Chairmans Welcome** (Chairman)
Fire Safety and exiting the building.
2. **Apologies for absence** (Town Clerk)
To note and accept apologies for absence.
3. **Declaration of Councillors' interests and requests for dispensations** (Chairman)
Members declare any disclosable pecuniary (financial) and other interests re. items on the agenda as required by the council's Code of Conduct, Standing Orders, and Localism Act 2011.
4. **To receive the Chairman's verbal update report:**
 - 4.1 BSIP Transport Hub – Update.
 - 4.2 Anti-social behaviour Slade Road Playing Field
 - 4.3 Portishead Foodbank (referred from Council)
 - 4.4 Resident Drop - Jan 31st
5. **Public Participation**
30 minutes is set aside to receive from members of the public any statements or questions relevant to Portishead to which an answer will be given, or if necessary, a written reply will follow, or the questioner will be informed of the appropriate contact details. Questions or statements may be submitted in advance by email enquiries@portishead.gov.uk Each person will be limited to 5 minutes.
6. **Minutes of the previous meeting (Chairman):**
Members to consider and approve the Minutes of the committee meeting held on 27th November 2024 as a correct record – attached.
Recommendation: for the Chairman to sign the Minutes as a correct record.
7. **CCTV at Lake Grounds**
North Somerset Council has informed PTC that it is prepared to use s106 money to install CCTV at Lake Grounds to cover the Changing Places facility /cafe area. NSC has requested that PTC agree to pay for the annual monitoring cost of £1,740 in accordance with the existing service level agreement. If members wish to proceed on this basis, the additional funds will need to be included in the budget 2025/26.
Recommendation: that the sum of £1,740 be included in the 2025/26 budget to pay for additional CCTV monitoring at Lake Grounds in accordance with the adopted Service Level Agreement.
8. **Mead Road Play Area – Cube Climber Safety Surface**
To consider the replacement of existing worn tiled safety surface under the Cube Climber at Mead Road Play Area – attached
Recommendation: To approve the replacement of the worn safety surface under the Cube Climber at Mead Road Play Area.
9. **Replacement tree at Lake Grounds Play Area**
NSC is seeking approval to replace a tree at the Lake Grounds Play Area. It is proposed to plant an ornamental Hawthorn (*Crataegus persimilis* 'Prunifolia'). The proposed location is shown below (location 1372).



Recommended: that NSC be informed that PTC supports the planting of the Hawthorn tree.

10. **Nailsea and District Community Transport Ltd - Service Level Agreement**

To consider the (attached) draft SLA. The SLA once approved will apply to the NDCT grant from 1st April.
Recommendation: To recommend to Council that the Service Level Agreement with Nailsea and District Community Transport Ltd is adopted to apply from 1st April 2025.

11. Community Grants

To consider grant applications received (applications attached)

- Great Western Air Ambulance
- Vision North Somerset

Recommendation: That the grants be approved.

12. Communication with Residents

To consider the Communication Manager's report setting out options for Council news reporting in local print media (to follow)

13. Signposting and Referral Service Officer Update

To note an update report from the Signposting and Referral Service Officer – attached.

14. Committee Communications

To agree which items from the agenda are to be publicised.

15. Date of next meeting:

Wednesday 26th February 2025 at 7.30pm.

The Chairman will close the meeting.



Portishead Town Council

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Minutes of Community Matters Committee Meeting

Wednesday 27th November 2024 at 7.30 pm

This was a Hybrid meeting to enable community participation.

Committee Members Present:

Councillors Emma Blackmore (Chairman), David Gunnell (Vice Chairman), Roger Whitfield, Maryam Afzal and Jenie Eastman

Councillors in attendance:

Councillor Paul Gardner (spoke as a resident of Portishead)
Councillor Mike Johnston (spoke as a resident of Portishead)

District Councillors in attendance:

Councillor Roger Whitfield

Officers Present:

W Coulter-Woodman (Town Clerk (IT & Taking the Minutes)

Members of the Public Present:

3

Members of the Public Present online:

3

CM255/11/24 Chairmans Welcome:

The Chairman of the meeting welcomed everyone. There was no fire drills planned but evacuation route and assembly point were explained.

CM256/11/24 Apologies for absence

Apologies for absence were received from Councillors Martin Dowling and Janet Davey.

CM257/11/24 Declaration of Councillors' interests and requests for dispensations (Chairman)

Members must declare any disclosable pecuniary (financial) and other interests re. items on the agenda as required by the council's Code of Conduct, Standing Orders, and Localism Act 2011.

None were declared.

CM258/11/24 The Chairman's verbal update report

4.1 Lake Grounds Changing Places Facility

This is now operational following some vandalism and access control issues. It was explained that access is controlled via an agency who validates the request. These notes are on the door.

4.2 BSIP Transport Hub – Update

Item being retained on the agenda. Updates to be posted as soon as they become available. Awaiting published plans from North Somerset Council, hopefully around Jan 2025.

4.3 Councillor Vacancy – West Ward

Just a point of note that the Election would take place on 5th December 2024.

CM259/11/24 Public Participation

The notes below are a precis of statements/questions. They are not minuted word for word. The full video of all the speeches and questions from members of the public can be viewed at:

<https://www.youtube.com/watch?v=6CIf1X6CQgE>

Ben Aldridge – In ref to item 8 – why is this being considered as a PTC expense over and above the existing CCTV – it is a North Somerset owned area : Councillor Blackmore advised it is to add to our existing provision & provide extra security around the changing places facility, protecting as it an asset. Councillor Paul Gardener explained all the CCTV is an agreement with North Somerset, whereby PTC pay an amount that is prorated for the CCTV estate.

Mike Johnston – Asking if the new camera will cover the regular toilet access at the Lakegrounds.

The full video of all the speeches and questions from members of the public can be viewed at:

<https://www.youtube.com/watch?v=6CIf1X6CQgE>

CM260/11/24 Minutes of the previous meeting

Members considered the Minutes of the committee meeting held on 23rd October 2024.

It was proposed by Councillor E Blackmore and seconded by Councillor D Gunnell that the Minutes of the meeting held on 23rd October 2024 be agreed by councillors and signed by the Chairman as a true record.

A vote was taken which was unanimous in favour.

RESOLVED: That the Minutes of the meeting held on 23rd October 2024 be agreed and signed by the Chairman as a true record.

CM261/11/24 Grant Applications

£7680 Portishead Carnival

Members received a grant application from Portishead Carnival for £7680 and noted that the Grants Working Party recommended that the Town Council award the full grant requested to support the cost of first year Health & Safety documentation and Road Closures signage maps. With a caveat that, if for any reason, there are any problems with permissions from NSC meaning the Carnival cannot go ahead, that half the grant award is paid back to us. Also, that the Town Council's logo is added to their website/ socials and any other printed literature to show support from the Town Council.

It was proposed by Councillor Blackmore and seconded by Councillor D Gunnell that Portishead Carnival be awarded the £7680 to support the cost of first year Health & Safety documentation and Road Closures signage maps. With a caveat that, if for any reason, there are any problems with permissions from NSC meaning the Carnival cannot go ahead, that half the grant award is paid back to us. Also, that the Town Council's logo is added to their website/ socials and any other printed literature to show support from the Town Council.

A vote was taken which was unanimous in favour.

RESOLVED: That the Town Council award £7680 to Portishead Carnival be awarded the £7680 to support the cost of first year Health & Safety documentation and Road Closures signage maps. With a caveat that, if for any reason, there are any problems with permissions from NSC meaning the Carnival cannot go ahead, that half the grant award is paid back to us. Also, that the Town Council's logo is added to their website/ socials and any other printed literature to show support from the Town Council.

£550 Friends of North Weston Woods Community Group

Members received a grant application from Friends of North Weston Woods Community Group for £550 and noted that the Grants Working Party have recommended that the Town Council award the full grant requested to cover only the cost of hiring the North Weston Village Hall for 12 community group meetings each lasting 2 hours plus consumables such as tea coffee and biscuits.

Councillor J Eastman requested to know the breakdown of the cost by hall hire and consumables. Whilst the report did not specify this, data was extracted from other sources that confirmed most of the cost is towards the hall hire. It was advised from the floor that the monies would effectively come back in as fees to hire the hall.

Councillor Blakemore advise that they were supported last year, and that the aim is to help the group become self-supporting in the longer term.

It was proposed by Councillor Blackmore and seconded by Councillor J Eastman that That the Town Council award £550 to Friends of North Weston Woods Community Group to cover the cost of Hiring North Weston Village Hall for 12 community group meetings, plus consumables such as tea and coffee and biscuits.
A vote was taken which was unanimous in favour.

RESOLVED: That the Town Council award £550 to Friends of North Weston Woods Community Group to cover the cost of Hiring North Weston Village Hall for 12 community group meetings, plus consumables such as tea and coffee and biscuits.

£400 Portishead Junior Parkrun

Members received a grant application from to consider a grant application for the Portishead Junior Parkrun. Councillor Blackmore outlined that the group have raised £4400 and need the extra £400 to get to £4800 to start the run.

The resident from the running club that is proposing the application explained in detail: the run will be 2K along the pavements in the Lakegrounds, on a circular loop. When asked if it is just children at this time, he confirmed that the adults is 5K and subject to a number of strict guidelines around the use of roads and people's safety. The 2k children's one can be organised safely for now, within these constraints.

Councillor David Gunnell commented that it is a great initiative, but asked about how much litter from e.g. plastic bottles would be generated. The resident responded by saying that there are many volunteers already involved and part of that role is to do a litter pick at the end, leaving the area as it was found, or maybe even cleaner.

Councillor Blackmore hoped the event could be supported by some of the Councillors on the day.

Resident in attendance, Ben Aldridge, spoke to fully support the idea, suggested the use of the Nature Reserve, to extend the run to 5K for the adults and offered to help in the discussions with North Somerset Council. The resident referred to the many regulations but was grateful for the offer.

The 2K route was confirmed as all being on the pavements, and that it will all be over in about 20 minutes, so would not conflict with any other activity taking place in that area on a Sunday morning, e.g. the model boats on the actual lake.

Councillor Afzal asked about the ages and abilities, the response was compared to Clevedon – where they are 30 – 70 children, of all abilities, with people stringing out quite quickly on the route.

The Councillors were all supporting the initiative.

It was proposed by Councillor D Gunnell and seconded by Councillor J Eastman that That the Town Council award £400 to Portishead Junior Parkrun.

A vote was taken which was unanimous in favour.

RESOLVED: That the Town Council award £400.00 to Portishead Junior Parkrun

CM262/11/24 CCTV Installation at Lake Grounds – Changing Places Area

Members received and considered a report to about the cost of the installation and monitoring of an additional CCTV coverage in the Changing Places Area at the Lake Grounds at a cost of £1,740 per annum. It would be included in the Service Level Agreement with North Somerset Council. Portishead Town Council currently pays £4,060 per quarter for the CCTV maintenance and monitoring.

The concern It was re-iterated that it is on North Somerset land, and therefore the question around payment was re-raised.

After discussions around the room, it was proposed that the cost be agreed and options be considered for a better camera, with a 360 degree view and night time vision. It was suggested to review the options up to £1740 and proceed with that option. If there is anything better that exceeds this cost, for that to be reported back.

It was proposed by Councillor E Blackmore and seconded by Councillor J Eastman that That the Town Council review the options up to £1740 and proceed with that option. If there is anything better that exceeds this cost, for that to be reported back.

A vote was taken which was unanimous in favour.

RESOLVED: That the Town Council review the options up to £1740 and proceed with that option. If there is anything better that exceeds this cost, for that to be reported back.

CM263/11/24: Additional Equipment for Dais:

Members considered a proposal for a new Dais was purchased for the Remembrance Sunday event, that would also be used for other events organised by the Town Council. It should be noted that the final cost for the Dais, purchased in time for the Remembrance Sunday event was £1633.24.

It was apparent at the Remembrance Event that additional equipment was needed for the Dais to ensure it was as adaptable as possible for any event/situation so that it was larger and safer.

It is recommended that the following be purchased at a cost of: Barrier for the rear of the Dais and larger, with wider steps at £1624.94 It should be noted that the steps purchased with the original kit were not suitable and will be returned with a refund of £124.98 (VAT 25.00 £149.98).

Ben Aldridge, speaking on behalf of the Christmas Lights team supporting the Remembrance Parade talked about the success of the new dais, but also that it does need to be wider, to positively encourage more people e.g. Councillors or War veterans on the dais safely. From feedback from the event, people at the back can hear the proceedings, but can't see the people. By raising them by approximately 2ft on to another separate dais, this would then be possible.

Councillor E Blackmore amended the costs from the agenda to be a total of £1,949.93 with a credit due of £149.98, giving a final total of £1,799.95 for an additional barrier with wider steps

It was proposed by Councillor E Blackmore and seconded by Councillor J Eastman that That the Town Council purchase the addition equipment of a barrier and wider steps, with the figures as £1,949.93 with a credit due of £149.98, giving a final total of £1,799.95 for an additional barrier with wider steps
A vote was taken which was unanimous in favour.

RESOLVED : That the Committee approves the purchase of additional equipment for the Dais – barriers for the rear of the staging and larger, wider steps at an additional cost of £1,799.95

Conversations were led by Ben Aldridge, on behalf of the Christmas lights and RBL about the sound coverage along the high street. There are known black spots where the sound cannot be heard. One solution is to have extra speakers along the high street, but all ideas welcome. This item to be discussed again in Jan, either at Community Matters on 22 Jan 2025, or Town Council on 15th Jan 2025.

CM264/11/24: Mead Road Play Area – Cube Climber Safety Surface

An agenda item was listed to discuss the replacement of existing worn tiled safety surface under the Cube Climber at Mead Road Play Area.

Councillor E Blackmore advised this item will be moved to the January 2025 meeting, to allow the time for the quotes for the replacement of existing worn tiled safety surface.

CM265/11/24: Planting Tree Whips at Gertie Gales Allotments

Members received a report to consider granting permission to plot holders at Gertie Gales Allotment to plant whips to create a 'natural' hedge at the site off Clevedon Road.

Councillor J Eastman reported back about an onsite visit to the Allotments, with the chair of the Allotments. The whips will be sited under some existing trees that border on to the cemetery and will attract more wildlife to the site as it grows. The Whips are no cost and the Allotment holders, and they will be taking full responsibility for the hedge as it grows.

It was proposed by Councillor D Gunnell and seconded by Councillor M Afzal that that the Town Council grant permission to plot holders at Gertie Gales Allotment to plant whips to create a 'natural' hedge at the site off Clevedon Road.

A vote was taken which was unanimous in favour.

RESOLVED: To approve the planting of whips at the Gertie Gales Allotment site to create a natural hedge at the site, off Clevedon Road.

CM266/11/24: North Somerset Council – Cultural Audit & Action Plan

Members received a report to consider granting a match funding grant to contribute to the Creative People and Places Programme.

Discussion with the members recognised the benefit of this endeavour, but more information is needed about how Portishead would be included or represented in the cultural eco-system in North Somerset.

Once this is clearer, The Town Council may wish to contribute to the Creative People and Places Programme, if there was enough budget available at that point. It was recognised around the room that budget constraints are an issue, and it's not clear what Portishead Town Council would see as a return.

Portishead Town Council could share what already goes on in the town, to show that we are in line with this approach.

RESOLVED: To Seek out more information about the benefit to Portishead Town Council and provide advice about events and community groups already engaging in these activities in Portishead.

No vote was taken. It was not proposed or seconded.

CM267/11/24: Quarterly Report from Citizens Advice North Somerset

Members received and noted the quarterly report from Citizens Advice North Somerset (CANS)

It was noted that the report was a good & comprehensive report, that demonstrates the need for the service and the benefit to the residents.

CM268/11/24: Bristol Wind Terminal

It was noted about the development of the Bristol Wind Terminal and to note information can be found at www.bristolport.co.uk/energytransitionhub

CM269/11/24: Sign Up for North Somerset Citizens Panel

It was noted that North Somerset have a citizens panel. They are inviting people who live, work or study in North Somerset to join the panel. More information can be found at [Sign up for the North Somerset Citizens' Panel - North Somerset Council Consultations](#)

It was further explained that it's an opportunity for our residents to get more involved in consultations that could directly impact them.

Councillor B Cartwright asked if this could be added to our website, and that it is very easy to do.

Councillor E Blackmore confirmed it would be added to the communication plan following this meeting, and be asked to be added to the website.

CM270/11/24: North Somerset Council's Consultation on Council Tax Support

It was noted that North Somerset Council are running a consultation on Council Tax Support – link to the consultation [Proposed changes to North Somerset Council's Council Tax Support Scheme](#)

The consultation runs from 15th November 2024 until 3rd January 2025.

Councillor E Blackmore advised this is an allowance paid by North Somerset Council, as a top up to residents already on benefits.

North Somerset Council are looking for cost savings of £12m. This is likely to be part of that approach.

Councillor E Blackmore suggested the information about the consultation to be shared widely, to allow people to make their opinion known.

CM271/11/24: Cycle Forum

It was noted that the next Cycle Forum will be held on **Tuesday 10th December 18:00 - 20:00**. The meeting will be hosted in the **Rickford Room, Town Hall, Weston-Super-Mare**.

Councillor E Blackmore noted the contact details are available if anyone wishes to attend.
Councillor M Johnston advised he attended the last one and will attend the next one.

The meeting is open to the public, but needs to be booked in advance, via the contact point held. A member of the public from Portishead regularly attends.

CM272/11/24: Signposting and Referral Service Officer Update

It was noted an updated report from the Signposting and Referral Service Officer was received.
Councillor J Eastman noted that when compared to the citizens advice report, this one covers differently items, and complements the citizens advice service. The Signposting and Referral Service was noted to be more adaptable to residents needs and is a busy role.

CM273/11/24: Thank You

It was noted that the Town Council, Officers and Members received a 'thank you' from the organisers of the Royal British Legion Remembrance Parade for the funding, assistance with organising and attendance at the event.

CM274/11/24: Committee Communications

It was agreed the following items from the agenda are to be publicised:

£7680 Portishead Carnival

£550 Friends of North Weston Woods Community Group

£400 Portishead Junior Parkrun

Sign Up for North Somerset Citizens Panel

North Somerset Council's Consultation on Council Tax Support

CM275/11/24: Date of next meeting

It was noted that the next meeting of the Community Matters meeting would be held on Wednesday 22nd January 2025 at 7.30pm, in Eve Wigan Room.

CM276/11/24: Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting at item 22 due to the items being confidential matters – confidential contractual obligations.

It was proposed by Councillor E Blackmore and seconded by Councillor R Whitfield that That the Town Council will ask Members of the public and press to leave the meeting at item 22 due to the items being confidential matters – confidential contractual obligations.

A vote was taken which was unanimous in favour.

The Chairman closed the meeting at 8.28pm.

Signed..... Chairman



PORTISHEAD TOWN COUNCIL

Mead Road Play Area – Cube Climber Safety Surface

Produced For: Community Matters 27/11/24

Date of Report: 21/11/24

Summary of Key Issues: To replace worn safety surface.

Purpose of the Report: To consider replacing existing tiled safety surface under the Cube Climber.

Background: It is believed that the safety surface underneath the Cube Climber was installed in 2003. The Cube Climber should be programmed for replacement in 2033 providing it is maintained and used correctly. The existing surface is tiled and despite adding materials, size in gaps vary depending on weather conditions, allowing for moss and vegetation to grow that in turn present slip and trip hazards.



Quotations

Three quotes have been requested to remove and dispose of existing wet pour tiles, supply and installation 34sqm black wet pour raised @ 70mm (inc. base rubber repairs and chase):

Quote A: £4138.49 + VAT

Quote B: £6000.00 + VAT TBC

Quote C: £ TBC

Financial Implications: Not exceeding £

Legal & Policy Implications: The Town Council has the power to provide and manage recreation grounds pleasure grounds under various acts including: Public Health Act Amendment Act 1890, s.44, Local Government Act 1972, s.14 para 27.

Note: The safety surface has been raised as a concern by our play area inspector.

Recommendation: To select quotation A for a new the safety surface.

Appendix: Not applicable.

Report Produced by: S.Sherborne – Deputy Clerk & Operations Manager

SERVICE LEVEL AGREEMENT

BETWEEN PORTISHEAD TOWN COUNCIL AND NAILSEA & DISTRICT COMMUNITY TRANSPORT LIMITED

The following is a Service Level Agreement between Portishead Town Council “PTC” and Nailsea and District Community Transport Limited “NDCT” for Financial Year 2025/26 through to Financial Year 2030/31. The intent of this SLA is to provide both parties with some certainty of funding that will assist future planning for both PTC and NDCT as well as providing reassurance for the continuation of the NDCT service for Portishead.

This Agreement is made between:

- 1) Funder: Portishead Town Council of The Folk Hall, 95 High Street, Portishead, Bristol, BS20 6PR and
- 2) Recipient: Nailsea and District Community Transport Ltd, Units 11 and 12, Coates Industrial Estate, Southfield Road, Nailsea, Bristol. BS48 1JN.

Jointly referred to as “The Parties”.

1 General

Nailsea and District Community Transport Limited (NDCT) is a ‘Not for Profit’ company that has been operating for more than 30 years. NDCT provides a subsidised door-to-door fully-accessible minibus service for the elderly, frail or disabled who are unable to use public transport. NDCT’s service enables people to live in their own homes for longer and maintain their independence. The service is delivered by several paid staff (both drivers and office staff) as well as through the valuable support of many volunteers.

NDCT operates in the northern half of North Somerset including all the main towns as well as the more remote areas. There is a steady growth in membership (year on year) and increase in usage providing evidence that Community transport services are vital today in North Somerset and will become more so in the future as the elderly population continues to grow.

The primary purpose of the NDCT scheme is to:

- Provided accessible transport for elderly and/or vulnerable members or groups that may for any reason be unable to use public transport.
- Provide transport for all necessary medical appointments and other health related needs.
- Enable Members to maintain their independence
- Enable Members to build a social network and interaction with others
- Provide Members with access to essential services

In addition, the NDCT service delivers the following benefits for the Portishead community:

- Enabling individuals to live longer in their own homes within their own community
- Reducing earlier admittance into residential or nursing care, thus easing the requirement for expensive homecare and day-care services.
- Reducing higher rates of non-elective hospital admission
- Reducing the proportion of domicile GP visits.
- Reducing the likelihood of missed or delayed care.
- Reducing indirect healthcare costs by promoting preventative and proactive care, enhancing overall well-being, and minimising the burden of chronic health conditions.

NDCT delivers yearly savings of around twice its operational cost to the government and is a recognised spend-to-save measure; whilst at the same time providing a very valuable service to the most vulnerable members of our society.

2. Service level agreement

This service level agreement is based on the understanding that Portishead Town Council recognises and values the service provided by NDCT and the wellbeing this provides to Portishead residents. Consequently, the Council wishes to support the work of NDCT on an ongoing basis, recognising NDCT's 'Not for Profit' status.

Under this agreement, NDCT will provide the following community transport services:

- A shopping service to the agreed principal supermarkets in Portishead.
- A Dial a Ride Service, which is bespoke to individuals' needs for doctors, hospitals and other essential medical appointments.
- Transport for individuals to attend non-medical appointments and activities, i.e. hairdressers, social clubs, etc.
- Hires (homes, lunch clubs and community groups)
- Day trips to wider destinations which is excellent for preventing loneliness and social isolation.

In addition, and to maintain effective feedback and public accountability, NDCT agrees to consider concerns raised by PTC relating to the provision or operation of the service at the next available Trustees meeting where questions may be asked and the way forward discussed with the NDCT Board.

Under this agreement PTC will provide a grant in the sum £15,210 (2025-26) to support the services set out above and as described elsewhere in this agreement. In addition, PTC will seek to promote the service and encourage residents to become members.

Provided that the level of service to Portishead residents is maintained to the agreed standards and at the existing levels (e.g. no significant drop in membership or trips), then the SLA will roll forward annually with the grant increased by the prevailing consumer price index (CPI) or 3% whichever is the lower.

Should demand for the service by Portishead residents increase significantly over the course of this agreement, then PTC will consider an uplift to the grant, although no future budget commitment can be part of this agreement and will require a separate approval by PTC.

Both Parties agree:

- Agree all communications and messaging relating to the grant fund before publication.
- Discuss any reasonable amendments to this Agreement requested in writing (by electronic means by either Party, or by working together to agree an acceptable approach).
- Comply with all applicable requirements of the Data Protection Legislation, to the extent that they process personal data in connection with this Agreement.
- Keep confidential all sensitive information disclosed to it because of this Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or as expressly authorised in writing by the other Party or if required by law.
- If unavoidable circumstances result in an inability to deliver the service for any reason, an agreement on how to deal with the situation will be negotiated between the NDCT Chairman and the Chair of PTC for ratification by the appropriate committees.
- Each Party's intellectual property and assets will remain with their original and rightful owner, including goods and services purchased with the grant fund.

3 Limitation of agreement:

This Agreement shall not create any partnership or joint venture between the Council and the recipient, nor any relationship of principal and agent, nor authorise any Party to make or enter into any commitments for or on behalf of the other Party.

4 Indemnity

NDCT hereby agrees to indemnify PTC, its councillors, officers, employees, agents, and representatives from and against any and all Losses (as defined below) arising from or relating to:

- Acts or Omissions - e.g., negligence, breach of contract, fraud, misrepresentation, intellectual property infringement; and
- Claims by Third Parties – e.g. all claims, suits, actions, demands, losses, damages, liabilities, penalties, fines, judgments, costs and expenses (including reasonable legal fees and costs) arising from or relating to the Grantee's performance of the Grant Agreement.
In this context "losses" shall mean and include all losses, damages, liabilities, penalties, fines, judgments, costs and expenses (including reasonable attorneys' fees and costs of investigation and defense) of any nature whatsoever

5 Termination

- If both Parties cannot agree on an amendment to the Agreement; or PTC no longer has the funds available; or the services are not being provided or if Nailsea and District Community Transport no longer requires the funding for any reason, this Agreement will be terminated by PTC prior to the next annual payment and NDCT will provide a refund to PTC.
- If PTC can show that the recipient has not used the funds for their intended purpose; or that the recipient has acted illegally or negligently funding, will be ceased immediately and NDCT will provide a refund to PTC.
- Any refund to PTC will be based on how many days remain of the current Agreement. For example, if 100 days are left, then the refund due will be $((100/365) * \text{the annual payment})$.

6 Outcomes and Deliverables

NDCT currently provides a service to around 126 Portishead members with around 3000 Dial a Rides, shopping journeys and outings each year.

NDCT will provide PTC Town Clerk with a report (1st July, 1st October, 1st January and 31st March) setting out the following information:

- The number of journeys made by Portishead members for each of the different services offered.
- Any non-compliances in respect to Legislation or Operational Safety

In January each year NDCT will also provide:

- Evidence:
 - ✓ That NDCT continues to be a not-for-profit organisation and hold an official bank or building society account.
 - ✓ That NDCT has up-to-date equality, safeguarding, and health and safety policies
 - ✓ NDCT properly assesses and addresses risks
 - ✓ That members of staff during the course of the year have undertaken any training/ refreshment training relevant to their role
 - ✓ That members of staff and volunteers will hold a current Disclosure and Barring Service certificate where their role requires it.
- Provide and maintain a key contact for the Council in relation to the grant funding and service provision.
- The number of Portishead members.
- The estimated cost for providing the service in the following financial year based on historical data and the appropriate inflation rates and forecasts of demand and the impact of any new service offerings
- The amount that is expected to be contributed from all the other sponsors (Councils and external funding).
- NDCT audited accounts for the last financial year
- Acknowledgement of the grant in its annual report
- Responsibility for any State Aid or other financial or regulatory reporting of the grant.
- The 2nd quarter report of service delivery if not already submitted

Signed and agreed by on behalf of your organisation by:

Town Clerk
Portishead Town Council

Date

Chairman
Portishead Town Council

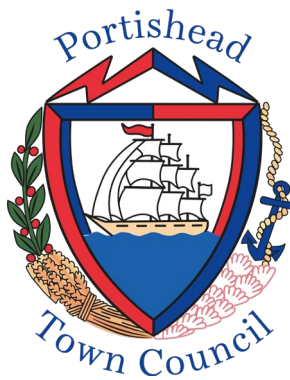
Date

Chairman
Nailsea and District Community Transport

Date

Treasurer
Nailsea and District Community Transport

Date



Portishead Town Council Grant Application Form

Please read through the **Portishead Town Council (PTC) Grant Award Guidance Notes** BEFORE completing this application form. All grant forms can be found on the Town Council website: www.portishead.gov.uk/Community-Grants

Please download this form to your computer and either:

- Complete it **electronically**, save a copy and email it back as an attachment; OR
- Clearly **write** in the text boxes, scan or photograph your completed copy and:
 - **Email** it back as an attachment; OR
 - **Post** it or drop it into the Folk Hall: FAO - Grants

Help and Information

If you require any assistance in completing this form or if you have any queries, please contact us at:
Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR
Telephone: 01275 847078 E-mail: grants@portishead.gov.uk

Key dates

To ensure that Portishead Town Council Grant Awards can be reviewed, decided, and awarded by Friday 20 December 2024, all 2024 grant applications MUST be submitted by **Monday 16 December 2024**.

Correspondence

All applicants will be notified of the Town Council's Grant Award decision
NB - this may be a deferment decision if further information is required.

Summary of Portishead Town Council 2024 Grant Awards funding bands

- | | |
|----------------------|--|
| Micro Grants | - Requests for up to £1000 funding |
| Small Grants | - Requests for £1,001 to £5,000 funding |
| Medium Grants | - Requests for £5,001 to £10,000 funding |
| Large Grants | - Requests for more than £10,000 funding: One-off grant award application |

All grants awarded in 2024 MUST be spent within 1 year of the grant award date

- | | |
|--------------------------|--|
| Strategic Grants* | - Requests for more than £10,000 funding: Ongoing grant support covering multiple years |
|--------------------------|--|

**Please contact the office before completing an application form*

APPLICATION FORM FOR PORTISHEAD TOWN COUNCIL GRANT AWARD 2024

Please refer to the Grant Award Guidance Notes for details about each of the following sections

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only

Ref:

Items noted * MUST be completed

Name of group / organisation*	Great Western Air Ambulance Charity (GWAAC)		
Contact Name*	Savannah Ebrahim		
Contact (postal) address	County Gates, 3 rd Floor, Ashton Road, BS3 2JH		
Position/ role in group/ organisation*	Supporter Engagement Assistant		
Contact telephone number*	0303 4444 999	Contact e-mail address*	Savannah.ebrahim@gwaac.com
Group/ organisation social media account/ website details (if applicable)	www.greatwesternairambulance.com @gwaac (Instagram, X/Twitter) Great Western Air Ambulance Charity (Facebook)		
Is your group/ organisation newly formed? (less than 1 year)	Yes <input type="checkbox"/> No <input type="checkbox"/>	How long has your group been operating?	Great Western Air Ambulance Charity was founded in 2007
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	GWAAC provides pre-hospital emergency care to 2.1 million people across North Somerset, BANES, Bristol, Gloucestershire, and parts of Wiltshire. As the local air ambulance for these regions and Portishead, GWAAC provide advanced medical and clinical skills that allows the crew to bring hospital-level care straight to the patient. This allows them to respond to cases of medical accidents and trauma (including road traffic collisions and cardiac arrests) on the scene, before transporting them to the most suitable hospital for their medical need. GWAAC's mission is not only to save lives, but it strives to positively impact outcomes and the quality of life for the patients we attend.		

Grant funds must be paid into a group/organisation/charity bank account that must be open before submitting your grant application. If successful, your grant will be paid by BACS payment directly into your group / organisations bank account. Confirmation of bank details (or appropriate payment method) will be confirmed at a later point.

2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the amount of grant requested from Portishead Town Council?	<i>(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below)</i> £ 6,600
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<p>What is the name/ title of the project/ activity/ event?</p>	<p>Great Western Air Ambulance Charity's Mission Costs in Portishead and beyond</p>
<p>Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)</p>	<p>We are applying for a grant from Portishead Town Council (PTC) because it costs £5 million per year in running costs, to attend the most critically ill and injured people in Portishead, and beyond, yet we receive no day-to-day funding from government or national lottery. The cost of our missions has risen by 10% to £2,200 and 2024 has been our busiest year on record. We are also now being tasked to attend 6 callouts every day, on average. Now more than ever we must ensure that we can keep flying and saving lives in the communities we serve.</p>
<p>Sources of other funding including details of other grants or awards applied for or gained in relation to stated project/activity/event.</p>	<p>GWAAC are almost entirely funded by our shared community, and we do not receive any regular government or NHS funding. Our annual running costs are £4 million with the average cost per mission being £2,200 a rise of 10% on last year. We are reliant on our incredible supporters – individuals, organisations and community groups – who direct essential funds to enable us to be there for the patients of tomorrow and keep families together for longer. We also apply for a number of grants from Town Councils across the community areas we serve. You can see all the councils, organisations and bodies who awarded us a grant in 2023 in our latest impact report which you can find on our website (www.gwaac.com).</p>
<p>How would a PTC Grant Award make a difference to your group/ organisation and its members?</p>	<p>In 2024, which is set to be our busiest year on record, we have so far attended 2,010 incidents, which is only made possible by our community of supporters.</p> <p>The impact of funding GWAAC's mission costs goes beyond mission statistics. Your support helps us not only save lives but loved ones. With each life saved, each outcome improved, makes a difference for families, social groups, workplaces, and communities like Portishead's. Our application to PTC recognises a shared responsibility for the lives of Portishead residents; together, we can ensure that everyone in your town is cared for, when they need it the most; and to help keep families together for longer.</p>
<p>How will the people and communities of Portishead benefit from this project/</p>	<p>This year, our Critical Care Crew has been called to North Somerset 245 times. GWAAC can make a huge difference in incidents of cardiac arrest, because our</p>

activity/ event?	Crew can administer drugs and treatment that regular land ambulances can't. For example, Former Patient, Dick Berry, was found at the wheel of his van, having crashed into a wall next to his doctor's surgery. He had suffered a cardiac arrest. After landing on the North Somerset coast, Dr Leon and SPCC Mike found Dick unconscious and, although his heart had been restarted by bystander intervention, his breathing was very irregular. Dr Leon said, "SPCC Mike and I decided to put Dick to sleep on the road; we intubated him and got him smoothly to hospital – the Bristol Royal Infirmary – where he went straight up to the heart laboratory." After 8 days in hospital, 6 months of rehab and a lot of walking in his local woods, Dick was back on his feet.		
Approximately how many people usually attend your sessions and approximately how many of these are Portishead residents?	GWAAC has been called to 19 critical patients in Portishead this year, an increase from 17 callouts in 2023.		
Future sustainable plans – provide details on your plans to financially support future years.	We are entirely reliant on voluntary income to fund our service and have established a broad base of fundraising streams to ensure financial resilience for the long term. Our largest income stream is from our own lottery which raises a net income of around £1.4 million every year and has remained around that level for some years. Our experienced fundraising team also raise funds from community groups, a growing individual giving programme, grants from trusts and foundations (as well as other local councils), corporate supporters and gifts from people's wills. We currently have seven charity shops, and plan to open more to increase this income stream as well as raise awareness of our work, and support more generally, amongst our communities.		
Does your group have a safeguarding policy in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what was the date this was last reviewed? If No, please explain why not	March 2024
Are all staff/volunteers working with children and vulnerable adults DBS checked?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
What is the timing of this project/ activity/ event?	<i>Please provide details of when it is planned to start and finish (NB - all grants awarded in 2024 must be SPENT within 1 year of the grant award date)</i> Any amount that we are awarded we are grateful for, and the funds will be spent straight away as the grants we apply for go towards our mission costs.		

If you are applying for a MICRO GRANT of UP TO £1,000 please now skip to Section 6 – Declaration

If you are applying for a Small Grant Award of MORE than £1,000, please complete the next section.

3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If Yes , how many people are on it? If No , please contact the Council staff	We have a Trustee Board, currently with 6 Trustees
Have you received a grant from this Council previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes , for how much and what was it for?	£6,000 – towards our ongoing mission costs
What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	£6,600 This grant would fund 3 lifesaving missions		
What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?	Please tell us what could be achieved if you only receive part funding: GWAAC is entirely dependent on the support of the local communities we serve. While in the short term, we would still provide our critical service, we hope that our application will be considered and help us to continue being there for others.		

If you are applying for a SMALL GRANT of £1,001 to £5,000 please now skip to Section 6 – Declaration

If you are applying for a Medium Grant Award of MORE than £5,000 please complete the next section.

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group/ organisation have written rules e.g. a formal constitution?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes , please attach a copy to your application. If No , please contact the Council staff
What is your charity number or other community group registration?	Registered Charity No: 1121300	

Please provide a FULL breakdown of the project/ activity/ events costs and how they will be funded, including match funding or other financial/ in-kind contribution (Continue on a separate page if required)		
Item/ Activity	Description of financial and/ or in-kind contribution	Source of funding / contribution
3 x missions	£2,200 covers equipment, drugs, our clinical team, fuel costs, premises costs, as well as other support costs	GWAAC is funded by a number of sources which include trusts, grants, and corporate fundraising

TOTAL COST	£ 6,600	

If you are applying for a MEDIUM GRANT of £5001 TO £10,000, please now skip to Section 6 – Declaration

If you are applying for a Large Grant Award of **MORE THAN £10,000**, please complete the next section.

*NB - If you wish to apply for a **Strategic Grant of more than £10,000**, please contact the Council staff before submitting your application*

5. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 3)

Does your group/ organisation record Committee or Board Minutes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes , please provide the last 12 months of Minutes (Attach copies to your application) If No , please contact the Council staff
Does your group/ organisation have an annual record of accounts or financial reports?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes , please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If No , please contact the Council staff
Please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)		

6. DECLARATION

- I confirm that I have read the Portishead Town Council Grant Award Guidance Notes and that I am aware of the Terms and Conditions attached to applying for and receiving a Portishead Town Council Grant Award.

I confirm: **Tick here**

- That the information provided in this application is a fair and accurate description of our group/ organisation and our proposed project/ activity/ event, and that the details I have provided are true and correct to the best of my knowledge.
- I am authorised to apply for funding on behalf of the group. I confirm that our group/ organisation agrees to abide by the Terms and Conditions of the Portishead Town Council Grants Award process and any other conditions which Portishead Town Council imposes at the time of awarding the grant.
- That our group/ organisation agrees to acknowledge the funding provided by Portishead Town Council on our website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.
- If your grant is approved, once payment has been made, we will be in touch with a short feedback form for you to complete, this helps us assess the impact of your Community Grant and how it has benefitted your Group/Organisation.

I confirm: **Tick here**

26th November 2024

Date:

Signature:

Savannah Ebrahim

Print name:

Savannah Ebrahim

Position in Organisation:

Supporter Engagement Assistant

APPLICATION CHECKLIST

- ✓ Have you provided ALL the required contact details?
- ✓ Does your application clearly explain how Portishead residents and communities would benefit from any grant awarded to your group/ organisation?
- ✓ Does your project/ activity/ event fit within the grant award spend timeline?
- ✓ Have you attached the financial information required for the grant type your group/ organisation is applying for?
 - **Section 4**
 - Written rules
 - **Section 5**
 - Committee or Board Minutes
 - Annual record of accounts or financial reports
 - Other grants or contributions
 - Cash flow forecast
- ✓ Have you signed **Section 6 - Declaration**?

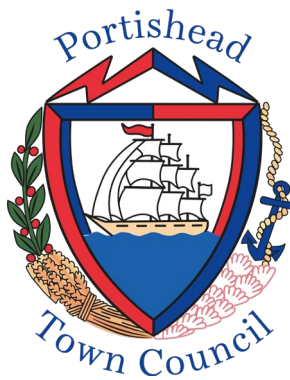
Please submit your completed Grant Application form and any supporting documentation to:
grants@portishead.gov.uk

OR

Post or drop off your Grant Application form and any supporting documentation to:
Portishead Town Council
The Folk Hall,
95 High Street,
Portishead
BS20 6PR

Further information about Portishead Town Council and its grant making is available from:
www.portishead.gov.uk/Community-Grants

Portishead Town Council looks forward to receiving your application!



Portishead Town Council Grant Application Form

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Correspondence

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Summary of Portishead Town Council 2024 Grant Awards funding bands

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All grants awarded in 2024 MUST be spent within 1 year of the grant award date

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| Strategic Grants* | - Requests for more than £10,000 funding: Ongoing grant support covering multiple years |
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**Please contact the office before completing an application form*

APPLICATION FORM FOR PORTISHEAD TOWN COUNCIL GRANT AWARD 2024

Please refer to the Grant Award Guidance Notes for details about each of the following sections

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only

Ref:

Items noted * MUST be completed

Name of group / organisation*	Vision North Somerset		
Contact Name*	Zoe Clements		
Contact (postal) address	3 Neva Road, Weston-super-Mare, BS23 1YD		
Position/ role in group/ organisation*	Volunteer and Fundraising Coordinator		
Contact telephone number*	01934 419393	Contact e-mail address*	volunteer@visionns.org.uk
Group/ organisation social media account/ website details (if applicable)	Facebook: facebook.com/VisionNorthSomerset/ LinkedIn: uk.linkedin.com/company/vision-north-somerset Website: visionnorthsomerset.org		
Is your group/ organisation newly formed? (less than 1 year)	No <input type="checkbox"/>	How long has your group been operating?	Since March 1975 – Woodspring Association for the Blind Became a CIO in 2016 and name changed to Vision North Somerset
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	<p>Vision North Somerset supports people with hearing and visual impairments across North Somerset.</p> <p>Our key strategies: -</p> <p>Connect – providing opportunities for people to come together with others in similar situations through support groups in person, online, via teleconferencing and through befriending.</p> <p>Inform – supporting people to access information, advice, and guidance they need, when and how they need it through our Sight Loss Advisors, Registration and through the Hearing Equipment service.</p> <p>Enable – supporting people to develop, rebuild the skills they need to maintain their independence and live the way they choose through Vision Rehabilitation, Hearing Equipment and Sight Loss Advisors.</p> <p>Empower – working with local and national partners supporting people to make their voices heard and to raise awareness on issues that matter to them. such as the Disabled Access Group and the Sight Loss Council.</p> <p>We prioritise ‘building strong foundations’ developing well-funded, well-managed support to deliver high-quality services for local people.</p>		

Grant funds must be paid into a group/organisation/charity bank account that must be open before submitting your grant application. If successful, your grant will be paid by BACS payment directly into your group / organisations bank account. Confirmation of bank details (or appropriate payment method) will be confirmed at a later point.

2. PROJECT/ ACTIVITY/ EVENT INFORMATION

<p>What is the amount of grant requested from Portishead Town Council?</p>	<p><i>(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below)</i> £1190</p>
<p>What is the name/ title of the project/ activity/ event?</p>	<p>Empowering your local sight loss community through social interaction and volunteering opportunities</p>
<p>Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)</p>	<p>Last year Portishead Town Council supported our application for the ‘Seeing Friends’ project and this has been very successful. The fund helped with development of the ‘Hub’, a social gathering which has helped reduce loneliness and isolation for those with a visual impairment. To date 22+ Portishead residents regularly attend the Hub and separate lunch group, with 40+ people joining our teleconferencing groups, befriending services and assistive technology training and the demand is growing.</p> <p>We are applying for funding to further develop this project through service user led feedback, developing activities such as swim groups, skittles and looking to develop activities for younger, working age groups. Sight loss can happen at any time of life and whilst it effects people over the age of 65 more often, younger people can also be affected, and we don’t currently have any face-to-face activities on offer specifically for this demographic, yet speaking to our service users, this is something that would benefit this age group. Funding would allow us to work with local facilities, consulting with them to develop an activity based on need. It will also allow us to work on a one-to-one basis to help get a person into a specific activity by working with a facility to demonstrate how a person with visual impairments can still take part or play an active role, i.e gym or sighted guide sessions.</p> <p>To support our current and developing activities, we need to be able to recruit local people as volunteers who can take over the running of these activities with an offer of training, travel expenses and DBS checks. Our aim is to</p>

	<p>have the groups led by volunteers with remote support from our Peer Support team, allowing our Peer Support team to be able to move on to new projects. Whilst local volunteers truly understand key issues for local residents.</p>
<p>Sources of other funding including details of other grants or awards applied for or gained in relation to stated project/activity/event.</p>	<p>The development of the 'Seeing Friends' project is funded through grants, donations and community fundraising, the same as our volunteer and fundraising coordinator and our volunteering offer.</p> <p>The funding needed to cover this project is £25,966, we have received funding from Quartet, Medlock, Society Merchants Vents and Anton Jurgens totalling £20,000 but we are still £5,966 short</p>
<p>How would a PTC Grant Award make a difference to your group/ organisation and its members?</p>	<p>It would mean that we can develop new activities in Portishead. The swim group in Portishead needs to be funded £30 per month, eventually this group will become self-sufficient through member numbers increasing to bring down the cost, but to start with, it will need to be funded until it is up and running with regular attendees. This will be the same with any new project developed for the younger and working age group. There will be an initial set up cost.</p> <p>Without the grant funding, we will not be able to take this forward. We are applying for 3 months of funding to start the swim group, but if we are not successful, it is possible that this project will not continue.</p>
<p>How will the people and communities of Portishead benefit from this project/ activity/ event?</p>	<p>The services we offer contribute to the wellbeing of people with visual impairments living in Portishead, some of which have other health concerns and/or can be living alone.</p> <p>We work closely with other organisation including the Portishead Wellbeing Officer to ensure our service users can access services when they need to. We also sit on the Portishead Wellbeing Partnership meetings where we take an active interest in what goes on in Portishead and how we can work with the other organisations to improve life for people with visual impairments.</p> <p>We currently have 163 people on our records who live in Portishead, the youngest is 10 years old, the oldest is 99. Our social groups are open to all, and we keep our service users up to date through email, newsletters, post outs and at the social groups. Vision is becoming increasingly aware of the rise of sight loss registrations in the younger generation and the impact this may have without the necessary support in place.</p> <p>With our social inclusion offers, we try to develop something suitable for everyone, but it is so important to reach out and tailor support for the different age groups.</p>

	<p>This will benefit the younger working age group in Portishead with visual impairments mostly as it will be a new offer. There are service users under the age of 60 in Portishead who could benefit from our project.</p> <p>Support for our volunteer offer means that local people will be able to get more involved in their local community and volunteering itself is shown to help with wellbeing and mental health.</p> <p>Portishead will benefit from new social groups as volunteers take over existing, with support from us</p> <p><i>Please provide details of the types of beneficiaries this funding will benefit e.g. gender; age group; socio-economic background; specific geographical areas; support of specific groups and networks etc.</i></p>		
<p>Approximately how many people usually attend your sessions and approximately how many of these are Portishead residents?</p>	<p>Across North Somerset, this year: - 258 attend one or more of our social groups, online groups, befriending services – there has been 2500+ interactions</p> <p>Portishead numbers: - 58 attended one or more of our social groups each, online groups, befriending services, volunteered, digital training each month – there have been 500+ interactions</p>		
<p>Future sustainable plans – provide details on your plans to financially support future years.</p>	<p>Once the groups are established and volunteers are in place, they are self-sufficient. We work with places to keep costs low or have facilities for free. For example, the Hub meets at the Poachers in Portishead; and we are not charged for this. New activities where there is a cost, membership numbers will bring the cost down to an achievable amount for the individual to maintain the activity, or further funding will be sourced/applied for. With Volunteers taking over the running of a club with support from members of staff, these groups should be long running, or developed over time</p>		
<p>Does your group have a safeguarding policy in place?</p>	<p>Yes <input type="checkbox"/></p>	<p>If yes, what was the date this was last reviewed?</p> <p>If No, please explain why not</p>	<p>08/05/2024</p>
<p>Are all staff/volunteers working with children and vulnerable adults DBS checked?</p>	<p>Yes <input type="checkbox"/></p>		
<p>What is the timing of this project/ activity/ event?</p>	<p><i>Please provide details of when it is planned to start and finish (NB - all grants awarded in 2024 must be SPENT within 1 year of the grant award date)</i></p> <p>The project will start Jan 2025 and will be on going in one form or another</p>		

If you are applying for a MICRO GRANT of UP TO £1,000 please now skip to Section 6 – Declaration

If you are applying for a Small Grant Award of MORE than £1,000, please complete the next section.

3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	Yes	If Yes , how many people are on it? If No , please contact the Council staff	Trustees x 7
Have you received a grant from this Council previously?	Yes <input type="checkbox"/>	If Yes , for how much and what was it for?	£1,000
What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	The total cost of the project is £25,966.		
What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?	Please tell us what could be achieved if you only receive part funding: If we only receive part funding it will support the swimming group and volunteering offer, we may not be able to continue with the offer for the working age group.		

*If you are applying for a **SMALL GRANT** of £1,001 to £5,000 please now skip to Section 6 – Declaration*

If you are applying for a Medium Grant Award of MORE than £5,000 please complete the next section.

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group/ organisation have written rules e.g. a formal constitution?		If Yes , please attach a copy to your application. If No , please contact the Council staff
What is your charity number or other community group registration?	(Please insert N/A if not applicable): 6115364	

Please provide a FULL breakdown of the project/ activity/ events costs and how they will be funded, including match funding or other financial/ in-kind contribution (Continue on a separate page if required)		
Item/ Activity	Description of financial and/ or in-kind contribution	Source of funding / contribution
Swim Group	£30 a month for 3 months (£90)	Volunteer contribution
Volunteer recruitment	£200	For 6+ new volunteers based in Portishead. DBS, Travel expenses and training
Staff time	£500	Volunteer Coordinator, Peer Support Coordinator

New start up projects	£300	Consultation and development of a new social engagement project for Portishead Working Age group
Marketing and promotion	£100	Promotion
TOTAL COST	£ 1190	

If you are applying for a MEDIUM GRANT of £5001 TO £10,000, please now skip to Section 6 – Declaration

If you are applying for a Large Grant Award of MORE THAN £10,000, please complete the next section.

*NB - If you wish to apply for a **Strategic Grant of more than £10,000**, please contact the Council staff before submitting your application*

5. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 3)

Does your group/ organisation record Committee or Board Minutes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes , please provide the last 12 months of Minutes (Attach copies to your application) If No , please contact the Council staff
Does your group/ organisation have an annual record of accounts or financial reports?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes , please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If No , please contact the Council staff
Please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)		

6. DECLARATION

- I confirm that I have read the Portishead Town Council Grant Award Guidance Notes and that I am aware of the Terms and Conditions attached to applying for and receiving a Portishead Town Council Grant Award.

I confirm: Tick Tick here

- That the information provided in this application is a fair and accurate description of our group/ organisation and our proposed project/ activity/ event, and that the details I have provided are true and correct to the best of my knowledge.
- I am authorised to apply for funding on behalf of the group. I confirm that our group/ organisation agrees to abide by the Terms and Conditions of the Portishead Town Council Grants Award process and any other conditions which Portishead Town Council imposes at the time of awarding the grant.
- That our group/ organisation agrees to acknowledge the funding provided by Portishead Town Council on our website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.

- If your grant is approved, once payment has been made, we will be in touch with a short feedback form for you to complete, this helps us assess the impact of your Community Grant and how it has benefitted your Group/Organisation.

I confirm: TICK

Tick here

Date:

11/12/24

Signature:

Zoe Clements

Print name:

Zoe Clements

Position in Organisation:

Volunteer and Fundraising Coordinator

APPLICATION CHECKLIST

- | | |
|--|---|
| ✓ Have you provided ALL the required contact details? | Yes |
| ✓ Does your application clearly explain how Portishead residents and communities would benefit from any grant awarded to your group/ organisation? | Yes |
| ✓ Does your project/ activity/ event fit within the grant award spend timeline? | Yes |
| ✓ Have you attached the financial information required for the grant type your group/ organisation is applying for? | |
| <ul style="list-style-type: none"> • Section 4 <ul style="list-style-type: none"> ▪ Written rules • Section 5 <ul style="list-style-type: none"> ▪ Committee or Board Minutes ▪ Annual record of accounts or financial reports ▪ Other grants or contributions ▪ Cash flow forecast | <p style="margin: 0;">Annual</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> |
| ✓ Have you signed Section 6 - Declaration? | Yes |

Please submit your completed Grant Application form and any supporting documentation to:
grants@portishead.gov.uk

OR

Post or drop off your Grant Application form and any supporting documentation to:
Portishead Town Council
The Folk Hall,
95 High Street,
Portishead
BS20 6PR

Further information about Portishead Town Council and its grant making is available from:
www.portishead.gov.uk/Community-Grants

Portishead Town Council looks forward to receiving your application!