



## Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 [www.portishead.gov.uk](http://www.portishead.gov.uk)

### Summons & Notice for a Meeting of the Town Council Wednesday 19<sup>th</sup> June 2024 at 7.30pm

Thursday 13<sup>th</sup> June 2024

**To: All Members of the Council**

Dear Councillor

You are hereby summoned to attend a Meeting of Portishead Town Council, The Folk Hall, 95 High Street, on Wednesday 19<sup>th</sup> June 2024 at 7.30pm. The meeting will consider the agenda items set out below.

Please inform the Deputy Town Clerk if you are unable to attend.

Yours sincerely

*W. Coulter-Woodman*

Wendy Coulter-Woodman  
**Town Clerk**

Agenda and papers are available at [www.portishead.gov.uk](http://www.portishead.gov.uk)

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.
- If you would like to submit statements or questions in advance please email [enquiries@portishead.gov.uk](mailto:enquiries@portishead.gov.uk)

To attend the meeting live via Zoom:

Meeting ID: 967 8324 3207

Passcode: 919652

Link: <https://zoom.us/j/96783243207?pwd=TDhKNTIkZzBHOVBKUGJaV0tpQWlOU09>

Dial in from your phone: 0131 460 1196 (this will be charged at the normal national call rate).

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## Agenda:

### 1. Chairmans Welcome (Chairman)

- 1.1 Fire Safety and exiting the building.
- 1.2 Recording Meetings.

### 2. Apologies for absence (Town Clerk)

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)  
To note and accept apologies for absence from Councillors.

### 3. Declaration of Councillors' interests and requests for dispensations (Chairman)

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)

### 4. Chairman's update report

To receive a verbal report from the Chairman on the following matters:

- 4.1 Events attended since the previous meeting.
- 4.2 Portishead Football Club – has received a grant from the Football Foundation to enable the construction of a new artificial, state of the art playing surface at Bristol Road.
- 4.3 Halls Refurbishment – The Town Council has appointed a management company to undertake the Project Management for the Halls Refurbishment. Costings are awaited prior to a further report being submitted to the Town Council.

### 5. Public participation relating to meeting agenda items

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.

If you would prefer to submit questions or statements in advance, please email  
[enquiries@portishead.gov.uk](mailto:enquiries@portishead.gov.uk)

### 6. North Somerset Councillors' reports

To receive a verbal update from North Somerset Councillors

### 7. To consider and approve the Minutes of the last meeting:

Draft Minutes of the Annual Council meeting held on 8<sup>th</sup> May 2024 and the Extraordinary Council Meeting held on 22<sup>nd</sup> May 2024 - **attached**.

#### Recommendation:

**For members to consider and approve the Minutes of the Annual Council meeting held on 8<sup>th</sup> May 2024 and the Extraordinary Council Meeting held on 22<sup>nd</sup> May 2024, and for the Chairman to sign the Minutes as a correct record.**

### 8. Motion

#### Marina Safety

Proposed by Councillor..... and seconded by Councillor.....

*"To lobby North Somerset Council to install safety railings at Portishead Marina and as a first step, to send a letter to North Somerset Council outlining Portishead Town Council's concerns and reasons why safety railings should be installed".*

### 9. Internal Audit Report 2023/2024

A copy of the Internal Auditors report for the year ending 31<sup>st</sup> March 2024 and AGAR IA Cert 2023/2024 is **attached**.

The Council's Internal Auditor has based the audit on an assessment of risk, carried out against a selective assessment of compliance and controls.

Members are asked to note the recommendation of the Staffing and Finance Committee to consider the report and AGAR IA Cert 2023/2024 and approve the findings and outcomes.

**Recommendation:** To approve the findings and outcomes of the Internal Audit Report 2023/2024.

#### **10. Accounts for Year Ended 31<sup>st</sup> March 2024**

To receive the Accounts for Financial Year 2023/2024 and to note the recommendation of the Staffing and Finance Committee to approve the Accounts for the Financial Year 2023/2024 **attached**.

**Recommendation:** To approve the Accounts for the Financial Year Ended 31<sup>st</sup> March 2024.

#### **11. Consolidated Bank Statement 31<sup>st</sup> March 2024**

To note the recommendation of the Staffing and Finance Committee to approve the Town Council's Consolidated Bank Statement for 31<sup>st</sup> March 2024 **attached**.

**Recommendation:** To consider, note and approve the Consolidated Bank Statement for 31<sup>st</sup> March 2024.

#### **12. Annual Governance and Accountability Return (AGAR) 2023/2024**

Smaller Authorities are required under the Accounts and Audit Regulations 2015 to prepare accounting statements for the Year Ended 31<sup>st</sup> March 2024 in the form required by proper practices.

Members are asked to consider the recommendation of the Staffing and Finance Committee that the following sections of the AGAR be approved:

Section 1 – Annual Governance Statement 2023/2024 attached.

Section 2 – Accounting Statements for 2023/2024 attached.

Members are also asked to note that the Period of Public Rights for 2023/2024 will commence on 24<sup>th</sup> June 2024 and end on 2<sup>nd</sup> August 2024 – **attached**.

**Recommendation: To approve of Sections 1 and 2 of the AGAR:**

**Annual Governance Statement 2023/2024**

**Accounting Statements for 2023/20234**

**To note that the Period of Public Rights for 2023/2024 will commence on 24<sup>th</sup> June 2024 and end on 2<sup>nd</sup> August 2024.**

#### **13. Portishead Lake Grounds Play Area Safety Surface**

To consider the installation of Matta Safety Surface at the Lake Grounds Play Area – report attached.

**Recommendation: To approve the costs for the installation of Matta Safety Surface at the Portishead Lake Grounds Play Area.**

#### **14. Grants**

To consider the following grant application:

Portishead Christmas Lights – Total Grant £14,000

To consider a grant application from the Portishead Christmas Lights £14,000 with the application being split into £13,000 for the Christmas Lights and £1000 for costs towards RBL Parade.

The costs towards the RBL Parade will cover the following:

North Bristol PA

Bristol Ambulance

SAS Barriers

Road Closure qualified personnel.

Grant application attached.

**Recommendation: To approve a grant of £14,000 to towards the costs of the Christmas Lights 2024 and RBL Parade 2024.**

### **15. Use of Community Halls as Community Emergency Shelters**

To consider registering Portishead Town Council's 3 Community Halls for the use as Community Emergency Shelters – report attached.

**Recommendation: To agree that Portishead Town Council's 3 Community Halls, namely The Folk Hall, North Weston Village Hall and Redcliffe Bay Hall be registered for use as Community Emergency Shelters.**

### **16. Folk Hall Lift – Essential Maintenance**

To consider the release of funds to complete essential maintenance on the Folk Hall Lift – report attached.

**Recommendation: That essential maintenance to the lift is completed to a maximum value of £4,000 excluding VAT, to include allowance for unforeseen contingencies or price rises.**

### **17. Subscriptions to Other Bodies**

To confirm that the Town Council subscribes to the following bodies:

- Parish Councils Airport Association (PCAA) £95.00 pa

Information about the Parish Councils Airport Association is attached.

### **18. Climate Declaration**

To consider whether the Town Council should declare a Climate Emergency – report attached.

**Recommendation:**

**The Declaration:**

**Portishead Town Council:**

- 1. Declares a Climate Emergency.**
- 2. Pledges to do whatever is in its power to reduce the impact of Portishead's emissions, taking into account both production and consumption emissions.**
- 3. Will, as a first step, initiate and support a Climate Working Group comprising of Councillors to work with residents, investigating local responses and make recommendations for actions to Council.**
- 4. Will work with North Somerset Council, other local authorities, neighbouring local councils, appropriate government departments and other organisations to create a Climate Action Plan for Portishead. This will be based on established data available.**
- 5. Will place this issue on Council's Committee agendas to regularly review the Climate Action Plan.**
- 6. On a regular basis will consider and take action on recommendations to address this emergency.**
- 7. Provide adequate staff time, and leadership, to prepare a report within six months to establish how Portishead Town Council, can sufficiently reduce carbon emissions through the most impactful way, based on the data available for the town.**
- 8. To develop a list of key performance indicators to measure the progress and impact of all measures taken.**

### **19. Finance**

- To receive and sign the Conflict of Interest with BDO LLP (external Auditor) Declaration. (1 paper)
- To approve payment of Invoice Number 800446290 - Invoice attached.

### **20. Date of next meeting**

The date of the next meeting of the Town Council is Wednesday 11<sup>th</sup> September 2024 at 7.30pm.

**The Chairman will close the meeting.**



## **Portishead Town Council**

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### **DRAFT MINUTES OF ANNUAL Town Council**

**Wednesday 8<sup>th</sup> May 2024 at 7.30 pm**

#### **Members present:**

Councillor Emma Blackmore	Councillor Bob Cartwright
Councillor Janet Davey	Councillor John Davey
Councillor Martin Dowling	Councillor Jenie Eastman
Councillor Alan George	Councillor David Gunnell
Councillor Mike Johnston (Vice Chairman)	Councillor Tim Snaden
Councillor Roger Whitfield (Chairman)	

#### **North Somerset Councillors Present:**

Councillor Sue Mason

#### **Officers present:**

Mrs S Sherborne – Deputy Clerk (*IT and cameras*)

Mrs W Coulter-Woodman – Town Clerk (*Clerk & taking the minutes*)

#### **Members of the public present:**

There were 4 members of the public present in the meeting and 4 members of the public online.

#### **TC118/05/24 Election of the Chairman of the Council:**

Members elected the Chairman of the Council for the 2024/2025 Municipal Year  
It was proposed by Councillor Emma Blackmore and seconded by Councillor John Davey that  
Councillor Roger Whitfield take the position of Chairman of the Council for the 2024/2025  
Municipal Year.

The proposer and seconder made a short statement to support the proposition.

**There were no other proposals therefore Councillor R Whitfield took the Chair.**

**RESOLVED: That Councillor R Whitfield be elected Chairman of the Council for the 2024/2025 Municipal Year.**

**TC119/05/24 Chairman of the Council to make the declaration of acceptance of Office**

The Chairman of the Council signed the Declaration of Acceptance of Office as witnessed by the Proper Officer of the Council.

The Chairman made a short statement on his appointment. He thanked all the Town Council Officers for their help and thanked all the Town Councillors for their support.

**TC120/05/24 Vote of thanks to the retiring Chairman**

Councillor R Whitfield gave a vote of thanks to Mr B Aldridge, the previous Chairman of the Town Council.

This was given a unanimous vote in favour.

**TC121/05/24 Chairmans Review**

Councillor R Whitfield as Chairman of the Council thanked everyone for his election to office and confirmed that he would do his best as Chairman for the Town Council.

**TC122/05/24 Election of Vice Chairman**

It was proposed by Councillor R Whitfield and seconded by Councillor Janet Davey that Councillor Mike Johnston take the position of Vice Chairman for the 2024/2025 Municipal Year.

The proposer and seconder to made a short statement to support the proposition.

**There were no other proposals therefore, Councillor M Johnston took the position of Vice Chairman.**

**RESOLVED: That Councillor M Johnston be elected Vice Chairman of the Council for the 2024/2025 Municipal Year.**

**TC123/05/24 Vice Chairman to make the Declaration of Acceptance of Office**

The Vice Chairman signed the Declaration of Acceptance of Office as witnessed by the Proper Officer of the Council.

The Vice Chairman of the Council, Councillor M Johnston made the following statement on his appointment.

He thanked everyone for his appointment and confirmed that he would do his best as Vice Chairman for the Town Council.

**TC124/05/24 Declaration of Councillors' interests and requests for dispensations (Chairman)**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)

Councillor E Blackmore declared a personal interest in Item 12, she has an allotment at Beach Hill Allotments.

**TC125/05/24 Apologies for Absence**

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

There were no apologies received.

**TC126/05/24 Appointment of Committees and Advisory group 2024/2025 and appointment of Chairmen and Vice-Chairmen for:**

**Planning Advisory Group**

Councillor M Johnston

Councillor Martin Dowling

Councillor Emma Blackmore

Councillor Robert Cartwright

Councillor Tim Snaden

Councillor R Whitfield

It was proposed by Councillor D Gunnell and seconded by Councillor E Blackmore to accept the membership of the Planning Advisory group as listed.

A vote was taken which was unanimous in favour.

**Resolved that the Membership of the Planning Advisory Group be as follows:**

**Councillor M Johnston**

**Councillor Martin Dowling**

**Councillor Emma Blackmore**

**Councillor Robert Cartwright**

**Councillor Tim Snaden**

**Councillor R Whitfield**

It was proposed by Councillor D Gunnell and seconded by Councillor E Blackmore that Councillors Jenie Eastman and John Davey be stand in Members of the Planning Advisory Group until the election of new Town Council Members.

A vote was taken which was unanimous in favour.

**Resolved that Councillors Jenie Eastman and John Davey be stand in Members of the Planning Advisory Group until the election of new Town Council Members.**

It was proposed by Councillor D Gunnell and seconded by Councillor B Cartwright that Councillor M Johnston be Chairman of the Planning Advisory Group for the Municipal Year 2024/2025.

A vote was taken which was unanimous in favour.

**Resolved that Councillor M Johnston be Chairman of the Planning Advisory Group for the Municipal Year 2024/2025.**

It was proposed by Councillor M Johnston and seconded by Councillor E Blackmore that Councillor M Dowling be Vice Chairman of the Planning Advisory Group for the Municipal Year 2024/2025.

A vote was taken which was unanimous in favour.

**Resolved that Councillor M Dowling be Vice Chairman of the Planning Advisory Group for the Municipal Year 2024/2025.**

### Community Matters Committee

Emma Blackmore  
Jenie Eastman  
Robert Cartwright  
Martin Dowling  
Janet Davey  
David Gunnell

It was proposed by Councillor Janet Davey and seconded by Councillor E Blackmore to accept the membership of the Community Matters Committee as listed.

A vote was taken which was unanimous in favour.

### **Resolved that the Membership of the Community Matters Committee be as follows:**

**Emma Blackmore**  
**Jenie Eastman**  
**Robert Cartwright**  
**Martin Dowling**  
**Janet Davey**  
**David Gunnell**

It was proposed by Councillor Janet Davey and seconded by Councillor D Gunnell that Councillor E Blackmore be Chairman of the Community Matters Committee for the Municipal Year 2024/2025.

A vote was taken which was unanimous in favour.

### **Resolved that Councillor E Blackmore be Chairman of the Community Matters Committee for the Municipal Year 2024/2025.**

It was proposed by Councillor E Blackmore and seconded by Councillor J Eastman that Councillor D Gunnell be Vice Chairman of the Community Matters Committee for the Municipal Year 2024/2025.

A vote was taken which was unanimous in favour.

### **Resolved that Councillor D Gunnell be Vice Chairman of the Community Matters Committee for the Municipal Year 2024/2025.**

### Staffing & Finance Committee

John Davey  
David Gunnell  
Robert Cartwright  
Mike Johnston  
Jenie Eastman

It was proposed by Councillor Gunnell and seconded by Councillor John Davey to accept the membership of the Staffing & Finance Committee as listed.

A vote was taken which was unanimous in favour.



**Resolved to accept the membership of the Staffing & Finance Committee as listed.**

**John Davey**

**David Gunnell**

**Robert Cartwright**

**Mike Johnston**

**Jenie Eastman**

It was proposed by Councillor D Gunnell and seconded by Councillor B Cartwright that Councillor John Davey be Chairman of the Staffing & Finance Committee for the Municipal Year 2024/2025. A vote was taken which was unanimous in favour.

**Resolved that Councillor John Davey be Chairman of the Staffing & Finance Committee for the Municipal Year 2024/2025.**

It was proposed by Councillor John Davey and seconded by Councillor J Eastman that Councillor D Gunnell be Vice Chairman of the Staffing & Finance Committee for the Municipal Year 2024/2025. A vote was taken which was unanimous in favour.

**Resolved that Councillor D Gunnell be Vice Chairman of the Staffing & Finance Committee for the Municipal Year 2024/2025.**

**TC127/05/24 Appointment of Members to the working groups:**

Grants Working Group

Councillor D Gunnell, Councillor E Blackmore, Councillor M Johnston, Councillor John Davey

It was proposed by Councillor M Johnston and seconded by Councillor Janet Davey to accept the membership of the Grants Working Group as listed.

A vote was taken which was unanimous in favour.

**Resolved that the Grants Working Group membership be as listed:**

**Councillor D Gunnell, Councillor E Blackmore, Councillor M Johnston, Councillor John Davey**

Cost of Living Fund Working Group

Councillor D Gunnell, Councillor Janet Davey, Councillor E Blackmore and the Town Clerk.

It was proposed by Councillor B Cartwright and seconded by Councillor J Eastman to accept the membership of the Cost of Living Fund Working Group as listed.

A vote was taken which was unanimous in favour.

**Resolved that the Cost of Living Fund Working membership be as listed:**

**Councillor D Gunnell, Councillor Janet Davey, Councillor E Blackmore and the Town Clerk.**

Project Working Group

Councillor E Blackmore, Councillor M Johnston and Councillor T Snaden.

It was proposed by Councillor B Cartwright and seconded by Councillor M Dowling to accept the membership of the Project Working Group as listed.

A vote was taken which was unanimous in favour.

**Resolved that the Project Working Group membership be as listed:**

**Councillor E Blackmore, Councillor M Johnston and Councillor T Snaden.**

### Climate Working Group

Councillor B Cartwright, Councillor J Eastman, Councillor D Gunnell, Councillor M Dowling and Councillor M Johnston.

It was proposed by Councillor A George and seconded by Councillor M Dowling to accept the membership of the Climate Working Group as listed.

A vote was taken which was unanimous in favour.

**Resolved that the Climate Working Group membership be as listed:**

**Councillor B Cartwright, Councillor J Eastman, Councillor D Gunnell, Councillor M Dowling and Councillor M Johnston.**

### Parish Engagement Working Group

Councillor E Blackmore, Councillor B Cartwright, Councillor Roger Whitfield, Councillor Janet Davey and Councillor Tim Snaden.

It was proposed by Councillor R Whitfield and seconded by Councillor B Cartwright to accept the membership of the Parish Engagement Working Group as listed.

A vote was taken which was unanimous in favour.

### HR Staffing Review Working Group

Councillor D Gunnell, Councillor J Eastman and Councillor M Johnston.

It was proposed by Councillor Janet Davey and seconded by Councillor M Dowling to accept the membership of the HR Staffing Review Working Group as listed.

A vote was taken which was unanimous in favour.

**Resolved to accept the membership of the HR Staffing Review Working Group as listed.**

**Councillor D Gunnell, Councillor J Eastman and Councillor M Johnston.**

### Halls Working Group

Town Clerk/Deputy Clerk, Community Halls Manager, Councillor J Eastman, Councillor M Johnston and Councillor John Davey.

It was proposed by Councillor John Davey and seconded by Councillor Janet Davey to accept the membership of the Halls Working Group as listed.

A vote was taken which was unanimous in favour.

**Resolved to accept the membership of the Halls Working Group as listed.**

**Town Clerk/Deputy Clerk, Community Halls Manager, Councillor J Eastman, Councillor M Johnston and Councillor John Davey.**

### **TC128/05/24 Subscriptions to Other Bodies**

It was confirmed that the Town Council subscribes to the following bodies:

- Avon Wildlife Trust – Friends of Weston Bigwood - £5.00 pcm
- NALC / Avon Local Council Administration - £3,081.91 pa
- Open Spaces Society - £45.00 pa
- Society of Local Council Clerks (Clerk & Deputy Clerk) - £682.00 pa
- South West Councils - £499.00 pa
- CPRE (The Countryside Charity) - £36.00 pa
- Severnnet Limited - £150.00 (tbc)
- Parish Councils Airport Association (PCAA) £95.00 pa (Deferred to Community Matters Committee for further information)

- Severn Estuary Vision (FOC)
- ICO £45.00 pa

It was proposed by Councillor D Gunnell and seconded by Councillor M Johnston that the annual subscriptions as detailed be approved.

A vote was taken which was unanimous in favour.

**RESOLVED: That the annual subscriptions as listed, be approved.**

- **Avon Wildlife Trust – Friends of Weston Bigwood - £5.00 pcm**
- **NALC / Avon Local Council Administration - £3,081.91 pa**
- **Open Spaces Society - £45.00 pa**
- **Society of Local Council Clerks (Clerk & Deputy Clerk) - £682.00 pa**
- **South West Councils - £499.00 pa**
- **CPRE (The Countryside Charity) - £36.00 pa**
- **Severnnet Limited - £150.00**
- **Parish Councils Airport Association (PCAA) £95.00 pa (Deferred to Community Matters Committee for further information)**
- **Severn Estuary Vision (FOC)**
- **ICO £45.00 pa**

#### **TC129/05/24 Appoint Councillors in representative roles**

It was proposed by Councillor D Gunnell and seconded by Councillor T Snaden that the following Member be appointed as representatives to the Gertie Gales & North Weston Allotments: Councillor J Eastman.

Councillor E Blackmore did not vote as she had declared a personal interest in the item.

A vote was taken: 9 for, 1 abstention. The motion was carried.

**Resolved that the following Member be appointed as representatives to the Gertie Gales & North Weston Allotments: Councillor J Eastman.**

It was proposed by Councillor M Dowling and seconded by Councillor John Davey that the following Members be appointed as representatives of the Town Council for the following organisations/roles:

To review appointments to representative roles as follows:

- Citizens Advice North Somerset: Councillor Janet Davey and Councillor Alan George.
- Nailsea & District Community Transport: Councillor M Dowling.
- North Somerset Water Safety & Coastal Advisory Group: Councillor D Gunnell and Councillor M Johnston
- Parish Wharf Winter Boat Storage: Councillor A George
- Fairtrade Portishead: Councillor M Dowling
- Lake Grounds Management Committee: Councillor Janet Davey, Councillor M Johnston, Councillor D Gunnell, Councillor T Snaden and Councillor M Dowling.
- Single Use Plastic Free Community Steering Group Councillor M Dowling
- Tourism & Heritage lead: Councillor Janet Davey, Councillor M Johnston and Councillor M Dowling.
- Twinning Association: Councillor Janet Davey

- Wellbeing Lead (local partnerships) + (wider partnerships / strategy) Councillor Janet Davey, Councillor E Blackmore and Councillor D Gunnell.
- Youth Centre: Councillor E Blackmore and Councillor John Davey.
- Brackenwood and Slade Road: Councillor R Whitfield, Councillor T Snaden and Councillor Janet Davey.
- SeverNet Business: Councillor B Cartwright and Councillor M Johnston
- Parish Councils Airport Association: Councillor M Dowling
- WASP (wheels & skate park): Councillor T Snaden
- Portishead Town Football Club: Councillor R Whitfield
- North Somerset Cycle Forum: Councillor M Johnston

A vote was taken which was unanimous in favour.

**RESOLVED: That the Council appoints the following representatives for each organisation.**

- **Citizens Advice North Somerset: Councillor Janet Davey and Councillor Alan George.**
- **Nailsea & District Community Transport: Councillor M Dowling.**
- **North Somerset Water Safety & Coastal Advisory Group: Councillor D Gunnell and Councillor M Johnston**
- **Parish Wharf Winter Boat Storage: Councillor A George**
- **Fairtrade Portishead: Councillor M Dowling**
- **Lake Grounds Management Committee: Councillor Janet Davey, Councillor M Johnston, Councillor D Gunnell, Councillor T Snaden and Councillor M Dowling.**
- **Single Use Plastic Free Community Steering Group Councillor M Dowling**
- **Tourism & Heritage lead: Councillor Janet Davey, Councillor M Johnston and Councillor M Dowling.**
- **Twinning Association: Councillor Janet Davey**
- **Wellbeing Lead (local partnerships) + (wider partnerships / strategy) Councillor Janet Davey, Councillor E Blackmore and Councillor D Gunnell.**
- **Youth Centre: Councillor E Blackmore and Councillor John Davey.**
- **Brackenwood and Slade Road: Councillor R Whitfield, Councillor T Snaden and Councillor Janet Davey.**
- **SeverNet Business: Councillor B Cartwright and Councillor M Johnston**
- **Parish Councils Airport Association: Councillor M Dowling**
- **WASP (wheels & skate park): Councillor T Snaden**
- **Portishead Town Football Club: Councillor R Whitfield**
- **North Somerset Cycle Forum: Councillor M Johnston**

**TC130/05/24 Town Council meetings 2024/25**

To consider and approve the schedule of Town Council meetings for 2024/25 attached.  
Members considered the schedule of Town Council meetings for 2024/2025.

It was noted that the Community Matters Committee meetings would be moved to Wednesday evenings, rather than Thursday evenings. An amended schedule would be circulated and published. It was proposed by Councillor B Cartwright and seconded by Councillor Janet Davey that the schedule of Town Council meetings for 2024/2025 with Community Matters Committee meetings to be moved to Wednesday evenings be approved and adopted.

A vote was taken which was unanimous in favour.

**RESOLVED: That the Council approves the schedule of Town Council meetings for 2024/2025**

Wed, 1 May 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 8 May 2024	Annual Town Council Meeting	Hybrid (Folk Hall / online)	19.30
Wed, 22 May 2024	Staffing & Finance	Hybrid (Folk Hall / online)	19.30
Thu, 30 May 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 5 Jun 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 19 Jun 2024	Town Council	Hybrid (Folk Hall / online)	19.30
Wed, 26 Jun 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 3 Jul 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 24 Jul 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 7 Aug 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 21 Aug 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 4 Sep 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 11 Sep 2024	Town Council	Hybrid (Folk Hall / online)	19.30
Wed, 18 Sep 2024	Staffing & Finance	Hybrid (Folk Hall / online)	19.30
Wed, 25 Sep 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 2 Oct 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 23 Oct 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 6 Nov 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 13 Nov 2024	Town Council	Hybrid (Folk Hall / online)	19.30
Wed, 20 Nov 2024	Staffing & Finance	Hybrid (Folk Hall / online)	19.30
Wed, 27 Nov 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 4 Dec 2024	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 11 Dec 2024	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 18 Dec 2024	Staffing & Finance	Hybrid (Folk Hall / online)	19.30
Wed, 8 Jan 2025	Town Council	Hybrid (Folk Hall / online)	19.30
Wed, 15 Jan 2025	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 22 Jan 2025	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 5 Feb 2025	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 19 Feb 2025	Staffing & Finance	Hybrid (Folk Hall / online)	19.30
Wed, 26 Feb 2025	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 5 Mar 2025	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 12 Mar 2025	Town Council	Hybrid (Folk Hall / online)	19.30
Wed, 26 Mar 2025	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 2 Apr 2025	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 23 Apr 2025	Community Matters	Hybrid (Folk Hall / online)	19.30
Wed, 7 May 2025	Planning Advisory	Hybrid (Folk Hall / online)	19.30
Wed, 14 May 2025	Annual Town Council Meeting	Hybrid (Folk Hall / online)	19.30
Wed, 28 May 2025	Community Matters	Hybrid (Folk Hall / online)	19.30

Wed, 11 June 2025	Staffing & Finance	Hybrid (Folk Hall / online)	19.30
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**2024 - Portishead Residents Annual Meeting to be held on Wednesday 15 May 2024 @ 19:30**  
**2025 - Portishead Residents Annual Meeting to be held on Wednesday 21 May 2025 @ 19:30**

**TC131/05/24 Cheque signatories and online banking authority:**

The current cheque signatories for online banking as well as cheque signing were confirmed as Councillor E Blackmore, Councillor J. Davey and Councillor D. Gunnell.

Two further cheque signatories were appointed, the Chairman Councillor R Whitfield and the Vice Chairman, Councillor M Johnston.

It was proposed by Councillor D Gunnell and seconded by Councillor Janet Davey that the following Councillors be appointed to authorise payments and sign cheques: Councillor E Blackmore, Councillor John Davey, Councillor D Gunnell, Councillor M Johnston and Councillor R Whitfield.

A vote was taken which was unanimous in favour.

**RESOLVED: that the following Councillors be appointed to authorise payments and sign cheques: Councillor E Blackmore, Councillor John Davey, Councillor D Gunnell, Councillor M Johnston and Councillor R Whitfield.**

**TC132/05/24 Council Policies and Procedures (Chairman)**

Members considered reviewing the Councils Policies and Procedures namely:

Standing Orders (Amended January 2022- no changes required)

Financial Regulations (Amended March 2022 – no changes required)

However, it was proposed by Councillor J Eastman and seconded by Councillor A George that the Standing Orders and Financial Regulations review be deferred to consider any changes.

A vote was taken which was unanimous in favour.

**RESOLVED: that the Standing Orders and Financial Regulations review be deferred to consider any changes.**

**TC133/05/24 Authorisation of the Town Clerk**

Members considered the authorisation of the Town Clerk to sign (and in his/her absence the Deputy Clerk), or where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.

It was proposed by Councillor A George and seconded by Councillor D Gunnell that the Town Clerk is authorised to sign (and in his/her absence the Deputy Clerk), or where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any matters contained in the Reports received at this meeting or in any future Resolution passed by the Council

**RESOLVED that that the Town Clerk is authorised to sign (and in his/her absence the Deputy Clerk), or where appropriate to have sealed on behalf of the Town Council any orders, deeds, or**

**documents necessary to give effect to any matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.**

**TC134/05/24 Public participation relating to meeting agenda items**

*The notes below are a precis of statements/questions. They are not recorded word for word.*

Portishead Resident 1

Stated that the Town Council should be taking over ownership and maintenance of the Wheels & Skate Park at the Lake Grounds. If the Council was not sure, the members of the Wheels & Skate Park Committee would find out.

Also wanted to put a special mention of thanks to Mr Ben Aldridge for his time on the Council, he was on many committees and he always put the town first. If it wasn't for him it is possible the Wheels & Skate Park would not have been delivered. Thanks to Ben and all the other Members on the WASP Committee.

With reference to the Minutes of 24<sup>th</sup> March 2024, Wyndham Way. Is this another reference to Old Mill Road if so, is the Council in collaboration with the prospective developers and what are the official plans? When will the members of the public be invited onto the working party? Have the Council had meetings regarding the Pay & Display and what are their views?

Finally TC107//03/2024 Contracts and Staffing Matters – What is the role of a Signposting & Referral Service Officer and how many full time staff does the Council have?

The Town Clerk responded that the Signposting and Referral Service Officer provided outreach work on Tuesdays and Fridays from the Library and Beacon Hub respectively. Providing information to residents of Portishead who are in need of help and support. The work is varied and can help someone in danger of committing suicide to someone who needs help with completing Personal Independent Payment (PIP) forms.

Portishead Resident 1 stated that this was a commendable service but suggested that the name of the Post be changed to Community & Referral Services Officer.

The Chairman confirmed that the 'Signposter' term was the term that was used in all the voluntary sector organisations they all 'signpost' to one another and they all call it signposting. It would put the Town Council 'out of sync' to call it something else.

The Chairman confirmed that the Wyndham Way area is the Old Mill Road site up to the Gordano Gate and back to Sainsbury's. It was in the North Somerset Councillors report and it was for notification that the development was still ongoing and being looked at. At the last meeting that took place, there were proposals for between 300 and 500 new homes and around 800 new jobs.

Portishead Resident 1 Stated that it was the Town Council seeking CIL money rather than thinking about the interests of the Town. There was no infrastructure for the Town to cope with the additional number of houses being proposed. He further stated that it would mean that Highdown School would have to be extended. He suggested that the name change was a way of hiding what was happening.

The Chairman confirmed that the development had been called the Wyndham Way development for some time as it was an area greater than just Old Mill Road. In the meeting he had attended that afternoon, they had been told that there was very little that would happen in the short term, the

next five years because at the moment commercial rent is better than redevelopment prices. It looks like it will be 5 to 10 years before anything starts in the Old Mill Road area.

Portishead Resident 1 stated that it had been a 2-phase plan. Phase 1 was the Old Mill Road area and Phase 2 was Homebase. He stated that the lease on the Phase 2 areas was due to end in 2025.

The Chairman confirmed again that it was unlikely that anything would take place in near future. There was an overarching plan in place to defend the Portishead Greenbelt and the Wyndham Way development was part of that. There is nothing underhanded, equally it is not a Town Council issue, it lies with the planning authority.

With reference to the working party, as soon as we are ready we will invite members of public to join the working party. We aim to bring forums with the public open.

Portishead Resident 1 asked whether all the members of the Town Council agreed with pay and display parking.

Councillor D Gunnell responded that the Town Council had witnessed the overwhelming response against the car parking charges and were writing a letter to reiterate how much the town was against any parking charges to North Somerset Council.

Portishead Resident 1 Asked whether the North Somerset Councillors would attend a public meeting.

The Chairman confirmed that they had all been asked to attend the next Portishead Residents Meeting the following week.

Mr Chris Clarke

At next weeks meeting would it be possible to put name badges on, clearly showing who you are when you are circulating.

With reference to the 'presentation' made for the grant funding, it seemed strange that the Town Council made an 'emotional' decision to give the funding, based on the presentation given. It would have been better if the presentation had been made at a different time and then the decision made without the presenter being in the room.

The Chairman confirmed that some kind of badges would be provided for the Town Councillors at the next Portishead Residents Meeting.

The Chairman further explained that the Town Council did not make an emotional decision. The grant applications are discussed at length before taking into consideration budgets and services to the community. The Town Council made a business decision to support a Community Organisation providing an essential service to the community of Portishead.

Councillor E Blackmore confirmed that it had been intended that the speaker would present at a previous committee meeting, unfortunately due to unforeseen circumstances he has to cancel at the last minute and present here tonight instead.

Councillor John Davey further confirmed that the Budget had been considered and the grant monies awarded were affordable.

Mr R Bull

Thanked Councillor R Whitfield for taking on the role of Chairman in a difficult situation.



Just to point out that the Chairman and Vice Chairman, according to standing orders are supposed to attend the Staffing & Finance Committee meetings.

With regard to the parking consultation – Nailsea have formally informed North Somerset Council that they do not wish to have any parking charges. It would have been good to see Portishead Town Council submit a formal letter indicating that Portishead does not want any parking charges.

Councillor Gunnell responded that the Town Council had submitted a strong objection to the parking charges and a 4,200+ petition had been submitted.

Mr P Maltby (Online)

Stated that he would have liked to attend the meeting but did not feel safe to do so in person.

**TC135/05/24 Minutes of the last meetings (Chairman)**

To consider and approve the minutes of the:

- 18.1 Full Council meeting held on 13<sup>th</sup> March 2024 and
- 18.2 Extraordinary Full Council meeting on 23<sup>rd</sup> April 2024

It was proposed by Councillor D Gunnell and seconded by Councillor A George that the Minutes of the Full Council meeting held on 13<sup>th</sup> March 2024 be approved and signed by the Chairman as a true and accurate recording of the meeting.

A vote was taken. Councillor Janet Davey abstained as she did not attend the meeting.

The vote was carried

**RESOLVED: that the Minutes of the Full Council meeting held on 13<sup>th</sup> March 2024 be approved and signed by the Chairman as a true and accurate recording of the meeting.**

It was proposed by Councillor A George and seconded by Councillor T Snaden that the minutes of the Extraordinary Full Council meeting on 23<sup>rd</sup> April 2024 be approved and signed by the Chairman as a true and accurate recording of the meetings.

A vote was taken. 2 abstentions, Councillor J Eastman and E Blackmore as they did not attend the meeting.

The vote was carried.

**RESOLVED that the Minutes of the Extraordinary Full Council meeting on 23<sup>rd</sup> April 2024 be approved and signed by the Chairman as a true and accurate recording of the meetings.**

**TC136/05/24 Nailsea Community District Transport**

Members received a short presentation from the Chairman of the Nailsea Community District Transport on the need for a grant from the Town Council.

Members considered a grant application from Nailsea Community District Transport to the value of £15,000 (fifteen thousand pounds). It was noted that the funds would help to provide a community transport service for the elderly and disabled within the northern half of North Somerset. Currently there are 132 vulnerable members in the parish of Portishead and there are 500 district transport members. It was further noted that the grant had been discussed by the Grants Working Party and Community Matters Committee on 25/04/24 and the recommendation was made to full Town Council to award the grant of £15,000.

It was proposed by Councillor B Cartwright and seconded by Councillor D Gunnell that Portishead Town Council award Nailsea District Community Transport grant funding of £15,000 (fifteen thousand pounds) to help run the community transport.

A vote was taken which was unanimous in favour.

**RESOLVED that Portishead Town Council awards Nailsea District Community Transport grant funding of £15,000 (fifteen thousand pounds).**

**TC137/05/24 Date of next Town Council Meeting**

It was noted that the date of the next Council meeting was Wednesday 19<sup>th</sup> June 2024.

**TC138/05/24 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 items 22 & 23 due to the items being confidential matters – contractual staffing costs, confidential staffing matters and contractual obligations.

It was proposed by Councillor D Gunnell and seconded by Councillor B Cartwright in accordance with the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press be excluded from the meeting.

A vote was taken which was unanimous in favour.

**RESOLVED: that members of the public and press be excluded from the meeting.**

Public session closed at (9.53pm)

**CONFIDENTIAL ITEMS**

The Chairman changed the order of the meeting.

The Lake Grounds Play Facilities Item was considered prior to the HR Review item.

**TC139/05/24 Lake Grounds play facilities maintenance and management**

Members received a verbal report on potential play facilities improvements for the Lake Grounds Play area.

Members noted that there were a number of improvements that would need to be carried out for Health and Safety requirements. It was agreed that further reports on specific facilities would be presented to the Council for discussion and decision in due course.

It was agreed that a Working Group, consisting of Councillors M Johnston, J Eastman, A George and B Cartwright be formed to assist with assessment of the facilities.

The Town Clerk and Deputy Town Clerk withdrew from the Council meeting prior to discussion on the HR Review item. They were not present for the discussion or decision.

**TC140/05/24 HR Review**

Members received a report sent under separate cover for Town Council Members only to consider a review of the Wellbeing Co-ordinator role which was a 2 year (24 month) project, funded by North Somerset Council.

It was acknowledged that this role was not a role that was vacant within the Town Council, it was a project that had been created by North Somerset Council.

The Members acknowledged that the post holder had done an amazing amount of work and the work done was of the highest standard.

Member considered however, that the Council was facing financial pressures which were not foreseen when the budget was agreed in January 2024.

Therefore, due to the unforeseen financial pressures, it was proposed by Councillor R Whitfield and seconded by Councillor T Snaden that when the 24-month term of Wellbeing Co-Ordinator funding from North Somerset Council came to an end, it would not be possible for the Town Council to provide a permanent role and the contract would end at the originally agreed 24 month period.

A vote was taken. Councillor Janet Davey abstained from the vote.

The vote was carried.

**RESOLVED: that when the 24-month term of Wellbeing Co-Ordinator funding from North Somerset Council came to an end, it would not be possible for the Town Council to provide a permanent role and the contract would end at the originally agreed 24 month period.**

The meeting closed at 10.30pm.

Signed, Chairman: .....

Dated: 19/06/24



**MINUTES OF AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL  
HELD ON WEDNESDAY 22<sup>nd</sup> MAY 2024 IN THE EVE WIGAN ROOM, THE FOLK  
HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR**

This was a hybrid meeting to enable community participation

**Members present:**

Councillor R Whitfield (Chairman)	Councillor M Johnston (Vice Chairman)
Councillor E Blackmore	Councillor Bob Cartwright
Councillor Janet Davey	Councillor Martin Dowling
Councillor J Eastman	Councillor David Gunnell
Councillor Mike Johnston	Councillor Tim Snaden (Arrived at 7.11pm)

**North Somerset Councillors Present:**

None

**Officers present:**

Mrs W Coulter-Woodman – Town Clerk (Clerk & minutes, *IT and cameras*)

**Members of the public present:**

There were no members of the public present in the meeting.  
One attended online.

**TC141/05/2024 Apologies for Absence**

Apologies for absence were received and accepted from Councillors John Davey and Alan George.

**TC142/05/2024 Declaration of Councillors' interests and requests for dispensations**

There were no declarations of interests or requests for dispensations from Members of the Town Council.

**TC143/05/2024 Approval of Tender Submission**

Members were asked to approve the recommendation of the Halls Refurbishment Working Group for the Tender Submission to appoint a Project Management Company a report and conclusions of the working Group were considered.

It was proposed by Councillor J Eastman and seconded by Councillor Janet Davey that the Council engage Bidder D as project manager for the halls repair project at a cost of £32,500 and that the Clerk be instructed to proceed accordingly and that day-to-day contact with bidder D and subsequent contractors be dealt with by the working group consisting of

- Town Clerk - Wendy Coulter-Woodman
- Halls Manager - Mike McDonald
- Cllr Jenie Eastman
- Cllr Mike Johnston
- Cllr John Davey

A vote was taken which was unanimous in favour.

**RESOLVED: That the Council engage Bidder D as project manager for the halls repair project at a cost of £32,500 and that the Clerk be instructed to proceed accordingly and that day-to-day contact with bidder D and subsequent contractors be dealt with by the working group consisting of**

- **Town Clerk - Wendy Coulter-Woodman**
- **Halls Manager - Mike McDonald**
- **Cllr Jenie Eastman**
- **Cllr Mike Johnston**
- **Cllr John Davey**

#### **TC144/05/2024 Parking Charges – Additional Submission**

Members were asked to approve an additional submission from the Council with regard to the recent Parking Charges Consultation issued by North Somerset Council.

Councillor R Whitfield withdrew from the meeting whilst the Portishead Town Council debated the motion.

Motion, proposed by Councillor D Gunnell and seconded by Councillor Janet Davey:

*“Portishead Town Council agrees that charging for parking both on street and in car parks does not benefit the residents, businesses or voluntary organisations, in fact these charges are damaging to the community fabric of Portishead.*

*We resolve to write to the chief executive and executive members of North Somerset Council expressing the shortsightedness of these plans and asking them to recognise the damage that these proposals would do to our town”.*

Councillor T Snaden joined the meeting.

A vote was taken to debate the motion. It was unanimous in favour.

The Members noted that a petition of over 4,700 against the car parking charges had been submitted to North Somerset Council. Councillor D Gunnell offered to draft a letter to send to North Somerset Council objecting to any car parking charges.

It was proposed by Councillor J Davey and seconded by Councillor B Cartwright that a letter be drafted, approved by all Town Council Members and then sent to North Somerset Council to express the shortsightedness of the proposals to charge for parking and ask them to recognise the damage that these proposals would do to Portishead.

A vote was taken which was unanimous in favour.

**RESOLVED: That a letter be drafted, approved by all Town Council Members and then sent to North Somerset Council to express the shortsightedness of the proposals to charge for parking and ask them to recognise the damage that these proposals would do to Portishead.**

#### **TC145/05/2024 Public Participation**

There were no members of the public present.

**TC146/05/24 Date of the next meeting**

The meeting noted the date of the next meeting of the Town Council - Wednesday 19<sup>th</sup> June 2024 at 7.30pm

Meeting closed at 19:17.

Signed, Chairman: .....

Dated: 19/06/24

# **Portishead Town Council**

*Internal Audit Report 2023-24 (Final update)*

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*Stuart J Pollard*

*Director  
Auditing Solutions Ltd*

## **Background**

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2023-24 financial year, during our two review visits to the Council's records for the year, which were undertaken on 18<sup>th</sup> January and 9<sup>th</sup> May 2024, together with work undertaken in advance of both visits at our offices. We thank the Clerk and her staff for assisting the process, providing all necessary documentation in hard copy or electronic format to facilitate completion of our review for the year.

## **Internal Audit Approach**

In undertaking our review this year, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

## **Overall Conclusions**

We are pleased to advise that, based on the work undertaken this year, officers continue to maintain adequate and effective internal control arrangements, although we again note the existence of a number of long-standing hall hire debts and urge that any potential further bookings from those hirers be refused until such time as the debts are settled. If there is no likelihood of recovery, the debts should be written off.

We have duly signed off the IA Certificate in the year's AGAR with positive assurances in each relevant area. We also take this opportunity to remind the Council of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.



# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas Omega accounting software to maintain its financial and management accounting information with a Unity Bank account in place for its day-to-day transactions, together with two accounts with Lloyds (Current & Deposit), supplemented by a further deposit with the Nationwide Building Society.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear therein. Consequently, we have: -

- Ensured that an appropriate cost centre and nominal account coding structure remains in place to facilitate preparation of periodic budget reports and the year-end Accounts and AGAR information;
- Ensured that the closing balances, as reported in the 2022-23 Accounts and AGAR have been brought forward accurately as opening balances for 2023-24 in the Omega Accounts;
- Verified four months' transactions on the Lloyds & Unity Trust Current accounts (April, August & December 2023, plus March 2024) by reference to supporting bank statements;
- Verified the year's transactions on the Nationwide account; and
- Verified the content of the resultant Omega month-end bank reconciliations for each of the above months on the respective accounts; and
- Ensured the accurate disclosure of the combined cash and bank account balances in the year's AGAR at Section 2, Box 8.

We note from our review of minutes that bank reconciliations prepared at each month-end are presented to Council and are signed off accordingly in line with the adopted Financial Regulations (FRs – para 2.2 refers).

### *Conclusions*

*We are pleased to record that no concerns have been identified in relation to the maintenance of the accounting records this year.*

## Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and Code of Practice and that, as far as we can reasonably be expected to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the SOs and FRs have been reviewed and re-adopted during 2023-24, both documents being broadly in line with the NALC model documents and making appropriate reference to the extant Contract Regulations (see above comment and recommendation in relation to para 2.2 of the adopted FRs). We understand that NALC have finally issued the long-awaited revised Financial Regulations: as a service to our clients, we will be sending a copy to all urging that they review and update accordingly their existing documentation: we attach an advance copy.

We have extended our review of the Council's and Standing Committees' minutes, examining those posted on the Council website and kindly provided by the Clerk for the financial year to ensure that no issues exist or may be being considered by the Council that may have an adverse effect, through litigation or other causes, on the Council's future financial stability.

We are pleased to note that the external auditors signed-off the 2022-23 AGAR with no issues recorded, also noting appropriate publication of the legally required "Notice of Public Rights" for 2022-23 for the requisite 30 working days.

### ***Conclusions***

***We are pleased to record that no issues arise in this area warranting formal comment or recommendation this year. We shall continue to monitor the Council's approach to governance issues at future visits, also continuing our review of minutes.***

## **Review of Expenditure & VAT**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Appropriate documentation supports payments, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense analysis has been applied in the spreadsheet cashbooks to invoices when processed; and
- VAT has been appropriately identified and recorded appropriately for periodic recovery.

Last year we discussed with the RFO the procedures in place for processing purchase invoices and the physical release of payments, noting use of internet banking following the move to Unity bank. We note that they continue in operation and considered them appropriate with the RFO setting up the payments and two councillors effectively going "on-line" and releasing them.

To ensure compliance with the above anticipated controls, we have selected a sample of 69 individual payments processed during the financial year, including all those payments individually in excess of £2,500 plus every 35<sup>th</sup> payment processed and recorded in the Omega cashbooks including two NNDR accounts for the Council's halls, those payments being processed monthly during the year. Our test sample totals £530,050 and equates to 65% by value of non-pay related payments processed during the year.

We note that VAT reclaims continue to be prepared and submitted to HMRC quarterly and have ensured recovery of the final 2022-23 quarterly reclaim and the three for the current financial year to 31<sup>st</sup> December 2023 by reference to the Omega control account. We note that the final quarter's reclaim has been prepared and submitted to HMRC on 30<sup>th</sup> April 2024 and have agreed the value to the Omega control account.

### ***Conclusions and recommendation***

*We are pleased to record that no issues arise in this area this year. We also suggested at our interim review that, to ensure each and every payment is appropriately supported by relevant documentation, where grant payments are processed, a suitably designed schedule is prepared identifying the payee, amount payable and cross-reference to the approving minute.*

*R1. To ensure that all grant payments are appropriately supported, a schedule(s) of the grants to be paid is prepared identifying the payee, amount being paid and reference to the relevant approving minute. We are pleased to note that suitable schedules are now being prepared.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

The Council has again arranged insurance cover through BHIB as part of a 3-year deal: we have reviewed the 2023-24 policy schedule accordingly noting that Employer's and Public Liability cover remain in place at £10 million, together with Fidelity Guarantee cover at £1 million with "Loss of Revenue" cover set at £96,000. We also note that detailed insurance cover is in place for the Council's various premises and equipment and consider cover appropriate for the Council's present requirements.

We note that the Council's Corporate Risk Register has been reviewed during the year and been re-adopted in January 2024. We have reviewed the resultant document considering it appropriate for the Council's ongoing requirements.

We again note that an annual review of play areas is undertaken by RoSPA, supplemented with fortnightly checks by a local company who have appropriate qualifications and provide reports which are filed and acted on accordingly.

### **Conclusions**

*We are pleased to record that no issues arise in this area this year.*

## **Budgetary Control & Reserves**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of annual precept to be drawn down; also, that an effective reporting and monitoring process is in place. Additionally, we aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that, following due deliberation, members determined their budgetary and, precept requirements for 2024-25 at the January 2024 full Council meeting setting the latter at £936,036.

We are pleased to note that members continue to receive regular budget performance reports based on the Omega information and have reviewed the final year-end outturn: we are pleased to note that

no significant unexplained / unanticipated variances exist also noting that overall, the year's income equated to 115% of the approved budget and expenditure 97%.

We have also considered the ongoing appropriateness of the level of retained reserves noting that they have increased to £759,143 (£727,084 at 31<sup>st</sup> March 2023). Of that total, earmarked reserves (EMRs) have further reduced to £152,746 (£247,216 at the prior year-end). The residual General Reserve balance of £606,427 (£479,868 at the prior year-end equates to approximately 7 months' revenue spending at the 2023-24 level and sits comfortably within the generally accepted level of between 3 and 12 months' such expenditure.

### **Conclusions**

*No issues arise in this area warranting formal comment or recommendation this year.*

## **Review of Income**

We aim in this area of our review to ensure that income due to the Council is identified, recovered and banked within a reasonable time period noting that the Council has relatively limited sources of income, primarily arising from the precept, hire fees at the three halls, coinage from the public WCs, plus bank interest and allotment rent payable by the Allotment Association for the sites they run on behalf of the Council.

**Hall bookings:** the Council uses the Rialtas hall booking package to manage hall bookings: we have obtained detail of bookings in the three halls for the two weeks commencing Monday 11<sup>th</sup> September 2023 ensuring that invoices have been raised at the correct approved fee rate for each booking and reviewing the Sales Ledger to ensure that payment has been received in a timely manner.

**Public WCs:** we note that coin boxes have been emptied periodically during the course of the year, although, due to vandalism, they were actually closed for the last few weeks of the financial year and start of 2024-25. Last year we discussed the procedures in place for collecting cash takings from the door coin operated public WCs and considered them sound. Consequently, no issues arise in this area.

**Outstanding debts:** as indicated above, the Council invoices hall hirers using the Omega booking software with separate Sales Ledgers in use for each of the three halls: we have again examined the status of the "Sales Ledger – unpaid invoices by date" reports as at 31<sup>st</sup> March 2024 and the date of this final review visit. In doing so, we have noted the following debts of over three months standing at the financial year-end (i.e. issued prior to 31<sup>st</sup> December 2023) for each hall: -

- **Folk Hall:** 8 debts with 2 dating back to March & May 2022, of which we note 1 has been settled to date, together with 3 recorded "unmatched" credits;
- **Redcliffe Hall:** 9 debts, 4 of which for one hirer date back to 2021, none of which have been settled;
- **North Weston Hall:** 6 debts of none which have been settled.

We understand that the Hall Manager has been actively pursuing these debts and urge that, no further bookings be accepted from those clients until their debts are settled. Where recovery is unlikely, as seems probable, consideration should be given to their submission to Council for a decision on whether to pursue them through the Small Claims Court or approval of their formal write-off.

We have also examined the Omega detailed transaction reports of income arising in the financial year to determine, as far as we are reasonably able, whether all income due has been received, coded appropriately and banked within a reasonable period with no issues identified.

### ***Conclusions and recommendation***

***As highlighted previously, positive action is required to determine the action to be taken in relation to the remaining long-standing debts, either implementing recovery through direct settlement, a phased recovery agreement, submission to the Small Claims Court or submission to Council for formal write-off approval where the debts are deemed irrecoverable. We shall undertake further work on the Council's income streams at our final review visit.***

*R2. Whilst acknowledging the positive action being taken to pursue the few long-standing debts, we again urge that positive action is taken to clear the relatively few long-standing debts through effective recovery wherever practicable or submission to the Council for formal write-off.*

## **Petty Cash Account**

We are required, as part of the IA Certification process in the AGAR, to consider the controls in place over the operation of any petty cash account in use. We note that the Office Manager is maintaining a spreadsheet record of petty cash transactions with periodic balancing of the physical cash held to that record.

At our interim visit, we reviewed the most recent month's transactions ensuring that each payment on the spreadsheet control record was supported by an appropriate invoice or till receipt. As last year, we again noted that, whilst the monthly spreadsheet records identify any recoverable VAT, that detail is not reflected in the Omega petty cash account records: whilst the amount involved is not significant, the Council is entitled to recover such VAT.

We also checked and agreed the physical cash holding, together with unreimbursed petty cash vouchers at the time of that review visit to the underlying records with no issues identified.

### ***Conclusions and recommendation***

***Whilst no significant issues of concern have been identified in this area, we again urge that, when posting petty cash expenditure in the Omega accounts, all VAT expended is identified for inclusion in the quarterly VAT reclaims.***

*R3. All VAT expended through the petty cash account, however limited, should be appropriately identified and recorded in the Omega petty cash account cashbook for recovery with the quarterly reclaims submitted to HMRC.*

## **Review of Staff Salaries**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC in relation to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme.

The RFO has kindly provided detail of staff in post, including their NJC spinal pay point and basic weekly working hours, together with, for October and November 2023, copies of each month's payslips for each employee. We have specifically selected these two months for review as the 2023-24 national pay award, together with arrears backdated to 1<sup>st</sup> April 2023, has been processed in November 2023.

Consequently, we have: -

- Verified the gross salary payments made to all staff in post for both months, agreeing detail to the above record;
- Ensured that appropriate tax and NI deductions / contributions have been applied by reference to relevant HMRC & NI deduction tables;
- Checked that the correct pension contribution percentages have been applied, based on the nationally agreed LGPS salary bandings, for those staff contributing to the scheme;
- Ensured the correct net pay salaries for November 2023 have been physically paid to individuals based on their payslips; and
- Ensured the accuracy of payments made to HMRC and the Pension Fund Administrators again in relation to the November 2023 salary deductions / contributions.

### **Conclusions**

*We are pleased to record that no issues have been identified in this area of our review process warranting formal comment or recommendation.*

## **Fixed Asset Registers**

“The Practitioner’s Guide” requires councils to maintain a record of all assets owned. We are again pleased to note compliance with this requirement with detail now recorded in the RBS Rialtas software asset register. We have reviewed the content of that asset register for 2023-24 noting the appropriate inclusion of newly acquired assets during the financial year, with the total value to be disclosed in the year’s AGAR at Section 2, Box 9 duly agreed.

### **Conclusions**

*No issues arise in this area warranting formal comment or recommendation.*

## **Investments and Loans**

The Council has previously placed surplus funds in short-term “Bonds/Term deposits” with various banking institutions. We have examined detail of transactions in the financial year, also ensuring the appropriate receipt and recording of any gross interest earned. As above, we note closure of the two Monmouth Building Society accounts in February 2023 and Council approval to place £100,000 on deposit with the CCLA Deposit Fund, which action had not taken place prior to the financial year-end.

We have also previously noted that the Council adopted a formal Investment Policy, as required by statute from 1<sup>st</sup> April 2018 for all councils with funds in excess of £100,000: the content of which we have reviewed and considered appropriate for the Council’s present requirements.

The Council has no loans in place either repayable by or to it.

***Conclusions***

***No issues arise warranting formal comment or recommendation in this area.***

## **Statement of Accounts and AGAR**

The Council's year-end Statement of Accounts, including the Balance Sheet and Income and Expenditure Account are generated automatically by the Rialtas Omega accounts, together with financial detail for inclusion at Section 2 of the year's AGAR.

As part of our overall review of the Council's accounting transactions, we have, on a sample basis, verified the accuracy of the recording of transactions in the accounting software and consequently for reporting in the year's AGAR and are satisfied that the AGAR accurately reflects the year's transaction detail.

***Conclusions***

***No issues arise in this area and we have duly signed off the IA Certificate in the AGAR assigning positive assurances in each relevant area.***

Rec. No	Recommendation	Response
<b>Review of Expenditure &amp; VAT</b>		
R1	To ensure that all grant payments are appropriately supported, a schedule(s) of the grants to be paid is prepared identifying the payee, amount being paid and reference to the relevant approving minute.	<i>We are pleased to note that suitable schedules are now being prepared.</i>
<b>Review of Income</b>		
R2	Whilst acknowledging the positive action being taken to pursue the few long-standing debts, we again urge that positive action is taken to clear the relatively few long-standing debts through effective recovery wherever practicable or submission to the Council for formal write-off.	
<b>Petty Cash Account</b>		
R3	All VAT expended through the petty cash account, however limited, should be appropriately identified and recorded in the Omega petty cash account cashbook for recovery with the quarterly reclaims submitted to HMRC.	



# Annual Internal Audit Report 2023/24

Portishead Town Council

www.portishead.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

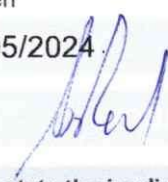
18/01/2024

09/05/2024

Name of person who carried out the internal audit

SJ Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

09/05/2024

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

**Portishead Town Council 2023-24**

**Income and Expenditure Account for Year Ended 31st March 2024**

31st March 2023		31st March 2024
	<b>Operating Income</b>	
863,100	Administration	896,235
17,739	Folk Hall	25,944
6,389	North Weston Village Hall	8,726
12,832	Redcliffe Bay Hall	15,513
1,196	Wyndham Way Toilets	480
240	Beach Hill Allotments	260
800	North Weston Allotments	800
1,668	Gertie Gales Allotments	1,668
98,750	Skate Parks	143,685
0	Play areas	15,986
1,757	Town Events	1,200
27,756	Community Hub	0
1,055	Tea & Tech	323
19,633	Lake Grounds	0
0	Health & Wellbeing (PWP)	2,072
58,000	Wellbeing Co-Ordinator	0
<b>1,110,916</b>	<b>Total Income</b>	<b>1,112,893</b>
	<b>Running Costs</b>	
418,875	Staff Costs	401,137
65,544	Administration	78,597
28,420	Folk Hall	26,258
10,130	North Weston Village Hall	5,487
10,947	Redcliffe Bay Hall	9,096
11,071	Wyndham Way Toilets	10,583
137,171	Grants	115,753
745	Beach Hill Allotments	124
1,140	North Weston Allotments	0
300	Gertie Gales Allotments	0
179,854	Skate Parks	159,638
45,569	Play areas	18,815
6,990	Bins	6,346
2,364	Street Lights	2,640
2,038	Bus Shelters	1,370
1,228	Benches/Street Furniture	1,524
0	Noticeboards	109
30,996	Trees & Outdoor Environment	29,492
132	Signs	0
0	Highways	4,750
34,524	Parking Enforcement Officer	31,843
0	PTFC	6,471
0	Folk Hall Carpark	5,835
11,053	Youth Centre	2,818
32,521	Neighbourhood & Local Plan	12,115
22,802	Town Events	18,137
46,156	Community Hub	0
396	Tea & Tech	490
55,658	Lake Grounds	16,675
15,379	Health & Wellbeing (PWP)	44,115
300	Economy & Tourism	0
8,981	Communications	3,877
11,138	CCTV	36,876
10,885	Wellbeing Co-Ordinator	29,863
<b>1,203,305</b>	<b>Total Expenditure</b>	<b>1,080,833</b>

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**Portishead Town Council 2023-24**

**Income and Expenditure Account for Year Ended 31st March 2024**

---

31st March 2023		31st March 2024
	<b>General Fund Analysis</b>	
408,114	Opening Balance	479,868
1,110,916	Plus : Income for Year	1,112,893
<hr/>		<hr/>
1,519,031		1,592,760
1,203,305	Less : Expenditure for Year	1,080,833
<hr/>		<hr/>
315,726		511,927
(164,142)	Transfers TO / FROM Reserves	(94,500)
<hr/>		<hr/>
<b>479,868</b>	<b>Closing Balance</b>	<b>606,427</b>
<hr/>		<hr/>

## Bank reconciliation - Portishead Town Council

This reconciliation should include all bank and building society accounts, including short term investment accounts.

It must agree to Box 8 in the column headed "Year ending 31 March 2024" in the Accounting Statements of the AGAR - and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 2024

Prepared by (Name and Role):

Date: 14th May 2024

	£	£
<b>Balance per bank statements as at 31/3/24</b>		
Lloyds 4460	166,878.0	
Lloyds 5268	431,124.1	
Unity Trust bank	87,986.7	
[add more accounts if necessary] Nationwide	<u>110,337.3</u>	
		796,326.1
Petty cash float (if applicable)		53.6
		<hr/>
<b>Net balances as at 31/3/23</b>		<u><u>796,380</u></u>
What is the figure in Box 8 in the Accounting Statement?		<input type="text" value="796,380.0"/>
Does the bank reconciliation above agree to Box 8?		Yes

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Portishead Town Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

Portishead Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	819,472	727,084	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	820,863	866,700	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	290,053	246,193	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	416,867	432,355	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	786,437	648,479	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5)
7. (=) Balances carried forward	727,084	759,143	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	845,649	796,380	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,026,802	2,049,757	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Reachel - b/c*

Date

*14 / 5 / 24*

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Smaller authority name: **Portishead Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement: 20<sup>th</sup> June 2024</b></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</b></p> <p>(b) R Johnson, RFO, email: <a href="mailto:finance@portishead.gov.uk">finance@portishead.gov.uk</a></p> <p>(c) commencing on (c) Monday 24<sup>th</sup> June 2024</p> <p>and ending on (d) Friday 2<sup>nd</sup> August 2024</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL (councilaudits@bdo.co.uk)</b></p> <p><b>5. This announcement is made by (e) R Johnson, RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



# PORTISHEAD TOWN COUNCIL

## Portishead Lake Grounds Play Area Safety Surface

**Produced For:** Town Council 19/06/24

**Date of Report:** 04/06/24

**Summary of Key Issues:** Expenditure for improvements at Lake Grounds Play Area

**Purpose of the Report:** To consider improvements to safety surface and equipment at Portishead Lake Grounds play area.

**Background:** Portishead Town Council took over the lease of Portishead Lake Grounds play area 28/07/22 following an Extraordinary Town Council meeting (under Minute #TC22.290). General maintenance work and replacement parts are ongoing as the site is in frequent use with high volumes of visitors during children's school holidays and weekends. During early 2023 the Town Council received grant funding from North Somerset Council for the provision of improvements, which predominantly included accessible equipment. At the Town Council meeting on 08/05/24 members received a verbal report on the condition of the safety surfaces and proposals to improve the surfaces. A Play Area Working Party was formed consisting of Councillors Johnston, Eastman, Cartwright and George. Available members (Johnston, Eastman and George) met on site with the Deputy Clerk and Matta Products on 31/05/24 to discuss options to combat trip hazards, safety landing areas and improve the access to equipment.

### Proposal for

To Supply & install Safety Matta™ in Natural Green around the Lake Grounds Play Area.

#### Embankment area

Triangle in front of bench  
Trampoline pathway  
Section in front of Net climber and Slide  
Back of Mound  
In-between Slide and Mound  
In-between Slide and Steps  
Soil and waste



Total £7256.00 plus VAT

#### Junior Play Area

During the group site meeting it was agreed to add some grey tiles to improve the base of bench. Surface the Multi Unit, Rodeo Springy, Gym cluster and Trim Trail.

Total cost revised to £11614.50.00 plus VAT



As discussed I can offer a large discount if all ordered as a 'job lot'.

**This price would be £16,969.50 plus VAT**

**This gives a discount of £1901.00**

It should be noted that:

1. the Working Party are debating whether to remove tree roots that are currently causing a trip hazard in front of the seat by the Proludic Junior Climber and Rowing Machine/Bike.
2. the Town Council has received a quote to replace the top section of the Gyrospira (only post is in situ) – parts @ £3759.80, fitting @ £375.00, Matta™ tiles £3300 + VAT. To date, the Working Party did not have costs for providing safety surface at this location – costs requested -TBC.

**Financial Implications:** £16,969.50 + VAT for new improved Matta safety surfacing.

**Legal & Policy Implications:** The Town Council has the following powers:

- Local Government (Misc. Provisions Act 1976, s.19)
- Public Health Acts Amendment Act 1890, s.44
- Public Health Act 1936, s.164

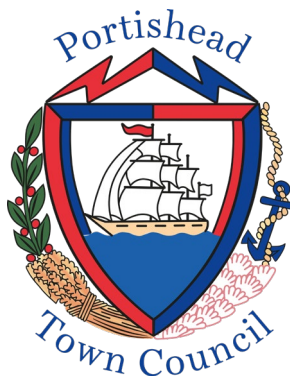
Matta™ is a specialist supplier offering 10 years guarantee on the product if fitted directly. Consequently, no other quotes have been sought.

**Recommendation:** to accept the quote direct from the Matta supplier and approve expenditure £16,969.50 + VAT to improve safety surface.

**Note:**

The person to contact about this report is Sharon Sherborne

**Appendix - NA**



## 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](http://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](mailto: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

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

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

- |                          |  |
|--------------------------|--|
| <b>Strategic Grants*</b> | - Requests for <b>more than £10,000</b> 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

<b>Name of group / organisation*</b>			
<b>Contact Name*</b>			
<b>Contact (postal) address</b>			
<b>Position/ role in group/ organisation*</b>			
<b>Contact telephone number*</b>		<b>Contact e-mail address*</b>	
<b>Group/ organisation social media account/ website details (if applicable)</b>			
<b>Is your group/ organisation newly formed? (less than 1 year)</b>	Yes <input type="checkbox"/>	<b>How long has your group been operating?</b>	
	No <input type="checkbox"/>		
<b>Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)</b>			
<p><b>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.</b></p>			

## 2. PROJECT/ ACTIVITY/ EVENT INFORMATION

<b>What is the amount of grant requested from Portishead Town Council?</b>	<i>(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below)</i> £
<b>What is the name/ title of the project/ activity/ event?</b>	

Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)						
Sources of other funding including details of other grants or awards applied for or gained in relation to stated project/activity/event.						
How would a PTC Grant Award make a difference to your group/ organisation and its members?						
How will the people and communities of Portishead benefit from this project/ activity/ event?	<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>					
Approximately how many people usually attend your sessions and approximately how many of these are Portishead residents?						
Future sustainable plans – provide details on your plans to financially support future years.						
Does your group have a safeguarding policy in place?	<table border="1"> <tr> <td>Yes <input type="checkbox"/></td> <td rowspan="2">If yes, what was the date this was last reviewed?</td> </tr> <tr> <td>No <input type="checkbox"/></td> </tr> <tr> <td colspan="2">If No, please explain why not</td> </tr> </table>	Yes <input type="checkbox"/>	If yes, what was the date this was last reviewed?	No <input type="checkbox"/>	If No, please explain why not	
Yes <input type="checkbox"/>	If yes, what was the date this was last reviewed?					
No <input type="checkbox"/>						
If No, please explain why not						
Are all staff/volunteers working with children and vulnerable adults DBS checked?	<table border="1"> <tr> <td>Yes <input type="checkbox"/></td> </tr> <tr> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
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 <b>must be SPENT</b> within 1 year of the grant award date)</i>					

**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?	<table border="1"> <tr> <td>Yes <input type="checkbox"/></td> </tr> <tr> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, how many people are on it? If No, please contact the Council staff	
Yes <input type="checkbox"/>					
No <input type="checkbox"/>					
Have you received a grant from this Council previously?	<table border="1"> <tr> <td>Yes <input type="checkbox"/></td> </tr> <tr> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, for how much and what was it for?	
Yes <input type="checkbox"/>					
No <input type="checkbox"/>					

What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	£
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 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 <b>Yes</b> , please attach a copy to your application. If <b>No</b> , please contact the Council staff
What is your charity number or other community group registration?	(Please insert N/A if not applicable):	

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
<b>TOTAL COST</b>	£	

**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 <b>Yes</b> , please provide the last 12 months of Minutes (Attach copies to your application) If <b>No</b> , 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 <b>Yes</b> , please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If <b>No</b> , please contact the Council staff
<b>Please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)</b>		

## 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*

Date:

Signature:

Print name:

Position in Organisation:

## 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](mailto: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](http://www.portishead.gov.uk/Community-Grants)

**Portishead Town Council looks forward to receiving your application!**



# PORTISHEAD TOWN COUNCIL

## Use of Community Halls as Community Emergency Shelters

**Produced For:** Town Council

**Date of Report:** 14<sup>th</sup> May 2024

### Summary of Key Issues:

Registration PTC Community Halls under the Community Emergency Shelter Scheme.

### Purpose of the Report:

To consider registering PTC's Community Halls as Community Emergency Shelters.

### Current Situation:

North Somerset Council has plans in place to provide temporary shelter for those displaced by an emergency incident, utilising community buildings such as leisure centres and village halls, but we are always looking for more local venues, which are familiar to residents to increase community resilience.

The Community Emergency Shelter scheme ensures residents have a safe place to go if evacuated in an emergency until alternative arrangements can be made.

At present there are four venues registered in Portishead: Parish Wharf, Portishead Methodist Church, Avon Way Hall and Redcliffe Methodist Church.

Our three halls meet the criteria for registration, and doing so would offer further resilience to the community in the event of an emergency incident.

### Financial Implications:

North Somerset Council undertake to cover all costs associated with the venues use as a Community Emergency Shelter. They further state that they will seek to work around any activities you may have and if any activities are interrupted, they will seek to find an alternative venue for any groups due to use that hall. NSC's insurance covers the activity and use of the halls for this purpose.

As such the proposal should have no financial implications on PTC.

### Legal & Policy Implications:

Nil.

### Recommendation:

That PTC's 3 community halls are registered with North Somerset Council as Community Emergency Shelters.



**Note:**

The person to contact about this report is Mike McDonald, Community Halls Manager



# PORTISHEAD TOWN COUNCIL

## Proposal to Replace Folk Hall Lift Essential Maintenance

**Produced For:** Town Council

**Date of Report:** 5<sup>th</sup> June 2024

### Summary of Key Issues:

To undertake essential maintenance on the lift at the Folk Hall.

### Purpose of the Report:

To request the release of funds to complete essential maintenance on the lift.

### Current Situation:

The lift at the Folk Hall is regularly serviced and inspected in line with current legal requirements; during the most recent inspection several issues were identified which need to be rectified:

- The existing 'shaft lights' have failed and need to be replaced with modern LED units.
- The bottom of the lift shaft sits beneath the water table in the area, leading to water entering the lift shaft. This water is normally automatically pumped out by a 'sump pump' located at the lowest point of the shaft, however this pump has failed and needs to be replaced; at present the bottom of the shaft, including much of the supporting steel structure, is covered by a small layer of water.
- There is no "autodialler" installed on the lift; if someone gets stuck in the lift when the building is otherwise empty they have no way to call for help (there is no mobile phone signal in the lift car)
- The internal lighting in the lift itself is very dim and needs improvement.

### Financial Implications:

Quotes were requested from six companies (two from the Bristol area, and four with national coverage, including our existing lift inspection company) to undertake the required maintenance. Four quotes were provided, however one (from our service company) was excluded as they were unable to complete all elements of the work required.

Quote A - £3,407

Quote B - £5,209.22

Quote C - £3,772.74

All prices are exclusive of VAT.

### Legal & Policy Implications:

The shaft lights and autodialler are effective requirements under relevant Health and Safety Legislation.

Continued exposure of the lift support structure to water in the lift shaft could lead to corrosion and to the lift being condemned and needing replacement.

Given the age of the lift itself it is extremely likely the lighting no longer has a functional emergency battery backup in the event of a power outage, a legal requirement.

**Recommendation:**

That this essential maintenance to the lift is completed under quote A, to a maximum value of £4,000 ex VAT, to include an allowance for unforeseen contingencies or price rises.

**Notes:** The person to contact about this report is Mike McDonald, Community Halls Manager

# Parish Councils Airport Association

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**Chair:** Louise Leeder,  
Tel: 01275 332825  
email: louise.leeder@googlemail.com  
**Secretary:** Tony Jay  
Tel: 07859 911204  
email: secretary@pcaa.org.uk

## Aims and Objectives

Of this Parish Councils Airport Association  
As agreed on 17.10.01 (Minor amendments agreed 25.01.24)

1. To minimise the adverse effects the operation of Bristol International Airport has on residents of communities in the region, and on the wider environment, whilst recognizing that the airport brings some benefits to the region.
2. To provide a forum for the discussion of all aspects of activities at the airport for all affected parishes.
3. To maintain effective communication with senior management at the airport with a view to minimising the adverse impact of the airport's activities on local communities.
4. To recognize and support proper complaints brought by residents regarding either the environmental aspects or the operational impact on the surrounding area.
5. To monitor proposed developments at the airport, collating views of Parish councils in planning or other matters, seeking inclusion of appropriate planning conditions, and making representations to all the relevant regulatory bodies.
6. Monitoring developments at the airport to see that work is carried out in accordance with planning approval.
7. To monitor noise and air pollution levels and other environmental statistics
8. To keep up to date with research and published material on airports and comment on them as appropriate
9. To respond to the needs of particular Parish Councils or the wider community on issues or matters of concern caused by the airport operations.
10. To work with Bristol Airport, the Airport Consultative Committee, the Bristol Airport Transport Forum and the Airport Surface Access Steering Group, to achieve the aims of the PCAA.

## **History and aims of the Parish Councils Airport Association**

### **History:**

On 30<sup>th</sup> April, 1971 the inaugural meeting of the Parish Councils (Airport) Committee was held in Wroughton and attended by delegates from Wroughton, Cleeve, Backwell, Blagdon, Winford, Congresbury and Shipham/Winscombe, Yatton's representative being unable to attend that evening.

Barrow Gurney joined later that year, attending a meeting on 1<sup>st</sup> December.

Three issues which led to the Committee's formation were:

1. Concern about aircraft noise – particularly at night.
2. Opposition to the extension of the existing airport facilities, and any extension of the main runway across the A38.
3. Operation (Finance and Control)

Subsequently, the Committee's name was changed to the Local Councils (Airport) Committee. Members, apart from the above, included Burrington, Butcombe, Chew Magna, Dundry, Long Ashton, Locking, Kingston Seymour, Nempnett Thrubwell, Loxton and Tickenham.

At a meeting on 28<sup>th</sup> September 1989, the Local Councils (Airport) Committee agreed to change its name to the Parish Councils Airport Association in order to encompass groups such as the Parish Councils' airport action committees.

### **Present-day:**

Since 1971 a number of additional factors have arisen which are of concern to Parishes affected in varying degrees by the Airport, such as:

- Road Traffic to and from the Airport.
- The expansion of Airport-related activities into Green Belt land.
- The expansion of marginally Airport-related activities at the Airport.
- Air and light pollution.
- The impact of carbon emissions.
- The impact on the environment.
- Biodiversity.
- Consultative Committee: Whilst the Parish Councils have regained one of the five places lost following a review by airport management, they represent a small minority voice for local people and the environment on the committee.

Approved 17.10.2001 (revisions agreed 25.01.2024)



# PORTISHEAD TOWN COUNCIL

## Portishead Town Council Climate Emergency Resolution To be adopted June 19<sup>th</sup> 2024

**Produced For:** Full Council 19<sup>th</sup> June 2024

**Date of Report:** 22.05.24

### Summary of Key Issues:

To provide background data in order for Portishead Town Council to declare a Climate Emergency.

### Background:

Most of the climate emergency declarations were done in 2019. Portishead never declared.

By making this declaration, PTC is are making a public stance that should enable PTC to engage the community, and seek out funding to undertake mitigation & adaption measures for the town.

Why do we need to do this: [Climate Change Committee Video \(2022\)](#)

Data has been gathered about the carbon footprint for Portishead. (See end of report)

### The Declaration:

Portishead Town Council:

1. Declares a Climate Emergency.
2. Pledges to do whatever is in its power to reduce the impact of Portishead's emissions, taking into account both production and consumption emissions.
3. Will, as a first step, initiate and support a Climate Working Group comprising of Councillors to work with residents, investigating local responses and make recommendations for actions to Council.
4. Will work with North Somerset Council, other local authorities, neighbouring local councils, appropriate government departments and other organisations to create a Climate Action Plan for Portishead. This will be based on established data available.
5. Will place this issue on Council's Committee agendas to regularly review the Climate Action Plan.
6. On a regular basis will consider and take action on recommendations to address this emergency.
7. Provide adequate staff time, and leadership, to prepare a report within six months to establish how Portishead Town Council, can sufficiently reduce carbon emissions through the most impactful way, based on the data available for the town.
8. To develop a list of key performance indicators to measure the progress and impact of all measures taken.

### Summary of the data:

(PM's own words, based on the data)

- The per-person carbon footprint is showing as worse for Portishead than either Clevedon or Frome.
- The per-person carbon footprint is worse in wards, North, East and West, with the worst overall one being East Ward.

- East Ward is showing considerably over the local authority average, England Average, and Similar areas in the use of Vans.

**Financial Implications:** None to the council specifically, but as a result of making the declaration, external funding opportunities may open up.

**Legal & Policy Implications:**

New Policy documents may be created or become more visible as a result of the Converted Actions.

**Note:** The person to contact about this report is L. Sargent (Programme, Carbon Reduction & Wellbeing Manager)

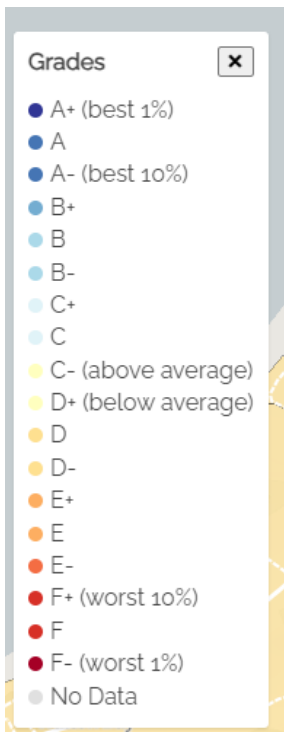
**Climate Data For Portishead.** Screen shots taken on 22.05.24

**Source:** Place Based Calculator (PBCC). <https://www.carbon.place/#8/51.482/-0.151>

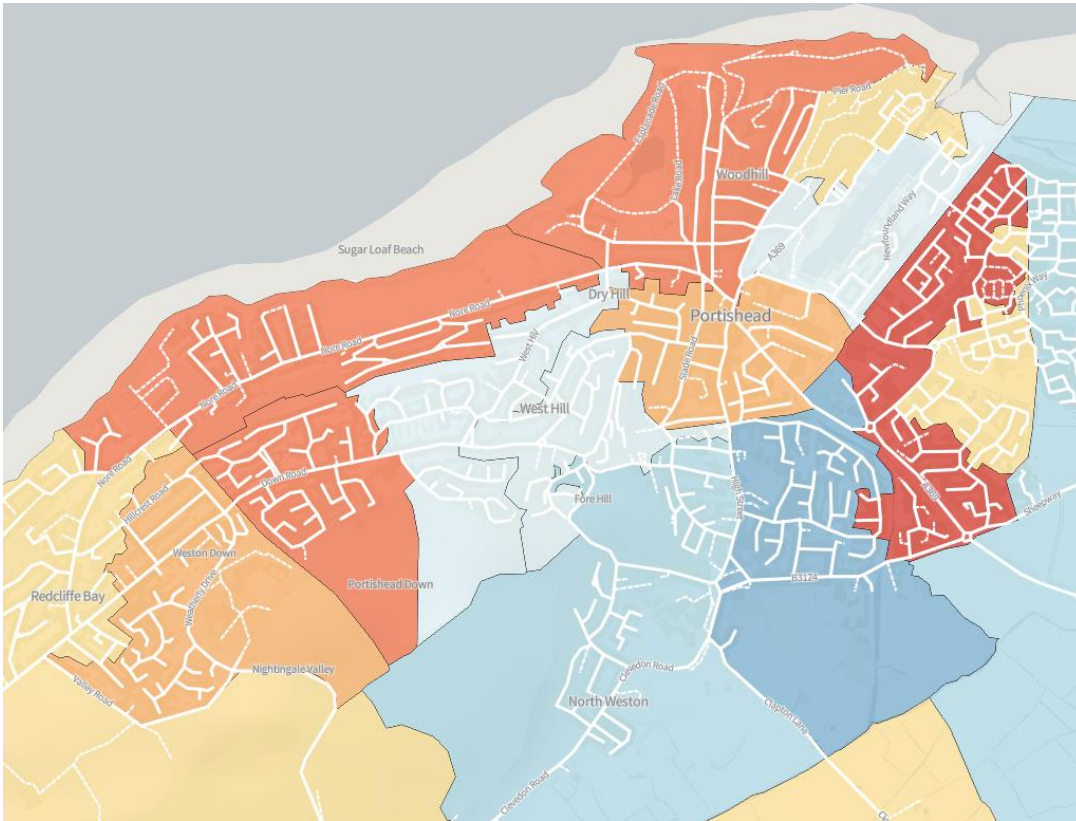
PBCC is a free tool which estimates the per-person carbon footprint for every Lower Super Output Area (LSOA) in England. LSOAs are small statistical areas with a population of about 1,500 - 3,000. It draws on a wide range of data and research to give a representative view of how carbon footprints vary across the country. PBCC is intended to help communities and policy makers understand where their carbon footprints come from and what we need to do to reduce them.

Last Updated: 08/09/2022

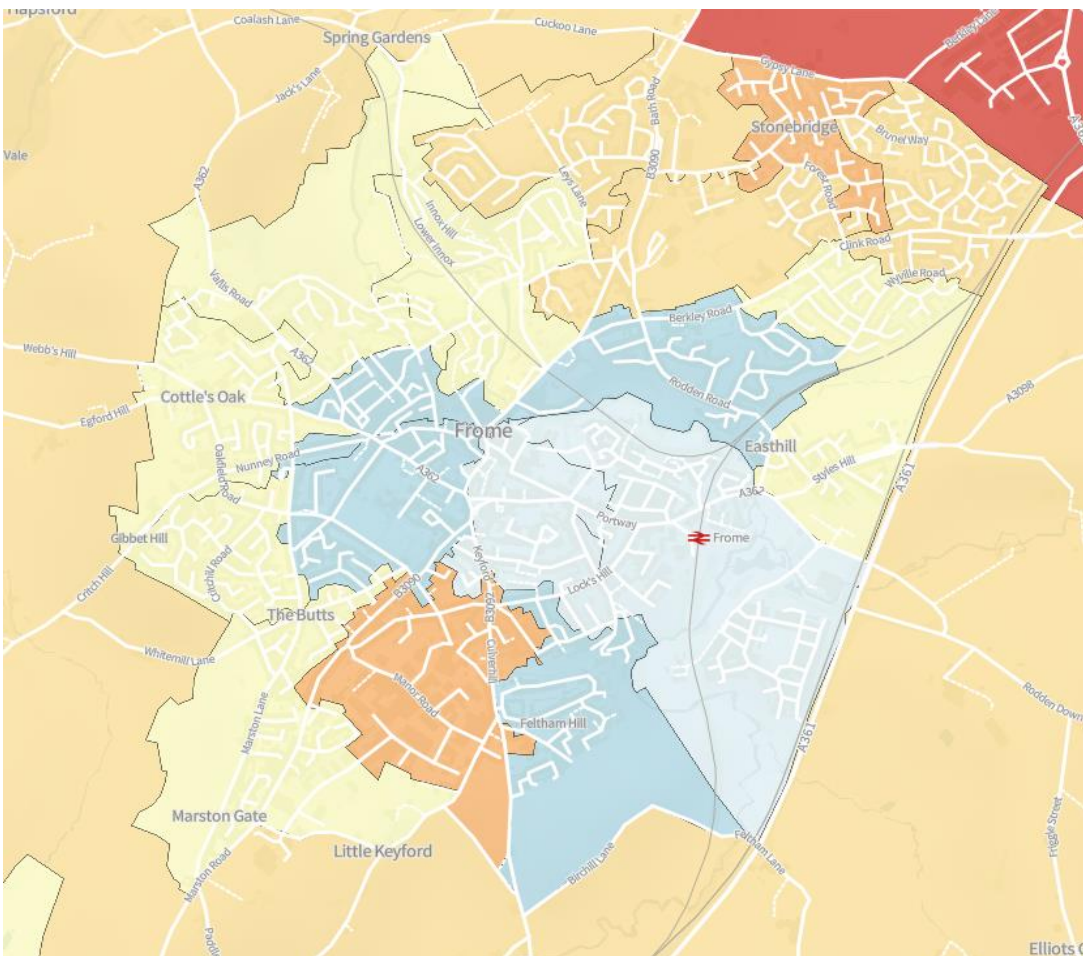
**Key:**



## Portishead:



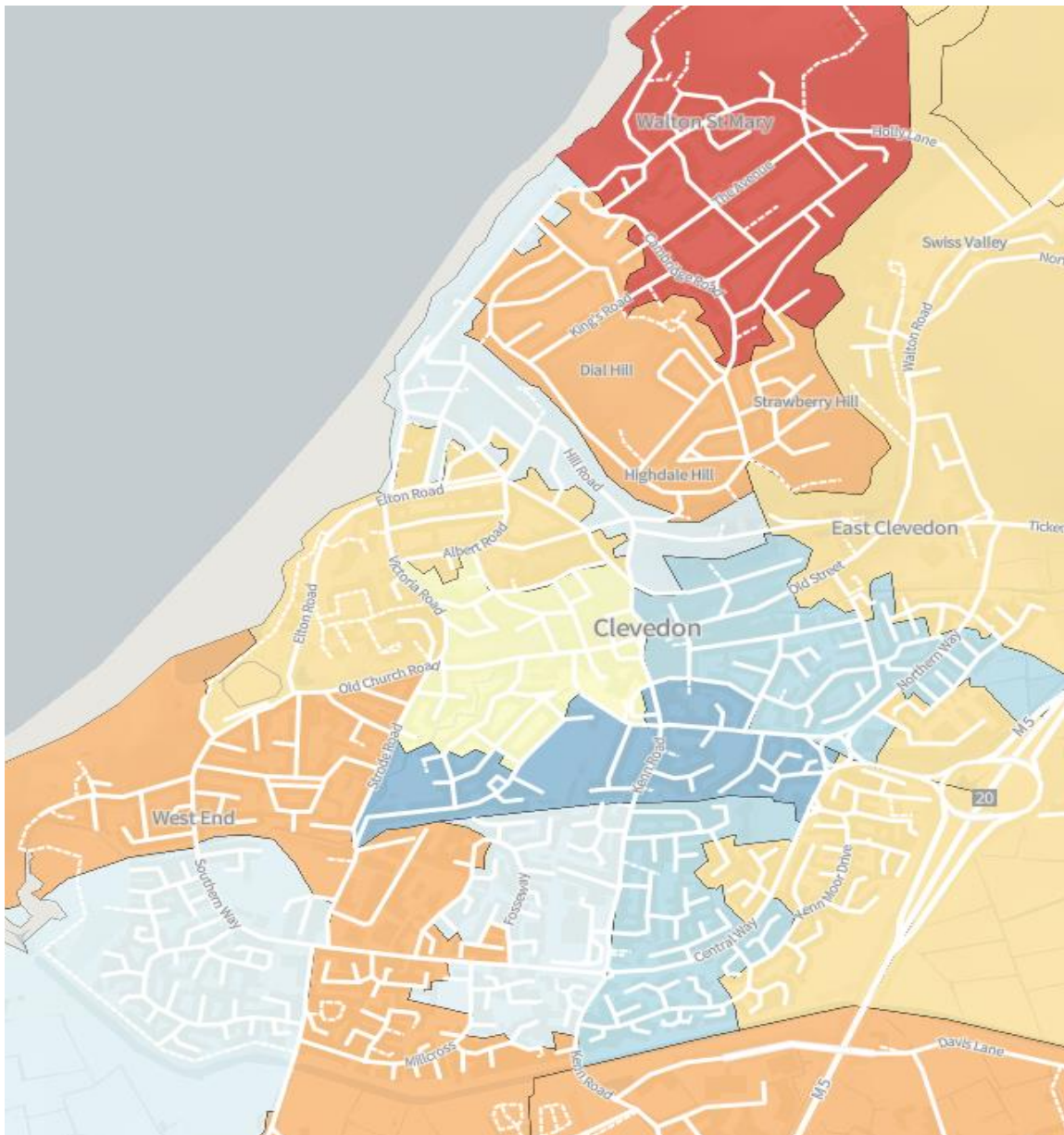
## Frome:



The Folk Hall, High Street, Portishead, BS20 6PR  
Tel: 01275 847078, Fax: 01275 817290, [www.portishead.gov.uk](http://www.portishead.gov.uk)



## Clevedon:



## Portishead by Ward:

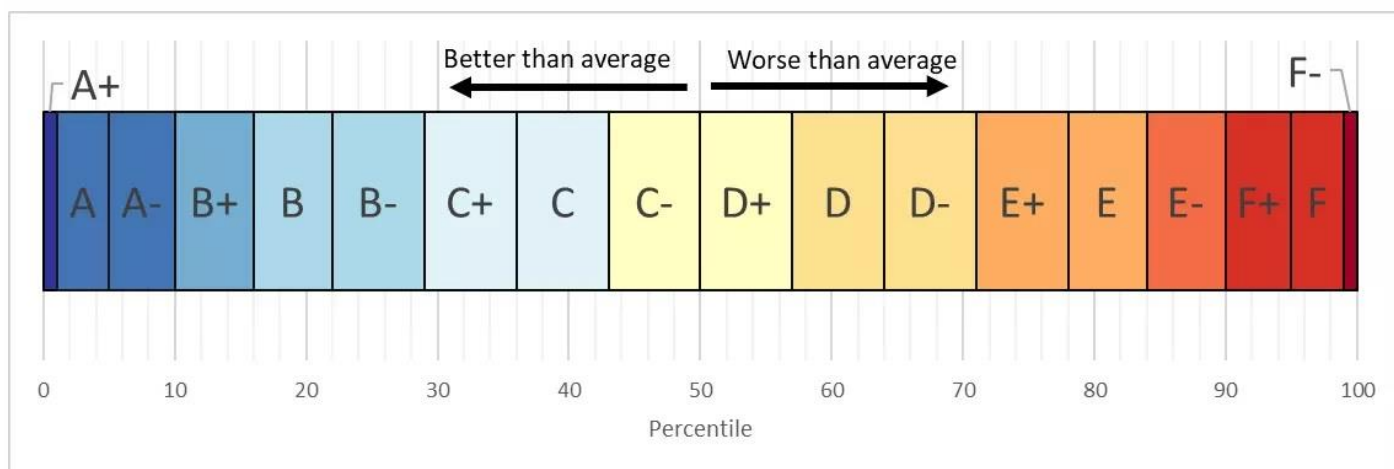
From the PBCC – and with Portishead selected, at the ‘Select map layers’ option, expand out ‘15-minute neighbourhoods’ and check the box called ‘show centroids’, to give the detailed breakdown per ward. You will need to click on the black dot to get the data.

“This report card is customised for each Lower Super Output Area (LSOA) on the map. The title at the top gives the LSOA’s unique ID, the Office for National Statistics area classification, and the Ward name. Wards are usually larger than LSOAs, but unlike LSOAs have recognisable local names. This tab gives an

overview of the LSOAs total carbon footprint, while other tabs give more detail and additional context about parts of the carbon footprint.

The bar chart shows the total carbon footprint per person in units of kilogrammes of carbon dioxide equivalent. The first column shows the footprint of the selected LSOA. The second column shows the average footprint of LSOAs in the same local authority. The third column shows the average footprint of all LSOAs in England. The fourth column shows the average footprint of LSOAs with the same area classification. The Office for National Statistics (ONS) produced the area classifications, which group areas into one of 24 categories based on social, economic, geographic, and demographic factors. Thus, this column represents the average of similar areas with similar people. The horizontal black line represents the UK's target footprint per person set out in the Committee on Climate Change's [6th Carbon Budget](#), covering 2032 to 2037. It is intended to provide an indication of how far we must go in the next ten years if we are to have any chance of reaching net-zero by 2050.

### Understanding the grades



### Portishead North:

**E01014790 a 'Ageing urban communities' LSOA in Portishead North**

Overview | Housing | EPCs | Transport | Consumption | General

#### Overall Carbon Footprint

Name	Grade	kgCO <sub>2</sub> e per person
Total	E-	11700
Electricity	E+	499
Gas	E-	1370
Other Heating	B-	17
Car Driving	E-	1410
Van Driving	C	75.4
Flights	E-	2610
Consumption of goods and services	E	5680

The stacked bar chart compares carbon footprint components for 'This LSOA', 'Local Authority Average', 'England Average', and 'Similar LSOAs'. The components are: Gas, Electricity, Other Heating, Other Housing, Cars, Vans, Public Transport, Flights, Food & Drink, Consumable Goods, Recreation, and Services. A horizontal black line indicates the 2032 target at approximately 2800 kg CO<sub>2</sub>e per person.

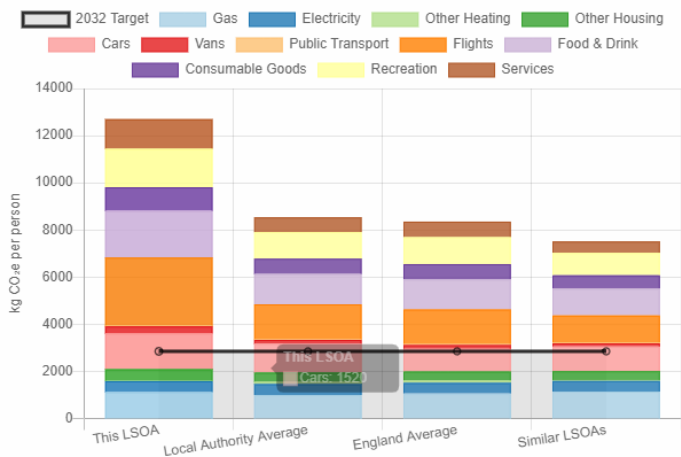
## Portishead East:

### E01032677 a 'Comfortable neighbourhoods' LSOA in Portishead East

Overview Housing EPCs Transport Consumption General

#### Overall Carbon Footprint

Name	Grade	kgCO <sub>2</sub> e per person
Total	<b>F+</b>	12700
Electricity	<b>E+</b>	466
Gas	<b>D</b>	1120
Other Heating	<b>B+</b>	10.8
Car Driving	<b>F+</b>	1520
Van Driving	<b>F+</b>	297
Flights	<b>F+</b>	2890
Consumption of goods and services	<b>E-</b>	6380



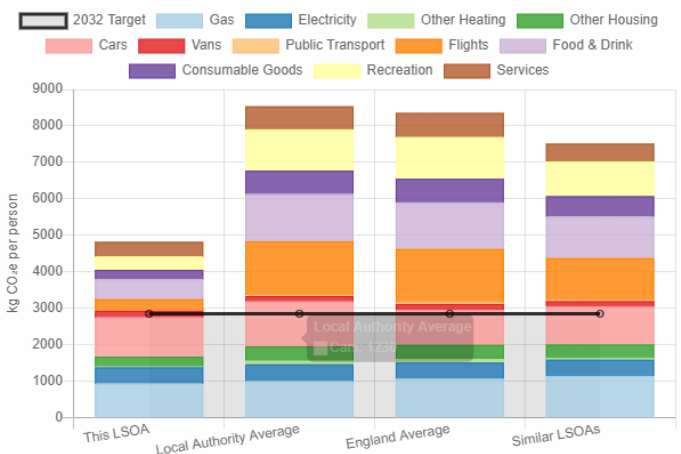
## Portishead South:

### E01014792 a 'Comfortable neighbourhoods' LSOA in Portishead South

Overview Housing EPCs Transport Consumption General

#### Overall Carbon Footprint

Name	Grade	kgCO <sub>2</sub> e per person
Total	<b>B+</b>	4820
Electricity	<b>D</b>	448
Gas	<b>C+</b>	931
Other Heating	<b>B-</b>	17.9
Car Driving	<b>D</b>	1080
Van Driving	<b>E</b>	184
Flights	<b>B+</b>	297
Consumption of goods and services	<b>A-</b>	1840



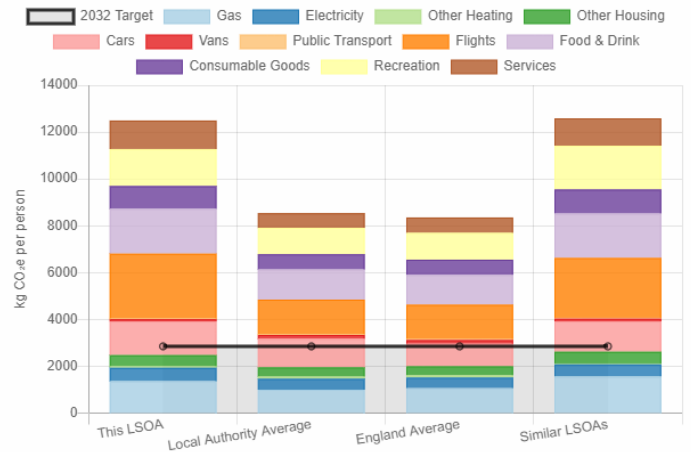
# Portishead West:

## E0101478g a 'Affluent communities' LSOA in Portishead West

Overview Housing EPCs Transport Consumption General

### Overall Carbon Footprint

Name	Grade	kgCO <sub>2</sub> e per person
Total	E-	12500
Electricity	E-	569
Gas	E-	1360
Other Heating	E+	66
Car Driving	E-	1440
Van Driving	C-	95.2
Flights	F+	2770
Consumption of goods and services	E-	6170



CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
---------------------------	--

I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name



<b>Invoice</b>	800446290
----------------	-----------

Invoice date: 17/04/2024  
 Order Ref:  
 Customer No: AR105723 Portishead Town Council

Portishead Town Council  
 The Folk Hall  
 95 High Street  
 Portishead  
 North Somerset  
 Bristol  
 BS20 6PR

Income Section  
 Town Hall  
 Walliscote Grove Road  
 Weston super Mare  
 BS23 1UJ

Darren.Baker@n-somerset.gov.uk

For queries on: Content of this invoice contact: **01934 426599**

Payment of this invoice see: **Payment Methods Overleaf**

Details	Qty	Price per unit	VAT	£
Civil Enforcement Officer patrols for Portishead town as per SLA agreement. October 2023 to March 2024 For further information please contact Darren Baker - 07823 362040.	1.00	19,813.02	S1	19,813.02

<b>Payment is now due</b>					<b>Subtotal</b>	19,813.02
<b>Vat Code</b>	<b>Description</b>	<b>Rate</b>	<b>Net</b>	<b>VAT</b>	<b>VAT</b>	3,962.60
S1	VAT Standard Rates Sales 20%	20.00%	19,813.02	3,962.60	<b>Total</b>	<b>23,775.62</b>

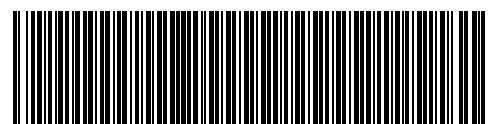
VAT Reg. No. 131-2084-20

**Remittance Advice**

Please see overleaf for all payment methods

Portishead Town Council  
 The Folk Hall  
 95 High Street  
 Portishead  
 North Somerset  
 Bristol  
 BS20 6PR

INVOICE NO: 800446290  
 CUSTOMER NO: AR105723  
 AMOUNT: 23,775.62



633555407200008004462904

# Payment Information

## How to pay

### 1. Direct Debit

The council's preferred method of payment is by Direct Debit. If you are interested in setting up a regular payment, please call a member of the team

### 2. Online - computer

**Go to [www.n-somerset.gov.uk/pay](http://www.n-somerset.gov.uk/pay)**

- Select 'make a payment'
- Choose the service you require to pay

**Online - mobile phone or tablet**

**Go to [www.n-somerset.gov.uk/pay](http://www.n-somerset.gov.uk/pay)**

- Select 'make a payment'
- Select 'add' next to the service you require to pay
- Enter your payment amount and reference number
- Add this to your basket and make the payment

### 3. By telephone - 01934 888 121

- Quoting your invoice number

### 4. By BACS

Send payments to Barclays Bank  
Account name: NSC General Account  
Sort code: 20-95-08  
Account: 43267636  
Quoting your invoice number as the reference

If you are paying multiple invoices you can email your detailed remittance advice to

F&R - [income.section@n-somerset.gov.uk](mailto:income.section@n-somerset.gov.uk)

### 5. At your local Post Office.

If you cannot use the methods above, you will need to take the original invoice which has a bar code at the bottom and pay at the Post Office

## Please note

North Somerset Council operates a policy of instigating automatic recovery procedures on unpaid invoices 30 days from the date of the invoice.

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