



## 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 the Community Matters Committee Meeting Thursday 30<sup>th</sup> May 2024 at 7.30pm**

Friday 24<sup>th</sup> May 2024

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

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

Dear Councillor

You are summoned to a meeting of the Portishead Town Council Community Matters Committee in the Eve Wigan Room at The Folk Hall, 95 High Street, on Thursday 30<sup>th</sup> May 2024 at 7.30pm. The meeting will consider the items set out below.

Yours sincerely

*W. Coulter-Woodman*

Wendy Coulter-Woodman  
**Town Clerk**

- This meeting will be recorded and published with a link from the Council website, except for confidential or exempt items, which may need to be considered in the absence of the press and public
- To attend in person:
  - Residents are welcome to join the meeting in person at the Folk Hall, Portishead
  - Please book in advance by emailing [enquiries@portishead.gov.uk](mailto:enquiries@portishead.gov.uk)
  - It would be appreciated if you would continue to wear masks when walking around and standing up in the building, except when you are speaking during public participation.
- To attend via Zoom:  
Meeting ID: 953 0020 0301  
Passcode: 160358  
Link: <https://zoom.us/j/95300200301?pwd=Rkx2eEdicHFzbnNyVXYxdE9pZnk4Zz09>  
Dial in from your phone: 0203 481 5240 (this will be charged at the normal national call rate).

### Agenda:

**1. Chairmans Welcome** (Chairman)

Fire Safety and exiting the building.

Recording Meetings.

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

To note and accept apologies for absence.

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

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

### **4. To receive the Chairman's verbal update report:**

4.1 Lake Grounds Visitor Survey – Update.

4.2 Waste Bins – update on replacement of bins removed by North Somerset Council.

4.3 Update on questions asked by the Public at the Residents Meeting on 15<sup>th</sup> May 2024:

1. *Summary update*

2. *Safety Improvements at the Marina*

4.4 St Peter's Road – Weeding Update

### **5. Public Participation**

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. Minutes of the previous meeting (Chairman):**

Members to consider and approve the Minutes of the committee meeting held on 25<sup>th</sup> April 2024 as a correct record – attached.

**Recommendation: for the Chairman to sign the Minutes as a correct record.**

### **7. Sculpture Trail Leaflets – Update**

To note that the cost for printing the Sculpture Trail leaflets increased from £135 to £186. This was due to increase in printing costs and additional charges for folding.

**Recommendation: To note the increase in cost for printing the Sculpture Trail Leaflets to £186.**

### **8. Grants**

North Somerset People First £750 - to support the room hire fees plus a degree of professional help.

To support the room hire fees plus a degree of professional help.

The grant would focus on Growing our 'Speaking Up Group. We have set up a Speaking Up Group at the Beacon Hub in Portishead Methodist Church, which is a fantastic and very welcoming venue. However, we don't have the funds to hire a room and the café can be noisy and doesn't provide the right environment for more formal activities, workshops and private discussion. The grant scheme would allow us to secure monthly room hire for at least the next 12 months, which would be mutually beneficial to The Beacon Hub and build up a community partnership with Portishead residents at the heart of the project.

Grant application form attached.

**Recommendation: To agree a grant of £750 be awarded to North Somerset People First.**

### **9. Wellbeing Coordinator Update**

To note an update report from the Wellbeing Coordinator – report attached.

### **10. Signposting and Referral Service Officer Update**

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

### **11. Date of next meeting:**

Wednesday 26<sup>th</sup> June 2024 at 7.30pm.

The Chairman will close the meeting.



## **Portishead Town Council**

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### **Minutes of Community Matters Committee Meeting Thursday 25<sup>th</sup> April 2024 at 7.30 pm**

This was a Hybrid meeting to enable community participation.

#### **Committee Members Present:**

Councillors Emma Blackmore (Vice Chairman), Bob Cartright, Jenie Eastman and David Gunnell.

#### **Councillors in attendance:**

Councillor Mike Johnston

#### **District Councillors in attendance:**

None

#### **Officers Present:**

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

#### **Members of the Public Present:**

1 in person

#### **Members of the Public Present online:**

1 online.

**Councillor E Blackmore took the Chair for the meeting.**

#### **CM157/04/24 Chairmans Welcome:**

The Chairman of the meeting welcomed everyone. There were no fire drills planned but evacuation route and assembly point were explained. All meetings are recorded subject to Standing Orders 4.1.3.

#### **CM158/04/24 Apologies for absence**

Apologies for absence were received from Councillor R Whitfield, Chairman of the Town Council.

It was also noted that the representative from the Nailsea District Community Transport, at the last minute, was unable to attend the meeting.

#### **CM159/04/24 Declaration of Councillors' interests and requests for dispensations (Chairman)**

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

Councillor E Blackmore declared a Prejudicial Interest in item 12 – Portishead Youth and Community Centre Grant Applications. She withdrew from the meeting during the debate and did not vote.

#### **CM160/04/24 The Chairman's verbal update report**

##### **4.1 Lake Grounds Survey**

Councillor Gunnell updated Members: The survey has been running for 5 to 6 weeks, almost 32 hour shifts have been covered at 4 locations around the Lake Grounds by a number of volunteers and councillors. The maximum

footfall in any one, one hour shift was about 450 people on a Bank Holiday Saturday. The morning and evening shifts appear to be mainly dog walkers and sports folk, the lunchtime shifts are very different. We have had lots of great comments back about the café and facilities. It has been noted the many people come from outside Portishead to use the facilities. Thanks to everyone who had helped out with the surveying.

#### **4.2 Changing Places**

The facilities are being put in around the back of the Café at the Lake Grounds. They have broken ground and the foundations are going in. It will take four to six weeks to construct and be ready for use. It will hopefully be completed for the late bank holiday in May.

It is a facility with a disabled toilet but it's also got a changing bed and hoist as well as all the other amenities. It is a fantastic addition to the Lake Grounds and an asset to Portishead.

#### **4.3 Bin Removal**

A number of bins have been removed from the High Street and various places across Portishead. North Somerset Council have confirmed the removal was due to health and safety concerns. They had been removed by the contractors who are responsible for taking the rubbish away. We are now in a position to confirm that the waste bins will be replaced but we are yet to have a definite timescale. We don't yet know whether the replacement will include Seagull Flaps and the other facilities that were originally on our Portishead Town Council bins which were also removed.

It was noted that there is 106 monies available from North Somerset Council which can be spent on waste bins and related activity. We may want to target the Lake Grounds and may be also interested in piloting new bins. It is suggested that we do not replace like with like.

#### **CM161/04/24 Public Participation**

There were no members of the public present who wished to make a statement or ask a question.

#### **CM162/04/24 Minutes of the previous meeting (Chairman):**

Members considered the Minutes of the committee meeting held on 28<sup>th</sup> March 2024.

It was proposed by Councillor B Cartwright and seconded by Councillor J Eastman that the Minutes of the meeting held on 28<sup>th</sup> March 2024 be agreed by councillors and signed by the Chairman as a true record.

A vote was taken which was unanimous in favour.

**RESOLVED: That the Minutes of the meeting held on 28<sup>th</sup> March 2024 be agreed and signed by the Chairman as a true record.**

#### **CM163/04/24 Lake Grounds Esplanade – Safety Surface**

Members considered a report on the safety surface of equipment along the Lake Grounds Esplanade. It was agreed that the works had to be done for Health and Safety reasons.

It was proposed by Councillor E Blackmore and seconded by Councillor Janet Davey that the higher spend level of £3,432 + VAT be agreed and that it be investigated as to whether the mats can be chased into the surface to prevent trips and falls.

A vote was taken which was unanimous in favour.

**RESOLVED: that the higher spend level of £3,432 + VAT be agreed and that it be investigated as to whether the mats can be chased into the surface to prevent trips and falls.**

#### **CM164/04/24 High Vis Vests for Volunteers**

Members considered the purchase of High Vis Vests for Portishead Town Council Volunteers.

It was proposed by Councillor J Eastman and seconded by Councillor D Gunnell that Option 1 for 30 Yellow High Vis Vests, 10 medium, 10 large and 10 extra large with VOLUNTEER on the back and the Town Council Logo on the opposite side be agreed at a cost of £10.50 per vest including VAT.

A vote was taken which was unanimous in favour.

**RESOLVED: that Option 1 for 30 Yellow High Vis Vests, 10 medium, 10 large and 10 extra large with VOLUNTEER on the back and the Town Council Logo on the opposite side be agreed at a cost of £10.50 per vest including VAT.**

#### **CM165/04/24 Grants**

Nailsea Community District Transport - £15,000

Members received an application for grant funding from Nailsea Community District Transport - £15,000

It was noted that the Grant Working Party met and made a recommendation that £15,000 grant application be awarded to NDCT – Nailsea Community District Transport

It was proposed by Councillor B Cartwright and seconded by Councillor Janet Davey that it be recommended to full Council that a £15,000 grant be awarded to Nailsea Community District Transport.

A vote was taken which was unanimous in favour.

**RESOLVED: To recommend to Full Council that a £15,000 grant be awarded to Nailsea Community District Transport**

#### 2<sup>nd</sup> Portishead Scouts - £5,000

Members received an application for grant funding from the 2<sup>nd</sup> Portishead Scouts - £5,000.

Members deliberated the application for funding towards a new bus, it was noted that the Scouts had been fundraising and raised approximately £25,000. It was proposed by Councillor B Cartwright and seconded by Councillor Janet Davey that the 2<sup>nd</sup> Portishead Scouts be awarded £5,000 towards a new Bus.

A vote was taken which was unanimous in favour.

**RESOLVED: To approve the grant funding of £5,000 for the 2<sup>nd</sup> Portishead Scouts.**

It was noted that due to recent resignations of Councillors the Grants Working Group was short of members.

It was proposed by Councillor E Blackmore and seconded by Councillor B Cartwright that Councillor Janet Davey join the Grants Working Group.

A vote was taken which was unanimous in favour.

**RESOLVED That Councillor Janet Davey join the Grants Working Group.**

#### **CM166/04/24 Cost of Living Fund – Applications**

Councillor E Blackmore did not take part in the debate or vote on this item.

Members considered the following COL applications from the Portishead Youth & Community Centre:

An application for £2,812.50 to continue Cost of Living supported places at The Creche at Portishead Youth & Community Centre – application form attached.

An application for £5,940.00 to continue the Breakfast Club at The Portishead Youth & Community Centre – application form attached.

It was proposed by Councillor B Cartwright and seconded by Councillor Janet Davey that the Portishead Youth and Community Centre be awarded £2,812.50 from the Cost of Living Fund to continue the supported places at The Creche and £5,940.00 from the Cost of Living Fund to continue the Breakfast Club.

A vote was taken which was unanimous in favour.

**RESOLVED: To approve COL funds of £2,812.50 for Cost of Living Places at The Creche and £5,940 to continue the Breakfast Club at the Portishead Youth & Community Centre.**

Councillor E Blackmore returned to the meeting.

It was noted that due to recent resignations of Councillors the Cost of Living Working Group was short of members. It was proposed by Councillor E Blackmore and seconded by Councillor Janet Davey that Councillor D Gunnell join the Cost of Living Working Group.

A vote was taken which was unanimous in favour.

**RESOLVED That Councillor D Gunnell join the Cost of Living Working Group.**

#### **CM167/04/24 Portishead Economic Development**

Members considered a proposal from North Somerset Council regarding the use of S106 funding – proposal slides attached to record minutes.

It was proposed that the following members form a small Working Group to work with North Somerset Council on the proposals for Economic Development: Councillors Emma Blackmore, Jenie Eastman, David Gunnell and Mike Johnston.

**RESOLVED: That the following members form a small Working Group to work with North Somerset Council on the proposals for Economic Development: Councillors Emma Blackmore, Jenie Eastman, David Gunnell and Mike Johnston.**

#### **CM168/04/24 Wellbeing Coordinator Update**

Members received and noted an update report from the Wellbeing Coordinator.

It was specifically noted that the Knife Angel was visiting Weston-Super-Mare, and that outreach programmes and events would be held in Portishead.

**Diversity & Inclusion Training for Officers and Councillors** – ‘Becoming A Dementia Friend’ will be delivered by The Alzheimer’s Society on 9th May at The Folk Hall in preparation for Dementia Action Week w/c/ 13th May.

**CVD Prevention drop-in event at the Folk Hall** as part of an NHS England initiative and in partnership with Walnut Grove CIC to be held on Friday 24th May from 12-3pm with advice, guidance, testing for BP, cholesterol, diabetes, dementia care and liver scans.

#### **CM169/04/24 Consultations**

##### Parking Management Strategy – Consultation

North Somerset Council has on, Monday 18 March, launched a seven-week consultation on proposals for a new Parking Management Strategy and action plan, introduction of parking charges in new areas and the introduction of a short-stay parking permit.

It was noted that a robust objection to any proposed parking charges had been prepared, final adjustments were being completed and would be submitted by Tuesday 7 May 2024.

It was noted that in addition a petition of approximately 4,600 objections would be delivered to North Somerset Council.

##### West of England Nature Partnership – Local Nature Recovery Strategy Consultation

A public consultation on the Local Nature Recovery Toolkit, which will act as the [Local Nature Recovery Strategy](#) for the entire area covered by WENP, is now live.

It was noted that this consultation would be distributed to interested parties.

##### North Somerset Rural Strategy 2024 – 2028 Consultation

Following local elections in May 2023, North Somerset Council has reviewed and refreshed its [Corporate Plan](#). The plan sets out a vision, ambitions, and commitments for how they will continue to work together to make North Somerset open, fair and green.

Within the Corporate Plan NSC have committed to ensuring the four towns of Clevedon, Nailsea, Portishead and Weston-Super-Mare have placemaking strategies and that rural communities should have a Rural Strategy.

It was agreed that Councillor E Blackmore and another Town Councillor would respond to this consultation on behalf of the Town Council.

#### **CM170/04/24 Boots Pharmacy Closure**

An Information Poster produced by North Somerset Council regarding the closure of Boots Pharmacy was noted.

It was further noted that training sessions had been held at Tea and Tech to assist residents with using the NHS App for ordering repeat prescriptions. It was hoped that this could also be rolled out at local care homes.

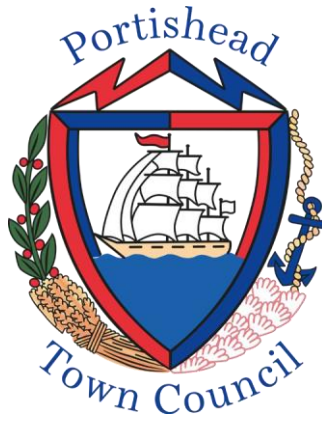
#### **CM171/04/24 Letter of Thanks**

Members noted that a letter of thanks had been received from the Gordano Civic Society, thanking the Town Council for the financial contribution to the restoration of Lorymers Park.

#### **CM172/04/24 Date of next meeting**

It was noted that the next meeting of the Community Matters meeting would be held on Thursday 30<sup>th</sup> May 2024 at 7.30pm.

The Chairman closed the meeting at 9.05pm.



# 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 29 December 2023, all 2023 grant applications **MUST** be submitted by **Friday 15 December 2023**.

## 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 2023 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 2023 MUST be spent by Friday 28 June 2024**

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

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

# APPLICATION FORM FOR PORTISHEAD TOWN COUNCIL GRANT AWARD 2023

\*\*\*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>	North Somerset People First		
<b>Contact Name*</b>	Nikki Williams		
<b>Contact (postal) address</b>	The Campus. Highlands Lane, Weston-super-Mare		
<b>Position/ role in group/ organisation*</b>	Operations Manager		
<b>Contact telephone number*</b>	01934 426 086	<b>Contact e-mail address*</b>	nikki.williams@nspf.co.uk
<b>Group/ organisation social media account/ website details (if applicable)</b>	Website: nspf.co.uk (NB: currently having a new website developed) Twitter: @NSPeopleFirst      Facebook: @Northsomersetpeoplefirst		
<b>Is your group/ organisation newly formed? (less than 1 year)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>How long has your group been operating?</b>	NSPF was established in 1991 and registered as a charity in 2014
<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>People First is a self-advocacy charity for adults with a learning disability, difficulty or autism living in North Somerset. We are led by the voices of our members.</p> <p>Our mission is to help and encourage these people to speak up for themselves, empowering them to be in control of their lives now and in the future.</p> <p>We encourage people to contribute and participate in decisions that affect their lives and the community they live in. Our groups support individuals with social inclusion and community engagement and we run psycho-educational courses to provide knowledge and techniques to aid emotional health and well-being.</p>		
<p><b>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> £      Small Grant £5000
<b>What is the name/ title of the project/ activity/ event?</b>	'Empowering Voices, Enabling Choices' project with focus on a 'Speaking Up



<b>Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)</b>	Please see the attached supporting Information
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How would a PTC Grant Award make a difference to your group/ organisation and its members? (up to 150 words)	Please see the attached supporting Information
How will the people and communities of Portishead benefit from this project/ activity/ event? (up to 300 words)	Please see the attached supporting Information
What is the timing of this project/ activity/ event?	Please see the attached supporting Information

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

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

### 3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, how many people are on it? _____ If No, please contact the Council staff	We have an advisory committee made up of 4 or 5 of our members with a learning disability at any one time.
Have you received a grant from this Council previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, for how much and what was it for?	
What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	£5000		
Have any other organisations been approached for grant funding in relation to this project/ activity/ event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please provide details:	
What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?	We would remain committed to the project of speaking up in Portishead, with whatever amount of funding was awarded to us. We are a small charity and are pretty good at making the money stretch to fit our goals and we are also quite creative with how we overcome any shortfalls in the services we provide.		

***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 <u>Yes</u> , please attach a copy to your application. If <u>No</u> , 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 <u>Yes</u> , please provide the last 12 months of Minutes (Attach copies to your application) If <u>No</u> , 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 <u>Yes</u> , please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If <u>No</u> , please contact the Council staff
Please attach a summary of any other grants, match funding or financials contributions received by your group/ organisation for any purpose over the last 2 years (Attach copies to your application)		
Please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)		

## 6. DECLARATION

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

I confirm:  *Tick here*

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

I confirm:  *Tick here*

Date:

Signature:

Nikki Williams 13/12/2023
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Print name:

Nikki Williams
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Position in Organisation:

Operations Manager
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### APPLICATION CHECKLIST

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

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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!**

## **Supporting Papers for Portishead Town Council Small Grants Application**

### **Why are you applying for this Funding?**

North Somerset People First is exploring new ways to reach out to residents of Portishead with a learning disability, autism and cognitive impairments. We have good representation for our groups in Weston-Super-Mare and Clevedon, but want to meet demand for residents in Portishead and the surrounding villages. Who often have to travel to other locations in the area to reach ours and other services. Our target audience is adults with Learning Disabilities and Autism in Portishead. The grant would focus on Growing our 'Speaking Up Group'.

The Speaking Up Group meets monthly, providing members with an opportunity to share their views and opinions about things that are important to them. We empower individuals to have their voices heard and offer the opportunity to build on their communication and confidence skills.

The monthly agenda of the group is always led, and structured by member's needs, suggestions, and ideas. People First groups often cover topics about mental health and well-being, exploration of the local environment, and community engagement. They support individuals to speak up, have a voice, and make a difference. Members overcome social anxiety and isolation by meeting new people and making new friends.

Members have completed their own Hospital Passports. Another success was a 'poo matters' project about constipation and digestion. We have also run skills-based workshops, for example, formal and informal letter and email writing and talked about healthy eating and lifestyle.

We often invite guest speakers for example, Learning Disability Nurses, Read Easy, Police representatives.

We are often asked by local colleagues in the council, health services, police and other service providers to consult with our members on a variety of topics.

We help members get involved in these consultations and research projects, so they can provide feedback about local and national services.



## **How would a PTC Grand make a difference to your group/organisation and its members?**

We have set up a Speaking Up Group at the Beacon Hub in Portishead Methodist Church, which is a fantastic and very welcoming venue. However, we don't have the funds to hire a room and the café can be noisy and doesn't provide the right environment for more formal activities, workshops and private discussion.

The grant scheme would allow us to secure monthly room hire for at least the next 12 months, which would be mutually beneficial to The Beacon Hub and build up a community partnership with Portishead residents at the heart of the project.

The groups often address government topics, so the Speaking Up Group would be a tool for communicating and discussing Portishead Town Council messaging to adults with learning disabilities.

Recent discussions have included government communications, such as covid vaccinations, local elections, the recent emergency test alert and the new Westlink bus service.

The reward of a community grant would allow us to have stable and sustainable operations in Portishead for the next 12 months and beyond and act as a platform in which to build and develop other services we offer in the town. It would also support the purchase of group resources, as well as possible travel buddying should it be needed by one of our members to attend the group.

If we are successful in this bid, we would utilise some of the budget to really advertise the group. As well as going out to meet other community groups in Portishead to talk about what we do and how we can support people with a Learning Disability to live their best life.

## **How will the people and Communities of Portishead benefit from the project?**



In addition to the emotional health and wellbeing benefits explained above, extended outcomes of the group can lead to improved local and meaningful services for residents – especially those with learning disabilities. They help bring about change. Furthermore, the operations of North Somerset People First can reduce pressure on local services, for example GP appointments. We already work with Social Prescribers at Alliance Homes and receive referrals from Social Workers.

The groups we run also give individuals a purpose for their day and have been equally beneficial to Support Workers and Health Care representatives too.

The main beneficiaries however will be Adults with Learning Disabilities, living or working in Portishead. Learning disabilities range from complex needs requiring 24-hour 1:1 care to adults who live independently or in shared housing. We reach out to all adults, regardless of religious beliefs, sex, age, or social class background, and our code of conduct states that we are respectful of each other's opinions and that people have a right to have their say.

We will primarily be targeting residents of Portishead, however, residents from the surrounding villages and wider areas of North Somerset may also choose to attend and may travel independently or with the aid of a support worker.



Please read the support from Beacon Hub Below –

- As part of the Portishead Community Spaces Network, it's important for The Beacon Hub to reach out to diverse audiences and having adults with Learning Disabilities coming in to our space is really valuable for community outreach and engagement.

Therefore, we welcome People First to use our facilities and help us to achieve inclusivity goals for Portishead.





- Having 'People First' in The Beacon Hub will have secondary benefits, for example: secondary spend - both on room hire and what members of People First spend in the cafe which all helps with income generation.
- We will be able to signpost to other events, activities and services taking place in Portishead. For example, one of the members, since attending the Speaking Up Group has also gone along to the music group 'Now Hear This' with Laura Porter at The Beacon Hub on a Tuesday morning.

Other individuals are also now part of our café volunteers team.

- The Beacon Hub is focused on the community of Portishead and we want to help groups like People First who are delivering a service to vulnerable residents and reaching out to Adults with Learning Disabilities and/or Autism.
- The Beacon Hub is fully supportive of the 'People First' Advocacy goals and we want to continue and grow the partnership for the benefit of the town and its residents.

### **What is the timing of this event or project?**

Portishead Speaking Up Group is ready to go - we already run an established group in Weston-Super-Mare. We just need a suitable community venue in Portishead that is fully accessible and served well by public transport. The Beacon Hub would be ideal. Depending on how quickly a grant application is awarded we would hope to have our first group formally set up by February at the latest. A community grant would be a catalyst to its success.

Other groups we currently run and wish to develop further for the benefit of Portishead residents include a Walking Group and a Friends Together Group.

The walking group takes place around Portishead Marina but we are looking at alternative routes and Environmentally friendly initiatives like litter picking to run alongside. Whilst the Friends Together group brings individuals together for fun, games and to share things on their minds. We currently meet at The Hall and Woodhouse on the Marina.



## **The Future**

If the Speaking Up Group in Portishead grows as planned over the next 12 months. Our next ambition would be to look at running Psycho-educational courses in Portishead, supporting Adults with Learning Disabilities and Autism to manage emotional, health and well-being issues. Topics would include: Anger and Anxiety Management, Sex, Relationships and the Law, Social Skills, Keeping Safe, Health and Wellbeing, Grief, and Bereavement. There is a high demand for these courses in Weston-Super-Mare, with places being filled and a waiting list for when they are repeated.

Furthermore, the Charity is developing a new Young People's Advocacy Service (YPAS) aimed at 16-25 Year olds with learning disabilities. Over the coming 12 months we will also be reaching out to youth groups and young people in Portishead. People First will help bridge the gap and meet the needs of Young People during the difficult transition from Teenagers to Young Adults - the possibilities are very exciting!

## **Other support**

In addition to a PTC community grant we recognise that we need to make residents of Portishead aware of our advocacy service for Adults with Learning Disabilities by shouting about them. We are exploring new ways to build up new contacts and partnerships in Portishead. Any in-kind marketing and signposting to help achieve this would also be appreciated as would suggestions of other venues and partnerships to help us achieve our goals. For example, we would be very happy to have Information Stands and representation at local town council events if deemed appropriate.

If successful in our Grant Application we would carry the Portishead Town Council logo on leaflets promoting the Speaking Up Group, in press releases, official reports, meeting Agendas and so on and would actively promote across our social media channel, plus cover in our Mailchimp Newsletter. We currently have over 260 subscribers to our newsletter and over 1000 Facebook followers.





## Wellbeing Coordinators Report - May 2024

Prepared by Laura Bowers, Wellbeing Coordinator  
Distributed to PTC Clerk, PTC Councillors and NSC Wellbeing Coordinators Liaison

### Portishead Wellbeing Partnership

Several emails of concern regarding the town council choosing not to support the Wellbeing Coordinator role and the loss of provision for the Wellbeing Partnership and ongoing support for collaborations, e.g. *"I am speechless that funding for your role is not being continued. You have been such a force for good in Portishead and have really developed the wellbeing culture and approach in a way that we are yet to see in other parts of Woodspring."*

Discussions are afoot within community organisations to try and embed the initiatives in an asset-based way so that some of the efforts can continue.

### Engaging Older People Training

I have secured AgeUK to offer the PWP a training session that I recently attended, that has been scheduled for 18<sup>th</sup> July at 1pm, hosted by the Youth & Community Centre – **Engaging Older Residents: Communication Techniques Workshop with Jo Stapleton**. As I have no budget the presenter will join us online but may be able to run a follow up to the session to deliver in person training on street outreach skills, door knocking or using street outreach as a tool for social action research (capturing insight from seldom heard voices) if the initial session prompts interest/demand.

### Wellbeing Workshop Series

The new series is now underway with Supporting Children and Young People with Exam Stress happening in April - *"I just wanted to say a massive thank you for organising the session on Exam Stress. My girls are 12 and 14 and we've managed to navigate SATS without lasting scars. It's time to start navigating mocks now and there is no doubt that lots of what was covered in the workshop will help."*

Sadly, the Disordered Eating workshop scheduled for 22nd May has been postponed due to low take up.

### Portishead Cost of Living Fund

There is **£11,747.50** remaining of this fund.

We are living through the biggest cost of living crisis for decades and it's not going away. North Somerset has 3,665 households living with a negative budget. The fastest growing group in terms of poverty is occurring in those aged between 60-64 - [When I'm 64 \(fabians.org.uk\)](http://fabians.org.uk).

### Knife Angel Outreach

This event was cancelled due to predicted poor weather, although it turned out to be a lovely morning. An event may be rescheduled for later in the summer and there is the question of the £1500 given by PTC to the Violence Reduction Unit for the outreach work that hasn't happened.

### District Wellbeing Coordinators Network

The Nailsea coordinator is settling into her role and interested in rolling out the wellbeing workshops locally. As the North Somerset initiative that funded the coordinators has now come to an end, and Portishead are not continuing with the project the network is disbanding.

### CYP Mental Health Nature Based Project

The pilot scheme supporting young people struggling with mental health and at risk of self-harm is now underway operating out of the Gordano Secret Garden. Two parent / carers' workshops are planned for June and July and planning is underway. The collaboration is still very interested in the involvement of the Slade Road field but all has gone quiet on this from the Town Council, or at least I have not been copied in on anything so there is no progress to report.

### ParkPlay

I am supporting the North Somerset Better Health team to bring ParkPlay to Portishead. Two volunteer Play Leaders have



been found so far but more are needed. Blackdown Park has been identified as a suitable location and we aim to have this up and running before the school summer holidays running every Saturday at 10.30am for 90 minutes.

### CVD Free Health Event

A free town council community event focussing on cardiovascular heart disease prevention is on at the Folk Hall on Friday 24<sup>th</sup> May from midday. Accure are covering the hall hire and refreshments and have coordinated a team of stroke nurses, liver scans and dementia advisors. Walnut Grove CIC, NHS Talking Therapies and The Lions defibrillator demo will also be there.

### North Somerset Together

The BNSSG Integrated Care System (ICS) has published a draft oral health and dental strategy for the next three years. The Strategy has been developed using patient complaints, feedback collated by Healthwatch, a staff survey and with the support of staff across all areas of dental provision, NHS England and local authority public health. Please feedback on this strategy before 14 June 2024: <https://bnssghealthiertogether.org.uk/get-involved/improving-oral-health-and-dental-provision-across-bnssg/>

Food resilience networks have been mapped as part of a wider food strategy is developed and can be found here: [Food in the Community Map | Better Health North Somerset \(betterhealthns.co.uk\)](#)

The male health stakeholder group is defining priority area, and anyone interested inlining in with this work should contact [bradley.tyack@n-somerset.gov.uk](mailto:bradley.tyack@n-somerset.gov.uk)

With the imminent analogue switch off NSC have created a 2 year TEC (Tech Enabled Care) strategy that is currently out for consultation. I have coordinated with the project lead, Kate Bolger, to present this strategy at the over 55s lunch club for comment and feedback. [This is scheduled for 5<sup>th</sup> July at the Portishead Youth & Community Centre.](#)

### District Wide Opportunities

Following the success of the Portishead pilot wellbeing workshops, £5,750 of funding has been secured from Public Health to roll out similar work across Woodspring. Colleagues at VANS are holding the funding and will provide the event co-ordination. A small Task & Finish Group will liaise to work through the detail and for WS Delivery Group to sign off.

Additionally, the Ageing Well Prevention Workstream has been successful in securing £500,000 of funding from the Big Lottery for their Ageing Well work. This funding will be used over 5 years to tackle ageism and develop age friendly approaches, bringing the voices of older people together and ensuring they are at the centre of the work on ageing in North Somerset. There will be a particular focus on supporting work with seldom heard groups of older people e.g., those with sight and/or hearing loss, older people from LGBTQ+ community, older people experiencing ethnic or racial inequity, discrimination or inequality and people ageing without children as well as supporting older people in rural North Somerset. A focus group to gather voices from Portishead's over 55's is being held in the Folk Hall on 29<sup>th</sup> May.

### Meetings

- North Somerset Falls Collaborative – 2<sup>nd</sup> May
- North Somerset State of Ageing – 8<sup>th</sup> & 9<sup>th</sup> May
- Meeting with the Lions - 10<sup>th</sup> May
- Portishead ParkPlay meeting - 14<sup>th</sup> May
- Over 55s Activity session at the Youth & Community Centre – 15 May
- North Somerset Wellbeing Collective Steering Group – 15 May
- Portishead Pride catch up – 22<sup>nd</sup> May
- Talk Club catch up – 22<sup>nd</sup> May
- Nature England Partnership catch up – 23<sup>rd</sup> May
- North Somerset Ageing Well Prevention Workstream – 23<sup>rd</sup> May

### Webinars / Training

- Become a Dementia Friend – 9<sup>th</sup> May
- VCSE Alliance Brokerage Framework – 21 May

**Community Matters Monthly Report May 2024**  
**(reporting period 12.4.24 – 10.5.24)**  
**Compiled by the Signposting and Referral Service Officer.**

A roundup of the month. All seen have been provided with empathy and a listening ear, and signposted where required. I spend up to about an hour with some of the people that I see and signpost, to ensure I have a good understanding of the needs of the person, and so that I can understand the best place(s) to signpost. As usual I conduct research to keep up to date for signposting purposes. As always I record all of the information and daily figures of individuals seen on the Enquiries Log.

**Issues;** Info on MECC training. Social isolation. Unable to access health services under the NHS, Divorce, housing, dementia, stroke, Child access/divorce. Employment. Off work sick, unable to survive on SSP. Form filling. Energy bills increase. Housing application refusal. Bereavement. Parent with unwell child. Car parking charges proposal. Financial dispute. Unhappy with some NSC salaries. Debt. MS Society. Mobility.

**Places Signposted to;** Sue Dixon, Curo. GP/Practice Manager, CANS, The Stroke Association, Restored lives, Solicitor. ACAS. TalkClub, Foodbank. Energy company. CRUSE. 999 for ambulance. Library. North Somerset Council. MS Society. Blue badge applications.

**Figures this month;**

**Amount of individuals seen/informed of PTC Signposting and Referrals service;**

PYC – 24  
Beacon Hub – 49  
Library – 4  
= total = 77

**Gender this month;**

Male - 34  
Female – 43  
Other -

**Age (approx) range recording - to be commenced and reported on from next month.**

**Time spent this month, other;**

Conducting research  
Informal catch up's with service providers  
Team meetings Folk Hall  
Meeting with Clerk  
Clinical Supervision  
Informal PTC Councillor meeting