WESTON-SUPER-MARE TOWN COUNCIL

AGENDA ITEM: 3

Weston-Super-Mare Town Council Meeting 23rd November 2026
Report of: Chief Executive Officer / Town Clerk
Declaration of Casual Vacancy – Section 85, Local Government Act 1972

1. Purpose of Report

1.1 To advise Members of the statutory provisions relating to a councillor's non-attendance at qualifying meetings for a period exceeding six consecutive months, and to seek the formal declaration of a casual vacancy in accordance with the Local Government Act 1972.

2. Background

2.1 The Council's attendance records identify 23rd March 2026 as the last recorded attendance of Councillor Marc Aplin, representing North Worle.

2.2 No formal request for approval of absence was submitted to, or approved by, Full Council during the relevant six-month period.

2.3 Section 85(1) of the Local Government Act 1972 provides that where a councillor fails to attend a qualifying meeting for six consecutive months, they cease to be a member of the Council unless the reason for absence was approved by the Council before the expiry of that period, or a statutory exception applies.

2.4 Section 85(2) provides for certain other qualifying attendance, including meetings of committees, sub-committees and relevant outside bodies to which the councillor has been appointed as a representative of the Council.

2.5 Subject to final verification that no other qualifying attendance or statutory exception applies, the six-month period arising from the last recorded attendance on 23rd March 2026 expired 23rd September 2026 .

3. Statutory Requirements

3.1 Where a councillor has ceased to hold office under Section 85(1), Section 86(1)(c) of the Local Government Act 1972 requires the Council to declare the office vacant.

3.2 The cessation of office arises by operation of law. The Council is therefore not being asked to determine whether the councillor should remain in office, but to fulfil its statutory responsibility to formally declare the resulting vacancy.

3.3 The Council's Standing Orders require the Town Clerk to maintain a record of councillor attendance at Council and committee meetings (Standing Order 3.27).

3.4 Following the formal declaration, the Proper Officer will notify North Somerset Council Electoral Services and arrange publication of the statutory Notice of Vacancy in accordance with the applicable electoral requirements.

3.5 The subsequent arrangements for filling the vacancy will be determined in accordance with the relevant legislation and Electoral Services guidance.

4. Financial and Governance Implications

4.1 There are no direct financial implications arising from the declaration of the vacancy. Any subsequent electoral costs will be determined through the applicable electoral arrangements.

4.2 Compliance with Sections 85 and 86 of the Local Government Act 1972 is a statutory governance requirement.

4.3 The Proper Officer will ensure that the Council's membership and committee records are updated following the declaration, with any consequential appointments brought before Council where required.

5. Recommendation

Members are requested to:

1. **NOTE** the report and the statutory provisions relating to a councillor's non-attendance for a period exceeding six consecutive months under Section 85 of the Local Government Act 1972.
2. **NOTE** that the last recorded attendance of Councillor Marc Aplin was 23rd March 2026 and that no approval of absence was sought or granted by Full Council before the expiry of the statutory six-month period.
3. **DECLARE**, subject to confirmation of the statutory requirements outlined in this report, that the office of Councillor Marc Aplin, representing , is vacant pursuant to Section 86(1)(c) of the Local Government Act 1972.
4. **NOTE** that the Proper Officer will notify North Somerset Council Electoral Services and arrange for publication of the statutory Notice of Vacancy and any consequential administrative arrangements.

Background Papers:

- Local Government Act 1972 – Sections 85 and 86.
- Weston-super-Mare Town Council Standing Orders – Standing Order 3.27. (available on website)
- Council minutes relating to any approved absences during the relevant period. (available on website)

WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
HELD AT THE TOWN HALL ON
MONDAY 21ST SEPTEMBER 2026

Meeting Commenced: 7.00 pm
Meeting Concluded: 8.07 pm

PRESENT: Councillors Caroline Reynolds (Deputy Town Mayor/Chair), Ray Armstrong, Roger Bailey, Mike Bell, Joe Bambridge, Annabelle Chard, Jemma Coles, Peter Crew, John Crockford-Hawley, Catherine Gibbons, Hugh Malyan, Robert Payne, Alan Peak, Marcia Pepperall, Justyna Pecak-Michalowiz, Helen Thornton, Richard Tucker, Charlie Williams and Martin Williams.

ALSO, IN ATTENDANCE: Sarah Pearse (Chief Executive Officer/Town Clerk), Helen Morton (Responsible Financial Officer/Director of Finance and Resources), Samantha Bishop (Democratic Services Manager), Rebecca Saunders (Civic Officer & PA to CEO/Town Clerk), Warren Parker-Mills (Communications and Marketing Manager), Charlotte Joefowicz (Senior Development Officer), Inspector Lee Kerslake, Oliver Masley, Leo Hanney, Natalie Pecak-Michalowiz (Members of the Youth Council) and four members of the public.

In the absence of the Town Mayor, the Deputy Mayor chaired the meeting.

128	**Apologies for Absence and Notification of Substitutions** Apologies for absence were received from Councillors Gillian Bute, Owen James, Mark Canniford, John Carson, Lisa Pilgrim and Ciaran Cronnelly, prior to the meeting. Apologies for absence were received for Councillor James Clayton from the floor. It was noted that Councillor Mark Aplin was absent from the meeting.
129	**Declarations of Interest** Councillor Hugh Malyan declared a pecuniary interest in relation to item 12 - Grounds Maintenance Service Transfer - Asset Devolution Programme, as a North Somerset Council cabinet member for Highways and Transport and advised he would leave the meeting.
130	**To approve the accuracy of the minutes of the Town Council Meeting held on 29th June 2026** The minutes of the last meeting had been previously circulated.

	An amendment to min no 28 to reflect that Hans Price Academy did in fact have gender neutral toilets was noted. **PROPOSED BY:** Councillor Annabelle Chard **SECONDED BY:** Councillor Charlie Williams A vote was taken and accordingly it was **carried.** **RESOLVED:** That with the above amendment, minutes be approved and signed by the Chair as a true record of the meeting.
131	**To receive the Minutes of Youth Council Meetings held in June and July 2026** The minutes of the meetings had been previously circulated. The Youth Council were invited to provide an update to Council, with the following key points noted: • A desire to strengthen links between young people and local government and collaborate further with the Town Council. • A refresh of the Youth Council's website, newsletter and social media. • Positive feedback on the wellbeing bench initiative, with plans to explore a further location. • Two youth grants awarded and books sourced for a local school. • Litter identified as a key concern, with further community clean ups and an 'Adopt a Spot' initiatives planned. • A request for the Town Council to consider installing a litter bin at the Youth Community Centre due to littering concerns. • A Member advised that surplus books may be available from the Campus. **RESOLVED:** That the minutes be received and noted. The Chair thanked the Youth Council for their update and continued work.
132	**Neighbourhood and Response Policing in Weston-super-Mare** The Chair welcomed Inspector Lee Kerslake, who provided an update on neighbourhood and response policing across Weston-super-Mare. Initial update: • Weston-super-Mare remained a priority for policing resources, with positive performance against crime investigation requirements reported. • Business crime had reduced by 4.8% compared with the previous year. • Updates were provided on serious and organised crime and ongoing Operations Aura, Anomic and Align. • Grand Atlantic Hotel: Significant and ongoing ASB and unauthorised access to the condemned building remained a serious concern for the Police, particularly due to the substantial health and safety risks to young people entering the site. Further enforcement options were being explored. Previously submitted Member questions: • Castle Batch: CCTV positioning and monitoring were being reviewed, alongside increased patrols and other preventative measures, asking for the Town Council to review equipment that was being targeted at the moment to ensure where possible it was secure. • Clubland: Police resourcing would be reviewed ahead of next year.

	• Car meets: The Police were aware of planned and previous large scale car meets involving over 100 vehicles and were coordinating resources with neighbouring areas. Warnings and fines were being issued where offences were identified, and landowners had been encouraged to secure car parks. • Updates were also provided regarding the street community and ASB/vandalism within play areas, including engagement with Youth Justice services. Further Member questions and discussion: • Car meets: Members expressed significant concern regarding continued large scale car meets and the effectiveness of reports made through 101. Inspector Kerslake acknowledged that available resources presented challenges in preventing gatherings of this scale but confirmed that enforcement action would be taken where vehicle offences were identified. • Grand Atlantic Hotel: Members expressed serious concern regarding the scale and severity of the ongoing situation, particularly the continued access by young people to a condemned and potentially dangerous building. The significant Police resources committed to the site were acknowledged. • The Police had written to hundreds of parents to highlight the serious health and safety risks. Inspector Kerslake advised that communicating the severity of those risks remained challenging and that further public communications would be undertaken. • It was confirmed that the owners continued to take measures to secure the building. The Chair thanked Inspector Kerslake for his attendance and update and he left the meeting at 7.36 pm.
133	**To receive announcements and communications from the Town Mayor.** The Town Mayor's announcements and communications had been previously circulated. The Mayor had attended 17 engagements and the Deputy Mayor 19 engagements, bringing the total number of civic engagements attended to date to 63. The Deputy Mayor reported that she was enjoying undertaking civic duties during the Mayor's absence and expressed her thanks and appreciation to the many volunteers supporting the local community. **RESOLVED:** That the Town Mayor's announcements and communications be received and noted.
134	**Outside Bodies and Community Champions Reporting Protocol** Members considered a report seeking to establish a consistent and transparent approach to reporting by Councillors appointed to outside bodies and as Community Champions. The proposed Protocol would clarify reporting expectations, provide a formal route for relevant matters to be brought back to the Council and introduce a standard reporting template. The report also sought the appointment of a Councillor to act as the Council's Flood Warden/Flood Risk Representative, pending a wider review of outside body and Community Champion appointments at the Annual Council Meeting in May 2027. This was not addressed at the meeting. *Councillor Charlie Williams left the meeting at 7.38 pm* **PROPOSED BY:** Councillor John Crockford-Hawley **SECONDED BY:** Councillor Peter Crew

	A vote was taken and accordingly it was **carried.** **RESOLVED:** 1. To approve and adopt the Outside Bodies and Community Champions Reporting Protocol, attached at Appendix A. 2. To approve the Outside Bodies and Community Champions Reporting Template, attached at Appendix B. 3. To note that a wider review of the Council's outside-body and Community Champion appointments will be undertaken at the Annual Council Meeting in May 2027. *Councillor Charlie Williams rejoined the meeting at 19.40pm*
135	**Formal Adoption of Council Policies Reviewed by Committees** Members considered a report seeking formal adoption of three governance policies following their review and recommendation by the Finance and General Purposes Committee. The policies formed part of the Council's ongoing policy review programme to ensure that its governance framework remained current, compliant and fit for purpose. **PROPOSED BY:** Councillor John Crockford-Hawley **SECONDED BY:** Councillor Tim Taylor A vote was taken and accordingly it was **carried.** **RESOLVED:** 1. To formally adopt the Artificial Intelligence (AI) Policy, Data Protection Policy and Retention Policy following review and recommendation by the Finance and General Purposes Committee. 2. To authorise the CEO/Town Clerk to make any minor administrative, formatting, typographical, numbering or legislative amendments required prior to publication, provided that such amendments do not materially alter the substance or intent of the policies.
136	**Local Council Silver Award** Members considered a report confirming that the Council had completed the required work to meet the Local Council Award Scheme Silver criteria, following its previous achievement of the Bronze Award. Full Council was required to formally confirm that the necessary requirements were in place before the Silver Award application could be submitted. **PROPOSED BY:** Councillor John Crockford-Hawley **SECONDED BY:** Councillor Catherine Gibbons A vote was taken and accordingly it was **carried.** **RESOLVED:** 1. That Weston-super-Mare Town Council confirms that all the required documents, information and conditions are in place for the Local Council Award Scheme Silver Award, and that these are published on the Council's website, where applicable. 2. That the Democratic Services Manager be authorised to submit the Council's application for the Local Council Award Scheme Silver Award, together with the required supporting evidence.

137	**Annual Governance Cycle 2026/2027** Members considered a report presenting the Annual Governance Cycle 2026/27, which brought together the individual Committee Work Programmes and key Council, financial, statutory, risk, audit and assurance requirements into a single overarching framework. The Cycle was intended to support forward planning and provide a clear overview of how the Council's principal governance business would progress throughout the municipal year. **PROPOSED BY:** Councillor John Crockford-Hawley **SECONDED BY:** Councillor Roger Bailey A vote was taken and **carried.** **RESOLVED:** 1. To approve the Annual Governance Cycle 2026/27 attached at Appendix A. 2. To note that the individual Committee Work Programmes have been approved by the respective Committees and will operate alongside the overarching Annual Governance Cycle. 3. To note that the Annual Governance Cycle did not alter the Council's existing Terms of Reference, Scheme of Delegation or other constitutional arrangements. 4. To authorise the Chief Executive Officer / Town Clerk to make minor administrative amendments to the Annual Governance Cycle where required, with any substantive changes to governance responsibilities or decision-making arrangements being referred to the appropriate Committee or Full Council for consideration.
138	**LGA Corporate Peer Challenge – Final Report and Next Steps** Members considered the final LGA Corporate Peer Challenge Feedback Report**,** following the Council's first Corporate Peer Challenge undertaken in April 2026, together with the Corporate Peer Challenge Council Improvement Action Plan 2026/27, which set out the framework for responding to and monitoring the recommendations arising from the review. The CEO/Town Clerk welcomed the positive findings of the Peer Challenge, which recognised the Council's organisational transformation and progress made to date, whilst identifying areas for further development and improvement. During discussion: • Members noted the changed LGA funding position and the indicative costs associated with commissioning a future Progress Review but no decision was made on this area. • Concern was raised regarding potential duplication between the Peer Challenge improvement work and other governance and accreditation work considered earlier in the meeting. • The CEO/Town Clerk acknowledged the concern and clarified that these were separate processes, with the Peer Challenge actions intended to be integrated into existing corporate, service and management work programmes rather than creating a parallel improvement programme. • Members raised concerns regarding the resources required to progress the recommendations and many of the action had been or were n the progress of implementation. The CEO/Town Clerk advised that significant work had already progressed since the Peer Challenge in April and that implementation would be managed within existing resources wherever possible.

	PROPOSED: Councillor John Crockford-Hawley **SECONDED:** Councillor Hugh Malyan A vote was taken and the motion was **carried.** **RESOLVED:** 1. To receive and note the final LGA Corporate Peer Challenge Feedback Report, attached separately at Appendix A. 2. To welcome the overall findings of the Peer Challenge and note the positive external assessment of the Council's organisational transformation, culture, leadership, partnership working and capacity for continued improvement. 3. To approve the Corporate Peer Challenge Council Improvement Action Plan 2026/27, attached at Appendix B, as the framework for responding to and monitoring the recommendations contained within the final report. 4. To note that, in accordance with the commitments made through participation in the LGA Corporate Peer Challenge process, the final report and Action Plan will be published on the Town Council's website following consideration by Full Council. 5. To note the changed LGA funding position whereby a funded Progress Review is not currently available, together with the indicative costs of £5,700 for an online review and £7,700 for an in-person review. 6. To agree that no commitment to commission a paid Progress Review be made at this stage and that officers continue to explore with the LGA and NALC whether funded or alternative support can be made available, with the position brought back to Council, if required, ahead of the proposed 12-month review point.
139	**Grounds Maintenance Service Transfer - Asset Devolution Programme** *7.51pm Councillor Hugh Malyan left at this point in the meeting.* Members considered the report setting out proposals for the phased transfer and future delivery of grounds maintenance services as part of the Council's Asset Devolution Programme. At the outset of discussion, a Member indicated an intention to seek deferral of the decision until the November Town Council meeting to allow further time to understand the implications for the Council. It was noted that the proposed deferral had previously been circulated to Group Leaders, this was worded as 'a proposed amendment'. Clarity was given that the report contained recommendation from the Devolution Start & Finish Group and that at this stage in the proceedings no proposal had been made to allow an amendment to be put forward. The error was conceded by the member. *Councillor Peter Crew left the meeting at 7.53 pm.* For clarity on procedure, the CEO/Town Clerk advised that the recommendations from the Devolution Start & Finish Group contained within the report first needed to be formally moved and seconded before any amendment to the motion could be considered. The error was conceded by the member in question. It was therefore: **PROPOSED BY:** Councillor Tim Taylor **SECONDED BY:** Councillor Helen Thornton **That the recommendations contained within the report be approved.**

During debate on the motion, Members raised concerns regarding:

- the completeness of the financial information available and the implications for the Council;
- the timescales set by North Somerset Council and the consequences of delaying a decision;
- changes to the proposed transfer package and whether these had been fully reflected within the report;
- the implications for sports clubs and existing contractors; and
- the need for clarity regarding the proposed handover arrangements and timetable.

The CEO/Town Clerk advised that the timescales had been set and agreed by North Somerset Council as such they were not able to confirm or deny at the this point in time that a deferral would or would not be problematic to NSC. Detailed information, including the developing business case, had previously been provided to the Devolution Start & Finish Group. It was noted that North Somerset Council required direction from the Town Council within the identified timescales, but that the decision remained one for Members.

Members noted that the Devolution Start & Finish Group had understood the timescales provided by North Somerset Council to be time sensitive. Concern was nevertheless expressed that further information was required to enable Members to fully understand the implications of proceeding.

An amendment to defer consideration was then:

PROPOSED BY: Councillor John Crockford-Hawley
SECONDED BY: Councillor Joe Bambridge

That consideration of the recommendations be deferred until the November 2026 Town Council meeting to allow further time for Members to understand the implications for the Council.

A vote was taken on the amendment, which was **lost**:

For: 7 | Against: 11

The amendment having been lost, the original motion remained before the meeting.

A vote was then taken on the original motion, which was **carried**:

For: 14 | Against: 2 | Abstention: 1

RESOLVED:

1. **To APPROVE** progression of Phase 1 in accordance with the recommendations of the Devolution Start & Finish Group, including:

   a. progression of the eight play/park sites and the three identified Phase 1 green spaces through the appropriate legal and community-engagement decision processes;

   b. reopening discussions with NSC regarding the freehold transfer of the six recreation grounds, subject to contemporary legal, property, condition, operational and financial due diligence;

c. confirmation that WSMTC will not continue its grounds-maintenance contribution into NSC's Glendale Street Scene contract beyond the current arrangement, with the relevant provision retained and reallocated by WSMTC from 1 April 2027 to support delivery of the transferred grounds-maintenance service; and

d. progression of the associated staffing realignment and backfilling requirements through the appropriate Council processes.

2. **To NOTE** that the Phase 1 approach is intended to be broadly cost neutral, subject to final validation, confirmation of service responsibilities and seasonal fluctuations, and that the current financial and staffing information remains indicative.
3. **To NOTE** that the decision not to continue the Glendale contribution is required now to meet agreed timescales and provide NSC with direction for its 2027/28 financial planning and future contract scope/implementation.
4. **To APPROVE** officers progressing feasibility and development work on the assets identified as Phase 2 Green, without commitment at this stage to asset transfer, with the outcome brought back to Members in Summer 2027 as the decision point on whether and to what extent those assets should be pursued for devolution, with a view to potential operational implementation from 2028.
5. **To AGREE** that no Phase 2 Amber assets are progressed at this stage, while reserving the opportunity to reconsider individual Amber assets following progression of the Phase 2 Green work.
6. **To AGREE** that the Phase 2 Red highway/verge/footpath-edge assets are not pursued for asset transfer, but **AUTHORISE** officers to explore with NSC alternative arrangements to improve maintenance standards without transferring ownership or responsibility, including obtaining further costings for additional grass cuts and associated PDR works for consideration as part of the Summer 2027 review.
7. **To AUTHORISE** officers to undertake the negotiations, feasibility work and due diligence necessary to progress the above recommendations, with any material change in scope, cost, staffing requirement or liability reported through the appropriate Council governance process before commitment.
8. **To NOTE** that the full developing Phase 1 and Phase 2 Asset Devolution Business Case and detailed supporting evidence are available to Members on request.

There being no further business, the Chair closed the meeting at 8.07 pm.

Signed: …… Dated: ……

Weston-super-Mare Youth Council Meeting Notes

A.	**Date of meeting**: 08/09/26
B.	**Meeting Start Time**: 18.05pm
C.	**Where is the meeting:** Jill Dando Room, Weston Town Council, Waterloo Street.
D.	**Attendance** – Attendance –Leo **(LH)** Oliver **(OM**) Lily **(LAP)** Alexa **(AL)** Jess **(JJ)** Inara **(IP)** Ian **(IR)** Jak **(JB)** Alli W **(AW)** -YMCA Youth & Community- Programmes Manager Sam Bishop **(SB)** (Democratic Services Manager – **(DSM WSMTC)**
F.	**Welcome** – All good- AL Welcomed new member Jak B who is home educated. All Members introduced themselves.
1.	**Apologies for Absence** – Isaac **(IS)** Natalie **(NM)**
2.	**Declarations of Interest** – None
3.	**Notes of Last Meeting** – A few grammatically amendments to the attendance initials in section D. **Proposed-** OM **Second**- IP **RESOLVED:** Noting the grammatical errors, the meeting notes were approved.
4.	**Grants- None to be reviewed**
5.	**Adopt a Spot-** Update there has been a lot of engagement good and bad from the posts made. Some have said the youth council are taking jobs from volunteers and thought we were asking people to clean the town instead of the council doing their jobs. **LH** - A post has gone out on social media explaining what the youth council do to help people understand. **AW** - Explained that there will always been some negative comments and they should focus on the positive engagement. **LH** - Reminded members to send more content to keep the project going to encourage more young people to get involved.
6.	**Youth Parliament** – Talk update – **LH-** Very happy with how the talk went and there was good engagement from the youth parliament. **OM-** They had expressed that they would like to take the Gender-neutral toilet campaign further. **LH** - It was really interesting to see how the Youth Parliament (YP) is run compared to youth council. **OM**- Reminded everyone that they have been Invited to the next meeting. This will be a great opportunity to nudge the sub groups. **Action-** Members to confirm if they will be attending the YP meeting.

7.	**Partner Projects-** **LH -** Spoke about a potential opportunity to partner with Boost Academy. They support SEND children and their art teacher wants set up a children's art gallery. They asked if it was something the youth council would like to support. **AW** -This was an idea that had been suggested within the youth council before. **AL-** Asked how could the youth council help? **LH –** I think it is to help them with advertising and find somewhere to hold it. If everyone agrees we could ask them to the next meeting to tell us more. **All members were agreed to invite them to find out more.** **Action- LH** to invite Boost academy to the October meeting.
8.	**Autumn Projects-** **LH-** Asked Is there anything we want to run in Halloween Half term **AL-** Can we call it Harvest as many do not like term Halloween. **AW** - Suggested just calling it October Half term. **OM -** We have a litter pick date for 3rd October. **AL –** I walk past the Youth centre, where we did the last litter pick and there is still rubbish**.** **AW-** The young people who use the area to meet friends are always complaining there is nowhere to put rubbish only a dog bin. Previously in September 2024 a bin was mentioned to the grounds team at WTC but it hasn't been situated yet. **OM-** It would be a good opportunity to mention it at the next town council meeting. **AW-** Suggested if it was a problem getting it emptied, the youth team would be happy to empty it as it was easier that doing a daily litter pick. **LH** suggested the coach park? As the original area they had earmarked had been cleaned up. Proposed- LH Second- IR **Resolved** – All In favour **LH-** It's a more prominent site so hopefully more people would keep it clean. **AW-** suggested taking some before pictures and after for social media to show the difference. **AL** happy to do that. **Actions- AL** to take photos of coach park before the litter pick **LH** to raise the bin issue at the Weston Youth Centre at the next Town Council meeting. **Support a book drive for Walliscote school –** **AL** – Following on from the previous grant application from Walliscote school, we said we would support them to get more books for the children. This could be an autumn project. **AW-** received an email from Bethany Brown at the school saying they would welcome the support. **Action - LH** to contact Bethany to discuss how the youth council can support this further.

	Carnival float- **LH-** Asked if getting more involved with the Carnival was something the Youth Council wanted to do. A float maybe? **AW-** This has been brought up before and is a very big commitment. **AL**- it's a big thing to organise. **SB-** The Mayor will be on a float this year at the front, so the Youth Council could support his float? **LH-** Good Idea, can we find out more about that? **AW-** What about another carnival- drop in session for young people, **OM - I**t was a quiet session last year as some found it difficult to get through the crowd. **AW –** We could start the session earlier. Also, I think the session wasn't advertised enough. We have better comms this year. **Actions- LH** to look into how the Youth Council can support the Mayor's float. **All Members-** to agree if the carnival drop in session should go ahead.
9.	**Full town council meeting-** Speaker selection & topic **LH** said the meeting is on 21st September and it would be great if the youth council spoke at the meeting. Who would like to speak? **LAP, OM, AL & LH** offered to speak. **Agreed - AL -**would open. **LH-** would speak about communications. **LAP –** would speak about what been going on. **OM -** would close. **AW-** Might be worth holding a quick meeting to decide what will be said as the timing will be important. **SB-** How long do you need to speak- **LH** around five minutes. **Actions- LAP, AL, OM & LH** will talk about recent successes and challenges. **LH** to arrange an online meeting to agree on the talk content. **SB** to add the youth Council to the Meeting Agenda.
10.	**Birnbeck Plastics trip –** **LH-** Explained that the trip was cancelled at short notice we were invited but it was difficult to get into the calendar. He said he wasn't sure why they had got the invite. **AW** suggested that it could be that they want to engage with young people to educate them on recycling so know the youth council could support them with that. **Action - LH –** to send an email to them to ask what they youth council can help them with.
11.	**N Somerset Transport team- Update-** **LH** attended another meeting with the team and they discussed the bus stops that are being vandalised around the Haywood area and now they are using new materials to help reduce the damage.

	Outcomes of the meeting – - They want us to do a video as to why young people are vandalising the bus stops. - They would like us to cut one of the ribbons when the bus stops are repaired. **OM** - I have contacted Mayor Godwin- Mayor for west of England combined authority (WECA) after the last meeting regarding the cost of the fares for 16-18-year olds and her support office had wrote back saying the Mayor is keen to revisit this in the future but declined to meet at the moment because they are working on the development of their own Youth Council. She would like to prioritise a meeting once this is more stable. **OM-** Added that he had replied saying this wasn't an issue for the future as young people are facing these challenges now and we would be concerned if this meant that engagement with existing youth representatives and youth-led organisations was delayed for an extended period. I have asked for a reply to a more realistic timeframe. **LH** - Do we want to get more involved in the campaign- **AW-** Maybe do a survey so we have evidence of the extent young people are affected. **LH**- Already have one set up- I have shared it with friends and it is interesting. We just need to get it out to more young people. **OM** - First Bus set the price and the WACA Subsidise 20p – We want them to acknowledge there is a need to look at the 16-18 years old fare to support them in getting to and from further education and employment. **OM-** They have a large budget and it is focused in Bristol. We want them to expand the child fares by two years. **OM**- We want them to acknowledge that some young people cannot afford the hiked adult fare. **AW** – It would be good to have the statistics- **LH**- WECA has statistics and knows this information we just need to get it. **OM** First bus holds the N Somerset information. **Actions** – **LH** to look at obtaining the statistics for young people's travel. **LH** to share the survey he has with members. **SB left the meeting 18.54pm**
12.	**Website –** **LH-** Website is going well. I have updated it since we purchased the domain. We have a map that will highlight location in the town that are for young people Anyone can add somewhere that is young people friendly like Weston youth centre & The Youth hub near Grove park. We need more ideas to add to the map. We also need some more reels for social media and our blog page. **Action-** All members to get actively involved in supporting content for the website.
13.	**Newsletter-** Update **LH**- propose we move the times of the release so we have something to add. **AL & OM-** I don't think we need to as we have lots to talk about over the next few months.

	AW- each quarter you have areas in the newsletter that gives you a chance to highlight what is coming and what you have been up to so you will have covered all events in each quarter. **IP** – I can make sure we have events ready a few months earlier so they are ready to be added. **Resolved-** All Agreed to keep dates. **IR** asked when is the next one coming out- 20th October. **Actions –** Members to have their sections ready for the next edition – deadline 12th October
14.	**Events –** **MP Summer School** **LH -** It was really good- lots of interesting people like sky news and a Westminster reporter. We took part in a dragon's den pitch for a Community interest company and pitched it to Weston business owners. MP Dan Aldridge was interesting and very helpful. He is very invested in hearing young people's voices and supporting decisions. It was a good opportunity and would recommend it. **Reset Youth Awards-** Some members attended and sat with the Mayor- great night celebrating young people's achievements. **OM** made a speech as the youth Parliament lead. **Remebrance parade –** Just a reminder.
15.	**AOB-** **Chair of youth board for Pride in place** **AL-** Should we get Paige in as she was unable to attend last time. **AW** – We need to establish her role first as I am not sure how it fits into the pride in place. **OM** offered to chase this with Shelley Smith. **Social Media-** **LH-** We need more videos for social media, reels are really good and get more traction. **IP-** I have noticed the rubbish in the wasteland near Weston youth centre. It is getting worse. **AW-** I believe it is leased to the Michael's family but no one has been seen keeping it clean. I did see a digger clearing some of the high grasses but I think that was to help get a container into the football ground. **Action-** All members to support social media with more content. **Lanyards-** **LH-** The lanyards have arrived and are great. They are given to members that are attending regular meetings. **AW-** Sarah Pearse – **WTC – CEO** said the Town council would be happy to print name badges for youth council members to add to the lanyards they would just need a photo. **LH**- I have some members photos, I will get the rest this evening after the meeting.

	Action – **LH** to send photos to **AW**. **AW** to liaise with **SP** to get the id badges printed. **Bristol city youth council -** **OM** asked the members to take a look at the BCYC website as it was very good. **Meeting Dates- Meeting dates to be approved.** **AW** gave the members the 26/27 suggested meeting dates and asked if they were all happy with the proposed dates**.** **Proposed-** LH **Second-** OM **All in favour.** **Meeting dates agreed for 26/27 (attached)**
16.	**Meeting ended-** 19.32pm
17.	**Date of Next Meeting** – 13/10/26

Weston-super-Mare Youth Council Meeting Notes

A.	**Date of meeting**: 13-10-26
B.	**Meeting Start Time**: 18.01pm
C.	**Where is the meeting:** Weston Town Council Chambers, 32 waterloo Street.
D.	**Attendance** – Alexa **(AL)** Leo (**LH)** Lillie **(LAP)** Josh **(JE)** Alli W **(AW)** – YMCA Youth & Community- Programmes Manager Sam B **(SB)** – Democratic service manager- **(DSM- WSMTC)** Councillor Charlie Williams (**CCW)**
E.	**Welcome** – New Members- **AL** welcomed Josh **(JE)** to the Youth Council
F.	**Apologies for Absence** – Oliver **(OM)** Natalie (**NM)** Ian **(IR)** Isaac (**IS)** Jak (JB)
1.	**Declarations of Interest** – None
2.	**Grants-** None to review
3.	**Notes of Last Meeting** – Two grammatical amendments in sections 5 & 8. Proposed- **LH** Second- **LAP** **RESOLVED:** Noting the grammatical errors, the meeting notes were approved. **18.06pm -** Councillor Charlie Williams joined the meeting
4.	**Guest Introduction-** **AL** introduced and welcomed Councillor Charlie Williams **(CCW)** **CCW-** Told the Youth Council he was elected last year and is the youngest Town Councillor elected. **CCW -** Apologised for not attending a youth Council meeting sooner. **CCW** Explained he works at Hans Price. **LH - W**elcomed **CCW**
5.	**Youth Parliament & Town Council Meetings** – update **LH-** The Town Council meeting didn't go quite to plan as I had accidently told **LAP** & **AL** the wrong time for the meeting so we had to improvise and try and cover their parts of the talk. **LH-** Said Sarah Pearse **(CEO-WTC)** spoke with us after the meeting saying they did well. **AL-** I am glad we went, I really enjoyed it. **LAP-** Happy to attend again. **LH-** However, one thing that came from the meeting was that we asked for a bin to be placed at St John's near the youth centre as young people had expressed there was no bins in the area for them to use. It was finally agreed at the meeting that this would be actioned. **SB-** I have emailed the ward councillors to ask if there were any reasons why it can't go there.

	Action - Faye Powell will co-ordinate with N Somerset council and one will be put in.
6.	**Boost Academy- Art Exhibition**- update **LH-** I invited Boost Academy to our meeting but unfortunately, they are unable to attend a youth council meeting as it clashes with their training nights. **LH**- Their idea was to hold a young person's art exhibition and they would like to work in partnership with the Youth Council. They have said they would be happy for us to lead. **AL-** Is there a proposed date that they want it to be done and where. **LH –** No, however they suggested it being pre-GCSE season, so young people don't feel over whelmed. I am looking at contacting the Museum to see if that would be an option to hold it. **SB** – If you email Sophie at the museum, she will be the best person **Action- LH** to email -sophie.roberts@wsm-tc.gov.uk Add to next month's Agenda to discuss more
7.	**Walliscote school – Outreach-** **LH -AW** and myself have met with Bethany the deputy Head teacher to discuss how we could support their book drive after we gave them funding via the grant request. We informed them that we had found another school that had hundreds of books that was not being used and we could link them with the school. **AW**- We have a planned trip to Dulverton school with the Deputy head of Walliscote so they can pick up the books they want. **LH-** We have been Invited to the school- to speak with their young reporters on the 18th November at 1.15pm. We will be attending with the YMCA youth workers who are doing an assembly and then we will be given a tour. of the school. **AW-** This is such a great story for the youth council, being able to help out further that just giving out grants. **LH-** Can we mention grants that have been given out on social media. **AW-** Of course- it Will help to get more youth groups to apply. **Action- AW** to confirm the trip to Dulverton School with Somerset Council.
8.	**Community Clean-up-** **LH** We collected 88.58 kg of rubbish from the Coach park at Locking rd on our community clean up. At the beginning of October **AW-** Members of the public joined in which was good to see. **AL-** There is so much more to do down there. **JE -** Agreed and added that there is a lot of weeds and brambles that needs clearing. **AW-** As a group you managed to clear three quarter of the whole car park. Which is amazing. **AL-** We need more people next time. **CCW-** where did you get the PPE from. **AW-** Debbie Apted from Cleaner coastlines kindly provided all the PPE, tools, sharp's boxes etc and **IR** also had some. A risk assessment was performed and also and safety briefing.

	AW- Thanks to N Somerset Council who picked up all 20+ bags and disposed of them for us. **Action -**Members to go out and locate a new area for the next litter pick next year.
9.	**Fair fares Campaign**- Update- **LH-** I have met with the Transport team again- **AL-** I saw the new art work at the refurbished bus stops and they look good. Schools were not named on them though, it would be nice to know who did it. **CCW-** I believe it was just schools within the Extend group that did the artwork **AL-** What is the outcome we want? **LH-** The aim is to get them to acknowledge that this is a big issue for young people, trying to afford bus fares. They rise by 140% when young people reached the age of 16 . This means it is a struggle for young people in the 16-18 age bracket to afford the increase whilst using the buses to get to colleges, university, apprenticeships or jobs. **AL** Who is responsible for setting the fares? **LH-** WECA the Combined authority is responsible for improving public transport, supporting housing and regeneration projects, creating jobs, boosting the local economy, providing adult education and skills training, and tackling climate change. WECA also manages government funding to support projects that benefit local people and businesses. It works alongside local councils. This is why **OM** tried to reach out to the Mayor of WECCA twice, however they have declined to meet with the youth council saying N Somerset is not part of the combined authority even though they set the bus fares. We need to keep pushing this. **AW-** What about the survey you had planned. Evidence would help? **LH-** It not quite ready for general public yet, but it would be good to get everyone's opinion on the questions so we can get more evidence to push this forward. **Actions- LH** to send survey out to members to check the questions.
10.	**Mental Health Bench-** Plaque Update **AL-** Asked if there was any update on the Plaque for the wellbeing bench? **AW-** The plaque is currently being made and I have spoken with Lisa Clements of the Grounds team and as soon as it is ready. Her team will place it on the bench. **AL-** What will be on it? **AW-** The inscription will read- "**This bench has been presented by the Weston Town Youth Council – Every Weston Sunrise is proof that new starts are Possible!"** This was approved in May's Meeting. **AW-** Does there need to be an official opening? **LAP-** That's a great idea. **LH-** An official ribbon cutting? **AL-** Shame it's not summer for nice weather. **AW-** We can always agree a date at next months meeting when there are more members present. **LH-** Yes can you add it to the agenda. **Actions- LH-** to share Survey questions with members **AW-** To add the bench official opening to Novembers agenda

11.	**Newsletter- Update-** **LH- OM** has recreated the template for me now so we are ready to go for November's edition. The Deadline was yesterday and I haven't received anything. **AW-** You need to distribute the work to all members. Everyone needs to be involved to make this work. We can list the work and assign it to a member. **Assigned Jobs-** **IP** - To do the what's on section **LH-** Will do the communications section **AL**- to complete the message from the chair **IR** – To write about the community clean up **LAP** –To report on the Seagull screeching competition **CCW**- When was the Youth council formed? **SB-** I think it was set up just before I joined the Town Council, so maybe 2002/3 **AW-** We can always check. **CCW-** Maybe worth doing an anniversary edition. **LH- MN** doesn't have a job to do- we can assign it to her. **NM-** To do an Anniversary piece. **AW-** Is there anything else needed? **LH** said him and **OM** had been out and about in the community interviewing and making a reel. **Actions-** All members to complete their assigned work for the Newsletter before 28th October so **LH** can get the newsletter out by the deadline of 1st November.
12.	**School Surgeries & Engagement-** **LH- OM** asked for us to add this to the agenda, however he was unable to attend. **OM** is going into schools to do assemblies as the Youth Parliament Lead. He has spoken to all the MP's **LH**- I thought it was a good idea if we were able to join him as it gives us a way of getting young people's views and the Youth Council know more by young people. **AL-** Yes, the youth council is a more local option for young people to have their say- and they can see how our efforts impacts' the town. **AW-** I Think we should wait until **OM** is available to inform the members of this item himself. **CCW-** I have set up the Hans Price Herald- and would like to invite the Youth Council to come in, It would be great if you could do a piece for our paper before attending. Deadline for print- 1st December Follow up with **OM** at the next meeting-**Action -**Deferred to next meeting

13.	**Save UKYP Campaign & National Representation**- **LH- OM** was not able to be here at the meeting but asked me to share this with you- Please see attached **OM's** information about the save the Youth Parliament. However, as a quick update- **OM** is trying to raise awareness as the Government is talking about cutting the funding for Youth parliament, saying it's not value for money and thought the council could help raise awareness and share the video on **OM's** Instagram as well as Lobbying the Department of cultural media and sport. **LH** -I think we should support but how do we do it and keep our membership? **AL-** Yes, Parliament is bigger and more young people understand it more than the youth council- however the youth council is more in the community, more hands on. Can we support the YP but get youth council more recognised whilst we do it? Josh- It seems like a youth club- than a parliament- **JL-** I prefer the youth council. **CCW-** I have set up the Hans Price Herald- and would like to invite the Youth Council to come in, however- Deadline for print- 1st December **LH-** We can highlight it on our social media but make a youth council guidance newsletter- Can we discuss it at the next meeting? **AL-** How do we get them printed? **SB**- We have a supplier- for leaflets- we can get them to print them, however it will need to come out of youth council budget- **AW-** We do have enough in the budget to cover this. **Action – LH** to look at what we should put in the guidance newsletter to discuss at the next meeting- **CCW-** I have set up the Hans Price Herald- and would like to invite the Youth Council to come in, to meet the school reporters. It would be good if you could write a piece and send it in first, however- Deadline for print- 1st December. **LH-** I can do that and send it over before the 1st. **Action- LH** to write a article for the Hans Price Herald and send over to CCW
14.	**AOB-** **Anti- social behaviour-** **AW-** It was highlighted this morning in a Town Council Leadership meeting that there is a lot of damage being caused to the new play park equipment especially in Jubilee and Plumley parks. Flooring is being ripped up and swings broken causing thousands of pounds worth of damage. Lisa the Grounds Team manager said the team cannot keep up with the amount of damage being caused. Lisa would like to meet with the youth council to discuss how the youth council could promote the impact this has on the team and residents that use the parks to try and encourage those that cause this damage think twice before doing it again. **LH-** Sounds like a good Idea. I will invite her to a meeting.

	Agenda meeting – **AW-** Just a reminder to schedule your agenda meeting for next month- The minutes for this meeting will be available on Friday, so anytime after that. **Speaker for our meetings-** **LAP**- I have been chatting with the mental health charity, OTR about the support they offer Young People. I think it would be a great idea to invite them to a meeting. **LH-** Do you want to Invite them to the next meeting. **LAP?** **Action- LAP-** To invite OTR to a youth council meeting **SB- A reminder for Remembrance Day is on Sunday 8th November** – **AL** said I will be attending to lay the wreath- **SB-** has this been ordered? **AW/AL** confirmed that they had arranged for it to be ordered via the Mayor's office. Rebecca will notify us when it is ready. **SB- AL** will need to attend the rehearsal at 10am. and you will need to be at the Town Council chambers by 10am on Sunday. I will get Rebecca to send out details. The Procession will take place from the Italian Gardens at 10.30am and will proceed to Grove park for just before 11am for the service, which everyone is welcome to join the crowd. **Carnival- 13th November** **LH-** This was brought up at the previous meeting about joining the Mayor at the head of the Carnival. Is it still going ahead? **SB-** I would need to check **AW-** I spoke with Sarah Morrison form the Carnival committee and said you talked about getting more involved. She invited the youth council to join Elm tree Partnership on a cart next year. Something to consider. **Action- SB** to let **AW** know if the Youth council are joining the Mayor at the carnival **Parliament Visit-** **LH** I Spoke to Dan Aldridge – and he said that there was a date for us to visit re a date to visit parliament. **AW**- I wasn't aware we had agreed a date. I **Action- AW** to contact the MP's office to confirm a date. **Parliament week in November** **AL-** I think we should do something for this. I have done a write up around the right to vote for young people, happy for it to be used. **LH-** Send it over and I can take a look. **Action- AL** to send article for Parliament week to **LH**
12.	**Date of Next Meeting** – 10th November

	Meeting ended- 19.06pm

REPORT TO WESTON-SUPER-MARE TOWN COUNCIL

23rd November 2026

MAYOR'S ENGAGEMENTS

21st September – 23rd November 2026

Town Mayor

Councillor Owen James

ENGAGEMENTS SUMMARY

Council Representative	Number of Engagements
TOWN MAYOR Cllr Owen James	18
DEPUTY MAYOR Cllr Caroline Reynolds	16
TOWN COUNCIL LEADER Cllr Ciaran Cronnelly	0

TOTALS TO DATE

Council Representative	Number of Engagements
TOWN MAYOR Cllr Owen James	59
DEPUTY MAYOR Cllr Caroline Reynolds	38
TOWN COUNCIL LEADER Cllr Ciaran Cronnelly	0
TOTAL	97

SIGNIFICANT EVENTS:

8th November Remembrance Service
11th November Armistice Service
14th November Christmas light switch on.

UPCOMING EVENTS

25th November Railing Against Abuse
29th November Christmas Fair at Worle Community Centre
30th November meeting polish businesses
1st December Christmas tree switch on at Michealangelo's
5th December Christmas Party at Gardenia Nursing Home
5th December Choral Society Concert All Saints Church
7th December Light Up A Light St Pauls Church
9th – 11th December visit to Hildesheim
16th December Civic Carol Servic All Saints Church
17th December Mayors Staff & Cllrs Christmas Reception
18th December Opening of Wren Kitchens Showrooms
24th December Christmas Hospital Visit
2nd January 2027 WAM Christmas Celebration Kewstoke Village Hall

WESTON-SUPER-MARE TOWN COUNCIL

Finance & General Purposes Committee – 19 October 2026

IT Hardware Replacement and Five-Year Replacement Program (Agenda item 9.2)

Report from the Director of Finance & General Purposes

1. Purpose of Report

To propose recommendation of General Reserve provision to fund the replacement of legacy IT hardware currently operating on Windows 10 across council services; to consider quotations for replacement equipment; and to establish a planned approach to the future replacement of Council IT hardware.

The report also considers the relationship between the proposed hardware replacement and the Council's 2026-2029 IT Transformation Project, including implementation of Microsoft 365 Business Premium, Microsoft Copilot, Entra ID and SharePoint.

The Committee has previously approved the implementation of Microsoft 365 and associated budget provision. The proposals within this report do not seek further approval for Microsoft 365 but ensure that the Council's hardware infrastructure can support and complement the approved transformation program.

2. Background

A review of the Council's existing IT equipment identified 12 desktop and laptop computers requiring replacement. The equipment comprises devices operating on a combination of Windows 10 Pro and Windows 10 Home and includes hardware of varying ages and specifications.

Windows 10 reached the end of Microsoft standard support on 14 October 2025. Continued use of an unsupported operating system increases risks associated with cyber security, operational resilience, software compatibility and ongoing technical support.

Replacement of the identified equipment will provide the Council with a supported Windows 11 Pro platform and provide greater consistency across the Council's IT hardware estate.

The proposed hardware replacement should also be considered within the context of the Council's 2026-2029 IT Transformation Project. The Finance & General Purposes Committee has previously approved implementation of Microsoft 365 and associated budget provision.

3. Existing IT Hardware and Requirement for Replacement

To date 12 devices have been identified for replacement comprise 7 desktop computers and 5 laptops. The equipment was acquired at different times and varies in age and specification, resulting in an inconsistent IT hardware estate.

The review identified older-generation processors, limited memory and storage and equipment that is no longer considered appropriate for the Council's future operating environment. Several devices have only 4 GB of RAM, while others utilise older processor technology or have limited storage capacity.

Although individual components within some devices may be capable of upgrade, continued investment in ageing equipment would not provide a consistent or sustainable long-term solution. Replacement will enable the Council to standardise its equipment and simplify device management, security, support and maintenance.

The Council is moving towards a modern Microsoft 365 environment as part of the 2026-2029 IT Transformation Project. Replacement of the identified equipment will support the approved Microsoft 365 Business Premium and Copilot environment and the move towards Entra ID and SharePoint.

Replacement of the identified legacy equipment therefore provides a more effective long-term approach than continued investment in individual older devices and establishes a standardised platform capable of supporting the Council's wider digital transformation.

4. Procurement and Quotation Evaluation

Three quotations have been obtained for the replacement of the seven desktop computers and five laptops identified through the Council's IT hardware review. In evaluating the quotations, consideration has been given not only to the purchase price of the replacement hardware but also to the costs associated with installation, configuration and onboarding the equipment into the Council's managed IT environment. This provides a comparison of the total project implementation cost rather than hardware purchase price alone.

The resulting project cost comparison is:

	Quote 1	**Quote 2**	**Quote 3**
7 Desktop PCs	£3,801.00	£4,550.00	£4,709.25
5 Laptops	£2,910.00	£3,500.00	£3,099.25
Hardware subtotal	**£6,711.00**	**£8,050.00**	**£7,808.50**
Installation / professional services	£900.00	-	£1,950.00
Managed IT onboarding	£2,280.00	£2,280.00	Included
Total Project Cost	**£9,891.00**	**£10,330.00**	**£9,758.50**

All figures shown are exclusive of VAT. As the Council is able to recover VAT, the evaluation is based upon the net cost to the Council.

Evaluation on the basis of total project implementation cost demonstrates that Quote 3 represents the lowest overall cost, being £132.50 lower than Quote 1 and £571.50 lower than Quote 2.

Quote 3 also provides a single point of responsibility for the supply, configuration and introduction of the replacement equipment into the Council's managed IT environment. On the basis of the total project cost and implementation arrangements, Quote 3 is therefore considered to represent the best value for the Council.

5. IT Hardware Replacement Program

The requirement to replace 12 devices within a single financial year highlights the need for a more structured approach to the future management and replacement of the Council's IT hardware as the council continues to grow.

It is proposed that the Council establishes a rolling five-year IT Hardware Replacement Program, providing forward visibility of anticipated hardware replacement requirements and enabling associated costs to be incorporated into the annual revenue budget and Medium-Term Financial Planning.

An indicative five-year lifecycle will be used for desktop computers and laptops for financial planning purposes. This will not represent an automatic replacement date.

Before equipment is replaced, consideration will be given to its condition, performance, security, operating system and software support, warranty position and continuing operational suitability. The program will also take account of Microsoft's published product and support lifecycles to ensure that Council devices continue to operate on supported software and operating systems. Equipment that remains secure, supported and fit for purpose may therefore continue in use beyond its indicative replacement date.

The program will be reviewed annually as part of the Council's budget-setting process and updated to reflect changes to the Council's hardware inventory, technology requirements and prevailing market costs.

Where practicable, future replacements will be staggered to avoid significant numbers of devices requiring replacement simultaneously and to provide a more consistent profile of expenditure.

The IT Hardware Replacement Program will sit alongside the Council's 2026-2029 IT Transformation Project, ensuring that future hardware investment continues to support the Council's developing digital infrastructure and operational requirements.

6. Financial Implications

No specific budget provision was included within the Council's 2026/27 budget for the replacement of the 12 identified IT devices. The expenditure therefore represents an unbudgeted requirement arising from the need to replace the Council's existing legacy equipment.

It is proposed that the total project cost of replacing and implementing the 12 devices is met from the Council's General Reserve.

The Council's General Reserve balance as at 31 March 2026 was £981,986. The recommended total project cost of £9,758.50 represents approximately 0.99% of that General Reserve balance.

The use of General Reserve is proposed as a one-off measure to address the current legacy hardware replacement requirement. It is not intended that General Reserve becomes the normal funding source for routine IT hardware replacement.

From 2028/29 onwards, anticipated replacement expenditure will be identified through the rolling five-year IT Hardware Replacement Program and appropriate provision incorporated into the Council's annual revenue budget. This will enable foreseeable replacement costs to be planned for.

7. Risk and Governance Considerations

The proposed replacement supports the Council's responsibility to maintain a secure, supported and operationally appropriate IT environment.

Continued reliance on ageing equipment and an unsupported operating system increases cyber-security, data protection, operational resilience and business continuity risks. Replacement will reduce these risks and provide a supported platform.

The procurement exercise has been undertaken in accordance with the Council's Financial Regulations, specifically Regulation 7.2, with three quotations obtained against a consistent requirement to demonstrate competition and value for money.

The introduction of a rolling five-year replacement program will strengthen the Council's asset and financial planning by ensuring that future replacement requirements are identified, reviewed and budgeted for in advance.

Appropriate arrangements will be made for the secure decommissioning and disposal of the equipment being replaced, including the secure removal or destruction of Council data before equipment leaves the Council's control, in accordance with the Council's relevant asset disposal and data protection arrangements.

8. Recommendations

Members are requested to:

1. Approve the replacement of the necessary equipment (12 items) identified within the Council's IT hardware review.

2. Approve the purchase and implementation of the replacement equipment on the basis of Quote 3 at a total project cost of £9,758.50.

3. Approve the funding of the replacement equipment and associated implementation costs from the Council's General Reserve making recommendation to full council for its use.(there being no specific budget provision for the replacement within the 2026/27 budget).

4. Approve the establishment of a rolling five-year IT Hardware Replacement Program to be reviewed annually as part of the Council's budget-setting process.

5. Approve that appropriate provision for planned IT hardware replacement is incorporated into the Council's revenue budget from 2028/29 onwards.

6. Note that appropriate arrangements will be made for the secure decommissioning and disposal of the equipment being replaced, including the secure removal or destruction of Council data.

WESTON-SUPER-MARE TOWN COUNCIL

Community Library Survey Report (DRAFT)

October 2026

Charlotte Jozefowicz

Senior Development Officer

Report Contents:

1. Report Summary
2. Survey Summary Report
3. Feasibility report
4. Further information (North Somerset Libraries Consultation)



Report Summary

Report Summary

The motion was received under Standing Order 10 by Councillor Catherine Gibbons concerning Library Services.

The motion was introduced highlighting the role of library services in supporting education, digital inclusion, community wellbeing and reducing social isolation.

The report enclosed provides detail on the findings from the Community Conversations and public survey that was put out to residents of Worle and Weston-super- Mare.

The overall findings of the report show there is strong support for establishing a community library within Worle. Residents see a library as more than a book borrowing service, it's valued as a community space to support educational needs, wellbeing, social isolation and local services.

Accessibility and transport ranked high within the Community Conversations and survey results for being the main issue of accessing alternative libraries within Weston-super-Mare. Residents state that lack of public transport, parking difficulties and disability related barriers as a concern now that Worle Library has closed. Older residents, families with children and children with educational needs and disabilities (SEND) and people without a car we also highlighted as particularly affected.

Social isolation and wellbeing was raised within the Community Conversations as a high concern for residents within Worle. Worle library was seen as a valuable space reducing loneliness and supporting older and vulnerable residents. Worle Library was described as safe, welcoming and an inclusive environment where residents could meet and participate in community events and activities.

Across the Survey and Community Conversations residents have stated that a book borrowing service within Worle is important and is one of the main reasons that residents would use the library. Of 173 people responding to the question about intended use for a library service, 60.1% identified access to books and reading was very important.

Residents also identify that the importance of use of computers and internet access, printing and photocopying is extremely important for those who do not have these services at home.

The Community Conversation and Survey identified that residents would be willing to volunteer and support a Community library. Of 179 residents that responded to the section in the survey based on volunteering 95 people (53.1%) advised the would be interest in volunteering and supporting a community library.

The Community Conversations and Survey show mostly agreement on the need of a Community Library however there are a number of residents who do not support or do not believe there is a need due to other library facilities within Weston-super-Mare.

Key Survey Findings:

- 92.4% believe a library is needed within Worle.
- 89.1% consider a library as very or extremely important.
- 90.1% would use a library within Worle and wider services.
- 53.1% interested in supporting or volunteering a library within Worle.

Service	Percentage
Books, reading and learning	32.9%
Children and family facilities	18.0%
Digital and practical services	17.4%
Community spaces and activities	13.8%
Study and quiet workspaces	9.0%
Café and refreshments	4.8%
Information and advice	4.2%



Survey Summary Report

Survey Summary Report Contents:

1. Introduction
2. National Statistics
3. Response Overview
4. Question by question results
5. Key Findings
6. Conclusion

1 Introduction

The closure of Wortle Library raised concern within the Worle Community regarding the importance of library services and the role this plays for residents. As part of the Devolution Programme a potential Community Library was added to the programme for future work. It was agreed a full understanding was needed if there was a want or a need to implement a Community Library after the closure of Worle Library based on Mendip Avenue. The closure of Worle library was Saturday 5th September 2026.

This report has been written to analyse the results of the Community Conversations and Survey that was put out to Residents of Worle within Weston Super Mare in August 2026.

Contact with residents within Worle are as follows:

Engagement Title	Date	Total Attendance or Survey Response

Community Conversation	Tuesday 1st September 2026 14:00 – 15:00 17:00 – 19:00	45 Residents in attendance
Survey	Friday 14th August 2026	204 Residents completed survey
Community Library Pop up	Thursday 17th September 2026 10:30 – 12:30 17:30 – 19:00	8 Residents in attendance

This report summarises the key findings from the survey and highlights the main themes, levels of demand, and opportunities identified by residents.

Across the survey questions were asked through multiple choice and free text comments.

2 National Statistics

In this section of the report a breakdown of estimated population figures has been detailed to show a comparison to residents living within the area vs total residents who completed the survey.

As per the National statistics website (www.ons.gov.uk) figures for total estimated residents living in Worle in 2024 were as follows:

Area	Total	Overall Worle Population 2024
Mid Worle	4,007	22,090
South Worle	9,564	
North Worle	8,519	

A total of 204 survey responses were received. This represents 0.92% of the Worle population. This provides a snapshot of local view and opinions regarding the future of the library services within the community.

Worle Library that was closed was based within Mid Worle which has an estimated figure of 4,007 residents this shows 5.1% of the population in Mid Worle compared to the overall population.

3 Response Overview

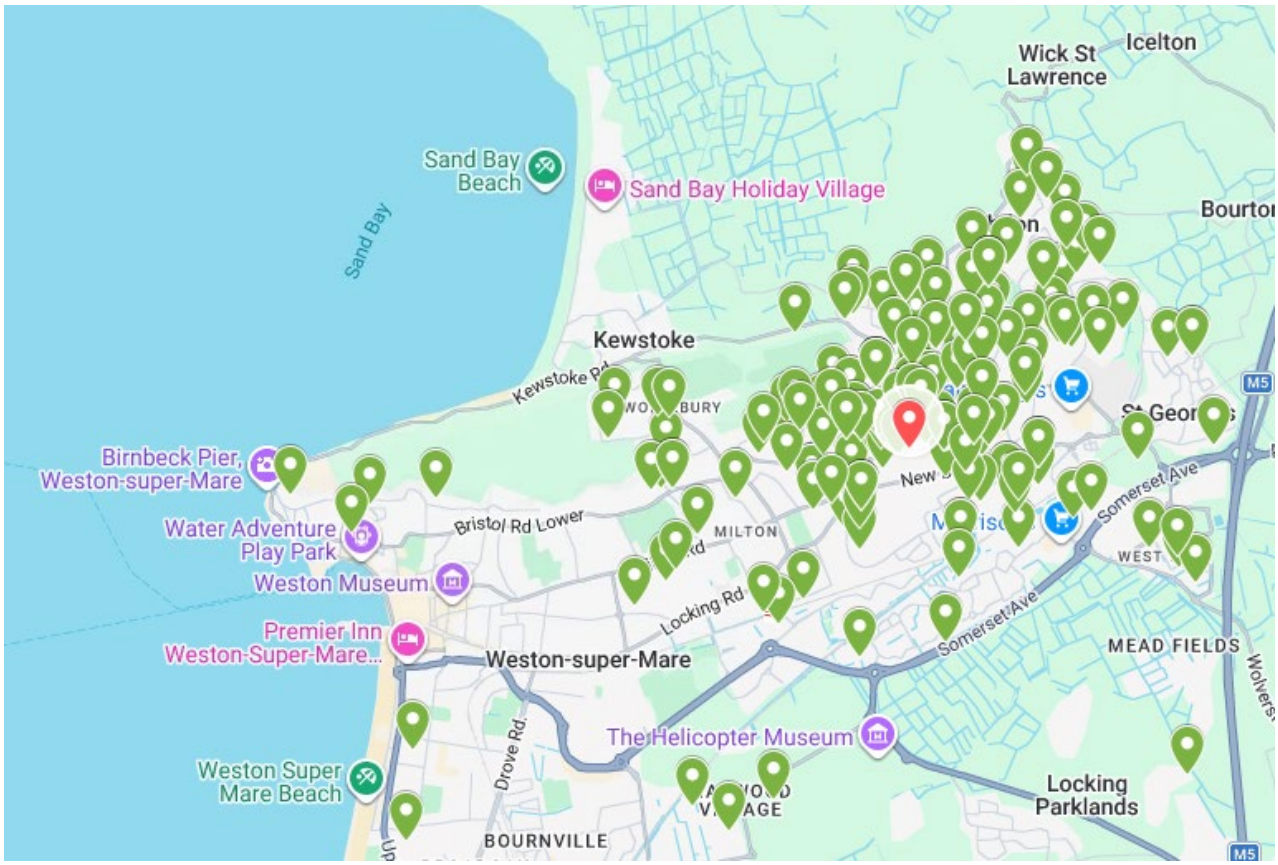
This section provides an overview of the 204 survey results question by question from residents of Worle.

3.1 Question 1¿Please.detail.your.post.code.if.you¿re.happy.to.share.it?.your. postcode.helps.us.see.which.areas.we¿re.reaching.and.where.we.might.need.to.do. more¡.We.don¿t.need.your.full.address?.and.your.privacy.is.important.to.us

Answered: 199 Skipped: 5

As per the image below, 199 responses were recorded in the map below.

The red pin indicates Worle Library on Mendip Avenue Worle.



3.2 Question 2: Promotion.- .How.did.you.hear.about.the.survey?

Analysis of resident responses suggests that Facebook was the most effective communication channel, with social media promotion generating the greatest level of awareness and engagement.

Answered 198 Skipped 8

Source	Count	%
Social media - Facebook	137	69.9 %
MP	12	6 %
Email	11	5.6 %
Online sources	10	5.1 %
Local councillors (excluding MP)	7	3.6 %
Word of Mouth	6	3.1 %
Letter drop	5	2.6 %
Community Event	3	1.5%
Neighbourhood Apps	3	1.5%
Library Resource	3	1.5%
Noticeboard	1	0.5%
News article	1	0.5%
Local information source	1	0.5%
Other	4	2 %

3.3 Question 3:.Please.select.your.age.group¡.We.ask.for.your.age.so.we.can. understand.whether.we≠e.hearing.from.people.of.all.ages.and.make.sure.our. services.meet.the.needs.of.different.age.groups.in.the.community¡

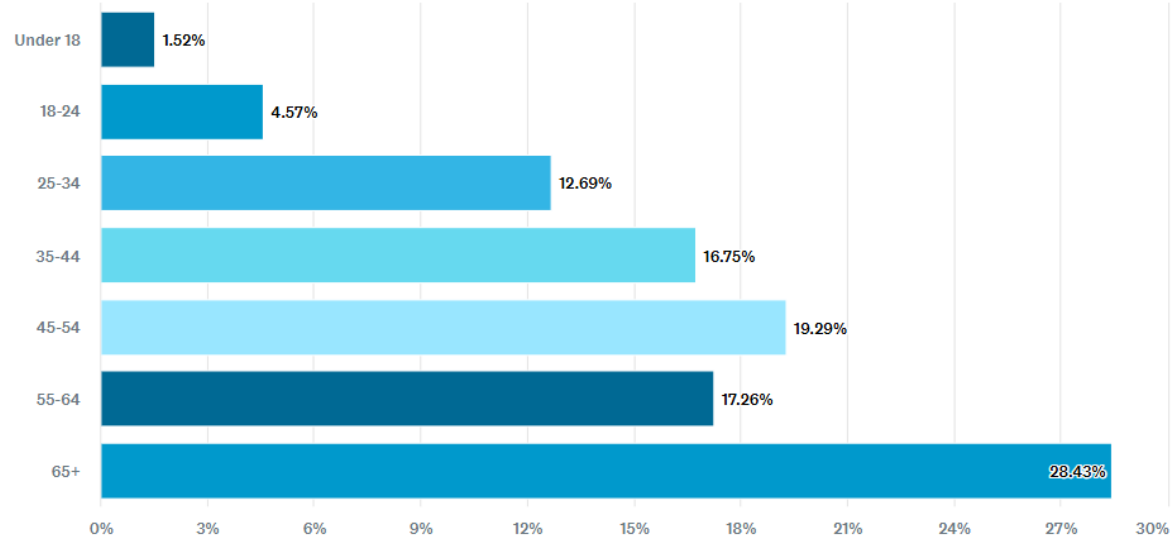
Answered: 197 Skipped: 7

As per the results below, 28.43% of residents who answered the survey were 65+. This totalled to 56 responses.

The next highest percentage was 19.29% which were residents aged between 45-54. This totalled 38 responses.

The lowest percentage was 1.52% which were residents under 18.

This totalled 3 responses.



4. Question by question results

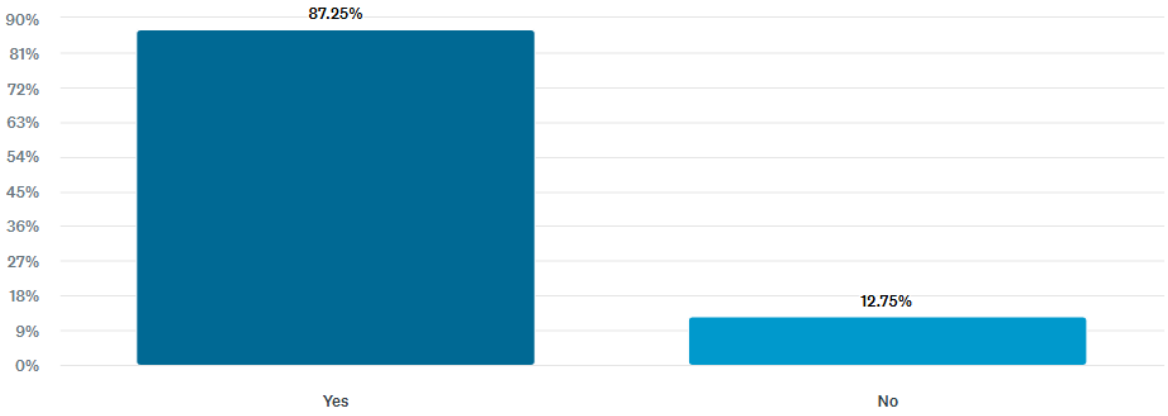
This section provides all findings from the survey broken down question by question. This section is intended to give a clear and concise picture of the community view received from residents who completed the survey.

Across the survey questions were asked through multiple choice and free text comments.

4.1 Question 4:.Do.you.currently.have.access.to.a.library?

87.25% of residents advised YES they did have access to a library. This totalled 178 responses. 12.75% of residents advised that NO they did not have access to a library which totalled 26 responses.

Answered: 204



4.2 Question 5: Where.is.your.closest.library.service?

114 Residents advised that Worle Library that was closing (now closed) was their closet library.

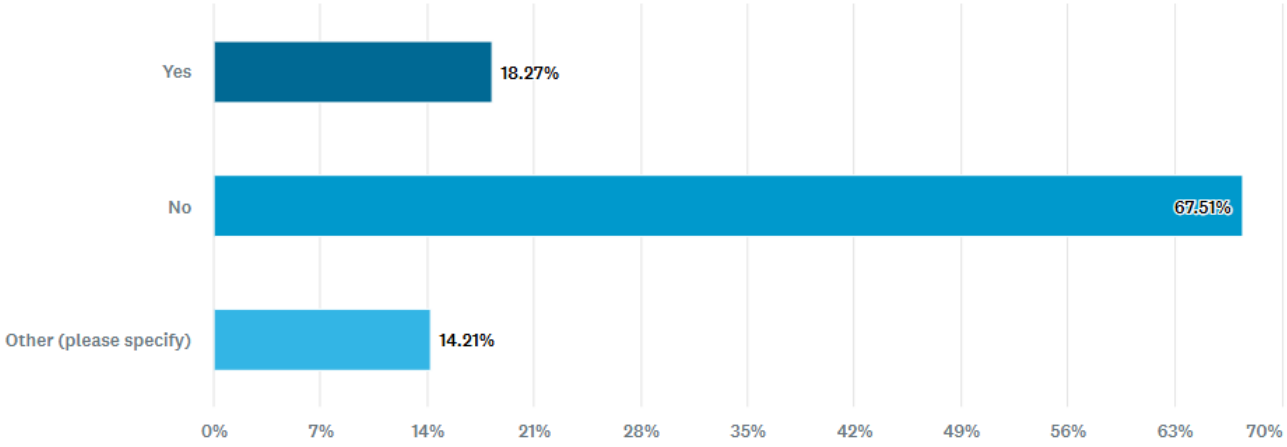
Answered: 203 Skipped: 1

Location of closest library	Responses	% of 203 responses for this question
Worle Library	114	56.2%
The Campus	43	21.2%
Weston Town Hall	36	17.7%
Other locations	5	5%
Don't know	5	0.5%

4.3 Question 6: Do.you.have.any.issues.accessing.your.currently.library.service?

67.51% Advised that NO they did not have issues accessing their current library service. In this question "other" was offered as a response. 14.21% of residents answered with OTHER.

Answered : 197 Skipped: 7



Below is a snapshot of what residents stated in this section.

Quote - Resident 1
"No but it isn't close like the Worle library used to be. The library at the town hall has no free parking very close so have to park a 5/10 walk away if I want free parking and this is a faff if I want to use the space to do my course work. Would be lovely to have somewhere closer where I could just pop by for a few hours and maybe even walk from my house. I enquired about using the library building that is currently available in Worle but there just isn't the space or right environment to do loads of course work there so I haven't made use of it."

Quote - Resident 2
" Opening hours don't align with my shift patterns"

Quote - Resident 3
"I don't currently, but although disabled, I am still able to drive. That may change and with the nearest bus stop being too far to walk to and taxi fares being a minimum of £15 for the round trip, it would become unaffordable for me to get to the Library should it close."

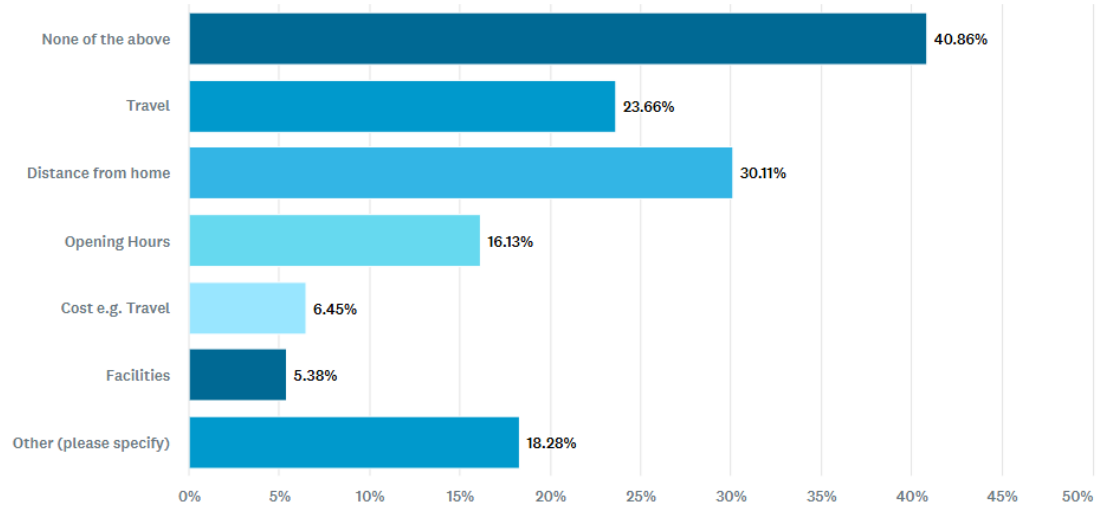
Quote - Resident 4
"No issues whilst it's open, but 5 disabled children campus is too far for them to get to safely"

4.4 Question 7:. If.you.answered.YES.to.last.question.please.tell.us.why.you.have. issues.access.your.current.library.service.(Tick.all.that.apply)

30.11% of resident's advised that DISTANCE FROM HOME was an issue with TRAVEL totalling 23.66%.

This question also had OTHER as a question.

Answered: 93 Skipped: 11



Below is a snapshot of what residents stated in this section.

Quote – Resident 1
"Even if you drive the traffic is horrendous to get there and parking if it's busy with clubs, the roads around it are not fit for parking and really badly designed. In addition it is a"trip" to go rather than somewhere I can pop into when shopping in my community of Worle"

Quote – Resident 2
"Worle lib closing and nearest alternative and not easily accessible"

Quote – Resident 3
"Since no bus service, I would have to get a taxi at around £7 each way"

Quote – Resident 4
"I am disabled and the 7 bus no longer stops near Weston library and it's to far to walk and I can't afford to keep using taxis"

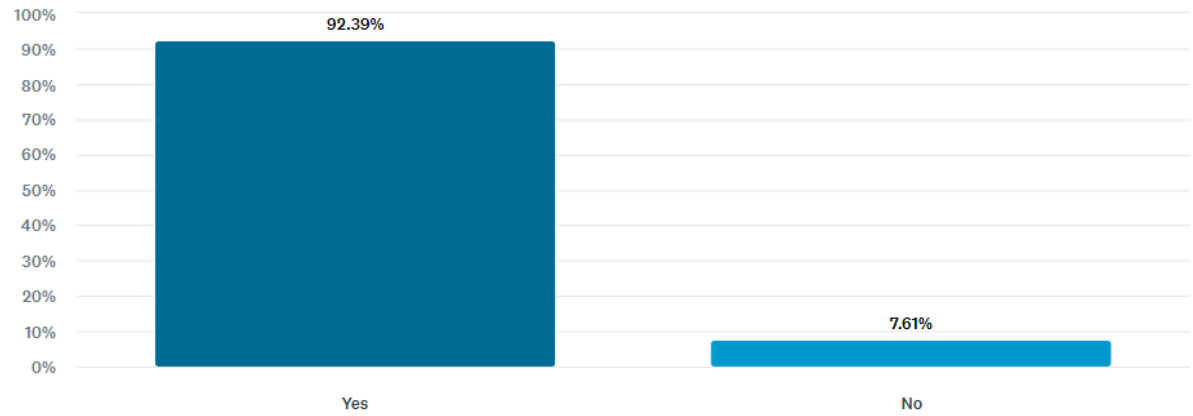
Quote – Resident 5
"Due to SEND needs bus travel doesn't work for my children"

Quote – Resident 6
"Parking access"

4.5 Question 8¿Do.you.feel.there.is.a.need.for.a.community.library.within.Worle?

92.39% stated that YES they feel there is a need for a Community Library within Worle. 7.61% advised NO they don't feel there is a need.

Answered: 197 Skipped: 7



4.6 Question 9: Why.do.you.feel.there.IS.or.IS.NOT.a.need.for.a.community.library. within.Worle?

Answered: 183 Skipped: 21

This answer was free text for residents.

Key themes have been identified as follows on why residents have said YES there is a need for a Community Library:

Theme	Summary	Resident Quote
Community Hub and Wellbeing	Residents view the library as a safe, welcoming and inclusive community space that reduces isolation, supports wellbeing, provides opportunities for social interaction, and acts as a valuable long-term asset for the community.	Quote - Resident 1 "Libraries are one of the only places where people can go and not be expected to spend money. They do so much more for the community than just provide books - they're often a space for jobseekers, for people who need tech help now that services are increasingly being made online-only, or for people to keep warm in the winter. They are vital community spaces and a real asset to society." Quote – Resident 2 "Everyone should have access to books and a neutral meeting space." Quote – Resident 3 "There IS a need …Worle Community Children's Library is much more than a place to borrow books. It is a safe, welcoming space where children,

		families and local people can meet, learn and connect. It is a valuable community asset that should be invested in, not closed. With some imagination and investment, the library could become a thriving hub for all generations, offering books, children's activities, crafts, homework support, community groups, digital access and events. The building and community are already here. Let's build on what we have rather than lose it. Please keep Worle Community Children's Library open and give the community the chance to help make it thrive."
Access to Learning, Books and Digital Resources	Residents value free access to books, educational resources, computers, internet access and digital support. The library is seen as essential for promoting literacy, learning, personal development and equal access to information.	Quote – Resident 4 "Currently there's an illiteracy rate, which A Library I think will improve it. But also, because you need to give these things a chance instead of a thousand vape and coffee shops across town. Even though I live in Weston, I'm currently going to Worle. Everyone complains about how, Weston and Worle have nothing so this is one of the things I believe will give it a chance. It also gives the younger generation a chance, to Read, and experience some day to day activities. Even if it's just reading, it helps brightens up the town and gives it more depth." Quote - Resident 5 "It is used by the local PRIMARY and PRE school children does printing for those that have no printer or internet access" Quote - Resident 6 "Gives a space to study, and come together as a community"
Support for Children, Families and Lifelong Learning	Residents highlighted the importance of the library in encouraging children's reading, learning and creativity, while supporting families and providing opportunities for lifelong learning across all age groups.	Quote - Resident 7 "We have a young and elderly population in Worle who need access information and the literary arts" Quote - Resident 8 "Lots of children have no access to books at home Children need to learn the love of reading"

Accessibility and Local Need	Residents stressed the importance of having a local library in Worle, particularly for older residents, disabled people, those on low incomes, families and people with limited transport options who may struggle to access alternative services.	Quote – Resident 9 “Local access is important to community. Transport to Weston main library may be difficult.” Quote - Resident 10 “Every time I use the library I see people of all ages making full use of it. I myself used it for a while teaching illiterate adults in Weston to read using the Read Easy scheme, and we were accommodated so well at Worle. I saw schemes for families and children, and older people making use of information given by the ever-helpful team running the library. I write book reviews, and found many a book I wouldn't have otherwise come across. I am disabled, but can get down to the library on my mobility scooter with ease. Getting into town or to the campus library would be difficult for me.”

Key themes have been identified as follows on why residents have said NO there is a need for a Community Library:

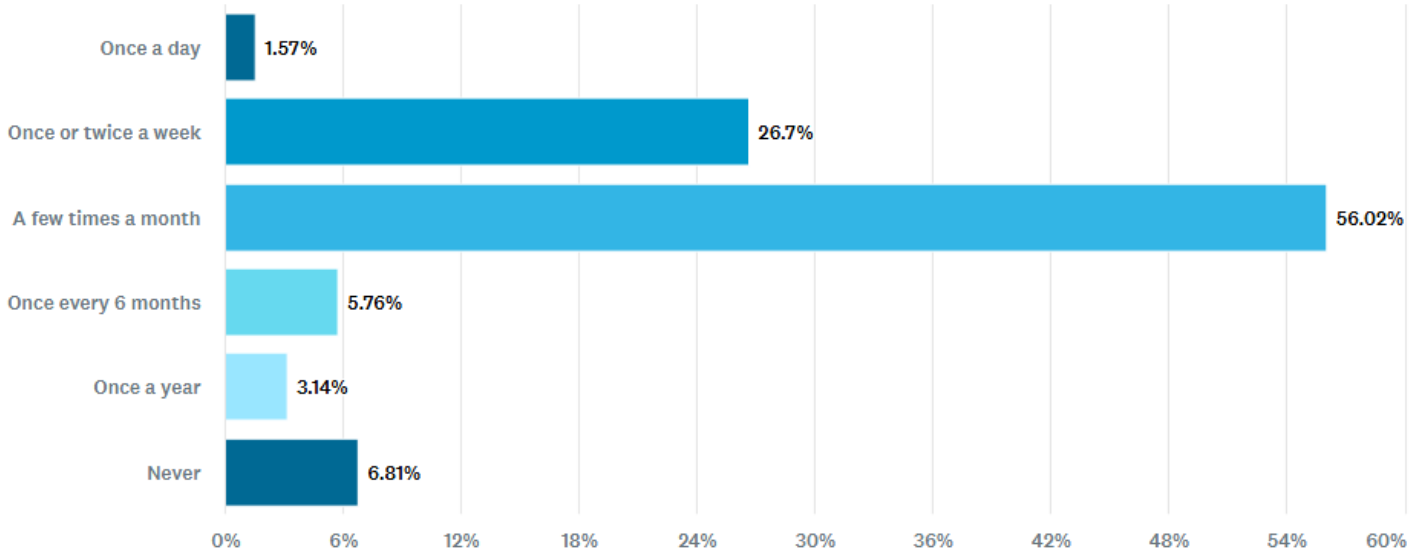
Theme	Summary	Resident Quote
Alternative Sources Available	Residents felt books, information and library services could be accessed through online resources, purchased directly, or obtained from existing nearby libraries.	Quote – Resident 1 “The campus is just down the road. Plus I don’t feel there is any suitable locations in Worle other than the actual library as it is” Quote – Resident 2 “The Campus is not that far away” Quote – Resident 3 “No point. I can get books online. It's not like the library offers cheap beer or something. I'm happy to see it closed so we can spend the money on other stuff”
Lack of Demand	Residents believed there was insufficient community interest or usage to justify maintaining a local library service.	Quote – Resident 4 “Nobody uses it” Quote – Resident 5 “For the cost it would see I don’t feel it would get enough use”

Cost and Value for Money	Residents felt public funding should be directed towards higher-priority services and questioned whether a library represented good value for money.	Quote – Resident 6 "Waste of money keeping buildings and staff open for a very small percentage that use it." Quote – Resident 7 "For the cost it would see I don't feel it would get enough use" Quote – Resident 8 "I'm happy to see it closed so we can spend the money on other stuff."

4.7 Question 10: If.there.were.a.community.library.within.Worle?how.often.do.you.think.you.would.use.it?

56.02% stated they would use it a few times a month. Whilst 26.7% stated they would use it once or twice a week . 1.57% residents said they would use it once a day and 6.81% said they would never use it.

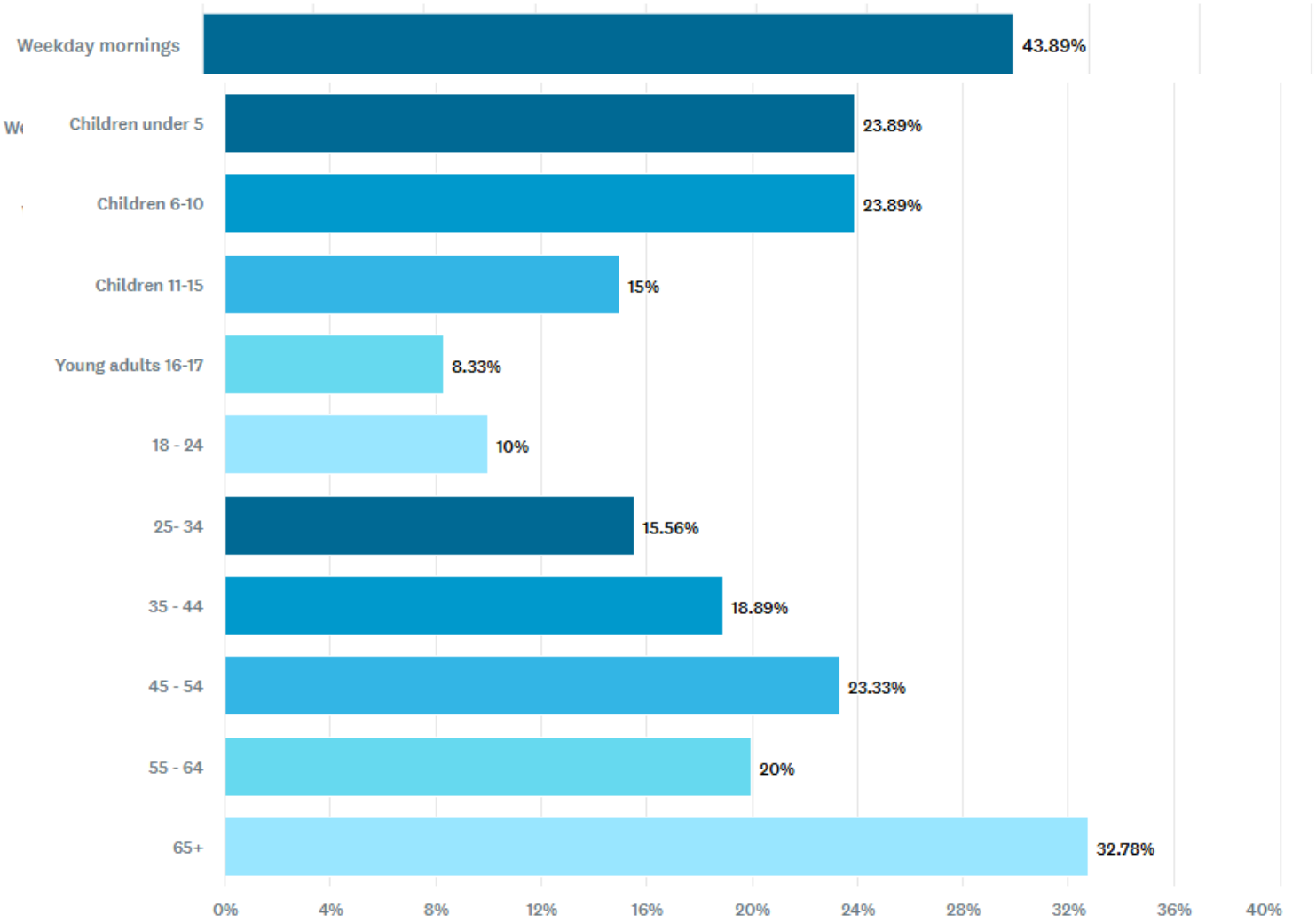
Answered: 191 Skipped: 13



4.8 Question 11: If.there.were.a.community.library.in.Worle.when.would.you.mostly.likely.use.it?.(Tick.all.that.apply)

52.78% advised they would use a Community Library on a Saturday. Followed by 50% stating they would use it on weekday afternoons. 33.33% advised they would use it on weekday evenings.

Answered: 180 Skipped:24



4.9 Question 12¿If.there.were.a.community.library?who.in.your.household.would. use.it?32.78% answered that 65+ would use a Community Library. 23.89% answered children under 5 would use it following 23.89% answered children aged between 6 – 10 would use it. 23.33% answered aged 45-54 would use it. swered: 180 Skipped: 24

4.10 Question 13: What.would.your.household.use.a.community.library.for?

Answered: 173 Skipped 31

Theme	Responses	% of Responses	Summary
Access to Books and Reading	104	60.1%	Borrowing, browsing, reserving and collecting books was by far the most common use identified by residents. Residents value free access to books, audiobooks, magazines and other reading resources for leisure, learning and personal development.
Support for Children and Families	22	12.7%	Residents highlighted children's books, story times, reading challenges, Lego clubs, toddler groups and family-focused activities that support learning and development.
Community Hub and Social Connection	15	8.7%	Many residents saw the library as a place to meet others, attend groups, participate in activities and strengthen community connections.
Learning, Research and Social Connection	11	6.4%	The library was valued as a space for studying, research, coursework, local history research, writing and accessing educational resources.
Digital Access and Technology	15	8.6%	Access to computers, Wi-Fi, online services and IT support was highlighted as an important resource for those without access at home. Residents identified printing, photocopying and document services as useful practical facilities.
Local Information and Advice	3	1.7%	Some residents valued access to local information, community updates, services and local history resources.
Would Not Use / No identified Use	3	1.8%	A small number of residents stated that they would not use a community library.
Total	173		

4.11 Question 14: What facilities would you like to see in a Community Library? For example The Campus library have a children's reading sessions? computer and printing facilities.? room hire? community spaces? café facilities etc

Answered: 167 Skipped: 37

Theme	Responses	% Of Responses	Summary
Books, Reading and Learning	55	32.9 %	Access to books, audiobooks, newspapers, magazines, reading groups and learning resources remains the most requested feature. Residents see the library as a place to encourage reading, knowledge and lifelong learning.
Children and Family Facilities	30	18 %	Respondents highlighted children's reading sessions, story times, toddler groups, family activities, reading challenges and educational opportunities for young people.
Digital Access and Practical Services	29	17.4 %	Many residents would like access to computers, Wi-Fi, printing, photocopying, digital support and assistance with online services.
Community	23	13.8 %	The library is viewed as a place where people can meet, connect with others, attend community groups and participate in social activities.
Study, Work and Quiet Space	15	9 %	Respondents identified a need for quiet areas for studying, homework, research, reading, remote working and personal projects.
Café and Refreshment Facilities	8	4.8 %	A café or refreshment area was seen as a valuable addition that would encourage greater use of the facility and provide opportunities for informal social interaction.
Information, Advice and Well	7	4.2 %	Some respondents wanted access to council information, advice services, community noticeboards, support with form filling and services that promote wellbeing and inclusion.
Total	167		

4.12 Question 15: Would.you.use.a.community.library.if.it.offered.more.than.a.book.borrowing.service?

Answered: 171 Skipped: 33

Response	Response Number	%
Yes	154	90.1%
No	4	2.3%
Other – (Depends, possibly, unsure)	13	7.6%
Total	171	100%

4.13 Question 16: Are.there.services.you.feel.are.currently.missing.within.the.Worle.community?

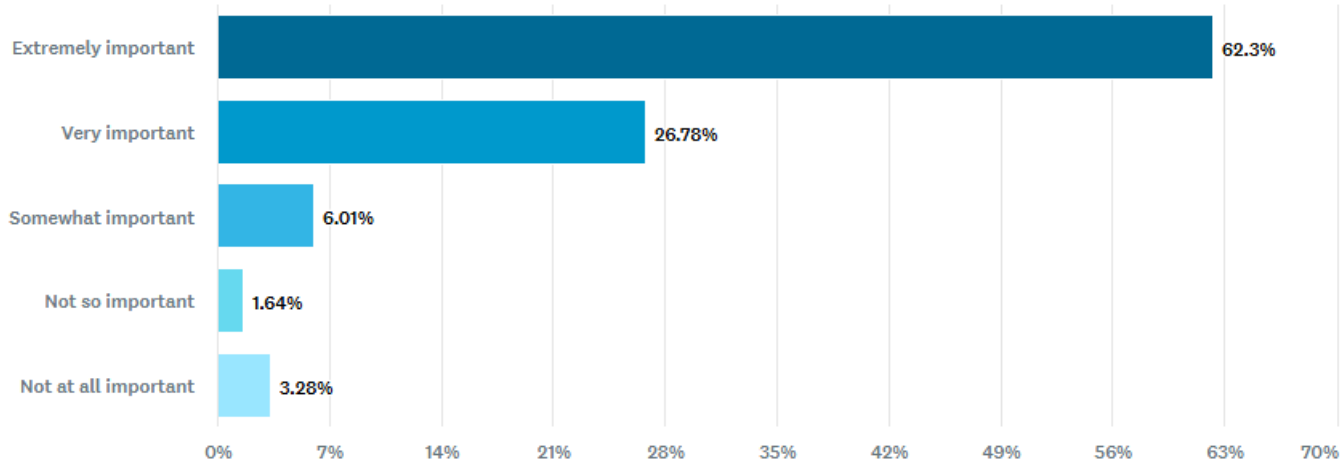
Answered: 131 Skipped: 73

Theme	Summary
Community Spaces	Residents highlighted a need for spaces where people can meet, socialise and reduce isolation. Particular emphasis was placed on supporting older residents, people living alone and those at risk of loneliness.
Banking and Financial Services	Some residents identified the loss of local banking services and the need for improved access to banking facilities, particularly within the village centre. Within the Community Conversations residents stated it would be useful to have this service within a Community hub.
Café and Informal Meeting Spaces	Residents suggested that additional café facilities would provide valuable opportunities for informal social interaction and community engagement.
Library and Community	Some residents expressed concern that the closure of the current library would create a gap in local service provision and reduce access to community facilities.
No Additional Services Identified	A small number of residents felt that Worle already has a good range of facilities and services available.

4.14 Question 17: Overall?how.important.would.establishing.a.community.library.be.for.the.local.area?

Of 183 responses, 114 62.3% stated it is extremely important. 49 responses 26.78% stated it was very important. 6 responses 3.28% stated it was not important at all.

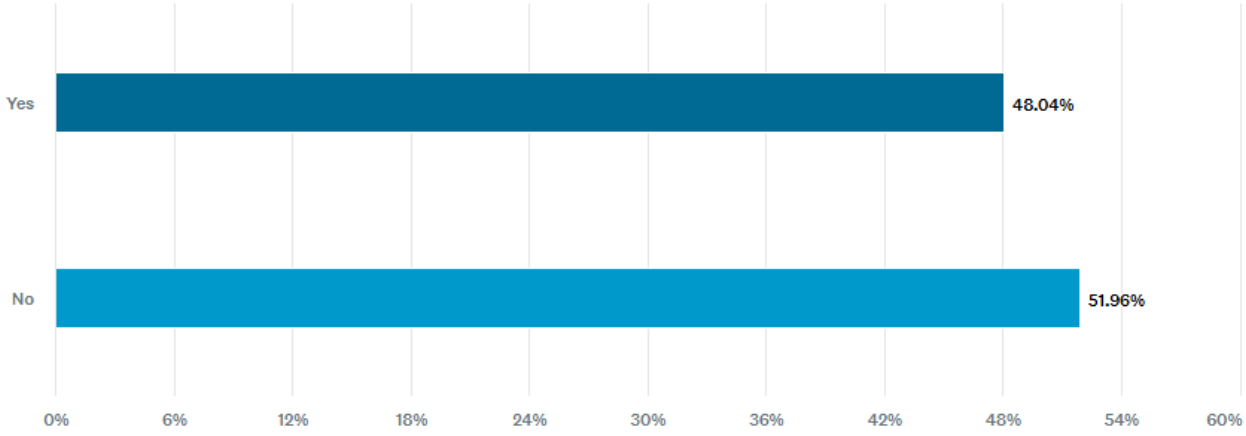
Answered: 183 Skipped: 21



4.15 Question 18¿Would.you.be.keen.to.support.and.volunteer.at.a.community.library?

Of the 179 responses 86 residents 48.04% stated yes they would support and or volunteer.

Answered: 179 Skipped: 25



4.16 Question 19: If.you.answered.YES.to.the.last.question.please.can.you.provide.further.detail.on.how.you.could.support.a.community.library?

Of 95 responses, 49, 51.6% stated they would be able to support with general volunteering and helping to run or support a Community Library.

Table one shows the theme's established from the free text written by residents. Table two shows a summary of each theme with resident quotes.

Answered: 95 Skipped: 109

Theme	Responses	%
General volunteering and helping run the library	49	51.6 %
Children's activities and learning support	11	11.6%
Promotion of the Community Library	7	7.4 %
Community groups and workshops	5	5.3 %
Donations of books, toys and resources	4	4.2 %
Supporting through regular use of the library	4	4.2 %
Unable to volunteer	15	15.8 %
Total	95	100%

Theme	Summary	Resident Quotes
General volunteering and helping run the library	Helping with library operations, shelving books, assisting visitors, staffing sessions, and general volunteer support.	Quote – Resident 1 "Volunteering, being a trustee if appropriate" Quote – Resident 2 "I feel it would be better to offer volunteering opportunities to the students at Priory/Worle to give them customer-facing experience and build their skills rather than for me as a working parent to take the opportunity." Quote – Resident 3

		“I'd be willing to be there for half a day per week to help with books, enquiries, computer services & photocopying.” Quote – Resident 4 “I would sign up if there was a sign up" rota” Quote – Resident 5 “I would be willing to work on a volunteer basis in any way need to support the library to run. I would be happy to support people with checking books in and out, providing information and supporting to run services and groups, and offering information about other local resources.”
Children’s activities and learning support	Running story times, toddler groups, children's clubs, reading support, and family-focused activities.	Quote – Resident 6 “I would be happy to do a weekly group for mums and young children.” Quote – Resident 7 “Would be willing to volunteer and perhaps offer children's activities” Quote – Resident 8 “I would like to volunteer where possible. If an option could be to help out with kids involved I think that would be great and also valuable for kids (say 10 plus)”
Promotion of the Community Library	Raising awareness through social media, word of mouth, community networks, and promoting events and services.	Quote – Resident 9 “Advertising events?” Quote – Resident 10 “Help promote events” “Vocal supporter and spreading the word. Still working so I'm unable to commit to volunteer.”
Community groups and workshops	Organising or supporting book clubs, craft groups, SEN activities, local history groups,	Quote – Resident 11 “Help to run an evening group such as a kids book club or a kids craft session”

	workshops, and courses.	
Donations of books, toys or resources	Donating books, toys, equipment, or small financial contributions.	Quote – Resident 12 “Provide books and toys for toddler group” Quote – Resident 13 “Donate books, volunteer time to work” Quote – Resident 14 “Regular visits and donations. Depending on set-up may be willing to give time.”
Supporting through regular use of the library	Using library services regularly, bringing family members, and helping sustain usage levels.	Quote – Resident 15 “I would be happy to support by using the library regularly, if there was a cafe i would use it, i would help volunteer if i was able to around working hours”
Unable to volunteer	Supportive of the library but unable to commit time because of personal circumstances.	Quote – Resident 16 “Sadly I am disabled now so cannot offer much.” Quote – Resident 17 “Sadly, I work outside would’ve allocated time” Quote – Resident 18 “Already volunteering”

Key Findings

Theme 1: Strong Community Demand for Local Library

This was the dominant theme throughout the survey. Residents demonstrated support for retaining a library presence within Worle with 92% stating they believe there is a need for a Community Library. 89% describing the potential of community library as either “very important” or extremely important”

Across the survey it indicates that residents do not view libraries as just a book borrowing services. They state that the Library is an essential community service that contributes to local identity and supports everyday life for individuals across Worle.

Evidence

- 92.4% believe Worle needs a community library.
- 89.1% consider establishing a community library important or extremely important.
- 93.2% would use the library at least occasionally.

Theme 2: Libraries as Community Hubs

Residents consistently described Worle Library as safe, welcoming and accessible for all. Many residents stated that the library brings them social support due to being elderly or isolated.

Survey responses suggests that residents want a facility that has function of more than just a library. Residents want a space that can be used for a book borrowing service, a community space to learn, teach and socialise across multiple services.

Evidence

- Community Hub was one of the strongest themes in Questions 9, 13, 14 and 16.
- Residents requested community spaces, meeting areas, groups, workshops and social activities.
- 90.1% said they would use a library offering services beyond book borrowing.

Theme 3: Accessibility Concern around Closure of Worle Library

Accessibility is one of the most significant concerns in the survey due to the closure of Worle Library. Residents state that whilst there are other Libraries available within Weston-super-Mare they have issues travelling to those locations, disability accesses being an issue and parking as barriers to using the other facilities.

Residents also stated that two of the Libraries available within Weston-super-Mare are offering other facilities that do not fit into the traditional library or community space services which there for to no make the library welcoming or friendly.

Evidence

- Distance from home was the most commonly identified access issue.
- Travel difficulties accounted for almost one quarter of access concerns.
- Residents highlighted barriers for older people, disabled people, SEND families and those without access to a car.
- 56.2% identified the now-closed Worle Library as their nearest library service.

Theme 4: Supporting children, young people and families

This theme was also throughout the consultation where the library service was stated on the importance for children and families. Residents valued the libraries as places that encourage reading, support education and also are able to provide developmental opportunities for young people.

There is a concern of the lost of children's activities, reading resources and a place to study now that Worle Library is closed.

Evidence

- Children and family services were among the most requested future facilities.
- Children's activities and learning support were the second largest volunteer theme.
- Residents repeatedly referenced schools, young readers and family activities.
- Nearly one quarter of respondents identified children under 10 as likely users of a future library.

Theme 5: Access to Books, Learning and Literacy

Across the survey residents have stated on multiple occasions that a book borrowing service still remains at the forefront of the requirement if a community library was to go ahead.

Evidence

- 60.1% identified book borrowing and reading as their primary use of a community library.
- Books and learning resources were the most requested future facility.
- Access to books and learning was one of the strongest themes in Question 9.

Theme 6: Inclusion, equity and Reduction Social Isolation

Many residents emphasised how important the role of a library was in reducing social isolation across the community. Older residents were flagged across the survey as using the library frequently which helped with their day to day wellbeing. Residents also stated that people of low income house holds also use the library frequently to use IT facilities.

Evidence

- Strong references to elderly residents throughout survey responses.
- Inclusion and accessibility emerged as a major theme in Question 9.
- Community spaces were identified as a missing service within Worle.
- Residents highlighted concerns around transport affordability and digital exclusion.

Theme 7: Demand for Additional Community Services

Across the survey residents state they would also like to broaden the facilities that a community could offer

These included:

- Café facilities
- Community meeting space
- Study areas
- Computer access

- Printing and photocopying
- Advice services
- Community groups
- Digital support

Theme 8: Community Capacity and Volunteer Support

Residents stated in the surv they had a willingness to support a community library through volunteering. Residents offered practical support like staffing through to running children's activities and promotion of community events.

Evidence

- 48% expressed interest in volunteering.
- More than half of volunteer respondents offered general operational support.
- Additional offers included activities, workshops, promotion and donations.

Theme 9: Minority Opposition Focused on Cost and Alternative Provision

A small number of residents have stated they do not believe there is a need for a community library within Worle. Of those residents that have stated this, they believe that the library services are sufficient within the town and are represented well.

Evidence

- Libraries are less relevant in the digital age.
- Existing library services are sufficient.
- Public funding could be directed elsewhere.

Conclusion

Across the survey and the Community Conversations an insight is given by residents who chose to participate regarding the closure of Worle Library by North Somerset Council.

The findings indicate that many residents across Worle believe that a Community Library is now needed due to the closure by North Somerset Council.

Across both the survey and the Community Conversations residents state a library is more than a book borrowing service and is important for the community. It supports children, young adults, adults and the elderly on a day to day basis. It offers events, activities, educational needs, and digital access that residents believe are paramount within the Worle area.

Whilst the majority of the survey results state the need for a Community Library there is a small number of residents that don't believe there is a need and wouldn't use this if it was in place. This shows there is not complete agreement across all residents in Worle.

It should also be noted that the 204 survey responses received represent 0.92% of the estimated population of Worle.

Overall, the survey and Community Conversations shows that residents identified multiple benefits to having a Community Library within Worle and how this helps the local community. The findings presented within this report provide evidence of the views expressed and are provided to support the information requested to be gathered.



Feasibility Report

Feasibility Report of a Community Library

Research Congresbury Community Library Model:

Senior Development Officer and Devolution Programme Manager visited Congresbury Community Library to understand the community led model. Findings below.

Location:

Congresbury Community Library, Station Road, Congresbury, BS49 5DX



Website link : Congresbury Library Welcome

Congresbury community library was established in 2017. The library is in a building in the grounds of the Parish Council offices. The building for the Community Library is owned by the Parish council. The Parish council pay all utility bills for the community library. The hall next to the library is used for any bigger events that the library organise as the library itself is too small.

North Somerset Council support the Community Library along side Libraries West who have supplied the book borrowing facility to the Community Library. North Somerset Council have one librarian assigned to the Community Library who attends once a week to support volunteers with any book borrowing service issues, IT issues and also who supports any issues with the drop offs and pick ups of reserved books. North Somerset Council also manage any outreach services where required and have provided computer and printing facilities at the library that is also managed by the librarian that attends once per week.

The Community Library does have an “honesty library” as part of their offering. This is where books are donated by residents and taken out by residents. Some residents will pay for books and this money feeds back into the Community Library.

The Library is open four days per week for two hours or two and a half hours per day. The Library offers a range of morning and afternoon cover. There are currently twelve

volunteers that support. There are lead volunteers who support all other volunteers. There is no volunteer programme and volunteers are lost each year but the Library do receive offers for volunteering through residents that use the facility regularly.

The Community Library has minimal events due to timings of Library opening hours and also resident uptake. However there is a weekly knit and natter group, weekly reading group and children's activities that are held during school holidays.

Any funding the Community Library receives is from the Parish Council which they apply for within a grant application process.

The Community Library advised they have the challenge of bringing more people through the door. They have regular residents but would like to increase the volume of teenagers and young adults using the library. They also say events can be a challenge to organise as well as they have minimal space within the library and the parish council hall isn't always available.

Below are photos attached of the Congresbury Community Library:















Further research can be picked up where needed. There are larger community libraries in Dinas Powys and Swindon Borough. These community libraries offer longer opening hours across six days a week and have a daily events programme. This would be a next step in research if required.

Location:

The survey indicates that the idea of a Community Library within Worle should either be on the high street or within walking distance from the High Street.

During Community Conversations, residents advised that Lloyds bank on Worle High Street had been looked into for a library previously. Worle Community Centre was also approached to understand feasibility of using the community space as a community library. The community centre wasn't considered further due to space within the centre. This was due to a library needing permeant fixtures of bookcases and desks with no way of moving them around when events were booked in for certain spaces.

Castle Batch Children's Centre has been discussed as a potential location within Worle.

Equipment:

North Somerset Council contacted regarding equipment that was due to be recycled when Worle Library closed on 7th September. It was agreed that Weston-super-Mare Town Council would take on some of the equipment and would be allowed to keep anything that was given.

Equipment provided was:

1. Bookcases
2. Children's book units
3. Desks
4. Book trolleys
5. Signage
6. Hearing loop
7. Libraries west rental unit (loaned)

These items are currently within storage for Weston-super-Mare Town Council to reduce costing if the Community Library project was to go ahead. If the library does not proceed any further then the equipment can be distributed back into the community.

Funding and Support:

There are funding opportunities which would support the creation of the community library and the associated running costs.

- Queen Elizabeth Trust, supporting communities across the nation. Funding begins in 2027 subject to eligibility.

Staffing:

Survey responses show a positive level of community support for volunteering regarding the running of day to day operation of a Community Library. Of the 95 responses received, 49 (51.6%) expressed interest and willingness to volunteer and assist with running of the library. Further to this, 31 responses indicated they would be willing to support with supporting the library by running events and activities, donating books and promotion of the library.

However, these findings represent only an expression of interest and not a confirmed volunteering opportunity. Further community conversations would be needed to understand if these residents could commit to the Community Library. Recruitment, training and safeguarding training would also need to be considered if the Community Library went ahead.

**Table taken from survey summary report*

Theme	Responses	%
General volunteering and helping run the library	49	51.6 %
Children's activities and learning support	11	11.6%
Promotion of the Community Library	7	7.4 %
Community groups and workshops	5	5.3 %
Donations of books, toys and resources	4	4.2 %
Supporting through regular use of the library	4	4.2 %
Unable to volunteer	15	15.8 %
Total	95	100%

- Community Libraries Network offers a membership per year which offers support and guidance whilst running a Community Library. Membership offers training, setting up a community library, network meetings and conferences, fundraising and mentoring support plus addition discounts to products and services.

Level One – Associate Membership	Level Two – Full Membership	Level Three – Corporate Associate Membership
Eligibility: Charity, CIC, CIO, NFP Organisations with income below £100K + partner organisations	**Eligibility:** Any Community Managed Library, Charity, CIC, CIO, Not-for-profit organisations with income above £100K	**Eligibility:** Any Community Managed Library, Local Authorities & Corporate Organisations
Cost: Free	**Cost:** £75 per year	**Cost:** £150 per year

WESTON-SUPER-MARE TOWN COUNCIL

Town Council Meeting 23RD November 2026
Formal Adoption of Council Policies Reviewed by Personnel Committee
Report from the CEO/Town Clerk

Staffing Policies – For Noting

In accordance with the Council's adopted Committee Terms of Reference and Scheme of Delegation, the following staffing policies were reviewed and approved by the Personnel Committee on 28 October 2026:

- Appraisal Policy
- Capability Policy
- Disciplinary & Grievance Policy
- Flexible Working Request Policy
- Leave of Absence Policy

The policies have therefore been adopted under the Personnel Committee's delegated authority and do not require further approval by Full Council.

The full policy documents were considered by the Personnel Committee and remain available to all Members upon request.

Policy	Reviewing Committee	Date of Review
Appraisal Policy	Personnel Committee	28th October 2026
Capability Policy	Personnel Committee	28th October 2026
Disciplinary & Grievance Policy	Personnel Committee	28th October 2026
Flexible Working Request Policy	Personnel Committee	28th October 2026
Leave of Absence Policy	Personnel Committee	28th October 2026

Members are requested to:

Note the staffing policies approved and adopted by the Personnel Committee on 28 October 2026, in accordance with its delegated authority.

WESTON-SUPER-MARE TOWN COUNCIL

Sarah Pearse

CEO/Town Clerk

November 2026

WESTON-SUPER-MARE TOWN COUNCIL 23rd November 2026

Execution of Legal Agreements and Appointment of Authorised Councillor Signatories

Report of the Chief Executive Officer / Town Clerk

1. Purpose of Report

1.1 To seek Full Council authority for the execution of legal agreements relating to the Council's property portfolio, partnership arrangements and Devolution Programme, as detailed in Appendix A.

1.2 To appoint 2 x authorised councillor signatories and establish a consistent procedure for the execution of legal agreements, following the necessary approvals and legal checks.

2. Background

2.1 The Town Council is currently progressing a number of legal agreements relating to its existing property portfolio, community facilities, partnership arrangements and the ongoing Devolution Programme with North Somerset Council.

2.2 These include leases, licences, property transfers and associated legal documentation, many of which have already been considered through the Council's established governance arrangements, with Heads of Terms and associated proposals approved by the relevant committee or Full Council.

2.3 The Council's appointed solicitors are progressing or have completed the preparation and finalisation of the relevant legal documentation based upon these approvals.

2.4 The purpose of this report is not to revisit the underlying decisions, but to obtain the necessary authority for formal execution of the identified agreements once the legal documentation has been finalised.

2.5 Establishing a consistent procedure will support the timely completion of agreements and avoid unnecessary delays, particularly as the volume of legal work associated with the Devolution Programme increases.

3. Current Legal Agreements

3.1 Appendix A identifies the legal agreements currently progressing towards execution, together with the relevant committee or Full Council approvals.

3.2 These include arrangements relating to:

- Old Town Quarry.

- Grove Park Toilets.
- Blakehay Theatre.
- Maltlands Tree Nursery.
- 32 Waterloo Street – CCTV.
- 32 Waterloo Street – BID.
- Eight parks and play areas within the Devolution Programme.
- Three land parcels within the Devolution Programme.

3.3 The eight play areas are currently subject to interim management arrangements, with the Council undertaking operational responsibilities whilst the permanent property transfer arrangements progress.

3.4 The three land parcels also form part of the Council's wider Devolution Programme and associated asset transfer arrangements.

3.5 Council is asked to authorise execution of the agreements identified in Appendix A, subject to confirmation of the necessary previous approvals, the terms agreed and the legal conditions stipulated by the Council's appointed solicitors.

4. Governance and Legal Requirements

4.1 Standing Orders 5.1 and 5.2 provide the framework for the Council's delegated decision-making arrangements, alongside the approved Committee Terms of Reference and Scheme of Delegation.

4.2 The Finance and General Purposes Committee has responsibility for oversight of asset management, property investment, leases and corporate property strategy, whilst the Amenities, Culture and Leisure Committee oversees the strategic management of community facilities and relevant services.

4.3 Standing Order 23.1 requires that the execution of a legal deed is authorised by resolution.

4.4 Standing Order 16.4.2(xii) places responsibility on the Proper Officer for arranging the execution of legal deeds.

4.5 To provide clarity and consistency, it is proposed that future legal deeds requiring formal execution shall be referred to Full Council for express authorisation, following consideration of the underlying transaction by the relevant committee within its delegated authority.

4.6 This arrangement will preserve the existing committee responsibilities whilst providing a clear audit trail for the formal execution of legal documentation.

5. Legal Documentation and Execution

5.1 The legal agreements identified in Appendix A are being progressed by the Council's appointed solicitors in accordance with the previously approved Heads of Terms and associated resolutions.

5.2 Given the technical nature and length of the legal documentation, it is not proposed to reproduce the complete agreements within the Council papers. The previous approvals and agreed terms provide the basis upon which the documentation is being finalised.

5.3 Prior to execution, the Chief Executive Officer / Town Clerk will obtain confirmation from the Council's appointed solicitors that:

- The final legal documentation reflects the previously approved terms and resolutions.
- All applicable legal conditions and requirements have been satisfied.
- The documentation is legally ready for execution.

5.4 Where any material variation to previously approved terms, additional substantive obligations or matters requiring further authority arise, the agreement will be referred back to Full Council before execution.

5.5 This approach provides appropriate governance oversight whilst recognising the practical and commercial requirements associated with completing legal agreements.

5.6 A record shall be maintained of all legal deeds executed under the Council's common seal, identifying the relevant authorising resolution, the date of execution, the councillors witnessing the application of the seal and the Proper Officer responsible for its application.

6. Execution of Legal Deeds and Appointment of Authorised Councillors

6.1 The Town Council operates with a common seal. Accordingly, Standing Order 23.2 requires the Council's common seal to be applied by the Proper Officer in the presence of two councillors, who shall sign the deed as witnesses.

6.2 To provide a consistent and efficient procedure, it is proposed that the Council nominate the Leader, Deputy Leader and Mayor of the Council, by virtue of their respective offices, as authorised councillors for the purpose of witnessing the application of the Council's common seal, with any two acting.

6.3 The nominated councillors shall not have independent authority to approve transactions or amend the terms of legal agreements.

6.4 Following the necessary authorisation under Standing Order 23.1, and confirmation that all applicable legal conditions have been satisfied, the Chief Executive Officer / Town Clerk, as Proper Officer, shall arrange for the application of the Council's common seal in accordance with Standing Order 23.2.

6.5 These arrangements shall remain in place until amended by Full Council and shall be reviewed annually at the Annual Council Meeting.

7. Future Legal Agreements

7.1 For the avoidance of doubt, the authority granted under this report shall apply only to the agreements identified in Appendix A.

7.2 Future agreements not included in Appendix A shall continue to be considered by the relevant committee within its delegated authority under Standing Orders 5.1 and 5.2 and the Council's approved Committee Terms of Reference and Scheme of Delegation.

7.3 Where the underlying transaction falls outside the relevant committee's delegated authority, it shall be referred to Full Council for consideration and approval.

7.4 All future legal deeds requiring formal execution shall be referred to Full Council for an express resolution authorising execution in accordance with Standing Order 23.1.

7.5 Following this authorisation, the Chief Executive Officer / Town Clerk shall arrange execution by the appointed councillor signatories, subject to the necessary legal and procedural checks.

7.6 The appointment of authorised signatories shall not, in itself, constitute authority to approve or execute additional agreements.

8. Financial and Governance Implications

8.1 There are no direct additional financial commitments arising from the appointment of authorised councillor signatories.

8.2 Financial commitments relating to individual agreements remain subject to the Council's previously approved decisions, Financial Regulations, budgets and relevant delegations.

8.3 The proposed arrangements will provide a consistent and transparent governance procedure whilst supporting the timely completion of legal agreements.

8.4 The report and Appendix A are presented in the public domain. Any genuinely confidential or legally privileged information arising from an individual agreement will be considered separately in accordance with the applicable statutory provisions.

5. To approve the procedure for future legal agreements whereby the relevant committee shall continue to consider and approve Heads of Terms and associated proposals within its delegated authority, with future legal deeds requiring formal execution referred to Full Council for express authorisation in accordance with Standing Order 23.1.

6. To review the appointment of authorised councillor signatories annually at the Annual Council Meeting.

9. Recommendations

Members are requested to RESOLVE:

1. **To authorise the execution** of the legal agreements identified in Appendix A, in accordance with Standing Order 23.1, subject to confirmation that the necessary approvals have been obtained, the final documentation reflects the previously approved Heads of Terms and resolutions, and all applicable legal conditions stipulated by the Council's appointed solicitors have been satisfied.
2. **To nominate the Leader, Deputy Leader and Mayor of the Council**, by virtue of their respective offices, as the Council's authorised councillors for the purpose of witnessing the application of the Council's common seal, with any two acting in accordance with Standing Order 23.2.
3. **To authorise the Chief Executive Officer / Town Clerk**, as Proper Officer, to arrange for and apply the Council's common seal to the legal deeds identified in Appendix A, in the presence of two nominated councillors who shall sign as witnesses, following confirmation that the documentation is legally ready for execution.
4. **To confirm** that any material variation to previously approved terms, or additional substantive obligations requiring further approval, shall be referred back to Full Council before execution.
5. **To approve the procedure for future legal deeds**, whereby the relevant committee shall continue to consider Heads of Terms and associated proposals within its delegated authority, with the formal execution of future legal deeds referred to Full Council for express authorisation in accordance with Standing Order 23.1.

6. **To confirm** that the nominated councillor arrangements shall remain in place by virtue of the offices held, subject to annual review at the Annual Council Meeting or earlier amendment by Full Council.

APPENDIX A

Schedule of Legal Agreements Requiring Execution

Town Council – 23rd November 2026

The following agreements are currently progressing through the Council's appointed solicitors towards formal execution.

All agreements remain subject to the previously approved terms, verification of the relevant resolutions and satisfaction of all applicable legal conditions.

Ref.	Agreement / Property	Previous approval	Minute reference
A1a	**Old Town Quarry** – Artspace CIC sublease arrangements	OTQ Start & Finish Group strategic support recorded; confirm approval of Heads of Terms – 5th April 2026: ACL Ratification Sept 2025	OTQ ACL Min: 140
A1B	**Old Town Quarry** – Food Hub CIC sublease arrangements	FGP– 10 July 2025: Procurement/ confirm approval of Heads of Terms	FGP Min: 96
A2	**Grove Park Toilets** – lease arrangements with North Somerset Council	Full Council – 29 June 2026: execution approved subject to completion of anti-social behaviour works	TC Min: 39
A3	**Blakehay Theatre** – lease arrangements with the Blakehay CIO	F &GP 16 June 25 & F & GP 10. July 25. Tender Award basis of Heads of Terms	FGP Min: 52 FGP Min: 97

A4	**32 Waterloo Street – CCTV** – legal agreement relating to CCTV occupation and use	Final Agreement to go to F & GP (Dec 26) for approval following HOT's developed by NSC	
A5	**32 Waterloo Street – BID** – legal agreement relating to BID occupation and use	New HOT's to go to F & GP (Dec 26) following renewal of BID	
A6	**Eight Parks and Play Areas – Devolution** – permanent property transfer arrangements	Interim Management Agreement effective 6 July 2026; permanent transfer approval of Heads of Terms agreed via Devolution Start & Finish Group :	DSFG Sept 26 / Nov 26:
A7	**Three Land Parcels – Devolution** – permanent property transfer arrangements	Devolution Programme approvals; specific transfer approval to confirm Heads of Terms via Devolution Start & Finish Group :	DSFG Sept 26 / Nov 26:

A6 – Eight Parks and Play Areas

The following sites form part of the Council's Devolution Programme:

1. Diamond Batch – Weston Gateway / South Worle.
2. Thompson Way – West Wick.
3. Walford Avenue – North Worle.
4. Castle Batch MUGA – North Worle.
5. Plumley Park – Weston Village.
6. The Runway Park – Haywood Village.
7. The Park – Bournville.
8. Shrubbery Park / The Shrubberies – Hillside.

A7 – Three Land Parcels

1. Verbena Way / Silverberry Road – South Worle.
2. Village Green (The Rows) – Worle High Street.
3. Rose Garden – Milton Road / Grove Road.

Conditions Applying to All Agreements

Execution of the agreements identified in this appendix shall be subject to:

1. Confirmation of the relevant committee or Full Council approvals and authority for the underlying transaction.
2. Confirmation that the final documentation reflects the previously approved terms and resolutions.
3. Satisfaction of all applicable legal conditions stipulated by the Council's appointed solicitors.
4. Confirmation of the correct legal parties, property descriptions, boundaries and execution requirements.
5. Referral back to Full Council/ Committee where any material variation, additional substantive obligation or further approval is required.

The Chief Executive Officer / Town Clerk shall oversee these requirements prior to arranging formal execution.