

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD AT THE TOWN HALL ON  
MONDAY 24<sup>th</sup> JANUARY 2022**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 9.06 pm

**PRESENT:** Councillors James Clayton (Town Mayor), Dot Agassiz, Mark Aplin, Ray Armstrong, Mike Bell, Jill Bute, Mark Canniford, Gillian Carpenter, Peter Crew, John Crockford-Hawley, Ciaran Cronnelly, David Dash, Peter Fox, Catherine Gibbons, Pete McAleer, Clare Morris, Robert Payne, Alan Peak, Lisa Pilgrim, Ian Porter, Sonia Russe, Tim Taylor, Richard Tucker and Helen Thornton.

**ALSO IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk), Samantha Bishop (Office Manager /Committee Officer), Rebecca Saunders (Mayors Civic Officer/Committee Officer), Tania Middlemiss (Assistant Town Clerk – HR/Administration), Fay Powell (Assistant Town Clerk – Operational Services), Becky Walsh (Communications Officer), Reverend Peter Ashman (Town Mayors Chaplin), Inspector Graeme Hall (Avon and Somerset Police) and Mr John Christopher (Member of the Public).

The Town Mayor invited his Chaplain to say prayers. It was noted that former Councillor Robert Cleland had sadly passed away and so a minute's silence was undertaken in remembrance of him.

The Town Mayor invited members of the public to address the meeting.

The Town Mayor congratulated Councillor Clare Morris on her recent election and welcomed her to the Town Council and the meeting.

<b>290</b>	<b>Apologies for Absence and Notification of Substitutions</b>  Apologies for absence were received from Councillors David Hitchins, Roger Bailey, Sarah Codling, Jan Holloway and Roz Willis.
<b>291</b>	<b>To receive Declarations of Interest</b>  There were none received.
<b>292</b>	<b>To approve the accuracy of the Minutes of the Town Council Meeting held on the 22<sup>nd</sup> November 2021 2021</b>  <b>PROPOSED BY:</b> Councillor Tim Taylor <b>SECONDED BY:</b> Councillor Ray Armstrong  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman as a true record of the meeting.
<b>293</b>	<b>To receive announcements and communications from the Town Mayor</b>  The Mayor's announcements and communications were circulated prior to the meeting.

	<p>There had been 141 engagements attended by the Mayor, 7 by the Deputy Mayor, which was a total of 149 to date.</p> <p>Significant upcoming events were included within the report.</p>
<p><b>294</b></p>	<p><b>To receive the Notes of the Youth Council Meetings held in October and November &amp; December 2021 and January 2022</b></p> <p>The notes of the Youth Council meetings had been previously circulated with the agenda.</p> <p>Members noted that notes received were for meetings held in September, October, November 2021 and January 2022.</p> <p>It was also noted that the reference to Councillors in attendance at the January meeting should record CSR.</p> <p><b>RESOLVED:</b> That the notes of the Youth Council meeting for September, October, November 2021 and January 2022 be received.</p>
<p><b>295</b></p>	<p><b>Neighbourhood and Response Policing in Weston-super-Mare</b></p> <p>The Town Mayor welcomed Inspector Graeme Hall to the meeting.</p> <p>Inspector Graeme Hall introduced himself and his 20 years' experience in the Police.</p> <p>His aim was to engage with as many town and parish councils as possible on neighbourhood policing and he therefore embraced the opportunity to attend the meeting. If members found the attendance beneficial, he would be more than happy to frequently attend future meetings and encouraged members to highlight areas for discussion.</p> <p>Graeme informed that there were two front line elements of policing:</p> <ol style="list-style-type: none"> <li>1. Response – 999 calls where the team were now based at Weston Gateway.</li> <li>2. Neighbourhood Policing – 5 beat teams; Weston town centre, Bournville, Clevedon, Portishead and Nailsea.</li> <li>3. A new neighbourhood team had been developed and led by him which would respond to challenges in WsM and tackle local problems.</li> </ol> <p>An overview of vacancies and staff turnover within the police teams was given and it was advised that at full capacity there were 66 Police officers. Avon and Somerset recruited 300 police offers annually. Graeme informed of the 3 main priorities set since he took on the post:</p> <ol style="list-style-type: none"> <li>1. Nigh time economy – Tackling associated violence and antisocial behaviour and improving the perception. Seasonal population was a factor, however it could be argued that for a town of Weston's size, the statistics were not horrendous. 5 hot spot areas in North Somerset had received central government funding to tackle spiking.</li> <li>2. Drugs &amp; County Lines – Lots of plans were in place to tackle this, focusing on the young people involved and making Weston a hostile place for drug dealing.</li> <li>3. Antisocial behaviour – Tackling persistent antisocial behaviour across the town. linking in with the missing children's initiative and increasing safeguarding and following up victims of domestic abuse.</li> </ol>

Members thanked Graeme for his attendance and said they would welcome regular reports to full council meetings.

Graeme was asked what plans were in place to keep the town centre policing team at full strength and what could the town council do to help the Police. Graeme informed that recruitment to the team had started as soon as he came into post back in November and it was hoped to be at full strength by the end of the year. In response to a question as to how the town council could help, this could be achieved by improving communications, future attendance at meetings and consistent reporting of any issues.

In response to a question regarding drug dealing and what the plans were to make WsM a hostile place, Graeme informed that there were many strategies in place to tackle this which he could bring back in detail at a future meeting. He did report that ANPR (automatic number plate recognition) funding had been secured which would help target dealers driving in and out of the area and pick up on offences such as no insurance, license etc. which would help slow activity.

Members were reassured to hear that more officers were being recruited and there would be more of a Police presence in the town. It was hoped that a more persistent and aggressive approach to drug dealing would be undertaken and more stop and searches demonstrated. Graeme explained that drug dealing was a very sensitive and complex issue that would be targeted and officers made more visible. An intelligence picture also needed to be developed as part of the strategic plan.

It was queried by a member where areas such as Worle, Bournville, Milton and Kewstoke that were outside of the town centre were covered. Graeme informed that these areas were covered by a beat team that he had close links with and covered 38 parishes in total. All parishes would be visited by the beat team.

In response to a member, Graeme reported that reports of hate crime were reported and that he was confident that these reports were followed up. The perception that they were not followed up was frustrating and therefore forging relationships with community groups was being actively pursued to help combat this.

Members highlighted the rise in anti-social behaviour in the town centre and were pleased to hear that this would be actively tackled.

The Mayor, speaking in his capacity as a street warden, reported that unfortunately there was not a great response received from the town centre policing team and that the links with the community response team were better. He would really like to see the response improved from officers. Graeme noted the report and would take it back as a point of action for the town centre team.

A member reported that she worked with a number of young vulnerable people including care leavers and that their experience of police presence was hostile. Relationships needed to be built with them to improve this as drug dealers seemed more approachable to them. It was also said that many drug dealers travelled by train. Graeme noted the report and informed that police were working on a list of vulnerable people to follow up and this was very much a priority.

It was highlighted that the request for the police's attendance at the council meeting was originally as a result of a motion put forward regarding the problems experienced at Grove Park toilets. It was therefore requested to know what the police were doing to tackle this. Graeme explained that a team of officers had attended the site over past days, with

	<p>nothing to report and that he would look at targeting the problem specifically, altering patrol times.</p> <p>Once again members thanked Graeme for his attendance.</p> <p><b>RESOLVED:</b> That the report be noted.</p>
<p><b>296</b></p>	<p><b>Town Council Election and Committee Allocation</b></p> <p>The report of the Town Clerk had been previously circulated which recommended members to note the election of Councillor Clare Morris and the current vacancies to be filled (Community Services Committee, Planning Committee and Youth Council) and to make any other changes to committee memberships if required.</p> <p>It was requested to replace Councillor Gillian Carpenter with Councillor Peter McAleer on the Tourism &amp; Leisure Committee.</p> <p><b>PROPOSED BY:</b> Councillor Robert Payne  <b>SECONDED BY:</b> Councillor Alan Peak</p> <p>A vote was taken and <b>carried</b>.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To note the election of Councillor Clare Morris.</li> <li>2. That the current vacancies on committees be filled (Community Services Committee, Planning Committee and Youth Council) by Cllr Morris.</li> <li>3. That Councillor Gillian Carpenter be replaced by Councillor Peter McAleer on the Tourism &amp; Leisure Committee.</li> </ol>
<p><b>297</b></p>	<p><b>Visit Somerset</b></p> <p>The recommendation from the Tourism &amp; Leisure Committee held on the 7<sup>th</sup> December 2021 had been previously circulated. This recommended that the Town Council do not renew its Visit Somerset membership.</p> <p>Debate ensued for and against the decision not to renew.</p> <p>A member said he found the decision very disappointing and short sighted. The Chairman of the Tourism &amp; Leisure Committee responded that Visit Somerset's focus seemed to be international advertising which was not Visit Weston's focus. Visit Weston already worked well with its partners in Somerset destinations. He felt that Weston did not receive the same promotion by Visit Somerset that other Somerset destinations did and that perhaps a better deal could be negotiated for the following year.</p> <p><b>PROPOSED-</b>Councillor Peter Crew  <b>SECONDED-</b> Councillor Alan Peak</p> <p>A vote was taken and <b>carried</b>. (11 for; 10 against; 1 abstention)</p> <p><b>RESOLVED:</b> That the Town Council do not renew its Visit Somerset membership.</p>

## 298 Town Council Budget and Precept for the year 2022/2023

The Town Council Budget and Precept requirements for the year 2022/2023, the report of the Deputy Town Clerk including Policy and Finance Committee (P&F) resolutions in the budget for approval and the Band D figures from North Somerset Council had been previously circulated.

Band D Properties for Weston super Mare – **26,269.2** (increase of 169.8 properties)

The Deputy Town Clerk advised that an area that required members' attention was the Civic Catering budget and whether the Deputy Mayor should work with the Civic Officer to reduce the budget within £7,000.

The suggested budget at P&F was £10,250 and following discussions with the Civic Officer this figure had remained as it would require a council decision to reduce it back to an amount of £7,000. A breakdown of the £10,250 was outlined within the report.

When questioned why the budget had been increased, the Deputy Town Clerk advised that it would have been set by the Deputy Mayor at the time and that costs had possibly increased as a result of general cost increases and venue hire of the Museum due to Grove House being unavailable to host events through the pandemic which was unlikely to change.

In response to a member the Deputy Town Clerk clarified that £11,000 was the year end prediction for the Community Events Grants budget.

It was therefore

**PROPOSED BY:** Councillor Alan Peak

**SECONDED BY:** Councillor Richard Tucker

To approve the budget and precept for the year 2022/2023 as reported.

An AMENDMENT was then

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Robert Payne

Details of which were circulated to members at the meeting:

1. **Litter Bins** – To create an earmarked reserve of £10,000 from the underspend in the Community Wardens budget to provide up to 20 litter bins in locations to be determined, and approved by Community Services Committee. The bins would be emptied by the Community wardens
2. **Homelessness Support** – Increase the Annual funding from £25,000 to £50,000. The Town Council currently provided £25,000 annual funding to Somewhere to Go for the Night Assessment Centre. It was proposed to double the funding to include a Service Level Agreement with Somewhere to Go outlining the day services they can provide, and working with North Somerset Council and other partners on hiring a Homelessness Outreach worker.
3. **Climate Change Officer for 2 year fixed term** – Ringfence £30,000 per year for 2 years (Total of £60k) from the Climate Change budget to employ an officer to work specifically on Climate Change projects, thereby freeing up the current

Development Officer to work on other projects including new town council headquarters, town quarry, and projects identified for feasibility studies in last year's budget including new allotments, a plant nursery, showers on the beach, public toilets, making one of our parks disability friendly, and a central Weston community centre.

4. **Public Toilets at Bus Interchange** – To create an ear marked reserve of £10,000 to part-fund a toilet at the new bus interchange in partnership with North Somerset Council, First Bus and large businesses in the area.
5. **Public Toilet charges** – To remove the entry charge on all our public toilets – the loss of income was likely to be about £5000. In addition, there would be a cost to change the door entry mechanisms - cost to be confirmed by DTC - The cost was likely to be offset by reduced maintenance costs.

The Deputy Town Clerk in response to amendment item 5, advised that she had researched the door mechanism costs and reported that to change all doors at all sites would cost between £24,000 – 28,000 or between £3,000 - £4,500 per door. The current spend to date on maintenance costs was £14,830 and there may be a reduction. An expert at Health Matic had also been consulted whose recommendation was to not make a blanket decision on all toilet sites on whether they should be free/not free, but consider on an individual basis.

Concerns were raised regarding the doubling up of resources as some of the amendments included funding services already resourced by North Somerset Council.

It was highlighted that the council's initial decision to charge for the use of the toilets was to recover some of the costs of taking them on. There was no justification for this now and so they should be free.

The town council should be seen to work collaboratively with agencies including NSC to support and tackle rough sleeping in Weston as this was an investment for the town.

Members raised concerns over the employment of a Climate Change Officer and would like to see the achievements of spending £60,000 after the two years reported back.

The Deputy Town Clerk highlighted points for consideration:

That the Climate Change Working Party were waiting for confirmation of a 2year funded Development Officer.

That as was reported to the Community Services Committee, the council had been ring-fenced £40,000 funding as part of the welcome back fund which would include street furniture and specifically litter bins.

The Deputy Town Clerk clarified the budget implications the amendments had on the budget, which equated to a 1.73% budget increase and £100.17p for a Band D property.

Robust debate ensued and concerns were raised regarding the increasing of council tax for what was considered a wish list, when constituents would be facing high increases in energy bills.

The amendments resulted in an increase of 13p to the tax payer which was minimal in comparison to the increases in national tax and insurance.

To summarise, it was clarified that not all the proposals required new money and that this only applied to amendments 2,4 & 5.

The Deputy Town Clerk informed that £25,000 had been paid to Somewhere to Go in August 2021 and was concerned to hear during debate that this had not been received and needed urgent clarity.

A vote on the **AMENDMENT** was taken and **carried** (16 for; 6 against)

This then became the substantive motion and a vote was taken and **carried** (16 for; 5 against) and was therefore:

**RESOLVED:** To approve

1. The net revenue budget for the year 2022/2023 £2,631,385 and
2. The Town Council precept at £2,631,385 ,for submission to North Somerset Council.

**299 Motion to Council from Cllr John Crockford-Hawley**

Councillor John Crockford-Hawley was invited to propose his motion which was specified on the agenda.

A supporting document outlining the history of Alexandra Parade was circulated to members, prior to the meeting.

It was noted that 2 million bus passengers had been lost in North Somerset over the past year, due to the effects of the pandemic and Climate Change. This was a huge loss of income for the district and the Town Council needed to be seen to encourage bus patronage.

Members were in full support of the motion.

**PROPOSED BY:** Councillor John Crockford-Hawley

**SECONDED BY:** Councillor Mark Canniford

**RESOLVED:** That Weston-super-Mare Town Council invites First Bus and North Somerset Council to hold tri-partite discussions, as and when deemed necessary, to discuss local public transport needs, especially before significant timetable alterations are brought into effect.

The Town Mayor thanked everyone for attending the meeting.

There being no further business, the Town Mayor closed the meeting at 9.06 pm.

Signed: ..... Dated: .....  
Town Mayor



**REPORT TO WESTON-SUPER-MARE**

**TOWN COUNCIL**

**21<sup>st</sup> March 2022**

**MAYOR'S ENGAGEMENTS**

**24<sup>th</sup> January 2022– 21<sup>st</sup> March 2022**

**Town Mayor**

**Councillor James Clayton**

### **ENGAGEMENTS SUMMARY**

Council Representative	Number of Engagements
TOWN MAYOR Cllr James Clayton	24
DEPUTY MAYOR Cllr Roger Bailey	0
TOWN COUNCIL LEADER Name	0

### **TOTALS TO DATE**

Council Representative	Number of Engagements
TOWN MAYOR Cllr James Clayton	165
DEPUTY MAYOR Cllr Roger Bailey	7
TOWN COUNCIL LEADER Cllr Alan Peak	1
TOTAL	173

### **SIGNIFICANT EVENTS:**

27<sup>th</sup> January Hornets Men's Talk Club  
6<sup>th</sup> February Wells Cathedral Jubilee Evensong  
8<sup>th</sup> February Youth Council Meeting  
20<sup>th</sup> February 50<sup>th</sup> Anniversary of Bangladesh independence  
26<sup>th</sup> February Worlebury Jubilee Tree Planting  
28<sup>th</sup> February Multicultural Friends Association Pancake Celebration & Cyber Awareness Talk  
2<sup>nd</sup> March WTC Fairtrade Town Launch  
4<sup>th</sup> March Ukraine Flag Raising Ceremony  
6<sup>th</sup> March ROC Ukraine Vigil

### **SIGNIFICANT FUTURE EVENTS**

1<sup>st</sup> April British Heart Foundation Raffle Draw  
7<sup>th</sup> April College Easter Dinner  
9<sup>th</sup> April Weston Rugby v Hornets Match  
22<sup>nd</sup>-24<sup>th</sup> April Hildesheim visit

## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 11/01/22
B.	<b>Meeting Start Time:</b> 6 03pm
C.	<b>Where is the meeting:</b> YMCA Youth Café, 2 Bristol Road Lower
D.	<b>Attendance –</b> Faith <b>(FH)</b> Ryan <b>(RP)</b> Luca <b>(LDC)</b> Jack <b>(JC)</b> Charlie <b>(CM)</b> Alli Waller <b>(AW)</b> Councillor Ciaran Cronnelly <b>(CC)</b> Councillor Sonia Russe <b>(CSR)</b>
F.	<b>Welcome – RP</b> welcomed everyone to the new year and introduced Councillor Sonia Russe to her first Youth Council meeting. The youth council members all introduced themselves to <b>CSR</b> with a brief background of what school/college they attend. <b>CSR</b> also gave the members a brief background of why she is interested in the youth council.
1.	<b>Apologies for Absence –</b> Councillor Sarah Codling <b>(CSC)</b> Lauren Easterbrook <b>(LE)</b>
2.	<b>Meeting notes accurate Yes</b> <b>Proposed -FH</b> <b>Second – CM</b>
3	<b>Grant Application –</b> No grants applications Submitted
4	<b>Social Media Update -</b> Due to <b>LE</b> not being able to attend the meeting this item has been deferred to next meeting.
5.	<b>Events List- RP</b> asked how everyone had got on with making a list in their area of things for young people to do. All member’s present have completed their list. <b>FH</b> asked for the members emails so she can circulate the document so everyone can add their part of the list. <b>AW</b> asked members if they were happy to share their email details. All members present confirmed they were happy for that to proceed. Areas are below for reference. <b>Worle-</b> Jack - Completed <b>Kewstoke &amp; Worlebury-</b> Charlie - Completed <b>Central-</b> Faith - Completed <b>South Ward –</b> Ryan - Completed <b>Hayward Village –</b> Luca - Completed If all youth councillors could make sure they have collated the information and added it to the document by next meeting on March 8th.  <ul style="list-style-type: none"> <li>• What type of group</li> <li>• Contact name, number, and email</li> <li>• Age group</li> <li>• A brief sentence on what the group offers</li> </ul> <b>AW</b> to send members details to <b>FH</b>
5.	<b>Recruitment update- RP</b> asked if there were any potential new members. <b>CM</b> said one of his friends had applied. <b>AW</b> said she would check and process the form when she was back into the office, ready for them to attend the next meeting.  <b>CCR</b> added that a good way to encourage new members was to offer taster activity

	<p>days like fishing or kite surfing. It was something she had done previously, and it had worked.</p>
<p>6.</p>	<p><b>Youth Parliament – CC</b> updated the Youth Council on information he had been able to acquire.</p> <p>Nicola Holland is now responsible for the Youth Parliament. They are looking to set up a youth parliament group in the Town and all schools listed below have been contacted. Members were asked if their school/college has been missed off to notify <b>CC</b> so he can forward to Nicola. A meeting is being arranged for Tuesday February 1<sup>st</sup> at 4pm. <b>AW</b> was concerned that the time may not be suitable for young people to attend as some may not be out of school by 4pm. <b>CC</b> said he would pass on the feedback to Nicola Holland.</p> <p>Clevedon- Nailsea- Gordano - Ravenswood- Worle Also added – Priory – Backwell – Broadoak -Hans Price</p>
<p>8.</p>	<p><b>AOB-</b></p> <p><b>Mayor invitation- RP</b> told the Youth Councillors that due to the December meeting being cancelled that they would have to rearrange the Mayors visit to the February meeting as he is only in office for a few more months. We will need to confirm attendance before we invite him again.</p> <p><b>AW</b> explained that communication was key. It was the Youth Council members responsibility to confirm if they will be able to make the meetings (dates below) if we do not have a quorum then the meeting cannot take place. Therefore, when the agenda goes out, please respond if you will be coming or with your apologies.</p> <p><b>Attending events- CCR</b> mentioned that the Climate change group wanted young people to help with planting trees, and if the youth council members would like to get involved. RP agreed that this would be a great way for the youth council to help with Climate change.</p> <p>CCR mentioned that it would be a good opportunity for members to also attend a Town Council meeting. RP said that it had been discussed at previous meetings and was something that would be of interest. He explained that himself and <b>AW</b> would organise a date when members could attend.</p> <p><b>Sea Monster- AW</b> asked the youth council if they would like to get involved with the sea monster project (SEE MONSTER is a decommissioned North Sea offshore platform. The retired industrial structure will be transformed into a large-scale public art installation) <b>AW</b> had been approached to encourage young people to get involved. <b>CM</b> said it sounded very interesting. <b>AW</b> will keep the youth council updated.</p> <p><b>Youth Council Workshop- AW</b> informed the Youth council that there was an opportunity for the members to attend a workshop. The purpose of the workshop would be to complete the youth council newsletter and learn a bit more of the role of a youth councillor. A possible date and agenda to be agreed at the next meeting.</p>

	<b>2022 Youth Council Meeting Dates-</b> 8 <sup>th</sup> February            9 <sup>th</sup> August 8 <sup>th</sup> March                13 <sup>th</sup> September 12 <sup>th</sup> April                11 <sup>th</sup> October 10 <sup>th</sup> May                 8 <sup>th</sup> November 14 <sup>th</sup> June                13 <sup>th</sup> December 12 <sup>th</sup> July
9.	<b>Meeting ended – 6.27pm</b> <b>Date of Next Meeting Weston Youth Café 6pm – 7pm – 8<sup>th</sup> February 2022</b>

## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 08/02/22
B.	<b>Meeting Start Time:</b> 6 01pm
C.	<b>Where is the meeting:</b> YMCA Youth Café, 2 Bristol Road Lower
D.	<b>Attendance –</b> Faith <b>(FH)</b> Ryan <b>(RP)</b> Luca <b>(LDC)</b> Jack <b>(JC)</b> Charlie <b>(CM)</b> Via Phone link for Voting Alli Waller <b>(AW)</b> Lauren Easterbrook <b>(LE)</b> Councillor Ciaran Cronnelly <b>(CC)</b> Councillor Sonia Russe <b>(CSR)</b> <b>Mayor</b> Councillor James Clayton
F.	<b>Welcome – RP</b> welcomed everyone and the mayor to the meeting
1.	<b>Apologies for Absence –</b> Councillor Sarah Codling <b>(CSC)</b> Charlie <b>(CM)</b> Olivia <b>(OF)</b> - <b>(LE)</b> left the meeting due to incident on another site
2.	<b>Meeting notes accurate –</b> <b>CSR</b> highlighted an error in her abbreviation of her name. Noted and rectified. <b>Proposed - FH</b> <b>Second – LDC</b>
3	<b>Grant Application –</b> No grants applications Submitted
4	<b>Mayors Visit – RP</b> welcomed the mayor and thanked him for attending the meeting. The mayor said it was a pleasure to attend as he was keen to help promote the Youth Council and encourage young people to have a voice. All the members introduced themselves to the mayor and explained what school /college they attended and why they joined the youth council. <b>JC</b> explained that some of the members of the youth council studied politics, and this was a chance to explore politics more. The mayor asked the young people which party they followed but they all explained they were not sure yet. He proceeded to explain that they would need to research each party and their manifest to see which party appealed to them and their beliefs and passions before making an informed choice. <b>RP</b> asked if there were any questions that they would like to ask. <b>CC</b> asked what a typical week was for the mayor. He explained there were 31 councillors from all the main parties and each party take in turns to put a candidate forward for mayor. The role is for 1 year and is a ceremonial role. They have a civic officer who arranges the mayor’s calendar so he can attend functions throughout the year. He explained that he was the first mayor to introduce a Facebook page so he could connect with everyone and let them know what the mayor does. It is also an opportunity to give groups notoriety. He explained that some weeks are busier than others. <b>RP</b> asked if he would be interested in starting an Instagram page to which the mayor replied, “social media is not for everyone and he only knows about Facebook” Also as he only has a few months left in his role, he didn’t think the next mayor would have time to manage both page content.
5.	<b>Social Media Update -</b> Due to <b>LE</b> leaving the meeting early, this item has been deferred to next meeting.
6	<b>Elect New Vice Chair- AW</b> explained that she had received an email from <b>OF</b> to say she would like to step down as vice chair due to other commitments. <b>AW</b> said she

	<p>had sent an email to all members asking if they would like to apply to become the Vice chair. <b>AW</b> asked the members present if anyone was interested. <b>FH</b> replied she would like to.</p> <p><b>AW</b> asked <b>FH</b> to address the group as to why she would be good for the role- I think I would be a good fit for the role of vice chair because I would like to take on more responsibility and I think that I can help the chair in various decisions and events. I also want to take on a more active role in the youth council.</p> <p>Due to the quorum not complete (<b>FH</b> unable to vote for herself) <b>CM</b> called in to also vote.</p> <p>The Youth Council members voted unanimous 4 votes for <b>FH</b> to become Vice Chair. <b>RP</b> Congratulated <b>FH</b> on her new position.</p>
7.	<p><b>Events List-</b> <b>RP</b> asked everyone if they had sent their individual list to <b>FH</b>. Everyone present confirmed they had. <b>AW</b> asked <b>FH</b> to send the document to her.</p> <p><b>AW</b> explained to the mayor that the youth councillors were producing a list of activities for young people in the Weston Town area as many young people do not know what is available for them This will be added to the next Youth Council newsletter. The mayor asked if they had included boxing in the south ward area which was 4 sessions a week.</p> <p>He also explained there was a Parkour group also located near the Mercedes Garage.</p> <p><b>RP</b> said he we would add both to the list.</p>
8.	<p><b>Town Council Meeting – RP</b> asked the members if they would like to attend a full town council meeting. <b>AW</b> added that the next meeting would be 21<sup>st</sup> March and it would be a great experience for all members. The mayor agreed and said it would be a great opportunity to see how a Town council meeting is conducted and meet other councillors.</p>
7.	<p><b>AOB-</b></p> <p><b>Youth Parliament – CC</b> updated the Youth Council that he had passed on all their comments from the last meeting and the first Youth Parliament meeting was held with 12 young people attending. <b>CC</b> said the Youth mayor from Bristol attended and a list of topics for discussions at the next meeting was drawn up. It was noted at the meeting that none of the Cabot learning trust schools had attended. <b>FH</b> said she would speak with the head to see if they were intending sending someone to the next meeting.</p> <p><b>FH</b> asked was it only schools able to send candidates or would there be an opportunity for a member of the youth council to also attend. <b>CC</b> said he would find out.</p> <p><b>Youth Council Workshop- AW</b> informed the Youth council that as everyone had expressed an interest in the Youth council workshop that she would come up with some dates to hold it (please see below) It will be from 10am – 1pm at the YMCA Youth café.</p> <p>April 2<sup>nd</sup></p> <p>April 9<sup>th</sup></p> <p>A date to be confirmed at next meeting.</p>

	<p><b>Climate group</b> – AW asked the youth council if they wanted to get involved with the towns tree planting commitment. The object is to plant 10k trees to help with the Town reducing its carbon footprint.</p> <p><b>JC</b> said he was also a member of the Youth Climate group and they would be happy to help also.</p> <p><b>RP, LDC &amp; FH also</b> agreed they would like to get involved</p> <p><b>CSR</b> said that she was aware that some of the members of the youth council had lost a friend recently and it was a tragic loss of life which they were trying to come to terms with. <b>CSR</b> had spoken with Faye Powell and the Town council would like to donate a tree to be planted in her memory. <b>AW</b> said she would invite <b>FP</b> to the next meeting and maybe <b>JC</b> could speak with the family to ask if they would like the offer and where they would like the tree to be put.</p> <p>AW to invite FP to next meeting.</p> <p><b>2022 Youth Council Meeting Dates-</b></p> <table data-bbox="277 860 715 1048"> <tr> <td>8<sup>th</sup> March</td> <td>9<sup>th</sup> August</td> </tr> <tr> <td>12 April</td> <td>13<sup>th</sup> September</td> </tr> <tr> <td>10<sup>th</sup> May</td> <td>11<sup>th</sup> October</td> </tr> <tr> <td>14<sup>th</sup> June</td> <td>8<sup>th</sup> November</td> </tr> <tr> <td>12<sup>th</sup> July</td> <td>13<sup>th</sup> December</td> </tr> </table>	8 <sup>th</sup> March	9 <sup>th</sup> August	12 April	13 <sup>th</sup> September	10 <sup>th</sup> May	11 <sup>th</sup> October	14 <sup>th</sup> June	8 <sup>th</sup> November	12 <sup>th</sup> July	13 <sup>th</sup> December
8 <sup>th</sup> March	9 <sup>th</sup> August										
12 April	13 <sup>th</sup> September										
10 <sup>th</sup> May	11 <sup>th</sup> October										
14 <sup>th</sup> June	8 <sup>th</sup> November										
12 <sup>th</sup> July	13 <sup>th</sup> December										
9.	<p><b>Meeting ended – 6.40pm</b></p> <p><b>Date of Next Meeting Weston Youth Café 6pm – 7pm – 8<sup>th</sup> March 2022</b></p>										

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE PLANNING WORKING PARTY  
HELD ON ZOOM  
WEDNESDAY 28<sup>th</sup> JULY 2021**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8.10 pm

**PRESENT:** Councillors Jan Holloway (Chairman), Ray Armstrong, Gill Bute, Alan Peak and Tim Taylor.

**ALSO IN ATTENDANCE:** Cllr Peter Crew, Cllr John Crockford-Hawley, Tania Middlemiss (Assistant Town Clerk), Julie Smith (Admin Officer).

The Chairman thanked Councillors Crockford-Hawley and Crew for their attendance following the Planning Committee request to North Somerset Council for Planning Officer attendance for guidance on matters of planning policy.

<b>91.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  Apologies were received from Cllr Dot Agassiz.
<b>92.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>93.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 30<sup>th</sup> June 2021</b>  The minutes of the last meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Gill Bute <b>SECONDED BY:</b> Councillor Tim Taylor  <b>RECOMMENDED:</b> That the minutes be approved and signed by the Chairman.
<b>94.</b>	<b>Matters for Consideration</b>  <b>a) Street Trading Applications</b>  The Committee noted that there were no street trading applications for consideration.  <b>b) Disabled Parking Bay Applications</b>  5 Saxby Drive - No Objection  <b>RESOLVED:</b> To inform North Somerset Council's Streets and Open Spaces department of the Town Council's response.

**95. Planning Applications and other Planning Matters submitted to the Town Council for consideration.**

A Member advised that relevant planning grounds were legitimate reasons for objecting which North Somerset Officers would determine on but gut feelings could be expressed at parish and town council level.

A Member voiced that his criteria for bringing applications to the attention of committee was if there were other objections showing online.

The Chairman referred to the weekly email communications to all Councillors which required that Ward Members inform the Chairman or Vice Chairman which applications they required 'calling in' before the meeting. This system ensured that significant applications were given consideration and negated to need to discuss every individual application at the meeting given that many were prior approval applications and North Somerset were the decision making authority.

The Assistant Town Clerk confirmed that the categories for responding under to North Somerset were under three broad areas:

Support/ Neutral/Object with the latter needing to be supported ideally by material planning considerations where possible.

The Chairman advised of an email communications that due to essential maintenance on the online planning portal from Monday 23<sup>rd</sup> to Wednesday 25<sup>th</sup> August 2021 it would not be possible to view the planning applications on North Somerset Council's website on the night of the next meeting 25<sup>th</sup> August.

**RESOLVED:** The Chairman would liaise with officers on whether to bring forward or defer the next meeting by one week.

The Committee considered applications in respect of the weekly lists provided by North Somerset Council dated: 21<sup>st</sup> – 27<sup>th</sup> June, 28<sup>th</sup> June – 4<sup>th</sup> July, 5<sup>th</sup> July – 11<sup>th</sup> July, 12<sup>th</sup> July – 18<sup>th</sup> July.

*The Assistant Town Clerk left the meeting at 8 pm.*

**RESOLVED:** That the Town Council's comments on planning applications be directly uploaded to 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes.

There being no further business the Chairman closed the meeting at 8.10 pm

Signed.....Dated .....

Chairman of the Planning Committee

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE PLANNING WORKING PARTY  
HELD ON ZOOM  
WEDNESDAY 29<sup>th</sup> SEPTEMBER 2021**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 19.55 pm

**PRESENT:** Councillors Jan Holloway (Chairman), Dot Agassiz, Ray Armstrong, Gill Bute, Alan Peak and Tim Taylor.

**ALSO IN ATTENDANCE:** Tania Middlemiss (Assistant Town Clerk), Julie Smith (Admin Officer).

<b>158.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  There were no apologies received.
<b>159.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>160.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 1<sup>st</sup> September 2021</b>  The minutes of the last meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Tim Taylor <b>SECONDED BY:</b> Councillor Jan Holloway  <b>RECOMMENDED:</b> That the minutes be approved and signed by the Chairman.
<b>161.</b>	<b>Matters for Consideration</b>  <b>a) Street Trading Applications</b>  The Committee noted that there were no street trading applications for consideration.  <b>b) Disabled Parking Bay Applications</b>  100 Walliscote Road - No Objection  <b>RESOLVED:</b> To inform North Somerset Council's Streets and Open Spaces department of the Town Council's response.

	<p><b>c) Consultation about local list of Planning Application Requirements</b></p> <p><b>RESOLVED:</b> The Committee noted the requirements.</p>
<p><b>162.</b></p>	<p><b>Matters for Noting</b></p> <p>Planning appeal Notification 21/P/0597/FUH - 1 Vian End Weston-super-Mare BS22 9QD</p> <p><b>RESOLVED:</b> Noted.</p>
<p><b>163.</b></p>	<p><b>Planning Applications and other Planning Matters submitted to the Town Council for consideration.</b></p> <p>The Committee considered applications in respect of the weekly lists provided by North Somerset Council dated: 23<sup>rd</sup>- 29<sup>th</sup> September, 30<sup>th</sup>-August- 5<sup>th</sup> September, 6<sup>th</sup>-12<sup>th</sup> September and 13<sup>th</sup> – 19<sup>th</sup> September.</p> <p><b>RESOLVED:</b> That the Town Council’s comments on planning applications be directly uploaded to ‘Uniform’ website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council’s website with hyperlink back to North Somerset Council’s website for referral purposes.</p>
<p><b>164.</b></p>	<p>The Chairman referred to her apology for absence at the Full Council meeting on 20<sup>th</sup> September 2021 and to discussions in relation to debate on resuming in-person committee meetings. All Members of the Planning Committee expressed a preference to continue with virtual Zoom meetings for health and safety and convenience reasons until the clocks changed and the light nights resumed in spring 2022.</p> <p>The Assistant Town Clerk confirmed that advice on this matter would need to be sought from the Town Clerk as there were implications.</p> <p><b>RECOMMENDED:</b> The Chairman would communicate direct with the Town Clerk to request resuming with Zoom meetings between October 2021 to April 2022. Committee</p> <p>There being no further business the Chairman closed the meeting at 19.55 pm</p> <p>Signed.....Dated .....</p> <p>Chairman of the Planning Committee</p>

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE PLANNING COMMITTEE  
HELD ON AT GROVE HOUSE  
WEDNESDAY 15<sup>th</sup> DECEMBER 2021**

**Meeting Commenced:** 19.00

**Meeting Concluded:**20.15

**PRESENT:** Councillors Jan Holloway (Chairman), Alan Peak, Dot Agassiz, Gill Bute, Tim Taylor.

**ALSO IN ATTENDANCE:** Tania Middlemiss (Assistant Town Clerk), Julie Smith (Admin Officer).

<b>268.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  Apologies were received from Cllr Ray Armstrong and Dave Hitchins.
<b>269.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>270.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 17<sup>th</sup> November 2021</b>  The minutes of the last meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Tim Taylor <b>SECONDED BY:</b> Councillor Dot Agassiz  <b>RECOMMENDED:</b> That the minutes be approved and signed by the Chairman.
<b>271.</b>	<b>Matters for Consideration</b>  <b>a) Street Trading Applications</b>  The Committee noted that there were no street trading applications for consideration.  <b>b) Disabled Parking Bay Applications</b>  Members noted comments of concern received from neighbours and a Ward Cllr.  79 Westbrook Road – Objection  <b>RESOLVED:</b> To inform North Somerset Council’s Streets and Open Spaces department of the Town Council’s response.

**c) Green criteria (deferral from Climate Change 10<sup>th</sup> November 2021 and Planning Working Party 17<sup>th</sup> November 2021.**

The Assistant Town Clerk advised that all committees were being asked by the Climate Change Working Party to agenda for discussion sustainability and green matters. The Planning Committee could consider contributing to this by including more green criteria into their current planning policy statements.

Members noted an action from the previous meeting were a resolution had been made to invite a member of North Somerset Council's sustainability team to future meeting.

The Chairman advised she and several Cllrs had attended along with officers Climate Change training in November and liaised with North Somerset Officers at the recent Town and Parish Workshop in early December.

The Assistant Town Clerk advised that as part of our Council's overall commitments to reducing our carbon footprint by 2030 that further actions and obligations would need to be made including more training of Councillors and staff.

Members were in agreement that they needed to learn more about carbon literacy both as individuals, Councillors and organisationally and to undertake more development and training in the years ahead. Also that increased liaison and partnership working at all levels would be required in order to achieve the required level of organisational development and achievements for Climate Change, given the recent government pledges at COP 26.

**d) Update on Parish Workshop held virtually on 2<sup>nd</sup> December 2021.**

The Chairman advised that she had attended the session in early December a hosted by North Somerset where sustainability matters had also featured. The following matters were being looked into at district level as part of wider consultations.

- New parking provisions to feature electric car and bicycle outputs.
- More provisions to be made both in existing as well as new public and private areas.
- Encouragement of car sharing and car clubs.
- Increased provisions for trees in parks and play areas

**RESOLVED:**

To include budget provision for Carbon Literacy/Climate Change training for officers and Councillors on an ongoing basis.

The Assistant Town Clerk would liaise with the Development Officer with responsibilities for Climate Change actions on green criteria and training provisions.

To circulate the Parish and Workshop PowerPoint presentation to all members of

	the committee.
272.	<p><b>Planning Applications and other Planning Matters submitted to the Town Council for consideration.</b></p> <p>The Committee considered applications in respect of the weekly lists provided by North Somerset Council dated: 8<sup>th</sup>- 14<sup>th</sup> November, 5<sup>th</sup>-21<sup>st</sup> November, 22<sup>nd</sup> – 28<sup>th</sup> November and 9<sup>th</sup> – 5<sup>th</sup> December 2021.</p> <p><b>RESOLVED:</b> That the Town Council’s comments on planning applications be directly uploaded to ‘Uniform’ website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council’s website with hyperlink back to North Somerset Council’s website for referral purposes.</p>
	<p>There being no further business the Chairman closed the meeting at 20.15pm</p> <p>Signed.....Dated .....</p> <p>Chairman of the Planning Committee</p>

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE PLANNING WORKING PARTY  
HELD ON AT GROVE HOUSE  
WEDNESDAY 20<sup>th</sup> October 2021**

**Meeting Commenced:** 7.05 pm

**Meeting Concluded:** 19.45 pm

**PRESENT:** Councillors Jan Holloway (Chairman), Dot Agassiz, Tim Taylor, Pete Fox (S), Richard Tucker (S)

**ALSO IN ATTENDANCE:** Tania Middlemiss (Assistant Town Clerk), Julie Smith (Admin Officer).

The Chairman thanked Members, substitutes and Officers for attending the first in-person meeting of the Committee following the Council's decision on 20<sup>th</sup> September to dispense with virtual meetings and return to in person.

<b>182.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  Apologies were received from Cllr Armstrong, Bute, Hitchins and Peak. Cllr Fox substituted for Cllr Bute and Cllr Richard Tucker substituted for Cllr Peak.
<b>183.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>184.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 29<sup>th</sup> September 2021</b>  The minutes of the last meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Tim Taylor <b>SECONDED BY:</b> Councillor Dot Agassiz  <b>RECOMMENDED:</b> That the minutes be approved and signed by the Chairman.
<b>185.</b>	<b>Matters for Consideration</b>  <b>a) Street Trading Applications</b>  The Committee noted that there were no street trading applications for consideration.  <b>b) Disabled Parking Bay Applications</b>  The Committee noted that there were no disabled parking bay applications for consideration

	<p><b>c) Pre Planning Consultation Cellnex 235183</b></p> <p><b>RESOLVED:</b> The Committee noted the plans and had No Objection.</p>
	<p><b>Matters for Noting</b></p> <p>Reconsultation for Planning Application 21/P/1541/FUH 24 Totterdown Road</p> <p><b>RESOLVED:</b> Noted.</p>
<p><b>186.</b></p>	<p><b>Planning Applications and other Planning Matters submitted to the Town Council for consideration.</b></p> <p>The Committee considered applications in respect of the weekly lists provided by North Somerset Council dated: 20<sup>th</sup> – 26<sup>th</sup> September, 27<sup>th</sup> September – 3<sup>rd</sup> October and 4<sup>th</sup> October – 10<sup>th</sup> October 2021.</p> <p><b>RESOLVED:</b> That the Town Council’s comments on planning applications be directly uploaded to ‘Uniform’ website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council’s website with hyperlink back to North Somerset Council’s website for referral purposes.</p>
<p><b>187.</b></p>	<p>The Chairman informed the Committee that she had contacted the Town Clerk to ask whether the Planning Committee could be moved to a daytime meeting or revert back to remote meetings to prevent members and officers having to come out to the Museum or Grove House for Committee meetings during the winter months on the dark evenings.</p> <p>Members present expressed that the previous virtual arrangements on a Wednesday evening had worked very well for this committee, some of whom had daytime work commitments.</p> <p>Officers confirmed that meeting in person arrangements had been challenging as had required a good deal of time ringing around for substitutes to prevent being in-quate.</p> <p>The Chairman felt that consideration of the decision that all committees revert to in person meetings and to permit Planning Committee and other named committees to go back to remote meetings through the winter months was pragmatic in the circumstances and should be re-discussed.</p> <p><b>RESOLVED:</b> An agenda item would be placed on the next meeting of the committee on 17<sup>th</sup> November, along with email communications to consult the other members of the Committee that may be unable to attend that meeting. Additionally an agenda item be requested .....for Full Council meeting on 22<sup>nd</sup> November.</p> <p>There being no further business the Chairman closed the meeting at 19.45 pm</p> <p>Signed.....Dated .....</p> <p>Chairman of the Planning Committee</p>

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**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE PLANNING COMMITTEE  
HELD ON AT GROVE HOUSE  
WEDNESDAY 17<sup>th</sup> NOVEMBER 2021**

**Meeting Commenced:** 19.06

**Meeting Concluded:** 20.07

**PRESENT:** Councillors Jan Holloway (Chairman), Alan Peak, Dot Agassiz, Ray Armstrong, Dave Hitchins, Tim Taylor, Sonia Russe (S)

**ALSO IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), Julie Smith (Admin Officer).

Prior to the start of the meeting the Chairman welcomed Cllr Mark Canniford who presented a petition relating to the proposed redevelopment of the former Royal Pier site at 55-57 Birnbeck Road Weston-super-Mare to the Committee.

<b>225.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  Apologies were received from Cllr Gill Bute, substituted by Cllr Sonia Russe.
<b>226.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>227.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 20<sup>th</sup> October 2021</b>  The minutes of the last meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Tim Taylor <b>SECONDED BY:</b> Councillor Dot Agassiz  <b>RECOMMENDED:</b> That the minutes be approved and signed by the Chairman.
<b>228.</b>	<b>Matters for Consideration</b>  <b>a) Street Trading Applications</b>  The Committee noted that there were no street trading applications for consideration.  <b>b) Disabled Parking Bay Applications</b>  31 Magnolia Avenue – No Objection  60 Drove Road – No Objection

**RESOLVED:** To inform North Somerset Council's Streets and Open Spaces department of the Town Council's response.

**c) North Somerset Consultation – Weston Stone Walls Article 4 Direction Proposal.**

**RESOLVED:** The Committee noted the proposal for an Article 4 Direction and had No Objection.

**d) Preferences for future meetings – to receive feedback from Committee**

The Committee discussed whether to hold meetings during the winter months in person or virtually. Members were uncomfortable going to Grove House due to dark evenings but some members were not able to attend daytime meetings.

It was pointed out that the Planning Committee met every 4 weeks, more than twice as often as other committees, thereby increasing the risks to members from Covid -19.

It was felt by the majority that the committee should go back to operating as a working party, holding meetings virtually via Zoom until the 31<sup>st</sup> March when the clocks change.

**PROPOSED BY: Cllr Tim Taylor**

**SECONDED: Cllr Ray Armstrong**

A vote was taken and **carried**. Accordingly, it was:

**RESOLVED:** To make a recommendation to Full Council asking for the Planning Committee to be made an exception, to go back to operating as a Working Party until the end of March 2022 to enable meetings to be held virtually and to prevent members and officers coming out in the evenings to Grove House during the dark winter months.

**e) Green Criteria (deferred from Climate Change 10<sup>th</sup> November 2021)**

The Committee felt it would be beneficial to invite a member of the Climate Change Working Party to attend the next Planning Committee to explain the criteria in more details. Members felt the following were some of the issues which should be followed: -

More cycle paths, footpaths, parklands, solar panels especially on new builds, more public transport, electric car charging points and more trees planted.

**RESOLVED:**

The Town Clerk would contact Nicola Webb at NSC to get her view on what was most important and to defer this item until the next meeting.

**229. Planning Applications and other Planning Matters submitted to the Town Council for consideration.**

The Committee considered applications in respect of the weekly lists provided by

	<p>North Somerset Council dated: 11<sup>th</sup> – 17<sup>th</sup> October, 18<sup>th</sup> – 24<sup>th</sup> October, 25<sup>th</sup> – 31<sup>st</sup> October and 1<sup>st</sup> November – 7<sup>th</sup> November 2021.</p> <p><b>RESOLVED:</b> That the Town Council’s comments on planning applications be directly uploaded to ‘Uniform’ website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council’s website with hyperlink back to North Somerset Council’s website for referral purposes.</p>
	<p>There being no further business the Chairman closed the meeting at 20.07 pm</p> <p>Signed.....Dated .....</p> <p>Chairman of the Planning Committee</p>

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE PLANNING COMMITTEE  
HELD ON AT GROVE HOUSE  
WEDNESDAY 12<sup>th</sup> JANUARY 2022**

**Meeting Commenced:** 19.00

**Meeting Concluded:** 19.55

**PRESENT:** Councillors Jan Holloway (Chairman), Alan Peak, Dot Agassiz, Ray Armstrong, Gill Bute, Dave Hitchins, Clare Morris and Tim Taylor.

**ALSO IN ATTENDANCE:** Tania Middlemiss (Assistant Town Clerk), Julie Smith (Admin Officer).

*The Chairman welcomed Cllr Clare Morris to the Committee.*

<b>273.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  There were no apologies received.
<b>274.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>275.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 15<sup>th</sup> December 2021</b>  The minutes of the last meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Gill Bute <b>SECONDED BY:</b> Councillor Ray Armstrong  <b>RECOMMENDED:</b> That the minutes be approved and signed by the Chairman.
<b>276.</b>	<b>Matters for Consideration</b>  <b>a) Street Trading Applications</b>  The Committee noted that there were no street trading applications for consideration.  <b>b) Disabled Parking Bay Applications</b>  Members noted comments of concern received from neighbours and a Ward Cllr.  <b>4 Tawny Way</b> – Comment – The Ward Cllr suggested that due to the narrowness of the road that the applicant be directed towards use of one of the other four disabled bays already in situ in the very close proximity to the proposed location.  Members noted comments

	<p><b>25 Amberey Road – No Objection</b></p> <p><b>8 Trevelyan Road - No Objection</b></p> <p><b>RESOLVED:</b> To inform North Somerset Council’s Streets and Open Spaces department of the Town Council’s response.</p> <p><b>c) Pre-Application consultation - Base Station Upgrade-Weston College</b></p> <p>Members commented that the proposal would not undermine the visual amenity of the area and was not in the close vicinity of residential dwellings.</p> <p><b>RESOLVED:</b> No Objection</p>
<p><b>277.</b></p>	<p><b>Planning Applications and other Planning Matters submitted to the Town Council for consideration.</b></p> <p>The Committee considered applications in respect of the weekly lists provided by North Somerset Council dated: 6<sup>th</sup> – 12<sup>th</sup> December, 13<sup>th</sup> – 19<sup>th</sup> December, 20<sup>th</sup> – 26<sup>th</sup> December and 27<sup>th</sup> December 2021 – 2<sup>nd</sup> January 2022.</p> <p><b>RESOLVED:</b> That the Town Council’s comments on planning applications be directly uploaded to ‘Uniform’ website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council’s website with hyperlink back to North Somerset Council’s website for referral purposes.</p>
	<p>There being no further business the Chairman closed the meeting at 19.55</p> <p>Signed.....Dated .....</p> <p>Chairman of the Planning Committee</p>

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE PLANNING COMMITTEE  
HELD ON AT GROVE HOUSE  
WEDNESDAY 9<sup>th</sup> FEBRUARY 2022**

**Meeting Commenced:** 19.15

**Meeting Concluded:** 20.18

**PRESENT:** Councillors Jan Holloway (Chairman), Alan Peak, Dot Agassiz, Ray Armstrong, Gill Bute and Tim Taylor.

**ALSO IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), Julie Smith (Admin Officer).

*Prior to the meeting commencing the Chairman welcomed parishioners Sam Brown & Sarah Newton and invited them to discuss their planning application 21/P/3532/FUL 287 High Street Worle.*

<b>312.</b>	<b>Apologies for Absence and Notification of Substitutes</b>  Apologies were received from Cllr Clare Morris.
<b>313.</b>	<b>Declarations of Interest</b>  There were no declarations of interest received.
<b>314.</b>	<b>To agree the accuracy of the minutes of the previous meeting held on the 12th January 2021</b>  The minutes of the last meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Gill Bute <b>SECONDED BY:</b> Councillor Dot Agassiz  <b>RECOMMENDED:</b> That the minutes be approved and signed by the Chairman.
<b>315.</b>	<b>Matters for Consideration</b>  <b>a) Street Trading Applications</b>  The Committee noted that there were no street trading applications for consideration.  <b>b) Disabled Parking Bay Applications</b>  48 Drove Road - No Objection  <b>RESOLVED:</b> To inform North Somerset Council's Streets and Open Spaces department of the Town Council's response.

316.	<p><b>Matters for Noting</b></p> <p>a) <b>Appeal 21/P/2755/FUH 40 Severn Road</b></p> <p><b>RESOVED:</b> The Committee noted the appeal</p>
317.	<p><b>Planning Applications and other Planning Matters submitted to the Town Council for consideration.</b></p> <p><i>Cllr Ray Armstrong left the meeting at 20.00</i></p> <p>The Committee considered applications in respect of the weekly lists provided by North Somerset Council dated: 3<sup>rd</sup>-9<sup>th</sup> January, 10<sup>th</sup>-16<sup>th</sup> January, 17<sup>th</sup> – 23<sup>rd</sup> January, 24<sup>th</sup> -30<sup>th</sup> January 2022.</p> <p><b>RESOLVED:</b> That the Town Council’s comments on planning applications be directly uploaded to ‘Uniform’ website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council’s website with hyperlink back to North Somerset Council’s website for referral purposes.</p>
	<p>There being no further business the Chairman closed the meeting at 20.18</p> <p>Signed.....Dated .....</p> <p>Chairman of the Planning Committee</p>

## WESTON-SUPER-MARE TOWN COUNCIL

### CALENDAR OF MEETINGS JUNE 2022 – MAY 2023

MEETING	DAY/TIME & VENUE	FREQUENCY	2022							2023					
			JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Town Council	Mon, 7pm @ Town Hall	Bi-monthly (Jan budget & May Mayormaking)		18		19		21			23		20		18 Thur 5pm
Policy & Finance Committee	Mon, 7pm @ Museum	Bi-monthly	20		15		17		12			20		10	
Expenditure & Governance Working Party	Thu, 10am Remote	Bi-monthly		14		29		24			19		30		25
Community Services Committee	Mon, 7pm @ TBA	Bi-monthly		4		12		7			16		13		
Heritage, Arts & Culture Committee	Thur, 10am @ Museum	Bi-monthly (exc. peak season)	30				6		8			9		27	
Tourism & Leisure Committee	Tue, 2.30pm @ TBA	Bi-monthly (exc. peak season)	14				4		6			14		4	
Planning Committee	Wed, 7pm @ G/House	Every 4 weeks	1 + 29	27	24	21	19	16	14		11	8	8	5	3
Personnel Committee	Wed, 11am @ TBA	4 x per year		13				26				22			3*
Climate Change Working Party	Wed, 3pm Remote	Bi-monthly		13		14		16			11		8		31
Youth Council	Thur 5.30pm @ the YMCA	Monthly	tba	tba	tba	tba	tba	tba	tba		tba	tba	tba	tba	tba

- \*If required
- Allotments are managed by the Allotment Club reporting to the Grounds department
- Civic Consultation Group to be held as and when necessary
- Weston In Bloom Working Party recommend to the Community Services Committee or approval
- Annual Town meeting provisional date 6.30pm Monday 20<sup>th</sup> March 2023

**Annual Review of Standing Orders and Financial Regulations**

Minute Extract of the Policy & Finance Committee held on 21<sup>st</sup> February 2022

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**Annual Review of Standing Orders and Financial Regulations**

The report of the Deputy Town Clerk, current Standing Orders and current Financial Regulations had been previously circulated.

Over the course of 2021 / 2022 officers had been working with councillors at the Climate Change Working Group, Expenditure and Governance Working Party and group leaders to introduce measures to have regard for Social Value. The procurement guide, to be discussed later on the agenda, having now worked through and agreed suggested criteria be accepted by this committee.

Once approved, the council's standing orders and financial regulations would need to be updated to reflect the change. The updated document would then be taken to full Town Council for final adoption in March 2022.

A member queried where the substitution scheme featured, to which he was advised that this was within the Committee Terms of Reference.

It was noted that members should be reminded of the substitution scheme for Committees and that upon the election of the new administration (2023), would be a good time to do this.

**PROPOSED BY:** Councillor Ian Porter

**SECONDED BY:** Councillor Pete Crew

A vote was taken and **carried**. Accordingly, it was:

**RECOMMENDED:** To the full Council on 21<sup>st</sup> March 2022 to note and approve the annual review of the documents (in addition to the council's procurement guide of Social Value).

## WESTON-SUPER-MARE TOWN COUNCIL



### FINANCIAL REGULATIONS (reviewed 21.03.22)

These Financial Regulations were adopted by the Council at its meeting held 14<sup>th</sup> March 2016 and have been subsequently reviewed annually.

#### 1. General

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 In these regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Local Audit and Accountability Act 2014 and then in force.
- 1.3 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England), which is published jointly by NALC and SLCC and updated from time to time.
- 1.4 The Responsible Financial Officer (RFO), is a statutory office and shall be appointed by the Town Council. The Deputy Town Clerk holds the role of RFO as appointed by Council and these regulations will apply accordingly.

The RFO, acting under the Policy direction of the Council, shall be responsible for the proper administration of the Council's affairs. Allowing that delegation to other members of staff is necessary, the Responsible Financial Officer's duties are as follows.

- 1.4.1 Prepare Financial Reports for the Council and Committees as required. These reports will cover budget monitoring, fund balances, receipts, payroll, payments of accounts and other relevant financial matters
- 1.4.2 Prepare Draft Estimates which, when approved by the Council, will form the Annual Budget for authorised spend, monitoring and control purposes, as well as report on comparisons between actual and budgeted expenditure to appropriate committees and the Council.
- 1.4.3 Submit the Precept to the District Council.
- 1.4.4 Control the banking of all money received and payments expended by the Council, manage cash flow and control investments and bank transfers.
- 1.4.5 Ensure that all money due to the Council is billed, collected and banked promptly.
- 1.4.6 Identify the duties of all officers responsible for financial transactions and ensure, as far as possible, the division of responsibility of those officers to avoid potential conflict.
- 1.4.7 Control and manage all payments by cheque, autopay, Bank Transfer / BACS, cash or Direct Debit.
- 1.4.8 Undertake the overall management of payroll including the Local Government Pension Scheme. Ensure the prompt payment of tax and national insurance payments at the correct times and ensure, where appropriate, the prompt payment of sums due to the Pension Authority.
- 1.4.9 Ensure all VAT returns are submitted promptly and VAT inspections are dealt with in a proper and timely manner.
- 1.4.10 Ensure that all invoices for payment are allocated to the correct expenditure heads.
- 1.4.11 Ensure the production of final accounts and financial statements and report to the appropriate committee and Council in accordance with the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998.
- 1.4.12 Ensure the productions of accounts and records for external audit in accordance with the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998.
- 1.4.13 Monitor compliance with the Council's Financial Regulations to ensure correct financial systems are in place and to ensure compliance with accounting requirements and legislation.
- 1.4.14 Manage insurance and other risks, process claims as necessary and report as appropriate to the Council or appropriate Committee.

- 1.4.15 Maintain the Council's register of property and assets as required by section 5 (3b) of the Accounts and Audit (England) Regulations 2011

## **2. Annual Estimates**

- 2.1 The policy and Finance Committee, together with each Standing Committee, shall formulate and submit proposal to the Council in respect of Revenue and Capital costs for the following financial year not later than the end of November each year.
- 2.2 Detailed estimates of all income and expenditure including the use of reserves / earmarked reserves and all sources of funding for the year shall be prepared each year by the RFO
- 2.3 The Council shall review and set the Budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the Precept to North Somerset District Council, the billing authority, and shall supply each member with a copy of the approved Budget
- 2.4 The annual Budget shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a 5 year forecast (Medium Term Financial Plan) which shall be prepared and reviewed annually.
- 2.6 The Council will aim to maintain a general reserve at a level normally 4 x monthly revenue expenditure excluding any approved Earmarked Funds.

## **3. Budget Control**

- 3.1 Expenditure on Revenue items may be incurred up to the amounts included in the approved budget. Virement within individual budget headings shall be delegated to the Town Clerk having been prepared by the RFO. Virement between one cost centre and another shall be determined by the Town Council.
- 3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget without reference to the Policy and Finance Committee, who may decide to refer the matter to the Town Council
- 3.3 The RFO shall provide the Policy and Finance Committee and the Council with a monthly statement of Income and Expenditure under each head of the budgets, comparing actual expenditure against the Budget.
- 3.4 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of

such extreme urgency that it must be done at once, whether or not there is a budgetary provision for the expenditure, subject to a limit of £5,000. Such decisions will be reported to the Town Council at the earliest opportunity.

- 3.5 The Town Clerk, together with the Leader of the Council and Chairman of the Policy and Finance Committee, shall be authorised under extreme urgency to incur such expenditure up to the sum of £10,000. Such decision will be reported to the Town Council at the earliest opportunity.
- 3.6 Unspent provisions in the Revenue budget shall not be carried forward to a subsequent year unless approved by the Policy and Finance Committee.
- 3.7 No expenditure shall be incurred in relation to any Capital project and no contract entered into tender accepted involving Capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.8 All works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

#### **4. Accounting and Audit**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit (England) Regulations, appropriate guidelines and proper practices.
- 4.2 The RFO shall ensure completion of the annual statement of accounts for the Council including the Annual return (AGAR) as soon as practicable after the end of the financial year, and shall submit them and report thereon to the Council.

(England) Regulations as amended or set by the auditor.

- 4.4 The Council shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with necessary Regulations and proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices, The Internal Auditor, who shall be competent and independent of the operations of the Council, shall be appointed by the Council. The Internal Auditor will report

to the Council in writing as per the agreed Internal Audit plan with a minimum of one annual report in respect of each financial year.

- 4.6 The Internal Auditor shall carry out work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled.
- 4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and voucher and for the display or publication of any Notices and statements of account required by the Accounts and Audit (England) Regulations and the Local Audit and Accountability Act 2014 section 15 and any subsequent amendments thereto.
- 4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor unless the correspondence is of a purely administrative matter.
- 4.9 On a regularly basis at least once in each quarter, and at each financial year end, a member other than the Chairman (or cheque signatory) from the Policy & Finance Committee will be asked to verify the bank reconciliations (for all accounts) produced by the RFO. The member shall sign and reconciliations and the original bank statements (or similar documents) as evidence of verification.

### **Banking Arrangements**

- 5.1 The Council's and Youth Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments made, forming part of the agenda, shall be presented to each meeting of the Policy and Finance Committee. If the schedule is in order it shall be authorised by a resolution of the Council and shall form part of the Minutes of the meeting.
- 5.3 Cheques and BACS payments drawn on the bank account in accordance with the schedule referred to in Paragraph 5.2 or with paragraph 6.7 shall be signed by 2 nominated members of the Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payments the signatories shall each also sign the schedule presented with the cheques for signature, cheques will also have the counterfoil initialled.
- 5.5 Access to any internet banking accounts will be directly to the access page (which may be saved under 'favourites'), and not through a search engine or email link. Remembered passwords must not be saved on any computer used for council banking work.

- 5.6 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification to the finance officer. This will be overseen and approved by the RFO. Regular checks of standing data for suppliers will be undertaken.

## **6 Payment of Accounts**

- 6.1 All payment shall be effected by cheque or other payment drawn on the Council's Bankers
- 6.2 All invoices for payments shall be examined and verified by the finance department and spending officer, then certified by the RFO who shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The Finance department shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The approved Spending Officer or RFO shall approve the invoices for payment.
- 6.4 The RFO shall maintain a Petty Cash float of £250 (admin) for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

Other Petty Cash Floats will be: -

- Grounds Team - £50
  - Museum Café - £100
  - Visitor Information Centre - £50
- 6.5 Income received must not be paid into the Petty Cash Float but must be separately banked, as provided elsewhere in these regulations.
- 6.6 Payments to maintain Petty Cash Float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
- 6.7 If payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debt (interest) Act 1998 and the due date for payment is before the next scheduled Meeting of the Policy and Finance Committee, where the RFO certifies that there is no dispute or other reason to delay payment the Clerk may (not withstanding para. 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee.

- 6.8 Small local businesses will be paid before the next scheduled Meeting of the Policy and Finance Committee if necessary, subject to the RFO certifying that there is no dispute or other reason to delay the payment.
- 6.9 The Town Council operates on an Imprest Account for the day to day administration and salaries.
- a) The balance of the Imprest Account is determined by the Policy and Finance Committee and is reimbursed monthly as such.
- b) Funds are transferred into the Imprest Account by approval and cheque or bank transfer / BACS signed by two nominated members from the Policy and Finance Committee.
- c) Imprest cheques are to be signed by two out of four administrative members of staff.
- 6.10 An BACS Payment Authorisation Approval form will be used without exception for any BACS payments made. This has clear segregation of duties within the First Approval (undertaken by Finance Office and agreed by RFO), Councillors Approval (Two nominated signatories to approval after checking details provided and detailed) Second Approval and release of bank file (Undertaken by 2 members of SMT having satisfied themselves that all other stages have been carried out correctly).

## **7 Payment of Salaries**

- 7.1 The Payment of salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary, such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates.
- 7.3 Payment of salaries, wages, emoluments or allowances will be made via BACS and Direct Debit accordingly.
- 7.4 All timesheets or other pay documents shall be in the form prescribed by the RFO and be certified by relevant Line Managers as approved by the Town Clerk.

## **8 Loans and Investments**

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be set for a period in accordance with the Council's Treasury Management Strategy.

- 8.2 The Council's Investment Policy shall be in accordance with the Trustee Act 2000 and shall be reviewed on a regular basis.
- 8.3 All investments and money under the control of the Council shall be in the name of the Council
- 8.4 All borrowings shall be effected in the name of the Council after obtaining the necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9 Income**

- 9.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of, the RFO.
- 9.2 The Council will review all fees and charges annually following a report by the RFO or other relevant officer.
- 9.3 All sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year. Any bad debts amounting to less than £100 may be written off by the RFO and will be reported to the Council at the next appropriate meeting.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all income shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.6 The RFO shall ensure that any VAT Return that is required is promptly completed. Any payment claims due in accordance with VAT Act 1994 section 33 shall be made as required by HMRC.
- 9.7 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are necessary to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.8 The design and ordering of official orders, receipts and tickets shall be carried out by or on behalf of the RFO who will be responsible for ensuring they are fit for purpose and are satisfactory. Arrangement will be made to ensure these remain secure.

## **10 Orders for Works, Goods and Services**

- 10.1 A Purchase Order or letter shall be issued for all works, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained and attached to invoices.
- 10.2 All members and Officer are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de Minimis provision in Regulation 11 below and Standing Order 39.2. (Full details are described within the Council's approved procurement guide).
- 10.3 Order books shall be controlled by the RFO.
- 10.4 The RFO /Town Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used (as one example: grants).
- 10.5 A procurement guide will be issued to Spending Officers and will be used and does not withstand and other Financial Regulation or Standing Order.
- 10.6 An Elected Member may not issue an official order or make a contract on behalf of the council.

## **11 Contracts (to be read in conjunction with Standing Orders)**

- 11.1 Procedures as to contracts are laid down as follows:
  - 11.1.1 Every contract shall comply with these financial regulations and no exceptions shall be made other than in an emergency as described at regulation 3.5 provided that these Regulations shall not apply to contracts which relate to items 1 to 5 below
    1. for the supply of gas, electricity, water, sewerage and telephone services.
    2. for specialist services such as provided by solicitors, accountants, surveyors and planning consultants.
    3. for works to be executed or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

4. for work to be executed or goods or materials to be supplied which constitute and extension of an existing contract by the Council.
  5. for goods or materials proposed to be purchased which are propriety articles and/or are only sold at a fixed price.
  6. for additional audit work of the external Auditors up to an estimated £1000 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Policy & Finance Committee);
- 11.1.2 Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 11.1.1 the RFO shall act in accordance with Standing Order 39.
- 11.1.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a Resolution of the Council.
- 11.1.4 Any invitation to tender shall state the general nature of the intended contract and the Town Clerk / RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall, in addition, state that the tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.1.5 All sealed tenders (Above £25,000 as per Public Contracts 2014/24/EU) shall be opened at the same time on the prescribed date by the Town Clerk or RFO in the presence of at least two Members of the Council.
- 11.1.6 If less than three tenders are received for contract above £25,000 or if all the tenders are identical the Council may make such an arrangement as it thinks fit for procuring the goods or materials or executing the works.
- 11.1.7 Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 39(e) and 39(f).
- 11.1.8 When it is intended to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 11.1.1, the RFO shall apply principles detailed in standing order

39.2(a) The RFO shall strive to obtain three estimates. Otherwise, regulation 10 (2) above shall apply.

11.1.9 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

11.1.10 The Council will work within its Procurement Policy.

**11.2** Where there is any procurement and award of a contract covered by the Regulations 2015 (“the regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014 / 24 / EU (which may change from time to time).

**11.3** All procurement over the value of £20,000 will have regard for Social Value as per the councils Procurement Guide and procedures within. Full details of Social value and definitions are contained within this guide and should be read in conjunction with this document.

## **12 Payments under Contracts for Building or Other Construction Works**

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage retention as may be agreed in the particular contract).

12.2 Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

12.3 Any variations or additions to or omission from a contract must be approved by the Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13 Stores and Equipment**

13.1 The officer in charge of each section shall be responsible for the care and custody of store and equipment in that section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for the periodic checks of stocks and stores at least annually.
- 13.5 In consultation with the RFO, inventories and stores records shall be established and maintained. Proper arrangements shall be made for periodic stock checks and the RFO shall lay down procedures for dealing with surpluses and deficiencies with reference to 13.6 below
- 13.6 Moveable property surplus to the Council's requirements with a value in excess of £1000 shall not be disposed of except by sale on the authority of the Council. Efforts to transfer stock to other departments will be explored before disposal.

#### **14 Properties and Estates**

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of the properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which help in accordance with Regulation 4(3)(b) of Accounts and Audit (England) Regulations 2011 or as amended.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents by law, save where the estimated value of any one item of tangible movable property does not exceed £1000, in which case the Town Clerk may make the decision to dispose.

#### **15 Insurance**

- 15.1 Following an annual risk assessment, the RFO shall effect insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss, liability, damage or any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4 All appropriate members, volunteers and employees of the Council shall be included in a suitable Fidelity Guarantee insurance which shall cover the maximum risk exposure as determined by the council

## **16 Charities**

- 16.1 Where the Council is the sole Trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on Charitable trusts and separate financial reports made in such form as shall be appropriate in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit of Independent Examination as may be required by Charity Law or any Governing Document.

## **17 Risk Management**

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The RFO shall carry out Risk Assessment and Management using a robust, proportionate and appropriate method across all activities of the Council together with Risk Management Policy. Risk assessments and the Risk Register Action plan shall be reviewed by the Council at least annually.
- 17.2 All reports prepared for a decision by the Town Council shall include sections on “Financial Implications” and “Risk Assessments”.

## **19 Revision of Financial Regulations**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.

**To approve the updated Procurement Guide**

Minute Extract of the Policy & Finance Committee held on 21<sup>st</sup> February 2022

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**To approve the updated Procurement Guide**

The report of the Deputy Town Clerk and updated Procurement Guide had been previously circulated.

For ease of understanding the updates within the document were coloured in red for members to be able to see what had changed.

Extensive research and debate had occurred to enable a relevant guide to the town council's business requirements whilst taking into account the council's aspirations for inclusion of Social Value. Once approved the guide would be issued to all spending officers and consultants who work with the council to prepare tender briefs and who are involved with the tendering process. The formal document would be updated and taken to full Town Council for final adoption in March 2022, with the councils standing orders and financial regulations reflecting the changes.

Members did not want to disadvantage small local businesses from tendering in anyway and, so far as possible within procurement regulations, would offer support to them.

**PROPOSED BY:** Councillor Tim Taylor

**SECONDED BY:** Councillor Pete Crew

A vote was taken and **carried**. (one against), Accordingly, it was:

**RESOLVED:** To approve the changes to the Procurement Guide to include social value as required by council.

**RECOMMENDED:** To the full Council on 21 March 2022 to approve and adopt the inclusion of the Procurement Guide within the Standing Orders and Financial Regulations.