

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
HELD AT THE TOWN HALL ON
MONDAY 23rd JANUARY 2023**

Meeting Commenced: 7.02 pm

Meeting Concluded: 8.15 pm

PRESENT: Councillors Sonia Russe (Town Mayor), Ray Armstrong, Gill Bute, Mark Canniford, Gill Carpenter, James Clayton, Sarah Codling, Peter Crew, John Crockford-Hawley, Ciaran Cronnelly, Dace Dash, Peter Fox, Catherine Gibbons, Jan Holloway, Pete McAleer, Clare Morris, Robert Payne, Alan Peak, Marcia Pepperall, Lisa Pilgrim, Timothy Taylor, Helen Thornton and Richard Tucker.

ALSO IN ATTENDANCE : Malcolm Nicholson (Town Clerk), Sarah Pearce (Deputy Town Clerk, Samantha Bishop (Committee Officer), Rebecca Saunders (Mayors Civic Officer/Committee Officer), Fay Powell (Assistant Town Clerk Operational Services) , Becky Walsh (Communications Officer), Molly Maher (Development Officer), Inspector Graham Hall (Avon & Somerset Police) and Reverend Peter Ashman (Town Mayors Chaplin).

The Town Mayor invited his Chaplain to say prayers.

No members of the public were present.

259	Apologies for Absence and Notification of Substitutions Apologies for absence were received from Councillors Roger Bailey, Ian Porter, Roz Willis and Mike Bell. Councillors Dot Agassiz, Marc Aplin and Dave Hitchins were absent from the meeting.
260	To receive Declarations of Interest There were no declarations of interest received.
261	To approve the accuracy of the Minutes of the Town Council Meeting held on the 21st November 2022 The minutes had been previously circulated. PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Ray Armstrong RESOLVED: That the minutes be approved and signed by the Chairman as a true record of the meeting.
262	To receive announcements and communications from The Town Mayor The Mayor 's announcements and communications had been circulated prior to the meeting. There had been 26 engagements for the Mayor, 5 for The Deputy Mayor and 1 for the Leader which was a total of 170 to date.

	<p>Significant events were:</p> <p><u>26th November Christmas Light Switch On</u> <u>5th-9th December trip to Hildesheim</u> <u>13th-17th December Mayor's Art Exhibition</u> <u>15th December Staff, Councillors & Volunteers Christmas Party</u> <u>18th December Christmas Carol Service</u></p> <p>The Town Mayor thanked the Deputy Mayor for stepping in and covering her engagements whilst she was away over the Christmas period. In particular, accompanying Sayed Ahmed delivering takeaways and raising £1,000 for the Mayors Charity on Boxing Day.</p> <p>Upcoming Events were:</p> <p><u>21st January Mayor's SEN Learn to Float Session</u> <u>21st January RNLI Burns night celebration</u> <u>28th January Holocaust Memorial Day Ceremony</u> <u>28th January All Saints Winter Choral</u> <u>2nd February Weston College Celebration of Success</u> <u>14th February Diamond Batch Nursing Home Open Day</u> <u>25th February Mayor's Nautical Cocktail evening</u></p> <p>The Town Mayor reported that due to the cost of living crisis and the date of the King's Coronation there would be no Mayor's Charity Ball. The Town Clerk's advice, endorsed by the Civic Consultation Group, was to hold alternative, smaller events to raise money for her good cause. The most significant of the events being the Mayor's Nautical Cocktail evening on the 25th February and she appealed to the meeting for support and good attendance.</p> <p>RESOLVED: That the report be noted.</p>
263	<p>To receive the Notes of the Youth Council Meeting</p> <p>It was noted that there had been no Youth Council meetings held since November.</p> <p>A member informed that due to lack of interest from schools, there would be no Hildesheim youth exchange this year. However, Axe District Scouts had shown interest in pursuing an exchange and more would be reported in due course.</p> <p>The Town Mayor added that since she had returned from Hildesheim she had actively spoken to Sidcot school and Weston College regarding youth exchange opportunities both of whom seemed very interested. Doctor Paul Phillips was planning to visit Hildesheim in the spring to start planning.</p>
264	<p>Neighbourhood and Response Policing in Weston-Super-Mare</p> <p>The Town Mayor invited Inspector Graham Hall to address the meeting who reported on the following areas:</p> <ul style="list-style-type: none"> • The Bournville beat team had secured a new premise at Lonsdale Avenue and it would be in situ by May. • Partnership meetings had taken place to tackle the county lines issues which included rival gangs from Merseyside and Liverpool. December was a very busy

month and a huge impact on resources, however he was pleased to inform that after working with various partners, three suspects had been arrested and a further individual remanded in custody. The overall risk assessment had been reduced from high to nearly zero and Merseyside Police were working with Avon and Somerset Police to tackle and resolve to keep control of the situation.

- Large efforts to tackle the antisocial behaviour (ASB) from groups of youths in the town centre were being taken and successes with arrests had been made, which has seen a reduction in ASB. Four Patrol Officers were on street every day and fines of up to £75 would be issued in order to deter ASB.
- Staffing across NSC was up to good level, with a few vacancies in the town centre team to fill and the NSC Police Community Support Officer Supervisor had been recently replaced.

A ward councillor for the Bournville thanked Inspector Hall for addressing the council. He conveyed frustration that the Bournville beat team did not engage or communicate with the ward councillors enough. He also reported in his capacity as a Street Warden the levels of ASB which should be judged as crime, which was causing angst to businesses and people's lives in the town centre. There were a few lawless ring leaders controlling the town who needed to be targeted and questioned. In the criminal justice system this was being hindered by the courts not wanting to penalise young people with a criminal record into adulthood.

Inspector Hall agreed that there was a reluctance to criminalise young people and that methods such as trauma informed custody schemes were being utilised where possible. However, arrests were being made and at least 30-40 % of officers' time was being spent going to court. The Police will keep tackling the issue, targeting ringleaders with the intention to deter the groups.

In response to a question regarding involvement in delivering the trauma schemes, Inspector Hall encouraged involvement and would contact members directly on how to do this.

A member thanked the Inspector and the Police for their continued efforts and incredible work and strategies undertaken which had made her feel safer.

A Hillside ward councillor reported that his ward had frequent neighbourhood meetings with the beat team which were very helpful and proactive. However, he felt that the joined up working of agencies could be improved.

Inspector Hall agreed the need to recognise more joined-up thinking and would seek to address this.

A member, referring to her professional experience of working with young people, championed the use of the trauma schemes in tackling youth crime and felt it was very helpful for the Police to engage in this way.

Inspector Hall reported that there were a few individuals that would not engage with the schemes and needed to be dealt with in other ways.

The Town Mayor thanked Inspector Graham Hall for his report and he left at 7.34 pm

Councillor James Clayton left the meeting at 7.34 pm.

265	<p>To approve the Calendar of Meetings for the year 2023/2024</p> <p>The proposed Calendar of Meetings for the year 2023/2024 had been previously circulated.</p> <p>The Town Clerk reported that the dates could subject to change if necessary, but it would be helpful for planning the year for council to approve a calendar at this time.</p> <p>PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: To approve the Calendar of Meetings for the year 2023/2024.</p> <p><i>Councillor Sarah Codling joined the meeting at 7.35 pm.</i></p>
266	<p>Freedom of the Town 2023</p> <p>The report of the Town Clerk had been previously circulated and recommended members to agree to host a Freedom Parade of the Royal Marines 40 Cdo in the summer and to increase the current EMR to a total value of £9,500 to cover the costs of the event.</p> <p>The date of the event was still to be confirmed for security reasons but would be a weekend in the early summer. The parade would include the Royal Marines Band and would attract people into the town.</p> <p>The arrival at the proposed figure (£9,500) was queried to which the Town Clerk informed that this had been the figure agreed and suggested to be EMR in previous years and he was reasonably comfortable that it should be sufficient.</p> <p>The Leader of the Council and Armed Forces Champion concurred that £9,500 was allocated annually for this event but as the event had not happened the budget had been moved into General Reserves.</p> <p>PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Peter Fox</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: To host a Freedom Parade of the Royal Marines 40 Commando in June, date TBA and to approve the increase of the current EMR to a total value of £9,500 to cover the costs of this event.</p>
267	<p>Town Council Budget and Precept for the year 2022/2023</p> <p>The Town Council Budget and Precept requirements for the year 2023/2024, the report of the Deputy Town Clerk including Policy and Finance Committee (P&F) resolutions on the budget and the Band D figures from North Somerset Council had been previously circulated.</p> <p>Band D Properties for Weston super Mare – 26,567.00</p> <p>It was therefore</p> <p>PROPOSED BY: Councillor Alan Peak</p>

SECONDED BY: Councillor Helen Thornton

To approve the budget and precept for the year 2023/2024 as reported.

An AMENDMENT was then

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Peter Fox

To look at a single figure increase and reduce the total budget from 10.97% to 9.97% by the following means:

- £10,000 from the EMR Parks and Play areas budget
- £10,000 from the Climate Change budget
- £10,000 from the Community Events budget

(This equated to £30,000 reduction and a 9.3 % increase on the 2022-23 budget)

Opposing members aired their concerns over the amendments to the budget and requested the monetary value of the amendments to taxpayers to which the Responsible Financial Officer advised this equated to £1.13p per band D property.

Councillor James Clayton re-joined the meeting at 7.46 pm.

Further debate ensued regarding the council's duty to the tax payer and the need to assess outcomes for expenditure.

It was suggested that reducing the Community Events budget by £10,000 would not have much impact as the council subsidised events in the town in other ways. Parks and Play Areas would not be affected by the reduction as the general play provision budget included reactive and planned maintenance and as such, was felt it would not impact on service delivery. The Council was committing to its climate change pledge by following the roadmap to zero by 2030 through procurement works at HQ and the Museum for the installation of solar as one example.

Concerns were raised by other members that the Play Areas budget had already been reduced and some play areas needed repair/replacement, that supporting Events was investing in the economic development of the town which was important and lastly and most importantly, that Climate Change was the biggest threat to humanity.

Discussion ensued regarding the climate change budget allocation and achievements.

A vote on the AMENDMENT was taken and **lost** (9 for; 13 against)

A vote on the substantive motion was then taken and was **carried** (15 for; 6 against)

RESOLVED: To approve:

1. The net revenue budget for the year 2023/2024 as reported at £2,936,237 and
2. The Town Council precept value at £2,936,237 for submission to North Somerset Council.

The Town Mayor thanked everyone for attending the meeting.

There being no further business, the Town Mayor closed the meeting at 8.15 pm.

Signed:

Dated:

Town Mayor



REPORT TO
WESTON-SUPER-MARE TOWN COUNCIL
20th March 2023

MAYOR'S ENGAGEMENTS
23rd January 2023- 20th March 2023

Town Mayor
Councillor Sonia Russé

Council Representative	Number of Engagements
TOWN MAYOR Cllr Sonia Russé	21
DEPUTY MAYOR Cllr Peter McAleer	0
TOWN COUNCIL LEADER Cllr Alan Peak	0

TOTALS TO DATE

Council Representative	Number of Engagements
TOWN MAYOR Cllr Sonia Russé	154
DEPUTY MAYOR Cllr Peter McAleer	35
TOWN COUNCIL LEADER Cllr Alan Peak	2
TOTAL	191

SIGNIFICANT EVENTS:

1st Feb-Reg Charles 100th Birthday party
2nd Feb-Weston College Celebration of Celebration
7th Feb-Army Engagement Evening
25th Feb-Upon The Sea Cocktail Party

UPCOMING EVENTS

23rd April-Scouts St George Day Celebration
20th April- Ramadan Celebration
29th April-SEN Learn to Float Session
30th April-Civic Service & Mayor's Awards

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 13/12/22
B.	Meeting Start Time: 6:02pm
C.	Where is the meeting: Weston Youth Café, Bristol Road Lower
D.	Attendance – Faith (FH) Charlie (CM) Luca (LDC) Councillor Claire Morris (CCM) Lauren Easterbrook (LE) , Alli waller (AW)
F.	Welcome – Chrissy Purkiss (CP) – New Member Andy Chappell (AC) - Climate & Community Development officer
1.	Apologies for Absence – Jack (JC) Charleigh (CA) Kelly KH Eleanor (EH) Councillor Sarah Codling, (CSC) , Mayor Councillor Sonia Russe (MCSR)
2.	Meeting notes accurate- AW explained that due to a decline in members attending meetings we would not be able to pass the meeting notes from last month – Deferred until next meeting
3.	Grants – No grants have been received
5	<p>Climate Talk – Andy Chappell explained his job role to the youth council, He explained that it's his job is to help the town council reduce their carbon footprint to zero by 2030 as well working with groups to work on Climate projects. He is part of the Climate working party and involved with tree planting. He asked if there were any questions.</p> <p>CM said he had an idea of getting schools more involved with the help of tree planting. (He gave out his plan to all attending) suggested contacted primary schools and asking them to sign up to have an area where trees can be planted. Ask students to choose the trees that best suit the area and then help to plant. This would hopefully help the children to take care of them so more survive to adult trees. He suggested that then they get secondary school involved in the second year. He asked AC what type of trees would be suitable. AC said it was a great idea and he would be happy to help and that native trees like Cedar, Birch and oak are good as they are hardy. He also said that schools could make a choice whether they planted trees or hedgerows as they were just as important.</p> <p>CCM said that Winter stoke One hundred had a great eco-club and that would be a great way to get them involved. FH also said that the school is part of the Cabot group so it should be easy to contact.</p> <p>AW added that maybe it was worth using that school before Primary schools as a pilot as there has been a lot of vandalism of the trees that have been planted so, by getting young people to help, they will feel invested and will look after them. CCM said many have been against the planting, but we need to try to do our bit.</p> <p>LDC ask was it worth giving all schools an option to join in.</p> <p>AW asked the members present was it something they wanted to invest time in All members present agreed.</p> <p>CM asked should they contact all schools to gauge interest or write a proposal and send it out to specific ones. AW said they can discuss all the details at the next working meeting.</p>

.	<p>Awareness Day</p> <p>New member KH said he wanted to organise an event that would offer young people some support with mental health and anxiety. It needs to be for young people and organised in a way that is young people friendly.</p> <p>CM said it could lead to more regular events like six per year.</p> <p>AW asked how important regular sessions would be?</p> <p>KH said this would give those that are struggling a regular safe space to come and access support.</p> <p>AW has added the awareness day to the agenda for the working meeting on 10th Jan.</p>
6.	<p>New Roles Proposal - CM explained that it would be good to have roles for the youth council members so they could work on areas that was of interest to them. We already have the Chair & Vice Chair but suggested a few others-</p> <ul style="list-style-type: none"> • Environmental officer • Mental health officer • Communications Officer • Finance Officer <p>These roles would be open to any youth council member that wished to apply.</p> <p>FH said as there was only 7 members would the chair and vice chair be able to combine it with their roles?</p> <p>LDC said it would be good if everyone could apply.</p> <p>AW explained that the roles would need to be worked on, so they have a job description. Maybe advertising the role to outsiders might get more interest in gaining new members.</p>
7.	<p>AOB- Days out for young people – CM asked the members if they could offer some young people a day out. This would be for some young people that the YMCA work with and are from low income families. The idea is to offer them a free day out as a group to build confidence and experience something they may have not been able to before.</p> <p>LDC said it was a good idea, FH said would the YMCA be able to identify a small number of young people. AW agreed we could but we would need to find the funding.</p> <p>AW to add to the agenda for March working meeting.</p> <p>Commitment -</p> <p>AW reminded members to be more open with communication and make sure they respond to emails. This way we can run the meeting more effectively and know how many will be attending.</p> <p>CM added that he thought it would be a good idea for youth council members to</p>

	<p>agree on a code of conduct to ensure everyone that is part of the youth council is committed and attend as many meetings as possible.</p> <p>He explained he had drawn up a Code of conduct document (attached) for everyone to look at and add anything they thought was important and then it could be discussed at the next working meeting.</p> <p>Christmas card – CM ask if they could have a Christmas card made to send out to get the youth council more seen.</p> <p>LE asked who the audience would be, and CM said it would be nice to send out to some of the elderly that don't have families. FH said that could be a lot of people, how would you choose who to send them too. LE explained that it was a lovely idea, but they may have missed out this year due to timing. We can look at it for next year.</p> <p>Christmas Message – LE asked the member if they would like to do a Christmas message. CM said he was happy to do that and could Lauren provide an image to go along with it.</p> <p>CM to send message to LE to proofread before sharing.</p> <p>CCM asked the members if the youth council advertised for members. AW said they had organised a drop-in day for young people to come and meet youth council members and find out more about the youth council in November. It was shared on our social media platforms but unfortunately only 1 member attended due to other commitments. We did recruit one new member though. We do need to do another push on advertising.</p>
8	<p>Meeting dates for coming year-</p> <p>17th January 2023 – Working Meeting</p> <p>7th February 2023 – Full Meeting</p> <p>14th March 2023 - Working Meeting</p> <p>11th April 2023– Full Meeting</p> <p>9th May 2023 - Working Meeting</p> <p>13th June 2023– Full Meeting</p> <p>11th July 2023- Working Meeting</p>
7.	<p>Meeting ended – 18.56pm</p> <p>Date of Next Meeting – 17th Jan 2023</p>

To approve changes to the Committee Terms of Reference Item 9.1

Reference from the Policy & Finance Committee Meeting held on the 20th February 2023

304. To approve amendments to the Committee Terms of Reference

The current Terms of Reference with outlined proposed changes had been previously circulated.

The Town Clerk advised that the changes were purely a tidying up exercise to reflect what was already in place and highlighted the additions in red.

The Chairman of the Climate Change Working Party commented that the committee membership allocation was minimal in comparison to other working parties and would like to review its membership.

The Town Clerk informed that there was a meeting taking place that week with committee chairman to review the committee structure before the next council administration, where this point could be considered.

An AMENDMENT was

PROPOSED BY: Councillor Helen Thornton

SECONDED BY: Councillor Tim Taylor

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

RESOLVED: To approve and adopt the proposed changes to the Committee Terms of Reference, with the amendment of increasing the Climate Change Working party membership to 5.

WESTON-SUPER-MARE TOWN COUNCIL COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS

- 1. Policy and Finance Committee**
- 2. Community Services Committee**
- 3. Tourism and Leisure Committee**
- 4. Personnel Committee**
- 5. Appeals Committee**
- 6. Planning Committee**
- 7. Heritage Arts and Culture Committee**
- 8. Expenditure and Governance Working Party**
- 9. Weston in Bloom Working Party**
- 10. HQ Working Party**
- 11. Climate Change Working Party**
- 12. Delegations**

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- (a) The Town Council's approved Budget and Financial Regulations.
- (b) Any previous minuted decision of the Town Council.
- (c) Any matters reserved to the Town Council by law.

1. POLICY AND FINANCE COMMITTEE

Policy and Finance Committee is the main policy making Committee of the Council and considers the broad social and economic needs of the Parish.

Membership: 10 **Quorum:** 5

Terms of Reference

1. To guide the Council in the formulation of its objectives.
2. To identify the need for new services and facilities.
3. To be responsible for allocating and controlling the financial and manpower resources of the Council.
4. To advise the Council on the distribution of functions between Committees and Sub-Committees and any major policy changes in the Council's management or administrative procedures.
5. To consider the financial estimates of the Council and recommend the precept to be levied.
6. To be responsible for the Council's Revenue and Capital Budget and the works scheduled therein.
7. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
8. To be responsible for the banking, financial and accounting methods adopted by the Council.
9. To authorise Members' attendance at conferences, courses and meetings.

10. To make appointments to outside bodies between Annual Meetings of the Council.
11. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees.
12. To enter into legal proceedings on the Council's behalf.
13. To consider the delegation of appropriate services to the Town Council from other authorities.
14. Appointments and nominations to outside bodies which are required or fall vacant between Annual Meetings of the Council.
15. To respond to consultations from Government and other bodies that will not admit of delay.
16. To deal with applications for **small and voluntary** grants or assistance over £1,000.
17. To manage health and safety policy and issues.
18. To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings and premises.
19. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.

2. COMMUNITY SERVICES COMMITTEE

This Committee monitors the operation of Town Council ~~leisure services and~~ amenities, ensuring a high standard of provision. It considers their further development and the development of other facilities. The Committee is responsible for the Council's Community Programme.

Membership: 10 **Quorum:** 5

Terms of Reference

1. To manage and monitor the activities undertaken within the Council's Community Events Programme.
2. To manage the provision of allotments.
3. To act as consultee in relation to leisure facilities provided by others.
4. To consider the provision of markets within the Parish.
5. To award grants or assistance to local **small and voluntary** organisations and bodies up to £1,000.
6. To deal with the oversight of the café at the YMCA and youth services.
7. To make recommendations regarding street naming within the Parish.
8. To deal with all matters affecting all street furniture.
- ~~9. To deal with the management of the Weston-super-Mare Museum.~~
- ~~10. To deal with the management of the Blakehay Theatre.~~
11. To manage the provision of Cemeteries within the Parish.
12. To oversee Weston-in-Bloom and floral provision in the town.
13. To monitor CCTV provision and crime and disorder in the town.
14. To manage the provision of public toilets

3. TOURISM AND LEISURE COMMITTEE

The Tourism and Leisure Committee deals with all aspects of tourism to the town together with the Town Council's parks, play areas (including the Water Park) and outdoor sports and leisure facilities.

Membership: 10 Quorum: 5

1. To deal with the management, development and operation of sport and leisure facilities.
 2. To manage all Town Council parks and open spaces.
 3. To manage the Water Adventure Play Park, skateboard parks and all play areas.
 4. To manage the Council's tourism and destination marketing initiatives.
 5. To manage and monitor production and maintenance of the tourism website and brochure.
 6. To manage advertising and revenue to secure maximum income.
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4. PERSONNEL COMMITTEE

The Personnel Committee considers all policy aspects of human resources and personnel including establishment, grading and conditions of service.

Membership: 8 Quorum: 4**Terms of Reference**

1. To determine the Council's staffing structure and establishment.
 2. To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
 3. To determine schemes for the employment of people under apprenticeship, job creation and youth training programmes.
 4. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.
 5. To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities not delegated to the Town Clerk.
 6. The recruitment of senior Council managers as necessary.
 7. To determine the training and qualification policy of the Council.
 8. To oversee the Council's pension policy and the criteria required for eligibility.
 9. To determine the policy for the designation of staff as casual car users.
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5. APPEALS COMMITTEE (Cross party where practicable)**Membership: 3 Quorum: 3****Terms of Reference**

1. To hear and determine all matters of appeal.
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6. PLANNING COMMITTEE**Membership: 8 Quorum: 4**

Terms of Reference

1. To respond as consultee to any planning application or any consultation document relating to planning.
 2. To consider all planning aspects of development within the Parish including representation and the use of external consultants or advisers.
 3. To consider and monitor Development Plans and associated documents.
 4. To deal with all matters relating to transport, public paths, highways, vehicle parking and traffic management, including disabled parking bay applications.
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7. HERITAGE ARTS AND CULTURE COMMITTEE

Membership: 6 plus co-opted members **Quorum:** 3

Purpose: To deal with all heritage, arts and culture related issues, including but not limited to the Weston Museum and Blakehay Theatre.

Terms of Reference:

1. To be responsible for all aspects of management and operation of the Weston Museum.
 2. To deal with all aspects of the management and operation of the Blakehay Theatre.
 3. To plan and procure temporary exhibitions.
 4. To oversee the Museum accreditation process including making application for, delivery and review of the accreditation.
 5. To manage and deliver the Council's Blue Plaque Scheme including the selection of individuals and buildings worthy of commemoration through a blue plaque.
 6. To consider and deal with any other heritage, arts or cultural issues in the town.
 7. To plan, make and oversee further grant applications for the generation of further income for the Weston Museum or the Blakehay Theatre.
 8. **To administer the budget for and award Community Events grants.**
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8. EXPENDITURE AND GOVERNANCE WORKING PARTY

Membership: 8 **Quorum:** 4

Purpose: To review the efficiency, effectiveness and social value of all town council services, functions and policies and to make recommendations to the Policy and Finance Committee or other appropriate decision makers under the Council's Committee Terms of Reference and Scheme of Delegation.

9. WESTON IN BLOOM WORKING PARTY

Membership: 6 Councillors plus up to 14 co-opted members **Quorum:** 3

Purpose: To work alongside the community under the direction of the Community Services Committee to promote the floral and visual enhancement of Weston-super-Mare as part of its 'In Bloom' Campaign, pursue sustainable development initiatives, improve areas of the Parish and make recommendations to the Council regarding participation in external competitions e.g. South West in Bloom.

As a community based group the working party may adopt its own working terms of reference provided these do not contradict council decisions or policy.

9. HQ WORKING GROUP

Purpose: To operate the give direction for the redevelopment of the new HQ building under the overall direction of the Policy and Finance Committee.

Membership: Six councillors plus co-opted members **Quorum:** 3

Terms of Reference:

1. To be responsible for all aspects of the management and physical transfer of services to the new HQ building. (32 Waterloo Street).
2. To provide direction regarding redevelopment building works
3. To contribute to and give direction on grant funding applications, and to act as the reporting structure for any successful grants.
4. To implement and consider community engagement in the development of the building
5. To engage with other organisations and individuals at the Working Party's discretion
6. To be mindful of operational considerations and the implications this may have on the redevelopment.
7. To consider the various teams which will operate from HQ: Central Services and
8. To be responsible for all procurement for HQ within the budget set by the Council, and
9. To provide recommendations which will be given to Policy and Finance Committee for amendment and resolution.

10. CLIMATE CHANGE WORKING PARTY

Membership: Ad hoc, minimum 2 **Quorum:** 2

Purpose: To oversee and action the Council's Climate Change Commitment to become net carbon neutral by 2030 and the Road Map to Zero making recommendations to the Town Council or the appropriate decision makers under the Council's Committee Terms of Reference and Scheme of Delegation

11. DELEGATIONS

(1) General

Where powers of duties have been delegated to a Committee it shall be competent for that Committee in turn to assign functions or delegate powers and duties to the Town Clerk or a Sub-Committee, provided that any action taken under delegated powers by the Town Clerk or a Sub Committee shall be reported to the next meeting of the appropriate Committee or Sub-Committee (or Council) for information.

A committee may set up a working group to investigate, consider and report back with recommendations on any issue.

Any power or duty which is delegated under this scheme is subject to Town Council policy and the approved budget and may also be exercised by the Town Council or any Committee which has delegated or further delegated that power or duty.

(2) Chairman's powers

- (a) The Town Clerk may, in consultation with the Chairman and Vice-Chairman of a Committee or Sub-Committee, on that Committee's or Sub-Committee's behalf deal with, decide or take action on such matters within the Committee's or Sub-Committee's terms of reference as will not admit of delay, subject to a report indicating such action being submitted to the next meeting of the appropriate Committee or Sub-Committee.
- (b) That (a) above be taken to include the Mayor in the absence of either the Chairman or Vice-Chairman.

(3) Delegation to the Town Clerk

(a) Specific Delegations

The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

- (i) To be and carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its Committees and Sub-Committees; and to implement decisions thereof.
- (ii) The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including (without prejudice to the generality of the foregoing) dealing with correspondence and handling complaints and requests for information.
- (iii) The management and letting of the Town Council's facilities.
- (iv) The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments providing the estimated cost has been included in the current revenue budget.
- (v) The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.

- (vi) The determination of the level of charges for food and drink to be consumed by the public at the Council's establishments, providing such levels are set to produce an overall surplus to the Council.
- (vii) The implementation of non-discretionary adjustments to the Scheme of Conditions of Service of the National Joint Council for Local Authorities Administrative and Professional, Technical and Clerical (A.P.T and C) staff and South Eastern Provincial Council (S.E.P.C) for manual staff.
- (viii) The granting of casual user car allowance status to staff in accordance with approved policy determined by the Personnel Committee.
- (ix) The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment.
- (x) The delegation of staff to attend courses, seminars etc. relevant to their position with the Council subject to ~~a six-monthly~~ **annual** report to the Personnel Committee.
- (xi) The exercise of virement within a Committee's budget, according to need.
- (xii) Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Leader or Deputy Leader and to report back to the next appropriate Council meeting.

(b) Further Delegations

The Council may from time to time further delegate action to the Town Clerk or to the Town Clerk in consultation with the appropriate Committee Chairman. Such delegation will be clearly minuted and revised accordingly.

(4) Delegations to the Deputy Town Clerk and Responsible Financial Officer

- (i) To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year.
- (ii) To make arrangements to pay the salaries and wages of employees of the Council.
- (iii) **To deputise for and exercise the delegated powers of the Town Clerk in his or her absence in cases of leave, sickness or if there is a vacancy.**

To approve changes to the Committee Terms of Reference Item 10.

Reference from the Tourism & Leisure Committee Meeting held on the 16th February 2023

293. Waterpark Procurement

Discussion ensued with regard to the new issue of procurement information following advice from NSC in relation to GDPR and commercial sensitivities. Members felt strongly that it would be better for details of procurement to be done on red paper if there were concerns rather than not having full contractors / suppliers' information. It was felt that the new system could be problematic as without information members could not be aware if there was need to declare interests as one example. Members requested that this was brought back to P & F to reconsider at the earliest convenience.

Plant Room

The Deputy Town Clerk (DTC) reported that three companies had submitted specialist design tenders and there was some variant in cost but two very close. The Grounds team had been involved with communicating with the companies and felt they could work best alongside PR-Q2. The director of this company had been involved with fitting the original plant room in a previous role so was familiar with the site.

The timescale for all 3 tenders was a 4-6-week lead time and 3-4-week work frame which would take the project end date right on the Easter opening, so members may choose to have works carried out in between Easter and Summer holidays instead of straight away.

A discussion ensued and the Chairman and a member decided that the splash pad was the main feature at the site so work should be carried out as soon as possible.

A member raised that due to there being a delay in receiving all the tenders and making a decision sooner, due to the PR-Q2 tender being submitted late, had concerns if they would be able to deliver the project on time. If they had been late submitting their quote enquired if it would be possible to install a late penalty clause. The DTC advised that it would be too late to include a late penalty clause and PR-Q1 had performed the best on submitting their tender and relevant paperwork, but was not the preferred contractor by the Grounds team who would be working closely with the winning candidate.

The committee decided to select PR-Q2 and would like to reinforce the importance of an Easter opening but noted that the Chairman and Officers could have final decision on the opening date between themselves, without coming back to committee for approval.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Richard Tucker

A vote was taken and **carried** accordingly

To approve changes to the Committee Terms of Reference Item 10.

Reference from the Tourism & Leisure Committee Meeting held on the 16th February 2023

293.1 RESOLVED: to accept PR-Q2 tender at a value of £78,013.11 and for works to be scheduled as soon as possible ahead of the summer opening. It was noted that depending on lead time the splash itself may not be on for the Easter holidays although the park would still be open for all other use.

Charges April 2023

The Deputy Town Clerk (DTC) had been requested by Officers to bring back to the committee the charges approved by Policy & Finance committee in December 2022, noting that with a 10% increase to cover increasing overhead costs this brought the charge to £2.75 for the year 2023 / 2024. The Tourism's team had expressed concern that with this cost being uneven it could be problematic and result in bigger cash floats being needed to cope with the inevitable 25p change needed as well as the time factor to do this on a busy day. A Councillor suggested that this be increased to £3 for 2023 / 2024. The DTC advised that if this was acceptable to the committee it would need to be ratified by Policy & Finance or full Council for ratification as committee's could not overturn a decision made by another committee.

A discussion ensued and it was decided that an entrance fee of £3 was still very reasonable and sensible.

A vote was taken and **carried** accordingly

293.2 RECOMMENDED: That a price increase of £3 should be recommended for the year 2023/2024 with the necessary approval from either Policy and Finance or Full Council.