

# **WESTON-SUPER-MARE TOWN COUNCIL MINUTES OF THE ANNUAL MEETING AND MAYOR MAKING CEREMONY HELD AT THE TOWN HALL ON THURSDAY 18<sup>TH</sup> MAY 2023**

**Meeting Commenced:** 5.00 pm

**Meeting Concluded:** 5.55 pm

**PRESENT:** Councillors Sonia Russe (Town Mayor), Raymond Armstrong, Roger Bailey, Mike Bell, Joe Bambridge, Mark Canniford, Annabelle Chard, James Clayton, Jemma Coles, John Crockford-Hawley, Ciaran Cronnelly, Catherine Gibbons, Simon Harrison-Morse, Hugh Malyan, Robert Payne, Alan Peak, Justyna Pecak-Michalowicz, Marcia Pepperall, Lisa Pilgrim, John Standfield, Tim Taylor, Richard Tucker, Charles Williams and Martin Williams.

**IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), Sarah Pearce (Deputy Town Clerk and Responsible Financial Officer), Samantha Bishop (Committee and Office Manager), Rebecca Saunders (Civic & Committee Officer), Becky Walsh (Communications Officer), Keith Harris (Macebearer), Rev. Peter Ashman (Mayor's Chaplain), Nathaniel Parker (Retiring Mayor's Cadet), Daniel Stuckey (Incoming Mayor's Cadet), Mr David Ray (Retiring Consort) and Mrs Katherine Cronnelly (Incoming Mayoress).

The Macebearer requested that all present stand for the Mayor and Mayoress of Weston-super-Mare.

<b>1.</b>	<p><b>Welcome by the Mayor of Weston-super-Mare, Councillor Sonia Russe</b></p> <p>The Town Mayor welcomed the High Sherriff of Somerset, distinguished guests, ladies and gentlemen and councillors to the Mayor Making Ceremony and Annual Meeting of the Town Council.</p> <p>In recognition and thanks for their services throughout her terms of office, the Mayor presented her retiring Chaplain Rev. Peter Ashman with a painting of St John's Church and retiring Cadet with a plaque.</p> <p>The Mayor had felt it an honour and a privilege to serve Weston-super-Mare and had thoroughly enjoyed her year working with the community. She had attended over 150 engagements and raised over £4500 for her chosen charity North Somerset Parent Carers working together. She highlighted on particular events SEN water safety sessions and The Mayor's Cocktail party.</p> <p>The Mayor thanked everybody for their support throughout her Mayoral year and in particular her Consort.</p> <p>The Mayor invited questions and observations from parishioners present.</p> <p>Louise Somerville addressed the meeting in relation to the Council's forthcoming Weston Museum event Drag Queen Story Hour as a representative of the local group, Women's Voices Matter. Many of the group were parents, some of which have worked with children professionally, some of whom are lesbian or bisexual and are all progressive feminists who actively promote diversity within their families and wider communities.</p>
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	<p>Louise raised her group's concerns that the Drag Queen Story Hour, where men dressed as glamorous overtly sexualised women were invited into public buildings to read stories to children, was both inappropriate and sexist. This was a new and concerning phenomenon and was contrary to basic safeguarding principles and Government guidance.</p> <p>Emma Smith addressed the meeting with concurring concerns and questioned the council on its current Safeguarding Policy and enforcement.</p> <p>The Town Mayor thanked both parishioners for their address and advised that their comments would be directed to the relevant committee for consideration.</p>
2.	<p><b>Election of the Mayor of Weston-super-Mare</b></p> <p>The Mayor invited Councillor Alan Peak and Councillor James Clayton to second the proposition that Councillor Ciaran Cronnelly be elected the Mayor of Weston-super-Mare for the year 2023/24.</p> <p>Councillors Alan Peak and James Clayton respectively proposed and seconded Councillor Ciaran Cronnelly's ascension to the office of Mayor and affirmed that they would, with pleasure, endorse the election of Councillor Ciaran Cronnelly as Mayor.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>UNANIMOUSLY RESOLVED:</b> That Councillor Ciaran Cronnelly be elected the Mayor of Weston-super-Mare for the year 2023/24.</p> <p>Councillor Ciaran Cronnelly assented to his election.</p> <p>At the request of the retiring Mayor the Macebearer announced that there would be a short adjournment of proceedings for robing and requested that all present, rise.</p> <p>Preceded by the Mace and Macebearer, the retiring Mayor (Councillor Sonia Rusee), and Consort (David Ray), the Mayor and Mayoress (Councillor Ciaran Cronnelly and Katherine Cronnelly) the Town Clerk (Malcolm Nicholson) and the retiring Mayor's Chaplain (Rev. Peter Ashman) adjourned from the meeting, returning to the Council Chamber when robing had been completed.</p> <p>The new Town Mayor, Councillor Ciaran Cronnelly, took his seat.</p> <p>The Mayor, at the request of the Town Clerk proceeded to read out the Declaration of Acceptance of Office of Mayor of Weston-super-Mare for the year 2022/23, signing the document and returning thanks for his election to office.</p> <p>The Mayor returned thanks for his election to office.</p> <p>The Mayor invited Councillors Roger Bailey to propose and Martin Williams to second a vote of thanks to the retiring Town Mayor and Consort.</p> <p>The Mayor then invited the retiring Mayor and Consort of Weston-super-Mare to come forward to accept a gift to mark the Town Council's appreciation of their services during their term of office 2023/24.</p>
3.	<p><b>To receive Apologies for Absence</b></p>

	<p>Apologies for absence were received from Councillors Marc Aplin, Gill Bute, John Carson, Peter Crew, Caroline Reynolds, Robert Skeen and Helen Thornton.</p> <p>It was then</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley  <b>SECONDED BY:</b> Councillor Alan Peak</p> <p><b>RESOLVED:</b> That any members who had not been able to sign their Declaration of Acceptance of Office yet be granted an extension until the next Council meeting on 24<sup>th</sup> July to complete their Declarations.</p>
4.	<p><b>Election of the Deputy Mayor of Weston-super-Mare 2022/23</b></p> <p>The Mayor invited Councillor Robert Payne to propose and Councillor Mark Canniford to second the proposition that Councillor John Crockford-Hawley be elected the Deputy Mayor of Weston-super-Mare for the year 2023/24.</p> <p>Councillors Robert Payne and Mark Canniford respectively proposed and seconded Councillor John Crockford-Hawley's ascension to the office of Deputy Mayor.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>UNANIMOUSLY RESOLVED:</b> That Councillor John Crockford-Hawley be elected the Deputy Mayor of Weston-super-Mare for the year 2023/24.</p> <p>At the request of the Mayor, the Macebearer announced that there would be a short adjournment of proceedings for robing and requested that all present rise.</p> <p>The Deputy Mayor ( Councillor John Crockford-Hawley ), adjourned from the meeting and returned to the Council Chamber when robing was complete.</p> <p>The Deputy Mayor, at the request of the Town Clerk, proceeded to read out the Declaration of Acceptance of Office as the Deputy Mayor of Weston-super-Mare for the 2023/24, signing the document and returning thanks for his election to office.</p> <p>The Mayor announced the appointment of his Chaplain, Reverend Peter Ashman and presented him with a stole of office.</p> <p>The Mayor appointed cadet Daniel Stuckey of the Royal Marines as the Mayor's Cadet for 2023/24 and presented him with a badge depicting the Weston-super-Mare Coat of Arms.</p>
5.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
6.	<p><b>To approve the accuracy of the Minutes of the Town Council Meeting held on the 20<sup>th</sup> March 2023</b></p> <p>The minutes of the meeting had been previously circulated with the agenda.</p>

	<p><b>PROPOSED BY:</b> Councillor Alan Peak  <b>SECONDED BY:</b> Councillor John Crockford-Hawley</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the minutes be approved.</p>
7.	<p><b>Election of Leader and Deputy Leader of the Town Council</b></p> <p>The proposition to elect the Leader of the Town Council for 2023/2024 was put to council.</p> <p><b>PROPOSED BY:</b> Councillor Tim Taylor  <b>SECONDED BY:</b> Councillor Charles Williams</p> <p><b>RESOLVED:</b> That Councillor Alan Peak be appointed Leader of the Town Council for 2023/24.</p> <p>The proposition to elect the Deputy Leader of the Town Council for 2023/24 was put to the council.</p> <p><b>PROPOSED BY:</b> Councillor James Clayton  <b>SECONDED BY:</b> Councillor Mark Canniford</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That Councillor John Crockford-Hawley be appointed Deputy Leader of the Town Council for 2023/24.</p>
8.	<p><b>To approve payment signatories for the Council with immediate effect</b></p> <p>Members are requested to approve the nominated positions for the current administration May 2023 – May 2027 and note positions:</p> <ol style="list-style-type: none"> <li>1) Mayor – Chairman of Council</li> <li>2) Deputy Mayor</li> <li>3) Leader of Council</li> <li>4) Chairman of Policy &amp; Finance Committee</li> </ol> <p>following appointment at the meeting as authorised for this period allowing Bank mandates to be completed.</p> <p><b>PROPOSED BY:</b> Councillor Alan Peak  <b>SECONDED BY:</b> Councillor Mark Canniford</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To approve the nominated positions for the current administration May 2023 – May 2027.</li> <li>2. Note the positions 1, 2, 3 &amp; 4 as above, following appointment at the meeting, as authorised for the period allowing Bank mandates to be completed by them.</li> </ol>

<p><b>9.</b></p>	<p><b>Appointment of Town Councillors to Committees, Sub Committees, Working Parties and External Organisations</b></p> <p>The draft Appointment of Town Councillors to Committees, Sub Committees, Working Parties and External Organisations for 2023/2024 had been previously circulated to members.</p> <p>An amendment was requested by Councillor John Crockford-Hawley to reduce the membership of the Planning Committee from 9 to 8 and the Weston In Bloom Working Party from 7 to 6.</p> <p>Councillor Charles Williams put himself forward for the vacancy on the Heritage Arts and Culture Committee and the Birnbeck Regeneration Trust.</p> <p>Councillor Roger Bailey put himself forward for the Allotment Champion.</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley  <b>SECONDED BY:</b> Councillor Alan Peak</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That with the above amendments and additions, the Appointment of Town Councillors to Committees, Sub Committees, Working Parties and External Organisations for 2023/2024 as circulated be approved.</p>
<p><b>10.</b></p>	<p><b>Members are requested to approve the EMR &amp; Capital Reserve requirements for 2023/ 2024 - as approved by Policy &amp; Finance 17.04.23.</b></p> <p>The EMR &amp; Capital Reserve requirements for the year 2023/24 had been previously circulated.</p> <p><b>PROPOSED BY:</b> Councillor Alan Peak  <b>SECONDED BY:</b> Councillor John Crockford-Hawley</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To approve</p> <ol style="list-style-type: none"> <li>1. the recognised Final Earmarked Reserve requirements for the year 2022 / 2023</li> <li>2. that balance changes at the year-end position had been updated and reflected in the above figures</li> </ol>
	<p>There being no further business, the Town Mayor closed the meeting at 5.55 pm</p> <p>Signed: ..... Dated: .....  Town Mayor</p>



**REPORT TO**  
**WESTON-SUPER-MARE TOWN COUNCIL**  
**24<sup>th</sup> July 2023**

**MAYOR'S ENGAGEMENTS**  
**18<sup>th</sup> May 2023- 24<sup>th</sup> July 2023**

**Town Mayor**  
**Councillor Ciaran Cronnelly**

**ENGAGEMENTS SUMMARY**

Council Representative	Number of Engagements
TOWN MAYOR Cllr Ciaran Cronnelly	54

DEPUTY MAYOR Cllr John Crockford-Hawley	3
TOWN COUNCIL LEADER Cllr Alan Peak	0

### **TOTALS TO DATE**

Council Representative	Number of Engagements
TOWN MAYOR Cllr Ciaran Cronnelly	54
DEPUTY MAYOR Cllr John Crockford-Hawley	3
TOWN COUNCIL LEADER Cllr Alan Peak	
TOTAL	57

### **SIGNIFICANT EVENTS:**

3<sup>rd</sup> June-Drag Time Storytime

10<sup>th</sup> June-40 Commando Freedom of The Town

27<sup>th</sup> June-2<sup>nd</sup> July Hildesheim visit

15<sup>th</sup> July Castle Batch SEN Park opening

24<sup>th</sup> July SEE Monster Garden Opening

### **UPCOMING EVENTS**

27<sup>th</sup> July-Weston Lions Beer & Ale Festival Opening

29<sup>th</sup> July-Oppitts Addams Family performance at The Blakehay

4<sup>th</sup> September A1 Cameraclub Exhibition

## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 07/02/23
B.	<b>Meeting Start Time:</b> 6:09pm
C.	<b>Where is the meeting:</b> Weston Youth Café, Bristol Road Lower
D.	<b>Attendance –</b> Faith ( <b>FH</b> ) Charlie ( <b>CM</b> ) Kelly ( <b>KH</b> ) Eleanor ( <b>EH</b> ) Gemma ( <b>GC</b> ) Chrissy Lucianno ( <b>CL</b> ) Councillor Claire Morris ( <b>CCM</b> ) Sarah Codling ( <b>CSC</b> ), Lauren Easterbrook ( <b>LE</b> ), Alli waller ( <b>AW</b> )
F.	<b>Welcome —</b> New Member -Gemma ( <b>GC</b> )
1.	<b>Apologies for Absence –</b> Charleigh ( <b>CA</b> ) Luca ( <b>LDC</b> ) Ryan (RP)
2.	<b>Meeting notes accurate-</b> all agreed meeting notes are all accurate. Proposed – <b>FH</b> Second - <b>CM</b>
3.	<b>Grants –</b> No grants have been received.
5	<b>Climate project update -</b> <b>CM</b> told the youth council that the climate project subgroup had been a little slow with progress due to mock exams. However, they had got a list of questions that they could send to Andy Chappell regarding the trees project. He had also put together a letter to send out to primary schools to see who would be interested in getting involved. He asked had everyone to read them and if they could send them? <b>FH &amp; AW</b> said they are having trouble opening the documents that <b>CM</b> sends, would it be possible to have an easy-to-read format. <b>CM</b> said he agreed all in one place, but the word document is the easiest to read, just need to make sure everyone can open it. <b>CSC</b> asked would a google document be easier.  <b>CM</b> to send out letters for all members to review and they will be finalised at the next working meeting and agree a format.
.	<b>Mental Health Awareness Day- Update</b>  <b>KH</b> said that the mental health subgroup had met to discuss some of the details, like where the event should be held and who to invite. They have set up a whatsapp group to share ideas and although very slow progress they felt that by the next meeting they would be able to confirm more details.  <b>AW</b> said Well done for getting together and it seems that you are definitely making progress.  <b>AW</b> reminded everyone that it was important to stay within the subgroups to make sure everyone can concentrate on their ideas and give them their focus. <b>CM</b> said he had helped the <b>MH</b> subgroup but was happy to step away. <b>CL</b> said that it was helpful to have his support and input but it would be good for everyone to be able to have their ideas heard.



6.	<p><b>New Roles Proposal - CM</b>  Environmental officer</p> <ul style="list-style-type: none"> <li>• Mental health officer</li> <li>• Communications Officer</li> <li>• Finance Officer</li> </ul> <p>These roles would be open to any youth council member that wished to apply.</p>
7.	<p><b>AOB-</b>  <b>CM</b> said he had written two letters one to be sent to groups instructing them on how to apply for grants.  The other is a letter to be sent out to encourage recruitment. Members will need to look at the letters and make any amendments by the next months working meeting, so they can be sent out.  <b>CM</b> said as there are lots of documents being sent out so could they be stored all in one place. <b>CSC</b> said why not just send them via email and let members know by popping a message in the WhatsApp group.  <b>AW</b> suggested FB or Teams. <b>KH</b> said he didn't have either. <b>CL</b> doesn't use teams just google classrooms.  LE suggested we look at something that works for all members, and it will confirmed by next meeting.</p> <p><b>CM</b> also asked if there was an opportunity to have mini minutes at the working meeting so if there was anything that needed proposing it could be done quicker than waiting for the main meeting. <b>CSC</b> said if it was important then, it should really be discussed at the main meeting, however there was no reason that the youth council couldn't use part of the working meeting to review agree small issues.</p> <p><b>LM</b> asked if there was a link somewhere for how people apply for the grants. <b>AW</b> informed the group that there was a link on the town council website which we could link to the youth council Instagram.</p> <p><b>AW</b> commended <b>CM</b> for bringing his enthusiasm and ideas to the youth council. She said that he had helped inspire other members, new and old to get involved.  Youth council is all about giving young people a voice, that is why it is important to have young people representing all areas of the town.</p>
8	<p><b>Meeting dates for coming year-</b>  14<sup>th</sup> March 2023 - Working Meeting  18<sup>th</sup> April 2023– Full Meeting (moved from 11<sup>th</sup> due to Easter Holidays)  9<sup>th</sup> May 2023 – Working/Full Meeting</p>

	13 <sup>th</sup> June 2023– Full Meeting 11 <sup>th</sup> July 2023- Working Meeting
7.	<b>Meeting ended – 19.00pm</b> <b>Date of Next Meeting – 14<sup>th</sup> March 2023</b>

## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 13 <sup>th</sup> June
B.	<b>Meeting Start Time:</b> 6.05pm
C.	<b>Where is the meeting:</b> Weston Youth Café, Bristol Road Lower
D.	<b>Attendance –</b> Faith <b>(FH)</b> Kelly <b>(KH)</b> Eleanor <b>(EH)</b> Gemma <b>(GC)</b> Chrissy <b>(CL)</b> Lauren Easterbrook <b>(LE)</b> Natalie Purkiss <b>(NP)</b>
E	<b>Apologies for Absence –</b> Charleigh <b>(CA)</b> Luca <b>(LDC)</b> Alli waller <b>(AW)</b> Charlie <b>(CM)</b>
1.	<b>Check In :</b> Everyone is Good, Some are going through exams so a very stressful time.
2.	<b>Meeting notes accurate-</b> Meeting notes from 7-2-23. all agreed meeting notes are all accurate. Proposed – <b>FH</b> Second - <b>EH</b>
3.	<b>Grants –</b> No grants have been received.
5	<b>Climate project update -</b> Due to a few of the members that were working on this project leaving it was agreed that they would put the tree planting project on hold and concentrate on one project. As the plans for the Mental Health Awareness Day is further on, <b>FH</b> has now joined that planning group. Proposed – <b>CL</b> Second - <b>KH</b>
6,	<b>Mental Health Awareness Day –</b> <b>KH</b> Said the Purpose of the event is to encourage young people to learn about wellbeing, Signpost services and to open conversations around young people and mental health. <b>LE</b> Suggested putting a date in for the event and mentioned world health day. The youth council members discussed possible dates and agreed on 7 <sup>th</sup> October. Proposed <b>FH</b> Second – <b>CL</b>  <b>CL</b> asked what budget they had to spend. <b>LE</b> said she would speak to <b>AW</b> to find out.  <b>EH</b> asked the group where they could hold it. The group discussed inside versus outside spaces. <b>CL</b> said at the youth café and all members agreed that would be a safe space for young people. <b>KH</b> updated the members about what the planning group had discussed. They would like to invite professionals, like Meditation coach College Welfare officers Unity health care Off the record

	<p>Yoga teacher</p> <p><b>KH</b> to source</p> <p>Also have small activities</p> <p>They would like to give away wellbeing bags with helpful information inside-</p> <p>Leaflets from professionals</p> <p>Youth organisations in the area</p> <p>Stress balls</p> <p>Notepads</p> <p>Personalised pens</p> <p>Facemasks</p> <p>Well-being badge</p> <p>Wrist bands</p> <p><b>CL&amp; GC</b> to source</p>
6.	<p><b>New Roles</b></p> <p><b>CL</b> asked about sharing a youth council role. <b>NP</b> said that although that was a nice idea, there was enough roles for everyone to have one.</p> <p><b>LE</b> reminded everyone of the roles.</p> <ul style="list-style-type: none"> <li>• Chair - Vacant</li> <li>• Vice Chair – Already in the role - <b>FH</b></li> <li>• Finance office- vacant</li> <li>• Communications officer- Vacant</li> <li>• Mental Health &amp; wellbeing officer- Vacant</li> </ul> <p><b>KH</b> asked if they could be reminded of the roles. <b>LE</b> to ask <b>AW</b> to send out role descriptions again.</p> <p><b>LE</b> asked the members to have a look at the roles and go away and consider which role best suits them and why they would be suited to the role.</p>
7,	<b>AOB:</b> None
8	<p><b>Meeting dates for coming year-</b></p> <p>11<sup>th</sup> July 2023- Working Meeting</p> <p>August No Meeting</p> <p>12<sup>th</sup> September</p>
9	<p><b>Meeting ended – 19.01pm</b></p> <p><b>Date of Next Meeting – 11<sup>th</sup> July 2023</b></p>

## Proposed changes to Standing Orders

### Proposal to streamline Committees & Meeting Cycles

Minute Extract of the Policy & Finance Committee – 17<sup>th</sup> April 2023

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#### Annual Review of Standing Orders

The reference from the Expenditure & Governance Working Party held on 30<sup>th</sup> March 2023 and the proposed changes to Standing Orders as requested by some members had been previously circulated.

Debate ensued. A member expressed concerns regarding lessening the frequency of meetings and committee sizes. It was agreed that this would all be considered by the new administration, taking on board these comments.

It was felt that the Annual Town meeting format should be changed as recommended in order to encourage more community involvement.

Discussion moved onto the proposal regarding SO 8.2:

*'Each participant must email or write to the Town Clerk with their name and address and the subject they wish to speak about by 5pm on the day before the meeting and at the discretion of the Chairman shall be allowed to speak for a maximum of five minutes.'*

It was felt by some that this was too short notice and would put members and officers in a difficult position. If not pre-prepared, they would not be able to answer effectively. A situation had arisen at the March meeting where a surprise attack had been made regarding a specific (unnamed) councillor which was unfair. Others said the council needed to demonstrate transparency. It was agreed that meetings needed to be managed effectively by the Chairman of the meeting to avoid these situations.

The Town Clerk informed that North Somerset Council's Standing Orders stated 12 noon the previous day, if members wished to replace his suggestion of 5pm.

*A member of the public joined at 7.28pm.*

It was highlighted that the amendment to standing orders needed to reflect a 'working day' which was generally agreed.

**PROPOSED BY:** Councillor Robert Payne

**SECONDED BY:** Councillor Peter Crew

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

#### **RESOLVED:**

1. That the proposal for streamlining committees and meeting cycles be referred for consideration by the new Council administration post elections (Town Council July 2023).
2. To split the format of holding the Annual Town Meeting (ATM) before the March Council Meeting, in future the ATM to be held on a separate date completely, for a trial run in 2024 and then for review.
3. To organise and run a standalone Annual Town Meeting in one of the council's facilities utilising community engagement opportunities and possibly combining with the Mayor's Awards.
4. That with the above amendment, to reflect '5pm the working day before', the proposals to change Standing Orders as proposed by E&G be recommended for approval to the Town Council in May and July 2023.

**Proposal to streamline Committees & Meeting Cycles**

Minute Extract of the Expenditure & Governance Working PARTY – 13<sup>TH</sup> July 2023

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**Update on streamlining of committees and meeting cycles**

The ATC informed that the Town Clerk had provided some information to which she advised members.

He had consulted with the SLCC on the subject of streamlining of committees and meeting cycles in comparable sized councils (a population of 50k + and £1million budget). 8 parish councils responded, the most comparable in size being Seven Oaks Town Council and they met more regularly as a full council with few committee meetings.

Members had requested to delay any changes of streamlining committees and meeting cycles in order for new members to experience the current system and give all members more time to review. It was felt that any changes could wait until May 2024 to come into force.

The CMO reminded members of the Policy & Finance Committee's resolution on 17<sup>th</sup> April that:

*That the proposal for streamlining committees and meeting cycles be referred for consideration by the new Council administration post elections (Town Council July 2023).*

For reasons of formality, the item would be on the Town Council agenda but could include the working party's recommendations to delay.

**PROPOSED BY:** Councillor Crew

**SECONDEDED BY:** Councillor Payne

A vote was taken and **carried**, and accordingly it was:

**RECOMMENDED:** To recommend to Full Council that a review of streamlining committees and meeting cycles be delayed in order for new members to experience the current system and give all members more time to review before the Annual Council meeting on 16<sup>th</sup> May 2024.

## **WESTON-SUPER-MARE TOWN COUNCIL**

### **STANDING ORDERS**

#### **1. Meetings**

- 1.1 Meetings of the Council shall be held at Weston-super-Mare Town Hall at 7.00pm unless the Council otherwise decides at a previous meeting.
- 1.2 The Statutory Annual Meeting
  - 1.2.1 In an election year shall be held on a day to be agreed by the retiring Council which shall be in the period between the fourth working day after the ordinary day of elections and the fourteenth day after the day on which the newly elected councillors take office.
  - 1.2.2 In a year which is not an election year shall be held between 1st and 31st of May.
- 1.3 Other Meetings
  - 1.3.1 All other meetings of the Council shall be held on such dates as may be fixed by the Council.
  - 1.3.2 The Town Mayor, or if absent Deputy Town Mayor, may at any time call a special meeting of the Council and, in addition, he/she shall do so on the requisition in writing of two or more members of the Council.

#### **2. Presence of Public**

- 2.1 The statutory right of the public to attend meetings shall be subject to common law rules as to:
  - 2.1.1 Availability of reasonable accommodation for the public to attend, and
  - 2.1.2 All powers of the Town Mayor or Chairman of Committee to exclude any person or persons from a meeting or to adjourn a meeting in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. If a member of the public interrupts the proceedings at any meeting, the Chairman shall warn that person.
  - 2.1.3 If the interruption continues the Chairman shall order the person to be removed from the meeting room. In the case of general disturbance in any part of the meeting room the Chairman shall order that part to be cleared.

#### **3. Chairman of Meeting**

- 3.1 The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- 3.2 At each Annual Meeting the first business shall be to elect and ratify the appointments of a Town Mayor and a Deputy Town Mayor and to receive the Town Mayor's Declaration of Acceptance of Office or, if not received, decide when it shall be received.

- 3.3 At the full Town Council meeting preceding the Annual Meeting, the Deputy Town Mayor, shall be appointed for the following year subject only to 3.2 above.
- 3.4 The Deputy Town Mayor once elected shall be the Town Mayor-Elect for the following year and shall be nominated as Town Mayor for the following year subject only to ratification by the Town Council at its Annual Meeting.
- 3.5 The Town Mayor and the Deputy Town Mayor shall continue in office until the next Annual Meeting unless either resigns or becomes disqualified, in which case the Town Council shall forthwith elect a successor.

#### **4. Town Clerk and Proper Officer**

- 4.1 Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, the proper officer shall be the Town Clerk:-
  1. To receive declarations of acceptance of office.
  2. To receive and record notices disclosing pecuniary interests.
  3. To receive and retain plans and documents.
  4. To sign notices or other documents on behalf of the Council.
  5. To receive copies of bye-laws made by a District Council.
  6. To certify copies of bye-laws made by the Council.
  7. To sign summonses to attend meetings of the Council.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, that officer shall be the Town Clerk.

#### **5. Quorum – Meetings of the Council**

- 5.1 No business of the Council shall be conducted unless at least eleven Members of the Council are present.
- 5.2 If, at the expiration of fifteen minutes after the time at which any meeting of the Council is appointed to be held, the Town Clerk, after counting the number of Members present, announces that a quorum is not present, then no meeting shall take place.
- 5.3 If, during any meeting of the Council the attention of the Mayor shall be called to the fact that there is not one third of the Members present, the Town Clerk shall call over the names of the Members of the Council, and if there be not one third of the Members present, the Mayor shall adjourn the meeting of the Council and the names of those who are present and those who are absent shall be recorded in the minutes of the Council.

Consideration of any business not transacted shall be given at the next meeting of the Council.

#### **6. Voting**

- 6.1 Members shall vote by show of hands.
- 6.2 If a member so requires, the Town Clerk shall record the names of the members who



voted on any question so as to show whether they voted for or against it or abstained. Such a request must be made before the vote is taken.

- 6.3 Subject to 6.4 and 6.5 below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not the Chairman gave an original vote.
- 6.4 If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office that person may not give an original vote in an election for Chairman.
- 6.5 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

## 7. Agenda

- 7.1 The Town Clerk shall set out with every summons for a meeting of the Council notice of all business which in the Town Clerk's judgement requires to be brought before the Council, and all other business where notice in writing, by way of notice of motion signed by a Member of the Council, has been duly given.
- 7.2 The Minutes of the various Committees shall be sent to each Member of the Council electronically unless requested otherwise by that Member.

## 8. Public Participation

- 8.1 Each meeting of the Town Council and its Standing Committees (but not its Sub Committees or working groups) shall be preceded by a period of 'Public Participation' not exceeding fifteen minutes.
- 8.2 Each participant must email or write to the Town Clerk with their name and address and the subject they wish to speak about by 5pm on the working day before the meeting and at the discretion of the Chairman shall be allowed to speak for a maximum of five minutes.
- 8.3 Questions shall be directed to the Chairman of the meeting who may request another member or the Town Clerk to reply.
- 8.4 Answers to questions may take the form of:
  - 8.4.1 Where a working day's advance notice has been given of the question, a direct oral response, or
  - 8.4.2 When the desired information is contained in a publication, reference to that publication, or
  - 8.4.3 When it is more convenient to do so a written answer subsequent to the meeting.
- 8.5 Every question shall be put and answered without discussion.
- 8.6 Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person, but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern.

- 8.7 The Chairman of the meeting shall disallow any question that is in his or her opinion, scurrilous, improper, pernicious, irrelevant or otherwise objectionable.

## 9. Order of Business

- 9.1 At each Annual Meeting the first business shall be:
- 9.1.1 To elect a Town Mayor.
  - 9.1.2 To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.
  - 9.1.3 In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
  - 9.1.4 To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the Council which have not been received as provided by law, shall be received.
  - 9.1.5 To elect a Deputy Town Mayor.
  - 9.1.6 To appoint statutory or standing committees and sub-committees.
  - 9.1.7 To appoint representatives on outside bodies.
  - 9.1.8 To receive the Deputy Town Mayor's declaration of acceptance of office, or it not then received, to decide when it shall be received.

The order of business shall thereafter follow the order set out in Standing Order 9.4.

- 9.2 At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman, if the Mayor and Deputy Town Mayor be absent, and to receive such Declarations of Acceptance of Office and written undertakings to observe the Code of Conduct (if any) as are required by law to be made, or if not then received to decide when they shall be received.
- 9.3 In every year, not later than the meeting at which the budget for the next year is settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 22 must be read in conjunction with this requirement.
- 9.4 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
- 9.4.1 To read and consider the Minutes of the last meeting of the Council, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
  - 9.4.2 After consideration to approve the signature of the Minutes by the presiding Chairman as a correct record.
  - 9.4.3 To deal with business expressly required by statute to be done.
  - 9.4.4 To dispose of business, if any, remaining from the last meeting.
  - 9.4.5 To receive such communications as the Town Mayor may wish to lay before the Council.
  - 9.4.6 To receive and consider reports and minutes of committees and advisory committees.
  - 9.4.7 To receive and consider reports from officers of the Council.
  - 9.4.10 To consider motions or recommendations in the order in which they have been notified.
  - 9.4.11 Any other business specified in the summons.

## **10. Variation of Order of Business**

10.1 A motion to vary the order of business on the grounds of urgency:

10.1.1 May be proposed by any member, and

10.1.2 Shall be put to the vote without discussion.

## **11. Resolutions Moved On Notice**

11.1 Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least seven clear days before the next meeting of the Council.

11.2 The Town Clerk shall date every notice of motion or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

11.3 The Town Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing the intention to move at some later meeting or has withdrawn it in writing.

11.4 If a resolution or recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without new notice.

11.5 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report, provided that the Chairman, if considering it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

11.6 Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

## **12. Improper Motions**

12.1 If the Town Clerk receives notice of motion and has doubt as to the propriety of inserting it in the summons, it shall be submitted to the Chairman who, if of the opinion that the motion is vexatious, scurrilous or otherwise improper, may direct such notice to be returned with an intimation that it will not be inserted in the summons, and the Town Clerk shall return the same accordingly.

12.2 No motion substantially the same as a motion rejected within the preceding three months shall be allowed.

## **13. Resolutions Moved Without Notice**

13.1 Resolutions dealing with the following matters may be moved without notice:

- 13.1.1 To appoint a Chairman of the meeting.
- 13.1.2 To correct the minutes.
- 13.1.3 To approve the minutes.
- 13.1.4 To alter the order of business.
- 13.1.5 To proceed to the next business.
- 13.1.6 To close or adjourn the debate.
- 13.1.7 To refer a matter to a committee.
- 13.1.8 To appoint a committee or sub-committee or any members thereof.
- 13.1.9 To adopt or amend a report.
- 13.1.10 To authorise the sealing of documents.
- 13.1.11 To amend a motion.
- 13.1.12 To give leave to withdraw a motion or amendment.
- 13.1.13 To exclude the press and the public (see Standing Order 35)
- 13.1.14 To silence or eject from the meeting a member named for misconduct (see Standing Order 17)
- 13.1.15 To extend the time limit for speeches.
- 13.1.16 To give the consent of the Council where such consent is required by these Standing Orders.
- 13.1.17 To suspend any Standing Order (see Standing Order 41)

## 14. Questions

- 14.1 A member may ask the Chairman, the Chairman of a Committee or the Town Clerk any question concerning the business of the Council.
- 14.2 (paragraph deleted)
- 14.3 Every question shall be put and answered without discussion.
- 14.4 A person to whom a question has been put may decline to answer.
- 14.5 Where the reply to any question cannot conveniently be given orally, it shall be a sufficient reply if the answer is circulated to Members of the Council with the Minutes of the Meeting at which the question has been asked.

## 15. Rules of Debate

- 15.1 No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be included in the Minutes of the meeting at which the correction is made.
- 15.2 A resolution or amendment shall not be discussed unless it has been proposed and seconded. Unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to the Chairman before it is further discussed or put to the meeting.
- 15.3 A member when seconding a resolution or amendment may declare to reserve his speech until a later period of the debate.
- 15.4 A member shall speak to the question under discussion or to a personal explanation or to a question of order.
- 15.5 No speech shall exceed five minutes, except by consent of the Council.

- 15.6 An amendment shall be either:
1. To leave out words.
  2. To leave out words and insert or add others.
  3. To insert or add words.
- 15.7 An amendment shall not have the effect of negating the motion before the Council.
- 15.8 If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- 15.9 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 15.10 The mover of a resolution or of an amendment shall have a right of reply not exceeding five minutes.
- 15.11 A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
- 15.12 A member may speak to make a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by that member which may have been misunderstood.
- 15.13 A motion or amendment may be withdrawn by the proposer with the consent of his or her seconder unanimous consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- 15.14 When a resolution is under debate no other resolution shall be moved except the following:
- 15.14.1 To amend the resolution.
  - 15.14.2 To proceed to the next business.
  - 15.14.3 To adjourn the debate.
  - 15.14.4 That the question be now put.
  - 15.14.5 That a member named be not further heard.
  - 15.14.6 That a member named do leave the meeting.
  - 15.14.7 That the resolution be referred to a committee.
  - 15.14.8 To exclude the public or the press or both.
  - 15.14.9 To adjourn the meeting.
- 15.15 The ruling of the Chairman on a point of order or on the admissibility of personal explanation shall not be discussed.
- 15.16 Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.

- 15.17 The Chairman shall call upon individual members to speak and when the member or the Chairman is speaking all other members shall be silent.

## **16. Closure**

- 16.1 At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), shall forthwith put the motion. If the motion "that the question be now put" is carried, the Chairman shall call upon the mover to exercise or waive the right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

## **17. Disorderly Conduct**

- 17.1 All members of the Council must observe the Code of Conduct which was adopted by the Council on 2<sup>nd</sup> July 2012, a copy of which is annexed to these Standing Orders.
- 17.2 No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- 17.3 If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Local Standards Committee.
- 17.4 If the motion mentioned in paragraph 17.3 is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce it.

## **18. Right of Reply**

- 18.1 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

## **19. Alteration of Resolution**

- 19.1 A member may, with the consent of his seconder, move amendments to his or her own resolution.

## **20. Rescission of Previous Resolution**

- 20.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the

names of at least eight members of the Council.

- 20.2 When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- 20.3 This Standing Order shall not apply to resolutions moved in pursuance of the report or recommendation of a committee.

## **21. Voting on Appointments**

- 21.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a new vote taken, and so on until a majority of votes is given in favour of one person. This Standing Order shall not apply in any case where the method of voting is prescribed by statute.

## **22. Discussions and Resolutions Affecting Employees of the Council**

- 22.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No 35).

## **23. Resolutions on Expenditure**

- 23.1 Any motion which is moved otherwise than in pursuance of a recommendation of the Policy & Finance Committee, or of another Committee after recommendation by the Policy & Finance Committee and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council, or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council and any committee affected by it shall consider whether it desires to report thereon. The Policy and Finance Committee shall report on the financial aspect of the proposal.

## **24. Sealing of Documents**

- 24.1 A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

## **25. Committees and Sub-Committees**

- 25.1 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary but subject to any statutory provision in that behalf:

- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting,
- (b) may appoint persons other than members of the Council to any

committee;

- 25.2 The Town Mayor and Deputy Town Mayor ex-officio shall be non-voting members of every committee unless appointed as a voting member.
- 25.3 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.
- 25.4. The Chairman of a committee or the Chairman of the Council may summon an additional meeting or change the date of a meeting of that committee at any time subject to giving the required statutory notice. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- 25.5 Every committee may appoint sub-committees for purposes to be specified by the committee.
- 25.6 The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 25.7 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members (rounded down).
- 25.7(a) To note the Planning Quorum will be one third of its members.
- 25.8 The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings. All other Standing Orders shall, with any necessary modifications, apply to Committees and sub-Committees.

## 26. Advisory Committees

- 26.1 The Council may create advisory committees, whose name, number of members and the bodies to be invited to nominate members shall be specified.
- 26.2 The Town Clerk shall inform the members of each advisory committee of the terms of reference of the advisory committee.
- 26.3 An advisory committee may make recommendations and give notice thereof to the Council.
- 26.4 An advisory committee may consist wholly of persons who are not members of the Council.

## 27. Voting in Committees

- 27.1 Members of committees and sub-committees shall vote by show of hands. The provisions of Standing Order 6.2 apply to Committees and Sub-Committees.
- 27.2 Chairmen of committees and sub-committees shall, in the case of an equality of



votes, have a second or casting vote.

- 27.3 Co-opted members of Committees and Sub-committees will not be eligible to vote, however, due consideration will be given to their input to the debate.

## **28. Presence of Non-Members of Committees at Committee Meetings**

- 28.1 A member who has proposed a motion which has been referred to any committee of which that person is not a member, may explain the motion to the committee but shall not vote.
- 28.2 Any Council member shall, unless the Council otherwise orders, be entitled to be present at the meetings of any committee or sub-committee of which that person is not a member and, at the discretion of the Chairman, be permitted to speak but not vote.

## **29. Delegated Powers**

- 29.1 Without prejudice to the Town Clerk's general managerial responsibilities and the approved scheme of Committee and Officer Delegations no group of Members, individual Member or Officer shall have delegated power to take decisions on behalf of the Council save as provided by this Standing Order.
- 29.2 The Council may at any time delegate its authority to deal with any particular matter under consideration to a Committee or to a Sub-committee or to an ad-hoc group of Members (which shall consist of at least three) or to the Town Clerk.
- 29.3 In the event of any matter arising which requires an urgent decision the Town Clerk shall forthwith consult with the Chairman and Vice-Chairman of the appropriate Committee (and also with the Chairman and Vice-Chairman of the Policy and Finance Committee if the matter involves expenditure not provided for in the annual estimates) and those Members so consulted shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 29.4 Before exercising the delegated powers granted by paragraph 29.3 of this Standing Order, those Members consulted shall consider whether the matter is of sufficient import to justify the summoning of a Special Meeting of the appropriate Committee in accordance with Standing Order 25 and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 29.5 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned.

## **30. Code of Conduct and Interests**

- 30.1 If a member has a non-pecuniary interest as defined by the Code of Conduct adopted by the Council on 2<sup>nd</sup> July 2012, then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required. A copy of the Code of Conduct is available on request and published on the Town Council's website.
- 30.2 If a member who has declared a non-pecuniary interest then considers the interest to

be pecuniary, he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.

- 30.3 The Town Clerk may be required to compile and hold a Register of Member's Interests, or a copy thereof, and in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by Statute.
- 30.4 If a candidate for any appointment under the Council is, to his/her knowledge related to any member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.
- 30.5 The Town Clerk shall make known the purpose of this Standing Order to every candidate.

### **31. Canvassing of and Recommendation by Members**

- 31.1 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this paragraph of this Standing Order to every candidate.
- 31.2 A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion. Nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

### **32. Tenders and Contracts**

- 32.1 Standing Orders 39(e) and (f) shall apply to tenders and contracts for work as if the person making the tender or applying for a contract for work were a candidate for an appointment.
- 32.2 The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the council of a pecuniary interest in a contract or tender, and the book shall be open during reasonable hours of the day for the inspection of any member.
- 33.3 *All procurement and award of contracts covered by the 2015 Regulations which have an estimated value of £25,000 or more must satisfy the requirements of the 2015 Regulations which include use of the Contracts Finder website*

### **33. Inspection of Documents**

- 33.1 A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 33.2 All Minutes kept by the Council and by any Committees shall be open for the inspection of any member of the council.

- 33.3 The Minutes of the Council shall be open to inspection by any elector of the parish.
- 33.4 All other documents of the Council shall be open to inspection in accordance with the Publication Scheme adopted by the Council under the Freedom of Information Act 2000.

### **34. Unauthorised Activities**

- 34.1 No member of the Council or of any committee or sub-committee shall in the name of, or on behalf of, the Council:-
- 34.1.1 Inspect any lands or premises which the Council has a right or duty to inspect, or
- 34.1.2 Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee/subcommittee.

### **35. Admission of Public and Press to Meetings**

- 35.1 The public and the press shall be admitted to all meetings of the Council and its Committees and Sub-Committees, which may, however, temporarily exclude the public or the press or both by means of the following resolution:
- “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw.”
- 35.2 The Council, committee or sub-committee shall state the special reason for exclusion.
- 35.3 The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- 35.4 Audio or video recording the recording of proceedings on a device or photographs may be made of any part of the the meeting from which the press and public are not excluded without the express permission of the Chairman provided that they cause no disruption or intrusion into the business of the Council. Oral commentary is not permitted during a meeting and children or vulnerable adults should not be filmed or photographed.
- 35.5 If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that the person be removed from the meeting room or that the part of the meeting room open to the public be cleared. The Chairman may adjourn the meeting for such period as is necessary to restore order.

### **36. Confidential Business**

- 36.1 No Member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- 36.2 Any Member in breach of the provisions of paragraph 3 6.1 of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

### **37. Liaison with Unitary Councillors**

- 37.1 A notice of Council meetings and minutes shall be sent to the Unitary Authority Liaison Officer.

### **38. Planning Applications**

- 38.1 Every planning application notified to the Council shall be recorded in the Minutes of the Planning Committee.
- 38.2 The Town Clerk shall refer every planning application to the Planning Committee except in the case of major planning applications of a strategic nature when the application shall be referred to Council.

### **39. Contracts**

- 39.1 Contracts to comply with Standing Orders

- (a) Every contract, whether made by the Council or by a committee or sub-committee to which the power of making contracts shall have been delegated, shall comply with these Standing Orders and no exception from any of the following provisions of these Orders shall be made otherwise than by direction of the Council or, in an emergency, by such a committee or sub-committee as aforesaid with the approval of the Chairman of the Policy and Finance Committee.

#### Exceptions

- (b) Every exception made by a committee or sub-committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.
- (c) Express note of any exception from any of the provisions of these Standing orders and of the emergency, if any, by which the exception shall have been justified shall, unless recorded, in the report of a committee or sub-committee, which is laid before the Council, be made in the minutes of the Council.
- (d) Before any contract for the supply of goods and materials, execution of works, or any provision as to the maintenance or servicing thereof is made, the Town Clerk or Head of Service initiating such order shall ensure that the estimated cost of said supply or works has been included in the annual budget of the Council under the appropriate heading.
- (e) Any proposed contract for the supply of goods and materials, execution of works or any provision as to the maintenance or servicing thereof which has not been included in the annual budget shall be the subject of a separate report to the appropriate committee or the Council. If approved, normal tender procedures will apply.

#### Financial Variations

- (f) All financial figures contained within these Standing Orders are agreed as at 16<sup>th</sup> March 2015.
- 39.2 Tendering Procedures

Arrangements for invitation of tenders

- (a) Where the estimated cost of works, goods and materials and related services is as set below and the requisite provision thereof has been made in the approved budget, the arrangements for the invitation of tenders or quotations and the subsequent acceptance thereof shall be as shown.

<u>Estimated Value</u>	<u>Method of Invitation</u>	<u>Acceptance by</u>
£7,500 to £20,000	Minimum of three invitations for quotations	Town Clerk and Committee Chairman
£20,001 to £65,000	Minimum of four invitations for quotations	Town Clerk and Chairman of appropriate Committee
Above £65,000	Minimum of five invitations for tenders (with discretion to invite tenders by public advertisement up to £95,000)	Town Clerk and Chairmen of appropriate Committee and Policy and Finance Committee

In all cases up to £20,000 where the lowest tender received is in excess of 5% above the original estimate, or in cases over £20,000 where it is in excess of the original estimate, it shall be reported to the appropriate committee for acceptance or otherwise.

- (b) Public Advertisement

Contracts which exceed £ 95,000 in value or amount for the supply of goods or materials or the execution of any work for which provision has been made in the annual budget shall not be made unless at least ten days public notice has been given in one or more of the local newspapers circulating in the district. Provided that it shall not be obligatory for the Council or any committee or sub-committee exercising powers delegated by the Council to invite tenders for a contract or materials where effective competition is prevented by Government control or where the Town Clerk reports in writing to the Council or to the committee or sub-committee exercising such powers that effective competition is prevented by the special nature of the goods or materials required. Nor shall it be necessary to give public notice of the intention to enter into such a contract.

- (c) Standing Lists of Tenderers

(i) Where the Council has determined that lists shall be kept of persons to be invited to tender for contracts for the supply of goods and materials of specified categories, values or amounts or for the execution of specified categories of work, notices inviting applications for inclusion in the lists shall be published in one or more newspapers or journals circulating amongst such persons as undertake contracts of specified values or amounts or categories.

- (ii) The list shall contain the names of all persons who wish to be included in it and are approved by the appropriate committee and indicate whether a person whose name is included on it is approved for contracts for all, or only some of the specified values or amounts or categories.
- (iii) The said list shall be amended as required from time to time and shall be reviewed at intervals not exceeding five years.
- (iv) Where, by virtue of a decision of the Council or of the committee or the Town Clerk duly authorised on that behalf, invitation to tender for a contract is limited to persons whose names appear on the list maintained under this Order, an invitation to tender for a particular contract shall be sent:

In respect of contracts of above £7,500 but less than £20,000 to three tenderers, less than £65,000 to four tenderers, £65,000 and above to five tenderers. Should the said list not include the required number of tenderers, then a minimum of three will be invited to tender.

(d) Exceptions to procedures

The Order shall not apply to:

- (i) the supply of goods and materials or the execution of works of less than £7,500 in value;
- (ii) purchase by auction;
- (iii) purchase or repair of patented or proprietary goods or materials sold at fixed price;
- (iv) purchase of materials normally supplied by specialist contractors;
- (v) the execution of work, the purchase of goods or materials or the provision of services involving special, scientific or artistic knowledge;
- (vi) the execution of work or the purchase of goods or materials which are a matter of urgency after prior reference to the appropriate Committee Chairman;
- (vii) the purchase of goods or materials which the Town Clerk may, from time to time, deem it expedient to make in the open market provided that before making any such purchase the approval of the Chairman of the appropriate committee concerned is obtained and finance is available in the appropriate budget;
- (viii) contracts with professional persons for the execution of works in which the personal skills of the person is of primary importance, and
- (ix) those contracts where a committee may expressly determine that it is in the Council's interest that a tender be negotiated directly with a contractor or supplier of goods or services.

(e) Requirements for submission of tenders

Where in pursuance of Standing Order 39.2(a) public invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a plain sealed envelope which shall bear the word "Tender" followed by the subject to which it relates, but shall not bear any name or mark indicating the sender and such envelopes shall remain in the custody of the Town Clerk until the time appointed for their opening.

(f) Declarations as to conduct of Tenderer

In connection with the submission of tenders for the execution of works or supply of goods and materials, declaration shall be obtained from each tenderer in the following form:

"We declare that we are not parties to any scheme or arrangement under which

- (i) We communicate the amount of our tender to any other person or body before the contract is let;
- (ii) Any other tenderer for the works, which are the subject of our tender, is reimbursed any part of his tendering costs, and
- (iii) Our tender prices are adjusted by reference directly or indirectly to the prices of any other tenderer for the works.

No provision is made in our tender price for any reimbursement of any adjustment of any contribution thereto."

(g) Procedure for opening tenders

Tenders shall be opened by the Town Clerk or an official of the Council designated by him at one time and only in the presence of such Member or Members of the Council as may have been designated for the purpose by the Council or by the committee or sub-committee to which the power of making the contract to which the tenders relate has been delegated. Where tenders have been opened in pursuance of this paragraph they shall be recorded and reported to the next meeting of the appropriate committee or sub-committee.

(h) Limitations of acceptance of tenders

A tender other than the lowest tender if payment is to be made by the Council or the highest tender if payment is to be received by the Council shall not be accepted until the Council shall have considered a written report from the appropriate Officer or other appointed specialist advisor.

39.3 Contracts for Supplies and Services, etc.

Every contract which exceeds £10,000 in value or amount shall be in writing.

Every contract in writing shall be signed by the Town Clerk on behalf of the Council.

39.4 Contracts for Supplies, Services or Works

Every contract for which provision has been made in the approved annual estimates

and/or approved by the appropriate committee or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £10,000 shall be entered into on behalf of the Council by the Town Clerk or his nominated representative by issuing an official order only.

### 39.5 Contents of written Contracts and Penalties

Every written contract shall specify:

- (i) the work, materials, matters or things to be furnished, had or done;
- (ii) the price to be paid with a statement of discounts or other deductions, and
- (iii) the time or times within which the contract is to be performed.

### 39.6 Corrupt Practices

There shall be inserted in every written contract a clause empowering the Council to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation if the contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do for having done or forborne to do any action in relation to the obtaining or execution of the contract or any other contract with the Council, or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Council, or if the like acts shall have been done by any person employed by him/her or acting on his/her behalf (whether with or without the knowledge of the contractor) or if in relation to any contract with the Council the contractor or any person employed by him/her or acting on his/her behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or shall have given any fee or reward the receipt of which is an offence under section 117(2) of the Local Government Act 1972.

## 40. Complaints Procedure

- 40.1 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner outlined in the Council's adopted Complaints Procedure, other than those complaints which should be properly directed to the North Somerset Standards Committee.

## 41. Variation, Revocation and Suspension of Standing Order

- 41.1 Any part of these Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- 41.2 A motion permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council to allow time for the Town Clerk to research the implications of the proposal.

## 42. Record of Attendance at Meetings

- 42.1 The Town Clerk shall maintain a Record of Attendances in respect of meetings of the Council and of its Committees.



### **43. Distribution and Construction of Standing Orders**

- 43.1 A printed copy of these Standing Orders shall be given to each member by the Town Clerk upon delivery to the Town Clerk of the Member's Declaration of Acceptance of Office.
- 43.2 The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at a meeting of the Council.

### **44. Code of Conduct**

- 44.1 Members of the Council shall be bound by the Code of Conduct which was adopted by Weston-super-Mare Town Council on 2<sup>nd</sup> July 2012 . The Code is available on request and published on the Town Council's website.

### **45. Financial Regulations**

- 45.1 These Standing Orders shall be read in conjunction with the Financial Regulations of the Council as amended from time to time, which shall be available on request and published on the Town Council's website.

**CONFIRMATION OF THE GENERAL POWER OF COMPETENCE  
REPORT OF THE TOWN CLERK**

---

The Localism Act 2011 contained a number of new powers for town and parish councils including the General Power of Competence (GPC).

Previously Councils could only do things which they have specific statutory power to do. The General Power of Competence is a statutory power in the Localism Act to do “anything” which individuals generally may do. The GPC enabled councils to do things which previously they could not lawfully do. A council may not do something only if it is expressly restricted or prohibited by law or if the action would be reckless with taxpayers’ money.

In short the GPC assists policy development, offer new service initiatives that the community may want and greatly reduces the risk of court challenges arising in the future based on legal technicalities. (It does not however commit members to any expenditure that they do not agree with.)

The Council adopted the GPC in January 2013. To continue to use the GPC after ordinary elections the Council must formally readopt it for the new term of office and confirm that it meets the two criteria for eligibility by a resolution of the full council. To be eligible the criteria are:

1. At the time of the resolution, the number of councillors elected (not co-opted) must equal or exceed two thirds of the total number of seats on the Council. “Elected” means that the councillor stood for election, whether or not the election was contested. 100% of the Councillors on Weston-super-Mare Town Council were elected and the Town Council therefore meets this criterion.
2. The Clerk to the Council being qualified, under either CilCA 2012 or the level 4 HE Qualification for Clerks including completion of training for the GPC. I passed the updated CilCA 2012 exam on 9<sup>th</sup> November 2012 and the Council therefore meets this criterion. (The Deputy Town Clerk also meets this criterion.)

The Town Council meets both these criteria. Members are requested to please use the exact wording recommended below.

**Recommendation:** That Weston-super-Mare Town Council meets the conditions in the Schedule to the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 no. 965 and therefore the Town Council resolves to re-adopt the General Power of Competence as described in the Localism Act 2011 for the current term of office 2023-2027

Malcolm L. Nicholson LL.B DMS PSLCC  
Town Clerk  
10<sup>th</sup> May 2023

## **Town Council Meeting 24<sup>th</sup> July 2023**

### **Item 13. Amendment to Annual Governance and Accountability Return**

#### **Report of the Deputy Town Clerk / RFO**

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Following the completion and production of the AGAR for the year 31<sup>st</sup> March 2023 which was considered and approved on 19<sup>th</sup> June 2023, we are unfortunately needing to bring back Section 2 – Accounting Statements 2022/23 for re approval following the finding of an anomaly in the figures being brought into this statement from the unaudited accounts.

Highlighted in yellow on pages 4 and 10 (full document attached) are the sums that had not been reflected in the AGAR due to a spreadsheet anomaly and inclusion of these cells in final figures. This resulted in the correct figures being shown in this document but them not being reflected in the AGAR.

We have spoken to the councils appointed External Auditor who have advised we will now need to re-approve this section of the accounts (only) to ensure the correct process has been followed.

#### **Members are requested to:**

- a) Approve the revised Accounting Statements (AGAR – Annual return) by resolution; and Sign and date as required (AGAR – Annual return)

**Weston-super-Mare Town Council**

**Statement of Accounts**

**(Not Subject to Audit)**

**31st March 2023**

**Weston-super-Mare Town Council**

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**31st March 2023**

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1	Council Information
2	Introduction
3	Income and Expenditure Account (unaudited)
4	Income And Expenditure Account and Annual Return Reconciliation (unaudited)
5	Balance Sheet
6 to 10	Notes to the Accounts

## **Weston-super-Mare Town Council**

### **Council Information**

#### **Councillors**

Cllr Marc Applin  
Cllr Raymond Armstrong  
Cllr Roger Bailey  
Cllr Mike Bell  
Cllr Joe Bambridge  
Cllr Gillian Bute  
Cllr Mark Canniford  
Cllr John Carson  
Cllr Annabelle Chard  
Cllr James Clayton  
Cllr Jemma Coles  
Cllr Peter Crew  
Cllr John Crockford-Hawley  
Cllr Ciaran Cronnelly  
Cllr Catherine Gibbons  
Cllr Simon Harrison-Morse  
Cllr Hugh Malyan  
Cllr Robert Payne  
Cllr James Owen  
Cllr Alan Peak  
Cllr Justyna Pecak-Michlowicz  
Cllr Marcia Pepperall  
Cllr Lisa Pilgrim  
Cllr Caroline Reynolds  
Cllr Sonia Russe  
Cllr Robert Skeen  
Cllr John Standfield  
Cllr Timothy Taylor  
Cllr Helen Thornton  
Cllr Richard Tucker  
Cllr Charles Williams  
Cllr Martin Williams

#### **Clerk to the Council**

M L Nicholson

#### **Auditors (of the AGAR)**

PKF Littlejohn LLP

**Weston-super-Mare Town Council**  
**Introduction to Accounting Statements**  
**For the Year Ended 31 March 2019**

The Accounts and Audit Regulations 2015 define the Council as a smaller authority., it therefore prepares its accounts in accordance with 'Governance and Accountability for Smaller Authorities in England'. These regulations allow the Council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime. The Council's statutory accounts are now produced in the form of the Annual Governance and Accountability Return (AGAR). The Statement of Accounts, which is not subject to audit, provides background workings and explanations of the figures declared in the AGAR.

The following items are included:

**The Income and Expenditure Account (Unaudited)**

This document shows the income generated and the total expenditure on the services provided by the Council for the year. This document now includes capital expenditure and the capital element of loan repayments.

**The Income and Expenditure Account Reconciliation (Unaudited)**

This document reconciles the figures shown in the Income and Expenditure Account to the Annual Return.

**The Balance Sheet (Unaudited)**

This sets out the financial position of the Council on 31 March 2020. It shows the value of its assets, the value of its cash and bank values, how much it is owed and how much it owes, and the balance of reserves at its disposal.

**Notes to the Accounts**

These provide further information on the amounts included in the financial statements.

**Weston-super-Mare Town Council**

**Income and Expenditure Account (Unaudited)**

**31st March 2023**

<b>2022</b>		<b>2023</b>	<b>2023</b>	<b>2023</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
<b>Net</b>		<b>Gross</b>	<b>Income</b>	<b>Net</b>
<b>Expenditure</b>		<b>Expenditure</b>		<b>Expenditure</b>
<b>DIRECT SERVICES TO THE PUBLIC</b>				
(645,510)	Community and Public Services	(853,401)	123,894	(729,507)
(517,039)	Cultural and Heritage Services	(892,248)	205,452	(686,796)
(260,612)	Parks and Open Spaces	(424,995)	66,660	(358,335)
(139,937)	Cemetery Services	(206,452)	47,386	(159,066)
(201,528)	Highways and Planning Services	(278,964)	12,671	(266,293)
(621,903)	Capital projects	(538,330)	269,999	(268,331)
<b>DEMOCRATIC, CIVIC AND CENTRAL COSTS</b>				
(78,914)	Civic Support Services	(179,246)	-	(179,246)
(145,901)	Democratic Costs	(168,395)	-	(168,395)
(13,549)	Other Costs and Income	(40,712)	48,173	7,461
<u>(2,624,892)</u>		<u>(3,582,743)</u>	<u>774,235</u>	<u>(2,808,507)</u>
2,587,982	Annual Precept			2,631,385
(121,421)	Net Contribution (to)/from Earmarked Reserves			(32,848)
<u>(158,331)</u>	Net Surplus/(Deficit) for the year			<u>(209,970)</u>

**Reserve Movements**

	<b>Balance</b>	<b>Movement</b>	<b>Balance</b>
	<b>April 2022</b>	<b>for Year</b>	<b>March 2023</b>
General Fund	493,364	(209,970)	283,394
Capital Reserve	-	696,868	696,868
Earmarked Reserves	1,148,458	(664,020)	484,438
	<u>1,641,822</u>	<u>(177,122)</u>	<u>1,464,700</u>
	<b>Box 1</b>		<b>Box 7</b>



**Weston-super-Mare Town Council**

**Income And Expenditure Account and Annual Return Reconciliation (Unaudited)**

**For the Year Ended 31 March 2023**

	Income			Expenditure		
	Box 2	Box 3		Box 4	Box5	Box 6
Annual Return Box Numbers	Precept	Other Income	Total	Staff Costs	Loans Repaid	Other Costs
<b>Direct Services</b>						
Community and Public Services	-	123,894	123,894	115,755		737,646
Cultural and Heritage Services	-	205,452	205,452	389,586		502,662
Parks and Open Spaces	-	66,660	66,660	272,701		152,294
Cemetery Services	-	47,386	47,386			206,452
Highways and Planning Services	-	12,671	12,671			278,964
Capital projects	-	269,999	269,999			538,330
<b>Democratic, Management and Civic</b>						
Civic Support Services	-	-	-	436,407	-	257,161
Democratic Costs	-	-	-			168,395
Other Costs and Income	-	48,173	48,173		36,970	3,742
Annual Precept	2,631,385		2,631,385	-	-	-
<b>Totals Carried to Annual Return</b>	2,631,385	774,235	3,405,620	1,214,449	36,970	2,331,324
						3,582,743

**Balance Sheet (Unaudited)**

**as at 31 March 2023**

<b>2022</b>		<b>Note</b>	<b>2023</b>	<b>2023</b>
<b>£</b>			<b>£</b>	<b>£</b>
	<b>Fixed Assets</b>			
	Tangible fixed assets	5		
1,348,683	Land and Buildings		1,744,527	
540,667	Vehicles and Equipment		553,194	
8,400	Infrastructure Assets		7,122	
146,741	Community Assets		146,741	
				2,451,584
2,044,491				
	<b>Current Assets</b>			
130,417	Debtors	8	140,758	
4,522	Stock		7,106	
1,581,401	Cash at Bank and In-hand		1,514,917	
1,716,341			1,662,781	
	<b>Current Liabilities</b>			
74,520	Creditors and accrued expenses	9	198,082	
			198,082	
1,641,821	<b>Net Current Assets</b>			1,464,699
3,686,313	<b>Total Assets Less Current Liabilities</b>			3,916,283
	<b>Long Term Liabilities</b>			
287,315	Long Term Borrowing	10		463,942
3,398,998				3,452,341
	<b>Financed by:</b>			
	<b>Reserves available to the Council</b>			
1,148,458	Funds Earmarked for Future Projects	11	484,438	
	Capital Projects		696,868	
493,364	General Reserve		283,394	
1,641,822				1,464,700
	<b>Reserves Not Available to Council:</b>			
	<b>Represents the Council's Net Investment in Fixed Assets less Outstanding Loans</b>			
1,757,176	Capital Financing Account			1,987,641
3,398,998				3,452,341

These accounts have been approved by the Council.

.....  
**Chair, Policy and Finance Committee**

Date: .....

.....  
**Responsible Financial Officer**

Date: .....

**Weston-super-Mare Town Council**

**Notes to the Accounts (Unaudited)**

**31st March 2023**

**1 Interest and Investment Income**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	1,997	4,629
	<u>1,997</u>	<u>4,629</u>

**2 Audit Fees**

Fees payable covering the year 2020/2021 for the services carried out by the Council's auditors, PKF Littlejohn LLP, in the year are £2,400.

**3 Employees**

The average weekly number of employees during the year was as follows:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Full-time and Part Time (Excluding Casual Labour)	59	59
	<u>59</u>	<u>59</u>

All staff are paid within nationally agreed pay scales

Number of employees whose remuneration excluding employers pension contributions was over £50,000 in bands of £10,000 was:

<b>Band</b>	<b>2021/2022</b>	<b>2020/2021</b>
£50,000 to £59,999	1	1

**4 Participation in Pension Scheme**

As part of the terms and conditions of employment of its officers and other employees, the Council offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme for civilian employees, administered locally by The Avon Pension Fund

**Weston-super-Mare Town Council**

**Notes to the Accounts (Unaudited)**

**31st March 2023**

**5 Tangible Fixed Assets**

	<b>Freehold Land and Buildings</b>	<b>Operational Leasehold Land &amp; Bldgs</b>	<b>Vehicles and Equipment</b>	<b>Infrastructure/ Community Assets</b>	<b>Assets Under Construction</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>				<b>£</b>
1 April 2021	480,449	1,115,045	1,270,765	280,384	-	3,146,643
Additions	412,336	-	11,421		96,361	520,118
Disposals	-	-		-	-	
Transfers						
	<u>892,785</u>	<u>1,115,045</u>	<u>1,282,186</u>	<u>280,384</u>	<u>96,361</u>	<u>3,666,761</u>
<b>Depreciation</b>						
1 April 2021	171,811	75,000	730,097	125,244		1,102,152
Charged for the year	16,493		95,255	1,278	-	113,026
Disposals					-	
	<u>188,304</u>	<u>75,000</u>	<u>825,352</u>	<u>126,522</u>	<u>-</u>	<u>1,215,178</u>
<b>Net Book Value</b>						
As 31 March 2023	<u>704,481</u>	<u>1,040,045</u>	<u>456,834</u>	<u>153,862</u>	<u>96,361</u>	<u>2,451,583</u>
As 31 March 2022	<u>308,638</u>	<u>1,040,045</u>	<u>540,668</u>	<u>155,140</u>		<u>2,044,491</u>

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value.

**6 Financing of Capital Expenditure**

	<b>2023 £</b>	<b>2022 £</b>
The following capital expenditure arose during the year:		
Fixed Assets purchased	520,118	120,160
	<u>520,118</u>	<u>120,160</u>
was financed by:		
Public Works Loan Board	200,000	
Revenue and Earmarked Reserves	320,118	120,160
	<u>520,118</u>	<u>120,160</u>

**7 Operational Land and Buildings**

Council Offices and Mayor's Parlour, Grove House and Lodge (Leasehold)  
Milton Road Cemetery, Chapel and Outbuildings  
Blakehay Theatre  
Weston Museum  
32 Waterloo Street

**31st March 2023**

**Vehicles and Equipment**

Play Equipment - 18 sites  
Water Play Area  
Skateparks - 2  
Light Vans  
Theatre Equipment  
Sundry grounds maintenance equipment  
Sundry office equipment

**Infrastructure Assets**

Bus Shelters  
Other street furniture

**Community Assets**

Milton Road Cemetery  
Millennium Green  
Allotments - 5 sites  
Play areas  
Council Regalia and Artefacts

8	<b>Debtors</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	Debtors	71,218	11,969
	V A T Recoverable	59,148	78,432
	Other Debtors	10,391	40,016
	Prepayments and Accrued income		
		<u>140,757</u>	<u>130,417</u>
9	<b>Creditors and Accrued Expenses</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	Creditors	52,918	41,109
	Other Creditors and Accruals.	125,210	14,869
	Receipts in Advance	19,955	18,541
		<u>198,082</u>	<u>74,519</u>

**Weston-super-Mare Town Council**

**Notes to the Accounts (Unaudited)**

**31st March 2023**

**10 Long Term Liabilities**

At the close of business on 31 March 2012, the following loans to the Council were outstanding :

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	463,942	287,315
	<b>463,942</b>	<b>287,315</b>

**11 Earmarked Reserves**

	<b>Balance</b>	<b>Contribution</b>	<b>Contribution</b>	<b>Balance</b>
	<b>1st April 2022</b>	<b>from Reserves</b>	<b>to fund</b>	<b>31st March</b>
			<b>Expenditure</b>	<b>2023</b>
Grit Bins	3,735			3,735
Elections	26,535	15,000		41,535
Milton Road Cemetery	2,016			2,016
Blakehay	1,763		418	1,345
Museum Capital	5,451			5,451
Museum Repairs	1,878		1,878	-
PPM Compliance	253,758	51,024	253,680	51,102
Armed Affiliation	3,762	5,238		9,000
Capital Projects	15,000			15,000
Old Mill Way	20,818			20,818
Know Your Place Grant	2,317		2,317	-
Buy a Block Fund	2,010	1,194	202	3,002
Blakehay Live Shows	3,468	5,445	2,288	6,625
Civic Event Budget	-	1,700		1,700
CIL Receipts	225,137	39,316	46,868	217,585
Environmental Climate Change	158,810		150,000	8,810
Blakehay CRF Grant Award	49,668		47,081	2,587
Community Grant Award (NCS)	31,016		2,445	28,571
Cilt Emsail/Tablet Provosiomn	225			225
Town Council Community Projects	10,000	20,000	20,000	10,000
Kickstart Equipment	2,589		2,589	-
WIB	5,000			5,000
Allotments-Rectors Way	3,500			3,500
Tourism-Digital Content	20,000		20,000	-
HQ Purchase and Repairs	300,000		300,000	-
Misc Grant - Wild Escape		2,502	1,455	1,047
Mus Understanding Heritage		4,600	2,575	2,025
Welbeing Grants-Com Res		9,500	4,011	5,489
Webeing Grant		58,000	19,730	38,270
Capital Reserves		696,869		696,869
				-
	<b>1,148,456</b>	<b>910,388</b>	<b>877,537</b>	<b>1,181,307</b>

Earmarked Reserves represent sums set aside from the General Fund to finance future expenditure of either a capital or revenue nature.

**Weston-super-Mare Town Council**

**Notes to the Accounts (Unaudited)**

**31st March 2023**

**12 The Annual Return (Accounting Statements)**

	<b>Box</b>	<b>2022</b>	<b>2023</b>
Balances Brought Forward	<b>1</b>	1,678,733	1,641,823
Annual Precept	<b>2</b>	2,587,982	2,631,385
Total Other Receipts	<b>3</b>	264,578	774,235
Staff Costs	<b>4</b>	(985,990)	(1,214,449)
Loan Interest/Capital Payments	<b>5</b>	(37,606)	(36,970)
All Other Payments	<b>6</b>	(1,865,875)	(2,331,324)
Balances Carried Forward	<b>7</b>	1,641,823	1,464,701
Total Cash and Short Term Investments	<b>8</b>	1,581,401	1,514,917
Total Fixed and Long Term Assets	<b>9</b>	3,146,643	3,666,761
Total Borrowings	<b>10</b>	287,315	463,942

## Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY  
Weston super Mare Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
<b>1.</b> Balances brought forward	1,678,733	1,641,823	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2. (+)</b> Precept or Rates and Levies	2,587,982	2,631,385	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3. (+)</b> Total other receipts	264,578	774,235	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4. (-)</b> Staff costs	985,990	1,214,449	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5. (-)</b> Loan interest/capital repayments	37,606	36,970	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6. (-)</b> All other payments	1,865,875	2,331,324	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7. (=)</b> Balances carried forward	1,641,823	1,464,701	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments	1,581,401	1,514,917	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets	3,146,643	3,666,761	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings	287,315	463,942	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED