



**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
HELD AT THE TOWN HALL ON
MONDAY 22ND SEPTEMBER 2025**

Meeting Commenced: 7:12 pm

Meeting Concluded: 8.44 pm

PRESENT: Councillors Martin Williams (Town Mayor), Marc Aplin, Ray Armstrong, Roger Bailey, Joe Bambridge, Gill Bute, Mark Canniford, John Carson, Annabelle Chard, James Clayton, Jemma Coles, John Crockford-Hawley, Ciaran Cronnelly, Catherine Gibbons (part attendance), Simon Harrison-Morse, Owen James, Hugh Malyan, Robert Payne, Alan Peak, Justyna Pecak-Michalowicz, Marcia Pepperall, Lisa Pilgrim, Caroline Reynolds, Robert Skeen, John Standfield, Tim Taylor, Helen Thornton, Richard Tucker and Charlie Williams.

ALSO, IN ATTENDANCE: Sarah Pearse (Chief Executive Officer/Town Clerk), Samantha Bishop (Democratic Services Manager), Rebecca Saunders (Civic & Committee Officer), Warren Parker-Mills (Communications and Marketing Manager), Evan Linde (Communications Officer), Inspector Lee Kerslake (part attendance), BBC 2x press officers and 60 members of the public.

The Town Mayor informed that the meeting would be filmed and available for viewing the following day.

The Town Mayor welcomed everybody to the meeting and advised that he would invite known speakers to address the council of which there were four, regarding item 11 – Recommendation by the F&GP committee to rescind the Council resolution (min no 325 – 24/03/25) under the public participation section of the meeting (allowing 5mins each) and would then formally open the meeting.

- Martin Slade addressed the meeting and publicly thanked the council all for their time through the 6 month long process, fully supporting the recommendation.
- Alison Bancroft addressed the meeting referring to the levels of misinformation and disinformation circulated on the purpose of the Council of Sanctuary accreditation process, associated costs, FOI's, public consultations and processes. The wider context of immigration was beyond the council's control to deal and it now needed to decide what path/direction it took next. It should consider what sort of town Weston should be and becoming a Council of Sanctuary was statement of Weston's stand. The decision will have far reaching affects and urged the council not to rescind its decision.
- Holly Law addressed the meeting informing that the initial resolution passed by council was reflective for three reasons. One, demonstrating leadership, two, misinformation and associated costs and 3, values. Petitions had been received from both sides of the public's representations and the council needed to lead and enact on its original resolution and not back down to misinformed fear.

- Mark Kinsey – Chair of the WSM Trades Council presented a petition with over 1k signatures in support of Weston becoming a Council of Sanctuary.

The Mayor thanked members of the public for their address and reiterated that they were welcome to stay for the meeting, however were now not able to take part in discussion on the formal agenda items.

7.27 pm

158	Apologies for Absence and Notification of Substitutions Apologies for absence were received from Councillors and Peter Crew in advance of the meeting. Also from Councillor Gibbons who may be late to the meeting.
159	Declarations of Interest There were none received.
160	To approve the accuracy of the minutes of the Annual Meeting and Mayor Making Ceremony Meeting held on 15th May 2025 The minutes of the last meeting had been previously circulated. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Gill Bute A vote was taken and accordingly it was carried. RESOLVED: That the minutes be approved and signed by the Chair as a true record of the meeting.
161	At this point in the meeting, the Town Mayor proposed that item 11 be brought forward for discussion. PROPOSED BY: the Chair – Town Mayor, Councillor Martin Williams SECONDED BY: Councillor Crockford Hawley A vote was taken and carried and it was agreed. Item 11- brought forward: To consider the Finance and General Purposes Committee recommendation (minute no 118) to rescind Council resolution (minute no 325 24/03/2025) and resolve that the Committee: 1: Notes the Council of Sanctuary Start & Finish Group's recommendations from 6 Aug 2025 2: Notes the diverse range of opinions expressed via the Town Council's public engagement sessions and is aware of comments made elsewhere and via petitions. 3: Is pleased to note that the Task & Finish Group sees Weston-super-Mare to be a diverse and welcoming town with a range of communities, well supported by charities, community groups and individuals with which this Town Council works closely. 4: Notes the important work undertaken by this Council's appointed race relations champion and supports the councillor's devotion to the maintenance and enhancement of good

relations between all sections of society now resident in Weston-super-Mare and reiterates the need for this work to continue.

5: Strongly emphasises the need for all currently engaged in public life, and all who aspire to become so engaged, to work for greater understanding and for the development of harmonious relations between people of differing backgrounds, ethnicities, religions, customs and experiences.

6: Though this Town Council has no statutory responsibilities or obligations in the realms of migration, housing, social services, education, employment or policing it nevertheless does concern itself with the well-being of all residents and in this regard recommends Council to further pursue harmony between people and to encourage the enjoyment and sharing of cross-cultural events throughout the town, without becoming part of the Council of Sanctuary.

The Committee therefore requests that this is referred to the next scheduled Town Council Meeting for final decision on the basis detailed above.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Gill Bute

The Leader of council thanked the public speakers for their address and asked that the meeting remained respectful of people's views whilst Councillors conducted their decision making process and proceeded to propose the recommendation as stated on the agenda.

Debate on the motion then ensued where the following points were raised by members:

- That the initial resolution to pursue Council of Sanctuary status was considered unnecessarily destructive and out of place for the town. It was recognised that the community had and always would show kindness to others wanting to reside and it understands how to be a good neighbour. The council would be binding itself and the town to something that it could not control for nothing more than a box ticking exercise. The council only had so many resources to hand and it needed to put the needs of its residents first.
- Everybody was guilty of prejudice and all Councillors were free to make up their own minds to vote either way and not according to their party line. The wording of the recommendation should be considered properly and not misconstrued into a wider contextual issue that the council had no power over.

An Amendment to the motion was then

PROPOSED BY: Councillor Helen Thornton

SECONDED BY: Councillor Simon Harrison-Morse

That the Town Council encourages the formation of a local group made up of Refugees Welcome North Somerset, Race Equality North Somerset, Trade Unions, Churches and faith groups, along with other interested groups, including Schools and Colleges who want to work together to make Weston a welcoming place.

The proposer informed that the amendment had been previously circulated to Councillors ahead of the meeting for their consideration and spoke of their disappointment about the segregation of the public views on the subject of becoming a Council of Sanctuary. The council had no power over immigration. However, there were other ways the council could support this, without becoming a COS. Councillors needed to consider what was best for the town and the views of its residents of which were 50/50 and also individual ward issues.

	Debate then ensued on the Amendment, where the following points were raised by members: • Support for the amendment and its objectives was received, noting that there were flaws with the original motion to Council, which should therefore allow Councillors to reserve the right to vote against the original motion. The council needed to send a clear message that Weston was a welcoming place. • The motion lacked tangible direction. A vote on the Amendment was taken and accordingly it was lost (9 for /13 against) Debate on the original motion continued, where the following points were raised by members: • The town had three main community groups in operation, doing great work ensuring Weston was a welcoming place. The town does not need a governing body to take control of this. The public feedback received on the councils initial resolution must be recognised as well as the fact that other councils who had signed up to COS, were now trying to overturn this decision. • The meeting was reminded of the opening line on COS website 'Wherever we come from, we all have the right to feel safe' and some Councillors reported that they had failed to hear any information as to why the council should rescind the decision. • Reservations that were raised in March were reiterated. That the council already had an anti-racism policy in place, as well as an anti-racism champion. It did not need a charity to dictate. The public consultations have evidenced that the people do not want this. The motion was long winded and the last 5 words were the most important. • It was felt Weston was already a warm, friendly and welcoming town and can do this by itself without being told what to do. A top down approach does not work. A vote on the original motion was then taken and accordingly it was carried (16 for /9 against /3 abstentions) PROPOSED BY: Councillor Chair – Town Mayor, Councillor Martin Williams SECONDED BY: Councillor Ciaran Cronnelly <i>Suspend Standing Orders were suspended at 8.03 pm to allow members of the public who wished to leave.</i> <i>Standing Orders were resumed at 8.10 pm</i> <i>It was noted that Councillors James Clayton, Alan Peak, Marc Aplin and Richard Tucker were absent from the meeting.</i>
162	To receive the Minutes of Youth Council Meetings held in March, April, May, June and July 2025 The minutes of the meetings had been previously circulated. There were no observations made.

	RESOLVED: That the minutes be received. <i>Councillors' Alan Peak and Richard Tucker rejoined the meeting at 8.10 pm</i>
163	To Approve the Year End Accounts for year ending 31st March 2025 as previously received by Finance and General Purposes Committee 16.06.25 As part of the Audit requirement Full Town Council are required to; a) Approve and complete the Annual Governance Statement (Section 1) page 4 of the AGAR –by resolution of members as a whole (Chair and CEO/ Town Clerk to sign) It was noted that a full and detailed review of the AGAR, including the Governance statement and unaudited accounts had been done by the Finance & General Purposes Committee in June 2025. But for clarity the Chair read out the Governance Statement in full for members awareness ahead of the vote. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor John Crockford-Hawley A vote was taken and accordingly it was carried. (26 for /2 against) RESOLVED: That the Annual Governance Statement (Section 1) page 4 of the AGAR –by resolution of members as a whole be approved and signed by the Chair and CEO/ Town Clerk to sign. b) Approve the Accounting Statements (Section 2) page 5 of the AGAR by resolution (Chair to sign) <i>Councillor Marc Aplin rejoined the meeting at 8.11 pm</i> PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor John Crockford-Hawley A vote was taken and accordingly it was carried. (27 for /2 against) RESOLVED: That the Accounting Statements (Section 2) page 5 of the AGAR by resolution be approved and signed by the Chair.
164	To receive announcements and communications from the Town Mayor The Mayor's announcements and communications had been circulated prior to the meeting. There had been 126 engagements attended by the Mayor; 8 by the Deputy Mayor and 1 by the Leader which was a total of 135 to date. Dates for diaries were highlighted as follows: <u>28th September RBL Memorial Service</u> <u>16th October Worle School Awards Evening</u> <u>18th October Past Mayors Reception</u> <u>1st November Somerset RBL Festival of Remembrance</u> <u>9th November Remembrance Service</u> <u>11th November Armistice Service</u> <u>15th November Christmas light switch on.</u>

	RESOLVED: That the Town Mayor's report be noted.
165	Neighbourhood and Response Policing in Weston-super-Mare Due to Inspector Lee Kerslake being disposed outside of the meeting, the report would be deferred.
166	To Adopt the revised Standing Orders, Code of Conduct and Financial Regulations The covering report the Chief Executive Officer/Town Clerk and the following reviewed as attached had been previously circulated: .1 Standing Orders PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor John Crockford-Hawley <i>8.15 pm Councillor James Clayton rejoined the meeting and Catherine Gibbons joined the meeting.</i> It was noted that SO 3.14.5 needed to read 'or' instead 'of '. A vote was taken and carried. (28 for /1 abstention) RESOLVED: That with the above amendment, the Standing Orders as proposed stand for subsequent approval at the Town Council Meeting on the 24th November 2025. .2 Code of Conduct PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Gill Bute A vote was taken and carried. RESOLVED: That the Code of Conduct be approved. .3 Financial Regulations PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor John Crockford-Hawley A vote was taken and accordingly it was carried. (28 for /1 abstention) RESOLVED: That the Financial Regulations be approved.
167	Civility and Respect Pledge The Civility & Respect Pledge Statement for adoption following review had been previously circulated. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Owen James A vote was taken and accordingly it was carried. (24 for /3 against /2 abstentions)

	RESOLVED: That the Civility & Respect Pledge Statement be approved.
168	North Somerset Council's Community Governance Review The first draft recommendations and all other supporting documents were available via North Somerset Council's website. Members were requested to advise if they would like to submit a formal response to North Somerset Council as the Town Council, noting that individual councillors could do so separately also. A Councillor informed that they had responded with the suggestion that Uphill ward should be renamed to be more representative of the area 'West Ward'. Discussion ensued and whilst other ward members agreed that the name for Uphill ward was not representative of the whole area, the suggestion 'West Ward' would cause confusion. A further Councillor requested that Milton ward, was also nor representative of the area which included lower Ashcombe. A Councillor wanted their disappointment recorded that St Georges had been discounted and would not be part of Weston. A vote was taken and accordingly it was carried. RESOLVED: That the first draft recommendations be received and Councillors comments be submitted to North Somerset Council.
	<i>At this point in the meeting, Inspector Lee Kerslake joined.</i> The Town Mayor welcomed Inspector Lee Kerslake and invited him to address the meeting. The Inspector gave an overview of the current policing situation across the Weston to include: • The introduction of the Neighbourhood tasking team which was an uplift from the previous Neighbourhood team, where officers were dedicated to high priority issues across the town including business theft and drug/ alcohol offences. This had resulted in 10/12 arrests so far and was making a profound effect on local issues. Examples of the Bournville knife crimes reported that day, Sand bay motor vehicle issues and campervan parking. • Other news was the recent change of Sergeant in the town centre team Joe Pitman, who had a history in operation remedy and was extremely proactive. Already, very positive effects had been seen. Also PCSO appointments were to start in November. Questions and comments were then noted as follows:

	• PCSO correspondence had been very good on reported ward issues, in particular racist graffiti in one of the towns parks. • A Councillor was interested to know the figures in relation to the recent flag painting/graffiti, specifically Devonshire Road by Proper Job and whether this was covered by CCTV. - The Inspector reported that the issue had been problematic for Police to deal with across the country and advised that If the crimes were rereported, then the CCTV would be looked at and offenders identified. Across Weston there has been a problem with racist/homophobic stickers of which the Police have identified an offender and they have been arrested. Other incident was at the Mosque on Friday, where somebody was arrested in breach of 13 offences and has now been charged. • Antisocial behaviour (ASB) complaints had been reported to Councillors by a known group taking place in the Italian gardens as well as persistent E- bike disruption. – The Inspector informed that the ASB was being looked into by the new Sergeant. The Police are looking at the problems caused by E-bikes, however aren't yet able to impact the scale of the problem. The Bournville team were looking heavily at E-bike enforcement. • Reports of continuing ASB taking place in the Italian Gardens and reoccurring problems at the Plaza which was impacting on cinema staff. The Councils and Police Need to work together on this. What can the police do to target these root issues aside arresting?. <i>The Town Mayor thanked the Chief Inspector for his report.</i>
	There being no further business, the Chair closed the meeting at 8.44pm. Signed: Dated:



REPORT TO WESTON-SUPER-MARE TOWN COUNCIL

24th November 2025

MAYOR'S ENGAGEMENTS

22nd September-24th November 2025

Town Mayor

Councillor Martin Williams

ENGAGEMENTS SUMMARY

Council Representative	Number of Engagements
TOWN MAYOR Cllr Martin Williams	45
DEPUTY MAYOR Cllr Owen James	8
TOWN COUNCIL LEADER Cllr Ciaran Cronnelly	1

TOTALS TO DATE

Council Representative	Number of Engagements
TOWN MAYOR Cllr Martin Williams	171
DEPUTY MAYOR Cllr Owen James	16
TOWN COUNCIL LEADER Cllr Ciaran Cronnelly	2
TOTAL	189

SIGNIFICANT EVENTS:

28th September RBL Memorial Service
16th October Worle School Awards Evening
18th October Past Mayors Reception
1st November Somerset RBL Festival of Remembrance
9th November Remembrance Service
11th November Armistice Service
15th November Christmas light switch on.

UPCOMING EVENTS

1st December Weston Hospicecare Light up a life service
2nd December MFA Christmas Lunch
3rd December Lord Lieutenant Christmas Carol Service
5th December St Martins Church Christmas Tree Festival
10th-14th December Hildesheim Annual Visit
17th December Carols by Candlelight at All Saints Church
18th December staff, Councillor and Volunteer Christmas Lunch
20th December 6th Battalion, The Rifles Christmas Service

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 01/07
B.	Meeting Start Time: 18.03pm
C.	Where is the meeting: YMCA Youth Cafe
D.	Attendance Oliver (OM) Natalie (NM) Sammy (SG) Ben (BW) ZAC (ZR) IVY (II) Inara (IP) Alli W (AW) YMCA Youth Officer Evan Linde (EL) (Communications Officer – WSMTC) Sam Bishop (SB) (Democratic Services Manager – WSMTC)
F.	Welcome – Due to EH not being present at meeting, NM will chair the meeting in her absence. Check in, All Ok
1.	Apologies for Absence – Ian – (IR)
2.	Declarations of Interest – None
3.	Notes of Last Meeting – The notes of the meeting had been circulated with the agenda. Proposed- OM Second- BW RESOLVED – That the notes of the previous Youth Council Meeting be approved.
4.	New Members None
5.	Music Event- Jobs to be completed- Confirm Technical equipment- AW said this will be a job for ZR as he has the most experience. ZR said he would be happy to but will need confirmation of the acts. Approve programme – College has offered to help with this however they are now finished for the summer, so can pick up when they are back. What do you want to see in it? SG suggested a Mental health helpline. OM said OTR will need to be in there also as they are our charity. ZR said Performers info. AW said maybe businesses that work with young people. OM also suggested Youth Council info and a link to the newsletter. Raffle- AW had previously asked IR if he had any luck getting prizes. He said business were not very helpful as he was a young person. EL said he had acquired a few from some businesses he had contacts with. Evan to share contacts for Printing. Raffle – Evan to talk to Weston bid to ask for support.
6.	Grants- No grants have been forwarded
7.	Upcoming Events– Reset youth awards- 18 th July the youth council has been asked to attend, how many would like to go – NM, OM, IP will be attending along with AW & EL

	Crewkerne Youth Council – The visit from the members of their youth council has been confirmed as Monday 11th August, we will be giving them a tour of the council chambers and meeting the mayor for lunch on the seafront. Who will be attending- OM, NM, IP, II,SG & AM will be attending. AW to meet all members at the YMCA youth hub at 11am
8,	Well-being Bench- SB – Update- Spoke to Fay Powell and it's no problem, to do the bench, they are going to ask the grounds team for some paint, we just need a date to complete this. AW will let us know when the paint has been confirmed. She has the stencils ready.
	Youth Council Promotion- How can we get the youth councils more visible to young people- Ideas from those attending- 1, Interview with the Mayor- OM to set up a meeting, maybe invite him to a future youth council meeting 2, Promote more opportunities for teens – Ideas to get people off the sofa. Use our social media platforms to highlight these. 3, Send our information to youth groups- A spreadsheet made with groups details – AW said, a previous member had already done some work on this. 4, Instagram page – Start to use this and link it to the facebook page. AW to share password with OM. 5, Videos for social media- OM said members still need to be sending these in- We get more views from the videos (previously posted) 6, Newsletter – Introduction to members and why they joined the youth council. Confirm what we want in it at next meeting. 7, Jill Dando new centre at Worle school to collaborate with Youth Council. 8, Website – Link to page on WTC, Similar stories and events AW informed the youth council that by every member sharing a youth council post with help with viewings, so please everyone sharing every post that OM does, that way the youth council will get seen more.
9,	AOB- Youth Parliament – AW informed the Youth council that she had been approached by Shelley Smith from N Somerset Council. She asked if there were members of the youth council that would like to attend the Youth Parliament. AW asked if anyone was interested to let her know by next meeting. The first meeting is in October.

12.	Date of Next Meeting – 09/09/25
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Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 9 th September 2025
B.	Meeting Start Time:
C.	Where is the meeting: YMCA Youth Cafe
D.	Attendance – Oliver (OM) Eleanor (EH) Natalie (NM) Ian (IR) Zac (ZR)) (IVY (II) Inara (IP) Alexa (AL) Alli W (AW) YMCA Youth Officer Evan Linde (EL) (Communications Officer – WSMTC) Sam Bishop (SB) (Democratic Services Manager – WSMTC)
1.	Welcome – EH checked in with all present
2.	Apologies for Absence – Sammy (SG) Aimee (AM) Ben (BW)
3.	Declarations of Interest – None
4.	Notes of Last Meeting – Proposed – OM Seconded- NM
5.	Music Event- Date Change- EH said AW had an update on the music event. AW explained that she had received an email from the Town Council to say that the Blakehay theatre had changed management and that the new management would be in touch soon to discuss the event planned. A few days later she had received an email to say that no tickets had been sold for the event and that there was also another event happening that weekend, so it may be worth postponing until later in the year or early next year and it can be properly advertised. AW agreed to meet with Gemma Coles to discuss another date. AW asked how everyone felt- ZR said it was a shame but it gave us more time to prepare. IR & OM agreed. AW asked the members when they thought would be a good time to reschedule the event. Just before Christmas was suggested, but overall thought was a lot of people would be busy. EH suggested just after Christmas in January. The member agreed and AW said she would let them know the youth council's preference. Marketing – AW said it would give us time to promote the acts. OM suggested using social media to highlight each one. IR suggested making a flyer promoting the acts so everyone can give them out. Raffle- EL has got two prizes for the raffle. IR contacted Asda express who have offered a prize also. AW explained that if everyone scouted for a prize, then it would be easier than one person doing it. AW to meet with Gemma Coles to confirm a new date. All members to enquire locally for Prizes.

6.	Newsletter- AW said that the newsletter was suggested by HM to be slimmed down, so it was easier to edit each month and was agreed by all members present. EL explained that when they had the basic format it would be easy to update every month as some of the details wouldn't change. AW asked what would be important to add- Ideas given - Welcome message from the chair - Youth council members info - Spotlight on members - Meeting dates - Get involved - Local hero (young person) - Youth Voice - Events - Final thoughts
7.	Upcoming Events– Reset youth awards- OM Told the members about the event he had attended on the pier and how there was a lot of young people with amazing talents. He had contacted a few that had performed at the event to see if they would like to attend our showcase. Crewkerne Youth Council - NM updated all present about the visit from Crewkerne youth council. She explained that two of their members came to Weston and met with five of our members. Their visit was to learn more about how WTC youth council worked and how they coped with the many challenges of recruitment. They had a Q & A on the beach before meeting the mayor for fish & chips. The mayor then walked everyone down to the council chambers and gave them a tour. They even got to see inside the CCTV room. said it was great to see how other Youth councils work. Town Council meeting - 22nd September All welcome Eat Weston -27th September. Remembrance parade- 9th November Christmas lights switch on -15th November
8.	Wellbeing Bench- Just an update, Youth council to decorate an existing park bench so it becomes a buddy bench. Somewhere for people to sit if they are lonely and would like to have a chat. Location is confirmed as Ellenborough Park -West The bench is to be painted a light green ready for the youth council to decorate with bright painted flowers. We are just waiting for the go ahead from the grounds team- SB said she would contact them and be in touch-
9.	Any Other Business Dates for coming year- AW read out the years meeting dates and they have been approved- AW to send out list with the minutes.

	Instagram OM asked about access to the Instagram page AW said she would share the log in details with him. Promote youth council more- IR asked about promoting the youth council more, how could we let more people know. OM said could we have a flyer to give out and send to groups like cadets, rangers scouting, & super culture. Youth parliament – AW said that she had been sent the details of the first Youth Parliament meeting, who would like to attend- OM & EH & SB said they would like to go. AW to Send email details to the above – OM,EH & SB
10.	Meeting ended 19.09pm
11.	Date of Next Meeting – 14/10/25

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 14 th October 2025
B.	Meeting Start Time: 18.05pm
C.	Where is the meeting: Blakehay Theatre lounge
D.	Attendance – Oliver (OM) Ian (IR) Zac (ZR) Inara (IP) Lily (LP) Sammy (SG) Ivy (II) Alli W (AW) YMCA Youth Officer Evan Linde (EL) (Communications Officer – WSMTC) Jemma Coles (JC) From the Blakehay management committee joined the meeting at 6.40pm
F.	Welcome – AW welcomed everyone to the Blakehay and thanked JC for hosting the youth council meeting in the Blakehay lounge. AW explained that as both the Chair & Vice Chair were unable to attend the meeting, would anyone like to chair the meeting in their absence- none offered so AW continued-
1.	Apologies for Absence – Sam B (SB) Natalie (NM) Eleanor (EH) Alexa
2.	Declarations of Interest – None
3.	Notes of Last Meeting – AW asked if there was any issues with the meeting notes. All members agreed there was no amendments. Proposed- OM Second- ZR
4.	Welcome new members- no new members present today
5.	Music Event – JC &..... from the Blakehay management company joined the meeting to discuss and help plan the music event to be held on the new date of January 25th 2026- Reason for event - JC asked what the event was in aid of? OM said it was to raise money for a mental health charity called Off the Record and also to showcase young people's talents. Length of Event- JC asked how long the event was planned – AW explained that the original plan was to hold the event from 2-4pm, however have access from 10am -5pm to help set up, rehearsals and tidy up. JC said that would ok as it would give each act the chance to rehearse. Equipment Hire- JC then explained that they no longer have instruments so if they were needed, we would need to borrow some. ZR explained that as his band was performing, they would have all instruments however most bands are happy to share equipment apart from a drum kit and possibly a keyboard. JC suggested contacting the college to see if they can help. OM suggested Worle school as a backup. Tech Staff - JC also said that there would be an extra cost to hire in tech staff so it

	would be an idea to contact the college to see if there were any level three tech staff that would like to help as part of their course. Raffle – JC asked if we intended to hold a raffle. IR said yes and AW explained that she had looked into needing a gambling license the outcome was that as long as the tickets were sold and drawn on the day. JC said we would need a card machine to take payments. EL said that he was sure the Town Council had some machines, and he would check. JC discussed the possible use of the lounge before the event as a preshow event. The draw back from that would be that if there was not enough tickets sales to cover staffing at the bar. To be decided. JC asked for a new poster as the previous one was not available since the takeover. EL sent one across straight away with the new date on. Cost of the event was discussed has been reviewed- changed to £5.00 (to include a programme) to make it more affordable to young people. JC will put new poster on to socials and put the event live for ticket sales. AW to contact College re-equipment and tech support. All members to share poster with friends and family to promote sales. EL to draw up a ticket sales plan – and look into card machines. All members to look at getting more raffles prizes.
6.	Newsletter- AW showed the members a mock newsletter so they could get an idea of how it may look. EL explained it would be helpful for all members to take a section of the newsletter to work on. A decision was made on who would take each part as follows- - Welcome Message (Eleanor) A short introduction (approx. 100–150 words) welcoming readers, summarising recent activities, and outlining what’s included in this issue. - Highlights of the Month/Term Upcoming events (Oliver) Summarising what the youth council has been up to, community Projects (maybe include a couple of photos) - Members section (ZAC) highlight a member with a quote of the Month (including why the members joined and what their interests are) - Feature Story (Ivy)- Look into young people who do things to benefit others or spotlight a club through a member’s eyes. - Upcoming Events & Opportunities (Inara) investigate what events are around for young people to attend, this could be groups. Also, what events the youth council are attending. - Get Involved (Ian) All the information to help young people apply to join the youth council. - Grants information- (Natalie) include how to apply to the youth council for grants. Including the link to the WTC website for the application form. How to apply for youth grants. Acknowledgements -can also be included, thanking those that support the youth council.

	All members to complete their tasks by 22/11
7.	Upcoming Events- - -7th November – Carnival night Meet – 5-7pm at the youth hub- Bristol Rd Lower- -9th November -Remembrance parade- Grove Park - 10.45am -15th November -Christmas lights switch on – Time TBC -24th November Town Council Meeting- Town Hall- 7pm -14th December Christmas Carol concert- St. John’s Church, BS23 2AG- 4pm -Saturday 25th January - Young Peoples music event – Blakehay Theatre 10am -5pm (event 2-4pm)
8	Wellbeing bench- As the weather has drawn in, we will have to postpone until new year. AW will arrange a date in the new year with Lisa from the grounds team.
9.	Any Other Business SG announced that unfortunately due to work and university commitments, she will not be able to attend future meetings, however she is happy to support in the background. OM –told members that he had done three assembly’s in his schools, to trial a presentation to promoting the youth council. OM said they had gone really well and his idea is to go into all schools to promote the youth council to ages 11 – 14Yrs KS3 OM also explained that young people’s voting rights had been discussed and he felt very strongly about this. He felt that as a youth council, we could take the opportunity to help create resources for schools, so young people could make more informed choices when the begin to vote. OM- informed the youth council members that he attended the first meeting of the N Somerset Youth Parliament-, he explained that as part of their strategy they had chosen three priorities- - improved mental health support with few waiting lists. -Inappropriate racists and hateful behaviour (OM has chosen to work in that focus group) - Safer environment. OM - also informed the members that he had chosen to run for MEP – representing N Somerset which would be party free. All members congratulated him and said he would make a great candidate.
10.	Meeting ended- 7.05pm Date of Next Meeting – 11/11/24



WESTON-SUPER-MARE TOWN COUNCIL

Standing Orders

Date	Version	Author	Origin of change in legislation	Changed by
24.11.24	V2	Town Clerk/CEO (SP)	In line with Model Standing Orders 2024 Update (England) and changes made by (F&GP Aug 2024)	Democratic Services Manager (SB)
22.09.25	V3	Town Clerk/CEO (SP)	In line with Model Standing Orders 2025 Update (England)	Democratic Services Manager (SB)

Date policy adopted	September 2025 (November 2025)
Approved by	Town Council (22.09.25) (24.11.25)
Review cycle	Annually (in line with the Annual Meeting)
Review date	May 2026

This policy applies to Weston-super-Mare Town Council

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INTRODUCTION TO STANDING ORDERS

Standing Orders are the written rules of Weston-super-Mare Town Council. They are used to confirm the Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. Meetings of the Council, Councillors, Proper Officer (known as the Chief Executive Officer) and the Responsible Financial Officer (known as the Director of Finance and Resources) are subject to many statutory requirements.

- Standing Orders ensure that certain statutory requirements are upheld.
- A Council should have Standing Orders to confirm those statutory requirements.
- A Council should have Standing Orders to control the number of meetings, the place of meetings, the quorum at those meetings and notices and other procedures for Committee and sub Committee meetings.
- A Council must have Standing Orders for the procurement of contracts.
- Weston-super-Mare Town Council has made some modifications in line with the National Association of Local Councils Model Standing Orders 2025 Update . It has produced its own version to ensure that it operates effectively, at the same time as adhering to statutory requirements.
- Matters that appear in **bold** are mandatory statutory requirements.
- For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

Reviewed and updated September 2025

Amended September 2025

Review Date: Every year in line with the Annual Meeting (May) unless an earlier review is required or requested by Council.

1. RULES OF DEBATE AT MEETINGS

- 1.1.** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- 1.2.** A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 1.3.** A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- 1.4.** If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 1.5.** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 1.6.** If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- 1.7.** An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- 1.8.** A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 1.9.** If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- 1.10.** Subject to standing order 1.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- 1.11.** One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- 1.12.** A Councillor may not move more than one amendment to an original or substantive motion.
- 1.13.** The mover of an amendment has no right of reply at the end of debate on it.
- 1.14.** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

1.15. Unless permitted by the chair of the meeting, a Councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another Councillor;
- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

1.16. During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

1.17. A point of order shall be decided by the chair of the meeting and their decision shall be final.

1.18. When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a Committee or sub-Committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

1.19. Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

1.20. Excluding motions moved under standing order 1.18, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

1.21. Alteration of Resolution:

- i. A Councillor may, with the consent of their seconder, move amendments to their own resolution.

2. DISORDERLY CONDUCT AT MEETINGS

2.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

2.2. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any Councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

2.3. If a resolution made under standing order 2.2 is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-Committee meetings	●
Consultative Groups/Advisory Committees	●
Start and Finish Groups	●

3.1.	●	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
3.2.	●	The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the

		Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
3.3	●	The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
3.4	● ●	Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
3.5		Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
3.6		The period of time designated for public participation at a meeting in accordance with standing order 3.5 shall not exceed (15) minutes unless directed by the chair of the meeting.
3.7		Subject to standing order 3.6, a Councillor of the public shall not speak for more than (15) minutes.
3.8		In accordance with standing order 3.5, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
3.9		[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

3.10		A person who speaks at a meeting shall direct their comments to the chair of the meeting.
3.11		Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
3.12	● ●	Subject to standing order 3.10, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
3.13	● ●	A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
3.14	● ●	The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. 3.14.1 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.” 3.14.2 The Council, Committee or Sub-Committee shall state the special reason for exclusion. 3.14.3 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. 3.14.4 Audio or video recording the recording of proceedings on a device or photographs may be made of any part of the meeting from which the press and public are not excluded without the express permission of the Chair 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. 3.14.5 If a Councillor of the public interrupts the proceedings at any meeting, the Chair 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 Chair may adjourn the meeting for such period as is necessary to restore order.
3.15	●	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
3.16	●	The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
3.17	● ● ●	Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.
3.18	● ● ●	The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. <i>See standing orders 6.8 and 6.9 for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i>
3.19	●	Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against

		that question. Such a request shall be made before moving on to the next item of business on the agenda.
3.20		The minutes of a meeting shall include an accurate record of the following: • the time and place of the meeting; • the names of Councillors who are present and the names of Councillors who are absent; • interests that have been declared by Councillors and non-Councillors with voting rights; • the grant of dispensations (if any) to Councillors and non-Councillors with voting rights; • whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered; • if there was a public participation session; and • the resolutions made.
3.21	● ● ●	A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
3.22	●	No business may be transacted at a meeting unless at least one-third of the whole number of Councillors of the Council are present and in no case shall the quorum of a meeting be less than three. <i>See standing order 4.4viii for the quorum of a Committee or sub-Committee meeting.</i>
3.23	● ● ●	If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
3.24		A meeting shall not exceed a period of (3) hours.

3.25	<u>Confidential Business</u> 325.1 No Councillor of the Council or of any Committee or sub-Committee shall disclose to any person not a Councillor of the Council any business declared to be confidential by the Council, the Committee or the sub-Committee as the case may be. 325.2 Any Councillor in breach of the provisions of paragraph 325.1 of this Standing Order shall be removed from any Committee or sub-Committee of the Council by the Council.
3.26	<u>Variation, Revocation and Suspension of Standing Order</u> 3.26.1 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. 3.26.2 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.
3.27	<u>Record of Attendance at Meetings</u> The Town Clerk shall maintain a Record of Attendances in respect of meetings of the Council and of its Committees.

4. COMMITTEES AND SUB-COMMITTEES

4.1. Unless the Council determines otherwise, a Committee may appoint a sub-Committee whose terms of reference and Councillors shall be determined by the Committee.

4.2. The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.

4.3 Unless the Council determines otherwise, all the members of an advisory Committee and a sub-Committee of the advisory Committee may be non-councillors.

4.4 The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. DELEGATED POWERS

Please read in conjunction with the Committee Terms of Reference document where full delegations are explained.

- 5.1.** Without prejudice to the Town Clerk's general managerial responsibilities and the approved scheme of Committee and Officer Delegations no group of Councillors, individual Councillor or Officer shall have delegated power to take decisions on behalf of the Council except as provided by this Standing Order.
- 5.2.** 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 Councillors (which shall consist of at least three) or to the Town Clerk.
- 5.3.** In the event of any matter arising which requires an urgent decision the Town Clerk shall forthwith consult with the Chair and Vice-Chair of the appropriate

Committee (and also with the Chair and Vice-Chair of the Committee if the matter involves expenditure not provided for in the annual estimates) and those Councillors so consulted shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

5.4. Before exercising the delegated powers granted by 5.1 of this Standing Order, those Councillors consulted shall consider whether the matter is of sufficient importance to justify the summoning of a Extraordinary Meeting of the appropriate Committee in accordance with Standing Order 7 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.

5.5. 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.

6. ORDINARY COUNCIL MEETINGS

6.1. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.

6.2. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

6.3. If no other time is fixed, the annual meeting of the Council shall take place at 5pm.

6.4. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.

6.5. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

6.6. The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.

6.7. The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

6.8. In an election year, if the current Chair of the Council has not been re-elected as a Councillor of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new

Chair of the Council but shall give a casting vote in the case of an equality of votes.

6.9. In an election year, if the current Chair of the Council has been re-elected as a Councillor of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

6.10. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- i. In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a Committee;
- iv. Consideration of the recommendations made by a Committee;
- v. Review of delegation arrangements to Committees, sub-Committees, staff and other local authorities;
- vi. Review of the terms of reference for Committees;
- vii. Appointment of Councillors to existing Committees;
- viii. Appointment of any new Committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 13, 21 and 22*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6.11 Presence of Non-Councillors of Committees at Committee Meetings

- i. A Councillor who has proposed a motion which has been referred to any Committee of which that person is not a Councillor, may explain the motion to the Committee but shall not vote.
- ii. Any Council Councillor 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 Councillor and, at the discretion of the Chair, be permitted to speak but not vote.

7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

7.1 The Chair of the Council may convene an extraordinary meeting of the Council at any time.

7.2 If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.

7.3 The Chair of a Committee [or a sub-Committee] may convene an extraordinary meeting of the Committee [or the sub-Committee] at any time.

7.4 If the Chair of a Committee [or a sub-Committee] does not, or refuses, to call an extraordinary meeting within 7 days of having been requested to do so by 4 Councillors of the Committee [or the sub-Committee], any 4 Councillors of the Committee [or the sub-Committee] may convene an extraordinary meeting of the Committee [or a sub-Committee]. The statutory public notice giving the time, venue and agenda for such a meeting, must be signed by the 4 councillors in consultation with the Chief Executive Office / Town Clerk.

8. PREVIOUS RESOLUTIONS

8.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 Councillors to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a Committee or a sub-Committee.

8.2 When a motion moved pursuant to standing order 8.1 has been disposed of, no similar motion may be moved for a further six months.

9. VOTING

9.1 VOTING

- i. Councillors shall vote by show of hands.
- ii. If a Councillor so requires, the Town Clerk shall record the names of the Councillors 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.
- iii. Subject to 9.2.i and 9.2.ii below the Chair 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 Chair gave an original vote.
- iv. If the person presiding at the Annual Meeting would have ceased to be a Councillor of the Council but for the statutory provisions which preserve the Councillorship of the Chair and Vice-Chair until the end of their term of office that person may not give an original vote in an election for Chair.

- v. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

9.2 VOTING IN COMMITTEES

- i. Councillors of Committees and sub-Committees shall vote by show of hands. The provisions of Standing Order 9.1 apply to Committees and Sub-Committees.
- ii. Chair of Committees and sub-Committees shall, in the case of an equality of votes, have a second or casting vote.
- iii. Co-opted Councillors of Committees and Sub-Committees will not be eligible to vote; however, due consideration will be given to their input to the debate.

9.3 VOTING ON APPOINTMENTS

- i. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9.4 CLOSURE

- i. At the end of any speech a Councillor 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 Chair 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 Chair 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.

10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 10.1.** A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 10.2.** No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- 10.3.** The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 10.4.** If the Proper Officer considers the wording of a motion received in accordance with standing order 10.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- 10.5.** If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 10.6.** The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 10.7.** Motions received shall be recorded and numbered in the order that they are received.
- 10.8.** Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- 11.1.** The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular Committee or sub-Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or sub-Committee and their Councillors;

- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a Councillor or a Councillor of the public;
- xiii. to exclude a Councillor or Councillor of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

12. MANAGEMENT OF INFORMATION

See also standing order 21.

- 12.1 The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- 12.2 The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- 12.3 The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- 12.4 Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. DRAFT MINUTES

Full Council meetings



Committee meetings



Sub-Committee meetings



Consultative Groups/Advisory Committees



Start and Finnish Groups



13.1		If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
13.2		There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11.1.ii.
13.3		The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
13.4		If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect: “The chair of this meeting does not believe that the minutes of the meeting of the XX held on [date] in respect of XX were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
13.5	 	If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
13.6		Subject to the publication of draft minutes in accordance with standing order 13.5 and standing order 13.1 and following a resolution which confirms the accuracy of the minutes of a meeting,

		the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
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14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3.21.

14.1 All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.

14.2 Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

14.3 Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

14.4 **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

14.5 A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or Committee or sub-Committee for which the dispensation is required] and that decision is final.

14.6 A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

14.7 Subject to standing orders 14.4 and 14.5, a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or Committee or sub-Committee for which the dispensation is required].

14.8A dispensation may be granted in accordance with standing order 14.5 if having regard to all relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

15. CODE OF CONDUCT COMPLAINTS

15.1 Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.

15.2 Where the notification in standing order 14.2 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff Councillor to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14.4.

15.3 The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

15.4 Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15.5 Complaints Procedure The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or Councillor 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.

16. ROLES AND RESPONSIBILITIES

16.1. THE ROLE OF THE LEADER

The role of Leader of Council (or Deputy Leader in their absence) is to:

- i. Provide leadership to the Council but with no executive powers
- ii. Act as a liaison between the Chief Executive in indicating priorities and programmes for inclusion in Council business
- iii. Be responsible for working with other Councillors as appropriate to outline the Council strategy
- iv. Be first point of contact for the Chief Executive when a political or policy response is needed.

16.2. THE ROLE OF THE GROUP LEADERS

- i. In line with the political composition and proportionality of the Council the Council has identified the role of group leaders, for each political party or for a group of Councillors who are not Councillors of a political party.

16.3. THE ROLE OF THE GROUP LEADERS IS TO:

- i. Group leaders and deputies to attend meetings with the Town Clerk and Senior Staff to aid communication with regard to council business within political groups – recognising that individual councillors or collectively as a 'group' they do not have, and cannot be given executive powers to make

decisions on behalf of the council (aside from otherwise outlined in standing orders)

- ii. Compile the list of proposed Councillors and a substitute Councillor for each standing Committee and sub-Committee at each annual town Council meeting.
- iii. Ensure that each Councillor within that group has the opportunity to fill a seat on a Committee and sub-Committee and start and finish group.
- iv. Invite the group substitute Councillor to attend a Committee or sub-Committee.
- v. meeting when a vacancy is made, either due to a Councillor being absent or a Councillor submitting their resignation to that Committee.

16.3 THE ROLE OF THE CHAIR

- i. Chair's announcements are for this purpose only and are not to be used for debate.

16.4 THE ROLE OF THE PROPER OFFICER (TO BE KNOWN AS THE CHIEF EXECUTIVE OFFICER / TOWN CLERK)

16.4.1 The Proper Officer shall be either (i) the clerk or (ii) other staff Councillor(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

16.4.2 The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a Committee or a sub-Committee,**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3.2 for the meaning of clear days for a meeting of a full council and standing order 3.3 for the meaning of clear days for a meeting of a Committee;

- ii. subject to standing order 10, include on the agenda all motions in the order received unless a Councillor has given written notice at least 2 days before the meeting confirming his/her/their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Planning and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Environment Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.*(see also standing order 23)*.

16.5 RESPONSIBLE FINANCIAL OFFICER

- i. The Council shall appoint appropriate staff Councillor(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

17.1 "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

17.2 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

17.3 The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

17.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

17.5 The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

18.1 The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

18.2 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

18.3 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-Committee with delegated responsibility.

18.4 Neither the Council, nor a Committee or a sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

18.5 Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

18.6 Resolutions on Expenditure

18.6.1 Any motion which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee, or of another Committee after recommendation by the Policy & Finance Committee and which, if carried, would, in the opinion of the Chair 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.

19. HANDLING STAFF MATTERS

19.1 A matter personal to a Councillor of staff that is being considered by a meeting of the Personnel Committee OR the Grievance and Appeals sub-Committee is subject to standing order 12.

19.2 Subject to the Council's policy regarding absences from work, the Council's most senior Councillor of staff shall notify the chair of the Personnel Committee OR the Grievance and Appeals sub-Committee or, if they is not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee OR the Grievance and Appeals sub-Committee at its next meeting.

19.3 The chair of the Personnel Committee and leader of Council or in his/her/their absence, the vice-chair and deputy leader of council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the

Chief Executive Officer / Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.

19.4 Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior Councillor of staff (or a designated Councillor of the senior management team as directed by the Chief Executive Officer / Town Clerk) shall contact the chair of the Personnel Committee OR the Grievance and Appeals sub-Committee or in his/her/their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee OR the Grievance and Appeals sub-Committee.

19.5 Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Council's most senior Councillor of staff (or a designated Councillor of the senior management team as directed by the Chief Executive Officer / Town Clerk) relates to the chair or vice-chair of the Personnel Committee OR the Grievance and Appeals sub-Committee, this shall be communicated to another Councillor of Committee OR sub-Committee, which shall be reported back and progressed by resolution of the Personnel Committee OR the Grievance and Appeals sub-Committee.

19.6 Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

19.7 In accordance with standing order 12.1, persons with line management responsibilities shall have access to staff records (only upon approval by the Director of Finance and Resources / RFO, or the Chief Executive Officer / Town Clerk.

19.8 Discussions and Resolutions Affecting Employees of the Council

- i. 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 3.4.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

20.1 In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

20.2 *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

20.3 *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 12.

21.1 The Council may appoint a Data Protection Officer.

21.2 The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

21.3 The Council shall have a written policy in place for responding to and managing a personal data breach.

21.4 The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

21.5 The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

21.6 The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

22.1 Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 16.4 xii, xvii

23.1 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

23.2 [Subject to standing order 23.1, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.]

The above is applicable to a Council with a common seal.

OR

23.3 [Subject to standing order 23.1, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

24.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

24.2 Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward Councillor(s) representing the area of the Council.

25 RESTRICTIONS ON COUNCILLOR ACTIVITIES

25.1 Unless duly authorised no Councillor shall:

25.2 inspect any land and/or premises which the Council has a right or duty to inspect;
or

25.3 issue orders, instructions or directions.

26 CANVASSING OF AND RECOMMENDATION BY COUNCILLORS

26.1 Canvassing of Councillors 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.

26.2 A Councillor 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 Councillor may give a

written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

27. INSPECTION OF DOCUMENTS

- 27.1** A Councillor 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.

28. STANDING ORDERS GENERALLY

- 28.1** All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 28.2** A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 Councillors to be given to the Proper Officer in accordance with standing order 10.
- 28.3** The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- 28.4** The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



Town Council 24th November 2025

Visit Weston Website

Report from the Senior Development Officer

1. Purpose and Background of Report

Purpose

To approve the recommendation from Amenities Culture and Leisure regarding the Visit Weston Website Procurement.

Amenities Culture and Leisure 10th November 2025

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Robert Skeen

A vote was taken and carried. Accordingly. (6for 1x abstention)

RESOLVED:

1. To appoint Plaster as the contractor to undertake the Visit Weston Website requirements (noting they were the highest scoring overall).
2. To recommend to full Town Council on the 24th November 2025, that the order for the works can be raised, whilst recognising that the budget provision for the works has been included within the 2026/2027 budget setting process to allow the build to commence and be completed prior to the current website contract ceasing 31/03/26

Background

Weston-super-Mare Town Council entered into a contract with Simpleview in December 2021. This contract was extended by resolution of Amenities Culture and Leisure November 2024, under permitted extension (3 years with an option to extend to 5 years on a rolling contract on an annual basis). The extended contract with Simpleview will conclude on the 31st March 2026, after which the Visit Weston Website will no longer be operational.

To ensure continuity of service, a tender process was undertaken to procure a new website provider. The tender was evaluated and awarded by the Amenities, Culture and Leisure Committee on 10th November 2025.

The new hosting and support contract will commence 1st April 2026, meaning the cost will be incurred from this date. However, the order must be placed in advance to allow sufficient time for the build, development and transition activities.



2. Options for Council

1. Approve the order for the Visit Weston Website contract with Plaster in line with the Amenities Culture and Leisure resolution and recommendation
2. Do nothing. This would result in the Visit Weston Website ceasing on the 31st March 2026.

3. Reason for Recommendation

To ensure compliance with the Town Council's financial regulations and to secure continuity of the Visit Weston website beyond the end of the current contract period.

4. Expected Benefits

Continued operation of the Visit Weston website, ensuring no gap in provision between the current contract and the new website launch.

5. Implications

5.1. Legal

The Town Council will need to enter into a contract with Plaster for the design and build of the website, as well as the ongoing maintenance (3 years with an option to extend to 5 years on a rolling contract on an annual basis).

5.2. Risks

Without approval, the Visit Weston Website will cease 31st March 2026.

5.3. Financial Implications

Costs have been incorporated into the 2026/2027 budget setting process, covering the commencement of the contract from 1st April 2026.

5.4. Timescales

The website build will be completed to ensure the new site is fully operational by 1st April 2026.

5.5. Stakeholders

Local residents, visitors, businesses, and the wider tourism community.

5.6. Contractors

Plaster

5.7. Crime & Disorder (councils have a legal duty to consider impact)

n/a

5.8. Biodiversity (councils have a legal duty to consider impact)

n/a



WESTON-SUPER-MARE TOWN COUNCIL

5.9. Privacy Impact (consider Privacy Impact assessment)

n/a

5.10. Equality & Diversity (councils have a legal duty to consider impact)

n/a

6. Appendices

n/a

7. Members are recommended to:

Approve the order for the design and build of the Visit Weston Website to be raised, whilst recognising that the budget provision for the works has been included within the 2026/2027 budget setting process to allow the build to commence and be completed prior to the current website contract ceasing 31/03/26.

Molly Matthews

Senior Development Officer

Drafted 14th November 2025



Town Council 24th November 2025

Armed Forces Covenant

Rebecca Saunders PA to the CEO/Town Clerk and Civic Officer

1. Purpose

To approve The Recommendation from the Finance and General Purposes Committee.

2. Background of Report

The Armed Forces Covenant is a Commitment that together we acknowledge and understand that those who serve or have served in the Armed Forces, and their families, including the bereaved, should be treated with fairness and respect in the communities, economy, and society they serve with their lives.

Its two principles are that, recognising the unique obligations of, and sacrifices made by, the Armed Forces:

- Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services.
- Special Consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

North Somerset Council has confirmed that its Armed Forces Covenant will now apply exclusively to its own authority. Weston-super-Mare Town Council was previously a signatory under the joint Covenant but must now adopt its own version in order to reaffirm its ongoing support for the Armed Forces community in Weston-super-Mare.

A draft Covenant has been prepared, aligning with the principles of the national Armed Forces Covenant and reflecting the Town Council's specific local commitments. These include working with local military representatives, veterans' organisations, schools, and community partners to ensure fair treatment and recognition of service personnel and their families.

The adoption of a standalone Covenant will:

- Reinforce the Council's support for the Armed Forces community.
- Enable participation in national Armed Forces Covenant initiatives.
- Facilitate future partnership projects and funding opportunities linked to the Covenant.



3. Options for Council

To approve the recommendation from the Finance and General Purposes Committee to adoption of a standalone Armed Forces Covenant specific to Weston-super-Mare Town Council, following North Somerset Council's decision to make their Covenant exclusive to their authority.

4. Reason for Recommendation

WSMTC signed North Somerset Council's (NSC) Armed Forces Covenant back in June 2013. Since then NSC updated their covenant in December 2023 and encouraged parish and town councils to sign their own Covenant.

5. Expected Benefits

This would enable WSMTC to apply for the defence employer recognition scheme.

6. Implications

Were dependant on pledges committed to.

6.1. Legal

N/A

6.2. Risks

N/A

6.3. Financial Implications

Were dependant on pledges committed to.

6.4. Timescales

N/A

6.5. Stakeholders

N/A

6.6. Contractors

N/A

6.7. Crime & Disorder (councils have a legal duty to consider impact)

N/A



6.8. Biodiversity (councils have a legal duty to consider impact)

N/A

6.9. Privacy Impact (consider Privacy Impact assessment)

N/A

6.10. Equality & Diversity (councils have a legal duty to consider impact)

N/A

7. Supporting documents:

- Draft Armed Forces Covenant (attached)

8. Members are recommended to:

Recommend to Full Council:

1. That Weston-super-Mare Town Council adopts its own **Armed Forces Covenant**, reflecting its continuing commitment to the Armed Forces community;
2. That the **Town Clerk/Chief Executive Officer** be authorised to finalise the wording of the Covenant in consultation with the Chair of Council and relevant partners; and
3. That arrangements be made for a formal **signing ceremony** with local Armed Forces representatives and community stakeholders.

Rebecca Saunders

PA to the CEO/Town Clerk and Civic Officer

25th September 2025



Weston-super-Mare Town Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our Town and our country.

Signed on behalf of: Weston-super-Mare Town Council Signed: Name: Position: Date:	Signed on behalf of: Ministry of Defence Signed: Name: Position: Date:
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WESTON-SUPER-MARE TOWN COUNCIL



Ministry
of Defence

Armed Forces Covenant

Weston-super-Mare Town Council

The Armed Forces Covenant

An Enduring Covenant Between:

- The People of the United Kingdom
- His Majesty's Government
- and —
- All those who serve or have served in the Armed Forces of the Crown
- And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces.

In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for the injured or the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, Weston-super-Mare Town Council, will endeavour in our activities and business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- No member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen.
- In some circumstances, special treatment may be appropriate, especially for the injured or bereaved.

Section 2: Demonstrating our Commitment

2.1 We recognise the value that Serving Personnel, both Regular and Reservists, Veterans and military families bring to our community and our country. We will seek to uphold the principles of the Armed Forces Covenant by:

Promoting the Armed Forces

- Promoting our support for the Armed Forces community through council publications, website, and social media channels.

- Publicising our Covenant pledges on a dedicated section of the Council website, which will also provide links to local and national support organisations (e.g. SSAFA, Royal British Legion, Veterans' Gateway).
- Ensuring that Armed Forces Covenant pledges, events, and commemorations are regularly featured in Council newsletters, noticeboards, and social media.
- Having a named Armed Forces Champion within the Council as a point of contact for the Armed Forces community, who will also report annually to Full Council on progress.

Veterans, Reservists, Service Spouses & Cadets

- Welcoming applications from and guaranteeing interviews to veterans who meet the job specification criteria.
- Supporting employment opportunities for Service spouses and partners by advertising vacancies through Armed Forces channels and offering flexibility around deployment.
- Supporting employees who are members of the Reserve Forces or Cadet Adult Volunteers, including additional leave for training and activities.
- Supporting local cadet organisations and maintaining or expanding the Mayor's Cadet scheme to strengthen civic links with the Armed Forces community.

Community Engagement & Events

- Supporting national events such as Armed Forces Day, Reserves Day, the Poppy Appeal and Remembrance activities.
- Organising and supporting local commemorations of significant anniversaries and facilitating military and cadet parades through the town.
- Making council venues available, at reduced or no cost, for Armed Forces-related community events such as coffee mornings, breakfast clubs and fundraising activities.
- Where appropriate, recognising the contributions of local Armed Forces personnel, veterans, cadets and volunteers at civic receptions or awards evenings.

Support for Armed Forces Charities

- Supporting local Armed Forces charities with fundraising and enabling staff and councillors to volunteer.

Section 3: Publicity and Feedback

2.2 We will publicise these commitments through our website, social media, and printed literature. We will also invite feedback from the Armed Forces community, partners, and the public on how we are delivering on our pledges, ensuring continuous improvement.