



**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE SPECIAL TOWN COUNCIL MEETING  
HELD AT THE MUSEUM ON  
MONDAY 17<sup>TH</sup> JUNE 2024**

**Meeting Commenced:** 7:00 pm

**Meeting Concluded:** 7:27 pm

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

**ALSO, IN ATTENDANCE:** Sarah Pearse (Town Clerk), Fay Powell (Assistant Town Clerk Operational Services), Samantha Bishop (Democratic Services Manager), Rebecca Saunders (Civic & Committee Officer) and Molly Maher (Senior Development Officer).

<b>33.</b>	<p><b>Apologies for Absence and Notification of Substitutions</b></p> <p>Apologies for absence were received from Councillor Helen Thornton, Mark Canniford and James Clayton.</p>
<b>34.</b>	<p><b>Declarations of Interest</b></p> <p>There were none received.</p>
<b>35.</b>	<p><b>To approve the accuracy of the minutes of the Town Council Meeting held on 16<sup>th</sup> May 2024</b></p> <p>The minutes of the last meeting had been previously circulated.</p> <p>It was noted that Councillor Charles Williams was present and that Robert Skeen had sent his apologies to the meeting. Also, there was a typo under item 7, which needed to reflect that Councillor Ciaran Cronnelly was elected Leader of the Council for the year 2024-25.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p>

	<p><b>RESOLVED:</b> That with the above amendments, the minutes be approved and signed by the Chair as a true record of the meeting.</p>
36.	<p><b>To approve the accuracy of the minutes of the Policy &amp; Finance Committee Meeting held on 15<sup>th</sup> April 2024</b> (attached)</p> <p>The minutes of the last meeting had been previously circulated.</p> <p><b>PROPOSED BY:</b> Richard Tucker  <b>SECONDED BY:</b> Ciaran Cronnelly</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the minutes be approved and signed by the Chair as a true record of the meeting.</p>
37.	<p><b>Election of a Deputy Leader of the Town Council 2024/2025</b></p> <p>The Chair invited nominations</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronelly  <b>SECONDED BY:</b> Councillor Ray Armstrong</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That Councillor Robert Payne be elected as Deputy Leader of the Town Council 2024/2025</p>
38.	<p><b><u>Finance and Procurement</u></b></p> <p><b>1. Monthly Financial Reports March &amp; April 2024</b></p> <p><b>a) For Approval</b>  Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the schedule of Unapproved Expenditure be approved.</p> <p><b>b) For Noting</b></p> <ul style="list-style-type: none"> <li>i. Bank Reconciliations</li> <li>ii. Budgetary Control Report</li> <li>iii. Bank Interest Report</li> <li>iv. Schedule of Receipted Income</li> <li>v. Bad debt report</li> <li>vi. Overspend report</li> </ul> <p><b>RESOLVED:</b> That the monthly financial reports be noted.</p>
39.	<p><b>Year End Accounts for the year to 31<sup>st</sup> March 2024</b></p> <p><b>.1 To receive the Final Interim Audit Report for the year 2024-25</b></p>

	<p>The final interim report for the year had been previously circulated and it was noted that the full accounts were still to follow, due to the council’s auditor being taken ill.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Martin Williams</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the Final Interim Audit Report for the year 2024-25 be received.</p> <p><b>.2 Year End Accounts for the year ending 31/03/24</b></p> <p><b>.3 As part of the Audit requirement members are requested to;</b></p> <ol style="list-style-type: none"> <li>a) Consider the Accounting Statements (AGAR – Annual return) by members as a whole;</li> <li>b) Approve the Accounting Statements (AGAR – Annual return) by resolution; and Sign and date as required (AGAR – Annual return)</li> <li>c) Sign and date as required (AGAR – Annual return)</li> <li>d) Receive and Note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return)</li> </ol> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To approve the Accounting Statements (AGAR – Annual return) by members as a whole;</li> <li>2. To approve the Accounting Statements (AGAR – Annual return) by resolution; and Sign and date as required (AGAR – Annual return)</li> <li>3. That the Chairman sign and date as required (AGAR – Annual return)</li> <li>4. To note that the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return) were to follow and once received, be deferred for approval by the Policy &amp; Finance Committee on the 19<sup>th</sup> August.</li> </ol>
<p><b>40.</b></p>	<p><b>Old Town Quarry Appointment of Building Contractor</b></p> <p>To receive the report from the council Contract Administrator (Currie Brown) following the procurement exercise.</p> <p>Members were requested to appoint a main contractor for works, subject to the signing of the lease.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Robert Payne</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> To appoint John West Contractors for the Old Town Quarry refurbishment works, as detailed on page 11 of Currie &amp; Brown’s report and subject to the signing of the lease.</p>
<p><b>41.</b></p>	<p><b>Water Adventure Play Park – Play area refurbishment Contractor Appointment</b></p>

It was noted that the technical scoring was extremely close, however the panel were unanimous in their choice due to the fact that the design was striking and enclosed which would act as a deterrent to anti-social behavior.

**PROPOSED BY:** Councillor Crew

**SECONDED BY:** Councillor Harrison-Morse

A vote was taken and accordingly it was **carried**. (2against)

**RESOLVED:** To appoint Proludic for the Water Adventure Play Park – play area refurbishment works, as detailed on page 10 of the tender report.

**42. Other Business**

**Committee Structure Review.**

**.1 Background with regards to Current Structure**

The report of the Town Clerk had been previously circulated and was noted by members.

**.2 Committee Review – Proposed Committee Structure and Terms of Reference**

The proposed committee Structure, terms of reference and calendar of meetings had been previously circulated.

Additionally, the proposed committee membership supplied by group leaders was circulated at the meeting.

The following amendments were then proposed by the Leader which had been circulated to members via email ahead of the meeting:

**SUB COMMITTEES**

Civic matters sub-committee

- To become a consultative group that reports to Finance and General Purposes Committee
- Membership to include Mayor, Deputy Mayor, Group Leaders, Town Clerk. Deputy Leaders are able to substitute for Group Leaders

Grievance and appeals sub-committee

- Membership to be changed to include all those on personnel committee as default, and three councillors - one from each party - will hear grievances or appeals

Complaints, Freedom of Information and Data Protection Sub-Committee

- Sub-committee to be deleted
- Reporting of the council's response to complaints, and FOI - such as overview of number of complaints, period of time taken to respond to complaints, outcomes of complaints - to be reported to the Finance and General Purposes committee on an annual basis
- For clarity responsibility for investigating and responding to non-staff formal complaints sits with the Town Clerk (who may delegate to other senior officers) and the Mayor as per complaints procedure.

Grants and Governance sub-committee

- Membership to be changed to 7

## COMMUNITY CONSULTATIVE GROUPS

### All

- Terms of reference to be changed to confirm that consultative groups are for the community and are to be chaired by the external individuals/organisations and not elected members.

### Anti-racism

- This Council recognises the importance of being an anti-racist council and wishes to put in place an anti-racism champion. This position will be appointed annually as part of the external appointments process and the champion will be elected from a member of full council.
- Their role will be to liaise with groups and organisations to help push forward our council's commitment to anti-racism, as well as provide the political leadership to support the town council deliver internally on its anti-racism commitments.
- This role report back to full council on an annual basis.
- The council requests the Town clerk to draw up a role profile ahead of the next council meeting where a councillor will be appointed to this role
- The current anti-racism working group is intended to continue, with attendance from the anti-racism champion, but will not be part of the formal committee structure reporting to any committee.

## START AND FINNISH GROUPS

### Quarry and Blakehay Business Review

- Reduce from 8 to 7 members.

A further amendment was proposed and accepted

### Amenities, Culture and Leisure Committee's

To add:

- To promote Weston-super-Mare as a Tourism Centre through the Visitor Information Centre and tourism partners.

It was noted that page 17 of the terms of reference needed to reflect that the Consultative Groups were 3 members of full council.

Members clarified changes to the committee membership, which would be updated and recirculated as part of the committee structure review.

It was therefore

**PROPOSED BY:** Councillor Cronnelly

**SECONDED BY:** Councillor Martin Williams

A vote was taken and accordingly it was **carried**.

**RESOLVED:**

	<p>1. To adopt the revised committee structure for use with immediate effect, as follows:</p> <p>2. To approve document 10.2 Committee Review – Proposed Committee Structure and Terms of Reference with the above amendments.</p> <p>3. To appoint and approve the committee membership to the revised structure as circulated and amended.</p>
<p><b>43.</b></p>	<p><b>To approve the Council’s Service Level Agreements</b></p> <p>The report of the Town Clerk had been previously circulated which advised the council to progress and enable issue of new and revised Service Level Agreements (SLA’s) to <u>all</u> current community partners (not withstanding individual resolutions previous made) following various reviews and meetings held in the previous financial year that had not concluded the process during 2023 / 2024.</p> <p>Members were requested to approve the SLA for the following organisations:</p> <ul style="list-style-type: none"> <li>a) Weston super Mare Town Centre Partnership (as attached)</li> <li>b) YMCA (as attached)</li> <li>c) Somewhere to Go (to follow)</li> <li>d) Citizens Advice North Somerset (as attached)</li> </ul> <p>It was noted that the SLA for Somewhere to Go (C) would be deferred to the Policy and Finance Committee, pending further confirmations.</p> <p><i>At this point in the meeting Councillor Ciaran Cronnelly declared an prejudicial interest.</i></p> <p><b>PROPOSED BY:</b> Councillor Robert Payne  <b>SECONDED BY:</b> Councillor Gill Bute</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>1. That the Service Level Agreements for Weston super Mare Town Centre Partnership, YMCA and Citizens Advice North Somerset be approved.</li> <li>2. That pending further confirmations, the Service Level Agreement for Somewhere to Go would be deferred to the Finance and General Purposes Committee on 19<sup>th</sup> August for approval.</li> </ul>
<p><b>44.</b></p>	<p><b>Motion under Standing Order 11 PROPOSED BY:</b> Councillor John Crockford-Hawley</p> <p>A paper outlining the full motion content had been previously circulated.</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley  <b>SECONDED BY:</b> Councillor Martin Williams</p> <p>A vote was taken and accordingly it was <b>lost</b>. (3for 8against)</p>
	<p>There being no further business, the Chair closed the meeting at 7.27 pm.</p>

	Signed: ..... Dated: .....