

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE COMMUNITY SERVICES COMMITTEE
HELD AT GROVE HOUSE ON
MONDAY 9TH SEPTEMBER 2019**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.20 pm

PRESENT: Councillors Gill Bute, Gillian Carpenter, James Clayton, Peter Crew (S), Ciaran Cronnelly, Peter Fox, Peter McAleer, Daniel Marcos-Ashworth (S), and Helen Thornton.

ALSO IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Samantha Bishop (Committee Officer), Sarah Pearse (Deputy Town Clerk/RFO), Fay Powell (Grounds Manager), Matthew Hardy (Visitor Services Manager), Sally Heath (Theatre Supervisor), Zoe Scott (Community and Grounds Administrator),

147	<p>Apologies for Absence and Notification of Substitutions</p> <p>Apologies for absence were received from Councillors Roz Willis who was substituted by Councillor Peter Crew and Sarah Coling who was substituted by Councillor Daniel Marcos-Ashworth.</p> <p>Councillors Marc Aplin, Roger Bailey, John Crockford-Hawley and Ella Sayce were absent from the meeting.</p> <p>RESOLVED: That the apologies be received and noted.</p>
148	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest received.</p>
149	<p>To approve the accuracy of the minutes of the Community Service Committee meeting held on 2019</p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Peter Fox SECONDED BY: Councillor Gill Bute</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman as a true record of the meeting.</p>
150	<p>References from other Committees</p> <p>150.1 Minutes of Weston in Bloom Working Party held on 25th June 2019 (approved) and 20th August 2019 (unapproved)</p> <p>The minutes had been previously circulated with the agenda.</p> <p>The Town Clerk advised that the judging had taken place and the Awards ceremony was scheduled for a date TBA in October. It had been agreed by the Working Party that the volunteer's tickets would be funded by the council but not the transport costs.</p>

	<p>A member felt that the Working Party should fund the transport costs as a gesture of appreciation to the volunteers.</p> <p>The Town Clerk advised that it would need to be a decision made by the working party subject to budget and that the volunteers received an evening hosted by the Mayor to mark their appreciation.</p> <p>The Deputy Town Clerk added that the Museum also hosted a volunteers evening which could also be rolled out to the Weston In Bloom volunteers.</p> <p>RESOLVED: That the minutes be received and noted.</p> <p>150.2 Minutes of the Museum and Heritage Sub Committee The minutes had been previously circulated with the agenda.</p> <p>RESOLVED: That the minutes be received and noted.</p>
151	<p>Management Reports:</p> <p>151.1 Youth Services</p> <p>The report of the Operations Manager - YMCA was circulated at the meeting.</p> <p>As the Operations Manager was not in attendance, The Town Clerk advised that any questions would be directed to him and that Youth Council Minutes were on the agenda for the following week's Town Council meeting for comments.</p> <p>RESOLVED: That the report of the Operations Manager - YMCA be noted.</p> <p>151.2 The Blakehay Theatre</p> <p>The report of the Theatre Supervisor had been previously circulated with the agenda.</p> <p>The Theatre Supervisor had nothing to add and was welcoming of any questions.</p> <p>The Chairman advised that subject to the approval of changes to the committee structure at the Town Council meeting, this would be the last report for the Blakehay Theatre at this committee.</p> <p>RESOLVED: That the report of the Theatre Supervisor be noted.</p> <p>151.3 Weston Museum</p> <p>The report of the Visitor Services Manager had been previously circulated with the agenda.</p> <p>Again the Chairman advised that subject to the approval of changes to the committee structure at the Town Council meeting, this would be the last report for the Museum at this committee.</p> <p>The Visitor Services Manager added that it had been the Museums second anniversary since its opening on 26th August 2017 and that the Museum had welcomed over 71,000 people through the doors during that time.</p>

	<p>A member reported that he had attended two functions at the Museum which were well attended and the café was very busy.</p> <p>RESOLVED: That the report of the Visitor Services Manager be noted.</p> <p>151.4 Grounds</p> <p>The Grounds Manager introduced herself and reported that she had been spending time getting to know the grounds team and its functions. The grounds team had two posts vacant, not including the recent departure of the Amenities Officer. At present they were busy grass cutting and ready to start the flower bed planting schedule. The Water Park had had a very busy season.</p> <p>A member informed that she met the Grounds Manager for a tour of the Cemetery which was very interesting and encouraged other members to do the same. The Grounds Manager was happy to be contacted and operated from the cemetery two days per week.</p> <p>The Town Clerk added that the Cemetery Chapel would be open during the Heritage Open days on Saturday 14th & 21st September 12.30 to 2.30pm if members wished to visit.</p> <p>The Chairman suggested that a site visit to the Cemetery in the spring for committee members would be beneficial.</p> <p>RESOLVED: That the report of the Grounds Manager be noted.</p> <p><i>The Theatre Supervisor and Visitor Services Manger left the meeting at 7.15 pm.</i></p>
<p>152</p>	<p>Community Events</p> <p>The report of the Community and Grounds Administrator had been previously circulated with the agenda.</p> <p>The Community and Grounds Administrator had nothing further to add and was happy to answer any questions.</p> <p>RESOLVED: That the report of the Community and Grounds Administrator be noted.</p>
<p>153</p>	<p>Review of Opening Hours of Public Toilets</p> <p>The Community and Grounds Administrator reported that the Grove Park toilets opening hours had been extended to 8pm as requested. The extension had neither deterred nor exacerbated the antisocial behavior problems at the site.</p> <p>A review of all the public toilet sites was requested. The Chairman informed that he had been contacted by the member on this and in order to accommodate the request he suggested a working party to review the public toilets. Working parties seemed to more effective and proactive on specific matters which had been demonstrated by the recent Dog Bin Working Party.</p>

The Chairman then requested volunteers for the Public Toilet Review Working Party. It was pointed out that Locking Road toilets would hopefully be out of the equation with the development plans for Locking Road car park.

The Deputy Town Clerk stressed that just because the extended opening hours at Grove Park toilets had not had a particular effect, this could not detract from the fact that it was still a very problematic toilet in terms of antisocial behavior and costed the council significant officer time and money.

The Chairman would also like to invite key partners onto the working party such as the police, PSCO's and Street Wardens. Councillors Pete McAleer, Pete Fox, Gill Bute, Gillian Carpenter and James Clayton volunteered for the working party.

The Town Clerk requested that officers would need a steer on what to do with Grove Park toilets' opening hours going forward. There were concerns that opening after dusk would create problems.

Discussion ensued regarding the times stated on the toilet signage and that they needed to be changed in accordance. In answer to a question the Town Clerk confirmed that the toilets had been open for the Carnival in past years, even though they were not on the Carnival route.

The Community and Grounds Administrator explained that there was a timer on the toilet doors that coincided with the opening times so it would need to be constantly changed if the opening times were changed frequently.

The Deputy Town Clerk suggested that the signs could state that when the door light was green it was open and when red was closed. In previous years the council had experienced a rise in rough sleepers through the winter months as the toilet floors were heated.

The Grounds Manager echoed the concerns regarding rough sleeper numbers increasing through the winter months from her previous employment experience as Community Response Manager.

In answer to a question whether there had been any changes since the opening of the Night Assessment center the Deputy Town Clerk informed that there had not.

The Town Clerk recommended changing the opening times of Grove Park toilets to 6pm from the 1st October.

PROPOSED BY: Councillor Pete Fox

SECONDED BY: Councillor Peter McAleer

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

RESOLVED:

1. That Grove Park toilets close at 6pm and that the signage be changed to reflect this.

2. That a Working Party be formed and meet to review all toilets sites and report back to the next meeting on 11th November 2019.

154 Dog Bins

154.1 Dog Bin Emptying Contract – Reference from Expenditure and Governance Working Party 9th September 2019

The minute extract which outlined a recommendation was available at the meeting.

The Chairman thanked the members who volunteered their time and efforts on the Dog Bin Working Party.

The Grounds Manager clarified that PSS stood for Public Sector Software which was an asset management system already in place of which dog bins could be added. The system could formulate inspections and could appear as an app on mobile phones, which could take and upload photos.

The Chairman informed that this system would then act as proof of emptying the bins and should be implemented regardless of which option the council approved.

Debate ensued. It was queried why the current contractor had not signed the contract; and what risks this posed for the council. The Town Clerk explained that when the contact was renewed, with a one months' notice period, the contractor had reservations of signing it. The council's legal position was that there was a service provided for which payment was received. Therefore a contract existed but the terms had a degree of uncertainty and the risk was that the contactor could walk away from the contact without notice. Unsigned contracts were not an uncommon thing in the public sector, services were commenced and contacts negotiated later.

It was questioned whether option 1 mentioned within the Town Clerk's/Grounds Managers report to run an in house service, would be ready to implement within a month. The Town Clerk advised that this would be an optimistic expectation and that some planning time would be needed to be ready.

Members felt that option 1 was the best longer term option. The current contractor had not provided consistent service provision and option 1 would also give the opportunity of outsourcing the service to other parish councils.

The Grounds Manager informed that she had received a phone call from the contractor that day who seemed eager to implement the PSS and work with the council.

The Deputy Town Clerk advised that the contactor was paid in arrears, which limited the risk to the council should they walk out.

A member questioned whether the bins that had recently been moved would be put back if option 1 was to be implemented. The Chairman informed that if option 1 was

working well, there could be an opportunity to look at providing more bins in the future. The Grounds Manager added that all bin locations could be reviewed in time.

The Chairman asked ward councillors to monitor bins in their wards and report back.

PROPOSED BY: Councillor Pete Fox

SECONDED BY: Councillor Gill Bute

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

RESOLVED:

1. To introduce PSS Live with immediate effect with the current contactor.
2. That ongoing investigation into the perusal of option 1, within the report be undertaken in readiness for implementation by the 1st April if required.

154.2 Verbal report from the Dog Bins Working Party

It was felt that the item had already been covered.

The Community and Grounds Administrator left the meeting at 8.05 pm.

155 To receive the Blakehay Theatre fundraising strategy from the Development Officer

The report of the Development Officer had been previously circulated to members.

The Deputy Town Clerk on behalf of the Development Officer explained that the strategy gave direction and demonstrated cohesion which potential funders were looking for. She sought members' approval and would bring back any future reports to the relevant committee.

Debate ensued. It was queried whether the Blakehay could obtain charitable trust status to which the Deputy Town Clerk advised that this was a complicated process as it could only be obtained by becoming a separate entity to the council. The council were able to work around the need of some grant funders for charitable status by working with the Friends of the Museum. Seeking grants for the Museum required a 25 hour per week post and was a £1 million project. The Blakehay would not need that amount and there were other ways of attracting funding without becoming a charitable trust.

Members questioned why the Blakehay was still running at a significant loss. The Deputy Town Clerk reported that the decision to buy in live shows would start to take a positive effect within the current financial year. Live shows were paid for a year in advance and the ticket sales were not impacted until the following year.

Discussion ensued on ideas for the Blakehay and that the council needed to speculate to accumulate in order to turn the loss into a profit. Suggestions such as revamping the bar and making it a 7 day a week operation, attracting local sponsors,

running independent films like the Watershed and focusing more on the advertising were made.

A member suggested working with the Curzon Cinema in Clevedon.

It was queried whether there had been independent studies undertaken into what shows were wanted, to which the Deputy Town Clerk advised that there had been and that shows had been bought in based on the information. The problem was that there seemed to be no consistency in what people wanted.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Peter Crew

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

RESOLVED: To agree in principle the use of the fundraising strategy for the next year September 2019 – August 2020.

There being no further business, the Vice Chairman closed the meeting at 8.20 pm.

Signed: Dated:

Councillor James Clayton

Chairman of the Community Services Committee

**WESTON-SUPER-MARE TOWN COUNCIL
WESTON IN BLOOM WORKING PARTY
HELD ON TUESDAY 8th OCTOBER 2019
AT GROVE HOUSE**

Meeting commenced: 11.00 am

Meeting concluded: 12.10 pm

PRESENT/IN ATTENDANCE: Councillors Roger Bailey, Jill Bute, Dave Dash, Jenny Gosden, Karen Williams, Fay Powell (Grounds Manager) and Zoe Scott (Community and Grounds Officer).

1.	<p>Apologies for Absence and Notification of Substitutes Apologies were received from Councillor Thornton, Willis, Philip Dinham Maureen Jackson, Roger Brown and Bev Tucker.</p>
2.	<p>Declarations of Interest</p> <p>There were none received.</p>
3.	<p>To agree the accuracy of the minutes of the previous meeting held on the 20th August 2019</p> <p>PROPOSED: Jenny Gosden SECONDED: Dave Dash</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p> <p>The Chairman thought the judging day had gone well. There were apologies received close to the date which resulted in a smaller amount of attendance. It was hoped next year more Councillors will attend.</p> <p>It was agreed the stand at the Flower Show was not in an ideal location.</p>
4.	<p>Monthly Finance Report</p> <p>The remaining balance after committed expenditure was £1,595.09 Some maintenance was needed on the hanging basket brackets and boats.</p> <p>The Brunel Train had been planted up and just needed time to become established. The judges this year had commented on the desire for more sustainable planting.</p> <p>The Grounds Manager mentioned an idea she had seen in Bath. Planters had been produced on casters so they could be wheeled around into various locations. This was potentially a project which Somerset Wood Recycling could be involved with.</p> <p>The next agenda should include Ebdon Road and the Railway Station Boat.</p>

<p>4.1</p>	<p>Volunteer Travel Expenses – Budget Considerations</p> <p>The Community and Grounds Officer explained how the budget this year could not be changed however the structure of the budget in future years could be looked at. Cllr Bute spoke on behalf of Cllr Thornton who had sent her apologies. Cllr Thornton wanted consideration to the allocation of budget towards volunteer expenses.</p> <p>RESOLVED: The Grounds Manager speak to Finance regarding volunteer travel expenses through the budget setting process for 2020/2021</p>
<p>5.</p>	<p>Planting</p> <p>The plants had been delivered and were ready to be planted.</p>
<p>6.</p>	<p>Resources and Locations for Re – Wilding Areas:</p> <p>The Town Council had recently declared a climate issue. In response to this the Chairman wondered if Weston in Bloom could “re-wild” some areas of the town. He had produced two blue hearts, a newly adopted symbol to show areas of “re-wilding”</p>
<p>7.</p>	<p>Ideas for New Volunteers and New Volunteer Training</p> <p>The chairman had received interest from two potential new volunteers. It was thought perhaps a media push and councillors mentioning it at their surgeries may be a good way to spread the word of volunteering opportunities.</p> <p>It was discussed how in future years the wheelbarrow competition entries could be displayed at Grove House or potentially the cemetery.</p>

There being no further business, the Chairman closed the meeting at: 12.10 pm

Signed:..... Dated:

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**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE ALLOTMENT MANAGEMENT
SUB-COMMITTEE MEETING
HELD AT GROVE HOUSE ON 8TH OCTOBER 2019**

Meeting Commenced: 7.00 pm

Meeting Concluded: 7.45 pm

PRESENT: Councilors Dave Dash (Chairman) and Roger Bailey (Vice Chairman).

Non-Voting co-opted members: George Raines, (Chairman of the Allotment Club), Clive Wall (Rectors Way), Jenny Nichols (Old Mill Way) and Kevin Pearce.

IN ATTENDANCE: Fay Powell (Grounds Manager) and Zoe Scott (Community and Grounds Officer).

193	<p>Apologies for absence and notification of substitutes</p> <p>Apologies for absence were received from Councillor Gill Bute, Gillian Carpenter, Mike Phillips and Frank Gould.</p>
194	<p>Declarations of interest</p> <p>There were no declarations of interest received.</p>
195	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on the 25th June 2019 had been previously circulated with the agenda.</p> <p>Action: Mike Tansley needed to be removed as he was no longer a site representative.</p> <p>PROPOSED BY: Councillor Dave Dash SECONDED BY: Councillor Roger Bailey</p> <p>RESOLVED: That with the above amendments the minutes be approved and signed by the Chairman.</p>
196	<p>Actions from the previous meeting</p> <p>The trough still needs to be purchased and installed out of the 106 monies for Old Mill Way.</p>

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<p>197</p>	<p>To receive verbal reports from allotment site representatives</p> <p>Rectors Way: Still vacant plots – slow moving.</p> <p>Redpits: All plots in the process of being re-numbered and the registers would be revised.</p> <p>Kewstoke: Just the Elder tree of NSC which needed managing</p> <p>Hutton Moor: Another carpark was being built. Badgers have left.</p> <p>Bournville: All fine. Exchanged 2 plots.</p> <p>Old Mill Way: There had been a few evictions, 1 plot to let and 1 plot unworkable due to flooding. Conservation area was tidy. Another locking nut was needed for the gate. Great crested newts were still there.</p> <p>Action: Arrange trough under Section 106 monies and find out the current situation with the survey at Old Mill Way.</p>																																				
<p>198</p>	<p>To receive and consider details of the current Allotment Waiting List</p> <p>Details of the current waiting lists were circulated at the meeting.</p> <table border="1" data-bbox="300 1133 959 1509"> <tr> <td colspan="2">WAC Allotment summary</td> <td colspan="2">08 Oct 2019</td> </tr> <tr> <td>No of individual residents requesting allotment plots</td> <td>35</td> <td>Second Plot Requests</td> <td></td> </tr> <tr> <td>Total Plot requests</td> <td>76</td> <td></td> <td>11</td> </tr> <tr> <td>HUTTON</td> <td>21</td> <td></td> <td>2</td> </tr> <tr> <td>CLARKES</td> <td>11</td> <td></td> <td>1</td> </tr> <tr> <td>REDPITS</td> <td>13</td> <td></td> <td>5</td> </tr> <tr> <td>KEW/S</td> <td>6</td> <td></td> <td>0</td> </tr> <tr> <td>BOURN</td> <td>11</td> <td></td> <td>2</td> </tr> <tr> <td>LOCKING/C</td> <td>14</td> <td></td> <td>2</td> </tr> </table>	WAC Allotment summary		08 Oct 2019		No of individual residents requesting allotment plots	35	Second Plot Requests		Total Plot requests	76		11	HUTTON	21		2	CLARKES	11		1	REDPITS	13		5	KEW/S	6		0	BOURN	11		2	LOCKING/C	14		2
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	<p>There being no further business, the Chairman closed the meeting at 7.45pm.</p> <p>Draft Minutes would be sent out within 2 weeks of the meeting.</p> <p>The date of the next meeting was agreed for 14th January 2020, 7.00pm at Grove House.</p>																																				

Signed.....
Chairman

Dated.....