

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE COMMUNITY SERVICES COMMITTEE
HELD AT GROVE HOUSE ON
MONDAY 12th NOVEMBER 2018**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.35 pm

PRESENT: Councillors Roger Bailey (Chairman), Marc Aplin (S), Ray Armstrong, Mark Canniford, James Clayton, Robert Cleland, Sarah Codling, James Davis, Peter Fox, Jos Holder, Denise Hunt and Martin Williams.

ALSO IN ATTENDANCE: Sarah Pearse (Deputy Town Clerk and Responsible Financial (DTC and RFO), Samantha Bishop (Committee Officer), Matthew Hardy (Visitor Services Manager), Sally Heath (Theatre Supervisor), Zoe Scott (Community and Grounds Administrator), Fiona Walsh (Acting Finance Officer), (Weston Mercury) and Beverley Milner Simmons (Eat Festivals).

The Chairman invited any addressed from parishioners present.

Beverly Milner Simmons addressed the committee in support of the grant application Eat Vegan (The Peoples Plot) . It was a first event requested by the BID. Veganism was up and coming and so the event could be a real destination event for the town, drawing people in from outside. The event would take place on 26th January 2019 and would be a totally free family day with no presence of activists or lobby groups and the grant would fund a vegan guide. Beverly thanked the Council for their continuing support by granting food festivals run by Eat Festivals in consecutive years and explained that this would be the last time they would approach the Council for grant funding. A short question and answer discussion ensued and the Chairman thanked Beverly for her address.

206	<p>Apologies for Absence and Notification of Substitutions</p> <p>Apologies for absence were received from Councillor Michal Kus who was substituted by Councillor Marc Aplin.</p> <p>The Town Clerk and Damian Erangey of the YMCA had also given their apologies.</p> <p>RESOLVED: That the apologies be received and noted.</p>
207	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest received.</p>
208	<p>To approve the accuracy of the minutes of the Community Service Committee meeting held on the 17th September 2018.</p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor James Davis SECONDED BY: Councillor Sarah Codling</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman as a true record of the meeting.</p>

209	<p>References from other Committees</p> <p>.1 Minutes of Weston in Bloom The minutes of the 7th August & 18th September 2018 had been previously circulated with the agenda.</p> <p>RESOLVED: That the minutes be received and noted.</p> <p>.2 Minutes of the Museum and Heritage Sub Committee The minutes of 18th October 2018 had been previously circulated.</p> <p>RESOLVED: That the minutes be received and noted.</p> <p>.3 Minutes of the Allotment Management Sub Committee The minutes of 25th September 2018 had been previously circulated with the agenda.</p> <p>The Chairman requested an update on the trading hut at Rectors Way to which the Deputy Town Clerk advised that the Town Clerk and Head Groundsman had visited and would be reporting back to the Committee in respect of the council utilising the space.</p> <p>In response to an update request on the ducks being held on the site, the Chairman advised that an update would be given on the issue at the next meeting of the Allotment Management Sub Committee scheduled for the 4th December.</p> <p>RESOLVED: That the minutes be received and noted.</p>
210	<p>Management Reports</p> <p>.1 Youth Services The report of the Operations Manager - YMCA had been previously circulated.</p> <p>Members were encouraged to read that figures had increased.</p> <p>The Youth Champion reported that the Youth Council were still struggling to meet and communicate meeting dates to Councillors and she offered her help and support with co-ordination and consistency and would report back on progress at the next meeting.</p> <p>RESOLVED: That the report of the Operations Manager- YMCA be noted.</p> <p>.2 Blakehay Theatre The report of the Blakehay Theatre Manager had been previously circulated with the agenda.</p> <p>In response to an update on progress with the National Autistic Society grant, the Theatre Manager reported that the grant would be submitted in January and that consultation meetings with SENCO's were being held at the end of that week. Visits to schools ranging from primary to college and telephone consultations had been undertaken, where the response was very positive. The National Autistic Society seemed very excited and on board with the concept and fortnightly events would be held over an 18th month period starting in September 2019.</p> <p>A member queried whether the events would be free? The Theatre Manager explained that this was the desired intention as SENCO's had available funds to be utilised. The Deputy Town Clerk advised that it would be a revenue grant.</p>

To make sure that the children had their say, student surveys had been undertaken as well as parent and teacher.

The Theatre Manager informed that professional photos had been taken that day to be sent out to websites for the purpose of marketing and publicity.

The scheduled film showings were not selling very well in general, but Christmas films and events were selling well and getting a good response from advertising outside of Weston.

The Deputy Town Clerk informed that a full Blakehay review would be undertaken by the Expenditure and Governance Working Party in January 2019.

RESOLVED: That the report of the Theatre Manager be noted.

.3 Weston Museum

The report of the Visitor Services Manager had been previously circulated with the agenda.

In response to a member the Visitor Services Manager advised that the police had viewed the CCTV in relation to the antisocial behaviour and efforts were being made to resolve it.

A member reported his experience of the café was very slow and that the range of offer needed to be addressed. He offered help and guidance in this area.

The Deputy Town Clerk advised that a full Museum café review was being undertaken by the Expenditure and Governance Working Party where these areas had been recognised and steps were being taken to improve.

In answer to a question the Visitor Services Manager strongly welcomed support from town councillors to help with the gallery invigilators.

Discussion ensued regarding volunteers and why they were not able to alleviate the void with invigilating. The Visitor Services Manager explained that balancing the skills of volunteers was a challenge.

The Visitor Services Manager informed that the Reminiscence sessions were ongoing.

RESOLVED: That the report of the Visitor Services Manager be noted.

.4 Grounds

The report of the Grounds Manager had been previously circulated with the agenda.

It was confirmed that there had been no bus shelter request and that maintenance was very reactive.

It was explained that the cemetery chapel could not be open all the time due to unsavoury activity in the cemetery which had also caused the toilets to be closed, except for funerals.

Councillor Martin Williams joined the meeting at 7.45 pm.

The Community and Grounds Administrator informed that the Canberra Road play area installation works would be complete by the end of the week.

Members felt that the Council should be announcing the installation of the play area and organising an opening event.

	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That an official opening of the Canberra Road play area be arranged. 2. That the report of the Grounds Manager be noted. <p><i>The Theatre Supervisor and Visitor Services Manager left the meeting at 7.46 pm.</i></p>
211	<p>Community Events</p> <p>The report of the Community and Grounds Administrator had been previously circulated with the agenda.</p> <p>Members were pleased to read that preparations were going well. Discussion ensued regarding the hiring of the Museum for more events than the Blakehay which was down to the event numbers and hire costs.</p> <p>The publicity on social media was going very well and the promotional material was ready to be printed. The Community and Grounds Administrator would put a flyer in each Councillors pigeon hole.</p> <p>RESOLVED: That the report of the Community and Grounds Officer be noted.</p>
212	<p>Grant Applications for Consideration</p> <p>The report of the Acting Finance Officer in the current report format had been previously circulated with the agenda. A further report of the Deputy Town Clerk in a proposed Grant Award Matrix Form, accompanied by proposed grant application guidelines was available to view at the meeting.</p> <p>The Deputy Town Clerk explained that there were two elements for consideration and explained that members should consider the grant requests first and then secondly, the new guidelines and grant award matrix format.</p> <p><u>North Somerset Community Partnership</u> Under power: Local Government Act 1972 section 137</p> <p>The application and accounts had been checked.</p> <p>The grant would be used to hold rock painting workshops, inspired by the question “What makes good care?” in each of the homes supported by the NSCP-RHST. Rocks will be painted by residents and staff and then hidden in the building and grounds of the home.</p> <p>The bank balance at 31.03.18 was noted.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That this grant application be declined.</p> <p><u>Eat Vegan (The Peoples Plot)</u> Under power: Local Government Act 1972 section 137</p> <p>The application and accounts had been checked.</p> <p>The grant would be used to publish a guide to vegan, vegetarian and other dietary needs in WsM.</p> <p>The bank balance at 23.06.18 was noted.</p>

	<p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That this grant of £1,000 be awarded.</p> <p><i>Beverly Milner Simmons left the meeting 8.04 pm.</i></p> <p>The Deputy Town Clerk explained that the grant award matrix format enabled more information and requested members to decide if they wished for future grant requests to be presented in that format.</p> <p>Debate ensued and the Deputy Town Clerk advised setting a level of how many criteria the grants needed to meet before submission to committee was not practical as each grant would still need to be assessed on its own merit, the proposed matrix was therefore in place to enable a screening process and was not an onerous task for Officers to produce.</p> <p>RESOLVED: To approve the grant award matrix form for use for future grant applications and reporting.</p>
<p>213</p>	<p>Dog Bins</p> <p>.1 To consider the dog bin usage analysis</p> <p>This was viewed via powerpoint at the meeting. The Deputy Town Clerk explained the background behind the point of producing a dog bin analysis, which had been done for a trial period of time by a previous officer.</p> <p>The exercise was not considered a good use of officer time and did not give the Council any more information than what they already knew. The Council relied on ward councillors and members of the public reporting overflowing bins. The Town Clerk and Community and Grounds Administrator were monitoring the current contract which had been extended until March 2019. The contractors were intermittently not adhering to the contractual agreement and there were often serious communication problems which had left the bins unemptied with no communication as to why.</p> <p>RESOLVED: That the current situation with the dog bin emptying contract be noted and that the Town Clerk would continue to monitor this situation – bringing back updates to the committee as he felt was required only.</p> <p>.2 To consider a dog bin application for Lawrence Road</p> <p>The Community and Grounds Administrator verbally reported the request from a resident which included a picture of where the bin should be sited. Ward Councillors comments were received and formed a unanimous ‘no objection’.</p> <p>The Deputy Town Clerk informed that the request was within budget.</p> <p>RESOLVED: That a dog bin be approved to be sited at Lawrence Road, Worle</p> <p>.3 To view a map showing all dog bin locations at the meeting</p> <p>The item had been added at the request of the Chairman.</p> <p>RESOLVED: Noted.</p> <p>.4 Future of Dog Bin Provision</p> <p>Members felt it needed actively promoting how dog waste could now be disposed of in any litter bin as this would help reduce the demand for more dog bins.</p>

	<p>The Deputy Town Clerk advised that the cost of a bin was a nominal amount and that it was the emptying of the bins that generated the greater expenditure. The Council was finding it difficult to find a willing contactor to tender for the contract. The current dog bin emptying budget was £15,000, but there seemed to be some administration problems with the current contactors as at month 8, only £4,000 had been invoiced for.</p> <p>RESOLVED: To continue with the monitoring of the current contact and that any updates be brought back to for consideration when deemed necessary.</p>
214	<p>To consider Grit Bin requests</p> <p>A report indicating four grit bin requests was circulated at the meeting.</p> <p>Ward Councillors comments in respect of requests 1 & 4 had been received and there had been no comments from North Somerset Council received in respect of any.</p> <p>The Deputy Town Clerk advised that the budget for the purchase of grit bins per year, based on 4 bins was (£250.00). North Somerset Council provided the grit.</p> <p>Members agreed with the Ward Councillors comments in respect of requests 1 & 4, that one bin would cover both areas.</p> <p>RESOLVED: That grit bins be approved for the following locations:</p> <ol style="list-style-type: none"> 1. Pine Close (off Pine Hill/Hawthorn Gardens) BS22 9DL/ Hawthorn Hill BS22 9EB 2. Grove Road (north end towards Upper Bristol Road) BS22 8HF 3. Balmoral Way BS22 9AF
215	<p>Public Toilets</p> <p>The draft minute extract from the Expenditure & Governance Working Party at their meeting on the 5th November 2018 was circulated at the meeting.</p> <p><i>Councillor Martin Williams declared a personal interest at this point in the meeting.</i></p> <p>The item had been added at the request of the Chairman.</p> <p>The Deputy Town Clerk reiterated the Expenditure and Governance Working Party's recommendations and advised the Committee the item was only for noting at this stage.</p> <p>RESOLVED: Noted.</p>
	<p>There being no further business, the Chairman closed the meeting at 8.35 pm.</p> <p>Signed: Dated:</p> <p>Councillor Roger Bailey Chairman of the Community Services Committee</p>