

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING
HELD AT GROVE HOUSE ON
MONDAY 17TH FEBRUARY 2020**

Meeting Commenced: 7.00 pm

Meeting Concluded: 7.45 pm

PRESENT: Councillors Alan Peak (Chairman), Ray Armstrong, Roger Bailey, Gill Bute, Peter Crew (S), Ciaran Cronnelly, Dave Dash, Peter Fox, Robert Payne, Marcia Pepperall, Lisa Pilgrim, Tim Taylor and Helen Thornton.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer) and Joel Austin (Acting Finance Officer).

358	<p>To receive Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillor Ian Porter who was substituted by Councillor Peter Crew.</p>
359	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest received.</p>
360	<p>To approve the minutes of the Policy & Finance Committee meeting held on 16th December 2019</p> <p>The minutes had been previously circulated with the agenda.</p> <p>An amendment was requested to amend minute number 278 to read that Councillor Catherine Gibbons declared a personal interest as a volunteer of CANS.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That with the above amendment, the minutes be approved and signed by the Chairman.</p>
361	<p>The minutes of the Working Party to Review Expenditure & Governance held on 6th January 2020 (unapproved)</p> <p>The minutes had been previously circulated with the agenda.</p> <p>It was requested that minute number 4 be amended to reflect the word 'contract'.</p> <p>RESOLVED: That with the above amendment the minutes of the of the Working Party to Review Expenditure & Governance held on 6th January 2020 (unapproved) be noted.</p>
362	<p>Monthly Financial Reports: November & December 2019</p> <p>a) For Approval Schedule of Unapproved Expenditure</p>

PROPOSED BY: Councillor Robert Payne
SECONDED BY: Councillor Ciaran Cronnelly

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

RESOLVED: That the Schedule of Unapproved Expenditure for November & December 2019 be approved.

b) For Noting

- i. Bank Reconciliations
- ii. Budgetary Control Report
- iii. Bank Interest Report
- iv. Schedule of Receipted Income
- v. Income Analysis
- vi. Overspend Month end report
- vii. Bad debt report

In relation to report biii) The Chairman queried whether this was the best bank interest rate the Council could achieve. The Deputy Town Clerk confirmed that it was and had been previously approved by committee. She added that the rules for investment for councils were quite strict as per the Council's treasury policy.

In response to a member the Deputy Town Clerk advised that the water park kiosk income was outstanding because the concessionaire had started later that April and it was a timing issue. The next invoice would of been issued in January.

The Chairman pointed out a spike in the December cemetery income to which the Deputy Town Clerk advised that it was an in/out budget where the council paid for the work to be undertaken and was then reimbursed.

It was queried why dog bins had been paid for. The Deputy Town Clerk informed that this was to repay the cost for bins previously agreed to be purchased by a third party who had later asked to be refunded.

Museum commuting costs were questioned, to which the Deputy Town Clerk informed that this was an internal mistake- coding error which would be covered under the HLF grant.

The Chairman queried the overspend on the Blue Plaques budget which was to pay for accommodation costs for Prince Michael of Ethiopia to unveil the plaque to Emperor Haile Selassie.

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

RESOLVED: That reports 5b i – vi for be noted.

vii Bad debt report

The Deputy Town Clerk's covering report which had been previously circulated with the agenda advised of a bad debt from AJ Karting to the value of £1,300 following confirmation of non-recovery received from the liquidator (Hawkins Insolvency).

	<p>The Chairman of the Tourism and Leisure committee advised that this was for the payment of the window display which was replaced within 2 weeks.</p> <p>The general outstanding balances report had also been previously circulated with the agenda. The Deputy Town Clerk informed that there had been a lot of sales needing chasing for payment. The balances reflected the accounts at that point in time but it was still hoped to achieve the income.</p> <p>The Deputy Town Clerk was happy to report the bad debt differently if members desired and report only the confirmed bad debts. Hopefully most of them would be cleared by the end of the financial year.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Peter Fox</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To approve the write off of debt to AJ Karting for the net value of £1,300. 2. To note the outstanding balances report as at 15/01/20.
<p>363</p>	<p>Annual Review of Standing Orders and Financial Regulations</p> <p>The Standing Orders and Financial Regulations had been previously circulated with the agenda.</p> <p>The Town Clerk advised that this was an annual process and that he was happy that they be approved.</p> <p>The Deputy Town Clerk advised of an amendment to 6.4 of the Financial Regulations in relation to the petty cash float. This did not reflect the balance reported under 5bi of the financial reports and would have to be be amended.</p> <p>Debate ensued. It was felt that the long wording of the document could be simplified. The Town Clerk explained that the document was based on a template used to replicate legislation from NALC.</p> <p>It was requested to add into the Contacts section (39.2 of Standing Orders) that the council would favour contactors that were supportive of action against Climate Change rather than just the best price.</p> <p>The Town Clerk advised that the Council awarded its contracts based on quality and technical assessment as well as price.</p> <p>The Deputy Town Clerk suggested adding the Climate Change element to section 11 of the Financial Regulations (Tendering Procedures) which went into more detail, through the Expenditure and Governance Working Party.</p>

	<p>PROPOSED BY: Councillor Marcia Pepperall SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That with the above amendments the Standing Orders and Financial Regulations be approved. 2. That the Financial Regulations be further amended through the Expenditure and Governance Working Party.
<p>364</p>	<p>Climate Change Working Party Update</p> <p>The Town Clerk’s report had been previously circulated with the agenda.</p> <p>The Chairman of the Working Party reported that progress was good and the meetings had gone well. Point 2 of the report indicated that the Council had agreed to appoint a chartered environmentalist or equivalent to produce a Report on accurate calculation of the Town Council’s carbon emissions, not just as a desktop exercise but also visiting each of the Town Council’ premises. The estimate for this was £6,000, which had been approved by the Town Council, but officers would first consult with the new Climate Change officer at NSC to ensure there was no duplication.</p> <p>The next meeting of the Climate Change Working Party was confirmed for the 19th March at 3pm.</p> <p>RESOLVED: That the report be noted.</p>
<p>365</p>	<p>Consultations on WECA Bus Strategy and Cycling and Walking Plan</p> <p>The Town Clerk’s report which had been previously circulated with the agenda outlined the consultations which were open until the 15th March.</p> <p>Members were individually encouraged to respond directly but the Town Clerk hoped that the council would broadly support the proposals to encourage more walking, cycling and use of buses.</p> <p>The Town Clerk confirmed that the consultations were a specific element which formed part of the wider transport plan.</p> <p>Members felt there was no maintenance of current cycleways/ walkways as most of them were very overgrown with weeds and brambles and uneven as a result of tree roots. The cycle/walk ways signs were not maintained either.</p> <p>It was noted that some of this type of maintenance would be addressed by the recently approved orderly scheme.</p> <p>PROPOSED BY: Councillor Marcia Pepperall SECONDED BY: Councillor Peter Fox</p>

	<p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Town Clerk would respond on behalf of the Council indicating its support of the proposals in the consultations.</p>
<p>366</p>	<p>Museum Roof Repairs – Appointment of Contractor</p> <p>The covering report of the Deputy Town Clerk and tender report of the Town Council's Surveyor had been previously circulated.</p> <p>The report requested members to consider the content of the report provided by SJ Surveyors and the appointment of John West Contactors as the contractor to undertake the Museum roof replacement.</p> <p>The Deputy Town Clerk advised that there were a few details still to be clarified, such as the scaffolding which needed to be agreed by the Health and Safety Inspector. John West had good knowledge of the building and the VAT would be recovered.</p> <p>They Deputy Town Clerk confirmed that the scaffolding costs were included and that any additional costs they would be brought back through committee. It was noted that the costs were within the agreed budget.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To approve the appointment of John West Contactors as building contractors to undertake the Museum roof replacement, subject to clarification of the details by officers.</p>
	<p>There being no further business, the Chairman closed the meeting at 7.45 pm</p>

Signed.....
 Chairman

Dated.....

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**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 3RD SEPTEMBER 2020**

Meeting Commenced: 2.00 pm

Meeting Concluded: 2.58 pm

PRESENT: Councillors Robert Payne (Chairman), Mike Bell, Peter Crew, Ciaran Cronnelly, Catherine Gibbons (S) and Alan Peak.

IN ATTENDANCE: Councillor Roger Bailey, Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Tania Middlemiss (Assistant Town Clerk), Samantha Bishop (Committee Officer/Office Manager), Fay Powell (Grounds Manager) Caroline Darlington (Tourism Manager), Zoe Scott (Community and Grounds Administrator) and Joel Austin (Finance Officer).

1.	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillor Richard Tucker who was substituted by Catherine Gibbons, Gill Bute and Sonia Russe. Councillors Peter Mc Aleer and Jan Holloway were absent from the meeting.
2.	Declarations of Interest There were no declarations of interest received.
3.	To agree the accuracy of the minutes of the previous meeting held on the 4th June 2020 PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Mike Bell RESOLVED: That the minutes be approved and signed by the Chairman.
4.	To receive notes of the Health & Safety meetings held in April, May, June, July and August 2020 The notes of the meeting had been previously circulated with the agenda. There was a problem with the May minutes which had been resent to members that morning. It was noted that there were significant errors and duplications within the May/June minutes. RECOMMENDED: That the notes of the Health & Safety meeting be noted.

5. Current Financial Position ahead of full 6 months' report to P&F in October

The report of the Deputy Town Clerk and Month 5 Budget report for all services had been previously circulated with the agenda.

The Deputy Town Clerk reported that month 5 was still being finalised and that a full 6month review would be taken to Policy and Finance committee in October 2020.

The estimated income loss was £144,000 at this point in the year and the actual estimated figure was coming in less than this at an estimate £130,000 which was a result of the cemetery income.

There was a very small trickle of income from the Museum since the reopening from the shop and café but there were big losses of income expected.

There was no income from the Blakehay due to the closure.

The Finance team were working with the Tourism Manager to support the Visit Weston customer base and have allowed a 3 month free membership to its partners and local businesses.

At month 5 the budget stood at 14.6% with a 24% expenditure.

The Deputy Town Clerk was confident that the budget could be balanced due to obvious savings as previously reported to the last meeting on areas that had naturally not spent due to covid. The plan was to re issue the budget to the Policy and Finance Committee in October.

The council had received some CIL monies which required member's attention and required a future agenda item.

The Leader of the Council queried the postage expenditure to which the Deputy Town Clerk informed that this included the cost of the franking machine contract and actual postage costs which were still required during lockdown.

In response to a member the Deputy Town Clerk advised that year to date, the budget would normally stand at around 50% and that there would be expenditure to come in for the Blakehay electrics.

The obvious saving was from the events, VIC (no casuals), grounds team (no seasonal staff), Water park (no SLA), community orderlies and community events budgets not being spent and members direction on this would be required.

The other point to consider was the cost of PPE and equipment for COVID which stood at around £3,000 at this point in time.

The Deputy Town Clerk confirmed that the CCTV camera upgrade work had started back in March with the control room nearing completion the cameras were now being upgraded.

	<p>A dual hatted member reported that he had had discussions with the Policy and Regulatory Committee regarding the report styles.</p> <p>The Deputy Town Clerk requested if there were any specific areas members wished to make savings, so that she could present council with options.</p> <p>Members were happy for the Deputy Town Clerk to present them with her options on where savings could be made.</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. To note the content of the report. 2. That a full 6-month financial review (Sept 2020) across all revenue budget codes with a revised budget considered to recognise loss of income to date and to identify/ determine where savings are needed to balance the 2020 2021-year budget final position be reported to the Policy and Finance Committee (October).
<p>6.</p>	<p>Delegated Decisions During Lockdown</p> <p>The report of the Town Clerk, detailing 26 items of Coronavirus emergency measures taken under the March Town Council resolution, had been previously circulated.</p> <p>The Town Clerk informed that the need for emergency delegated decisions was reducing now that the committee meetings were resuming.</p> <p>It was requested that the calendar of meetings be resent to members.</p> <p>The Town Clerk advised that debate around committee streamlining including memberships and terms of reference would be had at the next Town Council meeting (21st September) and any changes implemented by the 1st October.</p> <p>It was therefore</p> <p>RECOMMENDED: That the Coronavirus Emergency Measures report be noted.</p>
<p>7.</p>	<p>Real Living Wage</p> <p>The report of the Assistant Town Clerk had been previously circulated.</p> <p>The report included the resolution passed by Town Council at its meeting on 20th July and provided a recommendation for the Working Party to consider.</p> <p>The Assistant Town Clerk confirmed that her recommendation was to set up a sub-group consisting of senior staff and elected members to progress the accreditation element and that a task and finish working group was usual with the progression of the accreditation. This needed to consist of officers with the roles of HR/procurement and 2-3 members. Councillor Helen Thornton had already requested to be involved and it was suggested that the Chairman of the Personnel, Policy and Finance or Expenditure and Governance be included.</p>

	<p>From the Town council's employment perspective, pay adjustments had already been implemented and adjustments to casual and zero hours staff would roll out as a when they re-commenced work following service re-openings. Next steps would be around forming a plan to encourage contractors and other organisations we do business with to consider implementation of the RLW.</p> <p>The Deputy Town Clerk reported that work had started on contacting contractors and SLA partners. The council needed to know where they were with living wage and make any adjustments, any changes needed to be reflected in the financial regulations and procurement policy.</p> <p>RECOMMENDED: That a sub group consisting of senior officers and Councillors Helen Thornton, Alan Peak and Pete Fox be formed to enter into dialogue with other Living Wage employers around implementation mechanisms, known challenges and any other further implications.</p> <p>Councillor Peter Crew offered to take part if Councillor Peter Fox was unable to.</p>
<p>8.</p>	<p>Councillors Email addresses and equipment (GDPR requirement)</p> <p>The report of the Finance Officer had been previously circulated which outlined four recommendations.</p> <p>The Deputy Town Clerk explained that this exercise had been done a few years ago when the funds were not in the budget. They were now included in the budget and members and staff are aware of the requirements surrounding GDPR and the storage of data. There is a desire to enable email addresses in line with current data protection standards utilising “. gov.uk” mailboxes.</p> <p>There seems to be a requirement to enable web-conferencing (e.g. Zoom meetings) among all Councillors, due to the Covid-19 continuing restrictions imposing difficulties on hosting actual person-to-person meetings.</p> <p>Each councillor would require the addition of a Microsoft Exchange email facility on their nominated devices for email use, and a device equipped with a web-cam for conferencing.</p> <p>If no nominated device is available, then the council will have to consider the provision of such devices to council members.</p> <p>The report indicated comparative costs for two items, (i) the provision alone of the Microsoft Exchange email service, and (ii) the provision of a tablet device to utilise such email service and provide a web-cam.</p> <p>The Finance Officer presented the recommendations as per the report.</p> <p>The Town Clerk strongly recommended the use of.gov.uk email addresses in line with current protection standards against SPAM and GDPR breaches. He was aware that some members were struggling with remote working.</p>

	<p>The Chairman was in favour of utilising.gov.uk email addresses but felt the price was excessive and suggested looking at other providers.</p> <p>A dual hatted member informed that NSC had set up a working group on technology/equipment and had recently recommended that all members be set up on a PC rather than a tablet as they were proving very unreliable.</p> <p>The Finance Officer confirmed that the annual cost for a hosted mailbox would be £1,600 – 1,700 annually. There were cheaper quotes but the council did not have the trust and experience with those providers.</p> <p>The Deputy Town Clerk advised that the council had budgeted £2,500 which would cover these costs. It was noted that dual hatted members would not need a device and so only 10-11 would be required. To obtain a device an application would need to be made to the Town Clerk.</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. To approve the setting up of.gov.uk email addresses 2. That a survey be carried out to understand how many Councillors would need a tablet and the budget implications this would have. <p>It was also suggested each Councillor should perform a broadband speed test at home to ensure they had a fast enough connection.</p>
<p>7.</p>	<p>Future Areas to be considered by the Working Party</p> <p>The Grounds Review was ongoing with plenty of progress having been made.</p> <p>Big Worle was still unable to provide information and the Grounds Manager offered to attend their monthly meeting to try and gain some insight into the progress with Dartmouth Close.</p> <p>Other areas to be considered were:</p> <p>Risk Register</p> <p>CIL Monies (Community Infrastructure Levy)</p>
	<p>There being no further business, the Chairman closed the meeting at 2.58 pm.</p>

Signed.....
Chairman

Dated.....

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT GROVE HOUSE ON 2nd MARCH 2020**

Meeting Commenced: 10.02 am

Meeting Concluded: 11.02 am

PRESENT: Councillors Robert Payne (Chairman) Gill Bute, Ciaran Cronnelly, Jan Holloway, Alan Peak, Sonia Russe, Ella Sayce (S), David Hitchins (S) and Richard Tucker.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Tania Middlemiss (Assistant Town Clerk), Fay Powell (Grounds Manager) and Zoe Scott (Community and Grounds Officer).

1.	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillor Mike Bell substituted by Ella Sayce and Councillor Peter Crew substituted by David Hitchins.
2.	Declarations of Interest There were no declarations of interest received.
3.	To agree the accuracy of the minutes of the previous meeting held on the 6th January 2020 A member wanted to add the following sentence to minute 6 from the previous meeting 'Both Mid-Worle ward councillors have been attending meetings of Big Worle and are aware of the issues that have delayed the plan.' RESOLVED: That with the above amendment the minutes be approved and signed by the Chairman.
4.	To receive notes of the Health & Safety meeting in December 2019 and January 2020 The notes of both meetings had been previously circulated with the agenda. The Town Clerk advised that Zeus was a system used to access the Health and Safety queries and Risk Assessments. It was noted that logins and passwords still seemed to be an ongoing issue. Considering the contract cleaning issues, members suggested investigating the possibility of bringing cleaning back in-house. The Town Clerk confirmed that flood water was not contributing to the issues raised under Point 9 of the January 2020 minutes and that the water pump was being investigated.

	<p>Members were concerned to hear of rain water infiltrating the Visitor Information Centre. The Assistant Town Clerk explained that unfortunately it was due to the sandstone of which the building was built.</p> <p>In answer to a question, the Town Clerk confirmed that the Council did not provide food or snacks to employees. The idea of providing fresh fruit was only a discussion and needed further exploration. Some members felt staff should be encouraged to bring fresh fruit in and promote a healthy lifestyle. It was suggested that a staff discount could be arranged at Town Council venues where food could be purchased. There was also discussion as to how the provision of fruit or snacks would be monitored and established, for example would it be across all sites? The Town Clerk added that sickness levels were low, however, being a small organisation, having 2 or 3 members of staff away sick from one department could have a significant impact.</p> <p>The Assistant Town Clerk confirmed that a wellbeing policy was being developed and could be brought back to the Working Party if requested.</p> <p>RECOMMENDED: That the notes of the Health & Safety meeting be noted.</p>
<p>5.</p>	<p>Review of the Grounds Department</p> <p>The report of the Grounds Manager had been previously circulated with the agenda.</p> <p>The Grounds Manager advised that the review encompassed the £100,000 budget for litter picking and weeding by Neighbourhood 'orderlies'.</p> <p>The Town Clerk added that the Grounds Manager was reviewing all aspects of the Grounds Team, taking into consideration budget and efficiencies. The review had previously been reported through Personnel Committee and approved to alter the structure of the team allowing resilience to be improved. Previously the staffing structure was going to host 2-part time posts, with the addition of £100,000 for the orderly scheme. The structure now reflected an environmental team of 4 full time posts.</p> <p>Members thanked the Grounds Manager for her hard work and asked for their appreciation to be recorded.</p> <p>The Grounds Manager said she had been approached by Alliance Homes and Kewstoke Parish Council regarding dog bin emptying and the service would start from the 1st April 2020. Subsequently, Winscombe and Churchill parish councils had also approached the team. The contracts would bring in revenue and the Grounds Manager was confident in the team being able to provide the service. She further advised that it was envisaged each councillor would have an allocated time slot for when the rangers could carry out work in their ward.</p> <p>Debate ensued. Members supported calling the staff 'rangers' rather than 'orderlies' who sounded officious and more like staff in a mental hospital. Concern was expressed that North Somerset Council would need to agree to work on their paths and amenity land and how the rangers' work would interlock with their own grounds maintenance.</p>

	<p>The Town Clerk advised he had a meeting set up with North Somerset Council to discuss parameters. A baseline agreement would be needed, covering aspects such as permission to work on their land and exemption from fees for disposal of waste picked up.</p> <p>Further debate ensued. Public perception was an issue as members of the public could not distinguish between the services the Town and District Council provided. When issues arise they just saw it as “the council’s” responsibility. It was agreed that the sooner the rangers could be in place the better. This way they could assist with issues which perhaps North Somerset Council did not have the capacity to resolve instantly.</p> <p>The Grounds Manager explained how the team would have access to mobile phones to allow real time logging of works. In response to a member, the Grounds Manager also confirmed that the rota system for time allocated to Councillors would be fair and take into consideration the size of wards and how many Councillors there were.</p> <p>The two new vehicles required would consist of one flat bed and one tipper. These were both practically important for the team to carry out their duties.</p> <p>RECOMMENDED: To set up an environmental team of four ‘Neighbourhood Rangers’ along with necessary equipment, training and vehicles as per the report.</p>
<p>6.</p>	<p>Big Worle</p> <p>The Town Clerk advised that the Council had tried to engage with Big Worle for the past 2 and a half years. He had held a meeting with Chair of Big Worle on the 10th February 2020. The Chair had advised that she had been brought in for 6 months to help move the group and their ideas forward. Big Worle currently had a steering group and a partnership group. Under the agreement, 5 members needed to be residents. This was proving difficult to maintain. A new 3-year plan had been established which not only encompassed infrastructure developments but also working with people. It had been a positive meeting where ideas around potential new developments such as a SEN park in Castle Batch Park was discussed.</p> <p>Members welcomed the potential of a SEN park in Weston. It was noted that the nearest SEN play park was in Kingston Seymour and inaccessible by public transport. No parks in Weston currently had a wheelchair accessible swing.</p> <p>A member informed that communication to the community had been an issue as well as maintaining residents’ representation. The Grounds Manager had been invited to the next partnership meeting.</p>
<p>7.</p>	<p>Future Areas to be considered by the Working Party</p> <p>The Deputy Town Clerk suggested that CCTV Procurement be on the next agenda.</p> <p>A member would also like to discuss the possibility of a mobile CCTV unit.</p>

	There being no further business, the Chairman closed the meeting at 11.02 am.
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Signed.....

Chairman

Dated.....

**WESTON-SUPER- MARE TOWN COUNCIL
NOTES OF THE WORKING PARTY TO REVIEW
EXPENDITURE AND GOVERNANCE
HELD AT VIA ZOOM ON 4TH JUNE 2020**

Meeting Commenced: 10.16 am

Meeting Concluded: 11.05 am

PRESENT: Councillors Robert Payne (Chairman), Mike Bell, Gill Bute, Peter Crew, Ciaran Cronnelly, Jan Holloway, Alan Peak, Sonia Russe, and Peter Mc Aleer (S).

IN ATTENDANCE: Councillors Dot Aggassiz, Roger Bailey, Marcia Pepperall, Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Tania Middlemiss (Assistant Town Clerk), Samantha Bishop (Committee Officer/Office Manager), Fay Powell (Grounds Manager) Caroline Darlington (Tourism Manager), Matt Hardy (Visitor Services Manager), Emma Williams (Tourism & Marketing Officer) and Becky Walsh (Communications Officer).

1.	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillor Richard Tucker who was substituted by Peter McAleer.
2.	Declarations of Interest There were no declarations of interest received.
3.	To agree the accuracy of the minutes of the previous meeting held on the 2nd March 2020 RESOLVED: That the minutes be approved and signed by the Chairman.
4.	To receive notes of the Health & Safety meeting 4th March 2020 The notes of the meeting had been previously circulated with the agenda. The Town Clerk apologised that the notes from the February meeting had not been circulated. RECOMMENDED: That the notes of the Health & Safety meeting be noted.
5.	Financial effects on the town council as a result of the Covid-19 disruptions The reports of the Deputy Town Clerk outlining the income loss due to COVID-19 and income/expenditure for month 1 of the financial year had been previously circulated. The Chairman explained that it was at his request the item be discussed. He felt that members should be aware of the position the council were in to date and at what point to review the situation again.

The Deputy Town Clerk advised that the reports were a snapshot based on the last 2 previous years' averages. She had worked closely with service managers to produce them. The figures were indicative and not fully reflective of what would have happened and they were based on when invoices were paid.

Other than those points, the report was self-explanatory based on what was known and balancing the budget against this. There were some suggestions made on where savings could be made/budgets unspent outlined within the report.

Members were asked to bear in mind that the cleaning contract was being utilised to tackle the emergency deep cleaning of premises as a result of COVID-19 (at no extra cost) and off set for when there was no cleaning undertaken. The report recommended members to note the content and provide direction at this point in time and to consider and approve a full 6-month financial review (Sept 2020).

The Chairman then opened the item up for debate from members.

The following points were raised:

The report was a good overview of where the council was and was in support of the suggestions made to save on expenditure, in particular points 2,3 & 4 Community Orderlies and events.

The community grants budget should be preserved so that the council were able to support the community.

The council needed to be robust in communications with North Somerset Council (NSC) around the SLA for the Water Park and articulate the additional costs to them to obtain government support.

In respect of community orderlies, there had been a noticeable increase in fly tipping/littering and antisocial behaviour as well as the overgrown walkways/ cycleways which was too much for Glendale to cope with. The council must begin with the scheme as soon as practically possible to address these issues.

In response to questions raised with regards to closure of the toilets and Water Park, furloughing of staff, and savings on seasonal and casual staff the Town Clerk advised that:

The toilets and Water Park had been closed since the lockdown but North Somerset Council had taken the decision to reopen their seafront toilets the previous week so the town council had followed suit a week later after checking on health and safety with its contractors.

No staff have been furloughed as it was understood that the scheme did not cover posts funded through precept. He had tried to strike the right balance between being prudent with public money and at the same time trying to protect the employment of loyal permanent staff. Savings had been made by not appointing seasonal staff to the Visitor Information Centre (VIC); secondly by not employing casual staff who are heavily relied on to run both the Blakehay Theatre and the VIC, and thirdly not

employing temporary staff at the Museum or (via NSC) the Water Park. Nobody who had a contracted post, full or part time, had lost their job. Where people were not doing their normal job, we had either found ways for them to provide service online, or redeployed them into the Coronavirus Community Support team.

There was no cost payable to NSC for gate staffing of the Water Park as the SLA had not been completed (approx. £30k saving). There was a question over the opening of the Water Park splash pad this year given the uncertainties, water safety issues and staff vacancies within the grounds team and whether it should be opened as a 'dry play area' only, in conjunction with the reopening of other play areas. It would also be very tricky to try to reopen the VIC in terms of staffing and abiding by social distancing measures.

The Deputy Town Clerk explained that the council will take savings where it can, for example there will be a saving on the PPM budget as a result of the toilets being closed. The council has been told that the NNDR costs cannot be recovered, but this was being challenged. All utilities are metered and savings could be made there.

Members were in agreement that the Water Park should only open as a 'dry play area' only in conjunction with other play areas.

The Chairman of the Tourism & Leisure Committee informed that the VIC would be a very challenging service to open and would need to await government guidelines.

A member was pleased that the decision had been taken to reopen Grove Park toilets and requested to see the income/loss figures as a result of all toilets being closed. The Deputy Town Clerk agreed to produce and circulate these to members, however she pointed out that the income generated by the toilets was minimal and was not taken into account when balancing budgets. The toilet expenditure year to date was £80k and this was not including Locking Road.

It was questioned how the council would manage the volume of people entering the Water Park if it was not supervised.

The Town Clerk advised that with no staff present to supervise the park, it would be difficult to enforce social distancing measures. Ultimately, people would have to take some responsibility for their own safety as they would in any park or play area about there would be clear advisory signage on the gates.

The Grounds Manager agreed that appropriate signage could be erected and that people would have to take responsibility for their own safety with social distancing.

It was therefore

PROPOSED BY: Councillor Robert Payne

SECONDED BY: Councillor Peter Crew

RECOMMENDED: To note the content of the report and provide initial direction as deemed appropriate at this point in time and outlined above.

	<p>1. To approve a full 6-month financial review (Sept 2020) across all revenue budget codes with a revised budget considered to recognise loss of income to date and to identify/ determine where savings are needed to balance the 2020 2021 year budget final position.</p>
<p>6.</p>	<p>Delegated Decisions During Lockdown</p> <p>The report of the Town Clerk detailing 7 items of Coronavirus emergency measures taken had been previously circulated.</p> <p>The Town Clerk clarified that 'E/W' referred to in item 3 was an abbreviation for Ellis Whittam the council's Health & Safety and employment law consultants.</p> <p>A member queried the background information on item 7 which was an agreement of urgent grants to Hope Church £250 for facemasks, £500 from WPD grant (to be deducted from ROC group). She raised concern that this may open up the flood gates for other organisations tapping into funding to support COVID-19 response.</p> <p>The Deputy Town Clerk clarified that the two-part application had come through for emergency COVID-19 response and underwent a diligent process. Group leaders had been consulted along with the chairman and vice chairman of Community Services and the Mayor who had all supported the grant.</p> <p>This was supported by the Leader of the council.</p> <p>The Deputy Town Clerk reported that together with the Development Officer funding had been sought from Weston Power and Quartet in the region of £10k for COVID-19 related causes and had been very careful to distribute then funds working with funders. Funds had been distributed to churches across the town, the YMCA and the Stables to provide a meals on wheels service for vulnerable people.</p> <p>A member raised her disappointment that she had not been approached to provide face masks as she had been making and distributing them free of charge in a business capacity.</p> <p>It was therefore</p> <p>RECOMMENDED: That the Coronavirus Emergency Measures report be noted.</p>
<p>7.</p>	<p>Future Areas to be considered by the Working Party</p> <p>CCTV Procurement</p> <p>The Town Clerk updated that approval had been received by NSC from other parish councils to go ahead and that camera locations had been agreed. As soon as he received any further information, he would notify group leaders and the Mayor.</p> <p>The Deputy Town Clerk informed that she had just heard that work on the costs of mobile cameras would be started the following week. She would be happy to set up a</p>

	<p>meeting for interested members with Howard Potheary and Chris Harrison of NSC.</p> <p>A dual hatted member advised that the police would like to set up a direct link into the CCTV system as they would have 360degree rotation. Mobile cameras have been used to target hot spot anti-social behavior etc. the council needed to decide whether they wanted to purchase the cameras or share the cost.</p> <p>The Deputy Town Clerk explained that members needed to decide if they wanted to share the costs of the cameras with other parish councils.</p> <p>In answer to a question the Deputy Town Clerk reported that the technology of the new mobile cameras was very good and the images were as good as fixed cameras. She advised that there needed to be clear justification for their use as there was legislation surrounding this which the CCTV control room would need to apply.</p> <p>Grounds Service Review Big Worle – Dartmouth Close Play Area</p> <p>These items would be discussed at the next meeting.</p>
	<p>There being no further business, the Chairman closed the meeting at 11.05 am.</p>
	<p>The Leader of the Council wanted to record his thanks to all the Town Council staff for working and operating remotely during this difficult time.</p> <p>Debate ensued regarding the future of meetings and it was agreed that Grove House meeting room would not allow for social distancing measures and should not be used at this time. Members were in favour of holding virtual meetings via Zoom for the meantime and agreed that it may be a way of meeting for the foreseeable future.</p> <p>The ability to record future meetings was discussed and agreed. The Communications Officer asked that members provide their mobile numbers in case of technical difficulties and they could then call in and listen to the meeting.</p> <p>The Town Clerk advised members to be mindful that if meetings were recorded then the recordings would be available to view on request by members of the public.</p>

Signed..... Dated.....
Chairman

AGENDA ITEM

SCHEDULE OF UNAPPROVED EXPENDITURE FOR AUGUST 2019 (ALL I

Direct Debits, Standing Orders	£27,161.06
General Account - (payment run invoices and salary payments)	£229,135.10
Imprest Account	£0.00
Mayors Charity Fund	£0.00

£256,296.16

BANK ACCOUNTS)

184140

Policy & Finance Committee 19th October 2020

BANK RECONCILIATIONS AS AT 31st August 2020

£

Summary of reconciliations attached

Liquidity Manager (Natwest)	30,126.79
Less: Unpresented cheques and BACS (p/l & imprest trs)	0.00
plus: receipts not banked	0.00
	<hr/>

Current Account (Lloyds)	860,196.65
Less: Unpresented cheques and BACS (p/l & imprest trs)	154,026.55
plus: receipts not banked	646.41
	<hr/>

Imprest Account (Lloyds)	34,654.20
Less: Unpresented cheques and BACS (p/l & imprest trs)	77.81
plus: receipts not banked	0.00
	<hr/>

Mayor's Charity Fund-(Lloyds)	10,960.70
Less: Unpresented cheques	0.00
plus: receipts not banked	0.00
	<hr/>

Sub total

ADD:

Investment CCLA

Investment SANTANDER

Petty Cash & floats held:

Petty Cash Grove Lodge

Groundsman Petty Cash

Museum Petty Cash & Floats

VIC Petty Cash & Floats

Blakehay Floats

Agenda Item

£

30,126.79

* 69,951.33 BACS payment run

706,816.51

34,576.39

10,960.70

782,480.39

100,000.00

420,000.00

250.00

50.00

640.00

150.00

320.00

1,303,890.39

Summary Income & Expenditure by Budget Heading 12/10/2020

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Central Administration	Expenditure	6	(9)	238,451	238,460	238,460	0.0%
103	Grove House	Expenditure	0	(0)	10,017	10,017	10,017	0.0%
104	Grove Lodge	Expenditure	3	1	7,599	7,598	7,598	0.0%
105	Community Services	Income	0	15,685	0	(15,685)		0.0%
		Expenditure	28,126	99,817	451,753	351,936	351,936	22.1%
	Movement to/(from) Gen Reserve	<u>(28,126)</u>	<u>(84,132)</u>					
107	Civic Support	Expenditure	3,420	18,252	61,339	43,087	43,087	29.8%
108	Democratic Representation	Expenditure	7,230	37,259	57,805	20,546	20,546	64.5%
110	Other Costs & Income	Income	118	1,362,736	2,570,270	1,207,534		53.0%
		Expenditure	69	19,960	73,383	53,422	53,422	27.2%
	Movement to/(from) Gen Reserve	<u>49</u>	<u>1,342,776</u>					
111	Strategic Planning/Projects	Expenditure	4,628	26,835	39,270	12,435	12,435	68.3%
120	Blakehay Central Costs	Expenditure	9,234	39,099	83,277	44,178	44,178	46.9%
121	Blakehay -Auditorium	Income	0	0	43,100	43,100		0.0%
		Expenditure	1,707	8,533	36,499	27,966	27,966	23.4%
	Movement to/(from) Gen Reserve	<u>(1,707)</u>	<u>(8,533)</u>					
122	Blakehay - Upper Studio	Income	0	(192)	13,400	13,592		(1.4%)
		Expenditure	0	2,220	7,156	4,936	4,936	31.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,412)</u>					
123	Blakehay Bar	Income	0	0	16,750	16,750		0.0%
		Expenditure	384	3,310	16,257	12,947	12,947	20.4%
	Movement to/(from) Gen Reserve	<u>(384)</u>	<u>(3,310)</u>					
124	Blakehay Box Office	Income	0	(30)	10,800	10,830		(0.3%)
		Expenditure	1,305	6,517	19,640	13,123	13,123	33.2%
	Movement to/(from) Gen Reserve	<u>(1,305)</u>	<u>(6,547)</u>					
125	Blakehay -Live Shows	Income	0	(36)	48,000	48,036		(0.1%)
		Expenditure	0	2,250	26,400	24,150	24,150	8.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,286)</u>					
140	Museum Central Costs	Income	10	21	7,500	7,479		0.3%
		Expenditure	22,606	113,219	304,253	191,034	191,034	37.2%
	Movement to/(from) Gen Reserve	<u>(22,596)</u>	<u>(113,198)</u>					
141	Museum Learning and Events	Income	0	(60)	17,352	17,412		(0.3%)
		Expenditure	2,169	11,683	32,353	20,670	20,670	36.1%
	Movement to/(from) Gen Reserve	<u>(2,169)</u>	<u>(11,743)</u>					
142	Museum Cafe	Income	381	381	62,000	61,619		0.6%
		Expenditure	4,095	19,476	69,592	50,116	50,116	28.0%
	Movement to/(from) Gen Reserve	<u>(3,714)</u>	<u>(19,095)</u>					
143	Museum shop/retail	Income	179	363	17,500	17,137		2.1%
		Expenditure	423	1,533	7,312	5,779	5,779	21.0%
	Movement to/(from) Gen Reserve	<u>(244)</u>	<u>(1,170)</u>					
144	Museum Temporary Gallery	Expenditure	0	0	1,000	1,000	1,000	0.0%

Summary Income & Expenditure by Budget Heading 12/10/2020

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
145	Museum Function							
	Income	4	34	31,500	31,466			0.1%
	Expenditure	0	0	3,885	3,885		3,885	0.0%
	Movement to/(from) Gen Reserve	<u>4</u>	<u>34</u>					
199	Capital Projects	Expenditure	17,100	17,100	173,000	155,900	155,900	9.9%
300	Planning	Expenditure	1,098	5,842	6,035	193	193	96.8%
400	Central Grounds Maintenance	Expenditure	(0)	(0)	194,109	194,109	194,109	0.0%
403	Allotments	Expenditure	674	3,336	7,370	4,034	4,034	45.3%
406	Environmental / climate	Expenditure	0	0	100,000	100,000	100,000	0.0%
420	Milton Road Cemetery	Income	4,975	28,419	59,250	30,831		48.0%
	Expenditure	17,252	72,386	95,825	23,439		23,439	75.5%
	Movement to/(from) Gen Reserve	<u>(12,277)</u>	<u>(43,967)</u>					
451	Youth Activities	Expenditure	6,100	30,776	72,660	41,884	41,884	42.4%
460	Street Furniture	Expenditure	4,754	21,323	39,195	17,872	17,872	54.4%
470	Parks & Play Areas	Income	0	1,750	37,000	35,250		4.7%
	Expenditure	56,709	95,647	345,607	249,959		249,959	27.7%
	Movement to/(from) Gen Reserve	<u>(56,709)</u>	<u>(93,897)</u>					
475	Planned maintenance	Expenditure	(25,710)	34,391	122,325	87,934	87,934	28.1%
480	Tourism & Marketing	Expenditure	637	5,127	5,000	(127)	(127)	102.5%
481	Tourism Love Weston / Dest Mar	Income	45	12,755	27,500	14,745		46.4%
	Expenditure	7,089	37,597	110,472	72,875		72,875	34.0%
	Movement to/(from) Gen Reserve	<u>(7,044)</u>	<u>(24,842)</u>					
482	Tourism VIC costs	Income	100	800	19,100	18,300		4.2%
	Expenditure	351	1,014	41,420	40,406		40,406	2.4%
	Movement to/(from) Gen Reserve	<u>(251)</u>	<u>(214)</u>					
485	PublicToilets	Income	1,204	1,418	5,500	4,082		25.8%
	Expenditure	6,616	33,727	61,452	27,725		27,725	54.9%
	Movement to/(from) Gen Reserve	<u>(5,411)</u>	<u>(32,309)</u>					
801	Earmarked Reserves	Expenditure	69,532	77,643	0	(77,643)	(77,643)	0.0%
	Grand Totals:- Income	7,015	1,424,043	2,986,522	1,562,479			47.7%
	Expenditure	247,606	845,864	2,921,711	2,075,846	0	2,075,846	29.0%
	Net Income over Expenditure	<u>(240,590)</u>	<u>578,179</u>	<u>64,811</u>	<u>(513,367)</u>			
	Movement to/(from) Gen Reserve	<u>(240,590)</u>	<u>578,179</u>					

Policy & Finance Committee 19th October 2020

Report from the Deputy Town Clerk

Bank Interest Report for August 2020

Interest was received on the investment of £420,000 into a 90 day Notice Account at a rate of 0.85% with Santander to the value of £165.12 on 3rd August 2020.

Interest was received on the investment of £100,000 CCLA (Public Sector Deposit Fund) to the value of £16.29 on 4th August 2020.

Policy & Finance Committee 19th October 2020

SCHEDULE OF RECEIPTED INCOME FOR AUGUST 2020

Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs

Current Account (Natwest) Not including TRO Settlement or Inter a/c trs

Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer

Mayor's Charity Fund (Lloyds)

Total Gross Income

ENDA ITEM

£
10,502.97
0.00

0.00

0.00

10,502.97

MONTH END OVERPEND REPORT 2020/2021

PERIOD: 5

Aug-20

Budget heading	code	Spend value in month	YTD Spend	Budget 2020/2021	Overpend	Reason
Grove House						
PPE - COVID related	103/4041	£623.00	£1,065.00	£0.00	-£1,065.00	COVID PPE not included in budget estimates
Grove Lodge						
PPE - COVID related	104/4041	£51.00	£215.00	£0.00	-£215.00	COVID PPE not included in budget estimates
Community services						
Blue Plaque	105/4228	£358.00	£1,052.00	£1,000.00	-£52.00	Blue Plaque Overspend on last plaque installation
Museum (Central costs)						
PPE - COVID related and other	140/4041	£1,770.00	£4,304.00	£1,000.00	-£3,304.00	COVID PPE not included in budget estimates
Milton Road Cemetery						
Utilities	420/4104	£314.00	£314.00	£299.00	-£15.00	Increase water price
Parks & Play Areas						
Waterpark Rent	470/4138	£9,313.00	£10,041.00	£8,632.00	-£1,409.00	CPI increase on rent - not included in original estimates
Tourism - VIC						
PPE - COVID related	482/4041	£0.00	£207.00	£0.00	£207.00	COVID PPE not included in budget estimates

Outstanding Balances by Month as at 12/10/2020

A/C Code	Customer Name	Balance	Oct 2020	Sep 2020	Aug 2020	Prior Months	On A/c Pymnts
Ledger No 1, Blakehay Sales Ledger							
CHELIS	CHELIS	1,212.62	0.00	0.00	0.00	1,212.62	0.00
FOANR	FOANR	-71.00	0.00	0.00	0.00	0.00	-71.00
GLIDDON	GLIDDON	72.00	0.00	72.00	0.00	0.00	0.00
PILATES	PILATES	60.00	0.00	0.00	0.00	60.00	0.00
THATCHERS	THATCHERS	120.00	0.00	0.00	0.00	120.00	0.00
THESTABLE	THESTABLE	120.00	0.00	0.00	0.00	120.00	0.00
TOWN	TOWN	30.00	0.00	0.00	0.00	30.00	0.00
TURNERJ	TURNERJ	475.20	0.00	0.00	0.00	475.20	0.00
WEBBERN	WEBBERN	-1,173.00	0.00	0.00	0.00	0.00	-1,173.00
WES001	WESTON COLLEGE	1,734.00	0.00	0.00	0.00	1,734.00	0.00
WES002	WESTON COLLEGE	1,777.16	0.00	0.00	0.00	1,777.16	0.00
WORLEWB	WORLEWB	-316.80	0.00	0.00	0.00	0.00	-316.80
Total Sales Ledger No 1		4,040.18	0.00	72.00	0.00	5,528.98	-1,560.80
Ledger No 2, Council Sales Ledger							
ALBANY	ALBANY	225.00	0.00	0.00	0.00	225.00	0.00
ALLIANCEDB	ALLIANCEDOGBIN	653.40	0.00	363.00	290.40	0.00	0.00
BELLAVISTA	BELLAVISTA	225.00	0.00	0.00	0.00	225.00	0.00
BREAN	BREAN	450.00	0.00	0.00	0.00	450.00	0.00
CAVACIUTI	CAVACIUTI	1,750.00	0.00	0.00	0.00	1,750.00	0.00
CHURCHILLP	CHURCHILLP	432.00	0.00	432.00	0.00	0.00	0.00
CLARKEK	CLARKEK	13.60	0.00	13.60	0.00	0.00	0.00
CLEVEDON	CLEVEDON	-40.00	0.00	0.00	0.00	0.00	-40.00
ELLENBOR	ELLENBOROUGH HALL	247.50	0.00	0.00	0.00	247.50	0.00
FIRSTBUS	FIRSTBUS	135.00	0.00	0.00	0.00	135.00	0.00
FOANR	FOANR	71.00	0.00	0.00	0.00	71.00	0.00
GILDA	GILDA	120.00	0.00	0.00	0.00	120.00	0.00
GROVES	GROVES	188.00	0.00	188.00	0.00	0.00	0.00
HADLEYS	HADLEYS	135.00	0.00	0.00	0.00	135.00	0.00
HIGHLEA	HIGHLEA	450.00	0.00	0.00	0.00	450.00	0.00
KENDRICKN	KENDRICKN	235.00	0.00	235.00	0.00	0.00	0.00
KENILWORT	KENILWORTH	135.00	0.00	0.00	-180.00	315.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	297.00	0.00	297.00	0.00	0.00	0.00
OAKOVER	OAKOVER	247.50	0.00	0.00	0.00	247.50	0.00
PALMER	PALMER	1.00	0.00	0.00	41.00	0.00	-40.00
ROCKPOOL	ROCKPOOL	450.00	0.00	0.00	0.00	450.00	0.00
SANDFARM	SANDFARM	225.00	0.00	225.00	0.00	0.00	0.00
THE	THE ROYAL GROVESNOR	315.00	0.00	0.00	0.00	315.00	0.00
THEBEACHE	THEBEACHES	315.00	0.00	0.00	0.00	315.00	0.00
THELITTLE	THELITTLE	315.00	0.00	0.00	0.00	315.00	0.00
WALLEDEN	WALLEDEN	630.00	0.00	0.00	0.00	630.00	0.00
WEBBERN	WEBBERN	1,173.00	0.00	0.00	0.00	1,173.00	0.00
WES005	WES005	630.00	0.00	0.00	0.00	630.00	0.00
WESTONGO	WESTONGOLF	180.00	0.00	0.00	0.00	180.00	0.00
WINSCOMBE	WINSCOMBES	360.00	0.00	360.00	0.00	0.00	0.00
WINSTONS	WINSTONS	135.00	0.00	0.00	0.00	135.00	0.00
Sub Total C/Fwd		14,739.18	0.00	2,185.60	151.40	14,042.98	-1,640.80

Outstanding Balances by Month as at 12/10/2020

A/C Code	Customer Name	Balance	Oct 2020	Sep 2020	Aug 2020	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	14,739.18	0.00	2,185.60	151.40	14,042.98	-1,640.80
Ledger No 2, Council Sales Ledger (Continued)							
WOOKEY	WOOKEY	1,575.00	0.00	120.00	120.00	1,335.00	0.00
	Total Sales Ledger No 2	12,274.00	0.00	2,233.60	271.40	9,849.00	-80.00
Ledger No 4, Museum Sales Ledger							
AXE	AXE	255.00	0.00	0.00	0.00	255.00	0.00
BLAGDONP	BLAGDONPRI	35.00	0.00	35.00	0.00	0.00	0.00
BRAMMER	BRAMMER	824.40	0.00	0.00	0.00	824.40	0.00
CORPUS	CORPUS	35.00	0.00	35.00	0.00	0.00	0.00
EDMONDSN	EDMONDSN	528.60	0.00	0.00	0.00	628.60	-100.00
HAYWARDV	HAYWARDV	26.25	0.00	0.00	0.00	26.25	0.00
HEALEY	HEALEYS	26.25	0.00	0.00	0.00	0.00	26.25
KEWSTOKE	KEWSTOKE	26.25	0.00	0.00	0.00	0.00	26.25
PAWLETT	PAWLETT	35.00	0.00	35.00	0.00	0.00	0.00
STMARTINS	STMARTINS	35.00	0.00	35.00	0.00	0.00	0.00
WHEATFIELD	WHEATFIELD	35.00	0.00	35.00	0.00	0.00	0.00
	Total Sales Ledger No 4	1,861.75	0.00	175.00	0.00	1,734.25	-47.50
TOTAL SALES LEDGER BALANCES		18,175.93	0.00	2,480.60	271.40	17,112.23	-1,688.30

Weston-super-Mare Town Council

Internal Audit Report 2019-20 (Interim Update)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Limited*

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied accordingly, in terms of independence from the Council decision making process, from the outset and this report sets out those areas examined during the course of our recent interim update visit to the Council, which took place on 19th February 2020, supplements that undertaken on 24th and 25th October 2019 and will be subject to further revision following the final visit to the Council on a date yet to be arranged in May / June 2020 subsequent to the year-end closedown.

Internal Audit Approach

In continuing our review for 2019-20, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities.

Overall Conclusion

We are pleased to report that no significant issues have been identified in our review for the year to date that warrant formal recommendation and the Deputy Town Clerk and her staff are to be commended for the quality of work and documentation provided for the purposes of the interim audits.

This report has been prepared for the sole use of Weston-super-Mare Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Detailed Report

Review of Accounts and Accounting Arrangements

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers, which continue to be maintained in bespoke (Omega) software with two bank accounts operated at Lloyds following the transition from NatWest (although the latter is not yet fully dormant), supplemented by a Reserve Saver account at Santander and CCLA deposit holdings. We have to date: -

- Ensured that an appropriate cost centre and nominal ledger coding structure remains in place;
- Checked and agreed the opening Trial Balance detail in the Omega software for 2019-20 to the closing Accounts and certified Annual Governance and Accountability Return for 2018-19 to ensure that all balances have been properly rolled forward;
- Checked and agreed three sample months' transactions (April, September and December 2019) on all three accounts from appropriate cashbooks to the relevant bank statements; and
- Verified that regular, monthly bank reconciliations continue to be undertaken on all accounts, noting that appropriate hard copies are retained on file, that members are regularly provided with same and that these are signed off by appropriate officers and lead members. We have checked and agreed those as at 30th April, 30th September and 31st December 2019 on all three accounts with no matters arising.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Examined the minutes of meetings of the Full Council and its Standing Committees (except Planning) held throughout the current financial year to date (end December 2019) to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred;

- We have previously noted that both Standing Orders and Financial Regulations had been reviewed and re-affirmed in prior years, including necessary revisions in accord with revised contract regulations and have verified from current year's minutes that appropriate "tidying up" has been undertaken in relation to the Financial Regulations (July 2019); and
- We are pleased to note that Council has re-considered the criteria for the General Power of Competence and resolved that all requirements were met subsequent to the local elections in May 2019.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Review of Purchasing and Payment Procedures

Our testing strategy in this section aims to ensure compliance with the following criteria to ensure that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Posted accurately to the Omega software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval process and subsequently summarised for adoption by Full Council; and
- That the calculation and recording of VAT to the relevant control account for subsequent recovery has been actioned appropriately.

We have concluded our testing of a sample of supplier payments made during the financial year to date (end January 2020), examining all those individually in excess of £5,000 together with a further selection of every 50th cashbook transaction, irrespective of value. Our test sample comprised of approximately 75 payments (covering more than 200 individual supplier invoices), totalled more than £765,000 and represented 59% of all non-pay related expenditure processed to that date.

We note that VAT Returns continue to be submitted electronically as required by extant legislation and have verified the Q2 (September 2019) submission to the underlying control account balances. We also note that the necessary partial exemption computations for VAT for 2018-19 have been completed with no further action required.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council's activities was undertaken and that formal, detailed risk registers utilising the bespoke LCRS software package were adopted: this remains the case in 2019-20, with the latest "scores on the doors" being considered by the Expenditure and Governance Working Party in June 2019 and, subsequently by minute adoption, the Policy & Finance Committee in August 2019 and full Council in November 2019; and
- Noted from our sample of supplier payments above that the Council's insurance policy was renewed via WPS (the brokers) with cover now being provided by their preferred supplier, Royal & Sun Alliance, at substantial savings in premiums. We have examined the current year's policy schedule (ending in June 2020) and note that Public Liability stands at £15 million, that Employer's Liability stands at £10 million, that Fidelity Guarantee stands at £1.4 million and that Loss of Revenue is in place at £699,000.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local District Council (or Unitary Authority where applicable), that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. To meet this objective:

- We noted previously that early deliberations had been undertaken in relation to Revenue budgets for 2020-21, with any formal conclusions deferred until January 2020. Subsequently at this update visit, we note that this exercise was duly completed with the Precept for 2020-21 being adopted, and properly recorded, at £2,567,270; and
- We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year (most recently to the Policy & Finance Committee in February 2020).

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Review of Income

In this area of our review work, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale: also ensuring that it is banked promptly in accordance with the Council's Financial Regulations. Consequently:-

- We note that the schedules of Council's fees and charges continue to be reviewed and adopted annually, those for 2019-20 having been formally considered by the relevant committee and Full Council during the previous municipal year as part of the budget setting process;
- We have, as noted earlier in this report, verified all receipt transactions from Omega cashbook ledgers to relevant bank statements for three sample months in the Lloyds and NatWest cashbooks and also the interest and dividends arising on both the CCLA deposits and the Santander Reserve account for the year to end December;
- We have tested the takings for the Blakehay Theatre and Bar by reference to the daily cash sheets for week ending 8th November 2019, the accompanying "Z" till readings, the third party (Ticket Source) reports and subsequent cashbook and bank statement entries; and
- Similarly the public toilet takings were tested for the same sample week and those for the Information Centre for the week ending 22nd September 2019 were also verified.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Petty Cash Account and Debit Card Usage

Relatively limited petty cash accounts are operated at the Administration offices, at the Museum / Café, at the Information Centre, and for the Grounds staff with maximum Imprest holdings of £250, £100, £100 and £50 respectively which are "topped up" periodically.

We have examined a sample of the most recent payment transactions (namely for the reimbursements raised in August and September 2019) with all items properly supported by till receipts or supplier invoices, correctly entered in the ledgers and with any VAT recoveries (albeit completely immaterial) separated accordingly

The Council also operates a Lloyds bank corporate credit card with a maximum credit limit of £2,500, with two named authorised users and with settlement in full on a monthly basis by direct debit. We have checked and agreed the individual items on the statement paid in September 2019 to appropriate till receipts with no matters of concern.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as recently amended with effect from 1st April 2019 as regards employee contribution bandings.

To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented an appropriate award for the current year;
- Noted previously that a payroll bureau provider (North Somerset Council) was engaged to provide the service and this remains the case in 2019-20;
- Agreed the amounts paid to employees by reference to the approved pay scales on the council's establishment list, examining a sample of all those salary payments made in September 2019;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;
- Checked that the correct superannuation percentage deductions are being applied where applicable; and
- Ensured that any variations to standard payments, such as overtime and sickness and mileage, have been subject to formal timesheet records and approval by senior officers.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

- The Council currently has funds in the Santander Bank and the Public Sector Deposit fund, detail of which we have checked and agreed to their third party statements as at 30th September 2019; and
- The Council continues to have outstanding loan facilities with PWLB and we have verified the two instalment repayments for the year (in May and November 2019) from cashbooks to third party demand notices as part of the sample of supplier testing noted earlier in this report.

There are no issues arising in this area to warrant formal recommendation currently.

Weston-super-Mare Town Council

Internal Audit Report 2020-21 (First Interim)

Stuart J Pollard

*Director
Auditing Solutions Limited*

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied accordingly, in terms of independence from the Council decision making process: the following detailed report sets out those areas examined during the course of our first interim visit to the Council, which took place on 6th October 2020 and will be subject to further update revision following future visits the dates of which has yet to be agreed.

Internal Audit Approach

In commencing our review for 2020-21, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities. The impact of the Covid pandemic has obviously had a significant impact on the Council's finances to date in the current financial year with most venues closed for much of the summer and some still remaining closed. Consequently, we have focused attention at this review on the Council's expenditure and governance controls.

Notwithstanding that, following a situation that arose towards the end of 2019-20, we have also been asked to examine certain issues at the Blakehay Theatre, detail of which, with our conclusions, will be set out in a separate confidential report to the Council.

Overall Conclusion

We are pleased to report that no significant issues have been identified to date from the work undertaken, although we have noted one or two areas where we consider that, inter alia, the filing of documentation requires improvement in order to provide a clear and comprehensive audit trail. Detail of such is set out in the following detailed report with resultant recommendations further summarised in the appended Action Plan.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers, which continue to be maintained using the Rialtas Omega software with three bank accounts operated at Lloyds including the Mayor's Charity Account, supplemented by a Liquidity Manager and two Investment" deposit accounts. We have at this first review for the year: -

- Ensured that an appropriate cost centre and nominal ledger coding structure remains in place
- Checked and agreed two sample months' transactions (April and August 2020) on the Lloyds Current account and the year to 31st August transactions on the other two Lloyds accounts by reference to the supporting bank statements
- Noted that receipt of limited monthly interest is the only transaction on the Liquidity Manager account and have agreed the balance thereon together with the balances on the two "investment" deposit accounts as of 31st August 2020 to the supporting bank documentation, and
- Checked and agreed the Current Account bank reconciliations as of 30th April 2020 on the Current Lloyds account and the combined account reconciliation as of 31st August 2020 all accounts.

Conclusions and recommendation

We are pleased to record that no significant issues arise in this area currently, although we note that three "Ticket sour" receipts dated 20th April (2) and 1st June 2020 (1) remain uncleared on the 31st August 2020 bank reconciliation, also noting that the August BACS payment (ref Page 5449) has been erroneously recorded in the cashbook as paid on 31st March 2020 and remained uncleared until after 31st August 2020.

We shall undertake further testing in this area at future reviews, also ensuring the accurate disclosure of the year-end combined cash and bank balances in the year's AGAR and the detailed Statement of Accounts prepared on behalf of the Council by an external contractor.

R1. Where cheques and deposits remain uncleared through the bank account for any length of time (ideally a maximum of three months) they should be pursued appropriately to establish the reason for their non-clearance.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have reviewed the minutes of meetings of the Full Council and its Standing Committees (except Planning) as currently posted on the Council's website held to date in

the current financial year, noting that, due to the Covid situation, only a few meetings have taken place. In reviewing the minutes, we have aimed to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred: we are pleased to record that no such issues have been identified to date.

We have previously noted that both Standing Orders and Financial Regulations were reviewed and re-affirmed in prior years, including necessary revisions in accord with revised 2015 EU Contract Regulations and, as recorded in last year's report, noted that appropriate "tidying up" was undertaken during that year in relation to the Financial Regulations.

Conclusions

We are pleased to record that no issues requiring formal recommendation have arisen in this area to date. We shall continue our review of minutes and the Council's approach to governance issues at future visits.

Review of Purchasing and Payment Procedures

We aim in this area to ensure compliance with the following criteria to ensure that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation
- Supported by an official order, where appropriate
- Supported by proper quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations
- Posted accurately to the Omega software nominal ledger expenditure headings
- Authorised as seen by members during the course of the cheque approval process and subsequently summarised for adoption by Full Council, and
- That the calculation and recording of VAT to the relevant control account for subsequent recovery has been actioned appropriately.

We have commenced testing for compliance with the above criteria selecting a sample of 37 individual payments in the year to 30th September 2020 including all those in excess of £3,000 plus every 30th other payment to that date.

We note that VAT Returns continue to be submitted electronically as required by extant legislation and have ensured recovery of the 2019-20 closing balance in the current financial year by reference to the VAT control account in Omega.

Conclusions and recommendation

We are pleased to report that no significant issues have been identified among our test sample, although a number of invoices could not initially be traced on the monthly files of purchase invoice documentation processed for each month. We consider it essential that all documentation supporting payments is held on the appropriate monthly file,

which includes full detail of all purchase ledger and other transactions, the former detailing individual invoices paid in the month to each trader.

We acknowledge that, due to the Covid situation with staff working at home, this process has been significantly hampered, but urge that, going forward, appropriate care is taken to ensure that all payments are fully and appropriately supported by relevant documentation in the monthly files.

We shall extend our test sample to cover the remainder of the year at future visits.

R2. *Care should be taken to ensure that the monthly files of processed purchase invoices are complete with all invoices, or copies thereof, held appropriately on file in support of every payment processed in the month.*

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

To date, we have examined the Council's 2020-21 insurance schedule, arranged through WPS, with Royal & Sun Alliance, noting that premises and contents appear to be appropriately covered, together with Public and Employer's Liability standing at £15 million and £10 million respectively and Fidelity Guarantee cover at £1.4 million, together with Loss of Revenue cover at £699,000, all of which we consider appropriate for the Council's present requirements.

Conclusions

No issues have been identified warranting formal recommendation in this area currently. We shall continue to monitor the Council's approach to risk management at future visits, also ensuring that the existing risk registers are formally reviewed and re-adopted during the current financial year, as required by the Governance and Accountability Manual.

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the parent District Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

This interim review occurred in advance of any formal action to consider the budgetary and precept requirements for 2021-22: we will, consequently, ensure appropriate consideration is given at a future visit.

We are pleased to note that members are provided with sound, periodic and comprehensive management accounting information based on the Omega detail, although the Covid

situation has obviously affected the level of Council activity in the current financial year with significant depletion to the usual level of income receivable due to closure of the various Council venues.

We have examined the latest available Omega budget report with no unanticipated variances apparent at this stage of the financial year, other than the impact of the ongoing Covid situation.

Conclusions

No issues arise in this area currently: we shall continue to monitor the budgetary performance at future visits making due allowance for the impact of the ongoing Covid situation, also ensuring that appropriate deliberation takes place on the 2021-22 budgetary requirement with potential medium to longer-term impact as a result of the impact of Covid.

Review of Income

We have not undertaken any detailed work in this area at this visit, largely due to the impact of Covid and closure of the Council's various income generating venues. We have, however, at the specific request of the Deputy Town Clerk / RFO, visited the Blakehay Theatre following up on a complaint raised by a member of staff at the Theatre which was fully investigated by the Deputy Town Clerk / RFO earlier in the calendar year. Our conclusions will be set out in a separate report to be issued in due course.

Petty Cash Account and Debit Card Usage

Relatively limited petty cash accounts are operated at the Administration offices, at the Museum / Café, at the Information Centre, and for the Grounds staff with maximum Imprest holdings of £250, £100, £100 and £50 respectively which are "topped up" periodically.

Conclusions

We have not undertaken any work in this area at this review visit, but will do so subsequently with conclusions reported accordingly.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMR legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1st April 2020 as regards employee contribution bandings.

To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the nationally agreed pay award for 2020-21, together with back pay to 1st April 2020, which was paid with the September 2020 salaries
- Noted previously that North Somerset Council has been engaged to provide the service
- Agreed the amounts paid to a sample of 12 employees across the various sections of the Council by reference to the approved pay scales on the council's establishment list and the 2020-21 national award detail, examining payments made in September 2020
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table, and
- Checked that the correct superannuation percentage deductions are being applied where applicable.

Conclusions

We are pleased to report that no issues have been identified among the test sample of 12 employees' salaries paid in September 2020.

Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We are pleased to note that the Council has a Treasury Management and Investment Strategy document in place which was last reviewed in February 2015: we understand that it is due for review, update (where necessary) and formal re-adoption in the current financial year.

The Council currently has funds in the Santander Bank and the CCLA Public Sector Deposit fund, detail of which we have checked and agreed to their third party statements as of 31st August 2020.

The Council has an outstanding loan with PWLB: we have verified the first instalment repayment paid in May 2020 to the third-party demand notice as part of the sample of purchase invoice testing reported earlier in this report.

Conclusions

We are pleased to record that no significant issues arise in this area currently. We shall undertake further work at future visits including ensuring that the planned review and re-adoption the Treasury Management and Investment Strategy is undertaken.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations		
R1	Where cheques and deposits remain uncleared through the bank account for any length of time (ideally a maximum of three months) they should be pursued appropriately to establish the reason for their non-clearance.	
Review of Purchasing and Payment Procedures		
R2	Care should be taken to ensure that the monthly files of processed purchase invoices are complete with all invoices, or copies thereof, held appropriately on file in support of every payment processed in the month.	

REPORT TO POLICY AND FINANCE COMMITTEE – 19th OCTOBER 2020
GRANT APPLICATIONS FOR THE PERIOD DECEMBER 2019 – JULY 2020

REPORT OF THE DEPUTY TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER

The small and voluntary grant applications have been brought to the Policy and Finance Committee on this occasion only. Whilst they would normally be put to the Community Services Committee, there is a need to deal with the applications with a matter of urgency, due to them having been in the possession of the finance team for an unprecedented amount of time as a result of COVID-19. To delay them further does not seem prudent.

Members will find the following information accompanying the report:

- 2020/2021 Grant Budget detailing money spent so far and the remaining budget
- The grant scoring matrix for each grant application

The following organisations have applied for funding during the period 10/12/2019-25/07/2020:

Organisation	Date Applied	Amount Requested
Birnbeck regeneration Trust	25/07/2020	£2,000.00
Great Western Air Ambulance	02/06/2020	£2,000.00
Marie Curie	24/06/2020	£1,000.00
North Somerset People First	21/07/2020	£987.00
Read Easy Weston-super-Mare	03/02/2020	£400.00
Revitalise	15/06/2020	£1,000.00
Somerset Storyfest	14/02/2020	£1,040.00
That Creative Thingy Wotsit CIC	10/12/2019	£600.00
Weston Super Mare Street Pastors	07/05/2020	£1,000.00
WSM Pride CIC	04/03/2020	£1,500.00
Worle Wind Band	01/02/2020	£1,000.00
	Total	£12,527.00

There is only £6,068 available from the 2020-2021 budget for small and voluntary grants.

Members are request to:

Consider the grant applications received and award as appropriate.

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant	Birmingham Regeneration Trust
Amount Requested	£2,000
Date Received	25/07/2020
Previously Awarded Funding	Yes 2018 £1,000

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councils in understanding the application that has been received - it does not give a finite outcome as members will need to consider other (non-scored) information along side this, at the bottom of the form.

	YES	Unclear	NO
Is the company limited by shares or limited liability partnership			NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial funding			NO
Upward Funders' ie local groups who fundraising is sent for central distribution			NO
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a trading account and balance sheet for the last financial year			NO
The organisation has submitted bank / building society statements			NO
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Worle & Upton) or serving a significant amount of residents	YES		
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL 5 0 11

Additional Information

How much £'s Resource does the organisation have in total (Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

Not Known
No
No

Funds required toward a temporary building on the promenade by Pier View

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant

Amount Requested

Date Received

Previously Awarded Funding Dates/ Amounts 2016 = £150 from MCF & 2012 = £843.87 from MCF

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - it does not give a finite outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

CRITERIA	YES	Unclear	NO
Is the companies limited by shares or limited liability partnership			NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial funding			NO
Upward Funders' ie local groups who fundraising is sent for central distribution	YES		
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a trading account and balance sheet for the last financial year	YES		
The organisation has submitted bank / building society statements	YES		
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Wortle & Uphill) or serving a significant amount of residents			NO
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL 7 0 9

Additional Information

How much £'s Resource does the organisation have in total (Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant	Marie-Curie South West Office	
Amount Requested	£1,000	
Date Received	26/05/2020	
Previously Awarded Funding	No	

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - it does not give a finite outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

	YES	Unclear	NO
Is the company limited by shares or limited liability partnership			NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial funding			NO
Upward Funders (ie local groups who fundraising is sent for central distribution)			NO
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively		Unclear	
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a trading account and balance sheet for the last financial year	YES		
The organisation has submitted bank / building society statements	YES		
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM		Unclear	
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents			NO
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs	YES		

Scoring TOTAL

6

2

8

Additional Information

How much £s Res-source does the organisation have in total (Balance Sheet / Bank Account ? Free reserves (general funds) £48,832 @ 2019

Is the a more appropriate source of funding the organisation should be direct to / Who? N/a

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

this is a national organisation operating regionally, so is not directly for WSM, but does cover the WSM area

What Benefit does it provide to the town?

Providing end of life care to residents, approx 18 people.

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant:

Amount Requested:

Date Received:

Previously Awarded Funding:

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - It does not give a finite outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

	YES	Unclear	NO
Is the companies limited by shares or limited liability partnership			NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial funding			NO
Upward Funders' ie local groups who fundraising is sent for central distribution			NO
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a trading account and balance sheet for the last financial year	YES		
The organisation has submitted bank / building society statements	YES		
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents	YES		
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL **7 0 9**

Additional Information

How much E's Resource does the organisation have in total (Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

self advocacy organisation run for and led by people with a disability or autism. Currently working with approx. 400 people

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant

Amount Requested

Date Received

Previously Awarded Funding

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - it does not give a final outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

CRITERIA	Scoring		
	YES	Unclear	NO
Is the companies limited by shares or limited liability partnership			NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial funding			NO
Upward Funders' ie local groups who fundraising is sent for central distribution			NO
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a trading account and balance sheet for the last financial year	YES		
The organisation has submitted bank / building society statements	YES		
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents	YES		
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL

Additional Information

How much £'s Resource does the organisation have in total (Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant:

Amount Requested:

Date Received:

Previously Awarded Funding: Dates / Amounts: June 2006 = £1,000 & May 2005 = £1,000

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - it does not give a finite outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

	YES	Unclear	NO
Is the companies limited by shares or limited liability partnership		Unclear	NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial funding			NO
Upward Funders' ie local groups who fundraising is sent for central distribution	YES		
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a Trading account and balance sheet for the last financial year	YES		
The organisation has submitted bank / building society statements			NO
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents			NO
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL

Additional Information

How much £'s Resource does the organisation have in total (Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

Limited direct benefit to the town as any funds awarded are to provide respite holidays for disabled people and their careers and this is limited in numbers as above for WSM

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant: Somerset Storyfest

Amount Requested: £1,040

Date Received: 14.02.2020

Previously Awarded Funding: No

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - it does not give a finite outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

CRITERIA	YES	Unclear	NO
Is the companies limited by shares or limited liability partnership.		Unclear	NO
Local Authority or body owned or controlled by them		Unclear	NO
Political Organisation - unless clear demonstration of benefit to wider community		Unclear	NO
Individuals seeking Financial funding		Unclear	NO
Upward Funders' ie local groups who fundraising is sent for central distribution		Unclear	NO
Group Fundraisers whom distributable funds as grants or sponsorship of other organisations or individuals		Unclear	NO
Grants will not be made retrospectively		Unclear	NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community		Unclear	NO
The organisation has submitted a trading account and balance sheet for the last financial year		Unclear	NO
The organisation has submitted bank / building society statements	YES		
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents	YES		
Is the organisation a New Start up		NO	
Is the application for grant to cover salaries or staff costs		NO	

Scoring TOTAL

5 0 0

Additional Information

How much £'s Resource does the organisation have in total (Balance Sheet / Bank Account ?

£2,014 @ 06.02.2020

Is the a more appropriate source of funding the organisation should be direct to / Who?

The organisation covers the Somerset Area but is asking for funding specifically to provide resources for Becket & Bournville Primary Schools

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

Not directly to the town but it may have impact on the delivery to the schools mention - who are also asked to make a contribution towards the cost of the provision

What Benefit does it provide to the town?

Becket & Bournville Primary schools - have been cited, but there could be others?

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant:

Amount Requested:

Date Received:

Previously Awarded Funding: Dates / Amounts 17.04.18 = £1,000

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - it does not give a final outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

	YES	Unclear	NO
Is the companies limited by shares or limited liability partnership			NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial Funding			NO
Upward Funders ie local groups who fundraising is sent for central distribution			NO
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a trading account and balance sheet for the last financial year	YES		
The organisation has submitted bank / building society statements			NO
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents			NO
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL 5 0 10

Additional Information

How much £ is Resources does the organisation have in total (Balance Sheet / Bank Account ?)

Is this a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant

Amount Requested

Date Received

Previously Awarded Funding

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - it does not give a final outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

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Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial funding			NO
Upward Funders: ie local groups who fundraising is sent for central distribution			NO
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a trading account and balance sheet for the last financial year			NO
The organisation has submitted bank / building society statements	YES		
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM		Unclear	
The organisation has provided evidence of any other financial backing from other sources & the outcome			NO
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents	YES		
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL

Additional Information

How much £'s Resource does the organisation have in total (Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to /Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

It could limit the amount of voluntary Street Pastors in WSM if funds cant be raised for training and uniform

The application has provided detail of what it does to support the 'night time' life at WSM providing support for those in need (see application)

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant

Amount Requested

Date Received

Previously Awarded Funding Dates / Amounts 2019 - £1,500 & 2018 - £1,000

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form: the purpose of which is to aid councillors in understanding the application that has been received - it does not govern a final outcome as members will need to consider other (non scored) information along side this, at the bottom of the form

CRITERIA	YES	Unclear	NO
Is the companies limited by shares or limited liability partnership			NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial funding			NO
Upward Funders' ie local groups who fundraising is sent for central distribution			NO
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a Trading account and balance sheet for the last financial year			NO
The organisation has submitted bank / building society statements			NO
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome		Unclear	
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents	YES		
Is the organisation a New Start up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL

Additional Information

How much £s Resource does the organisation have in total (Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

The monies are for the cost of holding a trial run of the parade in 2020 ahead of the National event in 2021

Promotion of equality & diversity in the town whilst supporting the LGBTIQ+ community.

Grant Application Scoring Matrix - Community Services Committee - MASTER

Name of Applicant

Amount Requested

Date Received

Previously Awarded Funding Dates / Amounts: 12/11/2010 £500 & 11/01/2013 £400

Grant Eligibility - Scoring Summary

Scoring has been identified as appropriate in the following areas of the grant application form, the purpose of which is to aid councillors in understanding the application that has been received - it does not govern a final outcome as members will need to consider other (non scored) information along side this, at the bottom of the form.

CRITERIA	YES	Unclear	NO
Is the companies limited by shares or limited liability partnership			NO
Local Authority or body owned or controlled by them			NO
Political Organisation - unless clear demonstration of benefit to wider community			NO
Individuals seeking Financial Funding			NO
Upward Funders' ie local groups who fundraising is sent for central distribution			NO
Group Fundraisers whom distribute funds as grants or sponsorship of other organisations or individuals			NO
Grants will not be made retrospectively			NO
Is the organisation a Charity or Non Profit Making Body that benefits the local community	YES		
The organisation has submitted a Trading account and balance sheet for the last financial year	YES		
The organisation has submitted bank / building society statements	YES		
The organisation has provided clear justification why it needs grant aid	YES		
Application provides indication of percentage number of beneficiaries are residents to WSM	YES		
The organisation has provided evidence of any other financial backing from other sources & the outcome	YES		
Is the organisation based in the parish of WSM (including Worle & Uphill) or serving a significant amount of residents	YES		
Is the organisation a New Start Up			NO
Is the application for grant to cover salaries or staff costs			NO

Scoring TOTAL 7 0 9

Additional Information

How much £'s Resource does the organisation have in total (Balance Sheet / Bank Account ?

Is the a more appropriate source of funding the organisation should be direct to / Who?

Would there be a significant adverse effect on the town due to a lack of funds being sourced?

What Benefit does it provide to the town?

Worle wind band is a registered charity of 60 musicians, 35 of which come from WSM. The band is in demand to perform, with 35,000 people attending 184 performances over 10 years.



Report

**Planned & Preventative Maintenance Works
To Various Weston-super-Mare Town Council Properties
Financial Year 2020-21**

on behalf of

**Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-mare
BS23 2QJ**

Prepared By:
SJ Surveyors
12 Woodstock Road
Milton
Weston-super-Mare
North Somerset
BS22 8AH

Tel: 01934 628698
www.sjsurveyors.com
mail@sjsurveyors.com

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- 1.0 Introduction
- 2.0 Progress Report 2019-20 Budget
- 3.0 Proposed 2020-21 Budget
- 4.0 Life Cycle Assessment Exercise, Planned & Preventative
Maintenance, Capital Works Programme
- 5.0 5 Year Maintenance Plans
- 6.0 Capital Schemes

1.0 Introduction

Following the preparation of the 5 year Planned & Preventative Maintenance Plan in 2017 and its approval by Weston-super-Mare Town Council a five-year programme of planned & preventative maintenance was put into place commencing in the 2017-18 financial year.

The five-year maintenance plans are based on an annual budget of £110, 000 for planned and responsive maintenance, from this a figure of £26,000 is initially deducted for statutory and compliance commitments which the Town Council must undertake as service operators. The initial deduction includes essential tree maintenance works. An allowance for maintenance and operation costs the Public Toilets has been set aside, this is based on data collected from the previous year's operations, which reduces the available budget by £25,000. This leaves a figure in the region of £59,000 for annual maintenance.

In addition to the planned maintenance budgets there is some additional capital investment budgets available for some of the larger projects.

The current year has been significantly disrupted by the Covid 19 pandemic with the associated lockdown closing the Town Councils properties and the maintenance contractors closing down and furloughing their staff.

There are ongoing restrictions in how work is undertaken and the opening of services which not only affect the operation of the Town Councils buildings but also how the maintenance of these buildings can be undertaken.

2.0 Progress Report 2019-20 Budget

During the 2019-20 period the Town Council has undertaken the majority of the maintenance works through the measured term contractor, under the measured term maintenance contract procured in 2017, the larger capital projects above £7,500 have been obtained through either a quotation or tender procurement process in accordance with the Town Council's standing orders. An overview of the works undertaken during the 2019-20 financial year is shown below, minor routine repairs and in-house works have not been shown.

1. All Buildings
 - a. Maintenance Contractor
 - i. Inspect, assess and test lightning protection
2. Museum
 - a. Maintenance Contractor
 - i. Roof repairs
 - a. Quotation
 - i. Remedial works to roof (capital works) (this work was delayed due to Covid and undertaken in 2020-21)
3. Blakehay
 - a. Maintenance Contractor
 - i. Replacement of fire doors (ongoing programme)
 - ii. Decorations to entrance lobby and staircase
 - iii. New lighting over staircase
 - iv. Repairs and alterations to café doors and gutter over
 - b. Quotation
 - i. Procurement of electrical contractor for commencement of rewire (works to be phased over 4 years, est. £150k capital budget) (this work was delayed due to Covid to be undertaken in 2020-21)
 - c. Further Investigation
 - i. High Level damp to studio, external inspection of roof and walls at high level, specialist access required
4. Cemetery
 - a. Quotation
 - i. Path repairs
 - ii. Wall repairs
 - iii. Step repairs
5. Grove House
 - a. Maintenance Contractor
 - i. Internal Decorations (ongoing programme)
 - a. Lobby & Corridor outside WC scheduled this year
 - ii. Gutter cleaning
 - b. Quotation
 - i. Upgrade & refurbishment of existing toilet (this work was delayed due to Covid to be undertaken in 2020-21)

6. Grove Lodge
 - b. Maintenance Contractor
 - i. Replacement of time expired flooring
 - ii. Gutter cleaning
 - c. Quotation
 - ii. Replace of lintel to rear wall
7. Public Toilets
 - a. Maintenance Contractor
 - i. Servicing of equipment and installations
 - ii. Response maintenance
 - iii. Legionella works, removal of redundant pipework

3.0 Proposed 2020-21 Budget

Detailed below are the works proposed for the 2020-21 financial year, this is the fourth year of the current 5 year PPM plan approved by the Town Council, it is proposed to issue the smaller projects to the measured term contractor and to tender the larger more complex projects.

The works proposed comprises the items agreed by the Town Council to be undertaken under the planned maintenance programme, works arising out of the compliance procedures and works that have either been notified by the managers of the individual premises that require attention or works arising from investigation of defects.

Alongside the more routine regular maintenance works there are several larger capital schemes which will have an impact on the available budgets, while these works are not necessarily being funded out of the PPM budgets, they are larger schemes of works within the property portfolio.

Within the PPM plans are several items where there is an expectation for breakages and wear and tear, such as broken windows, while this money is within the budgets to allow the repairs to be undertaken, these works are not programmed. The current PPM does not comprehensively cover the required maintenance works and liabilities.

It should be noted that the lockdown and social distance measures in response to the Covid 19 outbreak have significantly impacted on this year's programme.

1. All Buildings
 - a. Maintenance Contractor
 - i. Inspect, assess and test lightning protection
 - ii. Further investigation and remedial works to lightning protection
2. Museum
 - a. Maintenance Contractor
 - i. Cleaning of bay roofs to front of building (quarterly)
 - ii. Cleaning of guttering to main roof (weekly)
The gutter and roof cleaning were formally an operation assigned to in-house staff
 - iii. Decoration of damp damaged areas of the building
 - iv. Improved ventilation to temporary gallery and storeroom
 - v. Relocation of CCTV cameras and thermostat in temporary gallery (Curatorial request)
 - vi. Stone cleaning to extended lobby and function room

- b. Quotation
 - i. Potential remedial works to lightning conductors
 - ii. Replacing outlets to bay roofs to front of building (Listed Building Consent required)
 - iii. Works to address damp ingress into building
 - iv. Remedial works to roof (this work was delayed due to Covid and undertaken in 2020-21, procured 2019/20)
 - v. Formation of new Function room (this work was delayed due to Covid and undertaken in 2020-21, procured 2019/20)
 - c. Further Investigation / Statutory consents
 - i. The maintenance plan has an allowance to address the damp ingress through the Western wall, further investigation and design is required to specify the works and obtain the necessary statutory consents
 - ii. Listed Building consent application to replace the outlets to the bay roofs to front of building
 - iii. Structural Engineer to investigate and report on cracking and movement to bay windows
3. Blakehay
- a. Maintenance Contractor
 - i. Replacement of fire doors (ongoing programme)
 - ii. Renewal of guttering to rear of building
 - iii. Decoration of bar
 - iv. Decoration of dressing rooms – ground floor
 - b. Quotation
 - i. Procurement of electrical contractor for commencement of rewire (works to be phased over 4 years, est. £150k capital budget) (this work was delayed due to Covid 19, procurement to be undertaken in 2020-21)
 - c. Further Investigation
 - i. High Level damp to studio, external inspection of roof and walls at high level, specialist access required
4. Cemetery
- a. Quotation
 - i. Path repairs
 - ii. Wall repairs
 - iii. Step repairs
5. Grove House
- a. Maintenance Contractor
 - i. Internal Decorations (ongoing programme)
 - a. Lobby & Corridor outside WC scheduled this year
 - ii. Refurbishment of ground floor WC (to incorporate Social distancing measures)
 - iii. Refurbishment of ground floor WC (to incorporate Social distancing measures)
 - iv. Construction of Robe Store

- v. Replacement of flooring to ground floor WC
 - vi. Replacement of flooring to Lobby outside ground floor WC
 - vii. Replacement of flooring to first floor WC
 - viii. Gutter cleaning
 - b. Quotation
 - i. Upgrade & refurbishment of existing toilets (this work was delayed due to Covid 19, to be undertaken in 2020-21)
6. Grove Lodge
- a. Maintenance Contractor
 - i. Cyclical decoration works
 - ii. Gutter cleaning
7. Public Toilets
- a. Maintenance Contractor
 - i. Servicing of equipment and installations
 - ii. Response maintenance
 - iii. Creation of storeroom at Grove Park Toilets

4.0 Life Cycle Assessment Exercise, Planned & Preventative Maintenance, Capital Works Programme

The current 5 year Planned & Preventative Maintenance (PPM) Plan was prepared in 2017 as part of a lifecycle costing and condition survey exercise of the Town Councils property portfolio. At the time of the survey, this was based on Grove House, Grove Lodge, The Museum, The Blakehay, Milton Road Cemetery, The Water Park and Various Public Toilets

Subsequently a second ppm plan has been prepared specifically to cover the play areas, the water park forms part of this plan.

In addition to the buildings listed above for planned maintenance, the maintenance budgets also support emergency works and planned repairs at the allotments, bus shelters and certain works at the skate park and play areas.

In addition to the cyclical planned and preventative maintenance, larger capital works projects are undertaken, these are either funded directly by the Town Council or part funded through Grant funding. These works are included within the proposed plan of works, although not featured in the PPM documents as they are generally an improvement rather than maintenance.

5.0 5 Year Maintenance Plans

The full five-year maintenance plans have previously been approved by Council, these are available to discuss if required. The proposed works are based on an annual budget of £110, 000 which after statutory and compliance commitments, an allowance for vandalism and essential tree maintenance leaves a figure in the region of £59,500 for annual maintenance.

This is below the levels required to deal with the full extent of maintenance liabilities disrepair but is sufficient to maintain the Council's services.

Summary - Planned Preventative Schedule in £s								
	W-s-M Museum	The Blakehay	Water Park	Milton Rd Cemetery	Grove House	Grove Lodge	Toilets	Total for Year
YEAR 1 (2017/18)	13,918	16,500	1,200	16,500	8,500	3,200	2,700	62,218
YEAR 2 (2018/19)	16,260	14,235	2,000	16,500	2,390	4,200	3,402	58,987
YEAR 3 (2019/20)	13,743	13,431	1,300	16,500	2,720	3,600	1,304	51,628
YEAR 4 (2020/21)	19,250	14,050	2,000	16,500	3,940	5,400	2,563	62,303
YEAR 5 (2021/22)	16,681	15,794	1,600	16,500	3,200	4,550	2,528	62,053
5 Year Total, Excluding Emergency	79,852	74,010	8,100	82,500	20,750	20,950	12,227	297,189
average per year	15,970	14,802	1,620	16,500	4,150	4,190	2,445	59,438

The table above gives the recommended expenditure per year. The value of works has been proportioned across the properties in relation to their size and amount of existing disrepair. This translates in the ratios of Museum and Blakehay 25% each, Cemetery 28%, Grove House, Grove Lodge 7%, Toilets 5% and Waterpark 3% (plus a reactive repair allowance of £25,000 per annum) of the annual budget. On an annual basis this figure fluctuates but over the five-year period it is a reasonable allocation.

The expenditure this year when calculated as a percentage (figures rounded) of the budget was Museum 20%, Blakehay 30%, Cemetery 28%, Grove House 10%, Grove Lodge 4% and Toilets 18%. Please note these figures include the allowance for anti-social behaviour and damage which have increased the toilet percentage significantly.

6.0 Capital Schemes

There are currently several schemes being undertaken by the Town Council, these are the rewiring of the Blakehay, the recovering of the roof and formation of a new function room at the Musuem and some wall repairs at the cemetery. Unfortunately, all of the projects have been delayed by the current Covid pandemic. The musuem projects will be completed within the current financial year, the electrical work at the Blakehay is anticipated to be a long term project to allow funding from annual budgets and to minimise impact of the works, these works will commence this financial year.

Museum Roof

The museum has a large roof area which comprise a pitched tiled roof over Clara's Cottage, a raised timber roof door and flat roof over the access stairs, a mono-pitch tiled roof over the café, a glazed pitched roof over the main Atrium, an asbestos sheet pitched roof over the rear courtyard and built up felt to the remaining 70% of the roof area.

The works to recover the felt roof and undertake essential maintenance to the asbestos roof have been completed during the 2020-21 financial year

Museum Function Room

A scheme has been designed and procured to convert some of the unused first floor space at the museum into a function room, this scheme has been procured and the work is largely complete.

Blakehay Electrics

An investigation was commissioned into the electrical installation at The Blakehay by the Town Council, Smith Consult, Building Services Engineers were instructed to inspect the building, their report identified that: -

“The electrical building engineering services have been installed to various standards, over many years. The electrical installations are in a poor condition. The systems appear to be maintained to an average standard, with maintenance completed on a reactive basis. Although most of the systems are operating satisfactory, the general condition is unsatisfactory, and these will quickly deteriorate over the short term and require a significant investment. Many of the installation components are now obsolete. By reference to CIBSE Guide M Appendix 13. A1 Indicative Life Expectancy Factors the majority of electrical installation could be described as reaching, or exceeding their life expectancy.....”

“...The installations are generally in poor condition and should be considered for rewiring throughout over the short term to maintain the asset into the future and mitigate the risk of a critical failure which could affect the operation of the facility. Any installations identified as redundant should be removed as old unused cable installations coils were observed around the building.....”

*“... The electrical installations, in general terms, are “tired” and will come to the end of their useful lifespan within the short term. Maintenance as a whole appears to be dealt with on a reactive basis.
It is recommended that significant investment should be made to replace the electrical installations which include the switchgear, distribution, wiring and lighting installations in the short term across the entire building....”*

The report provided a budget breakdown for the works required, this amounted to £150,000. The Town Council have committed to these works over a 5 year period to manage the funding through annual contributions from the budget, and an Electrical Engineer has been appointed to design the works, these will be in small packages to fit in with the operation of the building and maintain services.

Unfortunately, the procurement of these works has been delayed by the Covid 19 outbreak, the procurement process is currently underway, with tender due back on Friday 06 November.

Milton Road Cemetery

There is a section of wall in poor condition adjacent to the gate onto Milton road, these works are currently being procured with quotes due back on 16 October.

Policy and Finance Committee Meeting Monday 19th October 2020

Planned Maintenance Programme or works for the Year 2020 / 2021

Report from the Deputy Town Clerk / Responsible Financial Officer and Steve Matthews (Appointed Contract Administrator).

As a result of COVID there has been a delay in the approval of the PPM programme for 2020 / 2021 with only reactive works occurring to date. However now committee meetings have started again from September 2020 the Planned & Preventative Maintenance of Works report from (SJ Surveyors) has now been produced and has been attached to this report.

The report as detailed on page 3 in the introduction is a summary that works in conjunction with the five-year plan previously approved by council. The PPM programme has been running at the council since 2012. Should members wish to see the complete document and 60-year cyclical analysis this is available upon request via the Deputy Town Clerk. Please note due to the size of this document we will not print unless requested.

Members are requested to:

- 1. Note the reported works completion for the year 2019 /2020 (section 2.0) page4.**
- 2. Approve the recommendations set out in (section 3.0) page 6 for the programme of works for the year 2020 / 2021.**
- 3. Note the updated on Capital Schemes included in the report (section 6.0) pages 11 & 12**

Policy & Finance Committee 19th October 2020 – Agenda item 9a

Suggested budget changes and position for the remainder of 2020/2021

Report from the Deputy Town Clerk / RFO

Note: For ease of distribution with the agendas we have included a summary of the review. A full copy of the budget is available by request to the DTC (the full document is 34 pages long)- This can easily be emailed to you.

Members will be aware of the recommendation from the Expenditure and Governance Working Party in August 2020 as follows:

- That a full 6-month financial review (Sept 2020) across all revenue budget codes with a revised budget considered to recognise loss of income to date and to identify/ determine where savings are needed to balance the 2020 2021-year budget final position be reported to the Policy and Finance Committee (October).

As a result, the review has taken place to allow members to appreciate the predicted position within this financial year's revenue budget.

Income

Loss of income across services areas has had an impact due to the COVID restrictions that are enforced, and this despite best efforts by service managers to maximise where possible, activity has still been hugely reduced and this has not in the main been possible.

Expenditure

The flip side to the loss of income has been the inability to implement certain aspirations that were included in this year's budget, through diligent management we have been able to achieve modest savings in service provisions reduced by COVID enforced restrictions. This has resulted in substantial cost savings which we predict at this point in time to enable the council to finish 2020 / 2021 with a surplus. This is shown on the summary sheet attached. (approx. £120k)

Further savings could be achieved with further underspends in various cost centres due to circumstance within the second half of the year.

What we have also been able to do is keep most of the budget aspiration values in place in order to be able to proactively work to the recently adopted strategy but it is unlikely that the full values still remaining will physically be spent before 31.03.21. With this in mind a decision will need to be made as how these potential savings are accounted for at the point of year end.

Conclusion

The council's revenue budget for 2020/2021 is able to not only be balanced but provide a surplus which will go into General reserves under the councils standing orders and financial regulations.

Any surplus this year is anticipated to be needed if there is desire to keep precept increases to a minimum. In addition, we know that the savings made this year will not be there next year if restrictions are lifted however we don't anticipate income being achieved at the same rate as this will need to be rebuilt over the course of the coming year. There is a balance between investment back into current services in order to fully operate and allow enable income to be achieved.

A report on next year's considerations is included as a separate agenda item (d)

Members are requested to:

- 1. Approve the revised budget which will be issued to service managers and note the predicated year end revenue position for 2020/2021**

Weston super Mare Town Council**Budget 2020/ 2021**

Cost Code	Expenditure	Expenditure Revised	Income	Income Revised	Net	Revised Net Position	Variance	Comment
Allotments	12,268	11,917	-	-	12,268	11,917	351	Overhead Savings
Blakehay Theatre	207,198	150,683	132,050	5,770	75,148	144,913	69,765	Addition cost due to loss of Income
Capital Projects	173,000	173,000	-	-	173,000	173,000	-	
Civic Support	75,479	52,559	-	-	75,479	52,559	22,920	Reduced activity savings
Community Services	472,720	375,540	-	-	472,720	375,540	97,180	Savings made from delays in Community Orderlies recruitment
Environmental	100,000	100,000	-	-	100,000	100,000	-	
Democratic Representation	178,547	108,448	-	-	178,547	108,448	70,099	Overhead & Training Savings
Museum	443,561	410,671	135,852	18,000	307,709	392,671	84,963	Addition cost due to loss of Income
Milton Road Cemetery	205,185	188,816	59,250	67,246	145,935	121,570	24,365	Addition income predicted.
Other Costs & Income	73,383	70,040	3,000	3,000	70,383	67,040	3,343	Savings made on bank charges as reduced transactions
Parks & Play Areas	407,041	347,965	37,000	3,500	370,041	344,465	25,577	Savings made on SLA and running costs of Waterpark
Planned Maintenance	135,497	134,921	-	-	135,497	134,921	575	Overhead Savings
Planning	14,457	14,455	-	-	14,457	14,455	2	Overhead Savings
Strategic Planning	71,725	70,467	-	-	71,725	70,467	1,257	Overhead Savings
Street Furniture	73,424	61,524	-	-	73,424	61,524	11,900	Savings made on Dog Bin contract and revenue received from outsource
Toilets	80,041	75,967	5,500	3,026	74,541	72,941	1,600	Addition cost due to loss of Income
Tourism & Marketing	183,907	142,630	46,600	21,000	137,307	121,630	15,677	Savings made from VIC closure for season
Youth Activities	79,090	77,341	-	-	79,090	77,341	1,749	Savings made from Grants not received to date
							-	
TOTAL	2,986,522	2,566,945	419,252	121,542	2,567,270	2,445,403	121,867	
TOTAL BUDGET REQUIRED				Original	£ 2,567,270	£ 2,445,403	-£ 121,867	Surplus Estimated for 2020 / 2021
				COVID Revised	£ 2,445,403			

Policy & Finance Committee 19th October 2020

Future Planning, Community Resilience & Business Diversification considerations for 2021 / 2022

Report of the Deputy Town Clerk

Executive Summary

Members will be aware of the now adopted Town Council strategy and its contents. In addition, the current and ongoing situation of 2020 / 2021 with the COVID pandemic and its effects nationally to communities and local councils up and down the country. This report will summarise a snap shot of opportunities we now have as a result of working differently. There is desire to improve service provision going forward by looking outside the box and embracing alternative options for service delivery.

There is opportunity to be bold in collective thinking. A summary of recommendations for members to consider is provided at the end of the report. It should be noted this is not intended to be exclusive, but is to kick start the process needed and provide a basis for the budget and resource planning for 2021/2022, which members are required to inform.

Methodology

This report will have consideration for the Town Council's Strategy, and has been developed in discussion with the Town Clerk and from information and aspirations provided by councillors via the committee structures to date. It will provide a review of the Community Resilience initiatives and opportunities for partnership working that have resulted from this.

1.0 Community Resilience – What is this and why is it needed?

Objective: COVID pandemic emergency response efforts

Resources: Community & allocated resource from WSMTC

Budget – No addition budget provision made

Cost – Redirection of existing staff time only

The first half of 2020 /2021 saw the emergency development of a dedicated Community Resilience team at WSMTC which could respond to the needs of the community as a result of the COVID pandemic. This cross departmental team was deliberately chosen and developed with a flexible approach able to expand and contract as required, whilst utilising relevant staff skills as required. This team was formed and up and running within the first 10 days of the pandemic starting, and resulted in the coordination and mobilisation of 3 core community groups and NSC together as partners for this crisis delivery to a community of 80,000 people.

The strength of these efforts came from the community and was not about power or control. Working to demand WSMTC recognised the ability to get it right with the community by working with them in a more proactive role. WSMTC was the facilitator

and provided strength and confidence in this process. The enabling role that the team performed without a doubt maximised the community's performance and ability to deliver a 'service' in a very different way. The focus was on supporting the voluntary & community sector to deliver services that they had the 'asset base' to do. This was achieved merely through diverting resources held within WSMTC to where they were needed at the time. This was a bottom up not top down lead approach that developed innovation and has led to partnerships being formed with all levels of the community with the bigger picture in mind. No one worked in a 'silo' form.

The emergency team here at the council at its largest was 8 staff members with a core of 4 as the stable number. It is still in place now to react as and if required to a second COVID wave. Any second wave is likely to be of a different nature with national advisory groups recognising that Health and wellbeing issues are likely to be at the forefront. This by default sees the role of Town and Parish councils now helping in active ways to support communities. Why? – because it has been recognised as the 'enabler' to influence and provide much needed support and skills to those in a position (the community) to make a difference.

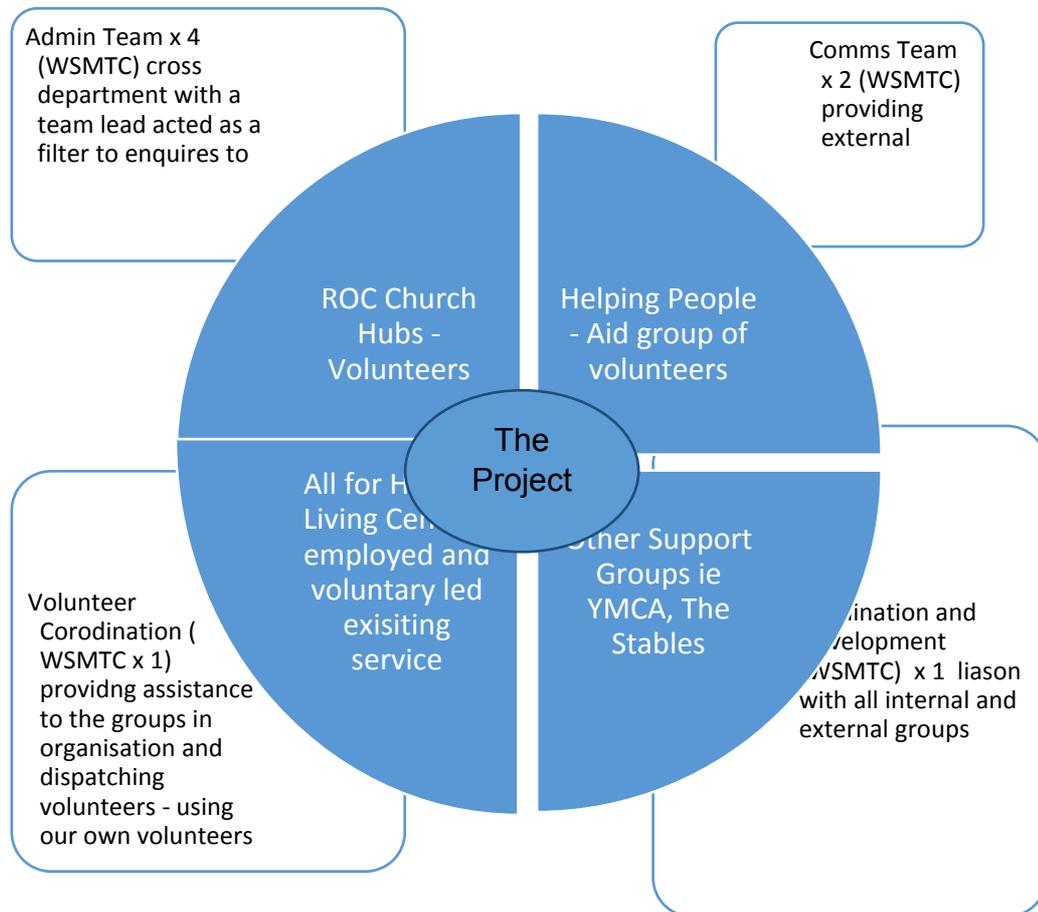
How did we do it?

WSMTC and NSC together (as the public funded bodies involved) applied the 'Complexity theory' to what it did, albeit by default and as result on reflection from the last 6 months combined efforts. The key points in this theory were embraced and as a result saw a surge in community engagement and cohesive working that could now be transferred into how we deliver other areas of service delivery at the council. The principles are as follows:

1. We recognised that this change of 'service need' couldn't be managed in the normal way and needed to respond to the current situation
2. WSMTC recognised that this change of work practice needed to be supported and encouraged to achieve results.
3. WSMTC as community leaders demonstrated the need to learn and adopt a flexible approach to demand and objective.
4. WSMTC maintained open connection with the different parts of our organisation and importantly the community. We saw the essential need to enable self-organisation within teams to embrace diversity of thinking, encourage ideas and adopt new approaches to how we work within the community.
5. WSMTC encouraged feedback loops from the community to understand what was needed on the ground this ensured the response for a community of 80,000 people did not fall into chaos and had mutual respect and reliance on each 'Asset layer'.

The team and where it sat in this process:

The diagram shows the 'project' was enabled by the council whilst utilising the community asset as the driving resource for direct delivery.



What benefits are there to the aspirations of WSMTC from dedicated Community Resilience methods (for the remainder of 2020/2021 and into 2021 / 2022).

1. By diversifying and adapting there is potential to deliver services, effectively, efficiently with a sustainable cost working collaboratively with service partners and cross departmental working when needed.
2. As a result of COVID we have now built new relationships within the community to help us implement parts of the councils' strategy & vision direct examples:
 - Addressing food waste and help with Food Poverty – Community Fridge and Community pantry initiatives
 - Aid the development of a community café (Helping People) using connections we have and helping with grant applications.
 - Help with Crime and prevention initiatives via the ROC hubs
 - Liaise with and be part of the NS Wellbeing collective

What has developed is a positive change in the ability to deliver projects and services quickly and effectively and not in isolation. The legacy of 'COVID' is being talked about up and down the country, the recently produced government report by Danny Kruger identifies the ability to engage and enhance communities by working in collaboration with other groups and bodies achieving sustained and effective outcomes. The community plays a huge role in this via voluntary contribution and cohesion but this needs to be supported. This process is fully transferable to the delivery of other community initiatives such as:

- Community Events (both internal and external programmes)
- Community, Tourism Marketing & Promotion
- Weston's Placemaking Strategy objectives – as a partner to represent the community
- Outsourcing community services that we already do – to support costs (dog bins as example)
- Use of volunteers across departments – roll out the process used at the Museum to support service delivery and enhance social wellbeing.

2.0 Business Diversification & Review

WSMTC strategy has a requirement to review service provision having regard for its 5 core values.

Whilst as per previous reports, through diligent management we have seen only 3 of 18 budget headings having an increased subsidy as a direct result of COVID, the potential lack of income next year has to be considered. Services areas that provided a surplus this year may not be able to do so if reopened. Costs to open and run services will need to be balanced against social, economic and community benefits and financial implications to do so.

With this in mind, as a town council we now have the opportunity to look at how we diversify our services in order to preserve and safeguard them for the future. The 'normal' we knew pre COVID is not likely to come back in either this or the next budget cycle. There is national recognition of the need to maximise the opportunities realised by COVID some of which are already being identified by our service managers. Working cohesively with relevant community and voluntary partners and across departments will enable us to look at our financial and skill resources and adapt as required to the new needs of services which in turn have potential to realise efficiency savings.

By applying Asset Based Community Development to current service delivery at WSMTC there is opportunity to not only sustain current service provision and protect past years' public investment but to also see service growth and expansion. This has proven to be effective as per 1.0 above.

3.0 Future Planning

Next year's budget specifically will need to consider the longevity of COVID and how we produce a budget in order to set precept in January is key. There is likely to be a reduction in tax base as a result of increased unemployment which will also have to be factored into financial planning.

The council has limited reserves and will need to consider full review of its medium term financial plan to recognise this.

With this in mind: -

Members are requested to consider and approve:

1. The production of two alternative revenue budgets to aid precept setting decisions as follows:
 - 1.1 Production of a COVID restricted budget to recognise loss of income with necessary budget reductions and potential changes to the tax base.
 - 1.2 Production of a non COVID restricted budget to time stage full service deliver as per 2021 / 2022 aspirations.
2. Recommendation to the Personnel Committee to include the following in the annual staff review:
 - a) the development of a permanent Community Resilience staff base across departments utilising existing Job descriptions (which in a lot of cases) already have recognition of community work.
 - b) Maximise the sharing of staff resources with consideration of team leads in the main areas (admin, comms and service development) to provide links for service departments and community needs.
 - c) Consolidate all front line public services under single management.
 - d) Identify opportunities for savings to make the above changes cost neutral so far as possible.
3. Explore opportunities for Business diversification within current services provision and across departments to include (but not restricted to):
 - a) Blakehay Theatre – review service delivery options to include taking the Theatre outside & Digital streaming of shows in the auditorium
 - b) Museum – Full review of current services offered to include consideration for outdoor events programme and revised use of function rooms.
 - c) Tourism – to consider the VIC position and options for collaboration with the Waterpark SLA as one option alongside other routes being explored.

- d) Grounds Department – to identify increased service needs: including premises operation resources and to explore outsourcing further grounds services to a wider community to support costs of running.
- e) Community Asset Development – to actively explore, review and maximise business, community and voluntary partnerships to enable cohesive working and directly support current and new service delivery as a first option.
- f) Current buildings and town council premises – to explore options for efficiencies in office provision and council meeting spaces.

Report to the Policy and Finance Committee 19/10/2020

Full Management Maintenance and Cleaning Service of Public Toilets

Written by the Development Officer, Molly Maher

The following report details the procurement process undertaken to procure a contractor for the Full Management Maintenance and Cleaning Service of Public Toilets currently operated by the Town Council, including: Ashcombe Park, Clarence Park, The Maltings, Grove Park and Uphill.

Confirmation has been received from contractors involved with the current service delivery of the public toilets, noting that they are happy to forgo this element of their contract.

The procurement timescale is as follows:

29/09/2020: Expression of Interest Advert on Contract Finder and Town Council website

09/10/2020: Expression of Interest deadline at 12 noon

12/10/2020: Tender information sent out to interested contractors

02/11/2020: Tender return deadline at 12 noon. Officer/Councillors required for tender opening

04/11/2020: Tender assessment and preparation of Committee Report

09/11/2020: Community Services meeting

The tender specification was approved by the Town Clerk, the Chairman and Vice Chairmen to ensure that the above timeline could be achieved.

Summary of Specification information:

- The contract works are for the operation and maintenance of the Public Toilets and will include:
 - Cleaning/Attendance and examination of the equipment every day except Christmas Day.
 - Collection of money from units and depositing at Town Council
 - The supply and restocking whenever necessary of the equipment with all consumables (including soap, disinfectant and toilet paper).
 - Clean graffiti from the interior and exterior of the equipment after detecting the same or being notified thereof by the Customer by telephone or email.
 - Provide and clearly sign a 24/7 Call centre line for users to report issues with toilets
 - Provide a dedicated email point of contact for the Town Council, for the reporting of defects that are notified to the Town Council
 - Cleaning of internal and external windows.
 - Unblocking of drains up to the first external manhole cover.

- Maintenance of Wallgate equipment, and all other equipment within the cubicle and the door and coin box.
- Replacement of external and internal light bulbs.
- Removal of sanitary waste.
- Management and maintenance of timers for lighting and doors.
- Management and maintenance of contactless and coin pay entry systems.
- Provide a call out assistance and respond to any call within 24 hours.
- The contract will be for a period of three years initially with the ability to extend the contract for a period of one year on two occasions up to a maximum contract period of five years. Extensions to the contract will be subject to satisfactory key performance indicators being achieved during the contract period and the agreement of the contractor and employer,
- Following a decision made by Weston-super-Mare Town Council in July 2020, the Council is committed to working with Contractors who pay the Real Living Wage to their employees. It is a requirement of the specification that the Contractor will endeavour to pay, or work towards paying, the Real Living Wage to their employees.
- As well as quoting for the operation and maintenance of the toilets, we have asked the contractors to quote for the installation of contactless payment systems at start of contract term to all of the Public Conveniences
- The contract sum will be reviewed annually, the contractors are being asked to quote for an initial period of 12months, following years will be subject to review and uplift based on the CPI index.. The contractor and Town Council will collect data for the key performance criteria, the benchmarking criteria has been set out within the tender documents. It is envisaged that this will enable year on year improvements in service.
- The Key performance indicator criteria (indicated through the number of calls taken, number of days' toilets out of action and time taken to respond to incidents or reports) is as follows:
 - Response Times:

▪ Critical	-	within 1 hours	(target 100%)
▪ Emergency	-	within 2 hours	(target 95%)
▪ Urgent	-	within 24 hours	(target 90%)
▪ Routine	-	within 7 calendar days	(target 90 %)
 - Fully operational Service: Number of days fully operational per facility, with the target to be fully operational 95% (max of 18.25 days out of service per cubicle for the year).
 - Number of toilets per location:
 - Ashcombe Park: 1 toilet
 - The Maltings: 1 toilet
 - Grove Park: 3 toilet
 - Uphill: 1 toilet
 - Clarence Park: 1 toilet

- Cleanliness check: Random spot checks will be undertaken by Town Council staff to ensure a high level of cleanliness is being achieved.
- These key performances indicators will be reviewed twice annually as part of a review process and adjusted when required as mutually agreed between the Grounds Manager and the Appointed Contract Administrator.

Members are requested to:

Give authority for the award of the Contract to be made by Community Services on the 9th November to allow the new contract to be in place for spring 2021 ready for the seasonal increases in toilet use.

REPORT TO THE POLICY AND FINANCE COMMITTEE – 19TH OCTOBER 2020
CULTURAL RECOVERY FUND GRANT SUCCESS – THE BLAKEHAY THEATRE
WRITTEN BY MOLLY MAHER, DEVELOPMENT OFFICER

The Blakehay Theatre have been offered £323,000 from Arts Council England's (ACE) Cultural Recovery Fund, supported by the Department for Digital, Culture, Media & Sport (DCMS) to support the following activity plan:

- Equipment and adaptations to make the Theatre Covid safe including: Perspex screens, cleaning equipment, air filtration machines, adaptations to fire doors, hand sanitising stations, signage,
- Ventilation and air conditioning
- Live Streaming equipment
- External ramp to allow for a one-way circulation route
- The separation of the dressing rooms
- Security staff for help with social distancing measures at the entrances & exits
- Portable mirrors for the studio to allow for the hiring out of the studio to performers
- 2 outdoor events

Applications for funding opened on the 10th August 2020. The Development Officer, Theatre Manager and Deputy Town Clerk began compiling an application on the 17th August. The fund closed on the 21st August, with the application having been submitted before the 12 noon deadline. The original deadline to hear if the theatre had been successful was the 5th October, however, this was delayed until the 12th October due to the amount of applications.

Cultural Recovery Fund Terms and Conditions Summary

- (2.4) Cannot deviate from our activity plan, (3.1) must get written permission before making changes to the activity plan and (2.9) any unspent money must be returned.
- (3.3) Must start the activity plan within two weeks of receiving first payment.
- (4.2) Must follow branding and publicity guidelines at all times. Must acknowledge ACE and DCMS in any published documents that refer to the activity plan, to include the use of logos.
- (5.16) Goods or services must be purchased in a way that will give value for money and avoid any conflicts of interest.
- (5.17) The grant is in response to the Covid-19 pandemic. ACE reserve the right to introduce new requirements and/ or additional conditions based on any further guidance given and/ or announcements made by the Government and any changing circumstances in relation to Covid-19.
- (9.1) The T&CS and the Grant Agreement remain in force for whichever of these is the longest time: for one year following the payment of the last Instalment of the grant; as long as any part of the grant remains unspent; the expiry of the

maximum period required under the Grant Agreement for asset monitoring; as long as you do not carry out any of the T&CS of the Grant Agreement.

Full terms and conditions can be obtained on request from the Development Officer, as well as other information relating to the funding. Please see attached the offer letter sent by the Arts Council on the 12th October 2020.

Members are requested to:

Confirm acceptance of the £323,000 funding from Arts Council England's Cultural Recovery Fund for the Blakehay Theatre for the purpose noted above.

Molly Maher

Offer letterCulture Recovery Fund -
Grants programmeApplicant Name:
Weston-super-Mare Town
CouncilApplicant Number:
51994517Project Name:
The Blakehay TheatreProject Number:
CRFG-00304793Offer letter
acknowledgement

Project information

Offer letterMonitoring schedule and
payment conditions

Acknowledgement

Submission summary

Export to PDF

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[Back to Submissions List](#)**12 October 2020****Molly Maher
Weston-super-Mare Town Council
Trading as Weston-super-mare Town Council
Grove House, Grove Park
WESTON-SUPER-MARE
BS23 2QJ****Dear Molly Maher****Offer letter*****Programme:* Culture Recovery Fund - Grants programme
Applicant name: Weston-super-mare Town Council
Project number: CRFG-00304793****I am writing to offer you a grant of up to £323,000 towards the costs outlined in your application to the Culture Recovery Fund - Grants programme. This grant will be funded by DCMS resources.****You must accept our current standard conditions for grants and the payment conditions and requirements listed, or our offer is not valid. A copy of our 'Standard conditions for grants' is attached on the Attachments screen, and you can also download it from our website.****You must accept this offer within two weeks of the date at the top of this page to show that you accept the current conditions of our grant offer. The grant we are offering is the maximum amount available. You can only spend it on the activity we have agreed to fund.****The Monitoring schedule and payment conditions screen shows how we will structure the payments for your grant. If any of the dates listed don't fit your project timeline, please contact us.****We will pay your grant in two instalments; the first instalment will be 90% of your grant, and the second instalment will be the remaining 10% of your grant, which we will pay after you have submitted your activity report form.****When to announce your funding:****Please keep your award confidential for now: do not share the news publicly until we have given you the go ahead. We intend to make this news public imminently, and we will be in touch with you very shortly to let you know what we are planning and when, and what you will need to do on the day.****Your role in acknowledging this funding:****In receiving this funding, you are agreeing to acknowledge this funding publicly by crediting the Government's Culture Recovery Fund. This is a challenging time for the cultural sector, and the 'Here for Culture' campaign aims to build a positive movement uniting the members of the public and people across the sector to voice their support for culture.**

On the day of the public announcement, we require you to welcome this funding on your social media accounts (using #HereForCulture), on your website using the 'Here for Culture' logo, and in your newsletters. Alongside this, we require you to alert your local media outlets of the news (for example through a press release).

What we'll send you soon:

When we contact you with a publication date, we will send you logos and useful wording to help you with this work. We will also send you a link to a survey to ask you some more questions that will help us, and you, make the very most of this announcement by making sure this good news travels far and wide.

Working with DCMS:

In receiving this funding you are agreeing to share the data in your application with the communications teams at Arts Council England and the Department for Digital, Culture, Media and Sport (DCMS), and you are providing your consent for them to contact you to discuss potential communications opportunities that will raise awareness of your organisation, the work you are doing, and this investment.

DCMS will also publish details of your award, such as your organisation's name, total award amount offered, and any other publicly available information.

1. Accepting your grant

Accepting your grant is done online by working through the 'offer letter acknowledgement' workflow. At the bottom of this screen you are asked to confirm that you have read the offer letter. On the following screens you will then view your Monitoring Schedule and Payment Conditions, our Terms and Conditions and bank details form. You will need to complete the declaration stating whether you accept this offer of a grant. Once you press 'submit' on the final screen, your acceptance will be sent to us to review, and will be your formal and legal acceptance of the grant and the terms and conditions that apply to it.

If you do not accept this offer within two weeks from the date we issued it, it will no longer be valid.

2. Receiving your first payment

Once you have accepted our offer and sent us your bank details, you will need to request your first payment. You will be able to view this payment request task in your 'Submissions' area once we have reviewed your acceptance.

**To receive your first payment, you must:
- Submit your 'Payment request #1'**

3. Managing your grant

Managing the rest of your grant is also done online. You will complete your final activity report and request payments using this online system. This process is outlined below. For full guidance on managing your grant using our online system, see the Post-decision support page on our website.

4. Reporting to us on your activity

Final activity report form and payment

After your project has finished, you need to complete a final activity report form. The link to the report will appear in your 'Submissions' area.

Your final activity report must be completed and submitted to us online within one month of finishing your activity. When you have submitted your report, you must then submit your final payment request (including information to meet any other final payment conditions we have set) so we can process your final payment.

We reserve the right to ask grantholders for access to all their documentation relating to their activity, and therefore you should keep clear financial and project management records for us to access when required.

5. Freedom of Information

Any information we receive from you throughout the course of your grant will be subject to the Freedom of Information Act. By law, we may have to provide your information to a member of the public if they ask for it under the Freedom of Information Act 2000. For further details, see the Freedom of Information section of our website.

If you have any concerns, let us know as some information may be covered by exemptions if it is sensitive or confidential.

We hope this support will be welcome news for your organisation at this difficult time. If you have any questions, please contact your Relationship Manager in the first instance.

Yours sincerely,

**Jane Dawson
Director, Funding Programmes
On behalf of Arts Council England**

*** I have read the offer letter:**

Save & Back

Save

Save & Next

Note: This formlet contains mandatory fields for which no value has been saved.