

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD
VIA ZOOM ON
MONDAY 20TH JULY 2020**

Meeting Commenced: 7.00 pm

Meeting Concluded: 9.22 pm

PRESENT: Councillors Mark Canniford (Town Mayor), Dot Agassiz, Marc Aplin, Ray Armstrong, Roger Bailey, Mike Bell, Gill Bute, James Clayton, Sarah Codling, Peter Crew, John Crockford-Hawley, Ciaran Cronnelly, David Dash, Peter Fox, Catherine Gibbons, Jan Holloway, Pete McAleer, Robert Payne, Alan Peak, Marcia Pepperall, Lisa Pilgrim, Ian Porter, Sonia Russe, Ella Sayce, Tim Taylor, Helen Thornton, Richard Tucker and Roz Willis.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/RFO), Samantha Bishop (Committee Officer), Becky Walsh (Communications Officer/Administrator), Alex Hearn (North Somerset Council), Sophie Shepherd and Nneka Opene (Black Lives Matter).

The Town Mayor welcomed and thanked everybody for attending the first virtual full Town Council meeting.

The Town Mayor then welcomed Sophie Shepard and Nneka Opene to address the meeting in relation to 'Black Lives Matter'. Sophie began by explaining how positively Weston-super-Mare reacted to the 'Black Lives Matter' protest back in June. As a result, a Facebook page has been created and has over 1,300 followers. Sophie called upon the council for its councillors to undertake professional development in the way of equality and diversity training to show its support. It was clear that many in people in Weston would like to make a change and the council should look to recognise this.

Nneka Opene then introduced herself to the meeting and explained how the Black Lives Matter movement has been going on for some time before the death of George Floyd. Covid 19 has allowed people to have more time to think and actively join the movement. Nneka explained how being black affected so many people in terms of employment and housing and she gave personal accounts of how this had affected her and people she knew. The Facebook page was growing in its members every day and she invited engagement from the council.

The Town Mayor thanked both for addressing the council and advised that their request would be addressed through council officers.

1.	To receive Apologies for Absence Apologies for absence were received from Councillors Tucker who was recovery from an illness and Councillor David Hitchins. The Town Mayor informed that he had sent Councillor Richard Tucker a card and basket of fruit on behalf of the council.
2.	Declarations of Interest There were no declarations of interest received.

3.	<p>To approve the accuracy of the Minutes of the Town Council Meeting held on the 16TH March 2020</p> <p>The minutes of the meeting had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Ian Porter</p> <p>A vote was taken and carried.</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p>
4.	<p>To receive announcements and communications from the Town Mayor</p> <p>The Mayor's announcements and communications were circulated prior to the meeting.</p> <p>The Town Mayor and Mayoress had attended 4 engagements (2 at Grove House and 2 virtually), this was a total of 207 to date.</p>
5.	<p><i>The Mayor advised the meeting that he would take agenda item 11 next.</i></p> <p>Proposal for Weston Place Agency</p> <p>The report of the Town Clerk had been previously circulated with the agenda which requested members' instructions on the points outlined and any further issues raised in debate.</p> <p>There was clearly a lot of interest from local businesses and encouraged exploration with careful debate. His long term view was that it needed to become a Community Interest company. He had attended a few meetings as a town council representative and was happy to advise from a legal point of view but suggested that members be appointed also.</p> <p>The Town Mayor invited Alex Hearn to address the meeting.</p> <p>Alex joined North Somerset Council exactly 2 years ago and has the word 'Placemaking' included in his job title. Weston as the largest town in the county is a major interest for a regeneration opportunity. Work had been undertaken over the past several months where lots of public and business engagement had taken place. Several organisations are committed to making Weston 'a better place'.</p> <p>The proposal was for a network of collaborative working using specific initiatives around events, cultural and connective activities and the online presence of the town.</p> <p>Towns are expected to do this, a 'Towns Fund' was granted to various towns, started the previous year. Weston was ahead of the game in this respect and can put itself in a great position.</p> <p>The views of the single hatted councillors were requested and given as follows. The history of trying to change Weston had been very hard, lacking coordination and collaboration. There was a danger of 'reinventing the wheel' and people being very busy with meetings but no real outcome achieved. If this was to work it</p>

needed to be very well coordinated, and clear what money was available and how it would be apportioned.

Members agreed with the comments made around this history. It was a difficult issue as the environment was changing and plans needed to be realistic.

There were two principal issues to be considered. One that assurances be given that the town council would be an important partner, as it was the only body that represented the town as a whole. Two, that the town council be recognised in terms of what it has already achieved in terms of Placemaking, eg. Visit Weston, tourism and its cultural and heritage services. The town council must make its own decisions on the use of its own resources.

The Leader of the Council endorsed the previous comments, however he had only become aware of the proposal in the first week of July. He felt the town council should have been consulted before this time.

Alex responded by agreeing that the town council had made an awful lot of place making contributions and that there was no hidden agenda. The intention was to collaborate and work together, no decisions as to any asset either physical or online had been made. He agreed that there had been regeneration attempts before and that it was time to deliver some actual changes. He accepted the feedback on how the proposal had been introduced to the town council and explained that it had been an evolving idea generated by dual-hatted Councillors Mark Canniford and Mike Bell.

Further debate ensued. One of the most major concerns raised was the selection of board members and their remit. There seemed to be no voluntary organisations on there and there was concern that the board would be meeting in secret.

It was felt that a board member should be nominated now rather than wait until May and it was proposed that Councillor Peak be appointed to the Place Agency board. A lot more information was still required and so the proposal should be deferred until the September council meeting.

Weston needed to be the place where businesses wanted to come. What had happened to Weston Enterprise zone and why did it fail, were questions to be posed to Alex to provide some clarity separate to this meeting.

One of the most positive things that has arisen from the proposal was the willingness of certain businesses and North Somerset Council to share information on events where reluctance had been experienced before. Regeneration was welcomed but concern was raised how young people and small businesses would feature and be heard on the board.

For a point of information, The Town Mayor directed members to page 17 of the full report which outlined the remit of the board and the advisory board.

Alex responded by explaining the challenges of defining/identifying a group of people to administer. The advisory board would be unlimited and any willing participants could become involved.

Some members felt there was no need to delay the proposal as the finer details could be ironed out later. Weston was extremely fortunate to have a lot of

active/diverse community groups with huge voices which can be utilised for engagement.

Concerns were raised over how the town council representative board members would report effectively back to the council. Their job would be to represent the council as a whole. It was questioned how it had been decided that Councillor Ian Porter would be proposed for this position.

The Town Mayor advised that Councillor Porter was proposed because of his leading role in the engagement group with business over the past 18 months. He had good contacts in business and found himself involved at the launch point. Board members could always be changed when necessary.

Alex explained that there had been a business group created by Councillor Ian Porter meeting for some time, which seemed a good place to start.

Members highlighted that the language employed by the place agency board implied that the advisory board was secondary to the other board who would make the decisions. Confidence and reassurance that the role of community groups would feature was not given and the structure of the agency was questioned.

Alex accepted it was a valid challenge and he could look into the terminology and terms of reference. He would look at the structure but advised that something smaller to administer it as a device would still be needed.

A member was concerned that the detail of the proposal was being prematurely discussed and urged moving to a recommendation that the town council should be involved. He amended the initial proposal to nominate that Councillors Ian Porter and Alan Peak represent the council on the board until May 2021 and a further report be requested outlining the progress and recommendations that might arise in the autumn.

The initial proposer was happy to accept the amendment but urged that she would not want to sign the town council up to anything at this point as there were concerns that the town council may lose its Visit Weston website.

Councillor Ian Porter advised that the idea had derived from the town council strategy that was created earlier in the year as the town council had never been involved with the business community before. The objective was to get businesses together and think collaboratively. When the opportunity for place making arrived, this fitted well into the agenda as lot of the work had already been done. There were many people and groups around that could always get involved. It cannot be a talking shop for 30 people, it needs to be proactive and change and support was needed right away.

PROPOSED BY: Councillor Mike Bell

SECONDED BY: Councillor James Clayton

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

RESOLVED:

1. That Councillors Alan Peak and Ian Porter be appointed town council representatives to sit on the Place Agency board until May 2021.

	<p>2. That a further report outlining the progress and recommendations that might arise come back to the town council in the autumn, when appropriate.</p> <p>3. That the town council is not making any firm commitment beyond that at this stage.</p> <p>The Town Mayor thanked Alex for attending the meeting.</p> <p><i>Alex left the meeting at 8.10 pm.</i></p>
6.	<p>To receive the Notes of the Youth Council Meeting</p> <p>The notes of Youth Council meetings held in February and March 2020 had been previously circulated with the agenda.</p> <p>The Youth Champion reported that the Youth Council had carried on their work valiantly helping and supporting many people throughout the pandemic. They were still struggling with recruiting new members and appeal was made to councilors to try and signpost any young people and organisations to the Youth Council.</p> <p>The Town Mayor enquired if the Youth Council were engaging with schools to try and recruit new members to which he was informed that they did, but recruitment was a cyclical problem. There would be certain burst of engagement then pupils would leave the school after a few years.</p> <p>RESOLVED: Noted.</p>
7.	<p>Final EMR requirement at the Year end 31.03.2020 for the year 2020/2021</p> <p>The Deputy Town Clerk advised that this was the final report after the one submitted before the end of the financial year, showing alterations at the year end point. The total EMR WAS £343,499 the most notable changes were the CIL receipts (£104,601) and the Civic (£5,205) monies.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To approve the Earmarked Reserves for the Year 2012—21.</p>
8.	<p>To receive the Final Internal Audit Report for the year 2019-20</p> <p>The Deputy Town Clerk advised that this was the final a quarterly report given to the council and was pleased to report it was a clean audit.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To receive and note the Final Internal Audit Report for the year 2019-20.</p>
9.	<p>Year End Accounts for the year ending 31.03.20 (attached)</p> <p>The Deputy Town Clerk/RFO advised that as part of the Audit requirement members were requested to:</p> <ol style="list-style-type: none"> Consider the Accounting Statements (AGAR – Annual return) by members as a whole;

	<p>b) Approve the Accounting Statements (AGAR – Annual return) by resolution; and c) Sign and date as required (AGAR – Annual return) d) Receive and Note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return)</p> <p>Members were directed to page 4 of the report where questions required an answer of yes or no. Based on the Auditors report and information provided to all members the Deputy Town Clerk recommended approval.</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>9.1 RESOLVED: To Approve the Annual Governance Statement (Page 4 of the AGAR Annual return for the year ending 31.03.2020) answering YES to questions 1-8 and recognising question 8 is not applicable (No trust funds) Approved by members as a whole.</p> <p>9.2 RESOLVED: To approve the Accounting Statements (Page 5 of the AGAR – Annual return for the year ending 31.03.2020) by resolution.</p> <p>9.3 RESOLVED: That the Chairman sign and date as required (AGAR – Annual return).</p> <p>9.4 RESOLVED: To receive and note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return).</p>
<p>10.</p>	<p>To approve the Financial reports for January – March (2019/20) and April – June (2020/21)</p> <p>The Town Clerk informed that the reports were a summarised version of what would normally be submitted to the Policy and Finance Committee. If members wished for any further details on any reports then any scrutiny from members would be welcomed.</p> <p>a) For Approval Schedule of Unapproved Expenditure</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the Schedule of Unapproved Expenditure for January – March (2019/20) and April – June (2020/21) be approved.</p> <p>b) For Noting</p> <ul style="list-style-type: none"> i. Bank Reconciliations ii. Budgetary Control report iii. Bank Interest report iv. Schedule of Receipted Income v. Overspend Month end report vi. Outstanding Balances report <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That reports 9b i – vi for be noted.</p>

<p>11.</p>	<p>CCTV Upgrade Procurement</p> <p>The report of the Deputy Town Clerk had been previously circulated which outlined a recommendation for approval.</p> <p>The Deputy Town Clerk advised that this report followed on from the agreement made by Town Council to upgrade the CCTV and procure upgrades to current CCTV cameras and provision for a mobile CCTV camera. Various meetings have been attended as per council's request. Attached to the agenda was a list of suggested improvements based on the meeting held with Town Clerk and Deputy Town Clerk, North Somerset Council and the Police back in November 2019; where some problem areas had been identified and comments from councillors discussed eg. Castle Batch.</p> <p>The Town Clerk drew members' attention to the report where it stated that the council can afford to do all upgrades with a couple of thousand left out of the £100,000 budget.</p> <p>It was asked where would a request for any new cameras be directed to. The Deputy Town Clerk advised that it was quite a lengthy process, assessed on statutory criteria. Any requests should be directed to the Town Clerk who would submit them in writing to the CCTV team for consideration.</p> <p>A member queried why a camera installed at the bottom of Ashcombe Park did not meet the criteria. The Deputy Town Clerk explained that the location had been discussed and it had been advised that there had not been enough reported crime in the area to meet the statutory criteria.</p> <p>The Town Mayor informed that other measures such as Police patrols and lighting would be pursued first, before camera installations were considered. Crimes need to be reported to build a case to warrant a camera.</p> <p>The location of the Queensway camera was queried to which it was confirmed that this was an additional camera as there had been quite dangerous problems at the bus stop outside the school. One advantage of the new cameras was that guaranteed servicing and cleaning of them every 6 months would be included. If there are ongoing problems in a certain area a mobile camera can be installed and if warranted a permanent camera installed. The other benefit to the cameras was that the Police are developing a system where they can tap into this CCTV rather than pick up a disc from the CCTV department. The Police were so impressed with it that they have rated it a gold standard system.</p> <p>It was clarified that a meeting of the Community Safety Group (NSC) would be taking place the following week to plan the total number of additional cameras and when they would be installed. Installation was underway and cameras were starting to be installed. Weston's cameras would be transmitted through the roof of the college which eliminated line rental costs. The other 3 town are having to have other systems re the costs are higher.</p> <p>The Deputy Town Clerk informed that the upgrade of the CCTV room had been started and the camera installation would follow when this was completed.</p> <p>The Town Mayor advised that this was a 4 week project of which we were currently in week 3.</p>
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	<p>As per the request from the Policy and Finance committee to have better reporting, it was confirmed that the CCTV reports would be modified and more meaningful from now on.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Dot Agassiz</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To approve the list of cameras to be upgraded based on the recommended order; to be funded from the Capital works provision budget 2020 / 2021.</p>
<p>12.</p>	<p>Lease of Ellenborough Park West from the Clifton Diocese</p> <p>The joint report of the Town Clerk and Grounds Manager which outlined recommendations for approval had been previously circulated.</p> <p>The Town Clerk advised that this proposal had been discussed at the Policy and Finance committee at least twice. The West Park was a wasted asset which was not being used, for health and safety reasons. There had been concerns expressed regarding taking a long lease for financial reasons and because the park was registered as a Site of Special scientific interest (SSSI). The Grounds Manager had come up with the option of a short lease over 3 years. This would be relatively risk free and the park should be cheap to maintain, at an estimated net cost of £4,300. This would be totally absorbed by efficiency savings within the grounds team and therefore he recommended approval as per his reports.</p> <p>Debate ensued. Members were strongly in support of this proposal. It was a good opportunity to bring a park in the deprived central ward back into use again and for health and wellbeing reasons. It was suggested that the use of the park should be opened up to other central ward schools such as Walliscote and Christchurch who don't have outside space. Members thanked officers for their work on this.</p> <p>The suggestion was made to make the park a no dogs zone so that there was somewhere designated for non-dog owners to enjoy. This should be well signposted to members of the public who could take dogs in the East Park.</p> <p>Officers were asked to explore the possibility of painting running tracks onto the mowed areas and approaching schools to use this for their sports days.</p> <p>In response to a question regarding and the risk of losing the park, the Town Clerk explained that there were two reasons for the length of the lease this. The first was that there were concerns regarding obtaining written permissions from Natural England regarding works including making paths and maintenance of trees and secondly, a short lease could be entered into more quickly. The option of including a caveat to relieve the risk of losing the park after 3 years could be included.</p> <p>In answer to a question, the Town Clerk explained that one of the reasons it was currently closed was due to drug use and paraphernalia in a secluded area which was attractive to drug users. The schools did not have the resources to manage this and the Grounds Team would actively manage this risk.</p> <p>A member requested a scheduled annual review of the park to the appropriate committee to manage the activities and costs incurred with adopting it.</p>

	<p>The Town Clerk advised that this would be included within the regular parks and play areas report that currently goes to the Tourism and Leisure Committee, although this may change with the ongoing review of committees at the Town Council meeting in September.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Robert Payne</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the Council enter into a 3-year peppercorn lease of Ellenborough Park West from the Clifton Diocese, with a view if the initial occupation is successful to considering a longer lease at the expiry of the initial lease. 2. That the lease make provision for an agreed and limited amount of use of the park as a school playing field and for church activities. 3. The Park be improved and opened as a wellbeing park, closed to dogs (which are permitted in the East Park,) as a quiet semi natural place for gentle activities and occasional community events. 4. That a scheduled annual review of the park be taken to the appropriate committee, to manage the costs incurred with adopting it.
<p>13.</p>	<p>Motion to Council under SO11 from Councillor Helen Thornton</p> <p>The motion had been previously circulated and instructed the Town Clerk to:</p> <ul style="list-style-type: none"> • Increase the hourly pay rate of all Town Council employees including casual employees who are currently earning less than the Real Living Wage to £9.30 per hour. • Make an application to the Living Wage Foundation to accredit as a Living Wage employer <p>Councillor Helen Thornton was invited to propose her motion. This motion stemmed from the Labour group's strategy. Covid 19 had exposed low wages for key workers. By paying the real living wage, the council would send a good message and set an example to other employers. It was noted that the council had not had to pay any casual staff this financial year and so there would be no real cost to do this. The cost would be very small but the message would be very big.</p> <p>This motion was then seconded.</p> <p>Debate ensued for and against the motion.</p> <p>The Town Mayor for a point of information asked if the town council could insist on seeing contractors pay slips to their staff.</p> <p>The proposer of the motion advised that this would not be required immediately and that a plan would need to be put together with the contractors to achieve this objective over time.</p>

	<p>The Town Mayor noted that the report figures were not exact and that the actual cost would be higher due to contractors seeking additional compensation to pay their employees. He would abstain from voting.</p> <p>Debate ensued. It was inappropriate to do this when there had recently been a 30% increase to the tax payer and many people either furloughed or unemployed due to the Covid 19 crisis. Page 7 of the auditor's report stated that there were no issues with the wages and salaries. Others felt that whatever the economic situation, the council should pay the living wage and shouldn't pay people wages that they cannot live on.</p> <p>The Town Mayor asked that, if the living wage foundation increased the wage to higher than the government and local councils paid their employees how was this conflict managed?</p> <p>The proposer explained that this had not yet been seen but she was confident that that it may in the next year. There are hardly any other employees at the council who would be effected anyway. The cost would be minimal and the council should set an example as community leaders. By increasing the living wage, you will help to decrease the number of people in debt and claiming universal credit.</p> <p>A concern raised was how this would affect the council's equalities duties and appointment of contractors. The council would pass the responsibility onto its contractors which may affect their ability to trade as a result.</p> <p>Councillor Helen Thornton summed up the interesting debate and appreciated the concerns raised and therefore</p> <p>PROPOSED BY: Councillor Helen Thornton SECONDED BY: Councillor Dot Agassiz</p> <p>A vote was taken and carried (16 for/ 8 against). Accordingly, it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To increase the hourly pay rate of all Town Council employees including casual employees who are currently earning less than the Real Living Wage to £9.30 per hour. 2. To make an application to the Living Wage Foundation to accredit as a Living Wage employer.
	<p>The Town Mayor thanked members and officers for attending and particular the Communications Officer for facilitating the meeting and supporting members to attend.</p> <p>There being no further business, the Town Mayor closed the meeting at 9.22 pm.</p> <p>Signed: Dated: Town Mayor</p>



**REPORT TO WESTON-SUPER-MARE
TOWN COUNCIL**

21st September 2020

**MAYOR'S ENGAGEMENTS
20th July – 21st September 2020**

**Town Mayor
Councillor Mark Canniford**

ENGAGEMENTS SUMMARY

TOWN MAYOR Cllr Mark Canniford	9
DEPUTY MAYOR Cllr James Clayton	0
TOWN COUNCIL LEADER: Cllr Alan Peak	0

TOTALS TO DATE

TOWN MAYOR Cllr Mark Canniford	200
DEPUTY MAYOR Cllr James Clayton	15
TOWN COUNCIL LEADER Cllr Alan Peak	1
TOTAL	216

SIGNIFICANT EVENTS

VJ75 Commemoration Service

3 Blue plaque unveilings

John Hugh Smyth-Pigott

Dwight D Eisenhower

Bob Hope

80th Anniversary of the Battle of Britain

EVENTS

DATE	EVENT
July	
20	Town Council Meeting
31	Blue Plaque unveiling John Hugh Smyth-Pigott
August	
15	VJ75 Commemoration Service – WW2 War Memorial
20	Blue Plaque unveiling Dwight D Eisenhower
30	Live on the Lawn music event
September	
5	Opening of the Birch Dementia Day Care Centre
11	Blue Plaque unveiling Bob Hope
20	Battle of Britain Church Service
20	Battle of Britain reception

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 14/07/20
B.	Meeting Start Time: 6.05pm
C.	Where is the meeting: Via Zoom
D.	Attendance – Olivia, Sean, Councillor Codling, Alli Waller, Lauren Easterbrook Due to not having a quorum at the meeting no decisions were made
E.	Check In- Spent 5 mins checking in on everyone
1.	Apologies for Absence – Josh K, Councillor Gill Carpenter, Iris F-S
2.	Notes of Last Meeting – Meeting notes confirmed and accurate Proposed – Olivia Second - Sean
5.	Social Media – AW to send password for page to all members so they can help with posting. LE will link to all YMCA pages SC will link to Town council pages.
6.	Newsletter – The Newsletter has been launched
7.	Press release – The Press release has gone out to all contacts along with the newsletter. We have included a recruitment drive in order to attract new members to join the Youth Council.
6.	AOB- AW asked the two attending members if they would like to have a summer break through August. It would be a time to recharge and come back in September ready to start fresh. Both SM & OF agreed.
12.	Meeting ended – 6.42pm Date of Next Meeting – 08-09- 2020

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 16/06/20
B.	Meeting Start Time: 6.05pm
C.	Where is the meeting: Via Zoom
D.	Attendance – Olivia, Sean, Iris, Councillor Codling, Alli Waller, Lauren Easterbrook
E.	Check In- Spent 5 mins checking in on everyone
1.	Apologies for Absence – Josh K, Councillor Gill Carpenter
2.	Notes of Last Meeting – Meeting notes confirmed and accurate Proposed – Iris Second - Olivia
3.	Grants application- No Grant applications received LE- The Press release is ready to go, we just need a few words from Chair.
5.	Social Media – A couple of posts have been made to the Instagram page, We need to keep posting to raise our awareness. Iris to lead with posting but can other youth councillors help also. AW to send password for page to all members so they can help with posting. LE will link to all YMCA pages SC will link to Town council pages.
6.	Newsletter – The Newsletter was shown to everyone. OF , said it would look better with a bit of colour on the background. Both IFS and SM agreed. LE said she was happy to lead in the first edition but it would be up to the youth councillors to continue with the next one. The launch will be 6 th July.
7.	Press release – LE has written a press release to go alongside the Newsletter. We are just waiting for a quote from IFS (chair) and Becky Walsh from the Town Council. LE has also created a poster which was shown to the youth Councillors.
6.	AOB- LE discussed the YMCA's Lockdown challenge and asked if the youth council could help to promote the event as it would benefit a lot of young people. SC- Thanked everyone for their efforts during this difficult time, however can everyone step up and help to promote the youth council as the more young people we have the easier it is to share the roles.
12.	Meeting ended – 647pm Date of Next Meeting – 13 th July 2020

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 19/05/20
B.	Meeting Start Time: 6.02pm
C.	Where is the meeting: Via Zoom
D.	Attendance – Olivia, Sean, Iris, Councillor Codling, Alli Waller, Lauren Easterbrook
E.	Check In- Spent 5 mins checking in on everyone
1.	Apologies for Absence – Josh K, Councillor Gill Carpenter
2.	Notes of Last Meeting – Meeting notes confirmed and accurate Proposed – Olivia Second - Iris
3.	Grants application- No Grant applications received LE- is working on the promotion of the youth council to help include how the grant application works.
5.	Social Media – There has no posting on the Youth council Instagram page. AW reminded the YC that we need to add more content to our pages. She gave IFS the password and she has agreed to post some more. AW offered IFS the use of content from the YMCA pages to help with the posts. LE will link to all YMCA pages SC will link to Town council pages.
6.	Newsletter – The Youth Council were asked to submit their articles by 7 th May. Only one article was forwarded. AW reminded the members that the Newsletter was their way of having their voices heard. The first edition is always the hardest but if we all worked together, it would get completed. Both IFS & SM said they had finished their pieces and would forward them after the meeting. LE will put the first newsletter together and we will send it to all members for feedback
6.	AOB- AW Acknowledged that this is difficult times and that members might be struggling. OF explained that it had been really tough juggling schoolwork and home life but the recruitment drive will help with attracting new members.
12.	Date of Next Meeting – 9 th June 2020

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 28/04/20
B.	Meeting Start Time: 6pm
C.	Where is the meeting: Via Zoom
D.	Attendance – Olivia, Sean, Iris, Councillor Codling, Alli Waller, Lauren Easterbrook (joined meeting 6.09pm)
E.	Check In- Spent 5 mins checking in on everyone
1.	Apologies for Absence – Josh K
2.	Declarations of Interest – N/A
3.	Notes of Last Meeting – Due to the pandemic the last meeting was a casual one. Only one member of the Youth council attended via Zoom so we used the opportunity to check in with them.
4.	Grants application- AW explained that this service is still available through the current situation and their maybe groups out there that need financial help because of the pandemic. LE- Offered to do a promotion of the youth council and include the grant application process. LE will contact SP to find out more.
4.	Social Media – AW told the Youth council that this is an ideal time to promote the Youth council and recruit for more members. By using both Youth council and YMCA social media platforms this will help to get the message out. SC explained that there is probably a lot of young people looking for a new challenge to occupy themselves and the youth Council is an ideal opportunity. Iris offered to manage the Instagram page and to put the link on our Whatsapp group so members can link it to their own social media. LE has offered to do a press release for the Youth Council next week.
4.	Focus of Youth Council- The youth council were asked if there was anything they would like to focus on. Olivia suggested we concentrate on getting the newsletter out so they can reach young people remotely, and maybe recruit more members.
5.	Newsletter Jobs- Olivia and Iris agreed the newsletter should be basic but based around helping young people cope with self- isolation. The following articles where agreed to be written and have been distributed. Who are we – A brief explanation of what the youth council do – Olivia Blog - Olivia Story – A insight into how a young person is coping with home schooling – Iris How to cope at home – Ideas for helping with the schoolwork and life balance – Iris Activities – Some links to online activities, like colouring apps, crosswords, puzzles etc. – Sean

	<p>Helplines – To find helplines that deal with mental health, anxiety etc – Sean</p> <p>Deadline for all articles to be sent to AW is Thursday 7th May.</p>
6.	<p>Review of Meeting dates – Given that we will not be returning to normal meetings for the foreseeable future. AW asked how often the Youth council should meet, monthly or more often. Iris suggested we don't leave it too long so it has been agreed every three weeks. We will review again in July.</p> <p>19th May 9th June 30th June 21st July</p>
7.	
11.	<p>Any Other Business</p> <p>LE asked the youth council if they would like to get involved with the 'No Closed Doors' campaign by posting on their social media. It was agreed that there are many young people within homes where domestic abuse is present. LE to send content to Iris to post.</p>
12.	<p>Date of Next Meeting – 19th May 2020</p>

Town Council Meeting 21st September 2020

AGENDA ITEM

SCHEDULE OF UNAPPROVED EXPENDITURE FOR JULY 2019 (ALL BANK

Direct Debits, Standing Orders	£30,351.59
General Account - (payment run invoices and salary payme	£115,348.52
Imprest Account	£0.00
Mayors Charity Fund	£0.00

£145,700.11

ACCOUNTS)

145700

Town Council Meeting 21st September 2020

BANK RECONCILIATIONS AS AT July 2019

£

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)	1,018,385.99
Less: Unpresented cheques and BACS (p/l & imprest trs)	70,126.33
plus: receipts not banked	492.84
	<hr/>

Imprest Account (Lloyds)	34,661.70
Less: Unpresented cheques and BACS (p/l & imprest trs)	77.81
plus: receipts not banked	0.00
	<hr/>

Mayor's Charity Fund-(Lloyds)	11,082.90
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

948,752.50

34,583.89

11,082.90

1,024,546.08

100,000.00

420,000.00

250.00

50.00

640.00

150.00

320.00

1,545,956.08

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Central Administration	Expenditure	(2)	(16)	238,451	238,467	238,467	0.0%
103	Grove House	Expenditure	1	(1)	10,017	10,018	10,018	0.0%
104	Grove Lodge	Expenditure	(2)	(3)	7,599	7,602	7,602	0.0%
105	Community Services	Income	(2)	15,685	0	(15,685)		0.0%
		Expenditure	28,643	71,691	451,753	380,062	380,062	15.9%
	Movement to/(from) Gen Reserve	(28,645)	(56,006)					
107	Civic Support	Expenditure	3,884	14,831	61,339	46,508	46,508	24.2%
108	Democratic Representation	Expenditure	8,139	30,029	57,805	27,776	27,776	51.9%
110	Other Costs & Income	Income	319	1,362,619	2,570,270	1,207,651		53.0%
		Expenditure	128	19,892	73,383	53,491	53,491	27.1%
	Movement to/(from) Gen Reserve	191	1,342,727					
111	Strategic Planning/Projects	Expenditure	5,130	22,207	39,270	17,063	17,063	56.5%
120	Blakehay Central Costs	Expenditure	7,482	29,865	83,277	53,412	53,412	35.9%
121	Blakehay -Auditorium	Income	0	0	43,100	43,100		0.0%
		Expenditure	1,707	6,826	36,499	29,673	29,673	18.7%
	Movement to/(from) Gen Reserve	(1,707)	(6,826)					
122	Blakehay - Upper Studio	Income	(192)	(192)	13,400	13,592		(1.4%)
		Expenditure	540	2,220	7,156	4,936	4,936	31.0%
	Movement to/(from) Gen Reserve	(732)	(2,412)					
123	Blakehay Bar	Income	0	0	16,750	16,750		0.0%
		Expenditure	856	2,926	16,257	13,331	13,331	18.0%
	Movement to/(from) Gen Reserve	(856)	(2,926)					
124	Blakehay Box Office	Income	0	(30)	10,800	10,830		(0.3%)
		Expenditure	966	5,212	19,640	14,428	14,428	26.5%
	Movement to/(from) Gen Reserve	(966)	(5,242)					
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	0	(2,286)					
140	Museum Central Costs	Income	8	11	7,500	7,489		0.1%
		Expenditure	23,048	90,613	304,253	213,640	213,640	29.8%
	Movement to/(from) Gen Reserve	(23,040)	(90,602)					
141	Museum Learning and Events	Income	0	(60)	17,352	17,412		(0.3%)
		Expenditure	2,938	9,514	32,353	22,839	22,839	29.4%
	Movement to/(from) Gen Reserve	(2,938)	(9,574)					
142	Museum Cafe	Income	0	0	62,000	62,000		0.0%
		Expenditure	4,540	15,381	69,592	54,211	54,211	22.1%
	Movement to/(from) Gen Reserve	(4,540)	(15,381)					
143	Museum shop/retail	Income	184	184	17,500	17,316		1.1%
		Expenditure	57	1,110	7,312	6,202	6,202	15.2%
	Movement to/(from) Gen Reserve	127	(926)					
144	Museum Temporary Gallery	Expenditure	0	0	1,000	1,000	1,000	0.0%

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
145	Museum Function							
	Income	(175)	30	31,500	31,470			0.1%
	Expenditure	0	0	3,885	3,885		3,885	0.0%
	Movement to/(from) Gen Reserve	<u>(175)</u>	<u>30</u>					
199	Capital Projects	0	0	173,000	173,000		173,000	0.0%
300	Planning	1,319	4,744	6,035	1,291		1,291	78.6%
400	Central Grounds Maintenance	0	(0)	194,109	194,109		194,109	0.0%
403	Allotments	691	2,662	7,370	4,708		4,708	36.1%
406	Environmental / climate	0	0	100,000	100,000		100,000	0.0%
420	Milton Road Cemetery	8,952	23,444	59,250	35,806			39.6%
	Expenditure	12,209	55,134	95,825	40,691		40,691	57.5%
	Movement to/(from) Gen Reserve	<u>(3,257)</u>	<u>(31,690)</u>					
451	Youth Activities	6,270	24,675	72,660	47,985		47,985	34.0%
460	Street Furniture	3,964	16,569	39,195	22,626		22,626	42.3%
470	Parks & Play Areas	1,750	1,750	37,000	35,250			4.7%
	Expenditure	7,683	38,939	345,607	306,668		306,668	11.3%
	Movement to/(from) Gen Reserve	<u>(5,933)</u>	<u>(37,189)</u>					
475	Planned maintenance	7,223	60,101	122,325	62,224		62,224	49.1%
480	Tourism & Marketing	3,637	4,490	5,000	510		510	89.8%
481	Tourism Love Weston / Dest Mar	3,367	12,710	27,500	14,790			46.2%
	Expenditure	7,890	30,508	110,472	79,964		79,964	27.6%
	Movement to/(from) Gen Reserve	<u>(4,523)</u>	<u>(17,799)</u>					
482	Tourism VIC costs	700	700	19,100	18,400			3.7%
	Expenditure	385	663	41,420	40,757		40,757	1.6%
	Movement to/(from) Gen Reserve	<u>315</u>	<u>37</u>					
485	PublicToilets	173	214	5,500	5,286			3.9%
	Expenditure	6,547	27,112	61,452	34,340		34,340	44.1%
	Movement to/(from) Gen Reserve	<u>(6,374)</u>	<u>(26,898)</u>					
801	Earmarked Reserves	(10)	8,112	0	(8,112)		(8,112)	0.0%
	Grand Totals:- Income	15,083	1,417,028	2,986,522	1,569,494			47.4%
	Expenditure	145,862	598,259	2,921,711	2,323,452	0	2,323,452	20.5%
	Net Income over Expenditure	<u>(130,779)</u>	<u>818,769</u>	<u>64,811</u>	<u>(753,958)</u>			
	Movement to/(from) Gen Reserve	<u>(130,779)</u>	<u>818,769</u>					

Town Council Meeting 21st September 2020

Report from the Deputy Town Clerk

Bank Interest Report for July 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 £293.42 on 2nd July 2020.

There was no interest received to date within this period for the investment of £100,000 CCLA (Public Sector Deposit Fund) .

Town Council Meeting 21st September 2020

SCHEDULE OF RECEIPTED INCOME FOR JULY 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

£
42,499.69
0.00

0.00

0.00

42,499.69

MONTH END OVERPSEND REPORT 2020/2021

PERIOD: 4

Jul-20

Budget heading	code	Spend value in month	YTD Spend	Budget 2020/2021	Overpend	Reason
Grove House						
PPE - COVID related	103/4041	£443.00	£443.00	£0.00	£443.00	COVID PPE not included in budget estimates
Grove Lodge						
PPE - COVID related	104/4041	£164.00	£164.00	£0.00	£164.00	COVID PPE not included in budget estimates
Museum (Central costs)						
PPE - COVID related and other 140/4041	140/4041	£2,449.00	£2,533.00	£1,000.00	-£1,533.00	COVID PPE not included in budget estimates
Toursim - VIC						
PPE - COVID related	482/4041	£207.00	£207.00	£0.00	£207.00	COVID PPE not included in budget estimates

TOWN COUNCIL – 21st SEPTEMBER 2020
WESTON PLACE AGENCY
REPORT OF THE TOWN CLERK

Background

At its meeting on Monday 20th July, the Town Council considered a report on the Weston Place Agency and resolved as follows:

1. That Councillors Alan Peak and Ian Porter be appointed town council representative to sit on the Place Agency board until May 2021.
2. That a further report outlining the progress and recommendations that might arise come back to the town council in the autumn, when appropriate.
3. That the town council is not making any commitments beyond that at this stage.

Members will recall that the proposal was for a network of collaborative working using specific initiatives around events, cultural and connective activities and the online presence of the town. Alex Hearn, Assistant Director at North Somerset Council advised that towns are expected by Government to do this. A 'Towns Fund' was granted to various towns, started the previous year. Weston was ahead of the game in this respect and can put itself in a great position by developing a Place Agency.

The idea had derived in part from the Town Council strategy that was created earlier in the year as the Town Council had never been involved with the business community before. The objective was to get public and private sector businesses together and think collaboratively. It was felt that place making fitted well into the agenda but needs to be proactive.

While differing opinions were expressed by councillors during debate, it was generally thought by members that the idea was worth exploring, hence the cautious agreement to appoint representatives and to take part.

Progress since July

Since then two meetings of the Place Agency have been held, chaired by Angela Hicks of the Enterprise Agency. At its first meeting the members of the rather grandly titled 'Board' resolved that they should henceforth meet as a 'Steering Group'.

It was also agreed to set up a Project team of mainly officers of the two councils, plus some college and private sector representation, to plan publicity and a 'launch' event possibly at the Sovereign Centre. In addition a wider Advisory Group will be set up to encompass wider interests such as the voluntary sector.

While it is still early days, as an initial outcome I understand that the Weston Digital Hub will be going ahead in the Sovereign Centre this autumn. This excellent project with Weston College will provide support for Weston businesses to develop their online presence using the skills and expertise of college students.

Discussions are continuing regarding all these aspects including Weston's online presence and I should emphasise that no decisions can be taken which affect Visit Weston without the Town Council's agreement.

A further Steering Group meeting is due on Wednesday 16th September, after this report and the Council agenda have to be published. I will report the outcomes from this verbally and councillors who represent the Town Council on the Steering Group may also wish to update the council on progress.

Recommendation:

That the report be noted.

Malcolm L Nicholson, LL.B (Hons), DMS, PSLCC
Town Clerk
9th September 2020

TOWN COUNCIL STRATEGY 2020-30

The Council agreed in July 2019 to update the Town Council Strategy and a working group of members supported by senior managers met several times through the autumn and winter to work on a new strategy. Accordingly I submitted the Strategy as produced to the Town Council meeting on 16th March. However due to the rapidly developing pandemic the item was deferred.

Since then some fundamental things have changed:

1. We (and the world) have been unexpectedly hit with the worst pandemic since 1918. This has affected our society more than anything perhaps since the second world war. In particular three large groups teams of community volunteers have formed to help people in Lockdown and the Town Council created a cross department team of staff who were closely involved working with the voluntary groups to provide community support in a way which has never happened before. Services like collecting prescriptions, doing the shopping walking the dog for housebound people and simply combatting loneliness have developed like never before. We need to build on this momentum of community cohesion, the voluntary groups are keen to continue even after the pandemic subsides, whenever that might be and the largest group has formed itself into a Community Interest Company.
2. The pandemic has also fundamentally affected the way members and staff work with meetings online and most staff homeworking. Offering opportunities to look at streamlining premises and office accommodation and restructuring to bring teams together that currently work rather in silos to get better cross working and better value for money overall from these resources.
3. North Somerset Council are now generally engaging better with the Town Council and specifically regarding their Place Agency proposal. This in many ways is a development of the business engagement the Town Council was already committed to but it ought to be mentioned in the Strategy along with the business objectives. NSC are also engaging us much more with their cultural strategy which can be developed through services like the Museum, Blakehay Theatre and the Heritage Arts and Culture agenda. The specific reference to a literary festival perhaps should be broadened to refer to a 'cultural event' programme.

It was always envisaged that the new 5 to 10 year Strategy would be a more flexible and living document to replace the old fixed 4 year strategy plus changing annual performance plans. So I would not suggest delaying its adoption. Instead I would recommend that the Town Council adopts the new strategy but with a specific request to review and bring back to council proposals in these three areas:

- Continuing and developing the Community Support role
- Engagement with NSC's Place Agency and Cultural Strategy
- Departmental Structure and office accommodation reviews to streamline work with these

The detail can be worked through by members in committees or working groups over the next couple of months. Continuing to work with the three active and large voluntary groups and building on the better engagement from NSC, I believe we have an opportunity now to get better value for money from resources providing more community support and better services within existing resources.

Recommendation

To adopt the circulated Town Council Strategy 2020 - 30 with a request to review and bring back to council proposals in these three areas:

- Continuing and developing the Community Support role
- Engagement with NSC's Place Agency and Cultural Strategy
- Departmental Structure and office accommodation reviews to streamline work with the above

Malcolm L Nicholson LL.B (Hons), DMS, PSLCC
Town Clerk
25th August 2020

Weston-super-Mare Town Council
TOWN COUNCIL STRATEGY
April 2020 – March 2030





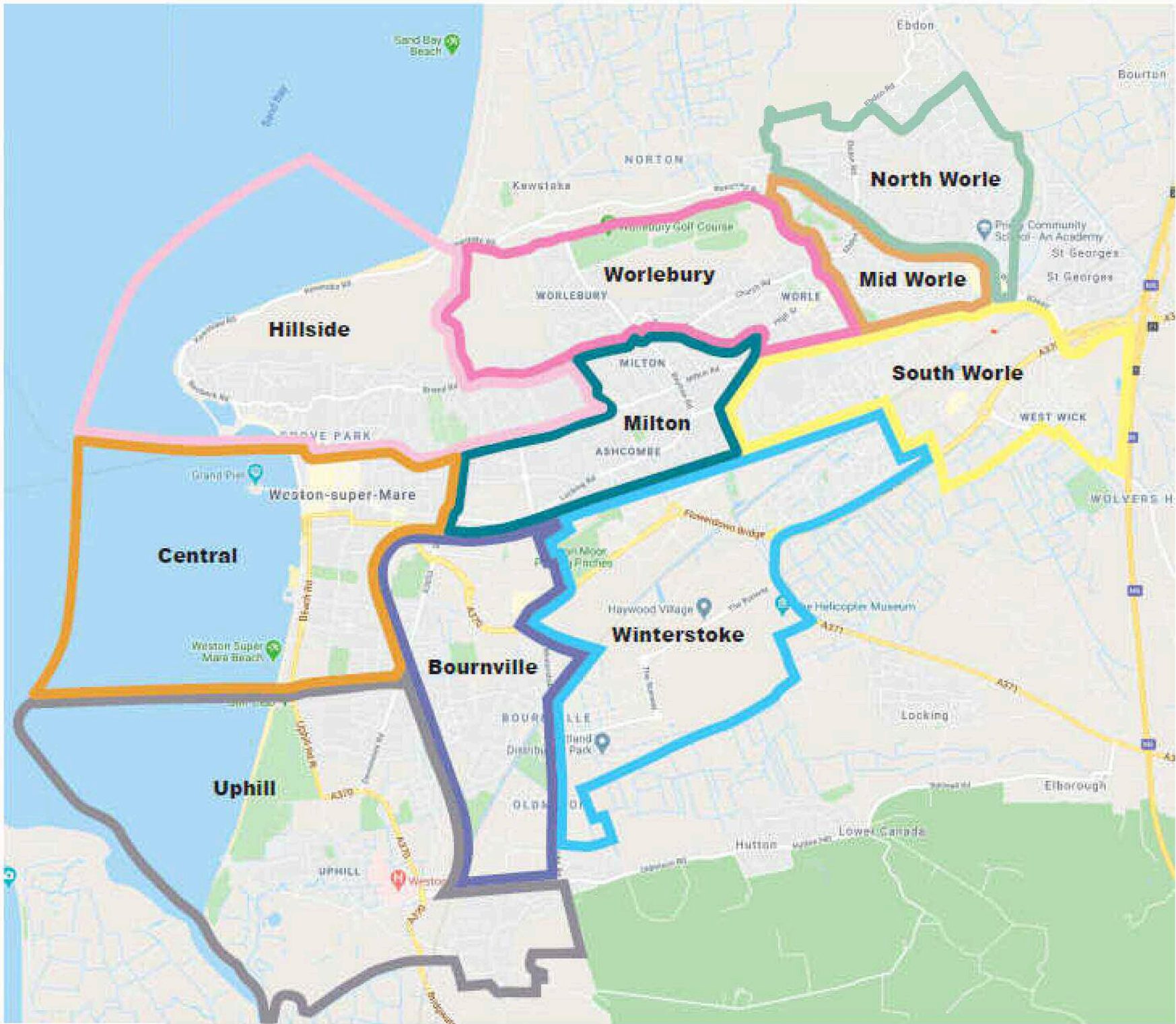
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COUNCILORS	PAGE 21



**Weston-super-Mare
Town Council
Wards**

-  **North Worle Ward**
-  **Mid Worle Ward**
-  **South Worle Ward**
-  **Worlebury Ward**
-  **Hillside Ward**
-  **Milton Ward**
-  **Central Ward**
-  **Winterstoke Ward**
-  **Bournville Ward**
-  **Uphill Ward**



INTRODUCTION

Weston Town Council is an ambitious organisation that wants to do all it can to make our town of Weston-super-Mare a better place to live, work and visit.

We understand that Weston-super-Mare needs a unique, positive identity. Weston Town Council through its cultural, heritage, arts and tourism services is integral to the town's future identity.

We believe that in these uncertain times with town centre shops closing, challenges to the climate/environment, pockets of social deprivation with differences in health outcomes between wards etc. town councils like ours must play an increasingly important role in helping to maintain and improve local quality of life. Weston-super-Mare is already the third-largest settlement in the West of England with significant further expansion expected.

Like many towns, Weston needs to reinvent itself as a key destination not only for retail but for leisure, events, working, visiting and living.

Through our assets, we are creating a cleaner, greener, safer, more vibrant place to enjoy and where everyone is proud to live and work. Putting a strong emphasis on community benefit, enhancing civic pride, boosting wellbeing, improving mental health and tackling social isolation.

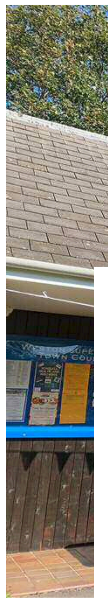
We also want to recognise the town's unique, rich history as a Victorian seaside town and the traditions of being a Town council.

We believe it is important to engage with our local communities. We will continue to listen to ensure that the people of our community are at the forefront of how we shape the outcomes we strive to achieve. The Town Council uses a range of channels for communication to connect with people, including social media alongside the more traditional methods.

We will continue to develop community engagement to make sure even the harder to reach community demographics get their voice heard. We are strongly influenced by what local people have to say about Weston. We are keen to maintain an open dialogue and will listen and respond to suggestions and concerns which are brought to our attention.

This Strategy builds upon and expands that initial work. It provides a comprehensive framework to guide future activities and help us ensure we realise our ambitions for the town. It is a 'living document' and will be developed and referred to as we move forward with our plans.

The Town Council understands that not everything will be possible in a shorter time frame and there are many factors outside our control. However, by being clear in our intentions and direct in our efforts, we should ensure we will be more effective in influencing key decisions which affect all aspects of the town and in taking direct action where appropriate to maintain or improve services.



We will seek a constructive partnership and engagement with a broad range of stakeholders who can help us deliver this plan. That said we will always retain the interests of our town at the core of all of our plans. If this means challenging traditional models and looking for new and innovative solutions for Weston-super-Mare then it is our duty to do so.

The plan is above all a recognition that we must be a Town Council. The Council's main funding comes via its precept - this is a levy made and collected via the council tax charge payable by Weston super Mare residents. Other income is sourced through service provision and external grants.

15
5

The 2020 / 2021 expenditure budget is £2,986,522, of which £2,567,270 will be collected via the precept. This equates to £98.37 per year on an average, Band D, household. Within this overall budget, the council has allocated resources to fund projects identified within the strategic plan for this year. Within its financial management, the council will maintain adequate levels of general reserves in line with its financial regulations and will where appropriate maintain a scheme of earmarked reserves which can be used as required to help fund the key strategies and any future major projects identified in this plan.

The Town Council is supported by an officer structure with a core of staff employed within each service area to deliver the Council's services and policies and ensure decisions are made appropriately. The Council is also committed to using volunteers who work with employed staff to meet objectives and ensure community cohesion.

The structure is headed by a Town Clerk. The officer structure is reviewed annually to ensure that it is able to deliver the broad spectrum of planned activities.



The Council believes it is important to establish a core set of organisational values that determine the way we operate and conduct business.

These three core values are:

- To conduct its business with integrity, impartiality, and transparency in the spirit of the Freedom of Information Act.
- Be a listening and caring Council that treats all views with courtesy and respect.
- To have a positive ‘can do’ attitude in which we believe in the people, businesses and communities of Weston and strive to support them to flourish.

CORE VALUES
Ambitions involve the Town Council being actively engaged to find solutions which best meet local needs and priorities in respect of significant choices to be made affecting the town’s future.

We will work with the local community and partners to ensure that the Town becomes a more vibrant, better served, more prosperous, cleaner, greener, safer and inclusive place in which to live, work and enjoy life. We will encourage public participation and make known the availability of a public speaking session prior to all Town Council and committee meetings.

The Council will at all times recognise its responsibilities surrounding governance and good financial practice. It will comply with the Code of Conduct and the Nolan Principles in public life and work to an appropriate complaints procedure for use by the public in regards to the Town Council its staff and councilors.

We recognise that the core staff number remains relatively small in number and this will be supplemented as necessary by procuring expertise or services externally in order to ensure there is the capacity to deliver, whilst remaining flexible. The Council is committed to the development of an efficient and innovative operating model in order to achieve its strategic objectives.

The Town Council will adhere to good governance best practice via its adopted and published policies and procedures.

Human Resources - 2020-2024 HRM Function

The Council will act as a good employer to all Town Council employees, who are entitled to:

- Equal Opportunities.
- A Contract of Employment, Job Description and Person Specification each subject to terms and conditions as determined by current employment legislation.
- Training and development within staff development plans to meet business requirements.
- Recognition in respect of staff pay and grades under the Local Government terms and conditions.
- Issue of Employee Handbooks clearly setting out terms and conditions of employment and maintaining effective grievance and disciplinary procedures.

Town Council staff provide ‘value-added’ in the provision of effective and efficient service provisions. The areas this is achieved and measured are:

- 1) Reducing absence
- 2) Good recruitment decisions
- 3) Raising performance levels

We continue to invest in our workforce via training and development, effective leadership and management and the promotion of consistent ‘Management Standards’.



MISSION –

WORKING WITH THE PEOPLE OF OUR TOWN

CELEBRATING TRADITIONS AND MAKING WESTON SUPER MARE A GREATER PLACE TO LIVE, WORK, VISIT AND ENJOY

VISION -

‘EVER FORWARD’ WE WILL ENSURE OUR TOWN BECOMES A MORE VIBRANT, PROSPEROUS, CLEANER, GREENER, SAFER, AND INCLUSIVE PLACE FOR EVERYONE TO ENJOY.

Key actions under this priority are based on five “pillars” or themes comprising the following:

Weston View – Measures to promote and better present the Town.

Cleaner and Greener – Measures to improve the local environment.

Healthier and Happier – Measures to promote the health and wellbeing of local residents.

A Bright Future – Measures to support and enhance the local economy.

Heritage, Arts and Culture– Measures to ensure that Weston super Mare thrives as a vibrant place for arts and culture

1. Weston view

To work with local community and partners to ensure that the town of Weston-super-Mare has a positive image, with a vibrant town centre.

Ambition	Council Committee / Department	Timescale	Success would be
1.1 Improve the image of and pride within the town and make it attractive for visitors and businesses.	Communications and Marketing Tourism and leisure Civic consultation	0 to 10 years	Weston-super-Mare having a positive image and identity locally and nationally
1.2 Continue to develop and improve the content of the Town Councils websites and social media.	Communications and Marketing Policy and finance Tourism & Leisure	0 to 1 year	New Town Council website operational by September 2020. Full compliance of all council websites with WCAG 2.1 regulations. Improved Website traffic. All web content kept up to date.
1.3 To encourage local shopping parades to become vibrant well used areas across the town.	Town Council	0 to 5 years	Proactive work with the partner organisations (i.e BID HAZ) to improve local parades. Empty shops being used productively and encourage a higher footfall in the town.
1.4 To encourage community initiatives to use the town centre to create events, festivals, fetes, pop-up shops, etc.	Community services	0 to 5 years	To provide financial assistance for event creation. More events in the whole town, higher footfall and secondary spend to current retailers
1.5 To oppose additional drug and alcohol rehabilitation centres	Town Council Planning Committee	0 to 5 years	Reduction in badly managed drug rehabilitation centres whilst encouraging approved facilities only
1.6 Supporting 'Somewhere to go' for homeless people	Town Council	0 to 5 years	Reduction of homeless people on the streets
1.7 To actively support anti-crime and disorder campaigns within the town, in	Town Council Community services	0 to 5 years	Provide a safer town environment by a drop in ad-hoc crime

liaison with the police and North Somerset Council			
1.8 Implement a Communication Strategy	Communications and Marketing Policy and finance	0 to 5 years	Effective internal and external communications. Provide framework for creating opportunities to raise awareness of and encourage community participation in the work of the Town Council.
1.9 Implement a Marketing Strategy	Communications and Marketing Policy and finance Tourism & Leisure	0 to 5 years	Marketing is effective in promoting the work of the council, including town branding, Blakehay Theatre, Waterpark / outdoor spaces, Weston Museum and Tourism.
1.10 Support and increase the range of information available to residents about community based projects, activities and services available to them for the purposes of wellbeing, business and civic pride	Communications and Marketing Tourism and leisure HAC Community services Civic consultation	0 to 5 years	Improved use all communication channels (digital, print, and face to face) to provide clear and timely information. Wherever possible, all communications to include 'why' WTC is doing something.
1.11 Provide and support events in the community	Communications and Marketing Community Services Blakehay Theatre Weston Museum Grounds	0 to 5 years	To hold a minimum of three successful events, well attended with positive feedback, each year. Successful joint events in the Italian Gardens and elsewhere enabled with Town Council financial support.
1.12 Provide Christmas lights with Christmas light switch on event	Civic Community services	On going	A display of Christmas lights in the town, in co-operation with other interested bodies, each year to assist the economic health of the town centre and other appropriate areas.
1.13 The Town Council will support and seek to control the extent and location of CCTV coverage which meets the needs of the town	Town Council Community services	On going	Provide a safer town environment by a reduction in crime and antisocial behaviour.
1.14 Provision of a Visitor information Centre for tourists and residents	VIC Tourism and leisure	On going	Measured increased numbers of tourists to Weston Measured usage of VIC by local residents
1.15 To encourage licensing of private landlords owning rental properties (inc HMO's)	Planning Committee and Town Council	On going	Licensing in place, better quality accommodation within the town

1.16 Encourage people living and working in Weston to participate and to engage in decision making.	Communications and Marketing Policy and finance	On going	Implemented activities and surveys that improve public participation and engagement, demonstrating proactive community governance
1.17 Internal Communications between all departments, staff and Cllrs	Communications and Marketing Policy and finance	On going	Improved clear and up to date news and information across all departments. With all departments using the Hub and the weekly Highlight report.
1.18 Provide the Visit Weston (website) to promote destination marketing	VIC Tourism and leisure	On going	Up to date information on the Visit Weston website and social media.
1.19 Enable provision and maintenance of street furniture	Grounds Community services	On going	Providing where needed and maintaining street furniture eg bins, bus shelters, benches etc
1.20 To work with Weston Town Centre Partnership via Service level agreement	Policy and finance	On going	Work within the criteria of the SLA in the promotion of Weston-super-Mare Town centre including the up-keep of the town clock
1.21 Provide Uphill church lighting	Policy and finance	On going	Continue to fund lighting provision to high-light area of outstanding natural beauty and iconic landmark
1.22 The Town Council will maintain and provide new community notice boards in key locations throughout the town as a means for publicising Town Council and community facilities and activities.	Communications and Marketing Community services	On going	Locations with noticeboards reviewed every six months. Noticeboards kept up to date. Noticeboards clean and in good condition
1.23 The Town Council will fully consider local opinion when presenting recommendations to North Somerset Council regarding planning applications and relevant consultations.	Town Council Planning Committee	On going	To act as proactive consultee to North Somerset Council for all planning applications and developments in the town

2. Cleaner and Greener

To work with local community and partners to ensure that the town and its wards become a cleaner and greener place to live and work protecting and enhancing the environment.

Ambition	Council Committee / Department	Timescale	Success would be
2.1 To improve the provision of Dog waste bins and service to the community	Grounds Community services	0 to 2 year	Make clear which are Town Council bins and which are North Somerset. Continue to empty bins in a timely fashion. Create a map of the locations of the bins for the Town Council website. Review of the location of the dog waste bins and place or remove them where needed.
2.2 Reduce waste and consider disposal options to include composting, recycling and reusing across all Town Council services	Climate emergency working group	0 to 2 years	Demonstrable reduction in all waste products to reduce carbon footprint
2.3 Supporting 'Cleaner coastlines' for Weston's plastic free ambitions	Communications and Marketing Climate emergency working group	0 to 2 years	Actively support with publicity of beach cleans and other events. Eliminate single use plastic in all Town Council facilities.
2.4 To promote biodiversity. To create a 'rewilding' programme in cohesion with North Somerset Council in appropriate areas	Grounds Climate emergency working group	0 to 5 years	Established 'rewilded' areas of natural beauty in place.
2.5 To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area.	Grounds Community services Climate emergency working group Planning Committee	0 to 5 years	To maintain a robust tree management plan for all Council owned land, to include that when a tree is felled, a replacement is planted. More established trees on Council land.
2.6 To provide community support to ensure the up-keep of community areas i.e. paths, cycleway and verges in conjunction with North Somerset council	Community services	0 to 5 years	Clean open spaces and safe environments for community use, with feedback from general public.
2.7 To continually review the effect of any proposed expansion plans at Bristol airport	Town Council	0 to 5 years	Reduced carbon footprint of Bristol airport.
2.8 To provide Town Council Staff / members opportunity to engage in 'ride to work' and bike purchase schemes	Town Council Climate emergency working group	0 to 5 years	Reduction in car use and carbon footprint. Improve health and wellbeing.
2.9 Provision of Allotments to meet local demand and enable residents to grow their	Grounds Community services	0 to 10 years	Quarterly meetings in the calendar; progress reports discussed at quarterly meetings; and works completed to

own food.			the satisfaction of the allotment holders. Review of current allotment sites and provision of new facilities if required by demand.
2.10 To encourage North Somerset Council to include cycle paths on new development sites	Town Council Planning Committee	0 to 10 years	Weston becomes a safer town encouraging cyclists, with more people choosing a bike as their mode of transport and to reduce area carbon footprint
2.11 The Town Council aims to be carbon neutral by 2030	Town Council Climate emergency working group	0 to 10 Years	Understanding our current carbon footprint at 2020. Establish and follow a programmed 'road map' of key performance areas to achieve carbon neutral status 2030. Areas covered: Buildings, operations, activities, vehicles (Both Town Council and Staff)
2.12 To reduce energy and fuel consumption across all council activities and services. To change to 100% renewable energy (i.e. solar panels, electric vans and energy providers)	Climate emergency working group	0 to 10 years	Demonstrable reduction of energy use. Use of Green energy providers Change to green vehicles for operational teams, including use of electric bikes.
2.13 The Town Council will continue to maintain and improve the facilities at Milton Road Cemetery as a heritage site, a wildlife and environmental amenity, and as a working cemetery for burials and the interment of cremated remains	Grounds Community services	0 to 10 years	Continue to maintain high standards in the cemetery, working to deliver climate emergency criteria. Increased public use of the cemetery. Demonstrable improvements to support biodiversity, rewilding, reduce waste generation (composting)
2.14 To give preference wherever possible to the procurement of goods and services from locally based suppliers subject to best value principles	Finance Policy and finance	On going	Reduced carbon footprint from travel / supply distance consistent with best value and use of public funds.
2.15 Weston in Bloom and flower bed provision. Provide floral displays for spring / to decorate centres	Grounds Community services	On going	Continue to enter 'In Bloom' awards and gain positive feedback from local residents. Consider alternative/sustainable planting schemes where appropriate and reduce waste.
2.16 Enable provision of parks and play areas as community facility	Climate emergency working group Tourism and leisure	On going	Continue to maintain high standards in the parks and play area locations. Working efficiently to deliver every day and reactive work meeting climate emergency criteria. To encourage increased public use of parks, biodiversity, rewilding, reduce waste generation (composting)
2.17 To encourage visitors to respect the	Tourism and leisure	On going	Cleaner / greener sea front and town centre

local environment.			
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3. Healthier and Happier

To work with local community and partners to ensure that the town of Weston-super-Mare and its wards prioritise its residents' health and wellbeing.

Ambition	Council Committee / Department	Timescale	Success would be
3.1 The Town Council will aim to enhance the economic wellbeing of the town and its inhabitants and to support the local economy	All Committees	0 to 5 years	Ensure openness and consultation on any significant issues affecting the social or economic wellbeing of its inhabitants in-line with North Somerset Council
3.2 To work with community partners (NSC, Police, street wardens) to create a safe environment for local residents	Policy and finance Community Services	0 to 5 years	Work closely with the police, resident groups, the business community and other bodies resulting in improved community safety and reduced crime throughout the town (Crime and Disorder Act s.17)
3.3 To find sustainable solutions to secure the future of some key community assets such as - Drop in cafes, dementia activities, SEN sessions, volunteering, Mayors charity ETC	Museum Blakehay Theatre Civic	0 to 10 years	Continue to create events via our assets that are inclusive of a diverse range of our community and inclusive for demographics that can be excluded. To reduce loneliness in the town by giving access for community groups to gather in our venues. Liaison with specialist groups. Target old-age loneliness and explore opportunities to bring old and young together. Help to promote diversity and equality.
3.4 The Town Council will maintain, support and encourage a Youth Council to enable and encourage young people to take part in the democratic governance of the town	Youth Council	On going	A vibrant youth council with a good membership. Good communications between the youth council and the Town Council.
3.5 The Town Council will work in partnership with the YMCA and others to support the provision of necessary youth	Community services	On going	Having a YMCA that benefits young people and gives them support and somewhere to go that suits their needs supported by the Town Council via an SLA.

services in the town			
3.6 Follow and regularly review an appropriate Health and Safety Policy that complies with the relevant legislation for the Town Council	Health and safety team Policy and finance	On going	To provide a safe, secure working environment for all staff, councillors, volunteers and service users.
3.7 To support local voluntary organisations where deemed appropriate via the grant system	Community services	On going	Grant application forms are continually available throughout the year with decisions normally made at the appropriate Community Services Committee meetings. Applications from organisations requiring financial assistance over £1,000 considered at the Policy and Finance Committee. Increased public awareness of the availability of grants Continuing to aid VANS and CAB with financial support
3.8 Provide provision of Allotments as community facilities	Grounds Allotments committee	On going	Provide practical support in our partnership with the Allotments Club. Completing agreed works in a timely fashion. Quarterly meetings in the calendar with the Allotments Club. To provide additional allotments where needed. To encourage health and wellbeing in the community
3.9 Provision of parks and play areas as a community facility To maintain and develop the Water Park to meet the needs of both local residents and visitors.	Grounds	On going	Existing play areas maintained to a high standard. Provide, in consultation with local communities, new or refurbished play areas and associated equipment in each ward. Healthier and Happier communities. Safe, clean environments for families. Well designed and good play equipment. Encourage opportunities to increase participation in

			personal health and fitness activities Provide support for social inclusion initiatives for people with additional needs.
3.10 Provision of public toilets to meet need	Grounds Community services	On going	Public toilets provided and safe and clean for the community to use.
3.11 The Town Council will work to the letter and in the spirit of equality and health and safety legislation and continue to develop our commitments towards 'Disability Confident'.	HR	On going	Equality and health and safety legislation compliant.
3.12 The Town Council will strive to ensure good year-on-year practices in health and safety; equality and diversity; wellbeing; inclusivity and safeguarding initiatives in all our departments	HR and all departments	On going	No staff members involved in accidents, time off due to stress, bullying, and inclusion in all areas of employment.

4. A Bright Future

To work with its own resources and with the local community and partners to ensure that the town of Weston-super-Mare and its wards has a bright long term future for its local economy

Ambition	Council Committee / Department	Timescale	Success would be
4.1 To work with business in the town, in the economic development of Weston-super-Mare	Town Council	Ongoing	A vibrant business community with growth of employment and fewer retail and office vacancies.
4.2 To provide a voice for the local business community to North Somerset Council	Town Council	Ongoing	Evidence that local business opinion and voice is being heard and considered by North Somerset Council in its policy ambitions
4.3 To support any improvement to the visual impact of the access routes into town	Town Council Planning committee	0 to 5 years	To be a consultee to North Somerset Council strategic planning

4.4 Consult with local people regarding the provision of Town Council services and facilities	All	0 to 5 years	<p>Production of community engagement policy and annual programme of consultation to enable an open forum for residents to voice any concerns or raise any subject affecting Weston-super-Mare.</p> <p>Community organisations to participate in events held at Town council sites</p> <p>Use of all appropriate means including an annual report, website, social media and noticeboards to inform residents of the Town Council's activities.</p>
4.5 The Town Council will keep all Town Council services under review to ensure economy, efficiency and effectiveness.	Town Council	0 to 5 years	<p>Annual reviews of services and adjusting its precept according to the town's needs.</p> <p>Comparing its services with similar organisations</p>
4.6 To support the sustained growth of tourism business to Weston-super-Mare.	Tourism and leisure	0 to 10 years	<p>Greater footfall into Weston-super-Mare.</p> <p>Increase number of business partners to support the Visit Weston brand</p>
4.7 Deliver services to the highest quality in terms of efficiency, effectiveness and value for money	Policy and Finance, Expenditure and Governance Working Party	0 to 10 years	<p>Annual review of strategy.</p> <p>Regular and robust internal and external audit reports and positive satisfaction surveys</p>
4.8 Fit for purpose Standing Orders and Financial Regulations	Town Council Policy & Finance committee	Annually	Regularly reviewed and robust standing orders and financial regulations
4.9 Ensure its staffing structure is fit to meet business needs	Personnel Committee		Annual reviews of staffing structure completed and actioned.
4.10 Seek, subject to agreed budgets, to maximize income derived from all sources	Policy and Finance Committee	Annually	Income targets are realistic and achieved in any financial year
4.11 To comply with legislation to ensure healthy financial records	Town Council	Annually	Accounts prepared to comply with the Local Audit and Accountability Act 2014, The Accounts and Audit Regulations 2015 and follow advice from the external auditor
4.12 Ensure adequate level of insurance provision for Town Council operations and assets	Town Council Policy and finance	Annually	Regularly review public liability and indemnity insurance values
4.13 The Town Council will only put in	Town Council	Annually	An adequate percentage of revenue funding is placed in

place facilities and premises which it can afford to maintain.	Policy and finance		the budget each year for planned maintenance of Town Council premises and facilities
4.14 To support the local economy with the use locally based contractors and partners	All	On going	Use of mainly locally based contractors and partners for outsourced services and works where practical

5. Heritage, Arts and Culture

To work with local community and partners to ensure that the town of Weston-super-Mare has growing opportunity for Culture, Heritage and the Arts.

Ambition	Council Committee / Department	Timescale	Success would be
5.1 The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town	HAC	0 to 5 years	Increased arts and culture presence in Weston-super-Mare including music, visual arts, dance and performance venues.
5.2 The Blakehay Theatre to become a zeitgeist for cultural development and dramatic arts in the town. Providing modern facilities for the performing and visual arts and community activities. The Town Council will develop and further promote the management and marketing of the Blakehay Theatre so that it becomes a recognised venue for regular drama, comedy, musical and other productions of performing arts.	HAC	0 to 5 years	Increased use of the theatres facilities with a growing number of shows and events To create Theatre for the whole community, bringing national popular shows and treading subject matters onto the stage. To promote a creative hub for artists and performers in the local area and a cultural home for fans of the arts. To create a uniquely diverse program of locally produced and touring work. Creation of an inclusive creative community.
5.3 Weston Museum (as a result of heritage lottery funding) will be maintained as a diverse community resource whilst maintaining its Museum focus and access to heritage and learning.	HAC	0 to 5 years	The management and marketing of the Weston Museum further developed so that it becomes a regionally recognised venue for heritage arts and culture. Increased use of the hire space with a growing number of events and education sessions, with adequate resources

The Museum to be the best tourist attraction in the Town centre, whilst developing itself as an arts and cultural destination for the benefit of both the local community and visitors to the town.		0 to 10 years	<p>to support.</p> <p>Creation of a uniquely diverse program of events.</p> <p>Current volunteer programme extended and increase in number of active volunteers.</p> <p>To redevelop Clara's cottage, securing grant funding to support this. (Phase 2)</p> <p>To redevelop remaining spaces within the Museum (Phase 3)</p>
5.4 Promote and celebrate sites of local historical interest.	HAC	0 to 5 years 5 to 10 years	<p>Completed current programme of personal Blue Plaques with link to the website and audio tour.</p> <p>Following the completion of personal Blue Plaques to effect a Blue Plaque scheme for buildings within Weston-super-Mare</p>
5.5 To host and organise a Weston Literary festival	Community services	0 to 5 years	<p>A financially sustainable festival to improve the culture within the town and promote literature.</p> <p>Increased numbers in attendance year on year.</p> <p>Robust programme of authors.</p>
5.6 To strengthen social cohesion through running and supporting activities events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community	Community services	0 to 5 years	Increased community event programme within Weston-super-Mare and Town Centre (both directly put on by the Town Council or supported by the Town Council.)
5.7 To maintain the civic traditions of the town's Mayoralty.	Civic consultation Town Council	On going	<p>Election of a Mayor annually and robust program of engagements within the town.</p> <p>Recognition of the Mayor as the town's ceremonial head.</p> <p>The Town Mayor chairs all meetings of the Town Council.</p>
5.8 To maintain and assist community organisations with the town twinning with Hildesheim	Civic consultation Town Council Youth Council	On going	Active communication and promotion of twinning links



Weston-super-Mare Town Councilors 2019 - 2024

COUNCILLOR	PARTY	WARD
AGASSIZ, Dorothy	LABOUR	MILTON
APLIN, Marc	CONSERVATIVE	NORTH WORLE
ARMSTRONG, Ray	LIBERAL DEMOCRAT	HILLSIDE
BAILEY, Roger	CONSERVATIVE	UPHILL
BELL, Mike	LIBERAL DEMOCRAT	CENTRAL
BUTE, Gillian	CONSERVATIVE	MID WORLE
CANNIFORD, Mark	LIBERAL DEMOCRAT	HILLSIDE
CARPENTER, Gillian	LABOUR	SOUTH WORLE
CLAYTON, James	LABOUR	BOURNVILLE
CODLING, Sarah	CONSERVATIVE	WINTERSTOKE
CREW, Peter	CONSERVATIVE	SOUTH WORLE
CROCKFORD-HAWLEY, John	LIBERAL DEMOCRAT	HILLSIDE
CRONNELLY, Ciaran	LABOUR	WINTERSTOKE
DASH, David	LABOUR	SOUTH WORLE

FOX, Peter	CONSERVATIVE	UPHILL
GIBBONS, Catherine	LABOUR	BOURNVILLE
HITCHINS, David	CONSERVATIVE	SOUTH WORLE
HOLLOWAY, Jan	CONSERVATIVE	NORTH WORLE
MARCOS-ASHWORTH, Daniel	CONSERVATIVE	WINTERSTOKE
MCALDER, Peter	LABOUR	MILTON
PAYNE, Robert	LIBERAL DEMOCRAT	CENTRAL
PEPPERALL, Marcia	CONSERVATIVE	NORTH WORLE
PEAK, Alan	LABOUR	BOURNVILLE
PILGRIM, Lisa	CONSERVATIVE	WORLEBURY
PORTER, Ian	CONSERVATIVE	WORLEBURY
RUSSE, Sonia	CONSERVATIVE	MID WORLE
SAYCE, Ella	LIBERAL DEMOCRAT	CENTRAL
TAYLOR, Timothy	LABOUR	MILTON
THORNTON, Helen	LABOUR	UPHILL
TUCKER, Richard	LABOUR	MILTON
WILLIS, ROSSLYN	CONSERVATIVE	WORLEBURY



TOWN COUNCIL – 21ST SEPTEMBER 2020

COMMITTEE STREAMLINING OPTIONS – REPORT OF THE TOWN CLERK

1. Streamlining Committees and Meetings

In 2019, the number on two main committees was increased to 13. Members' concerns about the length of Community Services Committee meetings also led to responsibility for the Museum and Blakehay Theatre being transferred to the Museum sub-committee, renamed Heritage Arts and Culture and 'promoted' to being a main committee reporting direct to the full Council. I was then asked by Group Leaders' meeting to suggest viable ways to streamline the committee structure. It was felt that members are attending a lot of meetings and I was asked to review and if possible recommend ways to streamline decision making:

- a) to reduce the number of meetings and
- b) to reduce the number of seats on committees.

Accordingly I submitted a report to the Town Council meeting on 16th March. However due to the rapidly developing pandemic the item was deferred.

2. Political Balance at Meetings

Cllr Marcos Ashworth submitted his resignation from the council in March and no by-election has been called. Accordingly the political balance on the council, calculated in the conventional way, is now as follows:

	Conservative	Labour	Liberal Democrat
30	13	11	6
percentage:	43.33%	36.66%	20%
12	5	4	3
11	5	4	2
10	4	4	2
9	4	3	2
8	3	3	2
7	3	3	1
6	3	2	1
5	2	2	1
4	2	1	1
3	1	1	1

3. Options to reduce the Sizes of Committees

In general, it is considered good practice where no group has an overall majority to have committees of an odd number. If you reduced the three largest committees from 13 to *either* 11 or 9 members, that would be a net saving of up to 12 meeting seats in each cycle, based on the current committees. If you wanted to go further, you could also reduce Personnel, Planning and E&G from 9 to 7 or 8 seats each, there would thus be a further saving of up to 8 meeting seats in each cycle.

The following committees currently have 13 seats each:

- Policy and Finance Committee
- Community Services Committee
- Tourism and Leisure Committee

The following committees now have 9 seats each:

- Planning Committee
- Personnel Committee
- Expenditure and Governance Working Party

Anomalously, Heritage Arts and Culture Committee has only 6 members.

4. Merger of Tourism & Leisure and Heritage Arts & Culture

The Tourism and Leisure Committee was created in 2012 to reflect the new tourism and destination marketing function. The service has settled down into a pattern since then and the committee agenda mostly consists of items for information. The current Chairman has suggested that it could be abolished and:

- Tourism functions be transferred to Heritage, Arts and Culture Committee. There is a good synergy between tourism, arts and heritage. Tourism is mostly about destination marketing and the Weston Museum and Blakehay Theatre which HAC manages are heritage and arts visitor attractions to be marketed.
- Parks and Play Areas could be transferred to Community Services Committee. CSC already gets a report from Grounds Manager on all other grounds functions so adding parks and play areas would be a simple addition to her report and not significantly lengthen meetings. This would also save the cost and time of the Grounds Manager having to attend two committees.

If there is concern about the length of Community Services Committee meetings, **Grants** tends to be the agenda item that most adds to meeting lengths. An option to avoid this would be to transfer grants back to Policy and Finance Committee who could consider them two or three times a year via a small 3-member sub-committee. This could meet in the daytime and provide more consistency in considering grant applications. It would also avoid the cost and time of Finance staff having to attend Community Services meetings.

5. Frequency of formal Meetings and greater use of Working Groups

Currently most committees meet bi-monthly, the exceptions being Personnel Committee and Allotments Sub-committee which meet quarterly. A lot of items at Arts Heritage & Culture Committee, Community Services Committee and at Tourism & Leisure Committee are management updates for information. It is therefore suggested that these committees (whether or not merged) could move to meeting quarterly rather than bi-monthly.

Where specific issues came up which members wished to get involved in, informal working parties would be a more flexible and efficient way to deal with these. Also if desired the Chairman of a committee always has the power to call an additional committee meeting.

6. Planning Committee

Differing members' opinions have been put forward regarding the value of the Planning Committee, members have pointed out that area committees have been abolished by North Somerset Council (NSC) and only a few applications are 'called in' for consideration at their Planning and Regulatory Committee.

The Town Council is a statutory consultee. As the largest parish by far in North Somerset there is a heavy workload of applications to get through every 4 weeks. In my experience parish council objections do carry weight especially where an application is referred to committee at NSC and it is important to reflect the local community's view on significant applications. However, the majority of applications are small householder extensions etc.

It is difficult to reduce the frequency of Planning Committee dates as the town council is given a limited time - in theory only 3 weeks but in practice 4 - to respond to statutory consultations. It has therefore been suggested at Group Leaders that all planning applications received be circulated to town councillors and Planning Committee normally only consider those where an objection or concern is received from a town councillor or direct from a member of the public.

7. Timescale

I recommend that any proposals that are approved take effect from 1st October 2020.

8. Recommendations:

1. The new political balance be adopted and group leaders advise the Town Clerk of their group's appointments.
2. Committees of 12 or 13 seats be reduced to 11 seats.
3. Committees of 9 seats be reduced to 7 seats.
4. Tourism and Leisure Committee be abolished and:
 - a. responsibility for its Tourism functions be transferred to the Heritage Arts and Culture Committee.
 - b. responsibility for its Grounds (parks and play areas) functions be transferred to the Community Services Committee.
5. The Heritage Arts and Culture Committee be increased in number of Members from 6 to 7 plus the existing co-opted non-voting membership.
6. Grants handling be transferred from Community Services Committee to Policy and Finance Committee, with a sub-committee of 3 to be set up to consider grants applications twice a year.
7. Community Services Committee, Heritage Arts and Culture Committee and (if not abolished) Tourism and Leisure Committee move from bi-monthly to quarterly meetings and the Town Clerk be instructed to set a new calendar of dates in consultation with committee chairmen (P&F remaining bi-monthly).

8. All planning applications received be circulated to town councillors and normally only be considered at Planning Committee if an objection or call-in is received from a town councillor or from a member of the public.
9. All approved changes to take effect from 1st October 2020.

Malcolm L Nicholson LL.B (Hons), DMS, PSLCC
Town Clerk
25th August 2020