

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD VIA ZOOM ON  
MONDAY 25<sup>TH</sup> JANUARY 2021**

**Meeting Commenced:** 7.02 pm

**Meeting Concluded:** 8.24 pm

**PRESENT:** Councillors Mark Canniford (Town Mayor), Dot Agassiz, Mark Aplin, Ray Armstrong, Roger Bailey, Mike Bell, Gill Bute, Gillian Carpenter, 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.

**ALSO IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), Sarah Pearce (Deputy Town Clerk), Tania Middlemiss (Assistant Town Clerk), Fay Powell (Grounds Manager), Samantha Bishop & Emma Williams (Committee Officers), Becky Walsh (Communications Officer), Chris Millard (Mayors Civic Officer), Fiona Walsh (Finance Officer), Reverend Peter Ashman (Town Mayors Chaplain), Mary Adams (CCG) and Lily Newton-Brown (Weston & Somerset Mercury).

The Town Mayor invited his Chaplain to say prayers.

<b>156</b>	<b>Apologies for Absence and Notification of Substitutions</b>  There were no apologies for absence were received.  Councillor David Hitchins was absent from the meeting.
<b>157</b>	<b>To receive Declarations of Interest</b>  There were no declarations on interest received.
<b>158</b>	<b>To approve the accuracy of the Minutes of the Town Council Meeting held on the 23<sup>rd</sup> November 2020</b> (attached)  <b>PROPOSED BY:</b> Councillor Alan Peak <b>SECONDED BY:</b> Councillor Tim Taylor  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman as a true record of the meeting.
<b>159</b>	<b>To receive announcements and communications from the Town Mayor</b>  The Mayor's announcements and communications were circulated prior to the meeting.  The Town Mayor and Mayoress had attended 9 engagements. This was a total of 235 to date.

	<p>The Town Mayor congratulated the Blakehay Theatre for being awarded 'Theatre of the Year'. He would like the council's gratitude to all staff involved in achieving this recorded and to members for their support.</p>
160	<p><b>To receive the Notes of the Youth Council Meetings held in November and December 2020</b></p> <p>Notes of the Youth Council meetings had been previously circulated with the agenda.</p> <p>Councillor Sarah Codling reported on behalf the Youth Council that the YMCA had worked hard on increasing its offer in all sorts of ways through the pandemic. The Youth Council were constantly looking at ways of refreshing its membership and that a recent workshop had taken place supported by town council members, encouraging them and developing skills.</p> <p>It was noted that the Youth Council were also looking at ways to improve their social media.</p> <p>The Town Mayor offered the opportunity for interested Youth Councillors to shadow him and possible other dual hatted councillors in their council meeting roles.</p> <p>Councillor Sarah Codling explained that the workshops were a tool to ease Youth Councillors in and that the possibility of shadowing members would certainly be conveyed in time.</p> <p><b>RESOLVED:</b> That the notes of the Youth Council meetings for November and December be received.</p>
161	<p><b>To approve the budget for the year 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 and set the precept for the same period</b></p> <p>The revenue budget for the year 2021 /2022 and precept rate for the year 2021/2022 for submission to NSC had been previously circulated.</p> <p>The Town Mayor invited members to propose the draft budget recommended by the Policy &amp; Finance Committee and it was therefore,</p> <p><b>PROPOSED BY:</b> Councillor Alan Peak  <b>SECONDED BY:</b> Councillor Sarah Codling</p> <p>An AMENDMENT was then</p> <p><b>PROPOSED BY:</b> Councillor Helen Thornton  <b>SECONDED BY:</b> Councillor Robert Payne</p> <p>Councillor Robert Payne reported that his party was pleased to collaborate with the Labour group to achieve a cross party amendment to the budget.</p> <p>The amendment which had been previously circulated to members earlier that day proposed the following:</p> <ol style="list-style-type: none"> <li>1. To use £30,000 of the surplus from this financial year and create earmarked reserves to fund:</li> </ol>

- Street Art Festival in Weston at some point during 2021/22 (Covid restrictions dependent) - working with Culture Weston, North Somerset Council and Upfest in Bristol - £20,000
  - Provision of Showers on the Beach -£10,000
2. Increase the Community Events Budget by £10,000 from £50,000 to £60,000, with £10,000 ring-fenced for Diversity and Inclusion Events.
  3. Increase the Strategy and Planning Professional Fees budget by £10,000 (from £15k to £25k) to fund feasibility Studies for:
    - Grove Park Toilets
    - New allotment site
    - Plant nursery
    - Making one of our parks suitable for people with disabilities
    - Community Centre
    - Seafront lighting enhancements
    - Information point at Silica
    - Marine Lake enhancement
  4. To add £5,000 to the Community Services Budget for public art grants, with a stipulation that schools are encouraged to apply and are prioritised for a proportion of the grant.
  5. Restore the Staff training budget - £20,000 – with effectiveness to be monitored through staff 1 to 1s and appraisals.

The amendments equated to a small net increase to the budget of £45,000, but would bring great benefits to the community in the uncertain times.

Rigorous cross party debated ensued both for and against the amendments.

Some members opposed the amendments as it was unfair to increase taxpayers' burden at a time of crisis and sent the wrong message. The council already had enough in the budget, unspent from the previous year, to move forward in developing its community services and achieving carbon neutral status by 2030.

In response it was argued that it was the town council's responsibility to deliver residents' wishes and be proactive in tackling the problems within the town. The amendments were in support of this and council tax was raised in order to pay for public services.

To aid debate, the Town Mayor requested the Deputy Town Clerk to confirm that the amendments equated to a 1.74% budget increase / £1.74 on band D property increase.

Some members were aggrieved that they had either not received or had sufficient opportunity to read the amendments before the meeting. The amendments were then displayed on screen.

A vote was taken on the AMENDMENT and **carried** (16 for; 12 against).

This then became the substantive motion and a vote was taken and **carried** (16 for; 11 against) and was therefore:

	<p><b>RESOLVED:</b> To approve</p> <ol style="list-style-type: none"> <li>1. the net revenue budget for the year 2021/2022 £2,587,982 and</li> <li>2. the town council precept at £2,587,982 for submission to North Somerset Council.</li> </ol>
162	<p><b>To approve the Earmarked Reserves for 2021 / 2022 (first Draft)</b> (attached)</p> <p>The Deputy Town Clerk's report outlining recommendations for approval had been previously circulated.</p> <p>The Deputy Town Clerk added that there was a notable increase in the proposed EMR provision for 2021 / 2022. This in the main was due to the fact the council had not yet been billed for the CCTV £100k, however it was anticipated it would before the year end (31<sup>st</sup> March). As such the final EMR figure could change subject to this and the unspent Environmental/Climate Change and Civic budgets. Final EMR levels would therefore be brought before the Policy &amp; Finance Committee in February for approval.</p> <p>The Deputy Town Clerk confirmed that the final EMR for 2021/2022 would include the £30,000 previously resolved within the budget item.</p> <p>It was therefore,</p> <p><b>PROPOSED BY:</b> Councillor Mark Canniford  <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> To approve the first draft earmarked reserves for the year 2021 / 2022 and approve that Policy &amp; Finance Committee receive and approve final estimates at its meeting on April 2021.</p> <p>Noting that this approval reflects the increased provisions as detailed in the report for the following areas:</p> <ol style="list-style-type: none"> <li>1. Capital Works</li> <li>2. Environmental / Climate Change – Solar provisions</li> <li>3. PPM for planned works &amp; EMRRP for the creation of a purpose built disabled play provision. (venue to be confirmed)</li> <li>4. Civic Events – provision in light of COVID pandemic</li> </ol>
163	<p><b>Ellenborough Park Charges</b></p> <p>The report of the Deputy Town Clerk had been previously circulated, recommending set charges.</p> <p>The Deputy Town Clerk apologised for the report heading and advised that it was not a supplementary EMR report.</p> <p>Members had requested that the park charges came back to council for approval.</p> <p>The recommendations for the charges were as a result of officers' time and research undertaken. The income had not been recognised within the first year and was a best</p>

estimate based on research. Approval for discretion to approve further charges within year was also recommended.

The Chairman of the Weston in Bloom Working Party said he would like to see the park utilised for WIB events.

A member queried the use for of the park for central ward schools. The Town Clerk advised that there was an agreement in place with Corpus Christi for use of the park, free of charge, on dates agreed by prior arrangement. If other schools wished to use the park, then this could be decided under officer discretion.

**PROPOSED BY:** Councillor Mark Canniford

**SECONDED BY:** Councillor Roger Bailey

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

**RESOLVED:**

1. To approve the suggested charges for the year 2021 / 2022 for Ellenborough Park West for inclusion within the council's charges schedule.
2. To approve discretion to the Town Clerk / Deputy Town Clerk to approve further charges within the year if there is demonstrable need, reporting to the Tourism and Leisure Committee as required.

**164 Motion to Council under Standing Order 10 from Councillor Dot Agassiz**

*'The Town Council resolves to lobby the CCG to express its concern about the choice of location for the much needed new medical centre. It also requests a consultation to enable us to understand the rationale for this decision and consider the alternatives.*

*The proposed site is on the wrong side of the railway line, it is difficult for patients to access by walking, cycling and public transport; and is therefore predicated on car use. As part of our climate emergency policy it is incumbent on us to look at the carbon footprint of all new developments and preserve the few green spaces around the town. There are several brownfield sites with good transport links in the town centre which would be better locations for a medical centre.'*

The Town Mayor invited members to propose the motion.

**PROPOSED BY:** Councillor Alan Peak

**SECONDED BY:** Councillor Dot Agassiz

Councillor Agassiz spoke in support of the motion.

An AMENDMENT was then

**PROPOSED BY:** Councillor Mike Bell

**SECONDED BY:** Councillor Robert Payne

As follows:

'That the Town Council welcomes proposals for a new town centre primary healthcare facility put forward by the Bristol, North Somerset and South Gloucestershire NHS Clinical Commissioning Group. Existing primary care provision at Graham Road is not fit for

purpose and there is an urgent need for a better range of services for residents and patients living in the town centre area.

The Town Council is concerned that the suggested location of the new development on non-playing land at Weston Rugby Club has particular problems in terms of access, both for pedestrians, cyclists and by public transport, for residents and patients living north and west of the railway line in the town centre.

The Town Council instructs the Town Clerk to write to the CCG to set out these concerns and ask them to in particular 1) publish the options appraisal undertaken on alternative sites considered; 2) set out planned improvements and mitigations to improve access to the proposed site; 3) commit to consulting with residents and patients as the full business case is developed during 2021 to ensure the best possible long-term solution is delivered.'

The AMENDMENT was accepted by the proposer and seconder of the initial motion and therefore, became the substantive motion.

Councillor Mike Bell added that the health care provision in the town was very important and that investment had been implored for a long time. The process needed to be conducted in an open and fair way and needed to take into account the elderly and new residents. Journey times and limited points of crossing the railway lines for central ward and hillside residents needed to be recognised. There was no point building a new facility in a location which residents could not access.

Discussion ensued over the suitability of the site and about the transport and access routes needing to be improved.

Victoria Methodist church and the former Argos building were suggested as alternative sites for the facility.

A dual hatted member, who sat on North Somerset Council's Health Overview and Scrutiny Panel, agreed that he would make these points at their next meeting.

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

**RESOLVED:** That the Town Council welcomes proposals for a new town centre primary healthcare facility put forward by the Bristol, North Somerset and South Gloucestershire NHS Clinical Commissioning Group. Existing primary care provision at Graham Road is not fit for purpose and there is an urgent need for a better range of services for residents and patients living in the town centre area.

The Town Council is concerned that the suggested location of the new development on non-playing land at Weston Rugby Club has particular problems in terms of access, both for pedestrians, cyclists and by public transport, for residents and patients living north and west of the railway line in the town centre.

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**165 Town Councillor Email addresses**

Members were reminded of the resolution and correspondence sent in relation to transferring all email communication to the newly set up individual WSMTC email addresses. This was a polite reminder to ensure that all members were now using this as the means of email communication for the council and as such, were fully set up to access and do so. If any members were not able to access their WSMTC emails, please could they indicate this and a member of staff would be able to assist with this.

It was noted that the email addresses on the Council's website for councillors would be changed to WSMTC councillor addresses following the meeting.

The Communications Officer reported that the Development Officer had been very busy assisting members and identifying and resolving equipment issues. She wanted to thank all members for their patience and support and indicated that all members were on track to be operational by the 31<sup>st</sup> January deadline.

The Town Mayor stressed the importance of members communicating any problems to officers as soon as possible in order to achieve a more streamlined and effective way of working.

The Town Mayor thanked everyone for attending the meeting.

There being no further business, the Town Mayor closed the meeting at 8.24 pm.

Signed: ..... Dated: .....  
Town Mayor



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

**22<sup>nd</sup> March 2021**

**MAYOR'S ENGAGEMENTS**

**25<sup>th</sup> January – 22<sup>nd</sup> March 2021**

**Town Mayor**

**Councillor Mark Canniford**

### **ENGAGEMENTS SUMMARY**

Council Representative	Number of Engagements
TOWN MAYOR Cllr Mark Canniford	0
DEPUTY MAYOR Cllr James Clayton	0
TOWN COUNCIL LEADER Name	0

### **TOTALS TO DATE**

Council Representative	Number of Engagements
TOWN MAYOR Name	217
DEPUTY MAYOR Name	17
TOWN COUNCIL LEADER Cllr Alan Peak	1
TOTAL	235

### **SIGNIFICANT EVENTS:**

## Weston-super-Mare Youth Council Meeting Notes

<u>Item</u>	<u>Minutes</u>
A.	<b>Date of meeting:</b> 09/02/21
B.	<b>Meeting Start Time:</b> 6.01pm
C.	<b>Where is the meeting:</b> Via Zoom
D.	<b>Attendance –</b> Ryan (RP) Olivia (OF) Faith (FH) Tanisha (TR) Leeroy (LM) Darcey (DP) Alli Waller (AW), Ellie Matthews (EM) Councillor Sarah Codling (SC) Councillor Ciaran Cronnelly (CC)
1,	<b>Check In-</b> Spent 5 minutes checking in on everyone's wellbeing
2,	<b>Apologies for Absence –</b> Sean, <b>AW</b> explained that due to School commitments <b>DP</b> has unfortunately decided to leave the youth council. We wish her luck with her future.
3.	<b>Notes of Last Meeting –</b> Meeting notes accurate Proposed - <b>TR</b> Second - <b>FH</b>
4,	<b>Presentation from YMCA Homeless Team –</b> Mr J Heslop was unable to attend the meeting so this will be deferred to next months meeting
	<b>Councillor Codling –</b> Due to a clash of meetings Councillor Codling has to leave the meeting early but wanted to pass on an invite from the Town Council to attend a full meeting. This would give them an insight into what Councillors do. TR said it would be a good to go but it clashed with their schoolwork as they were doing more online work. Maybe it would be an option in the holidays.
	Councillor Codling left the meeting 6.07pm
5,	<b>Educating Stereotypes –</b> <b>AW</b> asked members how they were getting on with their videos that they were working on. <b>TR</b> said they had made an Instagram group so they could discuss Youth Council matters outside of the meetings. Everyone was struggling to get started. <b>AW</b> reminded them of the points Lauren mentioned at the December meeting. She will also forward them again. No one has the password for the Instagram account. AW will contact old members to see if we can locate it.
6,	<b>Social Media update-</b> No one has the password for the Instagram account. AW will contact old members to see if we can locate it. - <b>EM</b> has set up the Facebook page and asked if <b>AW</b> can forward the Youth Councillor contacts to add. <b>AW</b> to forward.
7,	<b>AOB-</b> <b>Hoodies –</b> <b>LM</b> asked when they would receive their hoodies. <b>AW</b> explained that as soon as she could get into the office she would collect them along with the personal organisers and hand deliver them. <b>Roles of the Youth Council –</b> <b>AW</b> reminded the Youth Council members that the new roles would be assigned at the next meeting. So if anyone wanted to apply for the roles below then could they send AW their confirmation of intention so she could add it to the agenda for the next meeting <b>Chair</b> <b>Social media officer,</b> <b>Communications officer</b> <b>Grants officer</b>
	<b>Meeting ended –</b> 6.31pm <b>Date of Next Meeting –</b> 09-03- 2021

## WESTON-SUPER-MARE TOWN COUNCIL

CALENDAR OF MEETINGS JUNE 2021 – MAY 2022

MEETING	DAY/TIME & VENUE	FREQUENCY	2021							2022				
			JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Town Council	Mon, 7pm @ Town Hall	Bi-monthly (Jan budget & May MM)		12		20		22		24		21		19 Thur 5pm
Policy & Finance Committee	Mon, 7pm @ G/House	Bi-monthly (on the 3 <sup>rd</sup> Mon)	21		23		18		13		21		25	
Expenditure & Governance Working Party	Thu, 10am @ G/House	Bi-monthly		15		9		11		8		10		5
Community Services Committee	Mon, 7pm @ G/House	Bi-monthly		5		13		8		17		7		9
Heritage, Arts & Culture Committee	Thur, 10am @ Museum/ Blakehay	Bi-monthly	24			16		11		27		17		13
Tourism & Leisure Committee	Tue, 2.30pm @ G/House	Bi-monthly	8		10*		5		7		15		12	
Planning Committee	Wed, 7pm @ G/House	Every 4 weeks	2 + 30	28	25	22	20	17	15	12	9	9	6	4
Personnel Committee	Wed, 11am @ G/House	4 x per year		7			20				2			4*
Youth Council	Thur 5.30pm @ the YMCA	Monthly	tba	tba	tba	tba	tba	tba	tba	tba	tba	tba	tba	tba

*\*If required*

*Weston in Bloom WP and Allotment consultative group tba*

*Civic Consultation to be held as and when necessary.*

*Annual Town meeting provisional date 6.30pm Monday 21<sup>st</sup> March 2022*

## Town Council Meeting 22<sup>nd</sup> March 2021

### 8. Committee Membership – Extract from the Policy & Finance Committee on 15<sup>th</sup> February 2021

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#### Minute No 192. Committee Structure

The report of the Town Clerk had been previously circulated.

A request to the Town Clerk had previously been made by members to simplify or streamline the committee structure and membership. Suggestions had been sought from the Expenditure and Governance Working Party.

The Town Clerk reported that feedback had suggested reductions to members of the largest committees, from 13 to 11 members. Also, that the Tourism & Leisure Committee and Heritage, Arts and Culture Committee move to a quarterly schedule, rather than bi-monthly.

The Chairman of Expenditure & Governance Working Party was invited to comment and added that his understanding was that it was suggested that larger committees contained one third of the council, allocating 10 councillors, rather than 11.

A member suggested that 10 councillors on large committees would be preferable, and that 8 councillors should make up the smaller committees. It was also suggested that the Tourism & Leisure and Heritage, Arts and Culture Committees remain as bi-monthly meetings. Consideration should also be given to the permanent inclusion of virtual meetings, which had helped bolster attendance, especially at evening meetings, held during the winter months.

Debate ensued, with concerns from some members that an even number of councillors would create more tied votes. Virtual meetings were discussed, with some members expressing a preference for more effective debates held during in-person meetings.

The Chairman of the Allotment Management Sub Committee requested that his former proposal for meetings of the Allotment Management Sub-Committee be replaced by informal meetings between one councillor and one representative of the Allotment Club be included.

It was then

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Ciaran Cronnelly

To reduce the committee membership for large committees from 12/13 to 10 and small committees from 9 to 8; and to keep the frequency of the Tourism & Leisure and Heritage Arts and Culture committee meetings bi-monthly, for recommendation to Town Council.

A vote was taken and **tied**.

The Chairman casted his vote in favour of the amendment, and the vote was therefore **carried**. Accordingly, it was:

**RECOMMENDED:** to Town Council on 22<sup>nd</sup> March 2021 that the Committee Structure and Membership be amended to reduce the committee membership for large committees to 10 and small committees to 8; and to keep the frequency of the Tourism & Leisure and Heritage Arts and Culture committee meetings bi-monthly.

**COMMITTEE TERMS OF REFERENCE – EVENTS GRANTS BUDGET  
REPORT OF THE TOWN CLERK**

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Currently there is a budget of £60,000 for event grants which was adopted following a proposal from members at the January 2020 Town Council meeting for the 2020/2021 budget. My understanding from the January 2020 budget debate was the budget was intended to encourage artistic and cultural events mainly in the town centre and possibly in other district centres to encourage footfall and ultimately support business and jobs. By the time the budget came into effect on 1st April it was overtaken by events, namely the coronavirus pandemic and lockdown which lasted until June and restrictions were gradually eased through the summer.

Under the current Committee Terms of Reference grants are allocated to the Community Services Committee (CSC). Since the autumn CSC and HAC worked well together to consider applications from Culture Weston and more recently from Weston College. Unfortunately restrictions and ultimately further lockdowns in November and January returned, largely preventing the envisaged events from happening.

In discussion with Group Leaders and the Chairman of the Heritage Arts and Culture Committee (HAC), there is a general feeling that the Town Council needs a more clearly thought out approach to arts grants and events. There is a danger that without clear guidelines in future some outside organisations may just see the Town Council as a cash cow and applications made which may not be the best use of public money. It is felt that greater clarity is needed and some guidelines need to be adopted for the £50,000 budget being used for arts event grants.

I would therefore suggest two actions are needed. Firstly to transfer the £50,000 'events grants' budget to HAC to separate it from the Small and Voluntary grants and our own small in-house events' at CSC. Secondly for HAC to adopt some policy criteria as guidelines for consideration of applications, in a similar way that CSC has policy criteria and application guidelines for the consideration of applications to the small and voluntary organisations grants budget.

**Recommendations:**

1. To transfer the £60,000 events grants budget to Heritage Arts and Culture Committee to separate it from the Small and Voluntary grants and our own 'events' at Community Services.
2. To request the Heritage Arts and Culture Committee to consider and adopt some policy criteria and application guidelines for the events grants budget.

Malcolm L Nicholson LL.B (Hons), DMS, PSLCC  
Town Clerk  
19<sup>th</sup> February 2021

## **Town Council Meeting 22<sup>nd</sup> March 2021**

### **10.Town Council Strategy– Extract from the Policy & Finance Committee on 15<sup>th</sup> February 2021**

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#### **Minute No 191. Town Council Strategy 2020 – 30, as amended by Strategy Group**

The report of the Town Clerk had been previously circulated.

The Town Clerk reported that the new Town Council Strategy had been created at the request of the new administration, and had been most recently amended in September 2020, reflecting requirements relating to the pandemic.

The formulation of the five pillars, timescales, and measures of success were the most significant alterations against the old strategy.

It was recommended by the Town Clerk that the strategy be approved by Town Council in March 2021.

The Chairman requested that page 23 of the strategy be amended to reflect the departure of Councillor Daniel Marcus-Ashworth, who was no longer a town Councillor. This was noted by the Town Clerk.

**PROPOSED BY:** Councillor Ian Porter

**SECONDED BY:** Councillor Ciaran Cronnelly

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

**RECOMMENDED:** to Town Council at its meeting on 22<sup>nd</sup> March 2021, that the Town Council Strategy 2020–30, with the above amendment, be approved.

## Town Council Meeting 22<sup>nd</sup> March 2021

### 11. Lease of Town Quarry – Extract from the Policy & Finance Committee on 15<sup>th</sup> February 2021

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#### Min No 199. Lease of Town Quarry

The report of the Town Clerk which outlined the background, progress and proposed next steps had been previously circulated, accompanied by the proposed Heads of Terms for a 35-year lease from North Somerset Council.

Discussions were ongoing about a possible sub-lease of the main café / art building to The Stable CIC.

Discussion and agreement of new documentation would be needed with the many occupiers of arts studios and other spaces to regularise the position of the various occupiers, which varied and in some cases was unclear. However, the intention was to allow all current individual occupiers to remain for at least three years and probably indefinitely in most cases, although a few may be asked to move to different spaces within the premises.

Acquisition of a freehold or long lease of land required the full Town Council's approval. The next steps would be to seek to agree a sub-lease with The Stable, and to instruct the council's external solicitors to negotiate and complete the Lease and sub-Lease.

Discussion ensued. Members agreed that the acquisition of the Quarry was a good opportunity for the council to pursue.

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Ciaran Cronnelly

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

#### **RESOLVED:**

1. To recommend to the Town Council on the 22<sup>nd</sup> March 2021 the acquisition of the Quarry on a 35-year Lease.
2. To approve the Heads of Terms reported as the basis for a Lease of the Quarry.
3. To authorise the negotiation of a sub-lease of part of the premises to The Stable on the basis reported.
4. To note that discussion will commence with occupiers of the site on the terms of their future occupation.

**12. Blakehay Procurement – Extract from the Policy & Finance Committee on 15<sup>th</sup> February 2021**

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**Minute No 196. Blakehay Procurement**

The tender reports for the following works had been previously circulated:

- a) Blakehay Electrical Upgrade – to approve and appoint contractor for works
- b) Blakehay Cultural Relief Fund (CRF) ventilation and refurbishment works – to consider and appoint contractor for works

The Deputy Town Clerk had written a supplementary report, summarising the tender reports, which had also been previously circulated.

Following statutory periodic Fixed Wiring tests and inspections, the council had been made aware that the current wiring in the Blakehay Theatre was nearing the end of its usable life. For the last three years, £30,000 per year had been saved to fund the necessary work, with a total of £90,000 now available. Tenders had been received to undertake the electrical works, within budget, but some clarification over the application was required before the contract could be awarded.

Further building works to the Blakehay had also been identified as necessary, chiefly to the ventilation system and ramps for better inclusive access. These were to be funded by the CRF monies received in 2020, however it had become apparent that on receipt of quotations and tenders for the work, there was a shortfall of between £45,000 and £100,000 to complete all necessary improvements.

A number of options were available to address the issue, and were outlined by the Deputy Town Clerk before seeking recommendations from the committee.

Debate ensued.

*Councillor Lisa Pilgrim temporarily left the meeting at 8:08 pm*

It was agreed that it would not be in the best interest of the council to return the CRF awarded monies, and that the full scope of works should be undertaken as financed by general reserves, requiring approval by Town Council on 22<sup>nd</sup> March 2021.

The Chairman of Heritage, Arts and Culture Committee added that it would be beneficial to report the recommendation at the next HAC meeting.

*Councillor Lisa Pilgrim re-joined the meeting at 8:24 pm*

**PROPOSED BY:** Councillor Ciaran Cronnelly

**SECONDED BY:** Councillor Ian Porter

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

**RESOLVED:**

To receive and note the contents of the tender report from SJ Surveyors as an overview of the procurement process to date for both Blakehay Electrical upgrade and CRF fund works.

1. To approve the report of the Deputy Town Clerk, noting the needs detailed in Options 1 & 2 for further negotiation with relevant parties to ensure best value and allow works to proceed within both tender procurement specifications in tandem whilst still meeting the necessary JCT contract requirements,
  - 1.1 In addition to approve recommendation to address the funding shortfall with recommendation that Town Council approve the use of general reserves, on the 22<sup>nd</sup> March 2021 (amounts required from General reserves would be determined by this exercise and final tender reviews will be available at the meeting on the 22<sup>nd</sup> March 2021).
2. To approve the Heritage Arts & Culture Committee receive final recommendations and—to approve contract award for both procurement exercises (Blakehay Electrical upgrade & CRF Fund Works) (18<sup>th</sup> March 2021) based on production and consideration of all available options presented to them. Noting, any HAC approval will also take into account the committees decision needed in 2.1 above. (noting that any use of General Reserves will need approval by Town Council on 22<sup>nd</sup> March.
3. To note that any changes in relation to the CRF fund will also require full Arts Council Approval.

## **Weston-super-Mare Town Council**

### **Remote Meetings Supplemental Standing Orders**

Under all statutory powers them enabling, the Weston-super-Mare Town Council has adopted these supplementary Standing Orders to permit and regulate remote meetings to take place at the discretion of the Mayor, or of the Chairman of any committee or sub-committee.

#### **General**

These procedures should be read in conjunction with the Town Council's Standing Orders. Where there is a conflict between these Supplemental Standing Orders and any other adopted standing orders, these Supplemental Standing Orders shall take precedence.

#### **1) Remote Access to Meetings**

The definition of "meeting" within the Council's Standing Orders is amended so that:

- a) 'place' includes where a meeting is held, or to be held in more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers
- b) 'open to the public' includes access to the meeting by remote means including video conferencing, live webcasting and interactive streaming
- c) where a meeting is accessible to the public through remote means, the meeting is 'open to the public' whether or not members of the public are able to attend the meeting in person.
- d) if the Council becomes aware that the its technology has failed, and the meeting is no longer accessible to the public, the meeting may be adjourned.
- e) if public access cannot be restored within a reasonable period, the remaining business shall be deferred to a future meeting.

#### **2) Councillors in remote attendance**

A councillor is present and counted for the purposes of the quorum when they can:

- a) hear (and where practicable see) other members of the council
- b) hear (and where practicable see) members of the public wishing to participate during the public participation session of the meeting

A councillor be deemed to have left the meeting where, at any point in time during the meeting, the conditions for remote attendance are not met. In these circumstances the Chairman may at his/her discretion adjourn the meeting to permit conditions for remote attendance to be re-established.

#### **3) Remote attendance by members of the public**

Meetings of the Council, a Committee or a sub-Committee shall be open to the public to attend and a member of the public is in attendance when they can hear (and where practicable see) the members of the council at the meeting, and also be heard or seen, including those wishing to speak during the public session or as invited by the Chairman.

A member of the public in will be deemed to have left the meeting where, at any point during the meeting, the conditions for remote attendance are not met. In these circumstances the Chairman may at his/her discretion adjourn the meeting to permit conditions for remote attendance to be re-established.

#### **4) Remote Voting**

Unless a recorded vote is demanded, the Chairman may take the vote by:

- a) Clear visual confirmation at the meeting that there is agreement or
- b) a roll call and the number of votes for or against the motion or amendment or abstaining.

#### **5) Code of Conduct – councillors excluded from the meeting**

Where a councillor is required to leave the room as a requirement of the Council's code of conduct, the means of remote attendance and access will be severed whilst any discussion or vote take place.

#### **6) Exclusion of the press and public**

Where the council has resolved to exclude the press and public from any part of the meeting, due to the confidentiality of the business to be discussed then:

- a) The means of remote attendance and access to the meeting by members of the press and public will be severed, and
- b) Each councillor present shall declare that there are no other persons present who are not entitled to be hearing (or seeing) and/or recording the meeting.