

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
HELD AT THE TOWN HALL ON
MONDAY 20th MARCH 2023**

Meeting Commenced: 7.10 pm

Meeting Concluded: 8.23 pm

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

ALSO IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk, Samantha Bishop (Committee Officer/Manager), Rebecca Saunders (Mayors Civic Officer/Committee Officer), Fay Powell (Assistant Town Clerk Operational Services), Inspector Graham Hall (Avon & Somerset Police), Richard Penska (Citizens Advice Bureau), Reverend Peter Ashman (Town Mayors Chaplin) and 4 members of the public.

The Town Mayor invited her Chaplain to say prayers.

The Town Mayor invited members of the public to address the council.

Kevin Hebditch addressed the council and expressed concern over the timing of a Special Policy & Finance Sub Committee that was convened on the 4th January 2023, to consider the tenders and award the contracts for HQ and other works and also questioned the council's procurement process in detail.

The Town Clerk advised that the convening of the Special Policy & Finance Sub Committee was a decision resolved by the Policy & Finance Committee and was within legal timeframes.

The Deputy Town Clerk requested that all Mr Hebditch's questions be emailed to the council as she did not have the information to hand and would give a written response.

338	Apologies for Absence and Notification of Substitutions Apologies for absence were received from Councillors Mark Aplin, Mark Canniford and Clare Morris. Councillors Dave Hitchins was absent from the meeting.
339	To receive Declarations of Interest Councillor Ciaran Cronnelly declared a prejudicial interest as an employee of Citizens Advice Bureau who were giving a presentation under item 7 on the agenda.
340	To approve the accuracy of the Minutes of the Town Council Meeting held on the 23rd January 2023 The minutes had been previously circulated.

	<p>PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Robert Payne</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman as a true record of the meeting.</p>
<p>341</p>	<p>To receive announcements and communications from The Town Mayor</p> <p>The Mayor’s announcements and communications had been circulated prior to the meeting.</p> <p>There had been 21 engagements for the Mayor, which was a total of 191 to date.</p> <p>Significant events were: <u>1st Feb-Reg Charles 100th Birthday party</u> <u>2nd Feb-Weston College Celebration of Success</u> <u>7th Feb-Army Engagement Evening</u> <u>25th Feb-Upon The Sea Cocktail Party</u></p> <p>Upcoming Events were: <u>23rd April-Scouts St George Day Celebration</u> <u>20th April- Ramadan Celebration</u> <u>29th April-SEN Learn to Float Session</u> <u>30th April-Civic Service & Mayor’s Awards</u></p> <p>RESOLVED: That the report be noted.</p>
<p>342</p>	<p>To receive the Notes of the Youth Council Meeting</p> <p>The notes of the Youth Council Meeting held in December 2022 had been previously circulated.</p> <p>It was noted that a further meeting had taken place since then and that the Youth Council was trying to resume regulatory.</p> <p>RESOLVED: That the notes be received.</p>
<p>343</p>	<p>Neighbourhood and Response Policing in Weston-Super-Mare</p> <p>The Town Mayor invited Inspector Graham Hall to address the meeting who reported on the following areas:</p> <ul style="list-style-type: none"> • Completed county lines week where it was discovered there were significant safeguarding issues that needed to be targeted with further operation planned. He was pleased to report that a particular operation named ‘operation rattlesnake’ had been targeted and eradicated from Weston. • £20,000 investment had been secured for CCTC for the Bournville and Police were trying to work with Alliance Homes to secure further funding which could be utilised for the ‘Safe Spaces’ project. • The Neighbourhood teams had targeted two suppliers of cannabis and two arrests made.

- Work to improve Town & Parish engagement with the 39 parishes within North Somerset was undergoing.
- There was recruitment undergoing for a position on the Town Centre team.

In response to a question, whether the town experienced many problems regarding transphobia and hate crime, Inspector Hall agreed that there was work to be done in raising awareness, as demonstrated by the comments made during the earlier meeting. However, he reported that he had not seen particular crime issues of this nature and would have to consult the data.

Inspector Hall informed, in response to a question, that due to the improved CCTV and PSPO's North Somerset Council had provided, working in conjunction with the Police. There had been a noticeable improvement in tackling crimes over the past year.

It was suggested that if parishes were to link up together for their engagement meeting with the Police this would help with improving town/parish engagement. Inspector Hall advised that logistically, it was a good idea but he would need to look at how this would be delivered.

In response to questions regarding staffing levels and response times for non-emergency reporting, Inspector Hall advised that staffing levels for Neighbourhood policing teams were experiencing 'growing pains' due to gaps in the rotas for rest days, however resource levels were improving. With regards to response times for non-emergency reporting, he would relay the comments regarding feedback and explained that if reports were logged as ASB then these would be escalated to crimes and dealt with.

The Town Mayor thanked Inspector Graham Hall for his report and he left at 7.51 pm

344 Presentation of the work of the Citizens Advice Bureau (CANS)

The presentation slides had been previously circulated and were handed out at the meeting.

The Town Mayor welcomed Richard Penska from CANS to address the meeting and deliver the presentation.

The presentation outlined how the Town Council's grant was value for money, the impact that CANS had on the local community and how they are supporting local residents with the cost-of-living crisis.

Thanks, were given to Richard and the CANS team for their invaluable service to residents.

In response to a question regarding any gaps CANS had identified and if the council could help try and fill these, Richard reported that there were increases in food poverty and food banks not being able to servicing the need and also fuel poverty.

There needed to be better connecting links on advice for energy debts.

Richard reported that he did not anticipate numbers falling and there was a link between government announcements and the CANS statistics.

The Town Mayor thanked Richard for his report.

	<p>Designation of Town Mayor and Deputy Town Mayor for the year 2023/2024</p> <p>PROPOSED BY: Councillor Tim Taylor SECONDED BY: Councillor Catherine Gibbons</p> <p>A vote was taken and accordingly it was carried. (12 for; 1 abstention)</p> <p>RESOLVED: That Councillor Peter McAleer be designated Town Mayor for the year 2023/2024.</p> <p>There was no proposal for the designation of Deputy Town Mayor for the year 2023/2024.</p>
<p>345</p>	<p>References from the Policy & Finance Committee held on the 20th February 2023</p> <p>To approve changes to the Committee Terms of Reference</p> <p>The minute extract from the Policy & Finance Committee had been previously circulated.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Jan Holloway</p> <p>RESOLVED: To approve and adopt the proposed changes to the Committee Terms of Reference, with the amendment of increasing the Climate Change Working Party membership to 5.</p>
<p>346</p>	<p>Reference from the Tourism & Leisure Committee held on the 14th February 2023</p> <p>.1 To approve Tourism Charges .2 To approve the revised suggested charges for the Waterpark for 2023/2024</p> <p>The minute extract from the Tourism & Leisure Committee had been previously circulated.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Jan Holloway</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To approve Tourism Charges for the year 2023/2024. 2. That a price increase of £3 for the Waterpark be approved for the year 2023/2024.
	<p>The Town Mayor thanked everyone for attending the meeting.</p> <p>There being no further business, the Town Mayor closed the meeting at 8.23 pm.</p> <p>Signed: Dated:</p> <p style="text-align: center;">Town Mayor</p>

Town Council Meeting 18th May 2023

Bank Signatories – approval of nominated positions

Report of the Deputy Town Clerk / RFO

The Town council at its meeting on 16th May 2019 approved the current nominated positions for bank signatories to be included within the council's bank mandates. The mandates require four signatories on all of its bank accounts. It is suggested that this remains the same for the forthcoming term of office commencing May 2023.

Nominated signatory positions of:

- 1) Mayor – Chairman of Council
- 2) Deputy Mayor
- 3) Leader of Council
- 4) Chairman of Policy & Finance Committee

Noting in the event that a councillor holds two of the above positions (i.e. both leader of council and chairman of P & F) it is recommended that an alternative member of the Policy & Finance committee is nominated.

Due to the elections taking place this year 4th May 2023, the council has a requirement to set the signatories up as soon as possible with Lloyds Bank to enable the monthly payment run to be approved and paid the first week in June. (this is an extremely tight turnaround).

As a result of this the Deputy Town Clerk will have forms with her for completion on the night to start this process off, there will be a need for signatories to come into Grove Lodge with necessary identification to support the bank mandate. Following this meeting these will be signatories 1 – 3 as stated above. Position 4 will be set up following the first P & F meeting following the election of the chairman.

Members are requested to:

1. Approve the nominated positions for this current administration May 2023 – May 2027.
2. Note positions 1, 2 & 3 following appointment at this meeting as authorised for this period allowing Bank mandates to be completed.

REPORT TO THE TOWN COUNCIL 18th MAY 2023**APPOINTMENT OF TOWN COUNCILLORS TO COMMITTEES, SUB COMMITTEES, WORKING PARTIES AND EXTERNAL BODIES**

1. 'Parish' councils cannot delegate powers to an individual member and so the Council needs to appoint members to committees as soon as possible. Appointments to committees have to be made by the council and cannot be delegated to individual group leaders (unless they were constituted as a sub committee.)

2. While there is no statutory duty on parish/ town councils to do so, by longstanding convention the Town Council allocates committee seats broadly in in proportion to the group's representation on the Town Council, following the statutory principles which apply by statute to Principal Councils. The Town has not always followed the exact formula for smaller meetings such as panels and working parties.

3. The 2023 elections produced a balance of Conservative Group 14; Labour Group 11 and Liberal Democrat Group 6. I have calculated to the nearest whole number, based on percentage up to two decimal places, the new political balance on committees from sizes of 10 down to 3.

Size of meeting	Labour	Conservative	Liberal Democrat
	14	9	8
	45.16%	29.03%	25.80%
10 (a)	4	3	3
9	4	3	2
8 (b)	4	2	2
7	3	2	2
6 (c)	3	2	1
5	2	2	1
4	2	1	1
3 (d)	1	1	1

4. To assist Members the current committee schedule is attached. The current committees are as follows:

- (a) 10 Members = Policy and Finance Committee; Community Services Committee; Tourism and Leisure Committee
- (b) 8 Members = Planning Committee; Personnel Committee; Expenditure and Governance Working Party
- (c) 6 members = Museum Art and Heritage Committee; HQ Working Party; Weston in Bloom Working Party etc
- (d) 3 members = Appeals panels

5. The terms of reference for each committee have been circulated in members' induction packs.

6. Although committees need to be appointed as soon as possible, the new Council always has the option to review its committee structure at a future meeting. In addition, councillors should note that any appointments made on 16th May can be amended at later meetings.

7. Elected members should also note that the Council adopted a substitution scheme some years ago. This enables any councillor who is unable to attend a committee meeting to appoint any other member as their substitute for that meeting. It is recommended that for flexibility all members of the council be appointed as potential substitutes.

8. At the time of writing this report I do not have any nominations from political groups. A blank list of committees, sub committees, working parties and outside body appointments has been circulated **and it is requested that nominations be put forward from each group**, at least for the main committees:

- Policy and Finance
- Community Services;
- Tourism and Leisure,
- Planning Committee;
- Personnel Committee,
- Expenditure and Governance and
- Heritage Arts and Culture.

9. (Please note these can be changed in the short term through the substitution scheme and indefinitely at the next meeting in July.)

10. Finally an additional Planning Committee should be held on Wednesday 31st May to avoid a gap in dealing with planning applications.

Recommendation:

1. That the Council appoint members to the current committees, taking into account the calculation above.
2. Appointments be made to outside bodies on the list.
3. Political group leaders and deputy leaders be notified.
4. An additional Planning Committee be held on Wednesday 31st May
5. That all members of the Personnel Committee be appointed to the Appeals Panel with power to hear all personnel matters.
6. That all 31 members of the Council be appointed as potential substitutes under the Council's committee substitution scheme.

Malcolm L Nicholson LLB DMS PSLCC
Town Clerk
10th May 2023

EMR for the year 2022 2023 - final Draft

Final EMR requirements Policy & Finance 25th April 2022

No	Description	Nominal Code	Balance @ 31.03.23	Added from Revenue Budget 2022 / 2023 Provision	Added from Receipted Income 2022 / 2023	Added from General Reserves 20221/ 2023	Returned to General Reserves	Move to Capital Reserve	Spend in year 2022 / 2023 @ Month 12	Estimated Balance / Requirement - EMR 2022/2023
1	Armed Forces Affiliation	8001	£ 3,762	£ -	£ -	£ 5,238	£ -	£ -	£ -	£ 9,000
2	Election Costs	8003	£ 26,535	£ 15,000	£ -	£ -	£ -	£ -	£ -	£ 41,535
3	Blakehay Live Shows	8004	£ 3,468	£ 5,445	£ -	£ -	£ -	£ -	£ 2,288	£ 6,625
4	Milton Road Cemetery	8008	£ 2,016	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,016
5	Buy A Block Fund raising campaign Phase 2	8009	£ 2,010	£ -	£ 1,194	£ -	£ -	£ -	£ 202	£ 3,002
6	Blakehay Theatre Vols Fundraising	8011	£ 1,763	£ -	£ -	£ -	£ -	£ -	£ 418	£ 1,345
7	Museum Roof Repairs (Spring 2020)	8013	£ 1,878	£ -	£ -	£ -	£ 1,878	£ -	£ -	£ -
8	Museum Phase 2 Fund & HLF balance	8014	£ 5,452	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,452
9	Grit Bins	8017	£ 3,735	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,735
10	Capital Projects	8018	£ 15,000	£ -	£ -	£ -	£ -	£ -	£ -	£ 15,000
11	Old Mill Way Allotment (only)	8019	£ 20,818	£ -	£ -	£ -	£ -	£ -	£ -	£ 20,818
12	PPM & EMRRP Works	8020	£ 253,758	£ -	£ 51,024	£ -	£ -	£ 200,000	£ 53,680	£ 51,102
13	Know Your Place Grant (rename)	8021	£ 2,318	£ -	£ -	£ -	£ 2,318	£ -	£ -	£ -
14	Civic Event Budget	8022	£ -	£ 1,700	£ -	£ -	£ -	£ -	£ -	£ 1,700
15	CIL Receipts	8023	£ 225,137	£ 39,316	£ -	£ -	£ -	£ 46,868	£ -	£ 217,585
16	Environmental Climate Change	8024	£ 158,810	£ -	£ -	£ -	£ -	£ 150,000	£ -	£ 8,810
17	Blakehay CRF Grant Award	8025	£ 49,668	£ -	£ -	£ -	£ -	£ -	£ 47,081	£ 2,587
18	Com Res - Food Proj / Climate Grants	8026	£ 31,016	£ -	£ -	£ -	£ -	£ -	£ 2,445	£ 28,571
19	Cllrs Email / Tablet Provision	8027	£ 225	£ -	£ -	£ -	£ -	£ -	£ -	£ 225
20	Town Council Community Projects	8028	£ 10,000	£ -	£ -	£ 20,000	£ -	£ -	£ 20,000	£ 10,000
21	Kickstarter Equipment Purchase (funded)	8029	£ 2,589	£ -	£ -	£ -	£ 2,589	£ -	£ -	£ -
22	WIB	8030	£ 5,000	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000
23	Allotments - Rectors Way	8000	£ 3,500	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,500
24	Tourism - Digital Content (NSC BID)	8031	£ 20,000	£ -	£ -	£ -	£ -	£ -	£ 20,000	£ -
25	HQ Purchase & Repairs	8032	£ 300,000	£ -	£ -	£ -	£ -	£ 300,000	£ -	£ -
26	Mus Grant - Wild Escape	8033	£ -	£ -	£ 2,502	£ -	£ -	£ -	£ 1,455	£ 1,047
27	Mus Understanding Heritage HAZ	8035	£ -	£ -	£ 4,600	£ -	£ -	£ -	£ 2,575	£ 2,025
28	Com Res - Wellbeing Grants	8036	£ -	£ -	£ 9,500	£ -	£ -	£ -	£ 4,011	£ 5,489
29	Wellbeing Grant	8040	£ -	£ -	£ 58,000	£ -	£ -	£ -	£ 19,730	£ 38,270
			£ 1,148,458	£ 61,461	£ 126,820	£ 25,238	£ 6,785	£ 696,868	£ 173,886	£ 484,438

x

Members are requested to

- 1 Approve the recognised Final Earmarked Reserve requirements for the year 2022 / 2023
Balance changes at the year end position have been updated and reflected in the above figures

Recognised estimates for Earmarked Reserves for the year Ending 31.03.23 & identified requirements for 2023/ 2024

No	Description	Nominal Code	Balance @ 31.03.23	Added from General Reserves / Budget / receipted Income 2022/23	Movement in Year	Purpose / Description of EMR	EMR 2023/ 2024
1	Armed Forces Affiliation	8001	£ 3,762	Increased by Council Resolution for Affiliation Event June 2023	£ 5,238	Increased by Council Resolution for Affiliation Event June 2023	£ 9,000
2	Election Costs	8003	£ 26,535	Increased by Revenue Provision 22/23	£ 15,000	Election costs provision	£ 41,535
3	Blakehay Live Shows	8004	£ 3,468	Increased from Revenue Provision 22/23 (balance of shows booked) = £5445 Spend in Year from 31.03.22 balance = £2288	£ 3,157	Live Show Committed expenditure at 31.03.23	£ 6,625
4	Milton Road Cemetery	8008	£ 2,016	No movement in Year @ Month 12 2022/23	£ -	Remaining funds for childrens memorial area as donated -£16 £2000 for Memorial Benches	£ 2,016
5	HLF Fundraising (Local / Buy a Block)	8009	£ 2,010	Increased from Revenue Sales £1194 - Costs incurred £202	£992	Balance of monies raised in year for Phase 2 2021/2022	£ 3,002
6	Blakehay Theatre Vols Fundraising	8011	£ 1,763	Less spend in year 22/23	-£ 418	Spend for Equipmnt purchase as required / identified by Blakehay Theatre Staff	£ 1,345
7	Museum Roof Repair Spring 2020	8013	£ 1,878	Retention Paid 21/22 monies to go back to GR	-£ 1,878		£ -
8	Museum Phase 2 Fund & HLF balance	8014	£ 5,452	No Movement in Year @ Month 12 22 / 23			£ 5,452
9	Grit Bins	8017	£ 3,735	No movement in Year @ Month 12 22/23	£ -		£ 3,735
10	Milton Road Cemetery Emergency Works	8018	£ 15,000	No movement in Year @ Month 12 22/23	£ -	Cemetery Wall 50%	£ 15,000
11	Old Mill Way Allotment (only)	8019	£ 20,818	No movement in Year @ Month 12 22/23		EMR for Old Mill Way Nature Reserve and Maintenance Prov	£ 20,818
12	PPM & EMRRP- Compliance	8020	£ 253,758	EMRRP Provisions for (Splash pad Replacement) Movement to Capital Reserve Spend in Year 2022/23	£ 51,024 -£ 200,000 -£ 53,680	Provision for Splash Pad Replacement	£ 51,102
13	Know Your Place (Grant Award)	8021	£ 2,318	Provision to GR as Staffing costs absorbed in Revenue funded by this grant	£ 2,318		£ -
14	Civic	8022	£ -	Provision from Mayors Civic Budget 22/23 (Resolution)	£ 1,700	Provision for Coronation Event - Cream Tea= £1,000 and Clock for HQ =£700	£ 1,700
15	CIL Receipts	8023	£ 225,137	Cil Monies Received 2022/2023 Movement to Capital Reserve	£ 39,316 -£ 46,868	Cil Monies	£ 217,585
16	Environmental / Climate change	8024	£ 158,810	Movement to Capital Reserve	-£ 150,000	Misc Provision for Solar and other Enviromental works	£ 8,810
17	Blakehay CRF Grant Award	8025	£ 49,668	CRF Project works spend in year Retention and staffing costs	-£ 47,081	Events Grant Balance	£ 2,587
18	Com Res - Food Proj - Climate	8026	£ 31,016	Grant Awards for Community Food Projects & Climate - movement in year	-£ 2,445		£ 28,571
19	Cilrs Email / Tablet Provision	8027	£ 225	No movement in Year @ Month 12 22/23	£ -	Balance of Cilrs Tablets provision for future use as required	£ 225
20	Town Council Community Projects	8028	£ 10,000	GLOW & Culture Weston Grants Agreed	-£ 20,000	Provision for showers on the Beach £10,000	£ 10,000
21	Kickstarter Equipment Purchase (funded)	8029	£ 2,589	Spend in year done via revenue move to General Reserves	-£ 2,589		£ -
22	WIB	8030	£ 5,000	No movement in Year @ Month 12 22/23		Train Station replacement Feature	£ 5,000
23	Allotments - Rectors Way	8000	£ 3,500	No movement in Year @ Month 12 22/23		Rhyne Clearance Rectors Way Due	£ 3,500
24	Tourism - Digital Content (NSC BID)	8031	£ 20,000	Digital Provisions spend in year (NSC)	-£ 20,000		£ -
25	HQ Purchase & Repairs	8032	£ 300,000	Movement to Capital Reserve	-£ 300,000		£ -
26	Mus - Wild Escape Grant	8033	£ -	Grant Award £2502 - spend in year £1455	£ 1,047	Wild Escape Grant	£ 1,047
27	Mus - Understanding Heritate Grant	8035	£ -	Haz Grant payable in year = £4600- spend = £2575	£ 2,025	Haz Unmderstanding Heritage Grant	£ 2,025
28	Com Res - Wellbeing Grant	8036	£ -	Naural England Grant monies Received = £9500- spend = £4011	£ 5,489		£ 5,489
29	Wellbeing Grant (NSC)	8040	£ -	NSC Wellbeing Officer Grant award = £58000 - spend in year £19730	£ 38,270		£ 38,270
2022 /2023 Provision			£ 1,148,458		-£ 717,653	2023/2024 EMR Requirement	£ 484,439

Capital Reserve for the year 2023 2024 - final Draft

Capital Reserve requirements Policy & Finance 17th April 2023

No	Description	Nominal Code	Balance @ 31.03.23	Added from Revenue Budget 2022 / 2023 Provision	Added from Receipted Income 2022 / 2023	Added from General Reserves 20221/ 2023	Returned to General Reserves	Move From EMR	Spend in year 2022 / 2023 @ Month 12	Estimated Balance / Requirement - EMR 2022/2023
1	Castle Batch Play Area Refurbishment	9001	£ -	£ 42,633	£ 79,999	£ -	£ -	£ 246,868	£ 96,351	£ 273,149
2	HQ - 32 Waterloo Street, WSM	9002	£ -	£ 145,000	£ 200,000	£ -	£ -	£ 450,000	£ 409,500	£ 385,500
			£ -	£ 187,633	£ 279,999	£ -	£ -	£ 696,868	£ 505,851	£ 658,649

Members are requested to

1 Approve the recognised Capital Reserve requirements for the year 2023 / 2024

Balance changes at the year end position will be confirmed to Town Council in May following completion of Year end Accounts

