

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD AT THE WESTON MUSEUM ON  
MONDAY 25<sup>th</sup> SEPTEMBER 2023**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8.36 pm

**PRESENT:** Councillors Ciaran Cronnelly (Town Mayor), Ray Armstrong, Roger Bailey, Mike Bell, Gill Bute, Joe Bambridge, Mark Canniford, James Clayton, Jemma Coles, John Crockford-Hawley, Catherine Gibbons, Simon Harrison-Morse, James Owen, Hugh Malyan, Robert Payne, Alan Peak, Justyna Pecak-Michalowicz, Marcia Pepperall, Lisa Pilgrim, Caroline Reynolds, Robert Skeen, Timothy Taylor, Helen Thornton and Richard Tucker.

**ALSO IN ATTENDANCE:** Malcolm Nicholson (Town Clerk), Fay Powell (Assistant Town Clerk – Operational Services), Samantha Bishop (Committee Officer /Manager), Fiona Gardner (Finance Officer), Becky Walsh (Communications Officer), Rebecca Saunders (Civic & Committee Officer), Inspector Graeme Hall (Avon & Somerset Police), Rachel Lewis (Birnbeck Pier – NSC), Mrs Amanda Lang and guest.

<b>151</b>	<b>Apologies for Absence and Notification of Substitutions</b>  Apologies for absence were received from Councillors Annabelle Chard, Peter Crew, Charles Williams, Martin Williams, John Standfield, John Carson and Marc Aplin.
<b>152</b>	<b>To receive Declarations of Interest</b>  There were none received.
<b>153</b>	<b>To approve the accuracy of the Minutes of the Town Meeting on the 24<sup>th</sup> July 2023</b>  The minutes had been previously circulated.  It was noted that Councillor Helen Thornton was not present and that the previous meeting had been held at the Town Hall.  <b>PROPOSED BY:</b> Councillor Gill Bute <b>SECONDED BY:</b> Councillor Caroline Reynolds  <b>RESOLVED:</b> That with the above amendments, the minutes be approved and signed by the Chairman as a true record of the meeting.
<b>154</b>	<b>To receive announcements and communications from The Town Mayor</b>  The Mayor's announcements and communications had been circulated prior to the meeting.  There had been 35 engagements attended by the Mayor and 5 by the Deputy Mayor; which was a total of 89 to date.  Significant events were: <u>27<sup>th</sup> July-Weston Lions Beer &amp; Ale Festival Opening</u> <u>29<sup>th</sup> July-Oppitts Addams Family performance at The Blakehay</u>

4<sup>th</sup> September A1 Camera club Exhibition  
14<sup>th</sup> September-High Sheriffs Garden Party  
15<sup>th</sup> September-Weston Collage Graduation  
40 Commando visit

Upcoming events were:

29<sup>th</sup> September-Weston Hospice Grand Opening  
4<sup>th</sup> October-Axe Scouts AGM & Annual Awards Evening  
28<sup>th</sup> October- RBL Poppy Appeal Launch  
12<sup>th</sup> Nov-Remembrance Service

It was noted that the Town Hall chambers were now back in use and that group leaders would decide where the next Town Council meeting would take place.

A thank you from the Worlebury Hillfort group for the grant they had received was conveyed to members and officers.

**RESOLVED:** That the report be noted.

**155 Motion from the Town Mayor regarding Brigadier Thomas Lang**

The late Brigadier's wife Amanda Lang and guest were in attendance.

The Town Mayor introduced his motion and invited other members to share any words.

The Deputy Town Mayor shared his fond qualities of Tom 'Dignified humility with wry humour, tall, elegant and the most able and affable deputy Lieutenant for this part of Somerset.'

The Leader of the Council, Alan Peak also shared his fond memories of Tom and that his qualities will be sadly missed but treasured by the Town Council.

It was therefore

**PROPOSED BY:** The Town Mayor, Councillor Ciaran Cronnelly

**SECONDED BY:** The Deputy Mayor, Councillor John Crockford-Hawley

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

**RESOLVED:** Weston Town Council expresses its sadness following the passing of Brigadier Thomas Lang, Deputy Lieutenant of Somerset, who was a long-time friend of Weston-super-Mare and instrumental in deepening our links with the armed forces community. The Council agrees to formally record its appreciation for his service and recognise his commitment to our town, and ask the Mayor to pass on our condolences to his family.

The Town Mayor added that a formal mark of the council's appreciation would be arranged with Amanda Lang.

*Mrs Amanda Lang and guest thanked the council for its motion and left with her guest at 7.20 pm.*

**156 Neighbourhood and Response Policing in Weston-Super-Mare**

The Town Mayor welcomed and invited Inspector Graeme Hall to address the meeting

who reported on the following areas:

The appointment of Inspector Murray had really helped with staffing across the force.

Anti-Social Behaviour (ASB) – Continued to be a challenge. Diversion and engagement tactics were used to target but when these methods failed young offenders were tried through the criminal justice system and placed in a Young Offenders Institute.

The force had experienced the busiest period ever since the Inspector had been in post. Operation Avatar was in motion and there was a real focus on ASB calls, with follow up calls implemented as routine.

In response to members' comments at the previous meeting regarding unauthorised encampments; there had been 9 incidents attended, with only 1 forced entry. The other incidents were unsecured premises to which work was being carried out with land owners on securing their premises. Training with patrol teams on enforcement powers had also been undertaken. It was noted that social media criticism had been received on this.

Operation Hibiscus had ended and good community work with Voluntary Action North Somerset (VANS) had commenced.

In response to questions from members, Inspector Hall advised that response times to ASB calls would depend on the threat and volume of other calls and that all calls would receive follow up call.

Persistent drug activity was reported in Milton ward and residents felt that their reports were not being acted on by the Police and that they were being a nuisance. The Inspector informed that the Police were aware of the problems and were looking into them. He encouraged the continuation of reporting as this helped to build a case and stressed that social media was not a report mechanism. Work with North Somerset Council (NSC) CCTV on data to target activity was carried out. The perception that nothing was being done was understood but there would be work going on and warrants awaited. If members wanted to advise him of particular addresses he would look into this.

Thank you to the Police for their response to the unauthorised encampments was conveyed and also to the officers who attended to the Hillside ward meetings, this was really helpful.

Keeping pressure on the central ward youth gangs was requested and it was enquired if there was a link between balaclava wearing and Anti-Social Behaviour (ASB) in the town centre to which it was advised that while balaclava wearing was not an offence, the Police were aware of the problems Bristol was having with this and motorbikes.

It was informed by a member that the Police had been working with Reset, a Special Educational Needs (SEND) organisation, on outreach with youths around town centre.

The Mayor asked for the Police's response to the ASB at Castlebatch. The Inspector reported that patrols had been increased and a patrol had attended the particular incident. The ASB was part of a wider issue which they were targeting.

Considering that most of the ASB was committed in either central or south ward a member asked if there was a way of looking at the neighbourhood policing structure and combining the teams to target. Inspector Hall explained that combining teams had been done before but staff and shifts was a factor. However, it was an interesting point and he would look at how this this could potentially work.

	<p><i>The Town Mayor thanked Inspector Hall for his report and he left at 7.40 pm</i></p>
157	<p><b>Birnbeck Pier Project</b> Presentation from Rachel Lewis, Heritage and Design Manager, North Somerset Council</p> <p>Rachel confirmed that NSC had bought the pier and was raising grant funding towards its restoration.</p> <p>Members thanked Rachel for the presentation which was wholly welcomed and exciting for the town.</p> <p>In response to members' questions regarding timescales for the project, Rachel informed that this would depend on the consenting process with wildlife and marine management agencies. However, work was planned to start in March 2025 with a hope to conclude by the beginning of 2026.</p> <p><i>The Town Mayor thanked Rachel for the presentation and she left at 8 pm.</i></p>
158	<p><b>Question Time for Committee Chairmen</b> Item at the request of group leaders</p> <p>The Town Clerk advised that including Chairmen's Question time on Council agendas had been posed by some members and discussed at a Group Leaders meeting. The request was for members to decide. To aid discussion, he informed that the town council did not have the statutory powers of NSC and its services were less sensitive. No decisions could be made in a Question Time and the item would be for information only.</p> <p>Members were reminded that they could contact officers for information at any time, however ultimately, it was for members to decide.</p> <p>Debate ensued. Concerns were raised that the item would become political and the point made that the town council operated differently to NSC and without an executive committee system. officers and chairmen could be contacted directly and any time.</p> <p>It was the decision of the council to reject the item.</p>
159	<p><b>CCTV – Castle Batch - Recommendation from Community Services – 11<sup>th</sup> September 2023</b></p> <p>At the time of the Community Services Committee meeting, the council had received an estimated quote of £2,500 from NSC CCTV to upgrade the Castle Batch CCTV camera to infrared to which the committee recommended budget approval. Since the meeting, an actual quote had been received at an increased amount. The quote received from NSC was a total cost: £5,514.92 + VAT.</p> <p>The upgrade to the current camera provision would enable facial recognition and highly improved images to aid Police. There was no current budget provision available to cover this upgrade and as such approval would be needed to use General Reserves.</p> <p>Officers recommended the upgrade to protect the council's investment in Castle Batch to support the ongoing focus on Crime Prevention to the area with its community partners.</p> <p>Members were in full agreement and it was therefore</p>

**PROPOSED BY:** Councillor James Clayton  
**SECONDED BY:** Councillor Roger Bailey

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

**RESOLVED:** To approve the use of General reserves (£5,514.92) to upgrade CCCTV cameras at Castlebatch play area with immediate effect.

**160 Proposed changes to Standing Orders**

The recommendations from the Policy & Finance Committee 17<sup>th</sup> April 2023 had been previously circulated.

**PROPOSED BY:** Councillor Alan Peak  
**SECONDED BY:** Councillor Helen Thornton

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

**RESOLVED:** That the Standing Orders as proposed be approved.

**161 To approve the use of Earmarked Reserves – reference from the Policy & Finance Committee on the 19th June 2023**

The report of the Deputy Town Clerk had been previously circulated.

**PROPOSED BY:** Councillor Alan Peak  
**SECONDED BY:** Councillor John Crockford-Hawley

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

**RESOLVED:**

1. To approve the use of general reserves to the value of £67,040 for capital works at 32 Waterloo Street.
2. To note the need to include robust monetary provisions to be put place to replenish General reserves to reflect requirements of the Medium-Term Financial Plan (MTFP) and recommended reserve levels, considering predicted financial positions at the end of 2023/2024.

**162 Update from the HQ Working Party**

The report of the Deputy Town Clerk had been previously circulated.

Members action was required as further works were needed outside of the original scheme for approval as detailed within the report (appendix attached additional cost of £16,583.10. To undertake these works whilst the scaffold is in place under the current work programme would require approval to use General Reserves for the additional sum

**PROPOSED BY:** Councillor John Crockford-Hawley  
**SECONDED BY:** Councillor Gill Bute

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

**RESOLVED:**

1. To note the update report and intention to: submit advertising permission for the exterior signage
  - a) Resubmit plans for the front ramp once all Highways conditions had been fully explored and considered

- Submit retrospective Listed Building Consent for the stonework repairs which were considered urgent.
2. Approve the use of General Reserves to a value of £16,583.10 for additional stone works at 32 Waterloo Street to be undertaken within the current work programme of work.

**163 Motion under Standing Order 11**

Councillors Helen Thornton and Caroline Reynolds were invited to present their motion to council.

**PROPOSED BY:** Councillor Helen Thornton  
**SECONDED BY:** Councillor Caroline Reynolds

I propose that Weston-super-Mare Town Council stop the use of the outdated and sexist term ‘Chairman’ and replace with the gender neutral and inclusive word ‘chair’ in all council documentation. This will send a clear message to town councillors, whatever their gender identity, that they have an equal right to chair the Town Council and its Committees.

An amendment to the motion was proposed.

**PROPOSED BY:** Councillor John Crockford-Hawley  
**SECONDED BY:** Councillor Alan Peak

“That Weston Town Council’s documentation will henceforth use the word ‘Chair’ without gender identification”.

Debate ensued and comments were made for and against the original motion.

The amendment was accepted by both the proposer and seconder and a vote was taken and accordingly it was **carried:**

**RESOLVED:** That Weston Town Council’s documentation will henceforth use the word Chair without gender identification.

The Town Mayor thanked everyone for attending the meeting.

There being no further business, the Town Mayor closed the meeting at 8.36 pm.

Signed: ..... Dated: .....

Town Mayor



**REPORT TO  
WESTON-SUPER-MARE TOWN COUNCIL  
20<sup>th</sup> November 2023**

**MAYOR'S ENGAGEMENTS  
25<sup>th</sup> September 2023- 20<sup>th</sup> November 2023**

**Town Mayor  
Councillor Ciaran Cronnelly**

**ENGAGEMENTS SUMMARY**

Council Representative	Number of Engagements
TOWN MAYOR Cllr Ciaran Cronnelly	43

DEPUTY MAYOR Cllr John Crockford-Hawley	11
TOWN COUNCIL LEADER Cllr Alan Peak	0

### **TOTALS TO DATE**

Council Representative	Number of Engagements
TOWN MAYOR Cllr Ciaran Cronnelly	132
DEPUTY MAYOR Cllr John Crockford-Hawley	19
TOWN COUNCIL LEADER Cllr Alan Peak	0
<b>TOTAL</b>	<b>151</b>

### **SIGNIFICANT EVENTS:**

29<sup>th</sup> September-Weston Hospice Grand Opening  
4<sup>th</sup> October-Axe Scouts AGM & Annual Awards Evening  
7<sup>th</sup> October Somewhere to Go Hub Launch  
14<sup>th</sup> October Weston Hospice Moonlight Walk  
28<sup>th</sup> October- RBL Poppy Appeal Launch  
10<sup>th</sup> November-Poppy Train  
12<sup>th</sup> November-Remembrance Service

### **UPCOMING EVENTS**

14<sup>th</sup> November-Christmas Card Competition Closes  
20<sup>th</sup> November -Trans Remembrance Day  
23<sup>rd</sup> November-VANS Annual Conference  
28<sup>th</sup> November- Diwali Festival of Light  
2<sup>nd</sup> December Christmas Light Switch On  
12<sup>th</sup>-17<sup>th</sup> December-Hildesheim Visit  
16<sup>th</sup> December-Christmas Card entries exhibition



## Weston-super-Mare Youth Council Meeting Notes

written by Alli Waller, Youth & Community- Programmes Manager at YMCA  
Dulverton Group

A.	<b>Date of meeting:</b> 10 <sup>th</sup> October
B.	<b>Meeting Start Time:</b> 6.08pm
C.	<b>Where is the meeting:</b> Weston Youth Café, Bristol Road Lower
D.	<b>Attendance –</b> Kelly ( <b>KH</b> ) Gemma ( <b>GC</b> ) Chrissy ( <b>CL</b> ) Sammy ( <b>SG</b> ) Alli W ( <b>AW</b> ), Natalie P ( <b>NP</b> ) Lauren E ( <b>LE</b> ) Councillor Joe Bambridge ( <b>JB</b> ) Sam Bishop ( <b>SB</b> )
E	<b>Apologies for Absence –</b> Charlie ( <b>CM</b> ) Eleanor ( <b>EH</b> ) Faith ( <b>FH</b> )
F	Welcome- We welcomed Sammy G as a new member of the youth forum. Sammy was a member of our home education group and has decided to join to help give young people a voice in Weston.
1.	<b>Check In –</b> everyone ok busy with adapting to college & Uni workload
2.	<b>Meeting notes accurate-</b> All accurate and proposed by ( <b>KH</b> ) Second by ( <b>GC</b> )
3.	<b>Grants –</b> No grants have been received. <b>AW</b> invited <b>SB</b> to explain the process of allocating grant money. <b>KH</b> asked how much the youth council have to allocate and <b>SB</b> said she believed it was around £3,000 pounds (maximum of £1,000 on each application), however they do not have to give the full amount. <b>AW</b> explained that a lot of youth groups do not know about the grant system so as a youth councillor they could promote this more widely. <b>AW &amp; SB</b> gave examples of what previous groups had requested the money for. <b>AW</b> to confirm grant allocation.
4,	<b>Meet The Youth Councillors-</b> <b>AW</b> asked everyone around the table to introduce themselves and invited Councillor Bambridge to say why he became a youth councillor and what his role is so the youth councillors could get an understanding as to what they do.
5,	<b>Youth Strategy –</b> <b>AW</b> explained that previous youth councils had devised a youth strategy and thought it would be a good idea to revisit this with the new members as their aims may differ to previous members. She gave all present a copy of a past youth strategy and asked them to take a few minutes to look through. <b>AW</b> suggested that the youth councillors work on an up-to-date version at the next working meeting, so bring some ideas with them. All members agreed it was a good idea.
6,	<b>Growing the Youth Council -</b> <b>AW</b> explained that recruitment was on the agenda and that a poster and letter had been drafted by previous members and now most of those members had now moved on and that they needed to encourage more young people to join as it was important that young people had a voice in Weston- super-Mare. <b>AW</b> asked the members to share why they had joined- <b>KH-</b> To help make a change for friends and others who suffer with Metal health concerns. He wanted everyone to be able to talk openly and was the proposer of the mental health awareness day that they were currently working on. <b>SG –</b> Explained that she was there for similar reasons.

	<p><b>GC-</b> said she originally came to support her friend but has enjoyed being a member.  <b>CL-</b> said it was a great way to meet new friends.  <b>AW</b> explained that it was great to see how they had all grown since starting with the youth council, especially <b>CL</b> who had gained some great debating skills and confidence. <b>NP</b> agreed.  <b>AW</b> asked how they could help grow the membership of the youth council-  <b>KH</b> explained that he had become class rep at college so he could promote it through his connections, also we could get in touch with the local newspaper and media and promote recruitment that way.  <b>AW</b> highlighted that local youth groups like scouts and guide groups would be a great way to promote it.  <b>NP</b> asked the members where they go in their spare time. Leisure centres &amp; libraries were suggested.  <b>CL</b> suggested offering refreshments and biscuits may be an incentive to come along.  <b>SB</b> suggested sending over to Becky Walsh the Town councils media officer to distribute.  <b>AW</b> said she would send off the letter and poster to those mentioned above and all contacts from list created by previous members.</p>
7,	<p><b>Mental Health Awareness Day update– AW</b> asked for an update on the MH awareness day plans and to share their idea for new members so they understood.  <b>CL, GC &amp; KH</b> explained that they wanted to host a young person’s mental health &amp; wellbeing event. They talked about parts of the event such as free goodie bags, different stallholders and activities that promote mental health &amp; wellbeing. It was also mentioned about running two events one in Ellenborough park and one in the YMCA café.  <b>SB</b> suggested concentrating on one and due to resources and time, looking at sponsorship of a similar event instead of hosting an original one could also be a good idea.  <b>AW</b> has put the MH awareness day on the working agenda so the group can confirm details and apply for the funding.</p>
6	<p><b>AOB</b>  <b>GC</b> asked about some of the terminology used in official meetings such as <b>AOB &amp; Officer roles-</b> There has only been one application for a role. <b>GC</b> asked what the role of chair was. <b>AW</b> explained that they would be working with the YMCA youth council officer to chair meetings as it should be the chair that hosts each meeting. They make sure the meeting runs to time and in an orderly fashion according to the minutes. A reminder of the roles is below. <b>AW</b> to send out role descriptions again.</p> <ul style="list-style-type: none"> <li>• Chair - Vacant</li> <li>• Vice Chair – Already in the role – <b>FH</b> resigning in November.</li> <li>• Finance office- vacant</li> <li>• Communications officer- Vacant</li> <li>• Mental Health &amp; wellbeing officer- Vacant</li> </ul>

	<p><b>Town council meeting visit- SB</b> reminded the members that they are always invited to attend a full Town Council meeting. She told the members what happens at the meetings and how it would help them in their roles seeing a Town council meeting. <b>KH</b> asked when the next meeting was and <b>SB</b> confirmed that it would be on 20<sup>th</sup> November, 7pm at the Town hall. All members present said they would like to attend a meeting.</p> <p><b>AW</b> will put on the working agenda for next month to confirm how many will be attending.</p> <p><b>Working meeting- AW</b> asked the members if it would be beneficial to have a working meeting after a full meeting so they could work on their projects. Full meeting would run 6-7.15pm Working meeting – 7.15pm – 8pm <b>KH</b> said this would help as they are already there. <b>GC &amp; CL</b> agreed.</p>										
9,	<p><b>Meeting dates for coming year-</b> To be confirmed at the next meeting.</p> <table border="0"> <tr> <td>14th November 2023</td> <td>15th April 2024</td> </tr> <tr> <td>12th December 2023</td> <td>14th May 2024</td> </tr> <tr> <td>16th January 2024</td> <td>11th June 2024</td> </tr> <tr> <td>13th February 2024</td> <td>9th July 2024</td> </tr> <tr> <td>12th March</td> <td></td> </tr> </table>	14th November 2023	15th April 2024	12th December 2023	14th May 2024	16th January 2024	11th June 2024	13th February 2024	9th July 2024	12th March	
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13th February 2024	9th July 2024										
12th March											
9	<p><b>Meeting ended – 19.08pm</b> <b>Date of Next Meeting – 14<sup>th</sup> November 2023</b></p>										

## **Town Council 20<sup>th</sup> November 2022**

### **Annual Review of the Councils Business Risk Register (L CRS – Local Council Risk System)**

#### **Report of the Deputy Town Clerk**

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The council holds a Central Business Risk register which is reviewed on an annual basis by Members and officers, this is produced using a sector specific Local Council Risk System (LCRS).

During the year the register is updated as necessary when new risk is identified.

This year a detailed review has been undertaken by the Senior Development Officer under the supervision of the Deputy Town Clerk as required, working with officers to update all business risks.

Managers of services areas are required to sign the central register for their department to recognise and take any necessary actions required.

The Expenditure and Governance Working Party have reviewed the full LCRS Risk Register Report for 2023-2024. Due to the size of this document (60+ pages) we have not included this in full for this agenda item. The document is available in hard copy upon request, but will be emailed to all members on their Town Council email address to be read alongside the agenda.

#### **Members are requested to:**

To adopt the risk register for 2023-2024 to meet Town Council Governance requirements.



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b>Allotments</b>									
415	<b>Administration/ Legal</b>	Absence of a completed agreement with every allotment holder.	<p>Ensure that under the devolved powers in service level agreement with allotment club -</p> <p>Ensure agreement completed and signed by all parties prior to occupation.            Maintain allotment register.            Review agreement periodically to ensure adequacy of conditions.</p>	<b>Medium</b>	4	Review current agreement during 2024	Fay Powell	11/11/2024	<input type="checkbox"/>
<b>Cemeteries/Churchyards</b>									
62	<b>Physical</b>	Maintenance of equipment	<p>Define responsibility for equipment maintenance and ensure any necessary training is complete</p> <p>Ensure that all equipment is properly maintained through regular inspection/servicing.</p> <p>Ensure that proper maintenance records are complete and up to date.</p>	<b>Medium</b>	4	Prepare full condition inventory of all equipment, servicing schedules and replacement	Sharon Miles	01/12/2023	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
70	<b>Physical</b>	Personal injury	<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained tools are available as appropriate.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are in place.</p> <p>Ensure that any risks to the public are minimized and eliminated wherever possible.</p> <p>Maintain records of training.</p> <p>Maintain records of any injuries.</p> <p>Ensure adequate insurance cover held.</p> <p>Define responsibility in job descriptions etc.</p>	<b>Medium</b>	4	Review current training records, issue of PPE in line with health and safety advice from work nest.	Sharon Miles	01/12/2023	<input type="checkbox"/>
<b>Crime Prevention - CCTV</b>									
0	<b>Physical</b>	Vandalism	<p>Ensure that under the devolved powers in service level agreement with North Somerset Council -</p> <p>Maintain efficient and effective security.</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Take action as appropriate against offenders.</p>	<b>Medium</b>	4	The new agreement with NSC has robust measures in place to replace/repair camera function in the result of vandalism in a set period. Review Oct 2023	DTC	31/10/2023	<input type="checkbox"/>
<b>Employment of Staff</b>									
38	<b>Professional</b>	Inability to retain staff	<p>Regular Staff Appraisals</p> <p>Complete exit questionnaire.</p>	<b>Medium</b>	4	Review Staff salary banding. review flexible working arrangements and polcies	Malcolm Nicholson	30/11/2023	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
358	<b>Professional</b>	Loss of key staff	Ensure procedures for key functions are documented.	<b>Medium</b> <b>Medium</b>	4	Review Staff salary banding. review flexible working arrangements and polcies	Malcolm Nicholson	30/11/2023	<input type="checkbox"/>
361	<b>Professional</b>	Inability to recruit	Review recruitment policy.	<b>Medium</b> <b>Medium</b>	4	Review Staff salary banding. review flexible working arrangements and polcies	Malcolm Nicholson	30/11/2023	<input type="checkbox"/>

**Financial Management**

347	<b>Financial</b>	Poor Financial Management	Robust council awareness of reserve levels prior to revenue and capital programming, due to the depletion of capital and earmarked reserves due to an increase in project objectivity and assets. Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	<b>Medium</b> <b>Medium</b>	4	Review of medium term financial plan alongside capital and revenue budgets, during the budget setting process Dec 2023	DTC	31/12/2023	<input type="checkbox"/>
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**Land**

413	<b>Environmental</b>	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	<b>High</b> <b>Medium</b>	6	Regular inspections to take place. Close liaison with Police and Community response for persistent problems. Ongoing	Fay Powell	31/03/2024	<input type="checkbox"/>
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**Play Areas**



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	<b>Financial</b>	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	<b>Medium</b> <b>Medium</b>	4	Review current play maintenance programmes and develop play strategy to define priority areas for capital 2024	Sharon Miles	01/12/2023	<input type="checkbox"/>
<b>Public Conveniences</b>									
294	<b>Environmental</b>	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	<b>High</b> <b>High</b>	9	Regular inspections to take place with service partners healthmatic. Close liaison with Police and Community response for persistent problems with known users. Ongoing	Fay powell	01/04/2024	<input type="checkbox"/>
284	<b>Physical</b>	Water supply	Define responsibility. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	<b>Medium</b> <b>Medium</b>	4	Regular inspections to take place with service partners healthmatic. Close liaison with Police and Community response for persistent problems with known users. Ongoing	Fay powell	31/03/2024	<input type="checkbox"/>
280	<b>Physical</b>	Security	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	<b>Medium</b> <b>Medium</b>	4	Regular inspections to take place with service partners healthmatic. Close liaison with Police and Community response for persistent problems with known users. Ongoing	Fay Powell	31/03/2024	<input type="checkbox"/>

**Skatepark**





Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	<b>Environmental</b>	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	<b>Medium</b> <b>Medium</b>	4	Robust maintenance programme working with partners	Sharon Miles	31/03/2024	<input type="checkbox"/>
<b>Social Media Accounts</b>									
0	<b>Professional</b>	Being misquoted	Contact the media outlet straight away and asking them to change the article before it goes to print. Encourage media outlets to speak with Town Clerk to avoid in correct information being quoted.	<b>Medium</b> <b>Medium</b>	4	Review social media policy periodically. Ensure staff with access to social media platforms are aware of TC protocols.	Becky Walsh	31/03/2024	<input type="checkbox"/>
0	<b>Professional</b>	Admin site members posting on Town Council pages instead of their own	Restrict the number of employees who have access to social media accounts. Ensure training is in place if necessary for members of staff who are not familiar with certain social media platforms. Make sure staff members are aware of their personally accountability.	<b>Medium</b> <b>Medium</b>	4	Review social media policy periodically. Ensure staff with access to social media platforms are aware of TC protocols.	Becky Walsh	31/03/2024	<input type="checkbox"/>
<b>Tourism - VIC</b>									
0	<b>Financial</b>	Failure to generate income due to reduced shop capacity (now based at waterpark)	Ensure Key Performance Indicators (KPIs) are being monitored. Take action where performance is not on target. Ensure adequate marketing to assist location finding.	<b>Medium</b> <b>Medium</b>	4	Review partnership programme to ensure it meets the terms of economic growth	Jane Murch	01/10/2023	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
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No of issues listed: 17

**Submitted to council:** \_\_\_\_\_

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Cllr Ciaran Cronnelly (Town Mayor)** \_\_\_\_\_

**Signed by responsible Finance officer - Sarah Pearse - Deputy** \_\_\_\_\_

*How to complete (individual risk section):*

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
 (not recorded on LCRS .

## REPORT TO THE TOWN COUNCIL – 20<sup>TH</sup> NOVEMBER 2023

### COMMITTEE TERMS OF REFERENCE – PERSONNEL COMMITTEE REPORT OF THE TOWN CLERK

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#### 1. Background

The Personnel Committee has asked for a clarification of its terms of reference . It was resolved that the following items should be included as additions to the committee's terms of reference to reflect a forward and proactive approach in personnel matters:

- A full list of Personnel Policies currently in place should append the terms of reference to allow timely reviews as such
- To oversee Equality and Diversity Policies and associated reviews and undertaking of working practices in this area.
- To oversee Health and Wellbeing Policies and associated reviews and undertaking of working practices in this area.

I feel this is a relatively uncontroversial clarification but the Terms of Reference for each Committee are set as delegated powers by the full town council . Therefore this change needs to be ratified by the Town Council.

#### 2. Recommendation:

- 1) To add the following to the Personnel Committee's terms of reference:
  10. To oversee Equality and Diversity Policies and associated reviews and undertaking of working practices in this area.
  11. To oversee Health and Wellbeing Policies and associated reviews and undertaking of working practices in this area.
- 2) That the Town Clerk add and keep up to date a list of personnel policies, appended to the end of the Personnel Committee's terms of reference.

Malcolm L Nicholson LLB, DMS PSLCC  
Town Clerk  
9<sup>th</sup> November 2023

## TOWN COUNCIL - 20<sup>TH</sup> NOVEMBER 2023

### RENEWAL OF SERVICE LEVEL AGREEMENT – YOUTH SERVICES REPORT OF THE TOWN CLERK

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#### Background

The Town Council previously ran a youth café called Barcode in the former bank building on the corner of South Parade, opposite the Royal Hotel (and now occupied by Sass Bar) under what was, in my professional opinion, a disadvantageous lease. In 2011/12 the Town Council considered and expressed concern at the almost total withdrawal of funding by North Somerset Council for their youth services. Eventually it was agreed that the YMCA take on management of the youth cafe and activities at Barcode on behalf of the Town Council with the staff and service transferring with effect from 1<sup>st</sup> April 2013.

In June 2012 it was reported that the YMCA had been awarded grant funding for major improvements at their premises near Grove Park. The new YMCA included nine units of sheltered accommodation and improvements to the ground floor and meeting rooms. These are excellent facilities to complement a youth café and the YMCA agreed to accommodate the Barcode Youth Café in their premises at no cost to the Town Council following the end of the build period.

This was seen as an opportunity for the two organisations working together in partnership in the context of extreme cuts to North Somerset Council's youth budget to provide improved youth services including outreach services to areas which are lacking in youth provision.

Negotiations resulted in agreement that the Town Council would fund the YMCA under a five year Service Level Agreement (SLA) starting at approx £60,000 per year representing the cost of staffing Barcode, with an annual inflation increase based on the Consumer Price Index (CPI), this was calculated to cover the cost to the town council of staffing the Barcode café at its present level. A transfer of employees to the YMCA accordingly took place on 1st April 2013.

Following negotiations leading to a one-off surrender payment to the landlord the council made a major saving by divesting itself of the expensive Barcode premises which carried rent of £55,000 per year, plus significant business rates, electricity and maintenance and repair costs – all together costing over £100,000 per annum in addition to the above staffing costs.

#### Current Position

The YMCA are currently operating a youth cafe in their current premises opposite the corner of Grove Park. The YMCA also offered to run the Youth Council, reducing the administrative burden on the town council's small Administration Team. In addition, the YMCA by combining the Town Council's contribution with its own resources as a charity have been providing outreach

to areas such as Worle and Bournville coming on stream as a result of the partnership.

Objectives were agreed with the YMCA under a service level agreement and key performance indicators and outcomes have been regularly reported to the Community Services Committee. The agreement was subsequently reviewed by the town council and renewed in 2018/19. Disruption was caused in 2020-22 by the coronavirus pandemic and the subsequent difficulty, in common with many employers, of recruiting good staff but over the years since 2013 the service has generally been seen as a success. The service provides places for young people to go and socialise, make friendships and learn new skills, both keeping them safe and providing alternatives to anti social behaviour by the minority.

With cost inflation since then based on CPI the total current cost of the youth services provided through the YMCA by the council is £74,613 per year.

### **Decision Required**

The current 5 year service level agreement ends on 31<sup>st</sup> March 2024 and the Council is asked to consider, subject to final budget setting in January, whether it should be renewed. A copy of a draft service level agreement has been circulated to councillors but it will be possible to finalise the terms only once a budget has been set by the Town Council for the following financial year 2024/25. The Council should note that the budget for 2024/25 has not yet been set.

For the benefit of newly elected members, the process is that a draft budget is prepared in consultation with Group Leaders and then brought to the Policy and Finance Committee in December. If this November Town Council meeting agrees to renew the SLA and sufficient budget is agreed at the 22<sup>nd</sup> January budget setting meeting, the detailed terms of a new service level agreement will be finalised in consultation with the Leader and Deputy Leader of the Council and the Chair of the Community Services Committee.

### **Recommendation:**

That, subject to sufficient budget being agreed by the Town Council meeting on 22<sup>nd</sup> January, the Town Clerk be authorised in consultation with the Chair and Vice Chair of the Community Services Committee to finalise and complete the Service Level Agreement with the YMCA for Youth Services for a further five years from 1<sup>st</sup> April 2024.

Malcolm L. Nicholson LL.B DMS PSLCC  
Town Clerk  
7<sup>th</sup> November 2023

## TOWN COUNCIL - 20<sup>TH</sup> NOVEMBER 2023

### **BIG WORLE - AGREEMENT TO BE LOCAL TRUSTED ORGANISATION REPORT OF THE TOWN CLERK**

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#### **1. Introduction**

Big Worle are part of the Big Local Programme. Big Local is a national programme funded by The National Lottery Community Fund and run by Local Trust. It puts residents at the heart of decision making and making their areas even better places to live.

Worle is one of 150 areas who were allocated £1.2m to spend from 2012 onwards. The programme closes in March 2026. Each Big Local area must have a partnership with a minimum of 8 people, write a plan based on community consultation, needs and opportunities and identify a Locally Trust Organisation (LTO) to administer the funding.

Big Worle currently need an LTO to see them to the end of the programme, likely to be until October 2025.

#### **2. What does an LTO do?**

As a minimum a locally trusted organisation must be able to:

- receive and administer funding on behalf of the Big Local partnership, and in line with the Big Local plan and funding agreement with Local Trust
- report on the use of funding to Big Worle and Local Trust
- provide grant and partnership administration support
- have a good working relationship with the partnership, Local Trust and the Area Advisor
- pass our due diligence checks which includes being suitably experienced, constituted and able to keep accurate financial records of how the money is being spent
- agree and sign a funding agreement.

Partnerships like Big Worle are not expected to have a bank account, process invoices or deliver lots of activities. This is why Local Trust ask them to work with organisations that they trust, that have the appropriate skills and structures in place to do this.

#### **3. What do Big Worle need from an LTO?**

Big Worle need everything listed above as well as the following:

- Recruiting/employment of a worker – community/project development

- Enter into a lease agreement for their hub (shop space in Worle)
- Provide a prepaid card, or similar, to buy perishables for the hub
- Ideally, someone who could take minutes of their monthly meetings
- Additional networks and expertise to help them achieve their ambitions in their final plan (currently being written)

#### **4. How are LTOs resourced?**

An LTO receives 5% of all spent money, from Local Trust. They are also able to charge the Big Local partnership either a flat annual/monthly fee for any additional services or management costs of workers. How the partnership spend their money is up to the partnership, however Big Worle have a Big Local Area Adviser working with them to help them make informed decisions.

#### **5. Assessment**

The Big Worle partnership of residents needs the help and support of an LTO and the Town Council is in a position to provide this. Being the LTO will bring in a modest income to the Town Council and the Deputy Town Clerk and I believe this can be administered from within existing staff resources in the Finance and Development teams.

#### **Recommendation:**

That the Town Council agrees to become the Local Trusted Organisation for Big Worle for a period not exceeding March 2026 and authorises the Town Clerk to settle and sign a Memorandum of Understanding with Local Trust accordingly.

Malcolm L. Nicholson LL.B DMS PSLCC  
Town Clerk  
7<sup>th</sup> November 2023