

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE COMMUNITY SERVICES COMMITTEE
HELD AT GROVE HOUSE ON
MONDAY 11TH NOVEMBER 2019**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.47 pm

PRESENT: Councillors James Clayton (Chairman), Marc Aplin, Roger Bailey, Gill Bute, Sarah Codling, Ciaran Cronnelly, John Crockford-Hawley, Peter Fox, Peter McAleer, Helen Thornton and Roz Willis.

ALSO IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Samantha Bishop (Committee Officer), Fay Powell (Grounds Manager), Zoe Scott (Community and Grounds Administrator), Kevin Lilwall (YMCA Operations Manager) and Alli Waller (YMCA Senior Lead Youth Worker).

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| 221 | <p>Apologies for Absence and Notification of Substitutions</p> <p>Apologies for absence were received from Councillor Gillian Carpenter substituted by Councillor Catherine Gibbons.</p> <p>Councillor Ella Sayce was absent from the meeting.</p> <p>RESOLVED: That the apologies be received and noted.</p> |
| 222 | <p>To receive Declarations of Interest</p> <p>Councillor Roz Willis declared a pecuniary interest in item 5.2 grant application for the NS Black and Minority Ethnic Network and would not take part in the discussion.</p> |
| 223 | <p>To approve the accuracy of the minutes of the Community Service Committee meeting held on 9TH September 2019</p> <p>The minutes of the last meeting had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Gill Bute SECONDED BY: Councillor Ciaran Cronnelly</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman as a true record of the meeting.</p> |
| 224 | <p>References from other Committees</p> <p>224.1 Minutes of Weston in Bloom Working Party held on 2019 (approved) and 2019 (unapproved)</p> <p>The minutes had been previously circulated with the agenda.</p> <p>RESOLVED: That the minutes be received and noted.</p> |

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| | <p>224.2 Minutes of the Allotment Management Sub Committee 8th October (unapp)</p> <p>RESOLVED: That the minutes be received and noted.</p> |
| 225 | <p>Management Reports:</p> <p>225.1 Youth Services</p> <p>The report of the Operations Manager – YMCA had been previously circulated with the agenda.</p> <p>Kevin Lilwall and Alli Waller were in attendance to answer any questions.</p> <p>In answer to a question Kevin explained that they were trying to reconnect with the young people but sourcing a permanent meeting location was still a challenge.</p> <p>Debate ensued. It was suggested enquiring with NSC if they still ran their drug action groups in Nailsea. They ran very informative workshops which involved mock up drugs. Alli had picked up the reins of the Youth Council since her appointment and was doing some sterling work engaging with them and specifically, working on methods of communication.</p> <p>Kevin informed that he or Alli would alternate attendance at future meetings and could be contacted at any time in between.</p> <p>RESOLVED: That the report of the Operations Manager - YMCA be noted.</p> <p><i>Councillor Catherine Gibbons joined the meeting at 7.15 pm and informed that she was a substitute for Councillor Gillian Carpenter.</i></p> <p>225.2 Grounds</p> <p>The report of the Grounds Manager had been previously circulated with the agenda.</p> <p>The Grounds Manager clarified that the term ‘topping up’ mentioned within the report referred to topping up graves with earth where the ground was unsettled.</p> <p>RESOLVED: That the report of the Grounds Manager be noted.</p> |
| 226 | <p>Community Service Grants</p> <p>The report of the Finance Officer had been previously circulated with the agenda.</p> <p>The Town Clerk advised that the Finance Officer was unwell and not present, however the grant applications were to hand and he would try and answer any questions he could.</p> <p>It was advised that the current community grants budget was £5,000.</p> <p>226.1 Victoria’s Kitchen Grant applied for £1,000 Under power: Local Government Act 1972 section 137</p> |

The purpose of the grant was for additional equipment to be purchased as the needs have increased.

Members did not want to refuse the grant but were disappointed to see that they had not submitted sufficient paperwork after various requests.

PROPOSED BY: Councillor Peter Fox

SECONDED BY: Councillor Roger Bailey

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

RESOLVED:

1. That an interim payment of £500 be granted from the 2019/2020 Community Grants budget.
2. That if further paperwork was forthcoming then further grant funding would be considered in the future.

At this point in the meeting Kevin Lilwall and Alli Waller left the meeting at 7.35pm.

226.2 Sheldon Road Methodist Church

Grant applied for £250.00

Under power: Local Government Act 1972 section 137

The purpose of the grant was to take 36 10-14-year-old local disadvantaged and behaviourally challenged young people to Longleat for a Christmas outing for rest bite for them and their parents and siblings.

Members queried the bank balance and it was discussed that this could be tied up with funds received from the Methodist circuit.

PROPOSED BY: Councillor Roger Bailey

SECONDED BY: Councillor Helen Thornton

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

RESOLVED: That £250.00 be granted from the 2019/2020 Community Grants budget.

226.3 Weston Supers

Grant applied for £620.00

Under power: Local Government Act 1972 section 137

The purpose of the grant was to purchase 3 leather footballs due to the growing number of attendees, new flag, belts which are used for tackling, pitch marking cones and advertising.

The grant application form indicated that the money would be used towards social media advertising which members were not happy to support.

A member suggested that if the committee felt that the funding should not be used for advertising then this should be included within the grant criteria. As it was becoming

more frequently seen in grant applications and the council needed to remain consistent.

Members felt that there was not enough information supplied to support the grant and had concerns regarding the organisation operating from a residential address.

PROPOSED BY: Councillor Roger Bailey

SECONDED BY: Councillor Peter Fox

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

RESOLVED: To refuse the grant on the grounds that there was not enough information supplied and If they would like to re-apply in the future, a presentation for the grant should be requested.

226.3 NS Black and Minority Ethnic Network

Grant applied for £1,000

Under power: Local Government Act 1972 section 137

The purpose of the grant was to run 40 sessions of various projects for a year especially the refugee women's group. This would help them to grow in confidence, learn English and help them integrate with the wider community.

The Town Clerk elaborated on the 'various projects' by referring to the application where it stated that each session would cost £25.00 per person.

Members spoke in support and of the fantastic work carried out by the organisation.

PROPOSED BY: Councillor Marc Aplin

SECONDED BY: Councillor Ciaran Cronnely

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

RESOLVED: That £1,000 be granted from the 2019/2020 Community Grants budget.

It was noted that Councillor Roz Willis abstained from discussion.

226.4 Weston Writers Nights

Grant applied for £250.00

Under power: Local Government Act 1972 section 137

The purpose of the grant was to cover the cost of running one workshop group including venue hire and marketing costs. The workshop group included 6 sessions over the course of the year.

Members felt that the application was too vague and didn't supply enough information about the organization and who it was targeting. A member had been invited to one of the events which had received an Arts Council grant. It seemed to run like a business rather than a charitable organisation.

PROPOSED BY: Councillor John Crockford-Hawley

SECONDED BY: Councillor Roger Bailey

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

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| | <p>RESOLVED: To refuse the grant on the grounds that there was not enough information supplied.</p> |
| 227 | <p>Community Events</p> <p>The report of the Community and Grounds Administrator had been previously circulated with the agenda.</p> <p>The Community and Grounds Administrator had nothing further to add and referred to the recommendation outlined within the report. This was to confirm the £1,000 originally allocated to the YMCA for a Summer Starter event was now to be used for a YMCA Weston – Wellness day as detailed within the YMCA Operations Managers report.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the report of the Community and Grounds Administrator be noted. 2. To confirm the £1,000 to be used for a YMCA Weston – Wellness day. |
| 228 | <p>Working Group to review Public Toilets</p> <p>The report of the Grounds Manager had been previously circulated with the agenda.</p> <p>The Chairman thanked members of the working group who had taken time to meet and review the public toilets.</p> <p>A working group member added that she had confirmed a meeting with James Mc Carthy (NSC Tree Officer) and the Grounds Manager at Grove Park toilets to address the vegetation issues and raise the tree canopy in the hope to create more light and exposure and deter antisocial behaviour at the site. The Community and Grounds Administrator advised that quotes had been received and the work would be actioned.</p> <p>In response to a question the Town Clerk advised that the Locking Road toilets would be closed as of April 2020 and the site redeveloped.</p> <p>Members would like to see a toilet facility provided within the Alexandra Parade development plans and would like their views voiced to NSC. First Bus was not obliged to provide a toilet facility at the new bus hub and that NSC would need to negotiate further. The idea was purely aspirational at this point and negotiations were on hold because of purdah.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Gill Bute</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To note the report of the Grounds Manager. |

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| | <p>2. That the Town Clerk write to North Somerset Council communicating that the Town Council would like to see a toilet facility provided within the Alexandra Parade development plans.</p> |
| 229 | <p>Wayleave for Cable Access Across Allotment Site</p> <p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>As reported to the Policy and Finance Committee on 23rd August 2018, a company then called Surf Telecoms, wished to erect a new fibre-optic cable on the overhead pylon lines which traverse land the Town Council owned and managed at both Old Mill Way and Hutton Moor allotment sites. The company was now renamed WPD Telecoms.</p> <p>The council had appointed chartered surveyors who were experienced in these matters to represent them and the Policy and Finance Committee had authorised the Town Clerk to grant an easement to Surf Telecoms for a fibre optic cable across the Hutton Moor allotments. A cable over Old Mill Way allotment site as previously reported was no longer required.</p> <p>WPD Telecoms had now agreed a one off payment of £7,500 to the Town Council for a 'wayleave' and therefore, the Town Clerk had agreed a wayleave as per the authority of the Policy and Finance Committee.</p> <p>The proposed cable would have no practical effect on allotment holders and the work was likely to take place in 2020.</p> <p>A member asked if the work would be communicated to allotment holders to which the Town Clerk advised that it would be reported to the Allotment Management Sub Committee.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: That the report be noted.</p> |
| 230 | <p>Town Council Strategy – ideas for next 5 + years Referral from the Strategy Group</p> <p>The Current Strategy was included in the Members Induction Pack (previously circulated.) The Labour group's ideas were tabled at the meeting, as previously requested.</p> <p>The Town Clerk advised on the process of forming the Strategy which was that all committees were being consulted, ideas reported to the Strategy Group and would be presented at the Town Council meeting probably in March 2020.</p> <p>In answer to a question regarding a new bus shelter the Town Clerk informed that 8 years ago the council had agreed to maintain their bus shelters but not to purchase any more, so this would need to be reviewed if members wished to purchase new shelters.</p> |

A member congratulated the Labour group on their efforts to contribute towards the strategy. However, the current Strategy was more of an aspirational list and he suggested looking at Frome Town Council's Strategy which included objectives, how to implement them and the associated costs.

The Town Clerk explained that the council produced an annual Performance Plan to supplement the four-year Strategy which was then broken down into departmental team plans to deliver. He had seen the Frome Strategy and would feed this back to officers for consideration.

Budget Considerations for the year 2020/2021

The Town Clerk advised that this was an annual process where committees were invited to propose any considerations within their terms of reference towards the budget.

RECOMMENDED: That provision of at least one bus shelter be considered for the 2020/2021 budget.

The Town Clerk recommended moving into a private and confidential session.

231 **RESOLVED:** It was resolved under the Public Bodies (Admissions of Meeting) Act 1960 that the press and public be excluded from the meeting for reasons of confidential nature of business.

232 Dog Bins

The report of the Grounds Manager was available at the meeting.

The Grounds Manager reported that the Grounds Team had been monitoring the dog bin contract over the past three months. Whilst the service had slightly improved in September, during the last three weeks it had become significantly worse once again experiencing poor communication with the contractor, inconsistency with the service and a significant increase in complaints. She had been working with the Town Clerk to look at the possibility of bringing the service in house sooner than the 1st April 2020 and had implemented various steps to be ready to bring the service in house if required.

The council were required to give one month's notice to the contractor. With the Christmas holiday period approaching, giving notice now would have an impact on the service during that time. It was recommended giving notice on or around the 1st January 2020, with everything in place and ready to go. This was with a realistic view that the contractor would not work their notice.

Debate ensued. Members felt that the council needed to sever all ties with the contractor as soon as possible.

The Town Clerk advised that if the council wanted to move quickly, they would need to use agency staff for an interim period which would incur a small overspend within this financial year.

The Grounds Manager confirmed that the agency staff posts would also be undertaking other work as well as the dog bin emptying and that this would be given consideration.

Further debate ensued. A member highlighted the option of mixed waste bins and that NSC needed to be pushed on this. The Chairman advised that once the contact was brought in house all of these options could be considered. A member suggested paying NSC to empty the bins to which the Chairman reported that they had previously been approached and declined.

The Grounds Manager advised that bringing the contacts in house would give the council more accountability and control, not relying on anyone else.

The committee agreed with the advantages of bringing the contacts in house.

A member suggested that the Grounds Manager contact the Clerk of Kewstoke Parish Council on their innovative dog bin idea.

PROPOSED BY: Councillor Gill Bute

SECONDED BY: Councillor Roger Bailey

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

RESOLVED: That notice be be given to Greenways Contractors from the 1st January 2020 to bring the service in house within the Grounds Team.

There being no further business, the Vice Chairman closed the meeting at 8.47 pm.

Signed: Dated:
Councillor James Clayton
Chairman of the Community Services Committee

**WESTON-SUPER-MARE TOWN COUNCIL
WESTON IN BLOOM WORKING PARTY
HELD ON TUESDAY 19th NOVEMBER 2019
AT GROVE HOUSE**

Meeting commenced: 11.00 am

Meeting concluded: 12.07 pm

PRESENT/IN ATTENDANCE: Councillors Roger Bailey, Roz Willis, Dave Dash, Kareen Williams, Roger Brown, Philip Dinham, Malcolm Nicholson (Town Clerk) Fay Powell (Grounds Manager) and Zoe Scott (Community and Grounds Officer).

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| 1. | <p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies were received from Councillor Thornton, Councillor Bute, Councillor Armstrong, Jim Sellars, Sandra Sellars, Bev Tucker, Jenny Gosden and Maureen Jackson.</p> |
| 2. | <p>Declarations of Interest</p> <p>There were none received.</p> |
| 3. | <p>To agree the accuracy of the minutes of the previous meeting held on the 08th October 2019</p> <p>PROPOSED: Councillor Dave Dash SECONDED: Councillor Roger Bailey</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p> <p>The Chairman thought a specific amount had been agreed for the budget allocation to volunteer travel expenses. The CGO explained a suitable amount had been accounted for in the budget setting process.</p> |
| 4. | <p>Monthly Finance Report</p> <p>The remaining balance after committed expenditure was £1,595.09</p> |
| 5. | <p>Ebdon Road and Train Station</p> <p>This item was differed until the next meeting.</p> <p>Action: CGO to liaise with Jim and Sandra re Train Station.</p> |
| 6. | <p>Winter Planting Progress</p> <p>All the features were planted. Worle Highstreet still had some pots which needed planting.</p> <p>Discussion ensued on the process in place for volunteers to communicate between each other.</p> <p><i>Kareen Williams entered at 11.15am</i></p> |

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| | <p>Action: CGO to arrange a meeting with all volunteers in January to discuss communication and future planting. Also ensure growmore, compost and bone meal is available for the next planting season.</p> |
| 7. | <p>In Bloom Awards</p> <p>The chairman noted that the judges thought some grasses in the sustainable beds at Sparky would work well. £100 would cover the costs of purchasing and planting some heathers and lavender.</p> <p>PROPOSED: Councillor Roz Willis SECONDED: Councillor Kareen Williams</p> <p>RESOLVED: That £100 be allocated for new planting at Sparky the Donkey.</p> <p>It was thought a visit to neighbouring In Bloom entrants would be beneficial.</p> <p>The Working Party was pleased with the Silver Gilt they received.</p> <p>A member was disappointed with the comments received about litter and cigarette ends considering the hard work BID put in before judging. The portfolio in future will highlight further the work they do.</p> |
| 8. | <p>Re-Wilding Progress</p> <p>The Grounds Manager explained a Grounds Review is taking place and an area of consideration is re-wilding. With the council having declared a climate emergency, the grounds review will set the scene for how the town council's climate footprint can be managed. The Grounds Manager was happy to give a presentation to the Working Party. Tree planting was an avenue being explored and suggestions are always welcome for more ideas.</p> <p>Sue Thomas thought that buddleias would be a great choice of plant as they are hardy and very resistant. It was also discussed about using Crassispurum and Crassifolium.</p> <p>Action: CGO to speak to NSC about a location for planting on the seafront.</p> |
| 9. | <p>Watering Contract</p> <p>Moving forwards the Watering Contract will be carried out in house as of April 2020. This will offer more flexibility.</p> <p>Water butts are also going to be installed in the cemetery.</p> |
| 10. | <p>New Raised Bed</p> <p>The Chairman had previously met with Linda Neat at Weston College to discuss the refurbishment of a raised bed outside the college on Knightstone Road. The college has some budget which can be used however they would need guidance on what plants to be used etc.</p> |

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| | Action: Roger Brown, Phillip Dinham and Roger Bailey to liaise with the college. |
| 11. | IYNA Lunch The working party agreed a date of Tuesday 21 st January 2020. Action: The CGO to arrange the IYNA lunch. |
| 12. | New Volunteers and Training progress This item had already been discussed. |
| 13. | Hosting in Bloom Awards South West in Bloom had asked for towns to put their names forward for hosting the awards ceremony in 2020. It was agreed this was too short notice however Weston would potentially be interested in hosting future years. Action: The CGO to enquire with South West In Bloom about hosting the awards ceremony in future years. |

There being no further business, the Chairman closed the meeting at: 12.10 pm

Signed:..... Dated: