

**WESTON-SUPER- MARE TOWN COUNCIL  
MINUTES OF THE COMMUNITY SERVICES COMMITTEE  
HELD AT GROVE HOUSE ON  
MONDAY 8<sup>TH</sup> MARCH 2021**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 9.20 pm

**PRESENT:** Councillors James Clayton (Chairman), Marc Aplin, Roger Bailey, Gill Bute, Gillian Carpenter, Sarah Codling, John Crockford-Hawley, Ciaran Connelly, Peter Fox, Pete McAleer and Helen Thornton.

**ALSO IN ATTENDANCE:** Malcolm Nicholson (Town Clerk, Sarah Pearce (Deputy Town Clerk/RFO), Fay Powell (Assistant Town Clerk Public Services), Zoe Scott (Grounds Coordinator), Beck Walsh (Communications Officer), Lisa Clemmons (Volunteer Coordinator) and Samantha Bishop (Committee Officer).

<b>201</b>	<b>Apologies for Absence and Notification of Substitutions</b>  There were no apologies for absence received.
<b>202</b>	<b>To receive Declarations of Interest</b>  Personal declarations of interest were received from Councillors Helen Thornton, Pete McAleer and Gillian Carpenter-in relation to agenda item 8. Grant Applications.
<b>203</b>	<b>To approve the accuracy of the minutes of the Community Service Committee meeting held on 18<sup>TH</sup> January 2021</b>  The minutes of the last meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Sarah Codling <b>SECONDED BY:</b> Councillor Roger Bailey  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman as a true record of the meeting.
<b>204</b>	<b>References from other Committees</b>  There were none to report.
<b>205</b>	<b>Grounds Management Reports:</b> The Grounds Manager gave a verbal report at the meeting:  The Cemetery service had seen a decrease since reported at the previous meeting. The Grounds team were working hard to plant bulbs and cut grass.  A meeting with Healthmatic, the new contactors for the public toilets had been arranged for the following day.  Allotment sites were being managed well and in regular communication with site reps. In response to a member, the Grounds Manager advised that the Uphill play area was near completion with just benches and litter bins awaited.

	<p>The Grounds Manager confirmed that she had spoken with North Somerset Council with regards to the dog bin at Peligan Crescent and that a meeting was scheduled for the following day, to discuss the issue at the Maltings play area.</p> <p>The Grounds Coordinator reported that she had onsite meetings planned with the Senior Groundsman to review all play areas and that an update would be available within the next few weeks.</p> <p><b>RESOLVED:</b> That the report of the Grounds Manager be noted.</p>
<p><b>206</b></p>	<p><b>Service Area Reports:</b></p> <p><b>206.1 Youth Services</b>  The report of the Operations Manager – YMCA had been previously circulated.</p> <p>Ali added that the YMCA were evaluating its provisions and were looking at moving teams to St Johns church, utilising the café as more of a Community Café.</p> <p>Food parcels in conjunction with the Stables and Brunel Lounge were still happening and were regularly providing to 94 families.</p> <p>The Youth Council was operating well and was due to elect new roles.</p> <p>Ali hoped and was working towards 19<sup>th</sup> April to provide face to face services.</p> <p>A member offered recognition and thanks to Ali and the team for their continued sterling work in supporting the community.</p> <p>The Chairman thanked Ali for her report and attendance.</p> <p><b>RESOLVED:</b> That the report of the Operations Manager - YMCA be noted.</p> <p><i>Ali left the meeting at 7.17 pm.</i></p> <p><b>206.2 Community Events</b>  The report of the Grounds Coordinator had been previously circulated.</p> <p>Communications officer Becky Walsh said that six interviews were conducted for ‘World Book Day’ and broadcast on the Weston Lit Fest Facebook page. These included a publisher, local writers groups, local authors including one who’s book is being turning into a Netflix TV show and an author who has written about the Windrush generation who has an MBE, which ties into our anti-racism commitment for education.</p> <p><i>Councillor Roz Willis joined the meeting at 7.20 pm.</i></p> <p><i>Mr John Chapman joined the meeting at 7.22 pm.</i></p>
<p><b>207</b></p>	<p><i>Standing Orders were suspended at 7.23 pm to allow for a public participation address.</i></p> <p>The Chairman invited Mr Chapman to address the meeting.</p> <p>Mr Chapman addressed the committee in his capacity as Chairman of the Weston Horticultural Society in relation to agenda item 7. Weston Flower Show.</p>

The Horticultural Society were hoping to hold a Flower Show on 14<sup>th</sup> August, subject to guidelines. The Last show was back in 2019 at the Winter Gardens. In previous years the Flower show had been funded by Weston In Bloom (£500) and the Town Council (£1,000) and he would like to make a further request for funding.

The Chairman thanked Mr Chapman for his address and asked if the Horticultural Society had submitted a grant application, to which Mr Chapman advised he had not.

The Chairman of the Weston In Bloom Working Party informed that historically, the Town Council had granted £1,000 from its events budget and that Weston In Bloom £500 towards the Flower Show.

The Deputy Town Clerk advised that this could be considered for the Community Events budget.

A member, in a personal business capacity, offered the sum of £1,000 towards the Flower Show in return for sponsorship.

The Town Clerk advised that this was a helpful offer.

The Chairman explained that if Mr Chapman was agreeable to the offer, then the subject was settled.

The Chairman thanked Mr Chapman for his address.

*Mr Chapman left the meeting at 7.32 pm and Standing Orders were resumed.*

## **206.2 Community Events (continued)**

The Grounds Coordinator reported that in light of not **having been** able to organise a big event due to COVID restrictions, there was an opportunity to showcase the newly adopted Ellenborough Park West in 2021. There had been lots of public interest received in the space.

The event would be part of the councils 'Ever Forward events' and would be an amalgamation of service areas across the council. The council had already test piloted this way of working and utilisation of skill sets by organising the Halloween event, which unfortunately did not go ahead due to unforeseen weather condition.

A member queried the rare plant species found within the park and whether the proposed event was to utilise the entire £3,500 budget.

The Grounds Coordinator informed that the event was not a target spend of the budget and that plans could change as a result of COVID restrictions.

The Grounds Manager advised that there were two rare plant species found within Ellenborough Park West which were protected by Natural England. The plants thrived from being walked on but would be compromised from having a stationary fixed weight on top of them.

The names of the plants generated interest from members and the names of the plants were provided to members requesting them.

A member took the opportunity to thank Officers for their quick public engagement reaction in response to World Book Day.

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

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Sarah Codling

**RESOLVED:**

1. To approve the online schedule of pop up events to keep the Literary Festival momentum in place for 2021.
2. To approve the Wellbeing Event in Ellenborough Park for 2021.
3. To recognise “Ever Forward Events” as the name of the combined asset function within the existing council teams that can and will enable cohesive internal and external events to be planned and take place as appropriate in the future
4. To approve the budget breakdown of:
  - £1,500 for Christmas Lights
  - £1,000 for YMCA Youth Event
  - £3,500 for Wellbeing event in Ellenborough Park West –noting any surplus from this allocation can be used for any further events within the year as deemed necessary (subject to Covid restrictions)

Councillor Willis apologised for joining the meeting late and wanted to report two items in relation to items 5 and 6.1 on the agenda.

Item 6.1 A meeting was attended of the Armed Forces Steering Group where it was agreed that fun work with young people between the ages of 16-21yrs would commence and they would like to come along and work with the young people at the YMCA.

Item 5. A phone call had been received in relation to allocating a free run space for service dogs within Ellenborough Park West, the beach was considered too big and open and it was felt that the council should try and look at finding a safe and secure location in collaboration with North Somerset Council.

The Grounds Manager reported that she had spoken with the gentleman on the subject and had agreed that he could use Ellenborough Park West for the free running of his service dog. Ellenborough Park East had badger sets and had a temporary homelessness problem and is therefore not appropriate. She agreed that this was something that could be looked into further.

The Town Clerk added that he was happy to assist the Grounds Manager with these discussions and would include within his quarterly meetings with the council’s North Somerset Council Liaison Officer. He advised that Ellenborough Park East do have a temporary homelessness problem but that this had now been resolved.

**206.3 Weston in Bloom – Love the Outdoors**

The report of the Grounds Officer had been previously circulated.

The Grounds Coordinator advised that she was happy to take any questions on the report and that the Volunteer Coordinator was also in attendance.

**PROPOSED BY:** Councillor Roz Willis

**SECONDED BY:** Councillor Roger Bailey

	<p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b></p> <p>206.3.1 To approve the report and its proposed structure for In Bloom moving forwards.  206.3.2 To adjust the Terms of Reference as required to fully reflect the changes outlined within the report:</p> <ul style="list-style-type: none"> <li>• The WIB Working Party shall consist of 3 councillors and up to 10 additional members from the volunteers and community groups.</li> </ul> <p>The Grounds Coordinator thanked the Volunteer Coordinator for her help received.</p>
<p><b>208</b></p>	<p><b>Weston Flower Show:</b></p> <p>The Chairman of the Weston In Bloom Working Party spoke in support of the event and therefore</p> <p><b>PROPOSED BY:</b> Councillor Roger Bailey  <b>SECONDED BY:</b> Councillor Roz Willis</p> <p><b>RESOLVED:</b> To grant £500 from the Weston In Bloom budget towards the Weston Flower Show.</p>
<p><b>209</b></p>	<p><b>Grant Applications:</b></p> <p>The reports of the Finance Officer had been previously circulated.</p> <p>The Deputy Town Clerk advised that there were two applications for member's consideration:</p> <ol style="list-style-type: none"> <li>1. The Steepholmers Shanty Band (SSB)  £2000 sought for the support of costs for publicity (printing, distribution, media advertising and promotion); Hire of staging and marquee(s); hire of p.a / sound systems and engineers for a festival that is being held on the 6<sup>th</sup> – 8<sup>th</sup> August as supported by North Somerset Council.  As the application amount exceeded the grant criteria, this would need to be recommended for approval by the Policy &amp; Finance Committee.</li> <li>2. The Worlebury Hillfort Group (WHFG)  £1000 sought for the purchase of fuel, tools, wildflower seeds and the maintenance of equipment as well as the printing of leaflets to be distributed to visitors. They were a new start organisation who aim to provide educational visits to schools and to increase bio-diversity with wild flowers.  The remaining grants budget was advised at £1,100.</li> </ol> <p>As a point of information, it was advised that the WHFG did not have a current bank account to receive funds into. If awarded, this would be held by the council until a bank account was available.</p> <p>The Chairman proposed a 50/50 split of the remaining budget between the two applications.</p>

Concerns and reservations were raised over the WHFG application in relation to the work being carried out and the consultation process. It was queried whether they were a fully constituted group without a bank account.

The Deputy Town Clerk informed that the issue of the bank account could be managed. In response to concerns raised regarding the work being carried out, a dual hatted member advised that the volunteers were under the direct management of North Somerset Council Officer and were fully instructed under professional conditions with approval from the Forestry Commission.

A member suggested utilising the Community Grants budget (£60,000) which was overseen by the Heritage Arts and Culture Committee.

At this point in the meeting, Councillor Gillian Carpenter declared a personal interest in relation to one of the grant applications.

**PROPOSED BY:** Councillor Roger Bailey

To award WHFG £1,000 from the grants budget and award the SSB £0 advising them to apply for funding from the Community Events budget.

For a point of information, the Deputy Town Clerk advised that an application for funding could not be made until the new financial year (April) when the criteria for the Community Events budget had been agreed. The Heritage Arts and Culture Committee did not have the authority to spend the budget until that time.

**SECONDED BY:** Councillor Helen Thornton

The Deputy Town Clerk advised that the council could be seen to be giving an unfair advantage to the SSB if challenged, but it was members' decision.

It was further suggested that in order to make the process fair, that £1,000 be awarded to WHFG and the remaining £186 be awarded to the SSB, inviting them to apply for further funding from the Community Events budget.

A member highlighted that according to the grant criteria, which stipulated that all applicants must have a bank account. The WHFG application did not qualify for consideration.

Members clarified that the application be awarded 'in principal', subject to the WHFG acquiring a bank account.

A vote was taken and was tied by 5 votes to 5.

The Chairman then made his casting vote in **favour** and accordingly it was **carried**.

**RESOLVED:**

**209.1 Worlebury Hillfort Group**

**Grant applied for £1,000**

Under power: Local Government Act 1972 section 137

**RESOLVED:** That £1,000 be granted from the 2020/2021 Community Grants budget.

	<p><b>209.2 The Steepholmers Shanty Band</b>  <b>Grant applied for £2,000</b>  Under power: Local Government Act 1972 section 137</p> <p><b>RESOLVED:</b> That no grant be awarded from the Small and Community budget but that they be advised to submit an application for funding from the Community Events budget.</p>
<p><b>210</b></p>	<p><b>Community Resilience:</b></p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>The report detailed the vast amount of work achieved to date. There was a team of 8 officers with varying skillsets, with a core 4 that that pulled together to undertake the work.</p> <p>The Town Council was seen by other organisations as an enabler for community initiatives and this was also demonstrated by the work Climate Change Working Party any the provision of a Community Fridge and Food Clubs.</p> <p>The team had also worked with crime prevention, ROC, NSC Wellbeing, Place Agency and VANS.</p> <p>Community work via the Volunteer Coordinator and volunteers had been a huge part of the work as well as the Council’s Community Events, Tourism and marketing.</p> <p>The Deputy Town Clerk reported how the proud she was of the Town Council having been able to pull together achieving cross departmental working and react quickly to community needs and referred members to the recommendations within her report.</p> <p>It was highlighted that community engagement work was not always measured in pounds and pence but in community output and how well the council are able to deliver.</p> <p>Members were very pleased with the excellent work achieved and therefore</p> <p><b>PROPOSED BY:</b> Councillor Sarah Codling  <b>SECONDED BY:</b> Councillor Gill Bute</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the Community Resilience team report be received and a standard agenda item for future updates on community efforts be added to future agendas.</li> <li>2. To adopt the principles developed to form a ‘Community Resilience Outcomes framework with Community partners (see Appendix 1) as a basis of purpose and objective to all future projects involving the Community Resilience team.</li> </ol>
<p><b>211</b></p>	<p><b>CCTV Update Report:</b></p> <p>The report of the Deputy Town Clerk had been previously circulated.</p> <p>Confirmation had been received that the cameras and control room upgrade had now been completed. The only outstanding issue for Weston apart from final snagging within the contract was that the reporting system was still not up and running fully, due to COVID and</p>

the restrictions imposed. Confirmation of a date to do snagging and the reporting system had not yet been received by NSC as HIK had advised that they were not able to undertake site visits with the current pandemic restrictions.

Within the upgrade was the requirement by WSMTC to purchase a mobile camera for use across the town. Quotes for this had now been received by NSC with a recommendation that the following unit be purchased to achieve the best results:

360 Vision Camera - One off payment of **£5539.32**

Which was the cost of unit and transmission for 2 years. The only additional cost was putting it up and down which was the same for any of the cameras at £304.00.

Other quotes ranged between a cost of £3,660 & £7,000 but were not deemed to be the best option.

The Deputy Town Clerk clarified the 'snagging' for members and advised that the cost of the mobile camera was within budget.

**PROPOSED BY:** Councillor Roger Bailey

**SECONDED BY:** Councillor Ciaran Cronnelly

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

**RESOLVED:** To note the CCTV update report and approve the purchase as recommended by the CCTV Manager for 1 x Mobile Camera at a cost of £5,539.32 (360 Vision Camera) to meet the original requirements specified by the Town Council.

*It was noted that Councillors Marc Aplin and Peter Fox had left the meeting at this point.*

## 212 **Street Art Festival 2021:**

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

*Councillor Fox re-joined the meeting at 8.58pm.*

Members were reminded of the resolution passed by Council in January 2021 within the budget considerations to include the proposal to to use £30,000 of the surplus from this financial year and create earmarked reserves to fund:

A Street Art Festival in Weston at some point during 2021/22 (Covid restrictions dependent) - working with Upfest Bristol and Culture Weston - **£20,000**

The Deputy Town Clerk reported that in order to meet the aspiration, she and the Assistant Town Clerk (Public Services) had had a meeting with Upfest Bristol on 26<sup>th</sup> February 2021 in order to understand how they would see a 'Street Art Festival' being bought to Weston over the course of 2021. And then a similar exploratory meeting was held with Culture Weston on 5<sup>th</sup> March 2021

Both meetings were really informative and provided a much needed understanding of what could be achieved with the budget of £20,000 the recommendations from Upfest were outlined within the report.



The event would be marked as a Public Art Trail and it was advised to keep the 'Theme' broad to allow flexibility. It was planned to be completed by May/June and could also involve displays at the Museum, keeping it walkable. There was an opportunity to see development of artist in Weston.

Members were impressed with the recommendations and therefore:

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Ciaran Cronnelly

At the request of a member, the Deputy Town Clerk clarified that the £20,000 would pay for 10 pieces of Art, valued differently for the public art trail. There would be opportunity to refresh the art overtime and the event itself would take place in September 2021, subject to Arts Council funding.

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

**RESOLVED:**

1. To approve the suggested Part 1 & Part 2 development of a Public Art Festival as described in points 5.1 – 6.7 of the report.
2. To note the intention to include the £20k funding for the 10 x pieces of art commission via Upfest in the Arts Council Application by Culture Weston to gain funding for Part 2 – the community event in September 2021. Noting that the £20k would only be used for the Upfest element as this needed to remain allocated to the element to ensure the success of the Art Trail.
3. To approve that Culture Weston work with Upfest to create an outline 'creative brief' which will be used for both Part 1 & Part 2 of the project and event programming. This would be shared with the Town Council and would have regard for all local needs.
4. Meetings would be set up at 2 weekly intervals with Upfest, Culture Weston and WSMTC officers to progress the event and allow future reports back to this committee.

**213 Public Toilets – Contract Update:**

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

Members noted the transfer to a fully maintained and cleaning contract which was successfully awarded to Healthmatic Ltd following the tender exercise that had been undertaken. Confirmation had been received that the Contract would transfer on 15<sup>th</sup> March 2021 and all relevant transfers from the existing contractor were being finalised to meet the date. One of the items included as an extra and approved by council, was the upgrade of the coin entry mechanism units at each of the 5 toilet blocks at a cost of £5,950. Following on from site surveys and compatibility to do so there would be a delay in this element only that will be ongoing after the transfer date of 15<sup>th</sup> March, however this would not affect use of the toilets by the public in the meantime.

There were 3 options in relation to the coin pay that Healthmatic needed the council to approve as the units varied in cost depending on what the preferred method of entry was (i.e. completely contactless card payment only or coin and card pay option). Cost options

were outlined within the report. The Deputy Town Clerk advised that options 2 & 3 exceeded the budget provision and so would need approval from the Policy & Finance Committee.

The Town Clerk reported that contactless payment systems were increasing around the country and was a more favourable option in the current pandemic. It would also help to deter vandalism. Young people as young as 8yrs had access to prepaid cards now. It was the way that society was going.

It was therefore

**PROPOSED BY:** Councillor Roger Baily

**SECONDED BY:** Councillor Ciaran Cronnelly

‘That option 1 of the report be approved.’

Discussion ensued amongst members, and opposing views raised. A member requested that an impact assessment should be carried out in order to make the decision and raised the point that old people did not have access to contactless and therefore favoured option 3 of the report.

The Chairman advised that he would of expected impact assessments to have already been carried out.

The Deputy Town Clerk informed that undertaking any further assessments would delay the opening of the toilets further.

It was felt that there needed to be a mix of both payment methods to retain the importance of money in society and equality for the elderly/vulnerable and young. It was argued that people would not be venturing out until April so there was time to implement option 3.

The Deputy Town Clerk clarified that option 3 was only available for toilets at Grove Park.

A vote was taken on the proposal and was **lost** by 3 votes to 6.

It was then:

**PROPOSED BY:** Councillor Helen Thornton

**SECONDED BY:** Councillor Pete McAleer

**RESOLVED:**

1. That option 2. to retain coin access in tandem with contactless -Removing the current coin pay units completely. To create space required for new combined coin/contactless unit and fit interior lock/unlock. Fit new combi unit to allow user to enter using coin or card at the cost of £17,800, for 7 cubicles (7 off at £2550) be recommended to the Policy & Finance Committee for approval.
2. That an [Equality](#) Impact Assessment be undertaken as part of the process.

There being no further business, the Chairman closed the meeting at 9.20 pm.

Signed: .....

Dated: .....

**Chairman of the Community Services Committee**