

NAILSEA TOWN COUNCIL

A meeting of the Nailsea Town Council will be held on Wednesday
22 June 2016 at 7.30pm at The Tithe Barn.



AGENDA

Please turn off mobile phones before the meeting

1. Apologies
2. Declaration of Interests
3. Presentation by a representative of Home-Start – **encl**
4. Confirmation of minutes of the meeting held on 11 May and 25 May 2016 – **encl**
5. Chairman's Remarks
6. Public Participation
7. Dispensations for Councillors, see Clerk's Report
8. **Appointment to Working Groups**
 - a) **Premises** presently Cllrs Frappell, Hunt, Lees, Packham, Petford and J Tonkin
 - b) **Staffing** presently Vice Chair of Council, Chair of Finance and Policy, Chair of Planning and Chair of Environment and Leisure
9. **Financial/Legal/Staffing Matters**
 - a) Statement of Income and Expenditure to 31 May 2016 – **encl**
 - b) Cheques raised from 4 -31 May 2016 – **encl**
 - c) To consider and approve the Annual Return Section 1 for the year ended 31 March 2016 – **encl**
 - d) To consider and approve the Annual Return Section 2 for the year ended 31 March 2016 – **encl**
 - e) To consider and approve the Annual Return Internal Audit Report for the year ended 31 March 2016 - **encl**
 - f) Consideration, approval and signing of the Balance Sheet to 31 March 2015 – **encl**
 - g) Consideration of a grant request from Nailsea Memory Café – **encl**
 - h) To consider a proposal for a web-site regarding 'Nailsea Place', see Clerk's Report
10. To consider proposals for professional support for a public consultation and to agree on the members of the project team, see Clerk's Report
11. Consideration of the management of Station Road car park, see Clerk's Report
12. To consider a proposal for the freehold transfer of land to the south of the Churchill Retirement Living site, see Clerk's Report
13. **Consideration of the requirements of the Quality Award Scheme**
 - a) Draft Scheme of Delegation for consideration – **encl**
 - b) Staff and Councillor Training Record
 - c) Councillor profiles (being considered by the Community Engagement Committee on 15 June)
 - d) To consider approving a checklist in support of an application for Quality Council status - **encl**
14. Reports from District Councillors, see Clerk's Report
15. **Reports of Committees and working parties**
 - a) Planning Committee 18 May and 8 June - **encl**
 - b) Environment and Leisure Committee 4 May - **encl**
 - c) Finance and Policy Committee, 8 June 2016 – **encl**
 - d) Community Engagement 27 April, 2016 - **encl**
16. Questions asked under Standing Order 25
17. Invitations to Attend, see Clerk's Report
18. Any Other Business

NAILSEA TOWN COUNCIL

Minutes of the Town Council meeting held on Wednesday 22 June 2016 at 7.30pm in the Tithe Barn, Church Lane, Nailsea.



PRESENT: Cllr Packham in the Chair, Cllr Barber, Cllr Barclay, Cllr Frappell, Cllr Heappey (from 7.35pm), Cllr Holt, Cllr Hunt, Cllr Jameel, Cllr Middleton, Cllr Petford, Cllr Ponsonby (until 8.24pm), Cllr A. Tonkin, Cllr J. Tonkin, Cllr Wilson, the Clerk and Senior Administrator.

68/16 APOLOGIES were received and accepted from Cllr Bird, Cllr J. Blatchford, Cllr M. Blatchford, Cllr Hamblin, Cllr Lees and Cllr Phillips.

69/16 DECLARATIONS OF INTERESTS
None.

70/16 PRESENTATION BY A REPRESENTATIVE OF HOME START

Ed Amphlet from Home Start thanked the Council for inviting him to speak. He explained that Home Start is a local charity, established in North Somerset for 10 years. They operate under the umbrella of Home Start UK which they are affiliated to but not governed by. They are a befriending organisation and work to support families with children under the age of 5 who are experiencing problems such as financial difficulties, mental health or isolation. They offer support through placement of a volunteer to work closely with the family before the need for intervention by Social Services.

Families can be referred to Home Start by GPs, Health Visitors, or by self-referral. The charity is currently supporting 5 families from Nailsea, and has 10 volunteers from the town.

Cllr Heappey arrived at 7.35pm.

Volunteers are offered a recognised 10 week training course through Home Start UK, before being matched with a family. Typically the volunteer will work with a family for 2 hours a week for up to a year until the family feel comfortable, they are then evaluated and support is withdrawn.

Mr Amphlet said it was a simple but useful idea for low level intervention. They plan to diversify and work with other organisations. They are in discussions with Gemini and Springboard at present. They have just finished a 5 year National Lottery funding programme and are working to get further funding from this in the future. At present they are asking town and parish councils to support them through this period.

Mr Amphlett explained they receive grant funding from North Somerset and the Clinical Commissioning Group of £100,000 per annum. They also have a large grant from a trust of £18,000 and a further trust grant of £5,000. He said that there is no funding from Homestart UK; they are a charity limited by guarantee and have their own constitution.

Cllr Wilson asked if the charity offered financial support to families as part of their service.

Mr Amphlett said they do not offer money or grants to families but signpost to agencies who can offer support, sometimes going through the paperwork with the family beforehand and accompanying them to meetings.

Mr Amphlett thanked the Council for its time and left leaflets. He left the meeting at 7.44pm.

71/16 MINUTES of the meeting of the Town Council held on 11 May 2016 were signed by the Chairman as a correct record.

Cllr Ponsonby said that whilst she was really too unwell to be at the meeting, in light of an email from Antony Evans relating to the minutes of the meeting of 25 May 2016, she had to attend.

Antony Evans' email to the Clerk, which the Clerk had circulated to all councillors, commented on the report of the voting and motion to consult with the town on the sale of land at Engine Lane. Mr Evans feels the recounts of the vote, process around the original proposal and the subsequent amendment were not recorded openly. He also believes the original vote should have been taken despite the number of votes not reconciling with the number of councillors present.

Cllr Ponsonby said that Mr Evans is 100% correct; the minutes are not a fair or honest report of what took place. Her proposal is not correctly reported, despite giving a copy to the Clerk at the meeting. She said if the councillors and Clerk accept the minutes as a true account and record of the meeting they may find themselves before the Standards Board.

Cllr Packham said the minutes are a record by the Clerk. Cllr Ponsonby's original proposal was not the proposal that was eventually voted on. He asked how she believed it should have been recorded.

Cllr Ponsonby said she had the original proposal with her. As soon as she read it out at the meeting Cllr Frappell made an amendment which was also not completely recorded. More than 100 people were present at the meeting, many of whom took notes including details of who voted which way and they show the minutes of the meeting are not correct.

Cllr Packham said the minutes are a record of what the outcome was.

Cllr Middleton said he understood what Antony Evans is saying in his email but it is practice in this Council not to assume abstentions; it is normal practice that the total votes counted should reconcile to the number of councillors present. If there is a discrepancy, you would need to take the vote again as normal practice.

The Clerk said it was normal practice to only record a proposal which is positively voted on but in this case he recorded a proposal which was voted down because of

its significance to the meeting. However, it is up to the Council how it wants that meeting recorded.

Cllr Frappell said she would prefer her amendment to be recorded in case it needs to be referred back to.

Cllr Ponsonby said the way it was written in the minutes didn't accurately reflect the discussion that took place between her original proposal and it being seconded and Cllr Frappell's amendment or when it was said the Council couldn't give out confidential information which she maintains she didn't ask for. She said that she accepted Cllr Frappell's amendment but that the whole of the minutes were incorrect.

Cllr Middleton said that Cllr Ponsonby was obviously able to recollect better than he was but thought the spirit of the process was captured in the minutes. He said it was quite clear that more than one councillor changed their mind and there were several different counting problems; it is not uncommon for this Council to have a recount.

Cllr Heappey asked if someone voted incorrectly at the referendum the following day, would it be fair to ask to open the box to change their vote?

Cllr Packham said the vote that was recorded was the correct one as it recorded all councillors.

Cllr Holt said the first count should have been taken; if a mistake was made by the person voting it should be on their conscience.

Cllr Ponsonby asked what was so wrong with the proposal of asking the people of Nailsea if they wanted the land sold and what to spend the money on from a sale. She asked what frightened people so much they had to change their mind.

Cllr Hunt said that some words she heard on the night were not nice. From the top table it was incredibly difficult to count especially as some people only had their hands half up, not fully in the air. The Clerk was not convinced the vote had been counted correctly. Some councillors may have voted only the second time or changed their minds. One councillor had explained afterwards that they voted in error the first time and had the opportunity to put it right. Everyone on the Council is equal in their belief of what is the right thing to do with regards to Engine Lane.

Cllr Ponsonby said the Clerk has told her the proposal figures could not be discussed as people could put two and two together to work out other offers. It had been reported wrong, the proposal was wrong, the count was wrong and people changing their minds was wrong. Cllr Ponsonby also said the Clerk had sent her an email saying the Council 'cannot' make public information regarding contract negotiations. The Clerk said that he had not been proscriptive but had given advice on the potential implications on a decision which the Council is considering, which he is obliged to do. It is the Council's decision whether or not to accept his advice.

Cllr Tonkin asked if Cllr Ponsonby could amend the minutes as she sees fit and then a vote could be taken on them.

Cllr Frappell said having re-read the minutes she was happy with them.

Cllr Ponsonby read out the proposal in minute 65/16. She explained she had asked for the public to be told what the offer was, what the overage would be, the cost of removing the covenant on the 4 acres leased to the Rugby Club and what the proposals were to do with the money. The Clerk had the paper and should have included it.

The Clerk explained that this was not what was voted on at the meeting.

Cllr Packham said that Cllr Ponsonby would need to be prescriptive as to what she wanted amended.

Cllr J Tonkin proposed that Cllr Ponsonby could reformulate the minutes and bring them back to Town Council.

Cllr Middleton said that in his view the original proposal which was amended by Cllr Frappell and accepted, was encompassed in the minutes as they were. He was not asking for Cllr Ponsonby's proposal to be put to the Council again but to be reworded and discussed at the next meeting.

Cllr Ponsonby said that her objection was not that her proposal was wrong; the whole thing was wrong. She would not be amending the minutes.

Cllr Packham said Cllr Ponsonby had been asked to put forward her interpretation of what was said, but she did not wish to do that.

Cllr Middleton proposed to adopt the minutes as they were except the resolution. This was seconded by Cllr J Tonkin.

The Clerk confirmed that if the proposition was accepted the minutes will record the vote but not the proposal.

RESOLVED: **To adopt the minutes of the Town Council meeting of 25 May 2016 except the proposal in minute 65/16 "To consult all residents of Nailsea via a public consultation on the proposal from Barratts for Engine Lane once negotiations are complete but before a decision is made to sell the land, to include the cost to remove the covenant", which should be deleted.**

The vote was nine in favour, one against and four abstentions.

Cllr Ponsonby left the meeting at 8.24pm.

72/16 CHAIRMAN'S REMARKS

Cllr Barclay asked if all Town Councillors could do their best to arrive at meetings on time.

Cllr Heappey said that she tries but her paid job takes her all over the BS and BA postcode area.

Cllr Packham said it was important for everyone to do their best to attend Council meetings.

Cllr Packham reported that the Assistant Clerk had advised she will retire at the end of November.

With regards to Youth House Cllr Packham and the Clerk had met with Cllr Pasley, the Executive Member for Assets and suggested zero cost for the purchase of the building. He had spoken to officers and would need to take legal advice. A further meeting would be arranged with him to find a way forward.

Cllr Packham reported that a meeting had been held with the rugby club. They have a wish to expand to accommodate a range of other sports and developing their changing rooms would help them to achieve this.

Cllr Packham said that Nailsea Town Football Club have been advised that North Somerset Council will not be renewing their lease but will find a new site for them as they were in discussions with Linden Homes about the land they currently use.

Cllr Packham also reported that Cllr J Blatchford had been appointed Vice Chairman of North Somerset ALCA.

Cllr Packham said that as per the email sent to councillors, North Somerset Highways Department had been undertaking a week of activity. There would be a meeting on 24 June at the Skanska depot if anyone was interested in attending.

Finally Cllr Packham said that Grant applications would soon be coming in for the following financial year. If any councillors were interested they could contact the Clerk to arrange to look through the applications in full.

73/16 PUBLIC PARTICIPATION

The meeting closed at 8.30pm.

Antony Evans said that having Public Participation on the agenda after the minutes are approved does not give the opportunity for the public's comments to be taken into account. He asked if consideration could be given to having Public Participation earlier in future.

74/16 DISPENSATIONS FOR COUNCILLORS

The Clerk explained that the Code of Conduct allows for councillors to be granted dispensation from declaring an interest at every relevant meeting provided the Town Council has given permission.

Cllr Frappell requested dispensation for the High Street and Retailing, Cllr Hamblin for allotments, Cllr Heappey in relation to 71 High Street and Cllr A Tonkin for allotments, Nailsea Community Trust and The Grove and Hannah More School.

It was proposed by Cllr Middleton and seconded by Cllr J Tonkin:

RESOLVED: to agree to dispensations for Cllrs Frappell (High Street and retailing), Cllr Hamblin (allotments), Cllr Heappey (71 High Street) and Cllr A Tonkin (allotments, Nailsea Community Trust and The Grove and Hannah More School).

The vote was unanimous.

75/16 APPOINTMENT TO WORKING GROUPS

a) Premises

The following councillors were appointed to serve on the Premises working party for the ensuing year: Cllrs Frappell, Hunt, Lees, Packham, Petford and J Tonkin.

b) Staffing

The following councillors were appointed to serve on the Staffing working party for the ensuing year: Vice Chair of Council, Chair of Finance and Policy, Chair of Planning, Chair of Community Engagement and Chair of Environment and Leisure.

It was proposed by Cllr Frappell and seconded by Cllr Wilson:

RESOLVED: to agree to appoint the relevant councillors to the working parties for the ensuing year.

The vote was unanimous.

76/16 FINANCIAL/LEGAL/STAFFING MATTERS

a) Statement of Income and Expenditure to 31 May 2016

The Clerk explained that he and the Finance Officer were trying to use the Omega financial software to produce the Income and Expenditure report as enclosed. The only other report that the software can produce is 5-6 pages.

Cllr Middleton said that he thought more information was needed at Town Council.

It was agreed that the additional Excel Income and Expenditure sheet breakdown of cash and reserves would be provided for full Town Council.

b) Cheques raised from 4 – 31 May 2016

Noted.

c) To consider and approve the Annual Return Section 1 for the year ended 31 March 2016

The Clerk explained that due to an issue with the new financial software the system had brought forward figures from the wrong year when the Auditors visited to verify the end of year accounts. The numbers as presented would not change but three boxes remain to be completed. Someone from the software company would be coming to rectify the issue with Omega, and the Auditors would be returning to sign off the accounts soon. The Clerk explained that this would enable the final boxes of the form to be completed and asked the Council if they would allow the Chairman to review and verify the additions.

It was proposed by Cllr J Tonkin and seconded by Cllr Frappell:

RESOLVED: to approve the Annual Return Section 1 subject to the omitted figures being inserted.

The vote was unanimous.

d) To consider and approve the Annual Return Section 2 for the year ended 31 March 2016

It was proposed by Cllr J Tonkin and seconded by Cllr Frappell:

RESOLVED: to approve the Annual Return Section 2.

The vote was unanimous.

e) To consider and approve the Annual Return Internal Audit Report for the year ended 31 March 2016

It was proposed by Cllr Heappey and seconded by Cllr Petford

RESOLVED: to approve the Annual Internal Audit Report.

The vote was unanimous.

f) Consideration, approval and signing of the new Balance Sheet to 31 March 2015

After consideration it was proposed by Cllr Heappey and seconded by Cllr Middleton

RESOLVED: to approve the new Balance Sheet.

The vote was unanimous.

g) Consideration of a grant request from Nailsea Memory Café

The Clerk explained that this application was being brought to the Council out of the normal cycle as the Memory Café was based at a different venue which they have now outgrown. They would like to move to the Tithe Barn but they are looking for the difference in cost between the two venues. An option other than a Town Council Grant would be to approach the Tithe Barn Trust for funds under their remit of 'Social Inclusion'.

After discussion it was proposed by Cllr Middleton and seconded by Cllr J Tonkin:

RESOLVED: to refer the request to the Tithe Barn Management committee before the Town Council considers the Grant Application.

The vote was unanimous.

h) To consider a proposal for a website regarding 'Nailsea Place'

The Clerk explained that he was speaking at a SLCC workshop with Dr Malcolm Rigler in October. Dr Rigler was hoping that what was communicated at the workshop could also be accessed through a website.

Cllr Heappey said she thought it was too early for a website.

Cllr Packham asked if the 'Nailsea Place' name had been agreed.

The Clerk said the name was taken from the Patients Association report.

It was proposed by Cllr Heappey and seconded by Cllr J Tonkin

RESOLVED: to not look at developing a website relating to Nailsea Place at this time.

The vote was eleven in favour and one against and two abstentions.

77/16 TO CONSIDER PROPOSALS FOR PROFESSIONAL SUPPORT FOR A PUBLIC CONSULTATION AND TO AGREE ON THE MEMBERS OF THE PROJECT TEAM

Cllr Packham reported as described in the Clerk's Report that a number of firms had been approached but a shortlist of three had been decided upon. One of the companies worked with sports facilities primarily. Meeting Place Communications is a sizable company based in Bath although the Project Manager was based in Southampton. He felt they would be likely to do the job well, but the costs involved would be high. Avril Baker Consultancy, the preferred consultant is based in Bristol. Their costs are more reasonable. In addition to the professional fees there will be additional costs involved such as for printing and organising meetings in the town.

The timetable that is currently being worked towards is for briefing in July – August, consultation in October - November and a full report back to the Council in December.

Cllr Packham said that Avril Baker have been shown the Strategy document and their proposal reflects what they could provide plus contingency which included a website, survey forms, workshops for residents, display boards, social media and 'Survey Monkey' survey.

The Clerk clarified that the suggestion was the Council could set a budget of £25,000 as a maximum figure for the consultancy fees and additional items. No further costs would be incurred above this amount without prior approval of the Council.

It was proposed by Cllr Middleton and seconded by Cllr Heappey

RESOLVED: to agree to a maximum budget of £25,000 to cover all costs for the Town Consultation project.

Cllr Wilson asked if everyone in Nailsea was going to be written to.

Cllr Packham said that would be for the working group to decide but he hoped to contact as many people as possible including key groups such as young people.

It was proposed by Cllr Middleton and seconded by Cllr Hunt

RESOLVED: to appoint Avril Baker Consultancy for the town Consultation Project.

The vote was unanimous.

There was discussion around which councillors should be on the working group and it was proposed by Cllr J Tonkin and seconded by Cllr Packham

RESOLVED: to appoint Cllrs Jameel, Heappey, Wilson, Frappell and Barclay to serve on the Town Consultation working party.

The vote was unanimous.

Cllr A Tonkin asked if the full Council would have the opportunity to review the questions before they are sent out to residents.

Cllr Packham said they would.

78/16 CONSIDERATION OF THE MANAGEMENT OF STATION ROAD CAR PARK

Cllr Packham explained that discussions had been held with North Somerset Council who will be enforcing all yellow line and car park infringements from November as part of taking on Civil Parking Enforcement (CPE) powers. An anomaly for North Somerset is Station Road Car Park and Cllr Packham had suggested the Town Council could take over the management of this car park on a peppercorn rent. He explained that a letter had been received in response to this suggestion saying North Somerset Council would only offer a lease at a market rate and therefore would be taking over control of Station Road car park in the Autumn. Cllr Packham said that it was unclear who would take responsibility for maintenance of the service road. North Somerset Council will be able to enforce parking restrictions on the road up to the rear boundaries of the shops.

Cllr J Tonkin said that if North Somerset Council are going to be responsible for Station Road Car Park they need to reconfigure the layout to gain much needed additional spaces.

Cllr Hunt said she did not have faith it would be managed appropriately by North Somerset Council as it has not been in the past.

Cllr Barber said she was going to suggest a peppercorn rent for the car park if the Town Council promised to spend a minimum amount on its upkeep each year. The car park is currently in an awful state and North Somerset Council's annual budget is not likely to be enough.

Cllr Packham said the budget was £20,000 - £30,000 across the whole of North Somerset. All the Town Council can do is put some money towards the maintenance of Station Road car park. North Somerset Council cannot resurface it at present and

will not white line it until it has been resurfaced. He also reported that they are considering extending the car park at Nailsea and Backwell station.

Cllr Heappey said that in other places such as Bath, large firms operate a park and ride service for employees. She suggested that perhaps Wessex Water could consider something similar by linking up with the rugby club to reduce some of the parking in the long stay car park at Clevedon Road.

79/16 TO CONSIDER A PROPOSAL FOR THE FREEHOLD TRANSFER OF LAND TO THE SOUTH OF THE CHURCHILL RETIREMENT LIVING SITE

Cllr J Tonkin said that the site has been tidied up and based on the new terms proposed he thought the Town Council should go ahead.

It was proposed by Cllr J Tonkin and seconded by Cllr Petford

RESOLVED: to proceed with the purchase of the freehold for the land to the south of the Churchill Retirement Living site, as per the revised proposed terms.

The vote was unanimous.

80/16 CONSIDERATION OF THE REQUIREMENTS OF THE QUALITY AWARD SCHEME

a) Draft Scheme of Delegation for consideration

Cllr Middleton referred to paragraph 6.1 and said that no councillor should be denied the right to speak at a Council meeting and suggested omitting the sentence which referred to this.

Cllr Holt agreed and said that councillors could lose their voice and right to be heard.

It was proposed by Cllr Middleton and seconded by Cllr Frappell

RESOLVED: to change the para. 6.1 to read "All councillors have the right to attend and speak at any committee meeting. Non-members of a committee cannot propose or second a proposition or vote".

The vote was thirteen in favour and one against.

Cllr Jameel said that in relation to paragraph 5, the wording of the final two bullet points placed too much of a burden on the Council. She suggested changing 'create opportunities' to 'facilitate opportunities' and to add 'as far as practicable' to the final bullet point.

It was proposed by Cllr Jameel and seconded by Cllr Petford

RESOLVED: to recommend to the Community Engagement Committee to change the Community Engagement Policy to read "To facilitate opportunities for organisations to combine

resources and strengthen networks". "To promote as far as is practicable, the organisations within the town."

The vote was unanimous.

b) Staff and Councillor Training Record

The Clerk reported he had only had five completed training records returned. He explained that the record did not have to only include formal training but examples of councillors increasing their knowledge to aid their decision making.

c) Councillor profiles

Cllr Jameel said that further to discussions at the Community Engagement committee she had created a template and drafted six main questions for each councillor to answer and nine wildcard questions from which councillors could choose which to answer.

d) To consider approving a checklist in support of an application for Quality Award status

The Clerk said that he had registered the Town Council to apply for Quality Award status and had received advice from ALCA who recommended applying for foundation level initially. It was unclear how assessment would be undertaken but he suggested following advice and applying for foundation level status.

It was proposed by Cllr Frappell and seconded by Cllr Petford

RESOLVED: to approve the checklist in support of the Quality Award status application.

The vote was unanimous.

81/16 REPORTS FROM DISTRICT COUNCILLORS

Cllr Barber said she had been promoted to the position of Executive Member for Children and Young People's Services at North Somerset Council.

82/16 REPORTS OF COMMITTEES AND WORKING PARTIES

a) Planning Committee 18 May and 8 June

Cllr Phillips introduced these reports and referred to the recommendation contained within minute P51/16 of 18 May.

RESOLVED: to approve the delegated powers of the Planning Committee as "to incur expenditure within the allocated budget including obtaining legal and professional advice where necessary to deal with planning applications and other planning matters; street naming, all highway and related matters; footpaths (statutory); and to make decisions on matters requiring urgent attention".

The vote was unanimous.

b) Environment and Leisure Committee 4 May

Cllr Petford introduced this report and as there were no recommendations to Council they were adopted.

c) Finance and Policy Committee 8 June

Cllr J Blatchford introduced this report and referred to the recommendation contained within minute FP27/16.

RESOLVED: to approve the delegated powers of the Finance and Policy Committee as “to incur expenditure within the delegated budget; to consider and make decisions on financial and other matters; to manage the financial procedures including those required by legislation and regulations; to consider and make recommendations to Council on matters relating to procedure and conduct of the Council and Council business, staffing matters, matters referred to it by the Town Council and any other Committee and to manage matters of a confidential or urgent nature; to manage the Tithe Barn together with any other premises in which the Town Council has a legal interest”.

The vote was unanimous.

Cllr Blatchford referred to the recommendation contained within minute FP36/16.

RESOLVED: to accept the new proposed terms offered by North Somerset Council and proceed with acquiring a lease on the Skatepark.

The vote was unanimous.

d) Community Engagement Committee 27 April

Cllr Jameel introduced this report and as there were no recommendations to Council they were adopted.

83/16 QUESTIONS ASKED UNDER STANDING ORDER 25

None.

84/16 INVITATIONS TO ATTEND

a) Goldies UK (Golden Oldies) Seminar on 30 June
Noted.

b) Open Spaces Society AGM on 7 July
Noted.

c) North Somerset Armed Forces Covenant Steering Group on 27 June.
Cllr J Blatchford intends to attend.

85/16 ANY OTHER BUSINESS

- a) Cllr Heappey reported that BANES would be voting the following week on the Metro Mayor; the rest of the region, other than North Somerset appear to be in agreement with this.
- b) Cllr Barber reported that a tree in the garden of a property on Queens Road is coming into contact with telephone wires. The Tree Officer has said there is no budget to deal with this, they can only deal with it if it is dangerous. She asked if a budget could be considered for routine maintenance of trees.

Cllr J Tonkin said he felt the precept for Nailsea was already high enough.

Cllr Packham suggested it could be included in the town consultation along with car parks.

It was agreed the item could be brought to the Environment and Leisure Committee.

- c) Cllr Hunt said that following the murder of an MP this week she wanted to report that she was verbally abused in the street recently. She urged other councillors to report any similar abuse so that a log could be kept.
- d) The Clerk reported that Blakedown, the contractor who carried out the work at the Glassworks Site went bust on the day the retention was paid by the Town Council. Unfortunately this week he had been contacted by the company who recently provided the second bin for the site as Blakedown had not paid them for it. This bill had to be settled by the Town Council as otherwise they could simply remove the bin. It was disappointing as had this information been known earlier the amount could have been deducted from the retention fee paid to Blakedown.

Cllr Packham suggested logging this with the Receivers.

- e) The Clerk also reported that Peter Wright had enquired as to whether a plaque could be put up at the Tithe Barn as the closest public building to the site where two WWII pilots were killed, to mark the 70th anniversary of their deaths.

Cllr Hunt suggested the War Memorial may be a more appropriate place for this.

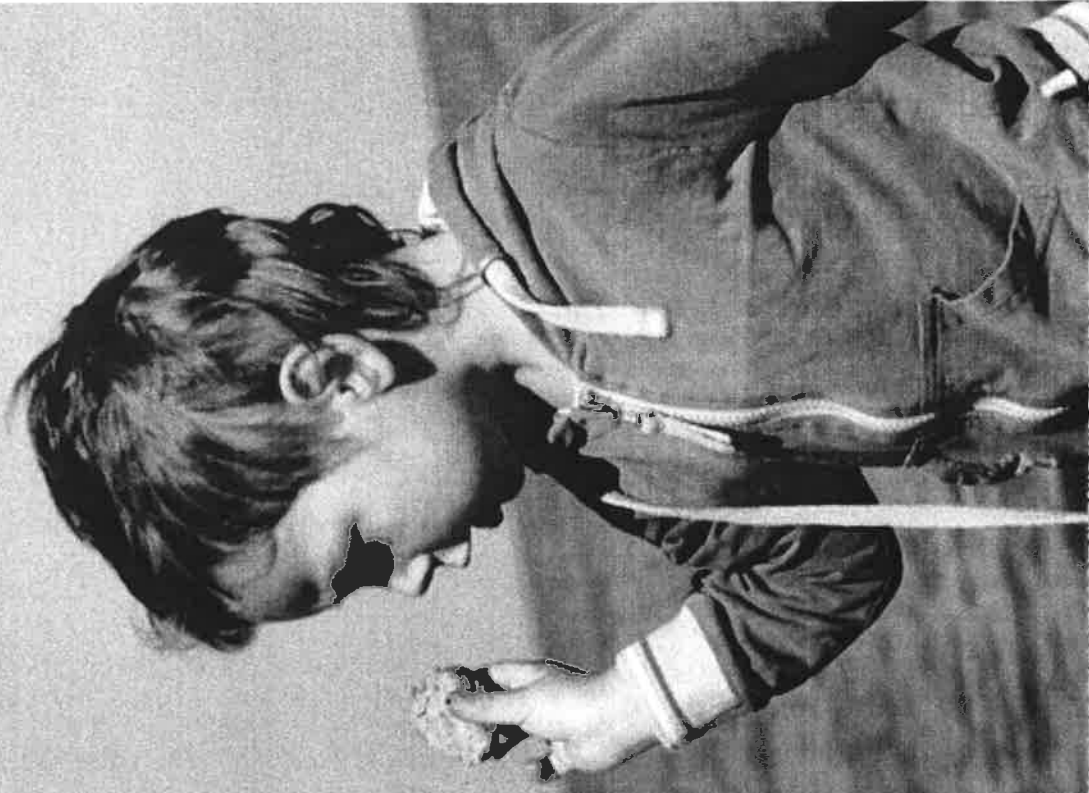
The meeting closed at 9.41pm.

Chairman's signature: _____ Date: _____

Supporting Families in Difficulty

An external evaluation of Home-Start North
Somerset's Big Lottery Fund project
providing home-visiting support to families.

Steve Allman | September 2015



LOTTERY FUNDED

Home
Start

Support and friendship
for families

SA

Home-Start North Somerset

www.home-startnorthsomeset.org.uk | 01934 419396

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Executive Summary

Home-Start North Somerset is a registered charity which supports families with a child under five across the whole of North Somerset.

The charity provides practical help and support to approximately 57 families per year by recruiting and training volunteers with parenting experience and matching them with families faced with challenges including mental health difficulties, disabilities or multiple births.

In 2011, Home-Start North Somerset was awarded a Big Lottery Fund grant to support its work with families under three core outcomes. This report externally evaluates the impact of this project by reviewing data and evidence gathered by the charity and by engaging key stakeholders, including families and volunteers, staff and trustees and external partners.

Outcome 1: The project aimed to support 200 vulnerable families to reduce isolation, gain confidence and be active their local community.

- 162 families were supported by the end year four, putting the project on course to meet the Big Lottery Fund target by the end of year five.
- 88% of parents rate their volunteer as "very good" (the highest score).
- 80% of parents rate their experience of Home-Start as "very good".
- 82% of families say Home-Start has improved their confidence to some extent and 95% of families now feel less isolated to at least some extent.
- 77% of families say Home-Start has enabled them to access their local community to at least some extent.

Outcome 2: The charity set out to support 200 vulnerable families to improve parenting skills and enable their children to have better chances.

- 65% of families engaged in the evaluation report that Home-Start has improved their parenting skills to at least some extent.
- A third of parents (32%) feel their child(ren)'s life chances have improved.
- 81% of parents report Home-Start has enabled their child(ren) to access new opportunities and 82% say it has had very high/high impact.
- 87% say Home-Start has helped their children access the community.

Outcome 3: The charity aimed to recruit 100 volunteers who would actively contribute to strengthening their community.

- 123 volunteers were recruited by the end of Year Four.
- 75% rate their volunteering experience as "very good".
- 80% of volunteers describe the training as "very good".
- 83% of volunteers say their confidence has improved to a very large or large extent and 50% of volunteers say they have developed new skills.

Based on the evidence presented by Home-Start North Somerset and engagement with key stakeholders, the external evaluator believes the project has been successful in delivering the agreed outcomes.

Sustaining this level of impact beyond the Big Lottery Fund grant is the main challenge for the charity and the evaluator has made a number of recommendations, including developing a more visible strategy and communicating this to key partners and stakeholders with a view to working in partnership to continue to support families in difficulty in North Somerset.

Introduction

Home-Start North Somerset recognises that being a parent, whatever your situation, can be a difficult time, especially when children are young.

The charity supports families with young children across a large district spanning 144 square miles with a population of some 208,000 people living in coastal towns such as Weston-super-Mare, Clevedon and Portishead and a swathe of commuter towns and villages west of Bristol, such as Nailsea.

From its modest offices in Weston-super-Mare the charity, which celebrated its 10th anniversary in 2015, supports families across the district who feel exhausted or overwhelmed by family life, or need additional support to cope with post-natal depression, illness, disability, isolation or multiple births.

Despite increasing demand for its services and the high levels of need experienced by local families, Home-Start North Somerset has been hit exceptionally hard by public sector cuts. The local authority, faced with its own budget challenges, announced in 2011 that it could only support those families with the highest levels of need in the district, leading to an influx of referrals for the charity from families with mild to moderate needs but nowhere to go. There was some relief in 2011 when the charity successfully applied for a Big Lottery Fund grant and was awarded £192,311 to sustain and develop its vital services for local families for five years until March 2016.

Now in its fifth and final year, this report provides an external evaluation of the project's impact on families and makes recommendations for the future.

In the Somerset seaside town of Weston-super-Mare, on the corner of Selworthy Road and St Ives Road on the Bournville estate, stand three donkeys made of steel.

The life-sized sculptures, part of an arts project by the south ward neighbourhood management scheme, mark the route along which locals used to lead the donkeys, weary from a long summer working on the beach, to the pastures, where they fed and cared for them over winter as they rested and regained their strength ready to face another summer.

Almost a century later, the area retains a strong culture of caring for others, with local people volunteering their time to support local families in difficulty; parents who might experience low confidence, unemployment, domestic abuse, illness or disability and, not unlike the conkeys of yesteryear, just need a little kindness from locals to help them rest and regain their strength.

About the Evaluation

Home-Start North Somerset commissioned this evaluation in May 2015 and selected Steve Allman based on his experience of evaluating Big Lottery Fund projects for other Home-Start schemes around the UK.

Trustees are mindful that the Big Lottery Fund grant ends in March 2016 and, at the time of writing, the charity does not have sufficient alternative funds to continue to support local families in need beyond that point in time.

To this end, the board hoped that an external evaluation would provide an objective view of the project's impact by collating a wide range of views from families, volunteers, staff and key partners and determine the project's successes, areas for improvement and potential opportunities for the future.

Literature Review

Home-Start North Somerset have submitted key documents and information for review by the external evaluator, including Big Lottery Fund reports, management committee reports and family data from MESH, Home-Start's national database which tracks outcomes and improvements in family life. The literature review has concluded that the charity has robust reporting and monitoring processes and a sound record of outcomes and achievements.

Engagement

During summer 2015, the evaluator engaged 28 parents who are currently supported, or had previously been supported, and were selected at random.

The evaluator has visited 16 parents in their own homes, conducted 9 interviews over the phone and received 3 submissions electronically.

In addition to engaging parents, the evaluator has sought the views of current volunteers and key stakeholders; 31 volunteers have responded to an invitation to submit an online survey and 6 partners agencies, mostly referrers, have taken part in telephone interviews to contribute their views.

Staff and trustees have been engaged throughout the evaluation, taking part in an evaluation workshop at Home-Start North Somerset to reflect on the project's impact thus far and the evaluator was kindly invited to speak at the charity's AGM in July; an inspiring event which was extremely well-attended by families, children, volunteers, staff, trustees and partners and the late Margaret Harrison, the founder of Home-Start UK.

About Home-Start UK

The Home-Start network consists of nearly 300 schemes and supports 32,000 families a year. There are certain benefits in being part of a national network, but there is also a common misconception that schemes are centrally funded.

Home-Start North Somerset pays an annual affiliation fee to Home-Start UK in return for support and, as an independently registered charity, staff and trustees are fully responsible for fundraising and generating income streams.

About Supporting Families in Difficulty

Home-Start North Somerset designed Supporting Families in Difficulty as a preventative project for families struggling to cope with family life.

The project addresses the needs of families by using Home-Start's successful model of home-visiting support, with local people with parenting experience recruited as volunteers and trained significantly to develop the ability to support families with a child under-five in their own homes and communities.

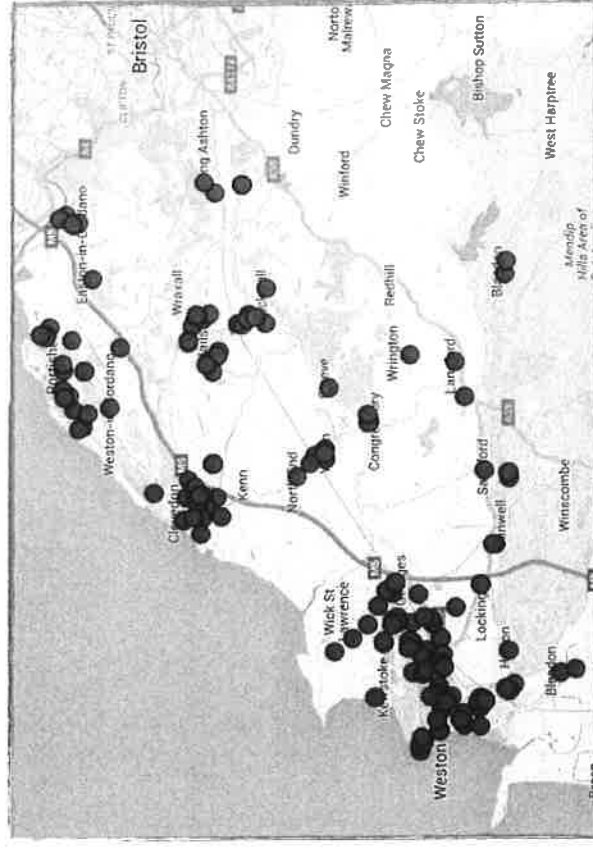
The term “families in difficulty” relates to any number of needs or challenges faced by families, referred to Home-Start including a severe lack of confidence or self-esteem, dealing with mental health issues or disability or financial difficulties. Whatever difficulties families may be experiencing, Home-Start North Somerset works preventatively to provide support under three core outcomes, which are:

1. 200 Vulnerable families will reduce their isolation, gain in confidence and become more active in their local community.
2. 200 vulnerable families will improve their parenting skills and enable their children to have a better chance in life.
3. 100 volunteers will actively contribute to strengthening their community.

Project Reach

The map below shows all families supported by the project during the first four years and families supported in Year Five. As you can see, the core area of support is focussed in an around Weston-super-Mare but the charity has been effective in reaching out to families across all of North Somerset.

(NB: a more detailed map can be provided by Home-Start upon request).



Outcome One: 200 vulnerable families will reduce their isolation, gain in confidence and become more active within their community.

On average, the project supports 57 families per year, with a number of families supported across project years bringing the total number of new families supported by the end of year four to 162, which puts the project on course to reach its target by the end of year five.

The majority of families are referred to Home-Start North Somerset by a professional agency, such as a Health Visitor, Social Worker or Family Support Worker but the scheme has noticed an increasing number of families referring themselves.

Once referred, project staff commence an assessment to identify the specific needs of a new family, in addition to establishing the focus for support. New families are matched with a volunteer based on their levels of training, experience, locality or personality and families report that the project is good at making the right match, and good at resolving matters on the rare occasion that the volunteer and family are not entirely compatible.

However, Home-Start North Somerset seems to get the right match more often than not, with 88% of 25 parents surveyed rating their most recent volunteer as "very good" and the remaining 12% saying they are "good".

Furthermore, 80% of parents surveyed report their overall experience of Home-Start as "very good" and the remaining 20% say that it's "good".

Reducing Isolation

"In Weston, if you can't get out and get to groups, you see lifelong friends slipping away and you feel lonely and isolated."

Many parents supported by the project describe the early years of parenthood as extremely isolating, with some becoming isolated as a result of maternity leave, particularly when a partner is working, and others losing contact with close friends who don't have children.

95% of parents engaged in the evaluation say Home-Start North Somerset has helped them feel less isolated and 100% of volunteers agreed that the project has helped to reduce feelings of isolation for families to a large, or very large, extent.

Gaining Confidence

"I feel like a better parent because of Home-Start. I'm happier and make more plans, which gives more to the children."

Confidence is often perceived as a soft outcome, but parents engaged in the evaluation describe the crippling effects of losing confidence, which can impact on their parenting, relationships or prevent them leaving the house.

82% of the 28 families interviewed feel that Supporting Families in Difficulty has helped them to gain confidence to at least some extent, with the remainder suggesting it wasn't the main reason for their support. **Crucially, not one family interviewed suggests that it hasn't helped them.**

"Before Home-Start I thought I was a useless parent, I felt I was getting it wrong but now I'm more confident in my gut feeling."

"I was being abused by my partner and we were breaking up. I didn't have any confidence. I didn't have any friends. I didn't have anywhere to go."

"Home-Start gave me someone to talk to and she encouraged me to take the kids out, she even referred me to Citizens Advice for legal advice."

Families describe a number of ways in which the project has increased their confidence; many don't have extended family or friends close by and are overcome by their parenting role, with no one to turn to.

Volunteers are able to offer practical help and advice based on their own experience, in addition to their learning from Home-Start's training.

"I was a nervous parent. My babies came early and I didn't feel prepared, I thought I was getting it all wrong. My volunteer got

me out of the house to a music class every week and my confidence improved."

Volunteers are able to help with specific needs too; one mum describes how her volunteer helped her to research local groups for disabled children and even took her to the first few sessions because she didn't feel confident about going on her own.

"Your friends disappear when you have a child with special needs. They're going to baby groups and you're off to medical appointments and check ups and looking up things online. My volunteer gave me some normality back and helped me cope."

Accessing The Community

"Without Home-Start, we wouldn't have known about what's going on locally for children and families. We wouldn't have accessed anything."

The majority of parents engaged in the evaluation suggest they would like to be more active within their community, but feel that emotional reasons or practical reasons prevent them from doing so.

Emotionally, some parents feel unable to cope in the community and prefer the security of their home whilst others, especially those with twins or triplets,

are overwhelmed by the practical challenges of accessing the community with more than one child.

77% of parents engaged in the evaluation feel that Home-Start has helped them take part in their local community to some extent. Volunteers describe supporting families to attend a range of appointments, including mental health reviews, doctors appointments, CAF and TAC meetings, benefit reviews and some have even supported families to access a local food bank.

Families with disabled children and families with multiple children, in particular, report that the project had been essential in helping them access the community. One mum says was inspired to set up her own group for twins and triplets, Twins and More, following her Home-Start support. The group continues to this day and has around 60 children attending.

"It felt impossible to leave the house with three children but Home-Start helped us get involved in a local music group."

Outcome Two: Vulnerable families will improve their parenting skills and enable their children to have a better chance in life.

Improving Parenting Skills

"I was a nervous parent and, when my twins came early, I was forever questioning myself and whether I was doing the right thing. Home-Start gave me a lot more confidence in my ability as a parent."

Parenting skills can be a difficult outcome to measure and a relatively sensitive area of discussion; few parents admit to a lack of parenting skills and many parents with excellent parenting skills often don't recognise their own abilities, owing to a lack of self-esteem or lack of confidence.

65% of parents engaged in the evaluation report that Home-Start has improved their parenting skills to at least some extent. In most cases, parents feel skilled by their volunteers, who not only pass on their own skills and experiences but also share skills from an extensive range of courses attended, including First Aid, Safeguarding, Makaton and Mental Health.

Parents describe other ways in which volunteers have improved their parenting skills; one mum has been struggling financially and her volunteer

Outcome Three: Volunteers will actively contribute to strengthening their community.

Better Chances for Children

has helped her to devise a weekly shopping budget and list of staple foods to help her prepare healthy meals for her children. Another mum says her volunteer, a former nursery teacher, has taught her the real benefits of play and feels that her son is now much calmer and happier as a result.

Rather like parenting skills, parents can sometimes feel a little uncomfortable discussing life chances as the majority know they are giving their child the best chances in life, despite any challenges they may face.

Furthermore, it's difficult to establish the baseline to measure improved life chances, so parents were asked about any opportunities their children have had which they, in all likelihood, would not have had without support from the project.

Asked to what extent the project enables their child(ren) to have better chances in life, a quarter of parents (23%) do not feel it's applicable. Just over a third of parents (32%) feel it's to a high or very high extent and the majority (36%) say their children's life chances were improved to some extent.

82% of parents feel that Home-Start has a high impact, or very high impact, on their child(ren); 81% of parents report that their child has experienced new opportunities to a high or very high extent and 87% report that the project has helped their child access community activities to some extent, perhaps suggesting that tangible changes are perhaps a little easier to measure.

Home-Start North Somerset's team of dedicated volunteers truly are the backbone of Supporting Families in Difficulty; the charity's home-visiting support depends entirely on volunteers from the local community stepping forward to support local families in need.

123 local people have been engaged in the project by the end of year four, with 79 new volunteers recruited since it began, putting the charity on course to meet its project outcomes by Year Five.

31 volunteers have engaged in the evaluation by completing an online survey and the findings strongly suggest that the project is successful in enabling volunteers to actively contribute to strengthening their community:

75% of volunteers rate their overall experience of volunteering as "very good", the highest score, and 25% rate it as "good".

Recruitment

People volunteering on the project bring a range of skills and experiences. Whilst this evaluation did not include a detailed analysis of volunteer demographics, we know the majority of volunteers are women, many have retired, some from relevant professions such as teaching or the NHS, and all

home visiting volunteers have personal experience of parenting to offer others.

Home-Start North Somerset has developed close links with local agencies which advertise volunteering opportunities and has had some success from advertising volunteering opportunities in the local press, although a number of new volunteers find out about the charity through word of mouth locally.

Funding from the Big Lottery Fund has enabled the charity to develop new methods of working, such as introducing a screening call for potential volunteers to ensure their suitability and availability before investing time and resources in their training. 77% of volunteers describe their experience of the recruitment process as "very good" and 20% describe it as being "good".

"At present I am helping a disabled Mum to gain confidence in her ability to be independent which is making a big difference to her, her child and therefore her relationship with her husband. Taking her and her child out has opened up new horizons for them and she always tells me what a big difference this makes."

Training

Of the 31 volunteers surveyed, the overwhelmingly majority (80%) suggest that the quality of training offered by Home-Start is very good. Home-Start offers a thorough preparation course for new volunteers which includes elements on child development, communication skills and safeguarding.

Volunteers are also offered additional training in a range of topics including Positive Play, Autism, Positive Steps (Mental Health) and Domestic Abuse.

The evaluation finds that Home-Start North Somerset had taken extra steps to meet specific needs of parents, such as training four volunteers in Mental Health First Aid to enable them to successfully support a specific family.

"I supported a lady with pre-existing depression and post-natal depression. She was a brilliant mother but didn't know it. At the end of support she was confident in her role and her child had benefited too from her increased confidence."

Benefits

In common with the evaluator's experience of other Home-Start schemes, volunteers tend to approach Home-Start because they feel they have something to offer, rather than a desire to take away new skills. Consequently, few volunteers engaged are career-minded or seeking to develop skills, but volunteering can sometimes have unexpected benefits:

83% of volunteers surveyed report at least some improvement in their own confidence and 50% agree to a very large, or large, extent that they have developed new skills as a result of volunteering, primarily through training.

58% feel that volunteering has enabled them to contribute to their community to a very large extent and 26% feel the same to a large extent. A number of volunteers at retirement age welcome the opportunity to continue to use skills developed over their career whilst, for some, volunteering has

opened new opportunities; one secured employment in a local children's centre whilst another two are employed by the charity as paid administrators.

Project Outcomes

Volunteers engaged in the evaluation demonstrate a strong awareness of the aims of Supporting Families in Difficulty and a genuine determination to support families to achieve the project outcomes:

100% of volunteers feel the project helps families gain confidence; 52% to a very large extent and 48% to a large extent. 73% feel the project enables families to become active in their community to a very large or large extent and 100% feel it reduces isolation for parents to a very large or large extent.

Volunteers also recognise the positive impact on children and families, with 90% suggesting the project has improved parenting skills and 83% suggesting it's improved children's life chances to a very large or large extent.

"Mum struggled to see the bigger picture. The continuity of my visits showed that I was not giving up on her, that I believed in her, listening to her, helping her to believe in herself along with practical parenting. She was a much more positive person with strategies in place to get her to keep moving forward when my time ended with her. I have since found out she finished the college course she was doing and is now in employment making a better life for herself and her family."

Steve Allman | September 2015

Volunteers' Top Tips

We asked current volunteers their top tips for new or potential volunteers:

"Don't set your expectations for your family too high as change is very difficult and families are encouraged by the small things."

"It's especially important not to judge and lots of encouragement is required to increase the confidence of the parents you're helping."

"Attend as much training as you can. Not only will you learn new skills but you'll meet other, more established, volunteers and learn a lot from their volunteering experience too."

"Learn the art of conversation to find common ground, without talking too much about your own parenting experience which might make less confident parents feel inferior in some way."

"Remember that you're making a real difference to your family, even if you can't see it straight away."

"Take a bag of goodies (puzzles, books, etc.) with you, especially if your family has toddlers, to keep little hands busy."

"Don't blame yourself if your family does not engage straight away and don't get so involved that you forget to put your own family first."

"Don't be afraid to ask lots of questions of your trainer, even the silly ones, it's what they're there for and it puts your mind at ease."

"Take your lead from your family, let them set the pace."

"It's normal to feel apprehensive when meeting a family for the first time. Remember they're probably more apprehensive than you so just relax and be yourself, you'll do great."

"It's the visits that feel like you haven't done anything at all when, in all likelihood, you've done the most for your family."

"Remember, you're not the person who's there to mend whatever problems you encounter, you're the person who's there to provide friendship and support during times of stress."

Partnerships

Home-Start North Somerset recognises it can't be all things to all families and has invested time and resources in nurturing a network of partner agencies in the local area, who bring additional value to the project.

The charity works in close partnership with North Somerset Council, with staff frequently required to attend Team Around the Child (TAC) and Common Assessment Framework (CAF) meetings, in addition to safeguarding reviews.

Working in partnership has not been without its challenges; when the local authority announced in 2011 that, owing to budget cuts, it would focus resources on 300 families with the highest levels of need, the charity received a sharp influx of referrals from local families deemed "hard to reach" who were unable to access services to support them with multiple needs. The charity were proactive in meeting with the local authority to resolve this issue.

Over the last four years, Home-Start North Somerset has been an active member of Children's Centres Partnership Boards and has worked alongside professional colleagues from the Early Years and Childcare Service, Health Visiting teams, local primary schools and the Family Information Service.

Staff have presented to various agencies, including the Drug and Alcohol Team and the Health Visitor Forum, and this has been reciprocated by other agencies engaging in volunteer training, such as the Mental Health Team, Parentwise (parenting classes) and Citizens Advice Bureau. Partners engaged in the evaluation report that the project has a real impact on families and, crucially, suggest that there is no other comparable service in the district:

Supporting Families in Difficulty

"Home-Start are very good at finding out what a family needs and matching a volunteer to suit. We've referred a number of families with disabled children, including autism, Downs Syndrome and cerebral palsy and Home-Start have always been able to find the right volunteer to meet their specific needs."

Chris, Portage Worker

"No other service can provide the level of support in their own homes that Home-Start can. If it wasn't for Home-Start, there would be a huge gap in the support available to local families. They're always professional, always friendly and always determined to do whatever they can to help families cope."

Emma, South Weston Children's Centre

"They're brilliant. A mum told me recently that she doesn't know how she would have survived without Home-Start. A lot of families don't have extended family nearby, some are new to the area with no friends; they wouldn't get this support from anyone."

Clare, Health Visitor

"I only receive positive comments from clients about Home-Start with all clients finding them helpful and volunteers offering an excellent service; reducing isolation and building confidence."

Nicola, SCPHN Health Visitor, North Somerset Community Partnership

Challenges

Few projects can be delivered without any challenges, particularly where families are concerned due to their changing needs and circumstances. Feedback about Supporting Families in Difficulty from families, volunteers and partners is overwhelmingly positive, but there are a small number of challenges which trustees may like to consider in more detail at a later stage:

1. Families with High Support Needs

A recurring challenge for the project has been the steady flow of referrals for families with high support needs, primarily from local authority partners. The charity does not receive any additional funds for this work and does not always have the resources, or training, to support families with high support needs, but might be in a better position to consider it if resources allowed.

2. Home-Start Policies & Procedures

A small number of families suggest Home-Start North Somerset is sometimes a little too vigorous in its application of Home-Start UK policies and procedures. Examples of this include parents feeling they cannot be trusted to have independent contact with their volunteer, making it difficult to make arrangements or rearrange visits if their child is ill and the office is closed.

Two families report feeling overwhelmed by the amount of paperwork involved in setting up Home-Start support, with one mum feeling over-assessed and over-evaluated and that, in her situation at least, the process of gaining support rather outweighed the purpose of receiving support.

3. Matching Process

Feedback from partners is positive, but a small number of partners feel the matching process could be improved, with some families waiting too long for support in a small number of cases. Partners suggest this could be improved, but also acknowledge that it's sometimes down to volunteer availability.

4. Strategic Implementation & Communication (internal)

Home-Start North Somerset is mindful of its long-term strategy and sustainability. It has a strategic plan and selected trustees and managers are actively involved in attempting to raise long-term sustainable funds.

However, there is some evidence to suggest this could be more closely linked with day to day operations, such as communicating more regularly to staff and volunteers as some have concerns about the security and sustainability of the scheme, but are not always privy to the positive steps taken by the management committee to attempt to move forwards.

5. Communication (External)

Improving marketing and communication is a common theme for the majority of Home-Start projects evaluated by Steve Allman, but the evaluation has identified two specific areas where Home-Start North Somerset could improve; i) by increasing use of social media to reach out to families via familiar channels and ii) by increasing profile amongst key local partners and communicating current levels of referrals or area-specific recruitment activity; at the time of writing the charity is making much progress in this area.

Recommendations

It's clear from the evaluation that Home-Start North Somerset has been effective in its delivery of the Supporting Families In Difficulty project and has demonstrated robust delivery methods and quality control.

The evaluator cannot see any room for major improvements in delivery or support, but offers the following recommendations for consideration by Home-Start North Somerset as they seek to build upon the project's success:

1. Develop a shared sense of strategic direction for the charity as a whole, building on successful impact thus far and engaging key stakeholders, with particular consideration given to core aims and support required.
2. As part of the strategy, provide consistent, regular communication for key stakeholders and partners; particularly where impact is concerned and provide feedback about specific families, wherever possible.
3. Consider the application of Home-Start policies and procedures and whether there is scope to apply some less stringently or adapt others to become more "family friendly"; perhaps by placing more trust in families.
4. Determine what constitutes "high support needs" and the charity's position on the needs it can, and can't, support and ensure this is clearly communicated to partners, referrers and potential funders.

5. Open up potential funding opportunities by building on the successful support of families experiencing specific needs, such as special educational needs or multiple births by considering specific needs as project outcomes in future delivery; e.g: mental health, disability, etc.
6. Communicate the uncertainty about the charity's future to key partners and stakeholders, using this evaluation to highlight the impact of the project thus far, and be specific about the levels of support required.

Conclusion

Supporting Families in Difficulty and Big Lottery Fund support has provided Home-Start North Somerset with a solid foundation on which to develop its service to families and the charity certainly hasn't stood still.

Not only has Home-Start North Somerset delivered its core project outcomes to support local families, it's also utilised a period of relative security to reflect on the most effective way to deliver its services and implement new learning.

The charity has developed unique areas of good practice that are not typical of all Home-Start schemes, such as the Annual Conversation; an opportunity to consult with volunteers, staff and other key stakeholders to evaluate impact and inform future strategy and the development of new measures to improve quality of service, such as the introduction of a "Focus of Support" form for families and specific training for volunteers in "The Value Of Play".

In addition to Big Lottery Fund delivery, the charity has established a fund to help families with urgent needs; such as buying a stair-gate or enabling them to access children's books again by paying off library fines. These areas of good practice were prevalent in this evaluation but also in Home-Start UK's Quality Assurance assessment in Year Three which scored the charity 100%.

At the time of writing, the evaluator has serious concerns about the future viability of the charity after Big Lottery Funding comes to an end in 2016, particularly as demand for the service is already high and still increasing.

There is strong evidence to suggest that the security of the Big Lottery Fund grant in the last four years has instilled confidence in other funders and during this time the charity has been able to attract support from North Somerset Council, the Henry Smith Foundation, Lloyds TSB and the local Primary Care Trust, albeit to smaller scale and it is unlikely these grants would have been awarded without the security of the Big Lottery Fund grant.

Having just celebrated their 10th anniversary, Home-Start North Somerset is relatively new in Home-Start terms and the evaluator is left with a sense that they are only just getting started and, as far as supporting families in difficulty is concerned, this is only the beginning.

Steve Allman, Independent Evaluator, September 2015



Acknowledgements

The evaluator would like to acknowledge the contributions of all stakeholders who have contributed to the evaluation, but particularly the families who shared their stories, which are sometimes complex or of a very personal nature, in the hope that it will illustrate the impact of Supporting Families in Difficulty and enable Home-Start North Somerset to support more families.

We're also grateful to volunteers and trustees, who already give their time so freely, and to partners who took time out of their busy roles to contribute.

About Home-Start North Somerset

Supporting Families in Difficulty is just one way in which Home-Start North Somerset supports families with young children. To find out more about other ways in which Home-Start helps local families, or to find out about volunteering opportunities or funding needs, please get in touch:

www.home-startnorthsomerset.org.uk | 01934 419396

About Steve Allman

Steve Allman is an independent evaluator with an extensive background in children's services, both at a strategic level and practitioner level working directly with families. He supports charities to evaluate and communicate their impact and use it to develop sustainable strategies. He has a particular interest in Home-Start, having worked with over 16 schemes around the UK.

www.steveallman.com | 01473 353600

Summary Income & Expenditure by Budget Heading 31/05/2016

Month No : 2

Committee Report

PEOPLE & ADMINISTRATION

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
Expenditure	11,958	19,156	149,920	130,764	0	130,764	12.8 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	11,958	19,156	149,920	130,764			

COMMUNITY ENGAGEMENT

Expenditure	14,178	74,168	119,892	45,724	0	45,724	61.9 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	14,178	74,168	119,892	45,724			

ENVIRONMENT & LEISURE

Expenditure	2,955	69,225	141,526	72,301	0	72,301	48.9 %
Income	1,776	15,683	750	14,933			2091.1 %
Net Expenditure over Income	1,180	53,542	140,776	87,234			

PLANNING

Expenditure	4,551	5,642	37,300	31,658	0	31,658	15.1 %
Income	662	1,987	10,250	-8,263			19.4 %
Net Expenditure over Income	3,889	3,655	27,050	23,395			

FINANCE & POLICY

Expenditure	4,258	14,006	84,020	70,014	0	70,014	16.7 %
Income	3,733	261,186	458,361	-197,175			57.0 %
Net Expenditure over Income	525	-247,180	-374,341	-127,161			

SPECIFIED RESERVES

Expenditure	3,817	3,817	648,229	644,412	0	644,412	0.6 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	3,817	3,817	648,229	644,412			

INCOME - EXPENDITURE TOTALS

Expenditure	41,717	186,014	1,180,887	994,873	0	994,873	15.8 %
Income	6,171	278,857	469,361	-190,504			59.4 %
Net Expenditure over Income	35,547	-92,843	711,526	804,370			

At : 09:35

CURRENT BANK ACCOUNT

List of Payments made between 04/05/2016 and 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/05/2016	BELL COMMUNICATIONS	DD	124.22		NTB PHONE RENTAL
05/05/2016	BANES	BP29	3,299.12		NTC STAFF PENSIONS
05/05/2016	HMRC	BP30	2,396.46		STAFF TAX/NI
10/05/2016	FOREST OF AVON TRUST	SO	10.00		MONTHLY SUBSCRIPTION
11/05/2016	MICROSOFT	BP31	544.20		MICROSOFT 365 SERVICE
11/05/2016	PUBLISHING TODAY	BP32	480.00		PUBLICATION OF ANNUAL REPORT
11/05/2016	BESLEY FRUITS	194.00	194.00		CANOPY HIRE TYNTESFIELD MKT
11/05/2016	B,G, S & W COMMUNITY REHAB	BP34	60.00		COMMUNITY PLACEMENT COSTS
11/05/2016	AVON SERVICES LIMITED	BP35	240.00		BATTERY FOR FLOOR WASHER
11/05/2016	NPOWER	100.00	100.00		RIDE/SWIM APRIL 2016
11/05/2016	NPOWER	BP36	-100.00		RIDE/SWIM APRIL 2016
11/05/2016	NAILSEA COMMUNITY	BP36	100.00		RIDE/SWIM APRIL 2016
11/05/2016	BIN-IT DOG WASTE SOLUTIONS	BP37	620.86		EMPTYING OF DOG BINS APRIL
11/05/2016	TAILOR MADE OFFICE SUPPLIES	BP38	52.18		ASSORTED STATIONERY
11/05/2016	LANDSCAPE SERVICES	BP39	166.40		GROUNDS MAINTENANCE
11/05/2016	WEST COUNTRY GROUND CARE	BP40	660.00		WORK AT THE GROVE FOR NPFA
11/05/2016	GVA GRIMLEY	BP41	2,940.00		SURVEY FEE - YOUTH HOUSE
11/05/2016	EMMA HERRIOT	BP42	69.50		REIMBURSEMENT FOR STAMPS
11/05/2016	SOVEREIGN DOOR SUPERVISION	BP43	70.20		DOOR SUPERVISOR 7 MAY
11/05/2016	SWIFT TREE SURGERY	BP44	240.00		THINNING ASH AT NOWHERE WDS
11/05/2016	DAVIC PACKHAM	BP45	21.25		MILEAGE
11/05/2016	TESCO MOBILE	VISA	10.00		T/O PHONE TOP-UP
11/05/2016	DAVID PACKHAM	BP46	33.15		MILEAGE
11/05/2016	DEPOSIT ACCOUNT	TRF	145,000.00		TRANSFER FUNDS FROM PRECEPT
16/05/2016	WH & DB DOOLE	VISA	139.74		CLEANING MATERIALS
17/05/2016	SCREWFIX	VISA	114.99		LADDER FOR FARMERS MKT
18/05/2016	PENNEE PAIGE	BP47	48.00		REIMBURSEMENT FOR STAMPS
18/05/2016	MAT FIRE SYSTEMS	BP48	90.00		FIRE/INTRUDER ALARM MAINT
18/05/2016	MAT FIRE SYSTEMS LTD	BP49	390.00		MAT FIRE SYSTEMS LTD
18/05/2016	SOVEREIGN DOOR SUPERVISION	BP50	70.20		DOOR SUPERVISOR 14 MAY
18/05/2016	JOHN BROWN	BP51	50.73		ASSORTED SUPPLIES FOR NTB
18/05/2016	EDF ENERGY	BP52	364.63		ELECTRICITY STREET LIGHTING
18/05/2016	EDF ENERGY	BP53	802.06		ELECTRICITY CCTV CAMERAS
18/05/2016	BLAKEDOWN	BP54	4,580.24		GLASSWORKS PAYMENT 8
18/05/2016	FRIENDS OF TRENDLEWOOD	BP55	200.00		MONEY FROM GRANT
18/05/2016	BEAVER CLEANING SERVICES	BP56	386.95		CLEANING OF NTB APRIL
18/05/2016	BEAVER CLEANING SERVICES	BP57	21.60		SERVICING SAN BINS AT NTB
20/05/2016	FOREAL YOUTH WORK PROVIDE	BP58	1,822.00		YOUTH WORK SESSIONS MAY
20/05/2016	NTC STAFF	BP59	8,284.07		STAFF SALARIES - MAY
20/05/2016	CHRIS THYNNE	BP60	331.00		CLEANING OF BUS SHELTERS
20/05/2016	LANDSCAPE SERVICES	BP61	160.20		GROUNDWORK GOR AND VG
20/05/2016	ROD LEES	BP62	33.15		EXPENSES
21/05/2016	HSBC	DR	54.37		BANK CHARGES APRIL
21/05/2016	MRS J LIDDIATT	BP63	226.03		SALARY - MAY
21/05/2016	DAVID HARKNESS	BP64	54.10		SALARY - MAY
22/05/2016	SOUTHERN ELECTRIC	DD	230.43		ELECTRICITY FOR NTB
25/05/2016	EMMA HERRIOT	BP66	25.85		REIMBURSEMENT SUPPLIES FOR NTB

At : 09:35

CURRENT BANK ACCOUNT

List of Payments made between 04/05/2016 and 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/05/2016	RON COLLINS	BP65	772.00		ALLOTMENT INSURANCE PAYMENTS
25/05/2016	AMAZON	VISA	30.73		MONITOR STAND/BOOK ENDS
26/05/2016	FRIENDS LIFE	BP67	600.00		AVC FOR NTC STAFF MEMBER
27/05/2016	PERFORMING RIGHTS SOCIETY	BP68	815.12		ANNUAL PRS LICENCE FEE
27/05/2016	BESLEY FRUITS	BP69	345.00		CANOPIES FOR NAILSEA MARKET
27/05/2016	NORTH SOMERSET COUNCIL	BP70	81.25		RECYCLING COLLECTIONS 15/16
27/05/2016	TAILOR MADE OFFICE SUPPLIES	BP71	35.15		DIARY FOR MKT MGR/PAPER
27/05/2016	SOVEREIGN DOOR SUPERVISION	BP72	70.20		DOOR SUPERVISOR 21 MAY
27/05/2016	LANDSCAPE SERVICES	BP73	90.00		WORK AT GARDEN OF REST
27/05/2016	BELL COMMUNICATIONS	BP74	120.00		CALL OUT FOR PHONE FAULT
28/05/2016	BT REDCARE	BP75	12,945.06		CCTV LINE RENTAL
28/05/2016	VIRIDOR WASTE MANAGEMENT	DD	49.50		EMPTYING OF BIN NTB
28/05/2016	BESLEY FRUITS	SO	78.00		CANOPY STORAGE
31/05/2016	HSBC	DR	4.00		UNPAID CHEQUE - NIB
31/05/2016	NIB SPONSOR	00	300.00		NIB SPONSORSHIP
Total Payments			192,147.89		

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

NAILSEA TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

NAILSEA TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	485,185	617,288	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	457,606	457,606	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	310,331		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	160,507	170,802	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	18,061	24,645	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	457,266		Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	617,288		Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	634,061	774,077	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,481,711	2,486,278	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	443,260	437,465	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

NAILSEA TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure) , agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Balance Sheet as at - 31st March 2016

31/03/2015

31st March 2016

Current Assets

30	TRADE DEBTORS	0
14,963	VAT REPAYMENT	5,981
14,106	CURRENT ACCOUNT	24,388
460,890	BUSINESS DEPOSIT ACCOUNT	589,813
158,815	NORTH SOMERSET	159,626
250	PETTY CASH	-1,313
1,500	LONG TERM LOANS	1,500

650,554

779,995

650,554 Total Assets

779,995

Current Liabilities

3,941	TRADE CREDITORS	0
29,325	RECEIPTS IN ADVANCE 16/17	3,875

33,266

3,875

617,288 Total Assets Less Current Liabilities

776,120

Long Term Liabilities

0

0

617,288 Total Assets Less Long Term Liabilities

776,120

Represented By

617,288 GENERAL RESERVE

776,120

617,288

776,120

The above statement represents fairly the financial position of the authority as at 31st March 2016 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Nailsea Town Council – Grant Application

For financial year 1st April 2016 – 31 March 2017

1. Name and Address of Applicant:

Nailsea Memory Café (run under the organization of Portishead Dementia Action Alliance)
Co-ordinator: Cathy Gale, 20 Tower Road, Portishead, North Somerset BS20 8RE

2. Detailed description of the project for which the grant is required and specify what the grant money will be spent on:

Nailsea Memory Café meets for two hours every month with a two-fold purpose:

- To give carers a break during which they can meet other carers for support, sharing of information and a chance to relax whilst their cared-for is supervised in an activity group.
- To give people with dementia the opportunity to socialize in a supportive environment and to join in activities of their choice including skittles, quoits, crafts, reminiscence, pampering and a singalong.

We are a team of three paid staff (one of whom is a qualified Occupational Therapist) and a team of volunteers. The first group was held in October 2015 and has met monthly since then.

3. What is the total cost of the project? £3780 (annual approx)

- | | |
|---------------------|------------------------------------------------------|
| - Staff costs | £2,220 |
| - Volunteer costs | £ 360 |
| - Operational costs | £ 600 |
| - Premises costs | £ 360 (based on £30 a month for Nailsea Social Club) |
| - Equipment costs | £ 120 |
| - Publicity costs | £ 120 |

4. How much does your organization wish the Council to contribute:

£66 a month would enable us to cover the cost of renting the Tithe Barn. Total requested for the year would be £792. We have requested booking the Tithe Barn from September 2016 and would like to request assistance for the remainder of the 2016/17 financial year if this was possible of £462. Our existing premises, which no longer meets the group's needs due to numbers attending, costs £30 a month. We can afford to pay £33 a month (1/3 of the cost but would struggle within our existing funding arrangements to pay the remaining 2/3rds).

5. How much does your organization hope to raise by its own efforts and what fund raising activities have or will be organized?

- | | |
|--------------------------------------------------|--------------------|
| - Monthly contribution by carers & group members | approx £15 a month |
| - Donations from individuals | £200 |
| - Donation from Waitrose green tokens | £550 |

6. What other bodies have been approached for assistance and what has been promised or given:

- | | |
|-------------------------------------|-------|
| - Grant from North Somerset Quartet | £2580 |
| - Grant from Alliance Homes Group | £1000 |

7. Name and address of person to whom the grant cheque should be posted:

Cathy Gale, Co-ordinator of Nailsea Memory Café, 20 Tower Road, Portishead BS20 8RE

8. Name, address and telephone number of person to contact if further information is required:

Cathy Gale, Co-ordinator of Nailsea Memory Café, 20 Tower Road, Portishead BS20 8RE
07580 716510
Email: cathy@sfiluk.co.uk

Catherine Gale

CATHERINE GALE

09 June 2016

PORTISHEAD DEMENTIA ACTION ALLIANCE

INCOME AND EXPENDITURE TO 24 MARCH 2016

£

INCOME

DONATIONS

	PDA	Lighthouse	Nailsea	TOTAL
CASH	-	130.00	-	
WAITROSE	555.00	-	550.00	
PORTISHEAD RAFT RACE	500.00			
	1,055.00	130.00	550.00	1,735.00

GRANTS

SENIOR CITIZENS FORUM	-	2,077.97	-	
QUARTET GROUP	-	1,944.00	2,580.00	
ALLIANCE HOMES		1,000.00		
	-	5,021.97	2,580.00	7,601.97

FUNDRAISING

	247.31	-	-	
	247.31	-	-	247.31

INCOME PER GROUP

	1,302.31	5,151.97	3,130.00	
--	----------	----------	----------	--

TOTAL INCOME

9,584.28

EXPENDITURE

GROUP EXPENDITURE	-	2,545.42	1,701.67	4,247.09
BANK INTEREST	0.30	-	-	0.30
DONATIONS	-	-	-	-
- BRUNEL CARE	50.00	-	-	50.00
-ROTARY	50.00	-	-	50.00
-ALZHEIMERS SOCIETY	50.00	-	-	50.00

EXPENDITURE PER GROUP

	150.30	2,545.42	1,701.67	
--	--------	----------	----------	--

TOTAL EXPENDITURE

4,397.39

EXCESS OF INCOME OVER EXPENDITURE

	1,152.01	2,606.55	1,428.33	5,186.89
--	----------	----------	----------	----------

CASH AT BANK

	1,152.01	2,606.55	1,428.33	5,186.89
--	----------	----------	----------	----------

PREPARED BY

TAXASSIST ACCOUNTANTS
28/04/2016

Note - There is also £1000 held by Nailsea Social Club on behalf of the group which will be repaid when the group moves premises. Cathy Gale, Co-ordinator

NAILSEA TOWN COUNCIL – GRANT APPLICATION FORM

For financial year 1st April 2016 – 31st March 2017

To assist the Council in the consideration of your request for a grant you are asked to provide the following information:-

1. Name and Address of Applicant NAILSEA MEMORY CAFE
..... FORM ATTACHED
.....
2. Give a detailed description of the project for which the grant is required and specify what the grant money will be spent on (use additional paper if required)
.....
.....
.....
.....
3. What is the total cost of the project? £ 16,000.00
4. How much does your organisation wish the Council to contribute £.....
Nailsea Town Council does not expect annual increases in regular grants to exceed the general rate of inflation. However, consideration will be given to requests for grants outside of this policy in specific circumstances.
5. How much does your organisation hope to raise by its own efforts and what fund raising activities have or will be organised?.....
.....
.....
.....
6. What other bodies have been approached for assistance and what has been promised or given?
.....
.....
7. Name and address of person to whom the grant cheque should be posted.....
.....
.....
.....

Please turnover

8. Name, address and telephone number of person to contact if further information is required

.....

.....

.....

Any additional information or comments which you would like to make in support of this application for a grant should be included on a separate sheet of paper and attached to this grant form. There is no guarantee that any application will be awarded in full or in part, even if the organisation has previously received a grant from the Town Council.

Name Catherine Gale CATHERINE GALE

Signature Catherine Gale Date 09 June 2016

CONDITIONS

1. It is necessary to enclose with this form evidence of the organisation's present financial situation, including funds held in reserve, a copy of a recent bank statement and a report on income and expenditure (preferably audited) for the last 12 months.
2. Grants in excess of **£5,000**. Quarterly reports may be required to demonstrate how the grant has been spent. Not providing reports or financial statements as required may be considered a breach of the conditions of the grant.
3. Application for grants of **£5,000** or more will require a representative of the organisation to attend a council meeting to explain the purpose of the grant and to answer any questions the Town Council may have relating to it.
4. The Town Council will not be liable for any costs incurred by the applicant other than the purposes for which the grant has been approved.

Mr Ian Morrell
Town Clerk

Tel No 01275 855277
Email: clerk@nailseatowncouncil.gov.uk

Nailsea Town Council
Tithe Barn
Church Lane
Nailsea
BS48 4NG

Notes

The Town Council considers its expenditure for any financial year (1st April to 31st March) in connection with the fixing of its precept, during the months of October and November of the previous year. Any applications for grants therefore should be submitted to the Finance Officer no later than 30th September.

Nailsea Town Council

Scheme of Delegation

1. Introduction

- 1.1 This Scheme of Delegation authorises the Town Clerk (in their role of Proper Officer and Responsible Financial Officer), standing committees, sub-committees and working parties of the Council to act with delegated authority in the specific circumstances detailed.
- 1.2 In considering matters of authority to act, committees, sub-committees and working parties shall at all times act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

2. Proper Officer

- 2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - a) receive declarations of acceptance of office;
 - b) receive and record notices disclosing personal and prejudicial interests;
 - c) receive and retain plans and documents;
 - d) sign notices or other documents on behalf of the Council;
 - e) receive copies of by-laws made by the unitary authority;
 - f) certify copies of by-laws made by the Council;
 - g) sign summonses to attend meetings of the Council.
- 2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a) the day to day administration of services, together with routine inspection and control;
 - b) the calling of any extra meetings of the Council or any committee, having consulted with the relevant chairman;
 - c) day to day supervision and control of all staff employed by the Council;
 - d) authorisation of routine expenditure within the agreed budget;
 - e) urgent expenditure up to £1,000 whether or not there is any budgetary provision for the expenditure.
 - f) debit card transactions to a maximum of £500 (unless a higher sum has been authorised by Council or Finance and Policy Committee before an order is placed).
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3. Responsible Financial Officer

- 3.1 The Responsible Financial Officer (RFO) to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations and the Council's Financial Regulations in force at any given time.
- 3.2 The RFO's role will be confirmed at each Annual Town Council meeting.

4. Council

- 4.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.
 - a) setting the Precept levied on North Somerset Council;

Nailsea Town Council

Scheme of Delegation

- b) borrowing money;
- c) making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation;
- d) making, amending or revoking by-laws;
- e) making of orders under any statutory powers;
- f) matters of principle or policy;
- g) nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings);
- h) any proposed new undertakings;
- i) prosecution or defence in a court of law;
- j) nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee;
- k) Confirming the appointment of the Town Clerk.

5. Committee Terms of Reference

5.1 Community Engagement

"to fulfil the Community Engagement Policy."

The Community Engagement Policy is as follows:

"'Community' is defined as 'all the residents of Nailsea'. Those groups which work with members of the community were also highlighted as needing to be part of the Community Engagement Strategy.

The aims of the Community Engagement Strategy were defined as the Town Council:

- Engaging positively with the community and communicating what it does.
- Aiming to get more members of the community engaged as volunteers, assisting in specific projects (such as Christmas lights and Nailsea in Bloom) and community organisations (including standing for election to Town Council).
- Identifying target groups, understanding their needs and developing methods of communication appropriate to each group e.g. social media, Facebook, Twitter, Instagram, web-site, local media, printed newsletter, internet newsletter, questionnaires and surveys (printed and electronic), face to face with individuals and groups.
- Identifying accurate demographic data regarding the community.
- Facilitating the activities of community organisations through practical assistance, coordination and, if necessary, financial support.
- Supporting projects and campaigns, where practicable.
- Developing a greater community pride in Nailsea as a place to live and work.
- Creating a physical space based on the Nailsea Place concept of a Community Hub. This could be a shop or a larger building.
- The purpose of the Hub was defined as:
 - To create a community facility with multiple uses e.g. cafe, meeting/activity spaces, internet access (e.g. young people teaching older residents' digital skills), youth facility, information on community activities and local organisations.
 - To create an identity (brand) that would make the Hub a place attractive to all the community. The Tithe Barn is a model for this, as is Barcode for young people. This may include a logo. It was agreed that a 'council' brand would not be appropriate.
 - To create opportunities for organisations to combine resources and strengthen networks.
 - To promote the activities of organisations within the town.

Nailsea Town Council Scheme of Delegation

- To create opportunities for volunteering, both within the Hub and elsewhere."

5.2 Environment and Leisure

"to consider the management, maintenance and coordination of the town's interests in open spaces, public rights of way, leisure facilities, heritage and community safety; the acquisition and disposal of facilities to meet the above requirements; and incurring expenditure in carrying out these aims within the budget allocated by the Town Council annually."

5.3 Finance and Policy Committee

"to incur expenditure within the delegated budget; to consider and make decisions on financial and other matters; to manage the financial procedures including those required by legislation and regulations; to consider and make recommendations to Council on matters relating to procedure and conduct of the Council and Council business, staffing matters, matters referred to it by the Town Council and any other Committee and to manage matters of a confidential or urgent nature; to manage the Tithe Barn together with any other premises in which the Town Council has a legal interest."

5.4 Planning Committee

"to incur expenditure within the allocated budget including obtaining legal and professional advice where necessary to deal with planning applications and other planning matters; street naming, all highway and related matters; footpaths (statutory); and to make decisions on matters requiring urgent attention."

6. Attendance of Councillors at Committee Meetings

- 6.1 All councillors have a right to attend any committee meeting. The Chair of the Committee has at their absolute discretion the right to allow a non-member of the committee to speak. Non-members of a committee cannot propose or second a proposition, or vote.
- 6.2 The Chair and Vice-Chair of Council shall be ex-officio voting members of every committee, sub-committee and working party.

7. Sub-Committees and Working Parties

- 7.1 Sub-committees and working parties may be formed by resolution of the Council or a committee at any time. The group will propose terms of reference for approval by the Council or the committee that set it up. Each sub-committee or working party will make recommendations to the Council or the committee that formed it.

NAILSEA TOWN COUNCIL: QUALITY AWARD CHECKLIST

At its meeting of [INSERT DATE/MIN NO] the Town Council confirmed that it meets the following criteria of the Quality Award Scheme and the enclosed information is correct:

Criteria	Where the information is published all URL's are on the Town Council web-site - http://www.nailseatowncouncil.gov.uk/
Foundation Scheme Criteria	
Standing Orders and Financial Regulations	Standing Orders http://www.nailseatowncouncil.gov.uk/documents/Standing%20Orders%20April%202015.pdf Financial Regulations http://www.nailseatowncouncil.gov.uk/documents/Financial%20Regulations%20FINAL%20FEBRUARY%202016.pdf
Code of Conduct and Councillors' Register of Interests	Code of Conduct http://www.nailseatowncouncil.gov.uk/documents/NAILSEA%20TOWN%20COUNCIL%20code%20of%20conduct%20FEB%2013.pdf Councillors' Register of Interests http://www.nailseatowncouncil.gov.uk/documents/Register%20of%20Members%20Interests%20July%202015.pdf
Publication Scheme	Publication Scheme http://www.nailseatowncouncil.gov.uk/documents/PUBLICATION%20SCHEME%20September%202012.pdf
Most recent Annual Return	Annual Return http://www.nailseatowncouncil.gov.uk/documents/Finalised%20Annual%20Return%202014-15.pdf
Financial Transaction Information	All Financial Transactions http://www.nailseatowncouncil.gov.uk/reports.php
A Calendar of all Meetings	Calendar of meetings http://www.nailseatowncouncil.gov.uk/towncouncilminutes.php
Minutes and all Council Committee Meetings	Committee minutes http://www.nailseatowncouncil.gov.uk/towncouncilminutes.php The minutes of all other sub-committees and working parties are contained in the papers of the relevant committee.

Current Agendas	Agendas http://www.nailseatowncouncil.gov.uk/towncouncilminutes.php
Budget and Precept Information for the Current and Next Financial Year (when available)	Current budget information is available in the minutes of the Finance and Policy Committee http://www.nailseatowncouncil.gov.uk/financeminutes.php
Complaints Policy and Procedure	Complaints Policy http://www.nailseatowncouncil.gov.uk/documents/COMPLAINTS%20Policy%202014.pdf
Councillor Contact Details	Find Your Ward and Councillor information http://www.nailseatowncouncil.gov.uk/findcouncillor.php
Action Plan for the Current Year	Strategic Review and Action Plan 2016-2020 http://www.nailseatowncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf
Evidence of Consulting with the Community	Strategic Review and Action Plan 2016-2020 http://www.nailseatowncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf
Publicity Advertising Council Activities	The Council's quarterly newsletter, 'Town Talk', is published in the North Somerset Times, a local free paper. Current and previous editions are available on the Council web-site http://www.nailseatowncouncil.gov.uk/towntalk.php Web-site http://www.nailseatowncouncil.gov.uk/ The Council has 4 notice boards in the town which it uses to publicise its own and other community activities.
Evidence of Participating in Town and Country Planning	Minutes of the Planning Committee http://www.nailseatowncouncil.gov.uk/planningminutes.php Responses to the North Somerset Core Strategy Consultation process http://www.nailseatowncouncil.gov.uk/core%20strategy.php Strategic Review and Action Plan 2016-2020 http://www.nailseatowncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf
Risk Management Policy and Action Plan	Risk Assessment Policy http://www.nailseatowncouncil.gov.uk/documents/RISK%20ASSESSMENT%20policy%20v2%20Jan%202014.pdf

	Risk Assessment Scoring Matrix http://www.nailseatowncouncil.gov.uk/documents/Risk%20Assessment%20SCORING%20MATRIX.pdf
	Risk Assessment Plan http://www.nailseatowncouncil.gov.uk/documents/RISK%20ASSESSMENT%20PLAN%20v4%20December%202015.pdf
Register of Assets	Included in the application supporting documentation.
Contracts of Employment for all Members of Staff	All staff have contracts of employment, which are stored confidentially.
Disciplinary and Grievance Procedures	Disciplinary Procedure http://www.nailseatowncouncil.gov.uk/documents/Disciplinary%20Procedure%20Feb%202016.pdf Staff Grievance Procedure http://www.nailseatowncouncil.gov.uk/documents/Grievance%20Procedure%20May%202016.pdf
Policy for Training and Development of New Staff and Councillors	Councillor and Staff Training and Development Policy http://www.nailseatowncouncil.gov.uk/documents/Cllr%20%20Staff%20Development%20and%20Training%20Policy%20May%202016.pdf
CPD Points Obtained by the Town Clerk in the Last Year	Included in the application supporting documentation.
Record of all Training Undertaken by Staff and Councillors in the Last Year	Included in the application supporting documentation.

Quality Award Criteria	Where the information is published
Publishing draft minutes within 4 weeks of meeting	<p>All draft minutes are published within 4 weeks of the meeting taking place http://www.nailseatowncouncil.gov.uk/towncouncilminutes.php</p>
Health and Safety Policy	<p>Health and Safety Policy http://www.nailseatowncouncil.gov.uk/documents/Health%20&%20Safety%20Policy%20-%20Ellis%20Whittam%202015.pdf</p>
Policy on Equality	<p>Equality Policy http://www.nailseatowncouncil.gov.uk/documents/Equality%20Policy%20May%202016.pdf</p>
Councillor Profiles	<p>Councillor profiles will be added to the web-site when completed.</p>
Community Engagement Policy	<p>Strategic Review and Action Plan 2016-2020 http://www.nailseatowncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf</p>
Grant Awarding Policy	<p>Grant awarding policy http://www.nailseatowncouncil.gov.uk/documents/Grant%20CRITERIA%20from%202013-14.pdf</p>
Evidence of How Electors Contribute to the Annual Town Meeting	<p>Minutes of the Annual Town Meeting 2016 http://www.nailseatowncouncil.gov.uk/meeting%20papers/Annual%20Town%20Meeting%20Minutes%202016docx.pdf</p>
Action Plan and Related Budget for Community Engagement	<p>Strategic Review and Action Plan 2016-2020 http://www.nailseatowncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf</p> <p>Community Engagement Committee minutes http://www.nailseatowncouncil.gov.uk/policyminutes.php</p>
Evidence of Community Engagement, Council Activities and the Promotion of Democratic Processes	<p>Annual Report http://www.nailseatowncouncil.gov.uk/documents/Nailsea%20Annual%20Town%20Report%202015-16.pdf</p> <p>Strategic Review and Action Plan 2016-2020 http://www.nailseatowncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf</p> <p>The Council's quarterly newsletter, 'Town Talk', is published in the North Somerset Times, a local free paper. Current and previous editions are available on the Council web-site http://www.nailseatowncouncil.gov.uk/towntalk.php</p>

	<p>In the last 18 months the Town Council has organised a public meeting regarding a planning application by Lidl, attended by over 300 residents. In the last 12 months it has had two Council meetings attended by over 100 residents each time to discuss the proposed sale of land owned by the Council to Barratt Homes.</p>
Evidence of Helping the Community Plan for its Future	<p>Annual Report http://www.nailseatowncouncil.gov.uk/documents/Nailsea%20Annual%20Town%20Report%202015-16.pdf</p>
A Scheme of Delegation	<p>The Scheme of Delegation will be added to the web-site when approved by Council.</p>
Insurance Policies	<p>Included in the application supporting documentation.</p>
Complaints Received and Action Taken	<p>These are stored electronically. There is a separate hard copy file for feedback (including complaints) received concerning the Tithe Barn.</p>
Minimum of ⅓ of Councillors Stood for Election	<p>Nailsea has 4 wards with 5 cllrs in each. At the last elections in May 2015, 3 wards had 5 cllrs elected unopposed. The 4th ward had a contested election. As at June 2016 all the members elected in 2015 remain. Therefore 100% of members have stood for election, and the Town Council has no co-opted members.</p>
A Printed Annual Report	<p>Annual Report http://www.nailseatowncouncil.gov.uk/documents/Nailsea%20Annual%20Town%20Report%202015-16.pdf</p> <p>The Annual Report is also published as a centre-piece in the Nailsea Paper, which is distributed free of charge on a monthly basis to all households in the town.</p>
Qualified Clerk	<p>Ian Morrell, Town Clerk, attained the CiLCA qualification in 2006.</p>
Clerk and all Administration Staff Employed in Line with Nationally Agreed Terms and Conditions	<p>All staff are employed in line with nationally agreed terms and conditions. Hard copy and electronic version stored confidentially.</p>
Formal Appraisal Process for all Staff	<p>A formal annual performance review process is in place. Hard copy and electronic version stored confidentially.</p>
Training Policy and Record for all Staff and Councillors	<p>Councillor and Staff Training and Development Policy http://www.nailseatowncouncil.gov.uk/documents/Cllr%20&%20Staff%20Development%20and%20Training%20Policy%20May%202016.pdf</p> <p>The Training Record for Councillors and Staff is included in the application supporting documentation.</p>

Disability Equality Policy and
Action

Equality Policy

<http://www.nailseatownncouncil.gov.uk/documents/Equality%20Policy%20May%202016.pdf>

Strategic Review and Action Plan 2016-2020

<http://www.nailseatownncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf>

Gold Award Criteria	Where the information is published
Strategy and Business Plan with a Five Year Financial Forecast	Strategic Review and Action Plan 2016-2020 http://www.nailseatownncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf
Annual Report and at Least Four News Bulletins per year with Evidence of: <ul style="list-style-type: none"> • Engaging with Diverse Groups in the Community • Community Engagement Leading to Positive Outcomes for the Community • Broad Range of Council Activities • Cooperating Constructively with other Organisations 	Annual Report http://www.nailseatownncouncil.gov.uk/documents/Nailsea%20Annual%20Town%20Report%202015-16.pdf The Council's quarterly newsletter, 'Town Talk', is published in the North Somerset Times, a local free paper. Current and previous editions are available on the Council web-site http://www.nailseatownncouncil.gov.uk/towntalk.php
Statements Showing How the Council: <ul style="list-style-type: none"> • Ensures it delivers value for money • Meets its duties in relation to bio-diversity and crime and disorder • Provides leadership in planning for the future of the community • Manages the performance of the Council as a corporate body • Manages the performance of each individual staff member to achieve its business plan 	All these statements are in the Strategic Review and Action Plan 2016-2020 http://www.nailseatownncouncil.gov.uk/documents/Strategy%20and%20Action%20Plan%20May%202016.pdf

NAILSEA TOWN COUNCIL – PLANNING COMMITTEE 18 MAY 2016

Minutes of the Planning Committee held on Wednesday 18th May 2016 at the Tithe Barn, Church Lane, Nailsea at 7.30pm.



PRESENT: Cllr Packham in the Chair until the election of Chairman, Cllr Barclay, Cllr Frappell, Cllr Hunt, Cllr Middleton, Cllr Phillips, Cllr J Tonkin, the Clerk and the Senior Administrator. Also in attendance Cllr Petford (from 7.34pm).

P47/16 **APOLOGIES** were received and accepted from Cllr Barber, Cllr Lees and Cllr Wilson.

P48/16 ELECTION OF CHAIRMAN

Cllr Phillips was nominated as Chairman by Cllr Tonkin and seconded by Cllr Frappell. As there were no further nominations it was

RESOLVED: that Cllr Phillips be appointed Chairman of the Planning Committee for the ensuing year.

Cllr Phillips took over the chair.

P49/16 DECLARATION OF INTEREST

Cllr Tonkin declared that whilst he would vote on the applications submitted to the committee, as a District Councillor he reserved the right to change his mind at District level, should any application change after the consultation period. He also declared a prejudicial interest in agenda item 7.c) Planning Decisions, relating to Yew Tree House 0528/16 as he may be undertaking the work if the application is approved.

Cllr Frappell declared a personal interest in planning application 0907/16 and 1079/16 as the applicants are known to her.

P50/16 **MINUTES** of the meeting of the Committee held on 6th April and 27th April were signed as a true record.

P51/16 CONSIDERATION OF THE DELEGATED POWERS OF THE COMMITTEE

After consideration it was proposed by Cllr Tonkin and seconded by Cllr Packham

RESOLVED: to RECOMMEND to Town Council to approve the delegated powers of the Planning Committee as “to incur expenditure within the allocated budget including obtaining legal and professional advice where necessary to deal with planning applications and other planning matters; street naming, all highway and related matters; footpaths (statutory); and to make decisions on matters requiring urgent attention”.

The vote was unanimous.

P52/16 APPOINTMENT OF SUB-COMMITTEES / WORKING PARTIES

a) Town Centre Working Party

The following councillors were appointed to serve on the Town Centre Working Party for the ensuing year: Cllrs Barber, Barclay, Frappell, Hunt, Packham, Petford, Phillips and A Tonkin

b) Planning Sub-Committee

The following councillors were appointed to serve on the Planning Sub-Committee for the ensuing year: Cllrs Barber, Barclay, Hunt, Lees, Middleton, Packham, Phillips, J.Tonkin and

Wilson.

c) Airport Working Party (within 'Other Bodies')

The following councillors were appointed to serve on this body: Cllrs Barclay, Middleton and Packham

It was proposed by Cllr Middleton and seconded by Cllr Hunt

RESOLVED: **to agree to appoint the above named councillors to the Sub-Committee and Working Parties for the ensuing year.**

The vote was unanimous.

It was agreed to bring forward agenda item 7.e)

P53/16 PLANNING

e) To consider a request for a Disabled Parking Bay at 1 Chancel Close

Cllr Hunt said it was clear that this was necessary and she couldn't see a problem with having the space allocated.

Cllr Tonkin agreed with Cllr Hunt.

Cllr Middleton expressed some concern that the proposed location may cause issues for the property opposite, when exiting their driveway.

It was proposed by Cllr Hunt and seconded by Cllr Middleton

RESOLVED: **to respond to North Somerset Council to agree to the request but highlighting that consideration is given to the potential impact of the positioning of the bay on 78 and 80 Whitesfield Road.**

The vote was unanimous.

Members agreed the answers to the response form to be returned to North Somerset Council.

It was agreed to bring forward agenda item 7.g)

g) To consider correspondence received from Historic England regarding the development of the Royal Oak Garage site.

The Clerk reported he had received an email from Historic England on 17 May advising they were supporting the application.

a) Consideration of Planning Applications

Planning Application 0907/16 Royal Oak Garage, 41 High Street

Cllr Barclay felt that North Somerset Council should be asked that anything agreed to, adjacent to the Glassworks site, should be sympathetic to the site and not detract from it.

Cllr Tonkin said the adjoining wall of the property to the Royal Oak pub is in the curtilage of a listed building and the utmost care should be taken with regard to the wall.

Cllr Middleton said whilst he was pleased something was being done with the site he was

unsure if 3 or 4 storey properties were the best use of the site as the location lends itself to properties for older people.

Cllr Phillips said that the proposal doesn't fit with the Town Council's housing policy.

Cllr Packham felt it was a good use of the building and townhouses are something that Nailsea doesn't currently have.

Cllr Hunt said that 3 storey properties can be adaptable in their use of space.

The motion to recommend accept, subject to the need for a contamination survey was proposed by Cllr Tonkin and seconded by Cllr Packham. The vote was five in favour and two abstentions.

Planning Application 0911/16 21 Valley Way Road

Cllr Phillips reported that the previous application for this property to create four dwellings had been refused by North Somerset Council with reasons including insufficient parking provision. He felt that the current proposal also offered substandard parking for a 4 bedroomed property.

Cllr Tonkin felt the proposal would block out light to the existing and proposed property.

The motion to recommend refusal was proposed by Cllr Packham and seconded by Cllr Tonkin. The vote was unanimous.

Planning Application 0915/16 Mizzymead Farmhouse, Barns Close

The motion to recommend accept subject to the opinion of the Conservation Officer was proposed by Cllr Middleton and seconded by Cllr Tonkin. The vote was unanimous.

Planning Application 0941/16 96 High Street

The motion to recommend accept was proposed by Cllr Packham and seconded by Cllr Frappell. The vote was unanimous.

Planning Application 0949/16 5 The Bramleys

Cllr Phillips said that he felt the proposal was contrary to several of North Somerset Council's Planning policies.

Cllr Middleton felt the site was too small for the proposed property and proposed the motion to refuse the application. This was seconded by Cllr Frappell. The vote was six in favour and one abstention.

Planning Application 0964/16 9 Meadway Avenue

The motion to recommend accept was proposed by Cllr Tonkin and seconded by Cllr Frappell. The vote was unanimous.

Planning Application 1001/16 The Well House, Old Chapel Lane

The Clerk reported that this application could not be progressed as the existing site plan had not been received by North Somerset Council.

Planning Application 1006/16 68 Tetbury Gardens

The motion to accept was proposed by Cllr Packham and seconded by Cllr Middleton. The vote was unanimous.

Planning Application 1008/16 The Old Dairy, Netherton Wood Lane

The motion to recommend accept was proposed by Cllr Tonkin and seconded by Cllr Packham. The vote was unanimous.

Planning Application 1018/16 71 St Marys Grove

The motion to accept was proposed by Cllr Packham and seconded by Cllr Middleton. The vote was unanimous.

Planning Application 1054/16 4 Heathfield Way

The motion to recommend accept was proposed by Cllr Middleton and seconded by Cllr Frappell. The vote was six in favour and one against.

Planning Application 1079/16 The New Abbatoir, Nailsea Wall Lane

The motion to accept was proposed by Cllr Tonkin and seconded by Cllr Middleton. The vote was six in favour and one abstention.

Planning Application 0925/16 24 Sunnymede Road

The application was noted.

b) Planning Decisions

The information in the Clerks Report was noted.

Cllr Tonkin reported that the planning application for Yew Tree House 0528/16 had gone back to the planners, who were minded to refuse the application.

c) Enforcement cases as at 25 April 2016

The information was noted.

Cllr Tonkin reported that Enforcement was currently being considered by the SPED sub-committee at North Somerset Council to try and improve the current 4 year lead-time on cases.

d) To consider Double Yellow Lines adjacent to 26 and 28 Whitesfield Road.

Cllr Middleton said he was unclear as to whether the resident was requesting yellow lines adjacent to his property or on the opposite side of the road.

The Clerk reported that North Somerset Council has introduced new 'H-Bar' and 'Double Yellow Lines' policies which involve residents being directed to the Town Council in the first instance. Parish Councils were not consulted on these new policies and there is concern that as non-highways experts we are now to act as gatekeepers for applications.

In regard to the concerns of Mr White of 26a Whitesfield Road, Cllr Packham said that at the recent Community Safety Meeting it was made clear that in the case of an emergency, a fire engine would treat a poorly parked car as an obstruction and it would be cleared.

After discussion it was agreed to add this request to the existing list. Cllr Tonkin will contact the relevant officer from the Highways Department to make an appointment to discuss the current list of requests that we have.

f) To note the Planning Inspector has determined that with the inclusion of Main Modifications the Sites and Policies Plan Part 1: Development Management Policies has been found to be technically 'sound'.

The Clerk explained that at the hearing he and Cllr Packham spoke at in November 2015, the inspector was convinced that specific reasons were evidenced as a basis for Nailsea to have a separate Housing Mix Policy.

The committee agreed this was a good result.

P54/16 FINANCIAL MATTERS

a)Statement of Income and Expenditure for the Committee to 10th May 2016

Noted.

P55/16 TREES AND TREE PRESERVATION ORDERS

a)Application for Tree Works

The information in the Clerk's Report was noted.

b)Approval for Tree Works

The information in the Clerk's Report was noted.

c)Refusal for Tree Works

Members noted the information in the Clerk's Report.

Cllr Barclay said he was happy to see that the walnut tree in the grounds of Tesco was saved as there are not many around. He was also pleased that the Tree Officer is suggesting the appropriate alternative action on applications which are not considered suitable.

P56/16 ITEMS TO NOTE

a) Sunnymede Road (from property no's 21 – 37) will be closed to vehicles from 10:00hrs to 17:00hrs on Sunday 12th June 2016 for the Queen's 90th Birthday celebrations.

The information in the Clerk's Report was noted.

P57/16 PUBLICATIONS

a) 'Countryside Voice' the magazine of the Campaign to Protect Rural England, Spring 2016.

Cllr Barclay took this publication and agreed to pass it on to Cllr Wilson.

b) 'Streetscene' the newsletter of North Somerset Council's Street and Open Spaces Department.

Cllr Barclay took this publication and agreed to pass it on to Cllr Wilson.

P58/16 ANY OTHER BUSINESS

The Clerk reported that he had received a consultation document from North Somerset Council that day on a Sustainability Appraisal Supplementary Report in relation to the remitted policies of the Core Strategy. The consultation has a closing date of 8 June 2016. The Clerk will contact members of the Planning Sub-Committee to arrange a meeting to discuss this. The Inspector's Hearing on the North Somerset Remitted Policies will take place on 23 June 2016. The inspector is not looking at any previous feedback so a new version of previous comments has been sent for consideration. The inspector has confirmed that Nailsea Town Council will be able to speak at the hearing.

Cllr Phillips thanked District Councillors J Tonkin and A Cole for their support of GE Oil and Gas in relation to their recent planning application to continue to use land in the greenbelt for staff parking, which was called in to the Planning and Regulatory Committee by district Cllr M. Blatchford (Nailsea) and Cllr Cave (Long Ashton). The company's future in Nailsea has now been secured in the best way it can be with permission to use the land for parking until 2033, which is a benefit to the town.

The Clerk also reported that an application for a scoping opinion for an Environmental Impact Assessment in relation to a mixed use development on land between A370 and A38 South West of Bristol had been submitted to North Somerset's Planning Department.

The meeting closed at 8.44pm.

NAILSEA TOWN COUNCIL - PLANNING COMMITTEE MEETING 18TH MAY 2016

A list of planning applications received from North Somerset Council with comments from the above committee.

TC REF NO	APPL NO	CAT	LOCATION ROAD	LOC NO	APPLICANT	PROPOSAL	COMMENTS
4676	0907/16	F	High Street	Royal Oak Garage, 41	Rollo Homes Ltd, c/o agent	Removal of the existing roof and erection of a two and a half-storey building inside the retained walls to create 10.no single dwellings (comprising 9no. 3 bedroom and 1no. 4 bedroom units); and 1no. B1a office unit together with associated new vehicular access onto Brockway; car and cycle parking; refuse/recycling storage; hard/soft landscape works and drainage.	Recommend accept, subject to the need for a contamination survey to be carried out.
4677	0911/16	F	Valley Road	Way 21	Mr Simon Hatch, c/o agent	Erection of 1no. Dwellinghouse.	Recommend refusal on the grounds of inadequate parking provision and concern that light may be restricted to existing and proposed properties.
4678	0915/16	LB	Barns Close	Mizzymead Farmhouse	Mrs Zoe Edney	Replacement of existing single-storey conservatory by single-storey extension.	Recommend accept subject to the opinion of the Conservation Officer.
4680	0941/16	F	High Street	96	Nailsea Financial Services, Mr John Ham	The demolition of the remains of a former building to the rear gardens and construction of a single storey extension linked to the rear of the existing main property.	Recommend accept.
4681	0949/16	F	The Bramleys	5	Mr Dick Batten	Erection of 1no. Two bedroom dwelling.	Recommend refusal on the grounds of overdevelopment of the site.
4682	0964/16	F	Meadway Avenue	9	Miss G Palmer	Single storey rear and two storey side extension.	Recommend accept.
4683	1001/16	F	Old Chapel Lane	The House	Well Dr A Thompson	Erection of a single storey rear and side extension.	Application cannot be progressed as existing Site Plan not submitted

TC REF NO	APPL NO	CAT	LOCATION ROAD	LOC NO	APPLICANT	PROPOSAL	COMMENTS
							by applicant.
4684	1006/16	F	Tetbury Gardens	68	Mr & Mrs Tony Wright	Single storey front extension and change of garage roof from flat to pitched.	Recommend accept.
4685	1008/16	F	Netherton Wood Lane	The Old Dairy	Mr & Mrs Nick Burdge	Single storey side/front extension.	Recommend accept.
4686	1018/16	F	St Marys Grove	71	Mr Kevin Smyth	Amendment to application 16/P/0007/F (Single storey side extension and loft conversion to include raising the ridge, adding roof windows and installation of rear dormer, enlargement of existing dormer window and associated external alterations) amendment to increase ridge height.	Recommend accept.
4687	1054/16	F	Heathfield Way	4	Mr G Bray	Loft conversion including front and rear dormers.	Recommend accept.
4688	1079/16	F	Nailsea Wall Lane	The New Abattoir	Bakers of Nailsea	Change of use of Abattoir to employment uses falling within classes B1c (business), B2 (light industry) or B8 (storage or distribution) of the use classes order.	Recommend accept.

TO NOTE

4679	0925	HPA	Sunnymede Road	24	Mr L Brain & Mrs D Sim	Prior approval request for the erection of a single storey rear extension with a pitched roof that would 1) extend beyond the rear wall of the original house by 3.8 metres; 2) have a maximum height of 3.034 metres and 3) have eaves that are 2.1 metres high.	The application was noted.
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NAILSEA TOWN COUNCIL – PLANNING COMMITTEE 8 JUNE 2016

Minutes of the Planning Committee held on Wednesday 8 June 2016 at the Tithe Barn, Church Lane, Nailsea at 7.30pm.

PRESENT: Cllr Phillips in the Chair, Cllr Barber, Cllr Barclay, Cllr Bird, Cllr Frappell, Cllr Hunt, Cllr Lees, Cllr Packham, Cllr J Tonkin, Cllr Wilson, the Clerk and Senior Administrator. Also in attendance Cllr J Blatchford, Cllr M Blatchford, Cllr A Tonkin.



P59/16 **APOLOGIES** were received and accepted from Cllr Middleton.

P60/16 **DECLARATION OF INTEREST**

Cllr Barber did not make a declaration of interest but made a statement that she would not be voting on any of the planning applications as she did not wish to prejudge them prior to their consideration at North Somerset Council.

Cllr J Tonkin declared that whilst he would vote on the applications submitted to the committee, as a District Councillor he reserved the right to change his mind at District level, should any application change after the consultation period.

Cllr Phillips declared a personal interest in application 1149/16 as he is known to the architect.

P61/16 **PLANNING APPLICATIONS**

Planning Application 1087/16 61 St Marys Grove

Cllr J Tonkin said that the site was not overlooked and commented that the standard of the plans submitted was excellent. He proposed to recommend accept which was seconded by Cllr Frappell. The vote was nine in favour and one abstention.

Planning Application 1124/16 13 North Lane

The motion to recommend accept was proposed by Cllr Frappell and seconded by Cllr Packham. The vote was nine in favour and one abstention.

Planning Application 1148/16 Vynes Farm, Trendlewood Way

After consideration the motion to recommend refusal on the grounds of the adverse effect the proposal would have on trees near the site was proposed by Cllr Tonkin and seconded by Cllr Wilson. It was also agreed that should the application be approved, a condition that the development is not used as a separate dwelling should be included. The vote was nine in favour and one abstention.

Planning Application 1149/16 29 Spindleberry Grove

Cllr Wilson commented that the proposed extension appeared fairly close to the neighbour. Cllr Tonkin said the proposal would alter the street scene and may cause loss of light to the neighbouring property. It was confirmed that no comments from the neighbour had been submitted to North Somerset Council.

After discussion the motion to recommend accept was proposed by Cllr Frappell and seconded by Cllr Packham. The vote was eight in favour and two abstentions.

Planning Application 1227/16 67 & 68 Tetbury Gardens

The motion to recommend accept was proposed by Cllr Packham and seconded by Cllr Tonkin. The vote was nine in favour and one abstention.

Planning Application 1174/16 12 Kingston Grove
Noted.

The meeting closed at 7.47pm

Chairman's Signature: _____

Date: _____

NAILSEA TOWN COUNCIL - PLANNING COMMITTEE MEETING 8 JUNE 2016

A list of planning applications received from North Somerset Council with comments from the above committee.

TC REF	APPL NO	CAT	LOC ROAD	LOC NO	APPLICANT	PROPOSAL	COMMENTS
4689	1087/16	F	St Marys Grove	61	Mr & Mrs Robinson	Erection of a single storey side extension.	Recommend accept.
4690	1124/16	F	North Lane	13	Mr Stevens	Front two storey extension and rear single storey extension.	Recommend accept.
4691	1148/16	F	Trendlewood Way	Vynes Farm	Mr R Abel	Proposed detached garage and room over following demolition of existing garage.	Recommend refusal on the grounds of the adverse effect the proposal would have on trees near to the site. If this application is approved it should include a condition to ensure the building cannot be used as a separate dwelling.
4692	1149/16	F	Spindleberry Grove	29	M Tavassoli	Erection of a second storey extension over existing garage.	Recommend accept.
4694	1227/16	F	Tetbury Gardens	67 & 68	Mr T Wright	Erection of a single storey front extension to no. 68 and change flat roof to pitched roof over extension and garage for both no.67 and no.68.	Recommend accept.

To Note

4693	1174/16	HHPA	Kingston Grove	12	Mr & Mrs Maclaren	Prior approval request for the erection of a single storey rear extension with pitched roof that would 1) extend beyond the rear wall of the original house by 3.3 metres; 2) have a maximum height of 3.7 metres and 3) have eaves that are 2.6 metres high.	Noted.
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NAILSEA TOWN COUNCIL - ENVIRONMENT AND LEISURE COMMITTEE
MEETING 4TH MAY 2016

MINUTES of the meeting of the Environment and Leisure Committee held on Wednesday 4th May 2016 at 7.30pm at the Tithe Barn, Church Lane, Nailsea.



PRESENT: Cllr Petford in the Chair, Cllr Barber, Cllr Barclay, Mrs Brady, Cllr Hamblin, Cllr Hunt, Cllr Middleton, Cllr Packham, Cllr Ponsonby, Cllr A Tonkin, Cllr J Tonkin, Cllr Wilson, the Clerk and the Assistant Clerk.

EL21/16 **APOLOGIES** were received and accepted from Cllr Frappell and Cllr Holt.

EL22/16 **DECLARATION OF INTEREST**

Cllr Hunt declared a personal interest in agenda item 4. a) as she lives in close proximity to the Grove Sports and Social Club.

EL23/16 **MINUTES** of the meeting of the Committee held on 23rd March 2016 were agreed as a correct record.

EL24/16 **PLAYING FIELDS AND PLAY/RECREATION AREAS**

a) Report by representative of Nailsea Playing Fields Association and Grove Sports and Social Club

Mrs Brady apologised for not attending the last meeting. She reported the NPFA last met on Thursday on 24th March 2016 7:30pm at Grove. As Maureen was ill the meeting was chaired by John Fox.

Finance: The Committee agreed the groundsman's total charges for 2015-16 and an invoice for £1017.70 (half the cost), was sent to and paid by Nailsea Town Council. The Committee also agreed to donate £900 towards the cost of the improved path and patio repairs on the western side of the building. The total cost was £3011 before vat and Grove Sports and Social Club financed the remainder.

NPFA has mandatory rate relief and has paid the 2016-17 non domestic rates for Grove and Greenfield Crescent. The 2015-16 invoices to the clubs will be discussed in the May meeting and sent out immediately.

Grove Playing fields: The football season continues with Nailsea United Football Club catching up on the 12 weeks of missed play using their 1st team pitch. The cricket pitches are in good condition and Nailsea Cricket Club have hosted two University of West of England visits to use the pitches in April. They have an exciting fixture list with an Australian over 70s touring side due to visit in July.

Greenfield Crescent: NPFA in collaboration with NUFC are investigating the repair of gaps in the western hedgerow.

The next NPFA meeting will be held on Tuesday 10 May 7:30 at Grove Sports and Social Club and the AGM will be held in July.

Grove Sports & Social Club met on 18 April. Unfortunately, Maureen could not attend the meeting.

Grove Management committee thanked Nailsea Town Council Environment and Leisure Committee for their interest and support in relation to the soakaway refurbishments. Simon Brierley has contacted two companies with the specifications but is still awaiting the quotations. He apologises for the delay.

On 1st April, Grove brought in new pay scales under the national minimum wage legislation and has taken the opportunity to review job specifications, performance expectations and holiday procedures to ensure they are getting good value for money. They have considered a request from the BBC, forwarded by Nailsea Town Council, for storage facilities related to a street antiques fair to be held on 19th June. Unfortunately, they do not have the necessary capacity available for the period of two to three weeks required prior to the 19th but have confirmed they could be considered as a wet weather venue for the event.

Grove Sports and Social Club is considering moving the lounge bar over to the opposite side of the room. They aim to improve staff management and stock availability whilst reducing wastage. An improvement to the keg and draught delivery systems would result in improved quality and reduced costs. The next Grove Sports and Social Club committee meeting will be held on Monday 16th May 7.30pm at the Grove.

Mrs Brady left the meeting at 7.40pm.

EL25/16 FINANCIAL MATTERS

a)Statement of Income and Expenditure to 27th April 2016

Noted.

Cllr Middleton suggested that an abbreviated format of the new layout would be more useful.

The Clerk agreed to provide this for the next meeting.

EL26/16 REPORTS OF WORKING PARTIES

a)Christmas Lights Working Party 9th February 2016

Cllr Ponsonby reported that unfortunately, the Council is unable to provide festoon lighting along the high street due to its layout and siting of the hanging basket poles. However, consideration is being given to putting lights in additional trees throughout the town. She had also spoken with Cllr Barber about the electrical form required by North Somerset Council in respect of lights on the lamp posts and she will endeavour to help by liaising with the officer dealing with this issue.

EL27/16 CONSIDERATION OF THE REPLACEMENT BENCH AT CHRISTCHURCH CLOSE

The Clerk reported that the benches are checked each week by the caretakers and it was reported that this particular bench needs replacing as it is beyond repair. As it is a memorial bench the family will be contacted to inform them that the bench will need to be replaced.

Cllr J Tonkin confirmed that once the joints on the struts have gone in a bench they are irretrievable and he suggested the Council consider all the benches in the town and where they should be sited.

After consideration it was proposed by Cllr Packham and seconded by Cllr Barber.

RESOLVED: to agree to discuss with the family who have the memorial bench at Christchurch Close about replacing it. To also agree to identify the location and ownership of existing benches throughout the town and to develop a programme of repair and replacement.

The vote was unanimous.

EL28/16 CONSIDERATION OF A PROPOSAL FOR A BASELINE SURVEY AND MANAGEMENT PLAN FOR SPILSBURY WOOD AT A COST OF £600

After consideration it was proposed by Cllr A Tonkin and seconded by Cllr J Tonkin.

RESOLVED: to agree expenditure of £600 for a Baseline Survey and Management Plan for Spilsbury Wood to be taken from budget head 4840 in Biodiversity Projects.

The vote was unanimous.

EL29/16 TO CONSIDER THE COMMENTS MADE BY SPORT ENGLAND IN RESPONSE TO THE SITE ALLOCATIONS PLAN CONSULTATION

Cllr J Tonkin suggested the Town Council could work with Sport England on this matter.

Cllr Packham said that there was a need for more playing fields.

Cllr J Tonkin suggested the Council should look at the existing sites and undertake a survey of the clubs.

Cllr Packham suggested that a decision on having a survey should wait until after the next Town Council meeting when the Council will be considering a draft 5 Year Strategic Plan.

After further consideration it was proposed by Cllr Middleton and seconded by Cllr Packham.

RESOLVED: to agree to encourage North Somerset Council to develop a Strategy for Leisure Facilities to meet Sport England's standards.

The vote was unanimous.

Cllr Middleton said that a survey of the clubs needs should certainly be undertaken at some time in the future.

EL30/16 TO CONSIDER NORTH SOMERSET COUNCIL'S PARISH RECYCLING SCHEME

The Assistant Clerk reported that she and the Senior Administrator had met with the two Officers dealing with the recycling scheme and they are prepared to help support this initiative. She had also asked the group 'Better Nailsea' if they would be prepared to take this scheme forward, which they had agreed. They would be considering going for the bronze or silver scheme which they felt was achievable.

Cllr Packham said that this scheme should be something the Town Council would be willing to support.

The Assistant Clerk said it would be helpful if councillors could help in obtaining pledges from residents to minimise waste which is part of the scheme criteria.

Cllr A Tonkin suggested that this could be done at the Community Market.

Cllr Barber reported that the existing waste contract ends on 28th February 2017 and North Somerset Council are looking at how this contract will work in the future.

EL31/16 ITEMS TO NOTE

1. The Woodland Trust is considering whether it wishes to take over the management of Spilsbury Wood

Noted.

2. Water main renovation work to be carried out by Bristol Water

Noted.

EL32/16 ANY OTHER BUSINESS

1. Cllr Packham reported that an additional Town Council meeting has been set for 25th May to review the sale of the land at Engine Lane.
2. Cllr Ponsonby asked when the beech hedge would be planted at the Glassworks site. The Clerk expressed his extreme disappointment at not being able to get the landscape architect to commission the works. However, he would continue to pursue the project.
3. Cllr Petford reported that she would not be standing for Chairmanship of the Environment & Leisure Committee for the ensuing year.

The meeting closed at 8.35pm.

NAILSEA TOWN COUNCIL - FINANCE AND POLICY COMMITTEE 8 JUNE 2016

MINUTES of the meeting of the Finance and Policy Committee held on Wednesday 8 June 2016 at 7.50pm in the Tithe Barn, Church Lane, Nailsea.



PRESENT: Cllr Packham in the Chair until the Election of Chairman, Cllr J Blatchford, Cllr M Blatchford, Cllr Frappell, Cllr Hunt, Cllr Lees, Cllr Phillips, Cllr A Tonkin, Cllr Wilson, the Clerk and the Senior Administrator.

FP25/16 APOLOGIES were received and accepted from Cllr Heappey, Cllr Holt, Cllr Middleton and Cllr Ponsonby.

FP26/16 ELECTION OF CHAIRMAN

Cllr J Blatchford was nominated as Chairman by Cllr Packham and seconded by Cllr Hunt. As there were no further nominations it was

RESOLVED: that Cllr J Blatchford be appointed Chairman of the Finance and Policy Committee for the ensuing year.

Cllr Blatchford took over the chair.

FP27/16 CONSIDERATION OF THE DELEGATED POWERS OF THE COMMITTEE

After consideration it was proposed by Cllr Hunt and seconded by Cllr Phillips.

RESOLVED: To RECOMMEND to Town Council to approve the delegated powers of the Finance and Policy Committee as "to incur expenditure within the delegated budget; to consider and make decisions on financial and other matters; to manage the financial procedures including those required by legislation and regulations; to consider and make recommendations to Council on matters relating to procedure and conduct of the Council and Council business, staffing matters, matters referred to it by the Town Council and any other Committee and to manage matters of a confidential or urgent nature; to manage the Tithe Barn together with any other premises in which the Town Council has a legal interest".

The vote was unanimous.

FP28/16 APPOINTMENT TO SUB-COMMITTEES / WORKING PARTIES

The following councillors were appointed to serve on the Risk Assessment and Asset Management Working Party for the ensuing year:

Cllrs J Blatchford, Hunt, Middleton and Packham.

It was proposed by Cllr Packham and seconded by Cllr Wilson

RESOLVED: to agree to appoint the above named councillors to the Working Party for the ensuing year.

FP29/16 DECLARATION OF INTEREST

None.

FP30/16 MINUTES of the meeting of the Committee held on 13 April 2016 were signed by the Chairman as a correct record.

FP31/16 FINANCIAL MATTERS

a)Statement of Income and Expenditure as at 11 May 2016

Noted.

Cllr Frappell said she felt the new layout was easier to understand.

The Clerk said this was now the standard output for this report and was hopefully clearer for everyone.

b)Payments made and income received from 31 March – 11 May 2016

Cllr Frappell queried the payments relating to work on the Skatepark as they appeared on both 1 April and 20 April.

The Clerk advised the actual payment was made on 20 April and the other entries show a record of both payment and a reversal on 1 April.

FP32/16 TO NOTE THAT THE COST OF MATERIALS FOR ERECTING THE STATUE OF ADGE CUTLER AT THE ROYAL OAK GARAGE IS £927.00. LABOUR COSTS ARE BEING PROVIDED FREE OF CHARGE.

The costs were noted.

Cllr Phillips asked how big the statue would be.

Cllr Frappell advised the statue has been made by Roy Cleeves and is 4 ½ - 5 feet tall. It will be on a plinth which will add to the overall height.

The Clerk added that the family are very appreciative that the statue will be situated in Nailsea.

FP33/16 TO NOTE THE FINAL ACCOUNT FOR THE GLASSWORKS SITE REMEDIATION WORKS.

The Clerk reported that the last payment was made for the release of the retention was made on 12 May. A call came later that day to advise the company had gone bust.

Cllr Lees said the final cost was under budget. He felt the Clerk and Cllr Packham had run the contract very well and should be applauded. He asked for this to be minuted.

FP34/16 TO NOTE THE AVON PENSION FUND CONTRIBUTION RATES 2016-17.

Cllr Lees asked what the biggest area for investment of the pension fund was.

Cllr M Blatchford said that most of the investment is with Black Rock as a group fund. Investment advice to the pension fund is provided by the Mercer Group. However following a government instruction to pool funds this will be changing and is currently in consultation.

Cllr Lees asked what the average return on investment was.

Cllr M Blatchford said that the aim was to achieve base rate plus 3 - 4%. She explained there was currently a deficit on the fund and each employer has to pay towards the recovery of this.

FP35/16 TO CONSIDER AN UPDATE ON THE ACQUISITION OF NAILSEA YOUTH HOUSE.

Cllr Packham reported that a recent survey on the floor didn't reveal anything unexpected. He and the Clerk met with Cllr David Pasley the previous week and discussed Youth House and the restrictive covenant on the land at Engine Lane. They put to him that Youth House was for public use and that it should be transferred to Nailsea Town Council at no cost. Cllr Packham felt Cllr Pasley was sympathetic to the idea but the matter had to be referred back to Cllr Nigel Ashton. At the meeting the Town Council's strategy was explained along with how the Nailsea Place concept could make savings for the NHS.

Cllr Hunt asked Cllr Packham if he enquired how community buildings in other towns had been funded, at the meeting.

Cllr Packham said he had not.

Cllr J Blatchford said he had recently had an informal, confidential discussion with Cllr Nigel Ashton about the purchase of Youth House. Cllr Blatchford had explained that the building was the only one available to the Town Council that could help to solve the issues with avoidable conditions that NHS England are currently trying to tackle.

The Clerk said that in his meeting with Cllr Packham and Cllr Pasley it was understood by all that a redevelopment of Scotch Horn could not be all things to all people and a Council led building could not provide what a community led building could.

Cllr Frappell asked if Cllr Packham had made clear in his meeting that North Somerset had taken Youth Services away.

Cllr Packham said he explained at the meeting that Youth Services use the building 3 times a week and that Youth House was not a redundant, unused building.

Cllr J Blatchford advised that under the UN Convention on the Rights of the Child, the closure of a Youth Club requires consultation and if North Somerset Council were to take this facility away it would need to consult with every school child living in the area.

Cllr Lees said that he thought a business plan for Youth House needed to be in place so that as soon as there was an indication of cost the Council would know how it could progress. Income to a level to at least break even would need to be ensured. He asked if any community groups had been approached or if there was any indication of interest in hiring the building from groups.

Cllr Hunt said it was difficult to invite interest from local groups until there was something to actually offer them.

Cllr Packham said that the Council needed to look at its potential liabilities in relation to running costs for Youth House.

Cllr Phillips said the cost to obtain and run the building should be viewed against open market value.

Cllr M Blatchford said that following the model of Wellspring in Weston could work for this building in Nailsea. All the GPs from the area and Healthwatch would need to be involved for this to succeed.

The Clerk said that the issue would be more about how to contain demand for the building rather than generate it. A commercial income could not be generated and the Town Council needs North Somerset to understand the bigger picture of what Youth House/Nailsea Place could achieve.

Cllr Blatchford added that 30% of NHS costs come from treating avoidable conditions and 40% of Accident and Emergency admissions do not require or receive any treatment. The NHS is looking to reduce these numbers.

Cllr Packham said that he was allowing a week for Cllr Pasley to consider the discussion before he would go back to him but that he had been made aware of the July deadline for a response in relation to the restrictive covenant on land at Engine Lane.

Cllr Wilson asked if there was any indication of the likely cost to lift the covenant.

Cllr Packham said it would depend on how it was calculated but he had received assurance that the money North Somerset received to lift it would be reinvested in the town.

FP36/16 TO CONSIDER THE ACQUISITION OF THE SKATEPARK.

The Clerk reported that further to discussions on this matter some months ago, North Somerset Council have come back with a revised proposal. The Town Council had not been prepared to go ahead because of the requirement for it to pay for North Somerset's legal costs and the exclusion of sections 24 – 28 of the Landlord and Tenant Act 1954. North Somerset has now proposed that each Council could bear their own legal costs and sections 24 – 28 of the Landlord and Tenant Act could be included in the contract. The lease term would be 25 years at a peppercorn rent and the Town Council would be responsible for repairs, maintenance and insurance.

It was proposed by Cllr Lees and seconded by Cllr Frappell

RESOLVED: **To RECOMMEND to Town Council to accept the new proposed terms offered by North Somerset Council and proceed with acquiring a lease on the Skatepark.**

The vote was unanimous.

FP37/16 CONSIDERATION OF A RENEWAL PROPOSAL BY ELLIS WHITTAM FOR HUMAN RESOURCES AND HEALTH AND SAFETY SUPPORT.

The Clerk explained that Ellis Whittam have offered an early 3 year renewal rate of £2,300 per year, reduced from £2,500. He felt value for money was not being achieved through the current contract. It had been hoped that through their experience of the sector Ellis Whittam would have been able to provide a more tailored approach to areas such as the Staff Handbook, revised Terms and Conditions and Health and Safety. He added that having a contract in place could be beneficial if the Council found itself in a major dispute with an employee where it could otherwise face high costs for legal advice. Employer support is available through South West Councils and NALC which the Council could utilise as a member.

Cllr Lees said it seemed that there wasn't confidence that if a problem did occur, Ellis Whittam would be the best at helping the Council through it.

Cllr Packham said there was still a year remaining on the current 3 year contract and if the Council's situation changed in this time the Council could review its needs.

It was proposed by Cllr Lees and seconded by Cllr Frappell

RESOLVED: To not renew the HR and Health & Safety contract with Ellis Whittam at this time.

The vote was unanimous.

FP38/16 CONSIDERATION OF THE EQUAL OPPORTUNITIES AND RACE RELATION POLICIES FOLLOWING APPROVAL OF THE EQUALITY POLICY.

The Clerk referred to comments made by Cllr Middleton suggesting that rather than being stand-alone policies, the Equal Opportunities Policy and Race Relations Policy could be worked into the Town Council's Equality Policy.

It was agreed the Clerk would draft this for consideration by the committee.

FP39/16 CONSIDERATION OF THE NALC MODEL FINANCIAL REGULATIONS.

After discussion it was proposed by Cllr Packham and seconded by Cllr Frappell

RESOLVED: To accept NALC's proposed change to paragraph 1.8 of the Financial Regulations to state "Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings".

The vote was unanimous.

FP40/16 ANY OTHER BUSINESS

The Clerk reported that Churchill had contacted him in relation to selling the land at Sycamore House. They have proposed paying for but capping the Town Council's legal costs at £1000 and advised that the transfer value for the land would be £1. The details will be on the next Town Council agenda.

Cllr Packham reported that he and the Clerk had met with North Somerset Council's team responsible for Parking Enforcement which will be starting in November. Further information is awaited.

The budget for maintenance of all 63 car parks across North Somerset is £20,000 per year. Cllr Packham said he expressed to the team that the Town Council would be interested in taking over the management of Station Road Car Park. North Somerset's response will be on the agenda for the Town Council meeting of 22 June 2016.

The meeting closed at 8.48pm.

Chairman's Signature: _____ Date: _____

NAILSEA TOWN COUNCIL - COMMUNITY ENGAGEMENT COMMITTEE MEETING
27TH APRIL 2016

MINUTES of the meeting of the Community Engagement Committee held on Wednesday 27th April 2016 at 7.55pm at The Tithe Barn, Church Lane, Nailsea.



PRESENT: Cllr Jameel in the Chair, Cllr Barclay, Cllr Frappell, Cllr Hamblin, Cllr Lees, Cllr Packham, Cllr Petford, Cllr J Tonkin, the Clerk and the Assistant Clerk.

CE21/16 **APOLOGIES** were received and accepted from Cllr Hunt and Cllr Wilson.

CE22/16 **DECLARATION OF INTEREST**

Cllr Tonkin declared a personal interest in agenda item 4. b) as his wife is a Director of Nailsea Community Trust.

CE23/16 **MINUTES** of the Committee held on 16th March 2016 were signed by the Chairman as a correct record.

It was agreed to bring forward agenda item 8.

CE24/16 **CONSIDERATION OF AN UPDATE ON THE PROPOSAL FOR A TOWN MAP**

Members referred to the information which had been circulated. Sharon Brown from the Blue Room was also in attendance.

Cllr Packham said that he was certainly in agreement with going ahead with the project but there is a question as to the durability of the map.

Cllr Tonkin said it would be helpful to see a photograph of the map already produced in Sea Mills prior to making any decision.

Cllr Frappell and Cllr Packham said they had seen the Sea Mills map but it was difficult to know what the end result will be as each project is unique.

Sharon confirmed that working with different children it is a case of waiting to see what is produced.

Cllr Petford said that having the non-commercial license would be very good as the Town Council could use the product for signage around the town.

Cllr Packham said that using the map for signage would depend on the final product.

Cllr Hamblin asked what material it would be made from.

Sharon said that the end result would be a digital image of a collage which the Council will need to decide how they use.

After further consideration it was proposed by Cllr Lees and seconded by Cllr Packham.

RESOLVED: to agree to the expenditure of £750.00 for phase 1 and phase 3 of the Community Engagement Project to create

a public work of art in the form of an iconic map of Nailsea.

The vote was unanimous.

CE25/16 FINANCIAL MATTERS

a)The Committee budget needs to be uploaded to our system by our supplier RBS so no transactions can be reported at this time

Noted.

b)To note information from Community Trust on how the grant from the Town Council has been spent

Noted.

CE26/16 TO CONSIDER AN UPDATE ON THE PROPOSED PURCHASE OF NAILSEA YOUTH HOUSE

The Clerk reported that he had informed the Finance and Policy Committee the valuation and a condition report had been received. The condition report highlighted concerns with the floor and a quote to carry out the work to check this out had been received. He had sent the scope of works to North Somerset Council for their approval for the work to be carried out and he was awaiting a reply.

CE27/16 TO CONSIDER AN UPDATE FROM THE WORKING PARTY ON IMPROVEMENTS TO THE TOWN COUNCIL'S WEB-SITE

Cllr Petford said she would like to encourage all councillors to have a photograph taken to include on the web-site along with a profile. She said that Cllr Bird and herself had been looking at different web-sites and the one that stood out was Cirencester Town Council.

The Clerk showed slides of some of the Cirencester Town Council web-site.

After consideration it was agreed that Cllr's Jameel and Petford would approach local professional photographers to enquire the cost of photographing each councillor for the web-site.

It was further agreed that Cllr's Bird and Petford would look at putting forward a presentation on their preferred web-site for the next meeting.

The Clerk highlighted that having a new web-site would involve significant work and cost to achieve the highest standard.

CE28/16 TO CONSIDER HOW TO IMPLEMENT THE TOWN COUNCIL'S DECISION TO HAVE "A TOWN-WIDE CONSULTATION ON THE SUBJECT OF HOUSING DEVELOPMENT AND A FIVE-YEAR STRATEGY"

Cllr Packham said that the Council needs a strategy for the town and, in particular, how the money gained if the Council sold the land at Engine Lane would be used. The residents could be asked what they think and how they felt the money should be used. He thought that it would require employing professionals to undertake this type of work.

The Clerk was asked how the process worked in 2007-08 when the Parish Plan was undertaken. He confirmed that a professional company had been used to undertake the

work. However, it also took up a great deal of his time. The response was from 35% of households and the success of the project meant the Council had a mandate for pursuing its objectives.

Cllr Hamblin said the questionnaire needed to be well circulated and perhaps it could be delivered in one of the local papers.

Cllr Packham said he thought it should be posted to residents with a pre-paid envelope for it to be returned. The Council would also need to consider how they ensured that young people and businesses were included.

Cllr Hamblin suggested using Nailsea School Council to circulate the questionnaire and collect the replies.

Cllr Jameel said the Council would need to decide what questions they wished to ask and how to ask them. The questionnaire could also be online.

After further consideration it was proposed by Cllr Lees and seconded by Cllr Frappell.

RESOLVED: to ask the Clerk to look for a professional company that would be able to assist in carrying out the work required for a public consultation.

The vote was unanimous.

CE29/16 TO CONSIDER AN UPDATE ON THE SCHOOL CROSSING PATROL SERVICE

The Clerk said he was waiting an update from Cllr J Blatchford.

CE30/16 CONSIDERATION OF THE REQUIREMENTS OF THE QUALITY AWARD SCHEME

a) Action Plan and budget for Community Engagement

After consideration it was agreed that as the decision had been made to look for a professional company to assist with a consultation and councillors were looking at upgrading the web-site, these were the first steps in the action plan. It was also agreed that acquiring Youth House and developing Nailsea Place would be priorities.

Cllr Packham reminded members that at a recent meeting a proposal had been put forward regarding additional resources for the Council which they had not agreed. This work will also impact on the resources in the office.

b) Evidence of community engagement, council activities and the promotion of democratic process

Cllr Packham said that by undertaking a questionnaire of all residents this is a way of promoting the democratic process and they can be asked what their expectations are of the Council.

c) Councillor profiles published on the web-site

Cllr Barclay asked where the information would be gathered and kept.

Cllr Petford said that a statement could be linked with the photograph of each councillor on the web-site.

Cllr Jameel said that a template should be set out so that each profile provides the same information about each councillor. She felt it should be limited to 50 words and state how long they have lived in Nailsea, which committees they are on along with their interests and hobbies.

It was agreed that each councillor would consider what should be included on the profile and email the suggestions to the Clerk prior to the next meeting.

CE31/16 CONSIDERATION OF THE NORTH SOMERSET CCTV LOG BOOK FEBRUARY 2016
Noted.

CE32/16 REPORTS OF OTHER BODIES
a) Community Safety meeting 9th March 2016
Noted.

b) Nailsea Chamber of Trade and Commerce 31st March 2016
Noted.

CE33/16 ANY OTHER BUSINESS

1. Cllr Hamblin reported that whilst working in one of the Town Centre shops an elderly lady had said to her how nice Nailsea was and she loved coming to the town.

The meeting closed at 9.13pm.



CLERK'S REPORT

Agenda Item

7. Dispensations for Councillors

The Code of Conduct requires councillors to declare interests when relevant matters are being debated in committee. The Code includes a provision for councillors to be granted an annual dispensation as an alternative to the requirement for a declarable interest to be made at every appropriate meeting.

The dispensations granted by Town Council in 2015-16 were:

- Cllr Frappell (High Street and retailing),
- Cllr Hamblin (allotments)
- Cllr A Tonkin (allotments)

9. Financial/Legal/Staffing Matters

g) To consider a proposal for a web-site regarding 'Nailsea Place'

The Clerk and Dr Malcolm Rigler are conducting a workshop at the annual conference of the Society of Local Council Clerks in October 2016 regarding the Nailsea Place concept. The workshop is entitled: 'Is Healthcare Too Important to be Left to Doctors?'.

Although the Town Council is looking to acquire premises as a base for Nailsea Place, the concept encompasses a collection of activities in different locations, including the Tithe Barn. Services such as the Leg Club, Music and Memories, Two Left Feet and perhaps the Memory Café at the Barn would all come under the umbrella of Nailsea Place.

Dr Rigler is keen that the ideas being promoted through Nailsea Place have an internet presence and has asked a firm called The Sound Agents to produce a simple web-site similar to the one they set up for the Everton Health and Wellbeing Centre:

<http://www.evertonhealthandwellbeing.com/>

The proposal for a web-site is as follows:

"Three page website for Nailsea Place for the initial cost of £300

£100 per additional page. A small fee to add on to pages TBA.

There will be a fee for the upkeep of the website.

The website will include:

*Title of Website EG: **NAILSEA PLACE***

First page is your 'virtual' front door

- 1. Headline or Vision to tell visitors what are you offering*
- 2. Mission Statement: What you do and offer*
- 3. Visuals: Photographs and short film of what you do. This can be made on an iphone and linked to the site by uploading it to Youtube*
- 4. Call to Action: What do you want to achieve from this site/project?*
- 5. Why does it matter to you?*
- 6. Social proof 1 or 2 quotes.*
- 7. Navigation on the top of the page to lead people to other pages.*
- 8. Contact details*

Page 2

Call to Action 2 How can people get involved?

Case studies

Links to resources EG: The Clerk Magazine

A few Quotes

10. To consider proposals for professional support for a public consultation

Three firms have been approached and invited to submit proposals for the provision of support for a public consultation. An initial approach had been made to Serena Ralston, who was one of the key people who assisted with the Parish Plan consultation process in 2007-08. Serena now works for WYG and had to decline working with the Town Council as Mactaggart and Mickel are a client of her firm, and there is a potential conflict of interest.

Following discussions with colleagues, Serena suggested two firms with a track record in consultation exercises: Meeting Place Communications and Avril Baker Consultancy. Cllrs Frappell, Hunt and Packham and the Clerk have met both companies, and following discussions finalised proposals have been received.

The conclusion of this exercise is that Avril Baker Consultancy is the preferred consultant, based on a more focussed approach to the project and lower fee costs.

In addition to professional fees there will be additional costs for a mailshot to all households, consultation events and internet/social media publicity.

The total budget for the project is likely to be not less than £25,000.

The development of a Leisure Strategy has been considered in the context of the public consultation. A firm suggested by Sport England was approached. They are interested in assisting the Council with developing the Leisure Strategy, but do not have the expertise to support the public consultation exercise.

11. Consideration of the management of Station Road car park

North Somerset Council is going through the process to acquire powers under the Civil Parking Enforcement (CPE) legislation. As part of this we have been notified that the Station Road car park either needs to be under the direct management of North Somerset Council or leased to the Town Council. Cllr Packham and the Clerk have met officers to discuss the implications of these options. The Council's previous position was reiterated i.e. it is willing to invest in capital improvements and on-going maintenance, but only if it has a legal interest in the site, probably through a long lease on a peppercorn rent.

The Council is asked to consider its preferred approach to the future management of the car park.

12. To consider a proposal for the freehold transfer of land to the south of the Churchill Retirement Living site

The owners of the land had previously offered this piece of land and 15 year maintenance costs to the Town Council, via their negotiations with North Somerset Council over the S106 agreement. At that time the Town Council expressed enthusiasm for the proposal. However, the land transfer was not included in the S106 agreement. Following completion of the building and tree works, the land is being offered direct to the Town Council.

The proposed terms of the deal are:

- a) Freehold transfer for £1.00.
- b) The vendor to pay the Council's legal fees to a maximum of £1,000.
- c) The vendor to remain responsible for fulfilling the planning conditions relating to the approval for tree works.

14. Reports from District Councillors

None received.

17. Invitations to Attend

- a) Goldies UK (Golden Oldies). Seminar concerning the work and development plans for the charity. The guest speaker will be Dr Roger Bullock, Clinical Dementia Specialist and General Psychotherapist. 30 June, 10am-4pm, Centurion Hotel, Midsomer Norton BA3 4BD. RSVP required.
- b) Open Spaces Society, Annual General Meeting, 11am on 7 July 2016 at Friends' House, 173 Euston Road, London NW1 2BJ.
- c) North Somerset Armed Forces Covenant Steering Group, 10am on 27 June, Weston College, Knightstone Road, Weston super Mare BS23 2AL.

Ian Morrell, Town Clerk

15 June 2016