



Notice of the next Council Meeting

Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of... Community Services Committee
Place... W101 Bridgwater Room
Date... Wednesday, October 16, 2024
Time... 18:30

Councillors will be discussing all the items listed overleaf on the Agenda.

Yours faithfully

David Mears

David Mears FdA FSLCC

CEO and Town Clerk

10 October 2024

(Prior to the start of the meeting)

Questions and comments from members of the public

To ask a question or speak at a meeting, you will need to submit your request to a member of the Democratic Services Team in advance of the meeting. You can request to speak at a council meeting by emailing your full name, the agenda item and your question to the Democratic Services Team emailing enquiries@bridgwater-tc.gov.uk Any requests need to be received by 5pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Thursday, requests need to be received by 5pm on the Monday prior to the meeting. The Chair will invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to 3 minutes. You can only speak to the Council or Committee once. If there are a group of people attending to speak about a particular item, then a representative should be chosen to speak on behalf of the group.

1N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the Public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting

A G E N D A

CSC2024/15 - To receive apologies of absence

CSC2024/16 - Declarations of interests

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

CSC2024/17 - To approve and sign as a correct record the minutes of the Community Services Committee held on Wednesday 14 August 2024

CSC2024/18 - To receive and note the draft 2025/26 budget and report and approve recommendations from the Director of Community Services

CSC2024/19 - To receive and note the report from the Fundraising Officer

CSC2024/20 - To receive and note the report from the Community Development Officer

End of Agenda

CIRCULATION

Councillors, Smedley (Chair), Aujla, Heywood, Hubble, Leavy, Lerry, Marsh, and Rodrigues



Minutes of Bridgwater Town Council held in the W001 Charter Hall on Wednesday 14 August 2024 at 18:30

Present:

Councillors, Smedley (Chair), Aujla, Heywood, Hubble, Lerry, and Rodrigues

Rob Semple, Director of Community Services Committee and Amy Storey, Democratic Services Officer. There were no members of the public or press present.

CSC2024/8 To receive apologies of absence

RESOLVED: Apologies were received from Councillor Leavy and Marsh

CSC2024/9 Declarations Of Interests

RESOLVED: Declarations of interests were received from Councillor Rodrigues who is a Trustee of Sydenham Community Association Trust and Councillor Lerry who is a Trustee of SEED.

CSC2024/10 To approve and sign as a correct record the minutes of the Community Services Committee held on Wednesday 12th June 2024

RESOLVED: That the minutes of the Community Services Committee held on Wednesday 12th June 2024 be signed as a correct record.

CSC2024/11 To receive and note the report from the Director of Community Services

RESOLVED: To note.

CSC2024/12 Grants - to consider the general grant requests below

CSC2024/12.1 SEED - £2,500

RESOLVED: To grant £1,500.

CSC2024/12.2 Bridgwater Flower Show - £800

RESOLVED: To grant £800.



CSC2024/12.3 Deafinate Matters CIC - £2,500

RESOLVED: To request more information on their grant which will be discussed at the next Community Services Committee.

CSC2024/12.4 The Hub at Bridgwater - £2,500

RESOLVED: That the Director of Community Services will request more information and delegate £2,500 subject to sustainability, which will be reviewed in February.

CSC2024/12.5 Nourish Bumps, Babies and Breastfeeding - £1,856

RESOLVED: To request more information on their grant which will be discussed at the next Community Services Committee.

CSC2024/12.6 Sedgemoor FM CIC - £2,120

RESOLVED: To request they reapply with a project.

CSC2024/12.7 Live Naturally CIC - £2,500

RESOLVED: No funding was awarded.

CSC2024/12.8 The Young Musical Theatre Company - YMTC - £2,165.66

RESOLVED: No funding was awarded.

CSC2024/13 Grants - to consider the youth grant requests below

CSC2024/13.1 RHODE LANE WANDERERS JFC - £2,500

RESOLVED: To grant £1,500.

CSC2024/13.2 SEED - £500

RESOLVED: To grant £500.



CSC2024/13.3 Fuse Performance - £500

RESOLVED: To grant £500.

CSC2024/13.4 Somerset Youth Theatre - £2,054

RESOLVED: To grant £1,000 and suggest they apply for HCA funding as well.

CSC2024/14 Grants - to consider the core grant requests below

CSC2024/14.1 Sydenham Community Association Trust - £20,000

RESOLVED: To grant £20,000.

The Chairman closed the meeting at **20:50**

End of document

Signed.....

Dated.....

Community Development / Events

Coding	Budget detail	Type	23-24 Actuals	Original Budget	Revised budget	Year-end projection	Variance	Budget 25-26
150	Community Development					-	-	-
105						-	-	-
1047	Community	Income	(451)	-	-	(70)	(70)	-
1705	General Grants	Income	(63,688)	-	-	(5,000)	(5,000)	-
1802	Visitor Guide Income	Income	(27)	(500)	(500)	-	500	(500)
1805	Sale of Postcards	Income	(0)	(20)	(20)	(3)	17	-
1806	Sale of Calendars	Income	(49)	(500)	(500)	-	500	-
			-	-	-	-	-	-
4000	Salaries and Ers Nat Ins	Expenditure	-	193,768	122,124	120,975	(1,149)	153267
4010	Tax and PAYE	Expenditure	-	-	11,476	11,775	299	14875
4020	Pension	Expenditure	-	-	26,443	27,755	1,312	34179
4102	Defibrillator	Expenditure	-	10,000	10,000	10,000	-	5000
4196	CCTV	Expenditure	-	-	167,900	167,898	(2)	167898
4248	Devo Contingency	Expenditure	-	300,000	132,100	31,900	(100,200)	16000
4249	School Crossing Patrols	Expenditure	-	3,600	3,600	-	(3,600)	3600
4281	Footfall Counter	Expenditure	-	-	13,336	3,336	-	10000
4425	Advertising	Expenditure	-	5,000	5,000	4,350	(650)	5000
4426	Visitor Guide	Expenditure	-	2,000	2,000	2,000	-	2000
4427	Tourism Merchandise	Expenditure	-	500	500	-	(500)	-
4442	Mobile phones	Expenditure	-	-	-	-	-	1000
4820	BCP	Expenditure	8,027	7,000	7,000	7,000	-	0
4822	Chamber of Commerce	Expenditure	1,650	500	500	500	-	0
4836	Community Drop In	Expenditure	294	2,500	2,500	1,500	(1,000)	1000
4282	Speed Indicator Device	Expenditure	-	-	-	4,179	4,179	500
NEW	Youth Delivery	Expenditure	-	-	-	-	-	20000
Total Net Income over Expenditure			(54,243)	523,848	503,459	388,095	(105,364)	433,819
160	Grants							
105								
4800	Grants	Expenditure	16,000	18,000	18,000	18,000	0	-
NEW	Core grants	Expenditure	-	-	-	-	-	85000
NEW	Community grants	Expenditure	-	-	-	-	-	60000
NEW	Sponsorship	Expenditure	-	-	-	-	-	14000
4806	Sports Sponsorship	Expenditure	-	1,500	1,500	1,500	-	-
4807	Fireworks Grant	Expenditure	5,333	6,500	6,500	6,500	0	6500
4809	Youth Grants and Projects	Expenditure	2,169	10,000	10,000	5,000	(5,000)	5000
4811	Bridgwater Together Match Fund	Expenditure	-	1,000	1,000	1,001	1	-
4813	Rusty Road	Expenditure	2,000	2,000	2,000	2,001	1	-
4832	Sydenham Community Centre	Expenditure	20,000	20,000	20,000	20,001	1	-
4834	Victoria Community Centre	Expenditure	20,000	20,000	20,000	20,001	1	-
			-	-	-	-	-	-
Total Net Income over Expenditure			65,502	79,000	79,000	74,004	(4,996)	170,500
170	Events							
105								
1057	Donations	Income	-	-	-	(20)	(20)	-
1822	Band Concerts	Income	-	(300)	(300)	(140)	160	(150)
1823	Christmas Fayre	Income	-	(300)	(300)	(150)	150	(150)
1825	Community Events	Income	-	(0)	(0)	(10)	(10)	-
			-	-	-	-	-	-
4640	Christmas Lights	Expenditure	-	42,000	42,000	42,000	0	45000
4808	Band Concerts	Expenditure	3,023	3,000	3,000	3,000	0	2500
4812	BTC Events	Expenditure	4,596	15,000	15,000	15,000	0	15000
Total Net Income over Expenditure			7,619	59,400	59,400	59,681	281	62,200
180	Town Team							
402								
1804	Snowflakes Stalls	Income	(600)	(650)	(650)	(650)	-	(650)
4103	VAT Exemption Deduction 23-24	Expenditure	-	-	-	420	420	-
4428	Town Centre Website	Expenditure	482	600	600	5,008	4,408	600
4802	Shop Front Grant	Expenditure	-	1,500	1,500	1,490	(10)	1500
4803	Snowflakes	Expenditure	2,491	4,500	4,500	4,500	-	4500
Total Net Income over Expenditure			2,373	5,950	5,950	10,769	4,819	5,950
Total Net Income over Expenditure			21,251	668,198	647,809	532,549	(105,260)	672,469

Arts Centre

Coding	Budget detail	Type	Actuals 23-24	Original Budget	Revised budget	Year-end projection	Variance	Budget 25-26
106 Arts Centre								
	1000 Income - Hall & Room Lettings	Income	0	(20,000)	(20,000)	(10,661)	9,339	(15,000)
	1055 Arts C Friends of Membership	Income	0	-	-	(65)	(65)	
	1056 Other income	Income	0	-	-	-	-	-
	1800 Miscellaneous Income	Income	0	(1,000)	(1,000)	-	1,000	
	1828 Bar Takings	Income	0	(12,000)	(12,000)	(6,324)	5,676	(12,000)
	1829 Box Office Receipts	Income	0	(18,000)	(18,000)	(2,220)	15,780	(8,000)
	1830 Gallery Sales Commission	Income	0	(1,000)	(1,000)	(756)	244	(1,000)
	1832 Income - Credit Card Fees	Income	0	(0)	(0)	(310)	(310)	(1,000)
	1833 Income - Tech	Income	0	(0)	(0)	(549)	(548)	(2,700)
	1001 Income - PRS	Income	0					(1,000)
NEW	Income - Memberships	Income	0					(1,200)
	1057 Income - Donations	Income	0					(500)
NEW	Income - Admin fees	Income	0					(2,000)
	4000 Salaries and Ers Nat Ins	Expenditure	0	74,874	72,502	61,226	(11,276)	106462
	4010 Tax and PAYE	Expenditure	0	-	5,885	4,967	(918)	9880
	4020 Pension	Expenditure	0	-	16,168	13,653	(2,515)	23741
	4101 Business Rates	Expenditure	0			13,000	13,000	13000
	4115 Water & Sewerage	Expenditure	0	600	600	573	(27)	600
	4122 Electricity	Expenditure	0	5,000	5,000	4,956	(44)	5000
	4156 Cleaning	Expenditure	0	1,000	1,000	987	(13)	1200
	4157 PRS Licence	Expenditure	0	500	500	423	(77)	1000
	4158 Equipment	Expenditure	1337.92	-	-	588	588	3000
	4159 Health & Safety	Expenditure	0	-	-	490	490	2500
	4170 Alarms	Expenditure	0			1,000	1,000	20000
	4175 Tech consumables	Expenditure	0			-	-	500
	4181 Arts Centre Town Deal	Expenditure	0	-	-	0	0	
	4185 Waste Disposal	Expenditure	0	-	-	1,055	1,055	1300
	4194 Heating	Expenditure	0	1,500	1,500	1,552	52	2000
	4197 Building Maintenance	Expenditure	0	10,000	10,000	38,146	28,146	20000
	4212 Statutory Building checks	Expenditure	0	-	-	440	440	500
	4250 Bar Costs	Expenditure	0	5,000	5,000	4,668	(332)	7000
	4251 Events fees	Expenditure	0	14,000	14,000	11,344	(2,656)	7000
	4252 Technical Costs	Expenditure	0	3,200	3,200	2,790	(410)	5000
	4256 Event Programming	Expenditure	0	15,000	15,000	-	(15,000)	0
	4400 Printing, Stationery, Copying	Expenditure	0	100	100	39	(61)	300
	4402 Software	Expenditure	0	850	850	756	(94)	2550
	4430 Publicity - M	Expenditure	0	2,500	2,500	2,105	(395)	2500
	4440 Telephone/IT support	Expenditure	0	1,000	1,000	1,420	420	1700
	4442 Mobile Phones	Expenditure	0	0	-	1,193	1,193	1500
	4445 Web Site	Expenditure	0	500	500	484	(16)	5000
	4446 Training	Expenditure	0	2,500	2,500	1,290	(1,210)	1000
	4583 SumUp Charges	Expenditure	0					1000
Total Net Income over Expenditure			1,338	86,124	105,805	148,262	42,457	200,833
Total Net Income over Expenditure			1,338	86,124	105,805	148,262	42,457	200,833

Town Hall

Coding	Budget detail	Type	23-24 Actuals	Original Budget	Revised budget	Year-end projection	Variance	Budget 25-26
115 Town Hall								
1000	Income - Hall & Room Lettings	Income	(19,388)	(20,000)	(20,000)	(8,340)	11,660	(11,000)
1030	Income - Rental	Income	-	(0)	(9,200)	(9,716)	(516)	(117,000)
1054	Town Hall Refurb Income	Income	-	(0)	(0)	(215)	(215)	
1818	Town Deal Town Hall	Income	(270,000)	(0)	(0)	(585,000)	(585,000)	
1056	Other Income	Income	-	(0)	(0)	(166,000)	(166,000)	
	Box Office	Income	0					(9,000)
1003	Donations	Income	0					(1,350)
	Sponsor a seat	Income	0					(410)
4000	Salaries and Ers Nat Ins	Expenditure	65003	105,668	93,673	89,587	(4,086)	140127
4010	Tax and PAYE	Expenditure	0	-	10,344	7,457	(2,887)	11769
4020	Pension	Expenditure	0	-	25,799	19,671	(6,128)	32363
4101	Business Rates	Expenditure	27050	24,000	24,000	26,662	2,662	28500
4102	Defibrillator	Expenditure	0	120	-	120	120	140
4103	VAT Exemption deduction 23-24	Expenditure	0	-	-	8,276	8,276	
4115	Water & Sewerage	Expenditure	3369	3,000	3,000	3,001	1	3400
4122	Electricity	Expenditure	23347	124,928	124,928	101,968	(22,960)	35000
4151	Town Deal	Expenditure	244885	-	-	615,000	615,000	
4152	Town Hall Flat Conversion	Expenditure	0	-	-	173,323	173,323	
4156	Cleaning	Expenditure	4268	2,000	2,000	1,945	(55)	5000
4159	Health & Safety	Expenditure	2008	1,500	1,500	1,514	14	2200
4170	Alarm & Fire Service	Expenditure	16243	12,000	12,000	14,029	2,029	7500
4175	Lamps & General Consumables	Expenditure	217	500	500	-	(500)	1000
4180	Toilets	Expenditure	295	500	-	-	-	
4185	Waste Disposal	Expenditure	844	700	700	777	77	850
4189	General Repairs	Expenditure	1023	2,000	-	417	417	
4190	Electrical Refurbishment	Expenditure	257	3,000	3,000	9,779	6,779	
4192	Decoration and Tools	Expenditure	235	1,000	-	-	-	1000
4194	Heating	Expenditure	39451	65,210	22,655	7,819	(14,836)	
4196	CCTV	Expenditure	0	-	500	475		
4197	Building Maintenance	Expenditure	10952	75,000	78,620	78,620	0	20000
4199	Security	Expenditure	360	500	-	-	-	
4212	Statutory Building Checks	Expenditure	0	-	-	900	900	1500
4221	Protective Clothing & Uniforms	Expenditure	253	150	150	150	0	300
4230	Equipment Service	Expenditure	0	-	-	485	485	2500
4271	Credit card charges	Expenditure	0	-	-	-	-	
4400	Printing, Stationery, Copying	Expenditure	0	-	-	18	18	
4440	Telephone/IT support	Expenditure	0	-	-	-	-	
4441	IT Equipment	Expenditure	0	-	-	11,156	11,156	
4442	Mobile Phones	Expenditure	725	574	574	678	104	700
4496	Miscellaneous Expenses	Expenditure	51	500	500	500	0	
4951	Building refurbishment	Expenditure	0	-	-	20,000	20,000	
NEW	Artist Fees	Expenditure						5000
NEW	Duty Casuals	Expenditure						1200
NEW	Ticketing software	Expenditure						5250
NEW	Marketing	Expenditure						3750
NEW	Website	Expenditure						7500
NEW	Loan repayment	Expenditure						230933
Total Net Income over Expenditure			151,448	402,850	375,243	425,056	49,838	408,722
Total Net Income over Expenditure			151,448	402,850	375,243	425,056	49,838	408,722



Bridgwater Town Council

REPORT

Report to:	Community Services Committee
Agenda Item:	
Date of Meeting:	16.10.24
Date of this Report:	09.10.24
Author:	Rob Semple
Lead Officer:	Rob Semple

Report Title

Recommendations

Recommendations Sought from Members

- 1. Grants Budget:**
 - Recommendation sought on increasing the grants budget to provide greater support to local groups and charities.
- 2. Youth Budget:**
 - Recommendation in support of the Youth budget aimed at targeting anti-social behaviour (ASB) in the town centre.
- 3. Town Warden Project:**
 - Recommendation on the adoption and continuation of the Town Warden project beyond 2026.
- 4. Arts Centre Development:**
 - Recommendation in support of the Technician post, maintenance budget, and coffee machine to enhance the Arts Centre.

Next Steps: Members' recommendations are requested. The committee's recommendations will be presented to the Finance and Corporate Services Committee.

1. Introduction

Proposed Budget for 2025/26: Community Services Directorate

Attached are the comprehensive proposed budgets for the Community Services Directorate, Arts Centre, and Town Hall.

- **Green budget lines:** These are not normally adjustable due to contracts, agreements and commitments.
- **Amber budget lines:** These are open for member recommendations.
- **Blue budget lines:** Are managed by the Amenities Directorate

Below are the major proposed changes for each area:

2. Community Services

2.1. Grants Current (2024/2025)

Community/General Grants = £18,000

Youth = £10,000

Core = No set budget but currently £20,000 Victoria Park Community Centre (VPCC); £20,000 Sydenham Community Centre (SCC); £21,800 Brick and Tile Museum (BTM); £2,000 Rusty Road (RR).

2.1.1. Grants Proposed (2025/2026)

Project Grants = £60,000

Youth Led Grants = £5,000

Sponsorship = £14,000 (£7,000 BCP, Twinning £2,300, Chamber of Commerce £1100)

Venue Grants = £85,000

For full details of new grants proposals and process, please refer to the attached report.

2.2. Youth Delivery in Town Centre

£20,000 per annum

Proposal for Targeted Youth Work in Bridgwater Town Centre

Objective: Collaborate with a Youth Provider to deliver targeted youth work aimed at reducing anti-social behaviour and supporting young people in Bridgwater Town Centre.

Plan:

1. Initial Engagement (4-6 Months):

- Conduct detached youth work across Bridgwater Parks, open spaces, and the town centre.
- Engage with young people to identify their needs and preferences for youth services in the town centre.

2. Ongoing Sessions:

- Based on the initial findings, provide two sessions per week, each lasting 3 hours, including during holidays.

3. Long-term Commitment:

- Plan a 3-year budget to enable the Youth Provider to commit to the project and recruit staff with confidence.

2.3. Town Wardens (TW)

Overview: Bridgwater Town Council has the opportunity to take on the Bridgwater Town Wardens starting April 2025. The project is fully funded, including back-office costs, until the end of March 2026 through Town Deal funding. This funding will transfer along with the officers. The current team consists of one full-time senior warden and four full-time wardens.

2.3.1. Current Situation:

- Due to changes at Somerset Council, the wardens are now part of a larger team and lack specific direction related to Bridgwater.
- Somerset Council will not continue the project after the current funding ends due to financial constraints.

2.3.2. **Wardens' Role:** The wardens aim to engage, educate, and enforce where necessary, providing a strong, visible community support presence across the town. They work with partners and the local neighbourhood policing team to share intelligence, reduce street-based anti-social behaviour (ASB), build confidence among visitors, and address underlying issues such as homelessness and safeguarding vulnerable people.

2.3.3. April 2024 to August 2024 Figures for TW engagement:

Patrol Hours Total	539	ASB Incidents Total	32
Notices/Warnings Total	0	Youth	14
Fixed Penalty Notices	0	Alcohol	18
Community Protection Warning/Notice	0	Street Link Reports	13
PSPO	0	Clear up/disposal reports Total	25
Reports to Police	23	Fly Tipping	12
Phone (999) (101)	1	Graffiti	2
Email	8	Litter	2
Intel	1	Drug Litter	6
Verbal	10	Broken furniture	4
Social Media posts	2	Community Events attended	26
Signposting	25	Youth engagement events	17
Safeguarding reports	1	Training attended	3

2.3.1. **Additional Responsibilities:** Bridgwater Town Council is taking on more responsibilities, including land and street cleansing, which involves enforcement work around unlawful encampments and fly tipping. The wardens are crucial in responding to community concerns about anti-social behaviour and have experience with enforcement activities.

2.3.2. **Next Steps:** If members support bringing the wardens under the Town Council, we need an agreement in principle to continue the service beyond March 2026. The current cost for the five officers, including National Insurance and superannuation, is approximately £210,000 (awaiting exact costings from Somerset Council).

3. Arts Centre

3.1. Proposal for New Technician Post and Facility Enhancements

3.1.1. Technician Post:

- **Salary:** £36,000 (subject to job evaluation)
 - **Allocation:** 25% Arts Centre, 75% Town Hall

- **Purpose:** To ensure both facilities are self-sufficient in terms of technical support for performances.

3.1.2. **Building Maintenance:**

- **Budget:** £20,000
- **Purpose:** The Arts Centre, being an older building and Grade I listed, requires ongoing maintenance. Recent leaks during heavy rains highlight the need for general repairs and upkeep, beyond the proposed improvement works.

3.1.3. **Coffee Machine:**

- **Budget:** £3,000
- **Purpose:** To encourage greater daytime use of the facility by installing a coffee machine. This will allow the space to function as a café, increasing sales opportunities during events and gallery viewings.

4. **Town Hall**

As above new technical post, split with the arts centre.

5. **Legal Considerations**

If Council decide to take on the wardens, TUPE will apply. Furthermore, a contract for a fixed period will terminate when that period expires, and this is deemed a dismissal. The expiry of such contract is deemed to be a dismissal for the purposes of unfair dismissal and redundancy legislation (section 95[1][b] and section 136[1][b] of the Employment Rights Act 1996). Unfair dismissal claims do not apply to contracts or length of service under two years. A fixed-term contract will normally automatically convert into a contract of indefinite duration once four years' continuous employment under it, or renewals of it (regulation 8 of the Fixed-term Employees [Prevention of Less Favourable Treatment] Regulations 2002).

Should Council not wish to continue with the Warden Scheme after 31 March 2026 then redundancy or alternative employment will apply to four members of staff. Two have continuous service more than four years (actual length of service is not currently known).

6. **Financial and Risk Considerations**

Increasing budgets will inevitably impact council tax for local residents. However, not increasing budgets could hinder the optimal functioning of services and pose reputational risks for the council. There will be financial implications for taking on the Wardens post 31 March 2026 with either continuing or ceasing the service.

7. Equalities Considerations

When considering increasing grant funding for community and youth groups, and the application process, the Council can focus on several key equality considerations to ensure fair and equitable distribution of funds:

Inclusive Outreach: Ensure that information about grant opportunities reaches all segments of the community, including marginalised and underrepresented groups. This can be achieved through diverse communication channels and partnerships with local organisations.

Simplified Application Process: Simplifying the grant application process to make it accessible to smaller and grassroots organisations that may lack the resources to navigate complex procedures.

Monitoring and Evaluation: Regularly monitoring and evaluating the impact of the grant schemes to ensure they are meeting the intended goals and benefiting all community members equitably.

By embedding these considerations into the grant making process, Bridgwater Town Council can promote equity and support a diverse range of community and youth activities.

8. Climate Change and Sustainability Considerations

While there are no direct impacts, an increased grants budget aligned with the Council's climate change and sustainability goals will enable improvements in the local community.

9. Conclusion and Recommendations

Recommendations Sought from Members

1. **Grants Budget:**
 - Recommendation sought on increasing the grants budget to provide greater support to local groups and charities.
2. **Youth Budget:**
 - Recommendation in support of the Youth budget aimed at targeting anti-social behaviour (ASB) in the town centre.
3. **Town Warden Project:**
 - Recommendation on the adoption and continuation of the Town Warden project beyond 2026. If the Council does not wish to continue the scheme beyond 31 March 2026, then officer recommendation is not to take over this scheme.
4. **Arts Centre Development:**
 - Recommendation in support of the Technician post, maintenance budget, and coffee machine to enhance the Arts Centre.

Title	Name	Date
CEO/Town Clerk	David Mears	10/10/2024
Director of Amenities	Scott Mason	
Director of Community Services	Rob Semple	
Director of Finance and Corporate Services	Sally Jones	
Leader of Council		
Leader of the Opposition		
Committee Chair/Lead Councillor		
Lead Manager		

End of report.



Bridgwater Town Council

REPORT

Report to:	Community Services Committee
Agenda Item:	CSC 2024/19
Date of Meeting:	Oct 16 2024
Date of this Report:	10 Oct 2024
Author:	Helen Astill
Lead Officer:	Rob Semple

Grant Funding Proposal

Recommendations

- 1) **Grant Funding:** approve the updated structure, grant titles, budget adjustments and updated Community Grants Funding Policy.
- 2) **Grants Committee and Proposed Schedule:** Introduction of a new meeting schedule.

1. Background

The Council recognises the significant contributions of local non-profit organisations, which provide essential support and services to the Bridgwater community. These organisations often address unmet needs and enhance the cultural, social, and environmental fabric of the area. To ensure the continued delivery and provision of their valuable services, this grant scheme has been reviewed and updated.

The proposed changes to Bridgwater Town Council's (BTC) grant funding procedure aim to enhance clarity and consistency in the application process. This review has been prompted by staff changes at BTC and transformational change of BTC, the recent restructuring of local government in Somerset last year, and the growing demand for grant funding for communities in Bridgwater.

The updated policy documentation and grant criteria aim to follow best practice in awarding funding, ensuring a fair and equitable distribution of resources and flexibility in the decision-making process. This allows for exceptional projects or organisations that do not meet the standard criteria to still be considered for funding.

2. Grant Funding

- **Project Grants – up to £5,000**

Previously - Community/General Grant Funding – up to £2,500. Project Grants are grants of up to £5,000, with a requirement for applicants to provide 10% match funding. Funding is available for organisations, clubs, societies, or community groups to support specific **one-off projects**. In special circumstances a larger amount, of up to £10,000, may be considered for significant or exceptional projects.

Project Grants are restricted to voluntary or non-profit making organisations that can demonstrate how the funding will:

1. deliver a viable project or service
2. mainly benefit residents of the Parish of Bridgwater
3. meet at least one of BTC's identified priorities (detailed in the Grants Policy)

- **Youth Led Grants - up to £500**

Previously – Youth Grants – up to £500. Youth Led Grants are one-off grants of up to £500 available for initiatives **led by young people to benefit young people**. The target age range is 11-18. Youth Led Grants are restricted to voluntary or non-profit making youth groups that can demonstrate how the funding will:

1. deliver a viable project or service
2. mainly benefit young people in the Parish of Bridgwater
3. meet at least one of BTC's identified priorities (detailed in the Grants Policy)

- **Venue Grants – up to £20,000**

Previously – Core Grants. Venue Grants are grants available to **individual community venues** of up to £20,000. Venue Grants are awarded selectively to organisations permanently based in and around Bridgwater. BTC offers financial assistance to established charities and non-profit Community Interest Companies located within the town to support their operational costs.

To qualify, organisations must demonstrate how they address local needs and provide valuable, non-statutory services and activities that would otherwise be unavailable. Recipients of Venue Grants will enter into a Service Level Agreement (SLA), which outlines their commitment to a co-operative relationship with the Council. The SLA will be valid for three years; however, applicants will be required to reapply annually to maintain their funding. BTC currently funds: Sydenham Community Centre, Victoria Park Community Centre and The Brick and Tile Museum (South West Heritage Trust).

- **Sponsorship**

In special circumstances, BTC can choose to sponsor individuals or support events that fall outside of the usual grant criteria. The objective of this sponsorship is to contribute to the benefit of the community and residents of Bridgwater and the surrounding area by supporting free-entry events. Additionally, BTC champions local talent and welcomes applications for sponsorship from individuals, such as gifted young athletes, who can demonstrate exceptional achievement in their sport.

Furthermore, the council actively supports local groups and associations through their sponsorship fund. BTC currently sponsors Bridgwater Cultural Partnership (£7,000), Town Twinning associations (£2,300), the Bridgwater Chamber of Commerce (£500) and three Sport venues in the town.

• **Documentation**

Following the approval of the proposed Grants Funding scheme and application process the following documents will be produced.

1. Project Grants Application Form (online and printable)
2. Youth Led Grants Application Form (online and printable)
3. Venue Grants Application Form (online and printable)
4. Sponsorship Application Form (online and printable)
5. Grant Funding Policy
6. Sponsorship Policy
7. Grant Agreement template (Project and Youth Led Grants)
8. Service Level Agreement template (Venue Grants)
9. Sponsorship Monitoring Form
10. Grant Monitoring Form
11. BTC - website text update
12. Report pack and template spreadsheet

3. Grants Committee and proposed Schedule

To avoid extending the duration of the bi-monthly Community Services Committee (CSC) meetings, the Grants Sub-Committee (reporting to the CSC) will be established to review and make decisions on grant awards. Applicants must be available to attend and present, or answer questions about their grant application during the scheduled Grants Sub-Committee meeting.

The new Grants Sub-Committee will meet three times annually, with application deadlines set one month prior to each meeting. During these sessions, the committee will review new applications for Project Grants, Youth-Led Grants, Venue Grants, and Sponsorships. Additionally, they will monitor and evaluate ongoing or completed projects and activities.

Application Deadline	Grant Committee Date	Budget
July 2025	August 2025	Project Grants - £20,000 (60k Total) Youth Led Grants - £5,000 (yearly) Venue Grants - £85,000 (yearly) Sponsorship - £14,000 (yearly)

November 2025	December 2025	Project Grants - £20,000 (60k Total) Youth Led Grants - £5,000 (yearly) Venue Grants - £85,000 (yearly) Sponsorship - £14,000 (yearly)
March 2026	April 2026	Project Grants - £20,000 (60k Total) Youth Led Grants - £5,000 (yearly) Venue Grants - £85,000 (yearly) Sponsorship - £14,000 (yearly)

4. Legal Considerations

The new Grant Funding Policy, Sponsorship Policy, Grant Agreement template and Service Level Agreement template must undergo a legal review by the Chief Executive and Town Clerk before publication. The Council has the General Power of Competence and therefore can provide funding individuals and businesses. Councillors will need to consider if they have a pecuniary interest when considering grant applications.

5. Financial and Risk Considerations

New Budget proposals:

- Project Grants - £60,000 yearly - £20,000 each round.
Previously £18,000
- Youth Led Grants - £5,000 (application window closes when yearly budget has been awarded)
Previously £10,000
- Venue Grants - £85,000 (application window closes when yearly budget has been awarded)
- Sponsorship - £14,000 (application window closes when yearly budget has been awarded)

6. Equalities Considerations

Grant schemes are open to all groups that fit local criteria.

7. Climate Change and Sustainability Considerations

No applicable consideration

8. Conclusion and Recommendations

Councillors are requested to approve the following recommendations from this report:

- 1) **Grant Funding:** approve the updated structure, grant titles, budget adjustments and updated Community Grants Funding Policy.
- 2) **Grants Committee and Proposed Schedule:** Introduction of a new meeting schedule.

Report Sign-off

Title	Name	Date
CEO/Town Clerk	David Mears	10/10/2024
Director of Amenities	Scott Mason	
Director of Community Services	Rob Semple	
Director of Finance and Corporate Services	Sally Jones	11/10/2024
Leader of Council	Brian Smedley	
Leader of the Opposition	Gill Slocombe	
Committee Chair/Lead Councillor	Brian Smedley	
Lead Officer	Helen Astill	

End of report.



Bridgwater Town Council

REPORT

Report to:	Community Services Committee
Agenda Item:	
Date of Meeting:	16.10.2024
Date of this Report:	10.10.2024
Author:	Ann-Marie Gould
Lead Officer:	Rob Semple

Events Review 2024/25

Recommendations

Members recommendation on development of future events for 2025/26.
Recommendation on continuation, redevelopment or cessation of individuals events.

1. Introduction (you decide)

Review of events delivered so far in 2024/25 financial year.

2. Sunday 5th May – Mayday Celebrations

Number of attendees: approx. 150.

Demographic of attendees was mixed with families, older and younger people.

Cost: £500 (approximately £3.33 per visitor).

Notes: the traditional Maypole was very popular. Northgate School and a dancing troupe attended to take part. Stalls reported that engagement and sells were strong. The bouncy castle and facepainting were popular. Feedback received on the day from visitors was that they wished that a food stall was present.

3. Seven Sundays of Summer

Sunday 7th July – Cam Chilcott

Number of Attendees: less than 50.

Demographic of Attendees: older members of the community.

Cost: £125.00 (approximately £2.50 per visitor).

Notes: this was a last-minute change due to cancellation of Bulgarian dancers. The weather was not great.

Sunday 14th July – Active Family Day

Number of attendees: less than 75.

Cost: £600 (approximately £8 per visitor).

Demographic of attendees: families

Notes: this was the 'active travel day' project that the Council organised on behalf of Bridgwater Area Cycling Campaign (BACC). The majority of visitors came for the sporting activities, which were popular. The archery (provided by the Community Sports Trust) was enjoyed by parents and the children. The space hoppers and treasure hunt we provided were also very popular. The stalls offering information relating to travel attracted little to no engagement, and the BACC stated that fewer families took part in the bicycle ride compared to previous times. It is worth noting that the Cranleigh Gardens fete took place the day before. BACC feels we did not promote this event enough. We enjoyed good weather for this event.

Sunday 21st July – Congresbury Brass Band

Number of attendees: less than 75.

Cost: £300 (approximately £4 per visitor).

Demographic of attendees – Older members of the community

Notes: Congresbury always tends to be fairly well attended as they have a group of people who attend all their performances. Music was upbeat, it was a sunny day, and the public brought camping/deck chairs and blankets. Visitors enjoyed some dancing on the grass. Museum tea and cake were popular on this date. I feel this was a good turnout considering it was Super Saturday and heavy rain the day before.

Sunday 28th July – Burtle Brass Band

Number of attendees: less than 50

Cost: £150 (approximately £3 per visitor).

Demographic of attendees: older members of the community

Notes – not as well attended as Congresbury, weather was dry. Music played was more traditional and slower.

Sunday 4th August – Cobblestones Takeover

Number of Attendees: no more than 200

Cost: £700 (approximately £3.50 per visitor).

Demographic of attendees: families and groups of younger adults, some older people.

Notes: as busy and popular as last year, Meg Boucher was a particularly popular act, people less keen on the last band, which were a quite rocky and loud. Stall holders did not take as much money as they would have liked. However, for some community groups including The Swimming Club; and BLISS, the local LGBTQ social group both found this event very helpful and appeared to have a lot of engagement from the public. Feedback received on the day centred around that we had too many food outlets available, and some would have liked to have a bar. Bouncy castle and face painting was popular at the event.

Sunday 11th August – Kingsbury Episcopi Brass Band

Number of attendees: less than 50.

Cost £300: (approximately £6 per visitor).

Demographic of attendees: older members of the community

Notes: a nice day, camping chairs and blankets were brought along. Feedback was that the music was modern and relatable for different ages. Cake was served at the museum, and this proved popular. This was the weekend of Somerrock.

Sunday 18th August – Big Community Picnic

Number of attendees: no more than 200.

Cost: £500 (approximately £2.50 per visitor).

Demographic of attendees: mixed of all ages.

Notes: there were over 75 free lunch boxes given out to families. The appearance of 'Bluey' and the Tor Theatres 'Mad Professor' were both popular with the children. The event started off very quiet, and on reflection feel the start time needs to be 12pm rather than 11am if the Council do this again. When groups of people arrived, they appeared to stay throughout the event, bringing blankets and picnics etc., and lots of familiar community volunteers/organisations came along including. Some stalls reported doing well, others not so much with facepainting and bouncy castle sales low. Perhaps this was an event where people were looking to spend as less as possible. Feedback from attendees was very positive both in person and afterwards on social media, but some stated we needed more entertainment and other refreshment offerings.

Total Spend - £3350 on Seven Sunday of Summer (over budget)

Notes: larger events are more costly as they required first aid provision, Sedgemoor FM was paid £600 in total for their support across the seven events.

4. Seed the Day

Attendees: no more than 100.

Cost: £300 (approximately £3 per visitor).

Demographic of attendees: older and middle-aged adults.

Notes: 22 stall holders were very well managed by Vegan Fayres, it was a nice warm day, three of the stall holders were local to the town. Local Stalls included: no space for waste (stall space paid for by the Council to support local business); friends of the Meads, and the Menshed. Guest speakers (plant-based council, skincare and Lesley Gates wonder bag) failed to attract much footfall or much attention from the attendees present. Feedback from the stall holders was that they did better when they were at the High Street, however they did enjoy being in the green space. The Council's baking competition attracted only one entry, and no children entered the children's competition. Fabulous cake sculpture commissioned from 'What a load of old scrap' awarded to the one baking entrant. There were other events taking place in the town on the same day including the Sea Cadets open day at the Docks, Food Conversations workshop at Victoria Park and heritage open days in a few historical locations in the town. Feedback from the public was that there was indication in the town centre that this vegan fair was taking place, we need to find ways to better spread the word.

5. Legal Considerations

No legal considerations.

6. Financial and Risk Considerations

Current event program is a low financial risk. Event risk mainly sits in reputational. The Council wants to continue and enhance the offer we deliver for residents and visitors of Bridgwater. With a congested calendar across the town, the Council needs to ensure we consider complimenting other events across the town.

Currently looking at options to enhance by potentially linking events such as seven Sundays with food Festival and Independent Market.

7. Equalities Considerations

All events open to all with easy access.

8. Climate Change and Sustainability Considerations

Seed the Day event was aimed at sustainability. All events looking to avoid use of single use plastics etc.

9. Conclusion and Recommendations

Bridgwater Town Council (BTC) has successfully delivered an events program throughout the year. However, several of the seven Sunday events are similar and attract similar attendance levels.

Recommendations:

1. Brass Band Events:

- Reduce the number of Brass Band events.
- Consider hosting multiple brass bands on the same occasion to create a dedicated Brass Band event.

2. Collaboration with the Museum:

- Explore options for hosting events concurrently with the museum’s open hours to boost museum footfall.

3. New Event Development:

- Develop new events to complement existing ones.
- Suggest a living history event in Blake Gardens, featuring stalls and interactive living history activities.

4. Introduction of a Bar:

- Consider introducing a bar at specific events, such as The Cobblestones Takeover.
- This will require comprehensive planning, including obtaining appropriate licenses and ensuring security, but could provide a unique event experience and an additional revenue stream.

Report Sign-off

Title	Name	Date
CEO/Town Clerk	David Mears	10/10/2024
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Director of Community Services	Rob Semple	
Director of Finance and Corporate Services	Sally Jones	11/10/2024
Leader of Council		
Leader of the Opposition		
Committee Chair/Lead Councillor		
Lead Manager		

End of report.