



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Meeting Details:

Date: Monday 19th July 2021

Time: 6.30 pm

Location: Meeting held remotely via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Chairperson: The Mayor, Cllr Steven Bletsoe

Staff: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO), Miss J Brown (Democratic Services Officer), Mrs Dawn Elliott, Mrs Rhiannon Stone

In Attendance:

Cllr Alan Wathan – PRESENT

Cllr Ceri Evans – PRESENT

Cllr David Unwin – PRESENT

Cllr Martin Smidman – PRESENT

Cllr Michelle Blundell-Humphreys – PRESENT

Cllr Steven Bletsoe (Mayor) – PRESENT

Cllr Angela Morelli – PRESENT

Cllr Chris Woodman - PRESENT

Cllr Lyn Walters - PRESENT

Cllr Matthew Voisey - PRESENT

Cllr Nicole Burnett – PRESENT

Cllr Stuart Baldwin – PRESENT

Youth Representatives:

Dafydd Rees – PRESENT

Former Town Hall Project Manager

Mr R Burns - PRESENT

1. To Receive Apologies for Absence

- Cllr Steven Easterbrook, Cllr Robbie Thomas, Cllr Tim Wood, Cllr Freya Bletsoe, Youth Representative Megan Howley.
- **Absent:** Cllr Stuart Charles, Cllr Carolyn Webster, Cllr Ian Williams

2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted

- Cllr A Morelli - Declaration of personal interest Agenda Item 18b
- Cllr D Unwin – Declaration of personal and prejudicial interest Agenda Item 14a
- Cllr M Voisey – Declaration of prejudicial interest Agenda Item 14a and 14b

The Mayor advised members of the public, and the Youth Representative present that as the circulated report in relation to Agenda Item 9 was confidential, the discussion would be held in confidence and proposed that this is moved to the end of the agenda. This was agreed by Members.

3. To receive questions or comments from Members of the Public (Standing Order 3(e) refers)

- There were no questions from Members of the Public.

4. To receive questions or comments from the BTC Youth Representatives

- Youth Member Dafydd Rees reported that the recording of a traditional German track for release to celebrate the Twinning Anniversary would be progressed over the summer holidays.
- The Mayor thanked Dafydd Rees for his valued contribution.

5. To Confirm and Sign Minutes of the Town Council Meeting held on 28th June 2021

RESOLVED: That the minutes of the Annual Town Council Meeting held on 28th June 2021 be confirmed as a true record and duly signed.

6. To Consider Matters Arising from the Annual Town Council Meeting on 28th June 2021

Agenda item 15 – Newbridge Fields Benches

- Cllr Lyn Walters reported that she had confirmed with BCBC that all benches would be repaired this summer subject to staff availability.
- Cllr M Voisey thanked Cllr L Walters and Cllr S Baldwin for their work on the matter.
- Cllr S Baldwin queried the discussion at the last Town Council meeting, prior to the decision made and observed that the resolution to *'obtain of 3 quotes for Bridgend Town Council to purchase 5 new benches for Newbridge Fields at a cost of approximately £3000'* was resolved without request and verified that the matter was within the portfolio of BCBC.
- Cllr S Baldwin confirmed that a delay in addressing the bench situation was a capacity issue as opposed to a funding issue and suggested that all the work might not be completed this year.

RESOLVED: The resolution made at the June Town Council meeting to obtain quotes for new benches in Newbridge Fields was rescinded.

Agenda Item 23 – Defibrillator at the Cricket Pavilion end of Newbridge Fields.

- The Mayor advised that he had been contacted by the Deputy Secretary of the Bridgend Town Cricket Club for an update on the situation regarding a defibrillator.
- The Mayor explained that he had advised the Deputy Secretary about the Town Council decision to *'provide a budget of up to £2000 to be managed by the Community Engagement and Events Committee for the purchase of a defibrillator subject to the Cricket Pavilion owner giving permission'*.
- The Mayor confirmed that Cllr T Wood had raised £340 towards the defibrillator and furnished The Cricket Club with The Councils grant application form. It was suggested that the Cricket Club apply for grant funding for the shortfall.

7. To note for information Mayoral Announcements and Engagements

- There were no Mayoral announcements or engagements.

8. Vacancies:

a) Three co-optee vacancies on Community Engagement & Well-being Committee

b) One Councillor and one Deputy as representatives for One Voice Wales for 2021/2022

- There were no nominees for these posts. The Mayor cordially reminded Members that suggestions for nominees could be made directly to him.

RESOLVED: To defer to this agenda item until nominations for the vacancies are received.

10. To receive Town Clerk's Report since last meeting (for information)

A copy of the Town Clerks report providing a detailed overview of work undertaken by Bridgend Town Council staff and information for Councillors attention for the period from the June Town Council meeting to 15th July 2021 had previously been circulated to Councillors.

The Town Clerk drew Members attention to priority tasks that had been undertaken during the month which included:

- Progress on Town Hall project (detailed report under agenda item 16)
- Completion of documentation required for submission of external audit 2021/22.
- Preparation of agendas, multiple reports, and minutes along with attending meetings and work to action the resolutions from these meetings.
- Finalised and arranged distribution of second edition of the Town Council newsletter
- Early planning for Remembrance events 2021 and an exhibition for the 100th anniversary of the War Memorial
- Responded to a range of public enquiries, Freedom of Information requests and two Ombudsman complaints
- Co-ordinating weekly payment runs and salary payments and bank reconciliations
- Coordinating Service and Cyclical Maintenance at Carnegie House and the Town Hall buildings.
- Dealing with facilities and allotments matters and coordinating a wide range of outdoor maintenance work within the wards

The Town Clerk noted that the matter regarding Newbridge Field benches contained within the report had now been resolved.

- The Town Clerk reported that there was an ongoing issue with people sleeping rough within the garden of the Town Hall. She explained that in an attempt to secure the property, metal heras fencing was installed around the covered patio area at the side of the building. It was reported that last week the brackets used to fix the heras fencing to the wall were unscrewed and two people have been sleeping rough under this covered area.
- Members we made aware that the grit bin in the garden had been used as a toilet and the BTC Outdoor Team are having to wash down the area daily. The homeless people had been notified verbally that this was private property and that their behaviour is not acceptable. The matter has now been reported to the police as criminal damage. To address this situation, on the grounds of health and safety, staff welfare and for the Council's building insurance, urgent action was required to secure the property. The Town Clerk advised that she had liaised with the Mayor and Chair of Personnel and used her delegated authority to approve the cost of materials for The Outdoor Team to purchase wood to construct a timber frame, fixings, and hardy marine ply to board up the shelter. The cost of materials was just under £650 and construction would begin this week.

Sunnyside Development

- The Town Clerk referred to her previously circulated email regarding the Sunnyside Development and informed Councillors that Grant Thornton had been appointed as the administrator for WRW. She explained that she had spoken to Linc Cymru and advised that the immediate next steps would be:
 - a) Immediate security of the site and maintaining access to the Town Hall

- b) Evaluation of the value of work to date, preparing a brief for the completion of the site and a tender process to appoint a new contractor
 - c) A temporary fill has been arranged to fill the trench that was excavated on the shared access road.
 - d) There are a number of issues with the heras fencing on the site boundary and improvements are being made by Linc Cymru to secure the site.
 - e) A security guard has been manning the site and new electronic security is being installed.
 - f) Local residents will not see any construction work onsite over the next few months however surveyors will be onsite between Monday – Friday. There will be no official work on site at the weekends.
 - g) Discussions with the Health Board are on-going, and talks are in progress regarding extending the timescales for the grant funding provided by Welsh Government.
 - h) There will be no additional costs to the taxpayer and insolvency cover will be used to offset additional costs incurred.
- The Town Clerk advised Members that any questions should be directed to her to be relayed to Linc Cymru.

Town Centre Flower towers

- The Town Clerk advised Members that unfortunately, since installing the flower towers in Bridgend Town Centre in May 2021 there have been at least ten separate incidents of vandalism of eight different flower towers. A log of the incidents was being kept and some of the incidents have been reported to the police.

Impact of recent Covid-19 restriction changes

- The Town Clerk advised Members that further to the Welsh Government announcement regarding Covid-19 restriction changes on 14th June that there were a number of changes that impacted the Town Council which had been summarised in her report.
- The Town Clerk drew Councillors attention to the following:
 - a. That as Town Council meetings resume indoors from September (as proposed at the last Town Council meeting), Covid risk assessments are a legal requirement, physical distancing and room capacity will still need to be considered and as the meetings are held in public places, facemasks must be worn.
 - b. That there was currently some confusion regarding the ability to hold a Council meeting in-person in relation to the new Local Government and Elections Act (Wales) 2021. This legislation included a provision for remote meetings. It was unclear that if a Councillor, Youth Member, Co-optee or member of the public requests to attend the meeting remotely and we unable to facilitate this when conducting a meeting ‘in-person’, the meeting may be unlawful. One Voice Wales are currently seeking clarification on this.
 - c. If there is a requirement to accommodate remote meetings with face-to-face meetings, the Council will need to consider what equipment will be needed to facilitate this and must ensure that all Councillors, staff and members of the public present can participate in the meeting and be heard by all with good quality sound and no audio interference or feedback. A budget may be required to facilitate this.
 - d. In relation to staffing, Welsh Government alert level one still requires people to continue to work from home wherever possible. The Town Clerk reminded Members of the significant damp problem in the office and the need to limit use of this room. Some staff are currently working from the building one or two days a week (on alternate days) as necessary. There have been suggestions about using the former Chamber and board room area at Carnegie

House for staff that would prefer to work from the building more regularly. As there are no fixed network points in these areas, staff would need to bring in a laptop and connect to the cloud wifi. This arrangement is optional, and a risk assessment would need to be prepared for this method of working before this approach is used.

Remembrance Events 2021

- The Town Clerk advised Councillors that although the relaxation of Covid-19 restrictions for outdoor events indicated that the Remembrance parades and services may be able to go ahead in a similar way to previous years, (with some additional requirements such as Covid risk assessments and additional health and safety measures in place), that at this point, it was difficult to predict how the pandemic will evolve during autumn 2021 and what government restrictions and social distancing measures could be in place in November. With this in mind, contingency plans would still need to be prepared.
- The Town Clerk reported that preparations were also underway for a weeklong exhibition to mark the 100th anniversary of the Bridgend War Memorial and that the event was being planned with Covid-19 restrictions in mind and will take the form of a physical installation that can be viewed via a one-way system on the ground floor of Carnegie House.
- The Town Clerk advised Members that an extraordinary meeting of the Community Engagement Committee may be necessary at the beginning of September to discuss plans for Remembrance events 2021.
- The Town Clerk advised Members of staff arrangements for summer recess.
- The Town Clerk invited questions.
- Cllr S Baldwin queried if there was any rush for staff to return to Carnegie House, as he personally thought the 'blended approach' was working well. The Mayor reminded Members that it was the view of The Council at the last meeting to move back to face-to-face meetings in a safe manner. After a short discussion Cllr A Wathan suggested that the matter should be discussed in detail under agenda item 9 (personnel). Members agreed.

11. Finance

a) To receive a balance of accounts and payments since last meeting

- Members reviewed the balance of accounts and payments since the last meeting.

RESOLVED: Accounts paid, read and approved by Members.

b) To consider draft minutes of the Finance Committee Meeting held on 6th July 2021

- The Chair of finance presented the draft minutes to Councillors and invited questions. There were no questions.

RESOLVED: To receive and note the minutes of the Finance Committee meeting held on the 6th July 2021.

12. Review of Governance Documents

- The RFO confirmed that all documents had been scrutinised, some alterations made and circulated.
- Cllr S Baldwin queried if Financial Orders formed part of the Standing order working group remit. The Town Clerk confirmed that finance documentation would be reviewed by the finance committee in September. Cllr S Baldwin thanked the Town Clerk for her clarification.

a) Financial Regulations

- The Financial Regulations were reviewed and agreed by Members.

RESOLVED: To approve the BTC Financial Regulations for 2021

b) Statement of Internal Control

- The Statement of Internal Control was reviewed agreed by Members.

RESOLVED: To approve the BTC Statement of Internal Control for 2021

c) Investment Strategy

- The BTC Investment Strategy was reviewed agreed and agreed by Members.

RESOLVED: To approve the BTC Investment Strategy for 2021

- It was noted that work is still on-going for the BTC Risk Assessment and it will be finalised and present to council at a later date.

13. To consider the draft minutes of the Community Engagement Committee meeting held on 7th July 2021

- The Mayor presented the draft minutes to Councillors and invited questions. There were no questions.

RESOLVED: To receive and note the minutes of the Community Engagement meeting held on the 7th July 2021.

Cllr M Voisey left the meeting while this item was discussed.

14. Planning

a) To consider the draft minutes of the Planning Committee meeting held on 12th July 2021

- The Chair presented the draft minutes to Councillors, noting that BCBC Application: P/21/536/FUL, St Winifreds Road, was just outside the boundary of Newcastle ward and should be referred to Laleston Community Council.

RESOLVED: To receive and note the minutes from the Planning Committee meeting held on the 12th July 2021.

b) To consider recommendations from the Planning Committee for a response to the Replacement Local Development Plan Consultation

- The Chair referred to item 8 of the minutes in which the considerable implications of the consultation had been discussed. The Chair drew Member's attention to a draft response which had been circulated. The Chair proposed that an extension to the time limit be applied for, as the opportunity to review this vital document (that would be unchanged until 2033), was only made available on the 30th June, with a closing date just 4 weeks later.
- Cllr S Baldwin clarified that the consultation could not have happened earlier and had followed proper procedure.
- A heated debate took place and members raised concerns about the impact in the Oldcastle ward such as the volume of additional traffic, safety concerns and access on

the A48 road and the impact at the Eweny roundabout. Members also discussed the impact on associated infrastructure such as school provision and doctors surgeries.

- After a full discussion Members agreed with the recommendations made by the Planning Committee and that the Town Clerk would work with Cllr D Unwin on a response to put forward views by 27th July 2021.

RESOLVED: That Town Clerk would work with Cllr D Unwin on a response to the Replacement Local Development Plan Consultation by the 27th July 2021.

Cllr M Voisey returned to the meeting

15. Facilities

a) To review and approve new accident and near miss reporting guidance prepared by the BTC Facilities Team

- The Chair of The Facilities Committee presented the reporting guidance prepared by the BTC Facilities Team which had been circulated to Members, and invited questions.
- Cllr L Walters queried what would happen if The Town Clerk had a near miss and reported this to her Line Manager, she asked who would carry out the investigation for the Town Clerk?
- Cllr L Walters recommended that Cllr S Charles review the documents, or other expertise sought.

b) To review and approve seeking of quotes and appointment of contractor for on-going repair and maintenance of part of a boundary fence at Great Western Avenue Allotment Site

- Cllr D Unwin advised that he was aware of the background of this situation and suggested that he carries out a site inspection.

RESOLVED: That the Chair of Finance and Facilities Manager arrange a site meeting with the occupant and defer the matter to the September Town Council meeting

Cllr C Evans gave apologies and left the meeting

c) To seek Council guidance on the lifting of restrictions on bonfires on allotment sites in line with easing COVID restrictions

- Cllr M Voisey expressed concern and proposed that some restrictions should remain in place.
- It was suggested that the Council should consult with neighbouring properties and specify specific days and times that fires can be lit.
- Members agreed that the hours of 5-9pm on a Friday and Saturday evening should be avoided.
- After a short discussion It was agreed that the Facilities Manager should seek further clarification on this matter and report back.

d) To seek permission from the Council to sign-up to an account for a GIS (mapping) system

- The Mayor advised Members that this information had been circulated.
- The Town Clerk highlighted the need for this system for the Facilities Team and explained that the system is multi-layered and provides the ability to accurately record all of the Town Council assets and locations. She added that it is a web based system and that Neath Town Council were using a similar system for residents and staff successfully.
- The Chair of Personnel expressed his concerns about the amount of work needed to set up the system and asked if this could project could be delayed.

- The Facilities Manager advised that it was time consuming for the team to map out locations and the system would be highly beneficial in the long run. She added that the implementation of the system could be a gradual process, and that she had experience of using the system.
- After discussion The Chair of Personnel proposed that the system be implemented when the current back log of work had been cleared.

RESOLVED: To approve in principle to accept the recommendation from the Facilities Manager to implement a GIS (mapping) system but that this must be deferred until the current back log of work has been cleared.

The Mayor suggested a short break whilst the Town Clerk spoke to the Facilities Manager on the telephone.

The meeting resumed at 8.10 pm.

The Mayor announced that there was now an update on Agenda item 15 a - To review and approve new accident and near miss reporting guidance prepared by the BTC Facilities Team

- The Town Clerk clarified that the people investigating an accident or near miss for The Town Clerk did not have to be members of staff.
- It was proposed that either the Facilities Manager, Chair of Personnel or Mayor could conduct the investigation in relation to an accident or near miss involving the Town Clerk.
- Cllr L Walters thanked the Town Clerk for the clarification and also recommended a periodic review.

RESOLVED: That the new accident and near miss reporting guidance prepared by the BTC Facilities Team be approved and circulated in September.

The Mayor announced that there was now an update on Agenda item 15 c - To seek Council guidance on the lifting of restrictions on bonfires on allotment sites in line with easing COVID restrictions

- The Town Clerk explained that the Facilities Manager confirmed that no bonfires were permitted until two hours before sunset and only between Monday and Thursday.

RESOLVED: That the Facilities Manager advise allotment tenants of a decision to permit bonfires at the BTC allotment sites two hours before sunset and between Monday and Thursday only.

16. To receive an update on the Town Hall project regarding:

a) Status of the Town Hall refurbishment project

- The Town Clerk referred Members to her report. She explained that the architects Sketch Scheme of the internal refurbishment work has been agreed and requested Councillors permission to pay a Structural engineer two hours at their hourly rate to inspect a load bearing wall and provide their recommendations. It was agreed that this could be procured by the architect as an addition to his services.

RESOLVED: That The Town Clerk request the architect to instruct a Structural engineer to inspect a load bearing wall and provide their recommendations.

- The Town Clerk advised Members that the matter of Furniture, Fittings and Equipment had not yet been discussed at Working Group or Council meetings, and to progress, the architect has requested the following information:
 1. *Apart from the council chamber furniture, were council planning on re-using any existing furniture from other places or looking at new?*
- After a short discussion Members agreed to reuse furniture, fittings and equipment where possible before buying new.

RESOLVED: That the Town Clerk inform the architects existing furniture would be reused and new items bought only if necessary.

- Town Clerk drew attention to a question from the architect regarding electrical equipment:
 2. *What electrical equipment will you require i.e. Interactive screen in the chamber or meeting rooms. TV in the entrance lobby, computers in the offices, printers etc.*
- Cllr L Walters advised that moving forward there needed to be flexibility to meet the future requirements of hybrid working and meetings etc.
- The Mayor queried the cost of installing a screen. Cllr L Walters advised that if cabling was in situ this may reduce cost.

RESOLVED: That the matter should be discussed further by the Working Group or Finance Committee

- The Town Clerk reported that she was still awaiting a reply from the BCBC Planning Department regarding the request to progress the Southern Access project as a permitted development. Cllr S Baldwin advised that he would pursue the matter.
- The Town Clerk referred Councillors to the report circulated earlier from Mr Burns in relation to the questions that he and the architect seek clarity on. The Town Clerk advised Members that if the Council want to keep to the planned timeline for this project to be delivered by Spring 2022, it was very important that the architect had responses and clarification from the Council on some of these matters.
- The Mayor invited Mr Burns to elaborate on his report and invited questions.
- After a full discussion it was proposed that all Councillors would make their thoughts known to The Town Clerk, who would collate the responses to the list of proposals and questions and provide them to members of the Town Hall Working group for a meeting at the Town Hall on Friday 23rd July at 10am. The Working Group meeting would also be attended by Mr Burns.

RESOLVED: Town Clerk to arrange a Town Hall Working group for a meeting at the Town Hall on Friday 23rd July at 10am to consider the questions raised by the architect and Mr Burns.

- The Town Clerk advised Councillors that the construction of the graded footpath was not included in the original request for quotes or Town and Community Council Fund grant application. The Town Clerk explained that as the TCCF application has already been determined, it was unlikely that BCBC will increase the funding to include this, and that Council would need to create a brief, provide drawings, and seek quotes for the construction of the footpath. The Town Clerk reported that she had approached the appointed architect and obtained costs for some of this work as follows:

Design Work - Drawings:	7hrs
Review inc Meeting:	2hr
Specification for tender:	8hrs = TOTAL 17hrs @ rate of £50phr = £850.00

RESOLVED: That the Town Clerk and Deputy Clerk/RFO be given delegated authority to engage the appointed architect to design, review and specify for tender according to the above terms, approve and the final brief and design and pass to the quantity surveyor.

b. To consider the brief for a Project Manager to co-ordinate and review the refurbishment works at the Town Hall.

- The Town Clerk presented a report containing a proposed brief for a Project Manager to co-ordinate and review the refurbishment works at the Town Hall. She reiterated that Members of the existing Working Group or Elected Members could not take on the role.
- Cllr D Unwin queried if the appointed architect could take on the role. Town Clerk advised that the architect had the capacity to take on the role, however as it is different to his original role, the work should be advertised and quotes sought.
- Cllr S Baldwin suggested that a recruitment consultancy be approached.
- The Deputy Clerk/RFO clarified the financial regulations and reminded Councillors that the position need not go to open tender as the role was specific.
- Members agreed that the market could be limited due to the specific requirements of the role.

RESOLVED: To agree the proposed brief for the role of Project Manager for the Town Hall Project and to delegate the sourcing and appointment of the role to the Working Group and Deputy Town Clerk/RFO.

17. To consider a report from Cllr D Unwin:

Periodic survey of Empty Shops and allied Town Centre issues

- Cllr D Unwin referred Councillors to his circulated report.
- The Town Clerk was asked to contact Harper Dennis Hobbs to enquire where Bridgend stands in its recent survey of UK High Streets.
- Cllr S Baldwin thanked Cllr D Unwin for his work and proposed the report be noted.

18. Consultations:

a) **Consultation on ‘Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021’.** The consultation will be open between 28 June 2021 and 24 September 2021. The link to the consultation and how to respond can be found at <https://gov.wales/community-council-clerk-qualifications-regulations>

- Noted by Members

b) **Residents Parking Proposals Consultations – Bridgend Town Centre. Consultation closes on by the 15th of July 2021**

- Cllr D Unwin commented that the timescale involved was inadequate. He highlighted that three weeks does not give Town and Community Councils enough time to consider these consultations due to their cycle of meetings.
- Cllr S Baldwin clarified that views had not been sought from BTC during the engagement process, as only residents had been involved in the consultation.

19. Correspondence:

- a) Email from Bridgend Traders Forum - NOTED
- b) Welsh Government Climate Change Newsletter – June 2021 - NOTED
- c) Notice of AGM – Cwm Taf Morgannwg University Health Board - NOTED
- d) Welsh Government Electoral Reform Newsletter – June 2021 - NOTED
- e) One Voice Wales remote training sessions - NOTED
- f) Law Commission – regulating coal tip safety in wales – public event - NOTED
- g) Road Traffic Temporary Traffic Order – Cefn Glas Road - NOTED
- h) All Wales public service graduate programme - NOTED
- i) Volunteers/Befrienders wanted RNID - NOTED

20. Town and Community Forum

- a) To consider items for inclusion on the Town and Community Council Forum agenda
 - NOTED
- b) To consider feedback from meetings of the Town and Community Council Forum
 - NOTED
- c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter
 - NOTED

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 9 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

The Youth Representative, Members of Staff (excepting the Town Clerk and RFO) and Members of the Public left the meeting.

IN CONFIDENCE

9. Personnel

a) To receive update in relation to staffing and workload from the Chair of Personnel

- Discussions held in confidence due to the sensitive nature of the information discussed.

IN CONFIDENCE

Discussions held in confidence due to the sensitive nature of the information discussed.

IN CONFIDENCE

RESOLVED: To agree to the following proposals to improve work pressures and staff work/life balance:

- To postpone all committee meetings until October apart from Planning and Full Council Meetings.
- To call an extraordinary Meeting in September to discuss Remembrance Events only.
- That the Town Clerk and Deputy Town Clerk are permitted to work their hours over 4 days a week and to have one day off a week to help improve work/life balance. It was noted that both staff members work 30hrs per week on a flexible basis so this change to the working hours is in accordance with their contracts where their hours are not specified to specific days.

b) To review the appointment of Senior HR and Finance Officer

RESOLVED: To agree to change the current vacancy to a HR Officer for 18hrs per week and for the Town Clerk or Deputy Town Clerk to prepare a job description and send it to One Voice Wales for pay scale evaluation before it is advertised.

Meeting closed: 9.33pm

Signed

Date

Mayor