



**MINUTES OF BRIDGEND TOWN COUNCIL MEETING**  
**Monday 20<sup>th</sup> March 2017 at 6.30pm at Carnegie House Council Chamber**

<b>Present:</b>	Cllr R Morgan (Mayor) Cllr D Burns Cllr R Burns Cllr O Byrne Cllr E Hughes Cllr A John Cllr M John	Cllr C Webster Cllr M Lewis Cllr B Parish Cllr S Baldwin Cllr D Unwin Cllr M Voisey
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**Pre Meeting Business:**

Presentation by Justin Jenkins, Manager of CF31 (See Appendix 1)

**1. To receive apologies for absence:**

Apologies were received from Cllr R Thomas, Cllr C Lewis, Cllr F Sykes, Cllr R Marsh, Cllr H Morgan.

**2. To receive Members' Declarations of Interest in respect of the business to be transacted:**

- Cllr D Unwin declared a personal interest in matters relating to Merthyr Mawr Community Council and Brynteg Comprehensive School.
- Cllr B Parish declared a personal interest in matters relating to Bridgend Town Twinning Association.
- Declarations recorded in "Declaration of Interest" Register.

**3. To confirm and sign the Minutes of Extra-Ordinary Council Meeting held on 8th March 2017.**

**Resolved:** To confirm and sign the Minutes of the Extra-Ordinary Meeting of Council held on 8<sup>th</sup> March January 2017 as a true and accurate record.

**4. To consider any matters arising from the Minutes of the Meeting held on 8th March 2017:**

P. 518 Cllr D Burns referred to an incident that took place during the recess. She explained that Cllr F Sykes had publicly accused her of “having a finger in the pot”. This was in reference to the Seeheim-Jugenheim Town-Twinning Conference that she attended with her husband, Cllr R. Burns, on behalf of the Town-Twinning Committee. Cllr D Burns strongly refuted the allegation. She stated that she had only ever claimed the amount necessary to cover travel costs to attend the conference as an elected representative and she requested that Cllr Sykes should produce evidence to support her allegation.

It was noted that several BTC Members and BCBC officers have been subject to abuse by Cllr Sykes on social media and that the comments are sometimes misinformed and reflect badly on Bridgend Town Council.

Members discussed the Code of Conduct and the consequences for bringing the Council into disrepute.

Cllr M Voisey commented that he did not doubt Cllr D Burns integrity and stated that such allegations should be justified with proof. He suggested that the Member could be suspended until the matter is resolved.

Cllr S Baldwin did not think it was appropriate to suspend the Member.

**Motion:** To suspend Cllr Sykes until evidence can be provided.

- Town Clerk requested a recess to investigate a legal matter.
- After further investigation the Town Clerk advised that the procedure for such matters would be a Member on Member complaint in the first instance and if this could not be resolved, the complaint could be referred to the Legal and Regulatory Officer for conciliation. If the matter could not be resolved via this route it could then be referred to the Ombudsman.
- Town Clerk advised that BTC does not have the authority to suspend Cllr F Sykes.

**The motion was withdrawn.**

Cllr S Baldwin reminded Members that they each have a responsibility to ensure that the reputation of Bridgend Town Council is upheld and that the Code of Conduct should be strictly adhered to by all Members.

**Resolved:** Town Clerk to write to Cllr F Sykes to request that she provides evidence to substantiate her allegation against Cllr D Burns and request that she should make a formal apology to Cllr D Burns, for the allegations made against her.

**5. To Confirm and Sign Minutes of Previous Council Meeting held on 20<sup>th</sup> February 2017.**

**Resolved:** To confirm and sign the Minutes of the Meeting of Council held on 20<sup>th</sup> February 2017 as a true and accurate record.

**6. To Consider Matters Arising from the Council Meeting held on 20th. February 2017.**

**Resolved:** There were no matters arising.

**7. To note for information Mayoral Announcements and Engagements:**

**Mayor's Engagements:**

No Engagements this month.

**Deputy Mayor's Engagements:**

No Engagements this month.

**8. Correspondence:**

**Section A**

**To consider the following items of Correspondence:**

- 8.1 E-Mail from BAVO re- Rural Community Development Fund. **Noted**
- 8.2 BCBC: Temporary Traffic Order, Angel Street , Bridgend: Temporary Closure of Disabled Bays and Temporary Road Closure (Tabled). **Noted**
- 8.3 BCBC: Cabinet Response to CRI Overview & Scrutiny Committee.
  - Cllr R Burns acknowledged it was the first time BTC had received such a report from BCBC and welcomed the possibility for the Scrutiny panel to have further consultation with Town and Community Councils regarding the budget process.
- 8.4 Community Health Council: News Release. **Noted**
- 8.5 Independent Remuneration Panel for Wales Annual Report.
  - Chair of Finance and Personnel Committee recommended that BTC continue with the current protocol to reimburse travel expenses and note the report. No further action required.
- 8.6 BCBC: Rhiannon Kingsley, Town Centre Manager: "Business Rates". **Noted**
- 8.7 Boundary Commission for Wales: Response to BTC's Submission re- Consultation on Parliamentary Constituencies in Wales. **Noted**
- 8.8 Wales Audit Office: "*Good Practice Exchange Programme of Events 2017-2018*".
- 8.9 Presentation given by Claire Germain (W.A.G.) at the Larger Councils Meeting held on 15<sup>th</sup> Feb. 2017. **Noted**
- 8.10 (1) BCBC: January 2017 Town Centre Footfall Figures. **Noted**
- 8.10 (2) BCBC: February 2017 Town Centre Footfall Figures. **Noted**

**Section B**

**Opportunity to consider items of correspondence e-mailed to Members.**

- 8.11 Welsh Govt.: Education Workforce Council; Initial Teacher Education Accreditation Committee Appointment of Chair. **Noted**
- 8.12 Welsh Govt.: The National Library of Wales; Appointment of a Vice President. **Noted**
- 8.13 Post Office: S. Taylor, Head of External Relations; Update on situation in respect of Dunraven Place Post Office. **Noted**

8.14 Wales Remembers: Poetry of Loss – Brussels Literary Residency, May 2017. **Noted**

### **Section C**

#### **Opportunity to Consider items of additional correspondence.**

8.15 E-Mail from P. Henderson, Stakeholder Engagement Dept in Wales & West Utilities, re- raising community awareness of carbon monoxide & other services.

- Town Clerk asked Members for their views regarding offering Carnegie House as a venue for community awareness sessions. She reminded Members of the hire policy for Carnegie House and clarified that there is not a clause in the room hire policy to offer the room free of charge for community awareness sessions.
- Chair of Finance and Personnel Committee highlighted that the organisation is a commercial entity and therefore the room could be offered at the relevant room hire charge.

8.16 BCBC: Temporary Road Closure, Heol y Felin, Wildmill (Tabled). **Noted**

8.17 Welsh Govt; The Welsh Language Partnership Council: Appointment of Members.  
**Noted**

#### **9. To Consider and Approve the Report and the Recommendations contained therein from the Standing Orders Working Group to adopt the One Voice Wales Standing Orders (Report enclosed).**

- Cllr S Baldwin explained that the Standing Orders Working Group had undertaken a huge amount of work to consider and discuss the model Standing Orders and the recommendations had been collated in a report which had been distributed to Members.
- Cllr R Burns highlighted some of the recommendations of the Standing Orders Working Group, one of which included a separation of the Finance and Personnel Committee into two separate committees, each with a different Chair person.

**Resolved:** To adopt the revised Standing Orders and Recommendations from the Standing Orders Working Group.

#### **10. Finance:**

**10.1** To Approve Payments of Expenditure.

- Cllr R Burns queried whether the figures in the report were inclusive of VAT. Town Clerk confirmed that the figures did include VAT.
- Cllr R Burns highlighted that the budget was calculated excluding VAT and suggested that the monthly reports to Council should report VAT in a separate column.

**Resolved:** Accounts paid, read and approved by Members.

## **10.2 To Confirm the Minutes of the Finance and Personnel Committee Meeting of 14<sup>th</sup> March 2017.**

- Chair of Finance and Personnel Committee explained that due to the length of the agenda and the importance of the agenda items it was not possible to consider all items at the meeting on the 14<sup>th</sup> March. He advised that arrangements had been made to reconvene the meeting on Friday 24<sup>th</sup> March.
- Quarter four Budget Report 2016/17. **Approved**
- Annual Investment Strategy for 2017/18. **Approved**
- Review of Risk Assessments and Financial Regulations. **Deferred.**
- Review of Asset Register. **Deferred.**

**Resolved:** To confirm and sign the Minutes of the Finance and Personnel Committee Meeting of 14<sup>th</sup> March 2017 as a true and accurate record.

## **11. Evergreen Hall**

### **11.1 To Consider Evergreen Hall Proposal**

- This items was considered with agenda item 11.2

### **11.2 Notes from Management Group Meeting held on Tuesday 7<sup>th</sup> March (to follow)**

- Mayor explained that the Evergreen Hall Management Committee had discussed a number of options over the past few months and at their last meeting they reached a unanimous decision in favour of BTC taking a supporting role with the management of Evergreen Hall. He stated that the new proposal would enable Evergreen Hall to go from strength to strength.
- Chair of Finance & Personnel Committee acknowledged that there would be an additional workload for BTC staff but highlighted that the current situation with Evergreen Hall is critical and “to do nothing is not an option”. He recommended that Members accept the proposal.

**Resolved:** To accept the Evergreen Hall Proposal for BTC to assist in the administration of Evergreen Hall for a twelve month trial period.

- Clerk noted that a budget had been allocated by BTC for Evergreen Hall in the new financial year to cover the cost of repairs and maintenance work in the hall. She explained that a number of quotes had been obtained and asked Members to consider and approve the costs in order that work can proceed as a matter of urgency.

**Resolved:** To approve quote from D. Francis Heating Engineers for the replacement of 3 damaged heaters; to strip out & clean other heaters; to remove & replace existing leaking Automatic Air vent in plant room; Re-dose system with Senitol inhibitor; Re-commission & test: £2,790.00 + VAT

**Resolved:** To approve quote from D Skinner Decorating for: Hallway & entrance; Main Hall; Dining Room; Members Lounge Walls, doors, skirting boards, repair any damage to walls: £2,280.00 (including labour & materials)

**Resolved:** To approve quote for changing the alarm system for use by fobs: £232.50 + VAT

## **12. Town-Twinning:**

### **12.1 To Consider the Remit of BTC's Town-Twinning Liaison Group**

- Chair of Finance & Personnel Committee enquired about the composition of the new Town Twinning Committee.
- Chair of Carnegie House Board explained that the composition of the Committee had been set-out in the Standing Orders approved under agenda item 9.
- Cllr E Hughes asked for clarification regarding the new structure.
- Town Clerk explained that prior to the recent decision there was not a clear process or policy in place to deal with Town Twinning matters. She explained that when administering public funds a protocol is required to ensure decisions of the Council are lawful and comply with financial regulations and audit requirements.
- The Town Clerk added that when working with third party organisations such as the Town Twinning Association, normal practise would be to refer matters to a BTC Committee to consider, discuss and make a recommendation to full Council. She gave examples of the British Royal Legion liaising with the BTC Military Advisory Committee regarding arrangements for Remembrance Day and the Carnegie House Board dealing with the Awen Trust to arrange a programme of activities in Carnegie House. She explained that any matters related to Town Twinning would be referred to the new Town Twinning Committee for consideration.

### **12.2 To Consider Hosting Lunch for Student Exchange Visit in April 2017.**

**Resolved:** The Council agreed to host a lunch for the student exchange in April 2017.

### **12.3 To Consider use of Carnegie House for Town-Twinning Meetings.**

**Resolved:** The Council agreed to continue providing the use of Carnegie House for Town-Twinning Meetings.

### **13. To Consider Six Monthly Review of Empty Town Centre Retail Premises and Allied issues**

- Chair of Finance & Personnel Committee commented on the new business rates and suggested that BTC could write to the Welsh Government to express concern about the way in which the rates are calculated. He also highlighted that money has been pledged for a de-pedestrianisation project in the town centre and BCBC and Welsh Government now need to take action.
- Chair of Finance & Personnel Committee explained that empty ground floor retail units in the town centre could be renovated for other uses however restrictions in planning law can prevent some change of use. He suggested that the Welsh Government should revisit planning laws to consider change of use for empty ground floor properties.
- Chair of Finance & Personnel Committee explained that a Vacant Property Group had been set-up to discuss these issues.
- Chair of Finance & Personnel Committee suggested that BTC should acknowledge excellence in the town. He explained that the Wyndham Arms Hotel had recently received an award and suggested that the Mayor present a Bridgend Town Council plaque to the hotel.
- It was noted that BCBC have changed their policy in relation to rates for stalls in the indoor market. It was suggested that a letter could be sent from the BTC Mayor to acknowledge this positive change.

### **14. To Consider Verbal update on Capital Asset Transfer Projects.**

- Chair of Finance & Personnel Committee explained that the F&P Committee did not reach this item on the agenda at the last meeting and it had been deferred until the meeting is reconvened.

### **15. Military Advisory Committee**

- Mayor requested a minute silence to remember Mr Andrew Reekie, Secretary of the Bridgend Branch of the Royal British Legion, who died on 10<sup>th</sup> March.

### **15.1 To Confirm the Minutes of the Military Advisory Committee Meeting of 9th. March 2017**

- Chair of the Military Advisory Committee announced that BTC had been successful in obtaining a grant from the Heritage Lottery Fund for the proposed Heritage Walkway Project.
- Chair of the Military Advisory Committee stated that there would not be an Armed Forces Day in Bridgend for 2017. She explained that the British Royal Legion do not have the capacity to organise the event, however discussions will now take place to research the feasibility of an event in 2018. It was noted that

the Wartime Bridgend event to be held in June 2017 will provide an opportunity for military organisations to raise awareness of their work.

- Chair of the Military Advisory Committee advised that she had asked the Chair of Finance & Personnel to take over as Chair for the Wartime Bridgend activities. He had accepted.

**Resolved:** The Minutes of the Military Advisory Committee Meeting of 9th March 2017 had been circulated and were commended to Council and approved.

**15.2 To Consider appointment of Temporary Post for Project Officer re- Heritage Walkway Project**

- Town Clerk advised that the Town Council is required to appoint a Project Officer to co-ordinate and deliver the Heritage Walkway Project. She highlighted that the budget for the role had been allocated in the grant awarded by HLF. The post would be a temporary position and would need to be advertised publicly, in-line with the conditions set out by the Heritage Lottery Grant.

**Resolved:** The Council agreed to advertise the post on the Town Council website and noticeboards.

**16. To Confirm the Minutes of the Planning Committee Meeting of 15<sup>th</sup>. March 2017.**

- Town Clerk advised that a Planning application had been received with a deadline for a response within 10 working days. She explained that the deadline date is before the next planning meeting and asked if the application could be considered by Council.
- Chair of Finance & Personnel noted that the application had been discussed at a previous Planning Committee meeting. The application was in relation to the demolition of the old McDonalds building on Nolton Street. He advised that the Planning Committee had not objected to the application however a query had arisen regarding the removal of materials from the site. He acknowledged that the new consultation confirmed that the material would be removed from the site through the carpark at the rear of the building. There were no objections.

**Resolved:** The Minutes of the Planning Committee Meeting of 15th March 2017 had been circulated and were commended to Council and approved.

The meeting concluded at 9:05pm

Signed .....

Mayor

Date .....