



**MINUTES OF THE ANNUAL GENERAL MEETING OF BRIDGEND TOWN COUNCIL  
HELD IN CARNEGIE HOUSE COUNCIL CHAMBER  
AT 6:00PM ON MONDAY 15th May 2017**

**PRESENT**

**Outgoing Chairman Cllr. R Morgan**

Stuart Baldwin	Eric Hughes	Paul Warren
Freya Bletsoe	Rebecca Porter	Alan Wathan
Steven Bletsoe	Isabel Robson	Carolyn Webster
Kate Boucher	Gary Sassoon-Hales	Tim Wood
Nicole Burnett	David Unwin	
Stuart Charles	Lyn Walters	

Apologies were received from: Ceri Evans (away), Angela Morelli (work) and Matthew Voisey (work).

**1. Declarations of Interest**

- None

***To receive the remarks of the retiring Mayor:***

The outgoing Mayor thanked the Council for granting him the privileged position of Town Mayor for the past year. The Mayor stated that he had enjoyed the role immensely and he wished the new Council every success for the year ahead.

**2. Election of Mayor of Bridgend Town for 2017/2018**

The Mayor called for nominations of Mayor for 2017/18.

- Cllr S Baldwin was nominated for the post; this was seconded.
- Cllr F Bletsoe was nominated for the post; this was seconded.

There were no other nominations.

The Mayor called for a vote to be taken to decide on nominations for the post of Mayor.

- 7 voted in favour of S Baldwin
- 7 voted in favour of Cllr F Bletsoe

The Mayor provided the casting vote in favour of Cllr S Baldwin.  
Cllr S Baldwin was duly elected Mayor for the year 2017/18

The incoming Mayor thanked Members for their trust in electing him and reiterated the words of the outgoing Mayor; stating that he felt proud, privileged and honoured to have been appointed Mayor.

The past Mayor then presented incoming Mayor with the Chain of Office  
The incoming Mayor presented the outgoing Mayor with a Town Council plaque.

The Mayor appointed Cllr Nicole Burnett as his Consort for the year and presented her with her Chain of Office.

### **3. Election of Deputy Mayor of Bridgend Town for 2017/2018**

The Mayor asked for nominations for Deputy Mayor for the year 2017/18:

- Cllr P Warren was nominated for the post of Deputy Mayor, which was seconded.
  - Cllr Gary Sassoon-Hales was nominated for the post of Deputy Mayor, which was seconded.
- There were no other nominations.

The Mayor called for a vote to be taken to decide on nominations for the post of Deputy Mayor

- 8 Voted in favour of Cllr. P Warren
- 3 Voted in favour of Cllr. Gary Sassoon-Hales

Cllr P Warren was duly elected as Deputy Mayor for the year 2017/18.

The incoming Mayor presented Cllr P Warren with his Chain of Office

The Deputy Mayor thanked Members of the Council for voting for him as Deputy Mayor for the forthcoming year. The Deputy Mayor appointed his wife Claire Warren, as his Consort.

### **4. Minutes of the AGM held on 16th May 2016**

The Minutes of the Annual General Meeting held on 16th. May 2016 were confirmed as a true record and duly signed.

### **5. To Review Standing Orders**

- a. Members reviewed Standing Orders of which they were all in receipt.
- b. Cllr D Unwin raised an issue on page 8 of Standing Orders, Section 4u 'Town Twinning Committee (7 Councillors)'. He explained that this referred the previous Town Twinning Committee which had now been replaced with the 'Town Twinning Advisory Committee and suggested that this should be removed from the document.

**RESOLVED:** Town Clerk to remove the first line in Standing Orders Section 4u 'Town Twinning Committee (7 Councillors)'.

- c. Members discussed the seven Chairman designated as Members of the Town Twinning Committee in the Standing Orders and questioned the need for some of these Chairman on the Committee. Members proposed that the number of Chairman on the Town Twinning Committee should be reduced to allow other Members an opportunity to join this committee.

**RESOLVED:** Standing Orders to be revised to reduce the number of Chairman on the Town Twinning Committee to only the Mayor, Deputy Mayor, Chair of Finance and Chair of Carnegie House Board.

**RESOLVED:** To accept Standing Orders subject to the amendments above.

**6. Election of Six Members to sit on Allotment Committee for 2017/2018**

Cllrs. Freya Bletsoe, Ceri Evans, Angela Morelli, Steven Bletsoe, Lyn Walters, Nicole Burnett and Stuart Baldwin (Ex-Officio) were elected to sit on the Allotments Sub Committee for 2017/18.

**7. Confirmation of Outside Representatives for Allotment Committee for 2017/2018**

Mr W. Carlyon (Dunraven), Mr D. Williams(G.W.A), Mrs. M. Phillips (Jubilee), Mr. N. Lloyd (Waunscil Ave), Mr. R. Hearse (Coychurch Rd) and Mr. C. Rowland (Coychurch Rd) were appointed as Outside Representatives for Allotment Committee for 2017/2018.

**8. Nomination of Chairman , Vice Chairman, Secretary & three Members to sit on Evergreen Hall Management Committee for 2017/2018**

Cllr D Unwin highlighted the recent changes that had taken place regarding management and support for Evergreen Hall and suggested that the Chairman and Vice Chairman for the Evergreen Hall Committee should be appointed at the first meeting of the committee in-line with the procedures for all other committees. He also explained the situation regarding a secretary for the committee and suggested that under the circumstance this role should now be fulfilled by a staff member.

**RESOLVED:** To appoint the Chairman and Vice Chairman for the Evergreen Hall Committee at the first meeting of the committee and assign the role of secretary to the BTC Arts Project Officer.

**9. Election of six members to sit on the Planning Committee 2017/2018**

Cllrs. Freya Bletsoe, Gary Sassoon-Hales, Rebecca Porter, Tim Wood, Eric Hughes, David Unwin and Stuart Baldwin (Ex-Officio) were elected to sit on the Planning Committee for 2017/18.

**10. Election of six members to sit on Finance Committee for 2017/2018**

Cllrs. Gary Sassoon-Hales, Freya Bletsoe, Rebecca Porter, David Unwin, Matthew Voisey, Alan Wathan and Stuart Baldwin (Ex-Officio) were elected to sit on the Finance Committee for 2017/18.

**11. Election of six members to sit on Personnel Committee for 2017/2018**

Cllrs. Paul Warren, Lyn Walters, David Unwin, Nicole Burnett, Gary Sassoon-Hales, Carolyn Webster and Stuart Baldwin (Ex-Officio) were elected to sit on the Personnel Committee for 2017/18.

**12. Election of eight members to sit on the Carnegie House Management Board 2017/2018**

Cllrs. Nicole Burnett, Stuart Charles, Isobel Robson, Lyn Walters, Rebecca Porter, Tim Wood and Stuart Baldwin (Ex-Officio) were elected to sit on the Carnegie House Management Board for 2017/18.

**13. Election of six members to sit on the Regeneration Committee 2017/2018**

Cllrs. Nicole Burnett, Steven Bletsoe, Isobel Robson, Alan Wathan, Kate Boucher, Tim Wood and Stuart Baldwin (Ex-Officio) were elected to sit on the Regeneration Committee for 2017/18.

**14. Election of six members to sit on the Military Advisory Committee 2017/2018**

The Chair of Finance, Chair of Carnegie House Board and Cllrs. Carolyn Webster, Tim Wood, Alan Wathan and Stuart Baldwin (Ex-Officio) were elected to sit on the Military Advisory Committee for 2017/18.

**RESOLVED:** Standing Orders to be revised to reduce the number of Chairman on the Military Advisory Committee to Chair of Finance and Chair of Carnegie House Board.

One vacancy remains on this committee.

**15. Election of six members to sit on the Wellbeing Committee 2017/2018**

Cllrs. Freya Bletsoe, Isabel Robson, Ceri Evans, Paul Warren and Stuart Baldwin (Ex-Officio) were elected to sit on the Wellbeing Committee for 2017/18.

Two vacancies remain on this committee

**16. Election of seven members to sit on the Town-Twinning Advisory Committee 2017/2018**

The Mayor, Deputy Mayor, Chair of Finance, Chair of Carnegie House Board, Cllrs Isabel Robson, Gary Sassoon-Hales were elected to sit on the Town-Twinning Advisory Committee for 2017/18. One Vacancy remains.

**17. To consider co-opting up to two Youth Members drawn from the local community within the boundary of the Bridgend Town Council wards.**

Cllr David Unwin provided background history regarding the difficulties Bridgend Town Council had experienced trying to co-opt two Youth Members. He explained that the Town Clerk had written to all the local comprehensive schools and Bridgend College but had not received any response.

Members suggested the vacancies should also be advertised in a press release and on social media. It was noted that Members should also take

**RESOLVED:** Town Clerk to write to the comprehensive schools within the wards and also issue a press release to the local media.

**18. To consider co-opting up to two Adult Members drawn from the local community within the boundary of the Bridgend Town Council wards in relation to a Council Function/Project if additional Council function/project are approved.**

Town Clerk advised that the Military Advisor to the Council was Mr John Harris.

**RESOLVED:** It was agreed that Mr John Harris should continue as Military Advisor to Bridgend Town Council for 2017/18 and that the second co-optee should be kept in abeyance until such a time when a co-option is required.

**19. Signatories for current account**

**RESOLVED:** The Mayor, Deputy Mayor, Chair of Finance Committee and Deputy Chair of Finance Committee were appointed as the Signatories for the Bridgend Town Council current account for 2017/18.

**20. Appointment of internal (external person) Auditor for 2017/2018**

**RESOLVED:** It was agreed that the Internal Auditor would continue as before: Mr Mark Evans, Ridgewood Associates.

**21. To Confirm Appointment of Council's Insurer for 2017/2018**

**RESOLVED:** It was agreed that the Council's Insurer would continue as before: W.P.S

**22. Election of two Councillors to sit on the YMCA Management Board for 2017/2018**

Cllrs. Angela Morelli and Carolyn Webster were elected as representatives to sit on the YMCA Management Board for 2017/18.

**23. Election of one Councillor & one Deputy to sit on Conservation Advisory Committee for 2017/2018**

Cllrs. Nicole Burnett and Eric Hughes were elected to sit on Conservation Advisory Committee for 2017/2018.

**24. Election of one Councillor to sit on the BCBC Town & Community Council Forum for 2017/2018**

Cllr Paul Warren was elected to sit on the BCBC Town & Community Council Forum for 2017/2018

**25. Election of two representatives to sit on the BCBC Town Members Group for 2017/2018**

Cllrs. Steven Bletsoe and David Unwin were elected as representatives to sit on the BCBC Town Members Group for 2017/2018.

**26. Election of one Councillor and one Deputy to sit on One Voice Wales for 2017/2018**

Cllrs. Freya Bletsoe and Stuart Baldwin were elected as representatives to One Voice Wales for 2017/18.

**27. Review of fixed assets**

**RESOLVED:** Members reviewed and noted the Fixed Asset list for 2016/17

**28. Review of the Council's and/or staff subscriptions to other bodies**

**RESOLVED:** To accept the following current subscriptions:

- One Voice Wales (£2,040.00 per annum)
- Town Clerk and Deputy Town Clerk: Society of Local Council Clerks (£357.00 per annum)

**29. Review of the Council's Complaints Policy**

**RESOLVED:** Members reviewed and noted the Council's Complaints Policy for 2017/18

**30. To consider and adopt a Freedom of Information Policy for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

**RESOLVED:** Members reviewed and accepted the draft Freedom of Information Policy for 2017/18

**31. To consider and adopt a Press and Media Policy for dealing with the press/media**

Members considered and discussed the draft Press and Media Policy.

**RESOLVED:** Town Clerk to seek advice from One Voice Wales and report findings to Council at the next Town Council meeting.

There being no other matters to discuss **the Mayor closed the Annual General Meeting.**

**Post meeting business:**

Members discussed dates for Induction Training for new Members. It was agreed that the Town Clerk would contact One Voice Wales to obtain a range of possible dates and email Members with the options.