

**BRIDGEND TOWN COUNCIL  
CYNGOR TREF PEN-Y-BONT AR OGWR**

Town Clerk  
**LEANNE EDWARDS**  
Deputy Town Clerk  
**DEBRA JONES**  
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**COUNCIL OFFICES  
CARNEGIE HOUSE  
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BRIDGEND  
CF31 1EF**



Clerc y Dref  
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**SWYDDFEYDD CYNGOR  
TY CARNEGIE  
STRYD WYNDHAM  
PEN-Y-BONT AR OGWR  
CF31 1EF**

14<sup>th</sup>. May 2018

**TO: ALL MEMBERS OF THE TOWN COUNCIL**

You are hereby summoned to attend  
The Annual Meeting of the Town Council which will be held in the Carnegie House Council Chamber  
on:

**Monday 21<sup>st</sup> May 2018: 6:00pm**

**AGENDA**

1. To receive apologies for absence
2. To receive members Declarations of Interest  
*To receive the remarks of the retiring Mayor prior to:*
3. To receive nominations for and elect a Town Mayor of Bridgend Town Council for 2018/2019 and to receive the Town Mayor's Acceptance of Office
4. To receive nominations for and elect a Deputy Town Mayor of Bridgend Town Council for 2018/2019 and to receive the Deputy Town Mayor's Acceptance of Office
5. To Confirm and Sign Minutes of Town Council Meeting held on 16th April 2018 (enclosed)
6. To Review Standing Orders for 2018/2019 including recommendations made at previous Town Council meetings including suggestions to amalgamate committees:
  - a. To remove Standing Order 4q 'Evergreen Hall Management Committee' to reflect the Governance Documents of the Evergreen Hall Charity.
  - b. To remove Standing Order 4u 'Town Twinning Committee (7) Councillors' to reflect a decision of Bridgend Town Council on Monday 20th November 2017 in order to dissolve the Town Twinning Advisory Committee.
  - c. To consider Standing Order 26h Re: Roles & Functions of Mayor & Deputy Mayor 'To undertake the role of President of the Town Twinning Committee'
  - d. To consider a recommendation from Bridgend Town Council on Monday 15<sup>th</sup> January 2018 to amalgamate the Carnegie House Board with the Wellbeing, and Military Advisory Committee.

- e. To consider a recommendation from Bridgend Town Council Allotment Committee meeting on Wednesday 2<sup>nd</sup> May 2018 to dissolve the BTC Allotment Committee and that delegated authority is given to the Facilities Manager and Town Clerk to deal with Allotment Management issues.
7. To review delegation arrangements to committees, staff and other local authorities
8. To review the terms of reference for committees
9. To appoint members to existing committees for 2018/2019 subject to any amendments to committees approved under the review of Standing Orders for 2018/2019
  - a. Finance Committee [6 Town Councillors]
  - b. Planning Committee [6 Town Councillors]
  - c. Personnel Committee [6 Town Councillors]
  - d. Regeneration Committee [6 Town Councillors]
  - e. Well-being Committee [6 Town Councillors and up to two youth co-optees]
  - f. Military Advisory Committee [6 Town Councillors and the co-optees [Military Advisor]
  - g. Carnegie House Board [6 Town Councillors and up to 4 co-optees]
  - h. Allotment Committee [6 Town Councillors] [Allotment Association 5 members; Representatives of each Allotment Site]
10. To appoint any new committees as necessary further to the review of Standing Orders for 2018/19
11. Confirmation of Outside Representatives for Allotments for 2018/2019
12. To consider co-opting up to two Youth Members drawn from the local community within the boundary of the Bridgend Town Council wards.
13. 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.
14. To authorise the signatories for the Council's banking arrangements for 2018-19
15. To appoint an internal (external person) Auditor for 2018/2019
16. To note the Council's Insurer for 2018/2019
17. To appoint two Councillors to sit on the YMCA Management Board for 2018/2019
18. To appoint one Councillor & one deputy to sit on Conservation Advisory Committee for 2018/2019 (if required)
19. To appoint one Councillor to sit on the BCBC Town & Community Council Forum for 2018/2019
20. To appoint two representatives to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2018/2019

21. To appoint one Councillor and one Deputy as representatives for One Voice Wales for 2018/2019
22. Review of fixed assets (enclosed)
23. Review of the Council's and/or staff subscriptions to other bodies
  - a) One Voice Wales (£2,157.00 per annum)
  - b) Town Clerk and Deputy Town Clerk: Society of Local Council Clerks (£357.00 per annum)
  - c) National Allotment Society (£55.00 per annum)
24. Review of the Council's policies including policies required in relation to new General Data Protection Regulations:
  - a) Social Media Policy
  - b) Document retention and disposal policy
  - c) Removable media Policy
  - d) Information data protection policy
  - e) General Data Protection Regulations (Service) Consent to hold Contact Information Form

Leanne Edwards  
Town Clerk

**ANNUAL GENERAL MEETING BRIDGEND TOWN COUNCIL**

<b>COUNCIL POSITIONS</b>	<b>NOMINATIONS 2017/2018</b>
<b>MAYOR</b>	
<b>DEPUTY MAYOR</b>	
<b>ALLOTMENT COMMITTEE (SIX)</b>	
<b>EVERGREEN HALL CHAIRMAN</b>	
<b>EVERGREEN HALL VICE CHAIRMAN</b>	
<b>SECRETARY</b>	
<b>E.H. THREE NAMED MEMBERS</b>	
<b>PLANNING COMMITTEE (TEN)</b>	

**COUNCIL POSITIONS**

**NOMINATIONS 2017/2018**

<b>FINANCE COMMITTEE (SIX)</b>	
<b>SIGNATORIES FOR CURRENT A/C</b>	
<b>APPOINTMENT OF INTERNAL AUDITOR</b>	
<b>PERSONNEL COMMITTEE (SIX)</b>          <b>Y.M.C.A. (TWO)</b>	

**COUNCIL POSITIONS****NOMINATIONS 2017/2018**

<b>COUNCIL POSITIONS</b>	<b>NOMINATIONS 2017/2018</b>
<b>CONSERVATION ADVISORY COMMITTEE</b> <b>(if required)</b>	
<b>CARNEGIE HOUSE MANAGEMENT BOARD</b> <b>(EIGHT)</b>	
<b>BCBC TOWN &amp; COMMUNITY COUNCIL FORUM</b> <b>(ONE)</b>	
<b>MILITARY ADVISORY COMMITTEE (6)</b>	Chair of Finance
	Chair of C.H.
	Chair of Regeneration
<b>ONE VOICE WALES REPRESENTATIVE</b> <b>DEPUTY</b>	
<b>REGENERATION COMMITTEE (6)</b> <b>(if required)</b>	
<b>Well- Being Committee (6)</b>	

**COUNCIL POSITIONS**

**NOMINATIONS 2017/2018**

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<b>Town-Twinning Advisory Committee (7)</b>
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