

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

Town Clerk  
**LEANNE EDWARDS**  
Deputy Town Clerk  
**DEBRA JONES**  
Tel: (01656 815757)  
Email: [bridgend.tc@bridgend.gov.uk](mailto:bridgend.tc@bridgend.gov.uk)

COUNCIL OFFICES  
CARNEGIE HOUSE  
WYNDHAM STREET  
BRIDGEND  
CF31 1EF



Clerc y Dref  
**LEANNE EDWARDS**  
Cynorthwywr i Glerc y Dref  
**DEBRA JONES**  
Ffon: (01656 815757)  
E-bost: [bridgend.tc@bridgend.gov.uk](mailto:bridgend.tc@bridgend.gov.uk)

SWYDDFEYDD CYNGOR  
TY CARNEGIE  
STRYD WYNDHAM  
PEN-Y-BONT AR OGWR  
CF31 1EF

14<sup>th</sup> . May 2019

**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 20<sup>th</sup> May 2019: 6:00pm**

**AGENDA**

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

1. To receive nominations for and elect a Town Mayor of Bridgend Town Council for 2019/2020 and to receive the Town Mayor's Acceptance of Office
2. To receive nominations for and elect a Deputy Town Mayor of Bridgend Town Council for 2019/2020 and to receive the Deputy Town Mayor's Acceptance of Office
3. To receive apologies for absence
4. To receive members Declarations of Interest
5. To Confirm and Sign Minutes of Town Council Meeting held on 15<sup>th</sup> April 2019 (enclosed)
6. To Review Standing Orders for 2019/2020:
  - a) To consider draft BTC Standing Orders for 2019/20 updated with amendments to previous standing orders to incorporate the changes included in the One Voice Wales Model Standing Orders 2018
  - b) To consider the following motion submitted by Cllr S Bletsoe & Cllr T Wood:  
*'To remove the advisory restriction of the Bridgend Town Council Regeneration Committee.'*  
**Current Standing Order 4 (e):-** Regeneration Advisory Committee [6 Town Councillors plus Ex-officio]  
**Proposed Standing Order 4 (e):-** Regeneration Committee [6 Town Councillors plus Ex-officio]
7. To review and approve delegation arrangements to committees, staff and other local authorities
8. To review and approve the terms of reference for committees

9. To appoint members to existing committees for 2019/2020 subject to any amendments to committees approved under the review of Standing Orders for 2019/2020
  - a. Finance Committee [6 Town Councillors plus Ex-officio]
  - b. Planning Committee [6 Town Councillors plus Ex-officio]
  - c. Personnel Committee [6 Town Councillors plus Ex-officio]
  - d. Regeneration Advisory Committee [6 Town Councillors plus Ex-officio]
  - e. Community Engagement & Well-being Committee [9 Town Councillors plus Ex-officio and up to 7 co-optees; up to four co-optees for Carnegie House Art Centre, up to two youth co-optees for well-being and one co-optee for military matters (Military Advisor)]
10. To appoint any new committees as necessary further to the review of Standing Orders for 2019/20
11. To consider co-opting up to two Youth Members drawn from the local community within the boundary of the Bridgend Town Council wards.
12. To appoint two Councillors to sit on the YMCA Management Board for 2019/2020
13. To appoint one Councillor & one deputy to sit on Conservation Advisory Committee for 2019/2020 (if required)
14. To appoint one Councillor to sit on the BCBC Town & Community Council Forum for 2019/2020
15. To appoint two representatives to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2019/2020
16. To appoint one Councillor and one deputy as representatives for One Voice Wales for 2019/2020
17. To confirm Outside Representatives for Allotments for 2019/2020
18. To review and approve the Council's Financial Governance policies for 2019/20:
  - a. Financial Regulations
  - b. Risk Assessment
  - c. Internal Control
  - d. Investment Strategy
19. To authorise the signatories for the Council's banking arrangements for 2019/2020
20. To appoint an independent internal Auditor for 2019/2020
21. To note the Council's Insurer for 2019/2020
22. To Review fixed assets register for 2019/20 (to follow)
23. Review of the Council's and/or staff subscriptions to other bodies
  - a) One Voice Wales (£2,280.00 per annum)
  - b) Town Clerk and Deputy Town Clerk: Society of Local Council Clerks (£467.00 per annum)
  - c) National Allotment Society (£55.00 per annum)
24. To review the Councils policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation:

- a) Publication Scheme
- b) Social Media and Electronic Communication Policy
- c) Data Security Breach Policy & Reporting Form
- d) Document Retention and Disposal Policy
- e) Removable Media Policy
- f) Information Data Protection Policy
- g) Subject Access Request Form

25. To review the Council's policy for dealing with the press/media



Leanne Edwards  
Town Clerk