

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

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PEN-Y-BONT AR OGWR
CF31 1EF

15th June 2020

TO: ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend
The Annual Meeting of the Town Council which will be held remotely via
video conferencing (all members will be sent the link to the meeting via email) on:

Monday 22nd June 2020: 6:00pm

AGENDA

1. Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020:
 - To report for information the new regulations governing council meetings in place until May 2021
2. Election of Mayor
 - a) To consider options and make a decision regarding the election of a new Mayor for 2020/2021
(If appropriate - To receive the remarks of the retiring Mayor)
 - b) To receive nominations for and elect a Town Mayor of Bridgend Town Council for 2020/2021 and to receive the Town Mayor's Acceptance of Office
3. Election of Deputy Mayor
 - a) To consider options and make a decision regarding the election of a new Deputy Mayor for 2020/2021
 - b) To receive nominations for and elect a Deputy Town Mayor of Bridgend Town Council for 2020/2021 and to receive the Deputy Town Mayor's Acceptance of Office
4. To receive apologies for absence
5. To receive members Declarations of Interest
6. To Confirm and Sign Minutes of Town Council Meeting held on 16th March 2020
7. Appointment of committees

To appoint members to existing committees for 2020/2021 subject to any amendments to committees approved under the review of Standing Orders for 2020/2021

- | | |
|------------------------------------|--------------------------------------|
| 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)]

8. Representation on Outside Bodies

- a) To appoint one Councillor to sit on the BCBC Town & Community Council Forum for 2020/2021
 - b) To appoint two representatives to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2020/2021
 - c) To appoint one Councillor and one deputy as representatives for One Voice Wales for 2020/2021
 - d) To appoint one Councillor & one deputy to sit on Conservation Advisory Committee for 2020/2021 (if required)
9. To consider co-opting up to two Youth Members drawn from the local community within the boundary of the Bridgend Town Council wards.
10. To confirm Outside Representatives for Allotments for 2020/2021
11. To authorise the signatories for the Council's banking arrangements for 2020/2021
12. To appoint an independent internal Auditor for 2020/2021
13. To note the Council's Insurer for 2020/2021
14. Review of the Council's and/or staff subscriptions to other bodies
- a) One Voice Wales
 - b) Town Clerk and Deputy Town Clerk: Society of Local Council Clerks
 - c) National Allotment Society
15. Town Clerks report:
- To report for information staffing arrangements during COVID-19
 - To receive an update regarding the Ty'r Ardd Additional Premises project
16. Notice of Audit 2019/20
- To approve the Annual Accounts for 2019-20 and Annual Governance Statement for 2019-20 and sign the Annual Return for the Year Ended 31st March 2020
17. Planning:
- To note decisions of planning committee agreed via email correspondence for April, May and June 2020
18. Personnel:
- To receive an update from the Chair of Personnel Committee regarding a remote Personnel Committee meeting on Friday 19th June 2020
19. Finance:
- To receive an update from the Chair of Personnel Committee regarding a remote Finance Committee meeting on Friday 19th June 2020
20. Committee Engagement, Well-being and Events:
- To consider an update from the Community Engagement and Events Manager re: the delivery of online engagement activities during lockdown and proposals for online activities through July and August 2020.
 - To consider the Carnegie House Arts Centre Autumn/Winter programme and the possibility of planning an online programme
 - To consider contingency planning for commemorating Remembrance day 2020

- To consider contingency planning for Christmas activities 2020
- To consider the installation of Christmas lights 2020

21. Facilities and Health & Safety:

- To consider Health and Safety planning for using Carnegie House for Council meetings and staff working with social distancing measures in place.

22. To consider a date for a meeting to consider the following items:

- a. To Review Standing Orders for 2020/2021
- b. To review and approve delegation arrangements to committees, staff and other local authorities
- c. To review and approve the terms of reference for committees
- d. To review the appointment of committee's subject to any amendments to committees approved under the review of Standing Orders for 2020/2021
- e. To appoint any new committees as necessary further to the review of Standing Orders for 2020/21
- f. To review and approve the Council's Financial Governance policies for 2020/21:
 - a) Financial Regulations
 - b) Risk Assessment
 - c) Internal Control
 - d) Investment Strategy
- g. To review fixed assets register for 2020/21
- h. 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
- i. To review the Council's policy for dealing with the press/media

23. To discuss and agree a timetable of future Council and if necessary committee meetings for 2020

Leanne Edwards
Town Clerk