



**MINUTES OF THE ANNUAL MEETING OF BRIDGEND TOWN COUNCIL
HELD IN CARNEGIE HOUSE COUNCIL CHAMBER
AT 6:00PM ON MONDAY 20th May 2019**

PRESENT

Cllr Stuart Baldwin
Cllr Freya Bletsoe
Cllr Steven Bletsoe
Cllr Nicole Burnett
Cllr Angela Morelli

Cllr Rebecca Porter
Cllr Roger Marsh
Cllr Gary Sassoon-Hales
Cllr Robbie Thomas
Cllr David Unwin

Cllr Lyn Walters
Cllr Paul Warren
Cllr Alan Wathan
Cllr Carolyn Webster
Cllr Tim Wood

To receive the remarks of the retiring Mayor prior to:

The outgoing Mayor declined to make comment.

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

The Mayor called for nominations for Mayor for 2019/20.

- Cllr A Morelli was nominated for the post; this was seconded.
- Cllr A Wathan was nominated for the post; this was seconded.

The Mayor called for a vote to be taken to elect a Mayor for 2019/20.

A motion for a secret ballot was proposed and supported by Members.

- 6 Voted in favour of Cllr A Morelli
- 7 Voted in favour of Cllr A Wathan
- There was one abstention and one spoiled ballot paper

- Cllr P Warren conveyed that he was saddened and angry at the situation and highlighted that he had received the support of the Council when he was elected last year. He explained that he felt so strongly about what had happened that he would resign as a councillor.
- Cllr S Baldwin expressed disappointment that the council had not respected a female councillor and spoke about politics in the chamber. He noted that Cllr Morelli had served a year as Deputy Mayor and had stood in for the Mayor during his absence.
- Cllr A Wathan called for a point of order. Town Clerk liaised with Cllr P Warren to advise that he should proceed to announce the new Mayor for 2019/2020 and invite the new Mayor to sign the Town Mayor's Acceptance of Office.
- Cllr P Warren announced that by a vote of the Council, Cllr A Wathan had been elected to the office of Town Mayor for the year 2019/20.

- Cllr A Wathan read and signed the declaration of acceptance of office and the past Mayor presented the incoming Mayor with the Chain of Office.
- The incoming Mayor presented the outgoing Mayor with a Town Council plaque and past Mayor's pendant.
- The Mayor appointed Mrs Wathan as his Consort for the year.

Cllr P Warren left the meeting

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

The Mayor called for nominations for Deputy Mayor for 2019/20.

- Cllr S Bletsoe was nominated for the post; this was seconded.
- Cllr R Thomas was nominated for the post; this was seconded.

The Mayor called for a vote to be taken to elect a Deputy Mayor for 2019/20.

A motion for a secret ballot was proposed and supported by Members.

- 7 Voted in favour of Cllr S Bletsoe
- 6 Voted in favour of Cllr R Thomas
- There was one abstention

- The Mayor announced that by a vote of the Council, Cllr S Bletsoe had been elected to the office of Deputy Mayor for the year 2019/20.
- Cllr S Bletsoe read and signed the declaration of acceptance of office and the Mayor presented the incoming Deputy Mayor with the Chain of Office.
- The Deputy Mayor appointed Cllr F Bletsoe as his Consort for the year.

Cllr G Sassoon-Hales left the meeting

3. To receive apologies for absence

Apologies for absence were received from: Cllr K Boucher (personal), Cllr S Charles (work), Cllr C Evans (work) and Cllr M Voisey (work).

4. To receive Members Declarations of Interest

- There were no Declarations of Interest.

5. To Confirm and Sign Minutes of Town Council Meeting held on 15th April 2019

RESOLVED: The Minutes of the Town Council Meeting held on 15th April 2019 were confirmed as a true record and duly signed.

6. To Review Standing Orders for 2019/2020:

- 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**
 - Members were advised that amendments to Standing Orders were in red text.
 - Page 6. Members discussed proposed Standing Order 4 (d)(vi) regarding the appointment of a chairman of a standing committee.

- Cllr L Walters proposed accepting the new Standing Order 4(d)(vi). This was seconded.
- Cllr S Bletsoe spoke against accepting the new Standing Order 4(d)(vi) in favour of the method of appointing a Chairman of a committee at the first committee meeting, therefore maintaining the status quo.
- Mayor called for a vote to resolve this issue:
 - Those in favour of accepting the new Standing Order 4(d)(vi) 3
 - Those against accepting the new Standing Order 4(d)(vi) 9

RESOLVED: Not to accept Standing Orders 4(d)(vi)

- Page 8. Members discussed proposed Standing Order 5 (k) regarding agenda items for the annual meeting of Council.
- It was suggested that some of the agenda items could be deferred to a committee meeting.
- Members conferred with the Town Clerk regarding the proposed agenda items.
- It was proposed that Standing Orders 5(k)(xi-xiii) and (xv- xx) are removed from Standing Orders.

RESOLVED: To remove Standing Orders 4(d)(vi) 5(k)(xi-xiii) and (xv- xx) for 2019/20 and defer these items to the relevant committee.

- Page 10. It was noted that section 11 of the Standing Orders had been completely updated to reflect the new GDPR regulations. Town Clerk advised that although staff are currently working towards compliance with the GDPR regulations, there is still work to do.
- Cllr C Webster spoke of the additional workload and suggested that this is included as an agenda item for a future Personnel Committee meeting. This was agreed by Members.

Cllr S Baldwin left the meeting

- Page 11. Cllr S Bletsoe referred to section 14(a) of the Standing Orders and questioned the wording [County Borough] OR [County Council]. Town Clerk suggested that in Bridgend it would usually be the BCBC Monitoring Officer that would notify the Council of a complaint against one of its Members.

RESOLVED: To amend Standing Orders 14(a) to substitute the wording [County Borough] OR [County Council] with BCBC Monitoring Officer.

RESOLVED: To accept Standing Orders for 2019/2020 subject to the amendments above.

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]

- Town Clerk explained the title and remit of the committee was originally amended to contain the word advisory upon advice from the BCBC Monitoring Officer. This advice was provided in relation to a potential conflict of interest because a number of Members appointed to the Regeneration Committee at that time were Town Traders.

- Mayor explained that Cllr G Sassoon-Hales had submitted an email regarding this item and read the email to Members; the email expressed concerns that if the motion to remove the word advisory from the Bridgend Town Council Regeneration Committee were to succeed then any Cllr who has a business within the town would potentially be in a scenario where a conflict of interest would exist. It continued to question whether it would be right or proper to place any Cllr from any affiliation in a position where they could potentially benefit from decisions taken by the Regeneration Committee.
- Cllr S Bletsoe explained that the motion had not been put forward for personal gain but instead, to increase productivity and streamline processes. He added that at the time the committee was changed to an advisory committee, five Members of the committee had a business interest within the wards, however the newly appointed committee only contained two Members with business interested in the wards.
- Cllr L Walters spoke against the motion and suggested that in terms of public perception, the Council should protect Councillors on the committee by keeping it as an advisory committee.
- It was noted that Cllr A Morelli appeared to be aware of the email from Cllr G Sassoon-Hales before it was read out at the meeting. Cllr A Morelli acknowledged that she was aware of it but not pre-determined on this item.
- Mayor called for a vote to determine the outcome of the motion:
 - Those in favour of removing the advisory restriction 6
 - Those against removing the advisory restriction 6
- Mayor gave a casting vote in favour of removing the advisory restriction of the Bridgend Town Council Regeneration Committee.

RESOLVED: To amend Standing Order 4(h) from 'Regeneration Advisory Committee' to 'Regeneration Committee' and to review the Delegation arrangements and Terms of Reference for the committee to remove the advisory restriction.

7. To review and approve delegation arrangements to committees, staff and other local authorities

- Town Clerk advised that Members should review Page 5 of the Scheme of Delegation document which refers to the Regeneration Advisory Committee and suggested that Members should consider what changes need to be implemented in response to the motion agreed in agenda item 6b.
- It was noted that the Regeneration Committee have a specified budget for 2019/20.
- Cllr L Walters proposed that projects for the Regeneration Committee should be agreed by full Council and the committee should have the authority to run the projects subject to the allocated budget and to project scope. This was agreed by Members.

RESOLVED: To amend the Scheme of Delegation to remove the advisory restriction from the Regeneration Committee and to include delegated arrangements for the Regeneration Committee to run projects agreed by full Council subject to budget allocation and enable the Regeneration Committee to project scope.

8. To review and approve the terms of reference for committees

- Town Clerk advised that Members should review Page 5 of the Committee Terms of Reference document which refers to the Regeneration Advisory Committee.

- It was proposed that the references to the advisory restriction be removed from the document to reflect the decision taken under agenda item 6b. This was agreed by Members.

RESOLVED: To amend the Committee Terms of Reference to remove the advisory restriction from the Regeneration Committee.

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]

Cllrs. R Marsh, S Bletsoe, D Unwin, C Webster, L Walters, M Voisey and the Mayor (Ex-Officio) were elected to sit on the Finance Committee for 2019/20.

b. Planning Committee [6 Town Councillors plus Ex-officio]

Cllrs. T Wood, R Marsh, R Porter, D Unwin and the Mayor (Ex-Officio) were elected to sit on the Planning Committee for 2019/20.

- Two vacancies remain on this committee.

c. Personnel Committee [6 Town Councillors plus Ex-officio]

Cllrs. S Bletsoe, R Marsh, D Unwin, M Voisey, C Webster, L Walters and the Mayor (Ex-Officio) were elected to sit on the Personnel Committee for 2019/20.

d. Regeneration Committee [6 Town Councillors plus Ex-officio]

Cllrs. S Bletsoe, C Evans, T Wood, F Bletsoe and the Mayor (Ex-Officio) were elected to sit on the Regeneration Committee for 2019/20.

- Two vacancies remain on this committee.

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)]

Cllrs. S Charles, T Wood, C Webster, N Burnett, R Thomas, L Walters and the Mayor (Ex-Officio) were elected to sit on the Community Engagement and Well-being Committee for 2019/20.

- It was noted that the Military Advisor to the Council is Mr John Harris.
- Three vacancies remain on this committee.

10. To appoint any new committees as necessary further to the review of Standing Orders for 2019/20

- There were no new committees to appoint.

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

- It was agreed that the vacancies for Youth Members on Bridgend Town Council should be re-advertised.

RESOLVED: To continue to promote the opportunity to co-opt 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

- Cllr C Webster highlighted that the YMCA had been considering changing their constitution and queried whether the YMCA still required two Councillors on the Management Board.
- It was agreed that the Town Clerk should write to the YMCA for clarification and include an item on the agenda for the June Council meeting to revisit this matter.

13. To appoint one Councillor & one deputy to sit on Conservation Advisory Committee for 2019/2020 (if required)

RESOLVED: That the Chair and Vice Chair of the Planning Committee are elected to sit on Conservation Advisory Committee for 2019/2020.

14. To appoint one Councillor to sit on the BCBC Town & Community Council Forum for 2019/2020

RESOLVED: Cllr D Unwin was elected 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

RESOLVED: Cllrs. S Bletsoe and D Unwin were elected as 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

RESOLVED: Cllrs. R Porter was elected as a representative for One Voice Wales for 2019/20 and Cllr F Bletsoe was elected as deputy.

17. To confirm Outside Representatives for Allotments for 2019/2020

RESOLVED: That the Outside Representatives previously appointed for each allotment site should remain in situ.

18. To review and approve the Council's Financial Governance policies for 2019/20:

a. Financial Regulations

RESOLVED: To approve the BTC Financial Regulations for 2019/20.

b. Risk Assessment

RESOLVED: To approve the BTC Risk Assessment for 2019/20.

c. Internal Control

RESOLVED: To approve the BTC Internal Control policy for 2019/20.

d. Investment Strategy

- Cllr F Bletsoe referred to the statement that staff are not insured to provide financial investment advice and asked if Councillors should be indemnified for making decisions regarding financial investments.
- Cllr L Walters explained that the Finance Committee had discussed investment options and had decided to not to investment but to instead reduce the risk of having all the Council funds with

one bank and to spread the funds across low risk easy access deposit accounts with separate financial institutions.

- Members discussed liquidity and access to funds.

RESOLVED: To approve the BTC Investment Strategy for 2019/20.

19. To authorise the signatories for the Council's banking arrangements for 2019/2020

RESOLVED: The Mayor, Deputy Mayor, Chair of Finance Committee, Deputy Chair of Finance Committee, Town Clerk and Deputy Town Clerk/RFO were appointed as the Signatories for the Bridgend Town Council current account for 2019/20.

20. To appoint an independent internal Auditor for 2019/2020

RESOLVED: It was agreed that the Internal Auditor would continue as in previous years: Mr Mark Evans, Ridgewood Associates.

21. To note the Council's Insurer for 2019/2020

RESOLVED: It was agreed that the Council's Insurer would continue as in previous years: W.P.S Insurance Ltd.

22. To Review fixed assets register for 2019/20

- Cllr D Unwin raised a question about the zero value assigned to the Evergreen Hall lease when it is worth more in real terms and asked the Responsible Finance Officer to explain the reason for this.
- RFO explained that she had been advised by external auditors that in this instance, this community asset must be valued at £1 for the purpose of the fixed assets register.

RESOLVED: Members reviewed and noted the Fixed Asset list for 2019/20

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

RESOLVED: To accept the following current subscriptions:

- 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

RESOLVED: Members reviewed and approved the Publication Scheme for 2019/20.

b) Social Media and Electronic Communication Policy

RESOLVED: Members reviewed and approved the Social Media and Electronic Communication Policy for 2019/20.

c) Data Security Breach Policy & Reporting Form

RESOLVED: Members reviewed and approved the Data Security Breach Policy & Reporting Form for 2019/20.

d) Document Retention and Disposal Policy

RESOLVED: Members reviewed and approved the Document Retention and Disposal Policy for 2019/20.

e) Removable Media Policy

RESOLVED: Members reviewed and approved the Removable Media Policy for 2019/20.

f) Information Data Protection Policy

RESOLVED: Members reviewed and approved the Information Data Protection Policy for 2019/20.

g) Subject Access Request Form

RESOLVED: Members reviewed and approved the Subject Access Request Form for 2019/20.

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

- Cllr S Bletsoe referred to page 2 of the policy and the wording *'Never use the prefix "Councillor"'*. He stated that he did not agree with this comment and felt that Councillors should be able to speak on behalf of the people. Cllr S Bletsoe suggested that this wording should be removed from the policy.
- Some Members opposed this view and the Mayor called for a vote. This was seconded.
 - 6 Voted in favour of removing the wording *'Never use the prefix "Councillor"'*
 - 5 Voted in favour of not removing the wording *'Never use the prefix "Councillor"'*

RESOLVED: It was agreed to remove the wording *'Never use the prefix "Councillor"'* from the press/media policy.

- Cllr C Webster highlighted the negative press around the Remembrance events last year and suggested that the Town Clerk is permitted to liaise with the Mayor to issue a holding statement if a similar issue arises in the future. This was agreed by Members.

Meeting closed: 7.21pm

Signed
Mayor

Date