



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Meeting Details:

Date: Monday 18th October 2021

Time: 6.30 pm

Location: Meeting held remotely via video conference under Local Government and Elections Act (Wales) 2021

Chairperson: The Mayor, Cllr Steven Bletsoe

Staff: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO), Miss J Brown (Democratic Services Officer), Mrs Rhiannon Stone and Mrs Sharlene Lewis

In Attendance:

Cllr Alan Wathan – PRESENT

Cllr Freya Bletsoe – PRESENT

Cllr Steven Bletsoe (Mayor) – PRESENT

Cllr Steven Easterbrook – PRESENT

Cllr Robbie Thomas – PRESENT

Cllr Angela Morelli – PRESENT

Cllr Lyn Walters - PRESENT

Cllr David Unwin – PRESENT

Cllr Ian Williams –PRESENT

Cllr Tim Wood – PRESENT

Cllr Michelle Blundell-Humphries – PRESENT

Cllr Stuart Baldwin – PRESENT

Cllr Martin Smidman - PRESENT

Cllr Nicole Burnett - PRESENT

Youth Representatives:

Dafydd Rees – PRESENT

- The Mayor welcomed members of the public to the meeting and explained that under the Public Bodies (Admission to Meetings) Act 1960, the public, Youth Representatives, and representatives of the press be excluded from the meeting during the consideration of agenda item 19 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.
- The Mayor welcomed Councillors to the meeting.

1. To Receive Apologies for Absence

- Cllr Ceri Evans, Cllr Mathew Voisey
- **Absent:** Cllr Stuart Charles, Cllr Chris Woodman, Cllr Carolyn Webster

2. To Receive Declarations of Interests (if any) of Members in respect of the business to be transacted

- Cllr A Morelli – Declaration of personal interest in Agenda Item 8, planning application, Eweny Road
- Cllr S Bletsoe (Mayor) – Declaration of prejudicial interest in Agenda Item 9.4

- Cllr T Wood (Deputy Mayor) - Declaration of prejudicial interest in Agenda Item 9.4
- Cllr F Bletsoe – Declaration of prejudicial interest in Agenda Item 9.3 and 9.4
- Cllr S Easterbrook – Declaration of Personal and Prejudicial interest as a Town Trader
- Cllr S Baldwin queried if Members and Senior Roles needed to declare prejudicial interest in agenda item 9 2.3.4
- The Town Clerk confirmed that no declaration of prejudicial interest is necessary for the Councillor Payment of £150 as it is the date of the remuneration payment that is being discussed and not the amount of remuneration.

3. To receive questions or comments from Members of the Public (Standing Order 3(e) refers)

- There were no questions from Members of the Public.

4. To receive questions or comments from the BTC Youth Representatives

- Youth Member Dafydd Rees advised that there was nothing to report at the moment.

5. To Confirm and Sign Minutes of the Town Council Meeting held on 27th September 2021

RESOLVED: That the minutes of the Town Council Meeting held on 27th September 2021 be confirmed as a true record and duly signed.

6. To consider matters arising from the minutes of the Town Council Meeting held on 27th September 2021

- Page 172 – Mayor noted that the review of the Town Council Health and Safety Policy was not included on the agenda for the November meeting. Town Clerk explained that the policy needed to be updated by the Facilities Team and would be included on a future agenda.
- Page 180 – Deputy Town Clerk & RFO highlighted a clause in the contract with the provider for the development of the new Town Council website. Members were advised that ‘Projects will be charged at 60% plus VAT upon receipt of order and the remainder 40% plus VAT due before the release of final artwork or a website is made live’.

RESOLVED: To approve a payment of 60% of the project cost to proceed with the website re-development project.

7. To note for information Mayoral Announcements and Engagements

- Saturday 2nd October – Opening of new Athletics Track, Newbridge Fields
- Friday 8th October – Charity Spinathon Event – to raise funds for Ms Kayley Sullivan Hapgood, Halo Life Centre, Bridgend.
- The Mayor announced that £1000 was raised at the Spinathon event which was confirmed by Cllr I Williams.

8. To consider the draft minutes of the Planning Committee meeting held on 11th October 2021

- The Chair of Planning presented the draft minutes to the meeting and invited questions.
- There were no questions

RESOLVED: To receive and note the minutes of the Planning Committee meeting held on the 11th October 2021.

9. Finance

- The Mayor made Members aware of the importance of the documents circulated, which all Members were entitled to scrutinise and question.

1. To receive a balance of accounts and payments since last meeting

- The RFO presented the balance of accounts and advised that all reports had been previously circulated and in addition VAT would be reclaimed shortly. The RFO invited questions.
- There were no questions.

RESOLVED: Accounts paid, read, and approved by Members.

2. To review and approve payment date for Individual Remuneration 2021/22

- The RFO advised Councillors that the agenda item was to approve the date of individual remuneration, and not the amount. The RFO referred to the annual report which had been previously circulated, and that the relevant information was contained on the back page.
- The RFO advised that previously the remuneration was paid at the end of the financial year – but that payment could also be paid at the start of the financial year.
- The Mayor queried what would happen if a Councillor left – and asked if monies could be refunded? The RFO referred to the documents circulated:
13.36 It is a matter for each Council to make, and record, a policy decision in respect of:
When the payment is made to the member;
How many payments the total amount is broken down into;
And whether and how to recover any payments made to a member who leaves or changes their role during the financial year.
- The RFO advised Members that if the payment was made monthly there would be additional cost and that she could see the merit of paying at the beginning of the financial year.
- The Mayor proposed that the RFOs recommendations were accepted, and that individual remuneration payments were paid at the beginning of the financial year in one payment, and that if any Councillor left, monies should be recouped pro-rata.

RESOLVED: That individual Remuneration be paid at the beginning of the Financial Year, and that and that if any Councillor left during the year, the Council will request the repayment of the allowance pro-rata for the remainder of the year.

3. To review and approve payments and payment date for Senior Role Remuneration 2021/22

- The Mayor highlighted his declaration of prejudicial interest advised Members that although he would chair the meeting for items 3 and 4, he would not be taking part in the debate.
- The following Councillors declared prejudicial and personal interest in the following items:
Cllr T Wood – 9.3 and 9.4
Cllr I Williams – 9.3 and 9.4
Cllr A Wathan – 9.3
Cllr F Bletsoe – 9.3
- Cllr L Walters asked Members to clarify that if they had a prejudicial interest, would be leaving the meeting?
- The Town Clerk confirmed that Members did usually leave the meeting after a declaration of interest for the duration of that item.
- The Mayor reiterated that although he would be chairing agenda items 9.3 and 9.4 he would not take part in any discussion, debate or vote. The Mayor asked Cllrs Wood, Williams, Wathan and F Bletsoe if they would like to leave the meeting.

Cllr T Wood, Cllr I Williams, Cllr A Wathan and Cllr F Bletsoe left the meeting

- The RFO referred to the information circulated and advised that:
'Councils in Group A must make an available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each'.
The RFO further highlighted that Bridgend Town Council now have six committees as opposed to five committees last year.
- Cllr S Baldwin stated that the decision should be based on the role and responsibilities of the Committee Chair, and not the individual person. He suggested that from an equality and fairness point of view, if all six chairs could not be remunerated, none of the six chairs should receive remuneration.
- The RFO advised that moving forward, Council would fall into another category which would enable seven Committee Chairs to be remunerated in the financial year of 2022/23.
- Cllr M Smidman queried if remuneration could be divided equally between the six Chairs. The RFO advised that the guidance does not allow for this.
- The Town Clerk further advised that Determination 43 specifies that the Council must make available a minimum of one payment and highlighted that Cllr Baldwin's proposal does not meet the criteria. Members were reminded of Determination 43: *Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.*
- Cllr S Baldwin asked if Senior roles included The Mayor. The Town Clerk confirmed that the Mayor was not included and a separate payment is detailed for the Mayoral role.
- Cllr S Baldwin proposed that The Chair of Personnel be awarded the payment as they are responsible for the line management of The Town Clerk.
- Cllr L Walters noted that although she respected and understood Cllr S Baldwin's proposal, that if one payment is to be made then it should go to The Chair of Planning Committee, as the consideration of planning applications is a statutory duty.
- Cllr S Baldwin agreed with Cllr L Walters and rescinded his motion. Cllr Baldwin supported and seconded the proposal of Cllr L Walters.
- Members agreed to this proposal.

RESOLVED: That Senior Role Remuneration of £500 be awarded to The Chair of Planning Committee for 2021/22.

Cllr I Williams, and Cllr F Bletsoe returned to the meeting.

- Cllr I Williams queried if Council had rescinded a previous decision regarding remuneration for chairs of committees.
- The Town Clerk advised that it is a decision that Council must make on an annual basis regarding how many Committee Chairs receive a payment, up to a maximum of five for this financial year. She explained that the Council had not made a decision for 2021/22 therefore it has not rescinded a decision.

4. To review and approve payments and payment date for Mayor and Deputy Mayor Remuneration 2021/22

- The Mayor confirmed that although he would chair the meeting for this item, he would not take part in the debate.
- The RFO advised Members that payment could be made from the time of the appointments.

- Members discussed the timing of future payments to chairs of committees. The Town Clerk highlighted that Chairs of Committees are not appointed until after the Annual Council meeting in late May or June.
- After a short discussion it was proposed that all payments be made at the same time at the end of June.

Cllr F Bletsoe left the meeting.

- The Town Clerk advised Members that payment in June would be appropriate for next year and asked for clarification on a payment date for this year.
- Cllr L Walters proposed that payment for this year be made as soon as possible.

RESOLVED: That Payments and Payment date for Mayor and Deputy Mayor be made as soon as possible for this year (2021) and in June (2022).

Cllr A Wathan returned to the meeting.

- The RFO referred Members to page 2 of her report which had been circulated. The RFO advised that in the past Members had resolved to pay the maximum remuneration of £1,500 to The Mayor.
- Cllr M Smidman proposed that this practice should continue.

RESOLVED: That the remuneration payment of £1,500 be awarded to The Mayor for 2021/22

- The RFO once again referred Members to page 2 of her report which had been circulated. The RFO advised Members that Council had in the past resolved to pay the maximum remuneration of £500 to The Deputy Mayor.

RESOLVED: That the remuneration payment of £500 be awarded to The Deputy Mayor for 2021/22

Cllr T Wood and Cllr F Bletsoe returned to the meeting

- The Mayor repeated all resolutions for the benefit of Members that had left the meeting for these discussions.
- Cllr F Bletsoe sought clarity that it is only the Chair of Planning Committee that would be eligible for the payment of £500. It was noted that Chairs of Committees had been under the impression that they would get an allowance of £500 for the role of Chair.

10. To receive Town Clerk's Report since last meeting (for information)

- The Town Clerk advised Councillors that staff had been busy working on planning the Remembrance events, preparing budgets ahead of precept discussions and co-ordinating and attending a number of committee meetings.
- The Town Clerk also noted that there had been a Town Hall Working Group meeting as well as the Committee Meetings and staff have been preparing the minutes of meetings and working through the actions and resolutions from these meetings.
- The Town Clerk advised that she had spent time working on HR matters and has been liaising with the HR solicitor but is unable to provide further details.
- The Town Clerk advised that the Community Engagement and Events Team are planning the next BTC newsletter and working on a programme of Christmas activities.

- The Town Clerk alerted Councillors to two items that were time sensitive and were not on the agenda but needed to be brought to Council attention and discussed this evening:
 1. Concerns regarding the Remembrance Sunday Parade route.
 2. A letter from Bridgend Quakers reference Remembrance Sunday
- The Mayor proposed that these items be discussed under Agenda Item 12. The Mayor added that he was grateful to The Town Clerk for bringing these matters to the attention of the meeting.
- The Town Clerk asked Members if there were any questions. There were no questions.

11. Town Hall

To review and discuss an update from the Town Clerk and a report from discussions at the October Working Group meetings regarding the status of the Town Hall refurbishment project and the draft cost plan.

- The Mayor advised Members that at the recent working group meeting with the Architect and Surveyor, it had become apparent that no work could be prioritised until a budget had been agreed and confirmed.
- The Town Clerk advised that at the September full council meeting, Councillors were presented with a Costing Plan for the refurbishment works totalling £513,000. She noted that Council agreed to prioritise work and review costs for the highest priorities.
- Members were advised that the Working Group had discussed the priority of works with the Architect and Surveyor and that a revised cost plan for these priorities would be available on the 1st November 2021.
- The RFO reported that she had been working on a 'forecast spend', which would include the possibility of budget virements. The RFO advised that there was a Finance meeting tomorrow where the budget forecast and the architect costings would be compared.
- The Mayor added that the working group are working with the finance committee. The Chair of Finance assured Members that no monies would be spent until Full Council reviewed further costs and made a decision.

12. Community Engagement & Well-being - To consider the draft minutes of the Extra-ordinary Community Engagement & Well-being meeting held on 29th September 2021

- The Chair of the Community Engagement and Wellbeing Committee advised Councillors that the meeting had been held to discuss and plan Remembrance weekend only. The Chair presented the minutes to the meeting and invited questions. There were no questions.

RESOLVED: To receive and note the minutes of the Community Health & Well-Being Committee meeting held on the 29th September 2021.

- The Mayor invited The Town Clerk to speak to Members about the route for the Remembrance Sunday Parade.
- The Town Clerk explained that in previous years the parade route road closures had been managed and by BCBC and South Wales Police and Bridgend Town Council had not paid for the road closures. It was noted that in 2019 BCBC had managed and paid for the road closures as a gesture of goodwill but had noted that in future years, the Town Council would need to pay for the road closure and employ the services of a Traffic Management Company to manage the road closure. The Town Clerk advised that the average predicted cost of the road closures would be £3000. Members were advised that although three companies had been approached for quotes, only one comprehensive quote had been received to date.

- The Town Clerk reported that in previous years there had been a reluctance to change the route from Angel Street to within the pedestrianised streets of the town centre, however based on recent concerns and with the full support from the BTC Military Advisor and the RBL Secretary, it was suggested that the parade route be changed to start the parade in Adare Street to negate the need for a formal road closure. The only additional cost would be the requirement for extra security staff within the town centre streets.
- The revised parade route was detailed as:
 - Muster in Adare street (start of the parade at the junction with Elder Lane facing Caroline street)
 - Parade to step off and turn right into Caroline Street
 - At the bottom of Caroline Street, turn right into Dunraven Place
 - Parade Marshal to move participants into position at the War Memorial for the Remembrance Service
 - After the Remembrance Service, parade to march up Wyndham Street,
 - Turn left into York Place,
 - Turn left into Market Street,
 - Turn left into Dunraven Place and provide a salute past the War Memorial,
 - Continue down Dunraven place and turn left into Caroline Street
 - Turn left into Adare Street where the parade will be dismissed
- The Town Clerk explained that if Council is in agreement, the new route could be presented to the BCBC Events Safety Advisory Group (ESAG) at the next meeting on Wednesday 20th October.
- The Mayor invited questions. Cllr L Walters thanked the Town Clerk and enquired if cars were allowed to access this route on a Sunday. Cllr D Unwin and Cllr S Easterbrook clarified that the parking restrictions in the town centre apply 7 days a week.
- Cllr N Burnett enquired if there will be a drop off zone for Veterans. The Town Clerk confirmed that the nearest drop off point would be the Randall Memorial at the top of Caroline Street.
- Cllr D Unwin proposed that Council endorse the new route with thanks to the BTC Military Advisor and RBL Bridgend Secretary.

RESOLVED: That the new route of the Remembrance Parade 2021 be approved and that The Town Clerk present the new route to the BCBC ESAG Meeting on 20th October 2021.

- The Mayor invited The Town Clerk to bring to Members attention the following matter - A letter from Bridgend Quakers reference Remembrance Sunday
- *The Town Clerk read out the letter from Bridgend Quakers. The Town Clerk read the letter as follows:*
"I am writing to you on behalf of Bridgend Quaker Meeting to ask permission to lay a wreath of red and white poppies at the cenotaph this year to mark Remembrance Day, as we have done in previous years. If a ceremony is indeed taking place, we would also like the opportunity to say a few accompanying words.
The significance of the mixed red and white wreath is to remember and mourn all those who died in past wars, including members of the armed services and civilians, but also to commit to work for peace for future generations. We believe that the red and white poppies together represent our grief for all those who have died in past wars, but also our sincere hope for a more peaceful world, and a pledge to work to bring this about.

Members of Bridgend Quaker Meeting would welcome the opportunity to come and speak to the Council about how different types of remembrance might be incorporated into Remembrance Sunday in the future. I look forward to hearing from you regarding the above matters.

- The Mayor commented that the War Memorial was a public place and that the Remembrance Parade is a public event.
- The Town Clerk reported that she had liaised with The Reverend Rachel Wheeler and The BTC Military Advisor. Reverend Wheeler had advised that she had great sympathy with the white poppy movement, and that she had no problem with the laying of the wreath, however she did not recommend that different groups should be permitted to speak at the Service as this will cause a precedence and problems with timings.
- It was reported that the BTC Military Advisor had no objection to the wreath laying, however highlights that no other groups had been permitted to speak in the past. The BTC Military Advisor also observed that The Quakers were not one of the 15 groups who are represented at Remembrance Parade at The Cenotaph in London.
- The Town Clerk advised Members that in 2018 Council resolved for the Quakers Wreath to be laid after the Service and in 2019 Council agreed for the Quakers to lay their wreath as part of the service.
- After an impassioned discussion, Cllr A Wathan proposed that the Quakers wreath be laid with other Community representatives, but that on principle no organisation is permitted to speak at the Remembrance Service conducted by The Reverend Wheeler.

RESOLVED: That the Town Clerk inform The Quakers that a wreath of red and white poppies may be laid with those of other Community representatives but that on principle no organisation is permitted to speak at the Remembrance Service conducted by The Reverend Wheeler.

- The Town Clerk advised Councillors that at the BCBC ESAG meeting other requirements may be recommended (e.g. Covid-19 safety), and she sought permission to purchase any items recommended and necessary for the event to proceed safely.
- Cllr I Williams queried if ESAG is for guidelines or rules. The Town Clerk clarified that the role of ESAG is to give advice and guidance to event organisers on safety aspects of their planned event.

13. Regeneration - To consider the draft minutes of the Regeneration Committee meeting held on 4th October 2021

- The Chair thanked the committee for a productive meeting and presented the minutes to council. The Chair invited questions.
- Item 2 – Page 1. Cllr L Walters noted that two councillors had declared both a prejudicial and personal interest and asked if this was appropriate?

Cllr N Burnett made apologies and left the meeting at 7.54pm

- Cllr T Wood explained that he had declared both interests as he was a Town Trader. Cllr S Easterbrook advised that he did not remember the interest being prejudicial. Cllr A Wathan queried if this was an appropriate question to ask. Cllr L Walters explained that on the basis of public knowledge, Councillors who had declared a prejudicial interest should not have taken part in the meeting.

- After discussion The Town Clerk clarified that in future Councillors should specify their reasons for either personal or prejudicial interest.
- Item 5 e – Page 5 - Cllr T Wood advised that the minutes be amended to x1 Sukura Cherry Tree for St Marys School and x 1 Sakura Cherry Tree for Pen y Bont School.

RESOLVED: To receive and note the minutes of the Community Health & Well-Being Committee meeting held on the 29th September 2021.

14. Town Twinning - To consider a request for the Town Council to consider rescheduling the Civic Dinner originally planned for April 2020 to mark the 25th Anniversary of the official twinning with Villenave d’Ornon

- The Mayor asked The Town Clerk to advise Members of the background to this request.
- The Town Clerk informed Members that the 25th Anniversary of the Civic Dinner was to reciprocate the 25th invitation from Villenave d’Ornon (which The Mayor had attended in 2019), and had been booked for April 2020 at the Court Coleman Hotel but cancelled due to the pandemic. The Town Clerk further advised Members that The Town Twinning Association arranged the social side of Twinning Events, but Civic Responsibilities still lay with The Town Council. The Secretary of The Town Twinning Association had advised that numbers would be in the region of 40 – 70 – which usually included host families and the choir.
- Councillors debated the cost of the Civic Dinner and how and who would pay.
- The RFO advised that there was £5000 in The Civic Budget. The Town Clerk Informed Members that The Twinning Association understood that funds were not unlimited.
- Councillors discussed the importance of maintaining the relationship between The Twinning Association and The Town Council as well as the official Twinning Charter.
- Cllr S Baldwin proposed that The Town Council host an official 25th Anniversary Dinner to mark the official twinning with Villenave d’Ornon, and that all visiting dignitaries, The Mayor and Consort, The Deputy Mayor and Consort be funded from The Civic Budget, and that Members would pay for themselves.
- Cllr A Wathan queried who would fund the hosting families who had a long-standing relationship with Villenave D’Ornon.
- After discussion The Town Clerk asked for clarification of the proposal.
- Cllr S Balwin proposed that The Town Clerk liaise with The Twinning Association in order that The Town Council host an official 25th Anniversary Dinner to mark the official twinning with Villenave d’Ornon, and that the visiting party, The Mayor and Consort of BTC and The Deputy Mayor and Consort of BTC be funded from The Civic Budget, and that Members would pay for themselves.

RESOLVED: That The Town Clerk liaise with The Twinning Association in order that The Town Council host an official 25th Anniversary Dinner to mark the official twinning with Villenave d’Ornon, and that the visiting party, The Mayor and Consort of BTC and The Deputy Mayor and Consort of BTC be funded from The Civic Budget, and that Members would pay for themselves.

15. To consider a motion from Cllr Steven Bletsoe, seconded by Cllr Tim Wood:

“That Bridgend Town Council request a formal apology from The Mayor of Bridgend County Borough, Cllr John Spanwick, for his comment on social media on Friday 1st October 2021 that the position of Mayor of Bridgend Town is a “minor Mayor”

- The Mayor expanded on the motion, and advised Members that he had immediately written to Cllr Huw David making the following points:

- a. That the comment was made the day before an official event at Newbridge Fields alongside BCBC Councillors and Mayor John Spanswick.
- b. That he had received the invitation from Bridgend Athletic Club and accepted on behalf of the residents of Bridgend Town. "A role that I carry with great responsibility and due reverence to those who have carried out the role before me"
- c. That Mayor Spanswick referred to the role of Bridgend Town Mayor as a "minor Mayor" and therefore treated it with disrespect.
- d. A request for a full unequivocal public apology be made to myself, a full written unequivocal apology to Bridgend Town Council and a full retraction of these disgraceful, disrespectful comments immediately.
 - The Mayor added that in politics there are differences of opinion, however, the role of Mayor is a respected civic position, Mayors should never, ever disrespect other Mayor's from different Councils in any way let alone in such a public manner.
 - The Town Clerk informed Councillors that the following statement had been received via email from The Mayor of BCBC on the 14th October 2021.

"It seems a recent comment I made in conversation with someone while using my own personal Facebook account has offended some members of the opposition as it has been copied and pasted by them across various pages on social media along with calls for me to resign."

"For the sake of clarity, my comment concerned the perceived rivalry between my role as Mayor of Bridgend County Borough, and the role of the local Bridgend town mayor. More specifically, I said that I was looking forward to 'winding him up' at a forthcoming event we were both attending, referred to him in jest as a 'minor mayor', and joked that his chain was 'probably bigger than mine'.

"It was never meant to be a public post as I was under the impression this was a private conversation I was having, but as soon as I realised it was open to the public, I immediately deleted the post in order not to upset or offend anyone. No harm or insult was ever intended by any of this, and I am sorry if it caused offence to any individual or organisation as that was never my intention."

- The Mayor made a formal request to Council to accept the apology.

RESOLVED: That The Town Council note the statement of apology from the BCBC Mayor, Cllr J Spanswick

Cllr R Thomas gave his apologies and left the meeting at 8.31 pm

16. Consultations:

- a) Consultation on Updating Earnings Thresholds for Council Tax Recovery. A copy of the consultation documents and the response form can be found at: <https://gov.wales/income-thresholds-attachment-earnings-orders> Comments must be submitted by 31 December 2021. - **NOTED**
- b) Bridgend County Borough Council – Shaping Bridgend's Future consultation. The annual budget consultation survey is available in a variety of formats at www.bridgend.gov.uk/future. The consultation closes on 14 November 2021. - **NOTED**

- c) The Public Services Ombudsman for Wales (PSOW) is seeking views on proposed changes to the Ombudsman's Guidance on Good Administrative practice. The Open Consultation on Proposed Guidance on "Principles of Good Administration" is available at <https://www.ombudsman.wales/principles-of-good-administration> and "Good Records Management" is available at https://www.ombudsman.wales/good_records_management_matters/ Consultation Closing Date: 1 November 2021.
- The Town Clerk queried if Councillors had any questions? Cllr D Unwin advised that Members should make individual comments directly.
- d) Independent Remuneration Panel for Wales draft Annual Report Consultation - February 2022. The report can be viewed at <https://gov.wales/independent-remuneration-panel-wales-draft-annual-report-2022-2023>. Any representations you may wish to make about this report should be received by no later than 26 November 2021. - **NOTED**

17. Correspondence:

a) **Email from Sioned Jones re: Cemetery next to West Cottage, West Road, Bridgend**

- The Town Clerk referred Members to the email which had been circulated.
- Councillors discussed all points. Cllr D Unwin advised that the beer bottles and cans could be cleared, and overgrown vegetation cut back by the outdoor team That water damage had occurred before and that the owners should have access to inspect the damage. However, the trees were the subject of a preservation order.
- The Mayor advised that this was a complex situation, dependent on the Councils ownership of the Cemetery.
- The Town Clerk advised Members that she had received the following information from BCBC:
 1. That BCBC were still preparing the asset transfer.
 2. That the plan of the site was being redrafted.
 3. Once this was complete the transfer would be signed.
- Cllr D Unwin proposed that Council defer action and advise Mrs Jones to write to BCBC in the short term.
- Cllr S Baldwin advised that this came under his portfolio and that he would expediate the situation.
- Cllr S Easterbrook thanked Cllr S Baldwin for his assistance.

Note: It was highlighted that a Member of The Public was commenting using the chat facility in Microsoft Teams. Cllr S Baldwin asked if the chat facility could be disabled. The Mayor clarified that he had not seen the comments in the chat facility. Members discussed the issue and due to the nature of the comments, the Town Clerk was instructed to remove the member of the public from the meeting. The Town Clerk advised that the member of the public had left the meeting of their own accord.

b) **Letter from One Voice Wales re: Pilot of Community and Town Councils Self-Evaluation Toolkit – Expression of Interest**

- The Town Clerk informed Members that this was a pilot scheme that in future would become mandatory.

c) **Remote training sessions that are taking place in October**

- The Town Clerk referred to the correspondence circulated and advised that Members should book training with either herself or the DSO.

18 Town and Community Forum

- a) To consider items for inclusion on the Town and Community Council Forum agenda - NOTED
- b) To consider feedback from meetings of the Town and Community Council Forum - NOTED

- c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter – NOTED

19. Personnel

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 25 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Members of the public, BTC Youth Representatives and members of staff (except the Town Clerk, RFO and Democratic Services Officer) left the meeting.

19. Personnel

Intentionally left blank

- Cllr F Bletsoe asked the Mayor not to close the meeting and requested permission to speak.
- The Mayor welcomed Cllr F Bletsoe to proceed.
- Cllr F Bletsoe expressed her concern over comments made in the chat box during the meeting and noted that they could be using fake accounts.
- The Mayor advised that Members of the public are allowed to ask questions under item 3 of the agenda.
- Cllr S Baldwin noted that that Members of the Public should register under their own name and suggested that those without a camera should not be admitted.
- The Town Clerk advised that Members of the Public were not required to have access to a camera, however she would check on whether they had to be heard.
- The Mayor thanked the staff for their contributions.

Meeting closed: 9.01pm

Signed

Date

Mayor