



**MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE**  
**Wednesday 25<sup>th</sup> May 2022 at 7.00pm Hybrid Meeting using Microsoft Teams**

**Present:** Cllr. F. Bletsoe  
Cllr. N. Deere  
Cllr. S. Easterbrook  
Cllr. A. Felton  
Cllr. I. Spiller  
Cllr. F. Sullivan

L. Edwards - Town Clerk  
S. Lewis - Community  
Engagement and Events  
Manager  
D. Elliott - Community  
Engagement and Events Officer  
(Minute Taker)

**Apologies:** Cllr. M. Blundell Humphries  
Cllr. B. Johnston  
Cllr. I. Williams  
Cllr. T. Wood (Mayor Ex Efficio)

In attendance at Carnegie House: Cllr. Bletsoe, Cllr. Easterbrook, Cllr. Deere, Cllr. Felton along with Town Clerk, Community Engagement and Events Manager and Community Engagement and Events Officer. Cllr. Spiller and Cllr. Sullivan attended remotely.

The Town Clerk welcomed members to the meeting and informed the committee that a quorum of three was required for the meeting to take place and confirmed that as six members were present the committee meeting was quorate.

**1. To Receive Apologies for Absence.**

Apologies were received from Cllr M Blundell Humphries, Cllr B Johnston, Cllr I. Williams and Cllr T. Wood (Mayor Ex Efficio)

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

Cllr Easterbrook declared a personal interest as a town trader and this was noted.

**3. To elect Chair of Community Engagement and Wellbeing Committee for May 2022 – May 2023.**

Cllr Easterbrook nominated Cllr Ian Williams for the position of Chair. This was seconded by Cllr Bletsoe. There were no further nominations or objections and Cllr Ian Williams was appointed Chair of Community Engagement and Wellbeing Committee for May 2022 – May 2023

**4. To elect Deputy Chair of Community Engagement and Wellbeing Committee for May 2022 – May 2023.**

Cllr Bletsoe nominated Cllr Steve Easterbrook for the position of Deputy Chair. This was seconded by Cllr Deere. There were no further nominations or objections and Cllr Steve Easterbrook was appointed Deputy Chair of Community Engagement and Wellbeing Committee for May 2022 – May 2023

**5. To confirm and sign minutes of the Community Engagement and Wellbeing Committee Meeting held on 9<sup>th</sup> February 2022.**

Cllr Bletsoe moved that the minutes of the meeting held on 9<sup>th</sup> February 2022 were a true and accurate record. This was seconded by Cllr Easterbrook.

**6. To consider matters arising from the Community Engagement and Well-being Committee Meeting held on 9<sup>th</sup> February 2022.**

Cllr Felton wished to raise a point relating to Item 8 from the meeting of 9<sup>th</sup> February. Community Engagement and Events Manager informed members that there was an update on this matter in Agenda Item 9.

Members were updated of the resolutions from the last meeting as follows:

Town Clerk advised members that the Mayor was liaising with the Royal British Legion to lay a wreath at the War Memorial on either Tuesday 14<sup>th</sup> June or Saturday 18<sup>th</sup> June 2022 to commemorate 40 years since the end of the Falklands Conflict.

Community Engagement and Events Manager advised members that a meeting to discuss sponsorship of Wartime Bridgend had been held with Simon Ellis from Hugh James, however the event has now been cancelled and Hugh James have been informed.

Community Engagement and Events Manager confirmed that the Air Commodore who was attending the launch of the Battle of Britain Exhibition was a Welsh speaker and that the presentation would be delivered bi-lingually.

Community Engagement and Events Manager confirmed that the March 2022 Bridgend Town Council Newsletter had been distributed to wards in line with the delivery schedule and thanked the Community Engagement and Events Officer for coordinating this.

Community Engagement and Events Manager has researched the guidelines for Platinum Jubilee tree planting and an update will be given under Agenda Item 8.

Community Engagement and Events Manager informed members that plans were in place to raise the flags on the War Memorial on Monday 20<sup>th</sup> June at the start of Armed Forces Week 2022.

**7. To receive an update on Christmas regarding the booking of the Brass Band Bus and research into the feasibility of a float to follow.**

Community Engagement and Events Manager referred the committee to her update and informed members that the RAF St Athan Voluntary Band Brass Band Bus has been booked for Saturday 10<sup>th</sup> December from 2pm to 5pm with Sunday 11<sup>th</sup> December held in reserve in case of bad weather on the Saturday.

Community Engagement and Events Manager made the committee aware of the following key points of her research into the feasibility of a float (flatbed lorry) following the bus this year: -

- The carnival float would not be able to follow the bus on the current route throughout the wards due to limited turning space which is already difficult for the double decker bus.
- Speed restrictions on the float would require road closures on public highways. Floats are required to drive very slowly at crawl speed (approx. 5 miles per hour) for safety.
- Bridgend Town Council's Public Liability would have to be adjusted to cover this activity and additional insurances may need to be sort.
- The float would need to be accompanied by safety stewards walking alongside the float to keep it clear from pedestrians.
- The vehicle and float would need to be fully risk assessed and tested, adhering to guidelines for carnival floats.
- A float would not be safe to use in adverse weather conditions.
- The flatbed lorry would need to be sourced with suitable insurances to cover carnivals, it would need to be stored and dressed and any decoration or seating securely attached to the flatbed in advance of the procession so it can be tested for safety.
- The vehicle and any trailer forming part of the float must comply with section 40 A of the Road Traffic Act 1988, amended in 1991 for using a vehicle in a dangerous condition:  
A person is guilty of an offence if he uses, or causes or permits another to use, a motor vehicle or trailer on a road when:
  - (a) the condition of the motor vehicle or trailer, or of its accessories or equipment, or
  - (b) the purpose for which it is used, or
  - (c) the number of passengers carried by it, or the manner in which they are carried, or
  - (d) the weight, position or distribution of its load, or the manner in which it is secured, is such that the use of the motor vehicle or trailer involves a danger of injury to any person.

Members accepted the difficulties that having a float to follow the bus would incur. Cllr Bletsoe asked if there was any way in which the the procession could be expanded, possibly by inviting a car club to bring their own vehicles to follow the bus as they would already have their own insurance. Cllr Felton expressed concern of the levels of pollution this may cause. Cllr Easterbrook suggested that Santa could follow the bus in the vintage car used for transporting him around Wildmill.

Cllr Bletsoe suggested that instead of the bus driving through the wards, it could stop at locations for longer and the band could play for longer, possibly in the two supermarket car parks in the town and Halo Leisure Centre as this would cover all the wards. Members agreed that the supermarket's Community Champions would need to be contacted to ask permission for the bus to use their car parks. Cllr Bletsoe also suggested having a dance troupe on the bus, or some entertainers that would be able to get off the bus and entertain the residents.

Community Engagement and Events Manager agreed to look at options to further enhance the event and would report back at the next meeting.

Cllr Deere asked if he could be made aware of the route that the bus took in 2021. Community Engagement and Events Manager responded that the route was long and complex and details of this would be e mailed to him.

Members discussed whether Community Champions from local businesses should be invited to future meetings of the Community Engagement and Wellbeing Committee. Town Clerk informed members that there is an item on the next meeting of Full Council to discuss the process of co-opting individuals onto Bridgend Town Council Committees

**RESOLVED:** Community Engagement and Events Manager to research options to further enhance the event and to report back at the next meeting.

**RESOLVED:** Community Engagement and Events Officer to send the 2021 Brass Band Bus route to Cllr Deere.

**8. To receive an update on tree planting for HM The Queen's Platinum Jubilee and to discuss suitable locations.**

Community Engagement and Events Manager referred members to the update she had circulated prior to the meeting and explained that trees needed to be planted between October 21 and March 22 to give them the best chance of survival as this is traditional tree planting season. However, tree planting can resume in October 2022 and the details can still be uploaded to the Queens Green Canopy website and map.

Community Engagement and Events Manager asked members to decide on how many trees they would like to plant, where they would like the trees to be located and what species of tree they would prefer.

Town Clerk informed members that the Regeneration Committee had a budget for tree planting and possibly, any underspend could be used to support tree planting in the wards for the Queens Platinum Jubilee.

Community Engagement and Events Manager referred members to Cllr Williams suggestion of planting a tree in each ward and his suggestion to plant a tree on the green triangle in front of Nolton Church in Oldcastle Ward.

Members discussed the need to plant trees that were larger than sapling size to give them a good chance of survival. Cllr Felton asked members to be aware of the spread of tree roots when considering a location. Members discussed other areas for tree planting; land off Brook Street /Coity Road and Newbridge Fields. It was agreed that Community Engagement and Events Manager should liaise with Bridgend County Borough Council's Countryside Manager as he will have a thorough knowledge of the most suitable varieties to plant and where trees will thrive in our locality. It was also noted that landowner's permission will need to be sought.

Cllr Felton asked whether a tree would be planted in the new Town Hall. Town Clerk informed members that some of the trees located in the grounds of the Town Hall were diseased and needed to be taken down. Members agreed that it was a good idea to plant a Jubilee tree in the grounds of the Town Hall to replace those that would have to be removed.

Cllr Bletsoe asked whether the Town Council should get in touch with the Woodland Trust as they were giving away trees for free. Town Clerk informed members that the decision regarding the budget for the tree planting would need to be taken by Full Council. Members requested that Community Engagement and Events Manager to research into feasible options for the committee to discuss in the July meeting.

All members agreed to support Cllr Williams' suggestion of planting a tree in front of Nolton Church if all conditions were conducive to tree planting.

**RESOLVED:** Community Engagement and Events Manager to contact BCBC Countryside Manager for advice and research feasible options and report fully costed findings to the next meeting.

**9. To receive an update on the 80<sup>th</sup> Anniversary of the Battle of Britain Exhibition and consider how this should be promoted.**

Community Engagement and Events Manager updated members that The Battle of Britain Exhibition was originally due to take place on the 16<sup>th</sup> July in conjunction with the Wartime Bridgend Event. It was resolved at a meeting of Full Council on March 28<sup>th</sup> to cancel the Wartime Bridgend Event and for the exhibition to take place in the future at the Community Engagement and Events Managers discretion.

Full Council agreed on 19<sup>th</sup> April that the exhibition should be rescheduled for the autumn to allow for schools to be invited to attend. A date has been agreed with Squadron Leader John Dunn for Carnegie House to host the exhibition from 29<sup>th</sup> September 2022 for one week.

Community Engagement and Events Manager asked members to consider how to promote the exhibition and given the continuing sensitivities associated with the War in Ukraine should we consider a low-key exhibition with no opening event and dignitaries.

Cllr Easterbrook asked what was happening in the other venues across the country and stated with Wartime Bridgend being cancelled he did not wish to scale down this event. Cllr Spiller agreed with this view but asked members to be aware of Ukrainian refugees who were being hosted by families in Bridgend.

Community Engagement and Events Manager informed members that originally the event was going to have additional activity in the area directly outside of Carnegie House but she suggested keeping the event inside the building.

Members discussed protocol around inviting dignitaries to events. Town Clerk informed members that the Lord Lieutenant was invited to the unveiling of the Tudor Plaque in the Indoor Market as the original market charter had Royal connections. Cllr Bletsoe proposed that the Lord Lieutenant should be invited to the opening of the exhibition as he is a representative of HM The Queen who is Head of the Armed Forces.

Cllr Deere asked that schools be invited to the opening of the exhibition but was aware of the limit on numbers attending inside Carnegie House. Town Clerk asked if the exhibition would be open to the public. Cllr Spiller expressed his view that it should be open to the public and Cllr Easterbrook agreed but was aware of the staffing resource that this would require.

**RESOLVED:** The Battle of Britain Exhibition will be open to the public and invites will be issued to local schools. Dignitaries and representatives from schools in the wards will be invited to a small-scale opening event. The exhibition will be publicised via Bridgend Town Council and Carnegie House.

**10. To receive an update on the re-opening of Carnegie House and discuss the recruitment of a Front of House member of staff.**

Town Clerk updated members of the build-up of cyclical maintenance that had arisen due to covid and explained how the Facilities Team had been working extremely hard to clear the backlog. In recent weeks PAT testing, lift testing and fire safety checks have been conducted and full reports are going to the Facilities Committee on Thursday 26<sup>th</sup> May 2022. It is estimated that Carnegie House will be able to open in approximately 6 weeks, subject to the Facilities Committee agreeing to the findings presented to them.

There has been an update on the Fire Safety Regulations for the ground floor of Carnegie House. There can be no more than 50 persons in that area at any one time due to the

restricted access out of the building should the back exit need to be used in the event of an emergency. Bridgend Town Council have challenged the decision as the capacity has been halved. Fire exit procedures must consider the back exit as well as the front exits in case there is a fire at the front of the building and it is this exit that is limiting capacity of the ground floor. Community Engagement and Events Manager informed members that this will greatly affect the type of activities that will be able to be programmed and this is also currently compounded by not having use of the upstairs boardroom and the chamber to be able to hire to external clients.

Town Clerk informed members that a phased return would be used where room hirers and tutors who are familiar with the building would be invited back first and in the future, with progress being made with the Town Hall, eventually there will be 5 spaces available to hire out to groups.

Cllr Bletsoe agreed that it was a good idea not to rush to get everything back at once and enquired if Cllr Unwin (as Chair of Finance) was aware that income from Carnegie House would be reduced for this financial year. Town Clerk informed members that no income was forecast for Carnegie House for this financial year because of the uncertainty of covid. Cllr Bletsoe noted that it will be positive to generate income where none was forecast.

Town Clerk informed members that it was proving difficult to recruit a Front of House member of staff as we did not yet know the days and hours that the member of staff would be required to work, however this was work in progress. Community Engagement and Events Manager sought permission from members to develop a schedule of hours to submit to the Personnel Committee for approval.

**RESOLVED:** Community Engagement and Events Manager to develop a schedule of hours for the Front of House member of staff to submit to the Personnel Committee for approval.

#### **11. To discuss the Autumn Programme at Carnegie House.**

Community Engagement and Events Manager shared with members the schedule of classes that had already been booked for Autumn 2022.

Improvers French	Amanda Salter	Monday Evening - Online
Beginners Spanish	Amanda Salter	Tuesday Evening - Online
Beginners Welsh	University of South Wales	Wednesday Morning
Toddler Craft Group	Mini Makers	Thursday Morning

The Community Engagement Team are currently contacting the following organisations to ascertain if they would like to return: History Society, Samaritans, Town Twinning Committee, Mindfulness and Tai Chi. They are also following up new enquirers who originally were interesting in booking the new Town Hall.

Cllr Bletsoe enquired how income was generated when classes were held online, in relation to French and Spanish. Community Engagement and Events Manager explained that the language classes are not just room hire, they are a class administered by Carnegie House, we pay the tutor and keep the income generated by the classes.

In addition to regular classes Community Engagement and Events Manager gave an overview of her ideas for the Autumn Programme:

**Fridays 10-11.30am**

Coffee Morning support groups – Ukraine support Group/ Lads and Dads/ Menopause support/ Councillor Clinics/Charity/ MHM (community engagement to find out what we could provide)

**Saturdays 10-1pm**

Monthly Print Club –to make use of the printing press that was bought with the Millennium Stadium Grant.

Art/Craft/ mindfulness workshops – Drawing, Watercolour, Textile, Calligraphy, Photography, jewellery making.

Community Engagement Project Mindful Mark Making Project with tutors Claire Hiatt and Alison Moger.

**Exhibition** - September 29th – Battle of Britain Exhibition

**Half Term Activities 31<sup>st</sup> October to November 4th:**

Children’s Halloween Activities and Crafts

Halloween Circus Skills

**Christmas:**

Wreath Making

Christmas Crafts Evenings

Christmas Artisan Craft Fayre

Community Engagement and Events Manager explained that a Community Mark Making Project could possibly develop into a project that could attract grant funding. Cllr Bletsoe asked about Mindfulness and Textiles. Community Engagement and Events Manager updated members that the Mindfulness would like to return, however the tutor is very busy with other work at present, but discussions are taking place. Discussions have taken place with the Textiles Tutor to run workshops as opposed to a weekly class and there may be a possibility of providing these free to local residents.

Town Clerk informed members that the Future Generations Act states that Town Councils can spend money putting on free aspirational activities for residents and it could be considered that the Town Council considers some events of this type as highlights of the future Programmes.

Cllr Deere asked about the free sessions that were run in the holidays and suggested that if the tutors delivered free sessions during school holidays it may encourage people to come to the classes that are paid for.

Town Clerk requested that Community Engagement and Events Manager produces a fully costed programme and presents this to the committee at the next meeting in July. Community Engagement and Events Manager asked members to get in touch with her if they have any ideas that they may have for the Autumn Programme.

Cllr Bletsoe suggested contacting places like the Wales Millennium Centre as they have an outreach programme that they take out to venues. Cllr Felton enquired if the Town Council were eligible to be part of the Nights Out scheme, but Community Engagement and Events Manager confirmed that we were not because we are a Town Council.

Town Clerk informed members that the Autumn Programme will be on a smaller scale than previous programmes with next year's Spring Programme being more substantial as by next Spring Bridgend Town Council will have 5 spaces to offer.

Cllr Bletsoe thanked the Community Engagement Team for the work they have completed on the Autumn Programme so far.

After the Community Engagement and Events Manager's update, Cllr Easterbrook declared that he had become aware of a declaration of interest and declared a personal interest because the lady who runs Mini Makers is soon to become a member of his family. He did not participate in any further discussions on this matter.

**RESOLVED:** Community Engagement and Events Manager to produces a fully costed programme and present this to the committee at the next meeting in July.

**RESOLVED:** Community Engagement and Events Manager to contact Wales Millennium Centre and similar venues to enquire about outreach programmes.

**Meeting Closed 8.41pm**

Signed .....

Chair of Community Engagement & Wellbeing Committee

Date .....