



Town Clerk's Report February 2021 (For Information)

This report provides details of the work undertaken by Bridgend Town Council staff and information for Councillors attention for the period 26th January – 10th February 2021.

1. Council Work Priorities

Since the last Town Council meeting the following priorities have been completed:

- A new SLA with BCBC for the provision of on-going ICT services for BTC staff has been negotiated and written details will be provided to the Finance Committee at their next meeting for consideration.
- A Town Hall Working Group Meeting was held and notes have been circulated for information.
- The allotment tenancy agreements for 2020/21 and newsletter have been issued.
- The Town Hall contractor brief was re-issued with a deadline of 19th February.
- Contractors have undertaken work at Carnegie House to inspect guttering regarding the damp issue and Open reach have installed new fast fibre broadband to the building (free of charge).
- The Town Council Community Newsletter and survey have been written, designed and are ready for Town Council comments/approval.
- Town Clerk completed the survey HM Land Registry Survey 'Town and Community Council Land Ownership survey' on behalf of the Council.
- The Town Council used its social media channels to support Holocaust Memorial Day, Children's Mental Health Week and LGBT+ History Awareness Month with a series of posts providing links to relevant organisations and signposting places where people can get support.

2. Printing Facilities

The Town Council currently has one very old Konica Minolta printer at the office in Carnegie House. This printer connects to the BCBC network and I believe it was purchased when BTC negotiated ICT services with BCBC many years ago. It is at least 8 years old (possibly older).

Prior to lock down the printer was serviced periodically however it started having frequent paper jams and issues with the quality of the printing. Throughout lockdown we have experienced difficulties with the printer and during January in particular, printing the allotment tenancy agreements, allotment newsletters and other documents has been very time consuming.

I have spoken to BCBC and they advised that the Town Council should consider replacing the printer. BCBC have now switched their printer contract to Cannon. I held a remote meeting with the Cannon representative in January to discuss printing requirements for Carnegie House and the Town Hall. A quote for new printing facilities and maintenance contract will be presented to the Finance Committee at their next meeting for consideration.

3. Youth Member Vacancies

Unfortunately, the issuing of letters to schools and youth groups for the Youth Member vacancies was delayed this month therefore to ensure that young people have the opportunity to see the notice and submit an application, consideration of applications for these positions will now be included on the agenda for the March Town Council meeting.

4. Councillor Vacancies in Oldcastle & Morfa wards

At the January meeting it was reported that two Councillors had not attended any meetings for a period of 6 months from 22 June to 22 December and had not requested formal approval from the Council for their absence. Under Section 85 (1) of the Local Government Act 1972 these Councillors cease to be councillors.

The Electoral Office has since advised that the Town Council must declare the two casual vacancies by a resolution of Council before the vacancies can be advertised. This is included on the agenda for your consideration.

5. Upcoming events

We are working with the Mayor to make arrangements to acknowledge significant days, anniversaries and events throughout the year.

International Women's Day

International Women's Day (IWD) will take place on Monday March 8th 2021. The theme this year is #ChooseToChallenge. The IWD website states that:

'A challenged world is an alert world. Individually, we're all responsible for our own thoughts and actions - all day, every day. We can all choose to challenge and call out gender bias and inequality. We can all choose to seek out and celebrate women's achievements. Collectively, we can all help create an inclusive world.'

It has been suggested that Councillors could send in a photograph of their own #choosetochallenge pose (there are guidelines on the IWD website) and this can be posted on the BTC Facebook page with relevant signposting to further information about International Women's Day.

The Queen's 95th Birthday and Prince Philip's 100th Birthday

The Queen will become the first British monarch to reach the age of 95 on 21 April 2021 and Prince Phillip will turn 100 on 10th June 2021. Arrangements can be made to mark these occasions on the Town Council's social media pages.

The anniversary of HMS Urge

The 27th April marks the anniversary of the day that HMS Urge left Malta on her final mission. It is suggested that the flags at the War Memorial could be lowered on this day and a wreath placed at the War Memorial by the Town Mayor. Julie has spoken to Mr Dickinson and this has the support of the HMS Urge families group.

6. Future meetings

The Town Clerk and Deputy Clerk are due to attend a virtual meeting of the South Wales Larger Council Forum on 11th February and will report back any matters of interest at the March Town Council meeting.

Monday 1 st March 7.00pm	Regeneration Committee meeting
Wednesday 3 rd March 7.00pm	Community Engagement and Well-being Committee meeting
Monday 8 th March 11.30am	Planning Committee meeting
Tuesday 9 th March 10.00am	Finance Committee meeting
Monday 15 th March 6.30pm	Monthly Town Council meeting

Leanne Edwards
Town Clerk