



MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE
Wednesday October 27th 2021 at 6.30pm via Microsoft Teams

Present:

Cllr. I. Williams (Chair)	D. Jones – Deputy Town Clerk /
Cllr. S. Easterbrook (Vice Chair)	Responsible Finance Officer
Cllr. S. Bletsoe (Mayor Ex Efficio)	S. Lewis - Community Engagement
Cllr. T Wood (Deputy Mayor)	and Event Manager
Cllr. A. Wathan	D. Elliott – Community Engagement
Cllr. F. Bletsoe	and Events Officer (Minute Taker)
Cllr. M. Smidman	
A. McFetrich (Co-optee)	

Absent:

Cllr. C. Woodman
Cllr. C. Evans
J. Harris (Military Advisor)
M. Howley (Youth Representative)

Chair welcomed everyone to the meeting and thanked them for their attendance.

1. To Receive Apologies for Absence.

Apologies were received from Cllr. R. Thomas, Cllr. N. Burnett and D. Rees (Youth Representative)

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

Cllr. Wood and Cllr. Easterbrook declared an interest as a town trader for Agenda Item 10.

3. To confirm and sign minutes of the Community Engagement and Well-being Committee Meeting held on 9th June 2021.

The minutes of the meeting of 9th June 2021 were confirmed as a true record.

4. To consider matters arising from the Community Engagement and Well-being Committee Meeting held on 9th June 2021.

All matters were resolved from this meeting. Community Engagement and Events Manager updated the committee that there had been no progress on the name change for Bridgend Town Council.

5. To confirm and sign minutes of the Community Engagement and Well-being Committee Meeting held on 7th July 2021.

The minutes of the meeting of 7th July 2021 were confirmed as a true record.

6. To Consider Matters Arising from the Community Engagement and Well-being Committee Meeting held on 7th July 2021.

All matters have been actioned from the meeting held on 7th July 2021 apart from the following:

RESOLVED: Community Engagement and Events Manager to organise a 4-week lino printing online course to be delivered by Claire Hiett.

Project on hold at the moment due to Claire Hiett's work commitments, the course will be delivered before the end of the financial year.

RESOLVED: It was resolved that the appointment of an external Project Manager to work on the Flexible Heritage Space Project would be placed on the agenda for the next Personnel Committee Meeting.

This will be discussed under Agenda Item 12.

RESOLVED: Community Engagement and Wellbeing Committee to put a formal request to Finance Committee to vire funds from the Wartime Bridgend budget to support the HMS Urge Memorial Project.

Responsible Finance Officer confirmed that this is on the agenda for the next Finance Committee meeting.

RESOLVED: HMS URGE Memorial Project to be placed on the agenda for the Precept Budget Meeting in October.

This will be discussed at Agenda Item 13 as part of Precept budget discussions.

7. To confirm and sign minutes of the Extraordinary Community Engagement and Well-being Committee Meeting held on 29th September 2021.

The minutes of the extraordinary meeting of 29th September 2021 were confirmed as a true record.

8. To consider matters arising from the Extraordinary Community Engagement and Well-being Committee Meeting held on 29th September 2021.

Chair informed the group that all matters arising from this meeting, which was held to discuss planning for Remembrance events, were being actioned.

9. To receive and update on Remembrance event plans 2021 further to the ESAG meeting on 20th October 2021.

Community Engagement and Events Manager informed the committee that the ESAG meeting to discuss Remembrance Events had gone very well. The group were very supportive and had no issues with the plans put forward by Bridgend Town Council.

Community Engagement and Events Manager updated the committee as follows:

Town Clerk, Military Advisor, the Security company, and South Wales Police were meeting to walk through the new parade route on 28th October 2021.

Facilities Manager has completed the Evacuation Plans and the Risk Assessments.

Mayor raised concern over the parade marshal (Military Advisor) possibly not being available due to work commitments on 14th November. Community Engagement and Events Manager informed the meeting that if this is the case Cllr. Alan Wathan would deputise however the Military Advisor was trying his very best to rearrange his work pattern so he could be in attendance.

A. McFetrich informed the committee that through his role as Secretary of the Bridgend branch of the Royal British Legion, he had received much communication from veterans about the change of the route and all had understood the reasons and were fully supportive of this decision. They were also very grateful to the Town Council for going ahead and planning the parade when others in nearby towns had been cancelled.

Mayor expressed his gratitude to all the staff who had been involved in the planning of the Remembrance Events

Chair encouraged all Cllrs to attend the Remembrance Sunday Parade and Service and asked that an e mail be sent to all councillors reminding them about how important it was to attend.

RESOLVED – Town Clerk to send an e mail to all councillors stating the importance of the Remembrance Parade and encouraging them to attend.

10. To receive and update on Christmas activities 2021 and consider provision of entertainment as part of the Town Centre Christmas events on 27th November.

Community Engagement and Events Manger referred the committee to her report.

Elf HQ

The boards will be reinstated from last year and new vinyls attached to the windows. This will be installed ready for 27th November 2021.

The Reindeer Trail

This will follow a similar format as last year's Elf Trail using Santa's reindeers in different shop fronts to the previous year, a map and booklet will accompany this again and be available in shops and online.

The Brass Band Bus

This is booked, we are awaiting confirmation for the bus and we are in the process of sourcing an open top car for Wildmill ready for this event on 11th December. We have been informed that the cost of the bus may increase this year.

Christmas Marketing update

Community Engagement and Events Manager informed the committee that KK Solutions designed and produced the marketing and boards for Elf HQ last year. We intend to keep the same branding and update last year's artwork.

Community Engagement and Events Manager sought approval from Council to use the same company KK Solutions for the Christmas activities outlined in her report. This would save both time and money.

Chair asked if there was any objection to this proposal. Cllr. Wathan moved to accept this proposal. Responsible Finance Officer explained that for any expenditure under £3,000 Council had to strive to get three quotes and reminded members that to go to a different supplier at this stage would incur extra cost.

Cllr. Bletsoe enquired if this could be classed as continuation of work. Responsible Finance Officer said it could not be classed as continuation of work as we did not have a formal contract with the supplier and it was up to the members of the committee to decide whether to remain with the previous supplier or get new quotes. Cllr. Easterbrook stated that he understood the rules but, in this instance, it would take time and cost to get further quotes and it would be better to use the reliable supplier that we had used before.

Mayor asked if Bridgend Town Council had 'Preferred Suppliers' and Responsible Finance Officer explained that the council did not have that facility. Mayor then recommended that three quotes were sought to be returned within two week and Cllr Smidman agreed.

Community Engagement and Events Manager explained that the team were hoping to have the marketing out in two weeks. Cllr. Wathan advised to use common sense; the work was a continuation of last year's work and it would put additional pressure on staff to get additional quotes at this late stage. He moved to accept Community Engagement and Events Manager's proposal to use the same supplier as last year and this was seconded by Cllr. Easterbrook.

Cllr. Smidman registered an abstention as he was not happy with this decision.

RESOLVED - Community Engagement and Events Manager to use KKS for Christmas design work.

Cllr. Bletsoe asked if Christmas 2022 could be put on the agenda for the Community Engagement and Wellbeing Committee meeting in September 2022 and suggested we have a preferred supplier for this type of work in the future. Community Engagement and Events Manager explained that planning for Christmas events starts early in the year and the item would be put on the agenda as requested.

RESOLVED - Community Engagement and Events Manager to put Christmas Planning for 2022 on the September 2022 Community Engagement and Wellbeing Meeting Agenda.

BCBC light switch on event update

Community Engagement and Events Manager informed the committee that there will be no official switch on event of the Christmas lights again this year, however they will be turned on and filmed for a social media launch at 5.30pm on 26th November by EMP Creative who are working with BCBC.

Santa (Bridgend Lions) BTC Mayor and BCBC Mayor will be present for the switch on and to say a few words for the filming.

Consider provision of entertainment as part of the Christmas event on 27th November

Community Engagement and Events Manager informed the committee that on Saturday 27th November a Christmas event and market organised by BCBC will be held in the town centre from 11am-3pm. The event will feature zones to keep crowds safe and be free but ticketed to manage numbers. Carnegie House will be included in this and the Community Engagement and Events Manager asked the committee if they wished to consider some additional festive entertainment for outside of Carnegie House out of the remaining Christmas budget.

Mayor stated that he had met with Dafydd Rees, the Youth Representative who wished to organise music in the town centre for Christmas. Community Engagement and Events Manager agreed to put Dafydd in touch with EPM Creative who were organising the Christmas event. She then asked the committee if they had any ideas to for Christmas that would enhance the plans already in place.

RESOLVED - Community Engagement and Events Manager to put D Rees in touch with EPM Creative.

Cllr. Bletsoe suggested that we could hold a 'believe' event based on the believe bell from The Polar Express and could ask Churches to ring their bells on Christmas Eve. This was discussed and decided that as most churches have Christmas Eve Services, this would not be possible however the Town Council could encourage residents to stand on their doorstep and ring bells on Christmas Eve. Cllr. Bletsoe also suggested that residents could ring bells, bang saucepans and if they played instruments could play along with the brass band bus on 11th December. A. McFetrich, speaking as a musician, explained that bells would be ok but musicians would not appreciate saucepans being banged or additional musicians playing along due to tuning issues.

Community Engagement and Events Manager suggested that we could have festive stilt walkers giving our Reindeer Trail leaflets in front of Carnegie house on 27th November and the committee agreed to get 3 quotes for this entertainment and would call an extraordinary meeting if necessary, to discuss this further.

RESOLVED - Community Engagement and Events Manager to get three quotes for additional entertainment on Saturday 27th November 2021.

11. To receive an update on November edition of the Bridgend Town Council Newsletter and to consider timings and content for future editions.

Community Engagement and Events Manager asked for feedback on the provisional text for the third edition of the newsletter which had been circulated prior to the meeting. There were no objections to the text that had been provided.

Cllr Wood Informed the committee that he had been given an original image of the Unveiling of the War Memorial and he would forward a digital copy to the Community Engagement and Events Manager to include in the newsletter. Cllr Bletsoe enquired as to when the newsletter would be distributed to residents and Community Engagement and Events Manager confirmed that it would be in early December and the next edition would probably go out in March, but only if there was enough news and information to justify an edition. Cllr. Bletsoe agreed with this decision. Mayor made the committee aware of the pre-election period which would commence on 25th March 2022 and content would have to be monitored if the newsletter were to go out after this date.

12. To discuss the logistics of the re-opening of Carnegie House to the public in January as resolved at full Council on 18th October 2021.

Community Engagement and Events Manager referred to her report and asked the committee to consider the following:

- Appointment of Front of House member of staff
- Training of Front of House member of staff
- Implementation of any Covid restrictions/ management/ risk assessments/ safety measures
- Enhanced cleaning of areas (management/ rota of extra cleaning)
- Diary management to ensure gaps left between classes/ room hire for cleaning
- Informing room hire/ classes and giving notice of reopening
- Marketing of reopening – Marketing plan based on what activities take place. We previously had a brochure of events but may wish to build up slowly (phased approach). We will need to promote the restart on inhouse classes giving plenty of time to promote as we have now lost some momentum with Covid and may also need to provide reassurance of safety in our marketing.
- Where the staff will be working in the building balancing with what else is happening in the building.

In addition to these points there are several Health and Safety compliance issues that need to be addressed for Carnegie House. This has recently been discussed at the Facilities Committee Meeting on 21st October.

Mayor informed the committee that to reopen Carnegie House a Front of House person needs to be in place and this will be put on the agenda for the next Personnel Committee. Responsible Finance Office informed the committee that there is a lot of regulatory work that needs to be carried out on Carnegie House such as checking Fire Alarms, Extinguishers, and the Lift before it can reopen. Quotes need to be obtained and the work booked in and this is unlikely to be before January 2022 due to staff workload. Chair stated that this had been discussed at the Facilities Committee. Responsible Finance Officer has met with Facilities Manager and everything is being done to complete the work as quickly as possible.

Cllr. Wathan, who is Chair of Facilities Committee recommended that January was too soon to reopen. Cllr. Bletsoe suggested 1st March and Community Engagement and Events Manager agreed that this was sensible as it would allow January and February to market the new programme and also the new website will be in place by then. Cllr. Bletsoe suggested a St David's Day event to celebrate the reopening and Mayor informed the committee that this decision would have to be made by Full Council and moved that Full Council should discuss moving the date of reopening from 1st January to 1st March.

RESOLVED – Full Council to discuss the date for reopening of Carnegie House at the next meeting of Full Council

13. To review budget to date and forecast budget to 31st March 2022 and consider projects and timescales for completion.

Chair thanked Community Engagement and Events Manager and Responsible Finance Officer for the excellent work they had completed in preparing the budget information for consideration at the meeting. Responsible Finance Officer informed the committee that what she had prepared was just a forecast and it was for members to decide whether to accept the forecast.

The following decisions were made by the committee:

1. Portable Sink

Community Engagement and Events Manager informed the committee that a sink was no longer required in the Heritage Space and Mayor asked if we could vire this to cover the overspend on the website. Responsible Finance Officer said they could vire now or at the end of the financial year. It was agreed that this would be moved to the Reserves at the end of the year.

2. Display boards

The Committee decided to keep this line in the budget.

3. Wall Mural

The committee agreed that this was no longer required and the forecast amount could be moved to general funds.

4. Website Development

Responsible Finance Officer offered to look at this amount and make the necessary virements. Cllr. Smidman stated that the proper place to look at virements would be the Finance Committee.

5. Carnegie House Programmes and Marketing

Chair and Cllr. Bletsoe agreed that the amount provided for marketing was appropriate. Mayor asked for a recommendation on what to do with the variance and could we earmark for next year. Responsible Finance Officer informed Mayor that this was not possible because the project had not been started, so the variance would be moved back to reserves.

6. Christmas Events

Responsible Finance Officer reminded the committee that they chose to donate the underspend to charity last year but they did not have to decide about what to do if there was any underspend this year, at present. Chair agreed to leave the budget as it was for now.

7. Community Engagement Initiatives

Community Engagement and Events Manager informed the committee that she had budgeted for two newsletters before the end of the financial year and this was accepted by the committee.

Cllr. Easterbrook left the meeting temporarily due to a poor internet connection but returned within a few minutes.

8. Wartime Bridgend 2021

Responsible Finance Officer informed the committee that due to the event not happening in 2021 and no deposits had been made for bookings there was a £20,000 underspend. It was agreed to place this back into reserves as Wartime Bridgend 2022 will be precepted for in the budget for the next financial year.

9. Defibrillator Scheme

It was agreed to keep the forecast budget in place of £905 for repairs to the current defibrillators owned by Bridgend Town Council. Chair asked if the Emergency Services were aware of the locations of Bridgend Town Council Defibrillators. Community Engagement and Events Manager informed the committee that Facilities Manager had updated the emergency services via a link given to her by the Military Advisor. Cllr. Wathan added that the mapping system discussed at Facilities Committee would happen and this would make mapping of the defibrillators easier.

Cllr. Wood informed the meeting of a system called The Circuit and requested that the defibrillators were registered with both systems.

RESOLVED - Community Engagement and Events Manager to check that all defibrillators are registered with the relevant organisations.

A. McFetrich asked a question regarding what happened to money that wasn't spent. Responsible Finance Officer explained that money that went into Bridgend Town Council Reserves and was used offset against future precept budgets.

10. 100 Year Anniversary of the War Memorial

The committee agreed to keep this line in the budget in case it was required in future.

11. Heritage Space Development at Carnegie House

Responsible Finance Officer stated that there would be no expenditure for the Heritage Space before the end of the financial year and asked the committee for their views about viring this amount to the Town Hall project.

Chair asked if there would be enough time to start work on the Heritage Space next year and Cllr. Bletsoe recommended that it would be beneficial to start this project in 2023 as her experience of sitting on the working group for the new Town Hall development had a huge demand on staff and was mindful of staff welfare if another large project was started.

Responsible Finance Officer stated that there were issues with damp in Carnegie House and this would have to be rectified before further work could start.

The committee discussed CADW funding and agreed to put in an expression of interest before 1st November for the following financial year. Mayor supported Cllr. Bledsoe's proposal to put the project back a year and for the Responsible Finance Officer to look at grant funding.

RESOLVED – Responsible Finance Officer to make an expression of interest to CADW regarding funding for the Heritage Space.

14. To consider and discuss projects and associated budget requirements of the Community Engagement and Well-being Committee for the financial year 2022/23 and agree budget request to form part of the Town Council precept. Things for consideration:

Community Engagement and Events Manager referred to her proposed budget and explained that this would be amended during the meeting to form the precept request.

a. Carnegie House Programme

Community Engagement and Events Manager explained that £10,000 was enough to put on classes and events based on previous year's costings. This was agreed by the mayor and moved forward.

b. Marketing

It was agreed to keep the same amount as this year, £8,000 and Chair informed the committee that information regarding the new Town Hall would need to be communicated to residents.

c. Community Engagement Initiatives

The budget of £4,000 was agreed and Community Engagement and Events Manager stated that in the future more face to face events could be held with councillors and residents.

d. Christmas Events 2022

It was agreed to keep the amount of £5,000 the same as previous years.

e. Website Hosting and Certificates

It was agreed to keep the budget of £542.50 as this will be required for the new website.

f. Website Support and Maintenance SLA

Committee agreed to approve the budget of £1,080 for website support and maintenance.

g. Queens Platinum Jubilee

Responsible Finance Officer informed the committee that no budget has been proposed as this was a new event that had not been discussed yet. Cllr. Wathan recommended a budget of £2,000 for this event. It was agreed that the beacon will be lit as this will be part of National Celebrations and Responsible Finance Officer will investigate whether the beacon will need refurbishment.

Cllr. Easterbrook left the meeting due to a poor internet connection. Time 8.30pm.

h. Wartime Bridgend Event 2022

Mayor recommended to keep the budget of £20,000 the same as previous years. Community Engagement and Events Manager made the committee aware of raising costs to put on a large event. Cllr. Wood asked if the budget could be increased and Responsible Finance Officer said that if costs did rise, a virement request could be put in. It was agreed to keep the budget at £20,000.

i. Defibrillator Scheme

Mayor enquired if this scheme should come under Finance Committee as they have a very robust scheme of organisations applying for grant funding. Cllr. Wathan agreed that this item should be discussed at Finance Committee.

j. Heritage Space Development at Carnegie House

Responsible Finance Officer asked members to decide whether they would like to keep some funds in the budget to look for a Heritage Advisor and grant funding.

A. McFetrich offered to contact Major John Thomas of Swansea Museum to ask for his advice and Cllr. Bletsoe suggested contacting Cllr. Burnett as she had a background in museum curation and perhaps a working group could be set up.

It was agreed to contact both Major Thomas and Cllr. Burnett and the heritage space project would be budgeted for in the financial year 2023/24.

k. HMS Urge Project

Mayor informed the committee that the memorial stone for HMS Urge in the garden of the new Town Hall was unlikely to be completed next year but would it be possible to budget £3,000 for military projects. Responsible Finance Officer informed the committee that it was not possible to budget for unspecific projects.

Community Engagement and Events Manager asked if this project should be considered under another committee. Cllr. Wathan asked for clarification of the project and should it be part of Regeneration Committee.

A. McFetrich informed the committee that there will be a further dive to the resting place of the submarine next year and would it be possible to place some heritage boards in the new heritage centre? Chair supported this suggestion.

Cllr Bletsoe asked if a church service could be organised on 27th April 2022, which will be the 80th anniversary of HMS Urge. Cllr Wood requested that an article be included in the March 2022 Newsletter and Chair asked if we could involve local schools. Responsible Finance Officer informed the committee that the proposal to organise a church service would have to be considered by Full Council.

Cllr. Smidman proposed that a budget for information board in Carnegie House be accepted. Mayor reminded the committee about the agreement not to agree to any new projects due to staff workload. A discussion was held around placing heritage boards in the conservation area and Cllr. Smidman withdrew his proposal.

The Mayor moved that as the Memorial Stone and Information Boards are highly unlikely to happen next year, we should not budget for it.

I. Other projects

Mayor had nothing to propose and added that the Community Engagement Team will have a busy workload as they will be starting from scratch once Carnegie House reopens.

Community Engagement and Events Manager appreciated the consideration shown for her team, by the Mayor and mentioned that Wartime Bridgend is also a lot of work.

Responsible Finance Officer informed the committee that the budget they would be requesting for precept was £47,622.50 and an income of £4,000 was expected in the financial year 2022/23.

Meeting Closed 9.20pm

Signed

Chair of Community Engagement & Well-being Committee

Date