



Town Clerk's Report April 2021 (For Information)

This report provides details of the work undertaken by Bridgend Town Council staff and information for Councillors attention for the period 13th March – 15th April 2021.

Council Work Priorities

Since the last Town Council meeting the staff have worked on the following:

Democratic

- Preparation of agendas and reports for Council and committee meetings and implementing the resolutions from meetings.
- Contacting 1 of the applicants for the Youth Representative positions and created Introduction packs for the successful candidates
- Collating of information for Town Twinning website (request from Villenave d'Ornon)
- Discussions with the HMS Urge families and arrangements for an official wreath laying to mark the HMS Urge anniversary Tuesday April 27th
- Implementing Operation Forth Bridge to mark the death of Duke of Edinburgh
- Responding to FOI requests and a range of public enquiries and seeking legal advice from One Voice Wales on a number of matters

Finance

- Calculation and payment of pro rata Councillor remuneration (taxed at source) prior to the end of the 2020/21 financial year.
- Reconciliation of online allotment rental payments, banking of cheque payments and the issuing of receipts to tenants who have paid (receipts were issued to alleviate the number of enquiries in relation to receipt of payments).
- Salaries, weekly and monthly and the issuing of P60's for the end of the financial year as well as updating/implementing salary and pension changes for the current financial year 2021/22.
- End of Year preparations including:
 - Bank reconciliation of three bank accounts, petty cash and Carnegie House Float up to the end of the financial year 2020/21.
 - Printing backlog of invoicing records for the 2020/21 financial year in order to ensure accuracy of end of year records, budget allocation and VAT reclaim.
 - Vat reclaim calculations and submission for the period April to December 2020.
 - Payment of debtor invoices and grants awarded for the financial year 2020/21 as well as chasing payment of any outstanding creditor invoices for services provided by BTC.

Town Hall Project

- The architect has been appointed for the Town Hall project, a site visit has been undertaken and the architect has been provided with a wide range of documentation and information to enable him to commence the project. It is anticipated that the initial design phase will take approximately 3-4 weeks. A Working Group meeting will be arranged within the next couple of weeks to discuss priorities for the building work, budgets and potential compromises if necessary.
- Further research and meetings have taken place to investigate risks and explore viable options for new pedestrian access to the Town Hall. A report will be provided to Council in due course.
- Work has been carried out to amend and seek further quotes for the Town and Community Council Fund applications and BCBC have indicated that both applications have been successful.
- A new contract has been set-up with Cannon for the provision of printing facilities at Carnegie House and the Town Hall.

Community Engagement

- Participants for Wartime Bridgend have been contacted to advise them of the cancellation of the Wartime Bridgend event for 2021 and a post was published on social media to inform the public. We received very positive and supportive responses acknowledging that it was the right decision in these difficult times.
- The delivery of the first Town Council newsletter has been completed. The process generated a number of queries regarding houses on the boundaries of the wards and traders within the town requesting to participate in the survey. We have responded to these enquiries and have a clear process in place for the next edition.
- Community surveys responses have been received both online and in hard copy over the past month. Responses are largely positive with the main requests being for more dog bins, general maintenance, flowers and trees. The deadline for receipt of responses was 14th April. We are now collating and analysing the responses and will provide a report to Council in May.
- Work has started on the next BTC Community newsletter which needs to be completed by June for distribution in July. This involves collating information and photographs, writing news articles and working with the designer and printing company.
- There have been on-going communications with Carnegie House class participants and tutors regarding the impact of the pandemic. Many people have raised that they would not feel comfortable returning to a face to face class in the near future. Participants of the language classes are happy to continue classes online and have raised the point about not being able to communicate effectively if wearing face masks with social distancing restrictions still in place. The language classes have indicated that they would rather continue online until at least September.
- The Community Engagement Team are undertaking a survey with tutors, class participants and room hirers to ascertain their feelings regarding returning to Town Council buildings and the future location of classes (Carnegie House or Town Hall).
- Research to plan an exhibition to commemorate the 100th Anniversary of the War Memorial.
- Delivering the final stages of the Millennium Stadium Trust Grant. This has included working with the former Artist in Residence to prepare an online print course to complete this grant funded project. The course will start in May and be conducted via zoom. The project was due to finish in June 2020 but funders granted all projects extensions due to the pandemic.

Personnel

- Extensive documentation was provided to seek legal advice for the Town Council which is to be considered at an imminent Personnel committee meeting.
- Staff contracts have all been updated and re-issued as part of audit requirements for 2020/21
- The Front of House member of staff left his position on April 9th. Due to the on-going pandemic, the role will not be advertised until later in the year.
- The job description and person specification for the Senior Finance & HR Officer has been finalised and sent for Welsh translation.
- Arrangements are being made for the following staff training to be undertaken:
 - Staff training CiLCA (1 year course, starting April 2021) for Town Clerk and Deputy Town Clerk
 - Workplace training (i2Comply)
 - Document Accessibility

Facilities

- The Facilities Team have been extremely busy coordinating Service and Cyclical Maintenance at Carnegie House and the Town Hall buildings, dealing with allotments matters and preparing the next

Allotment Newsletter, continuing work on the Asset Register, co-ordinating a wide range of outdoor maintenance work and have been undertaking a series of short training sessions (please see Facilities Manager report for further information).

- Advice has been sought from One Voice Wales regarding the structure of a Facilities Committee for a Town Council of this size. A report and draft Terms of Reference are currently being prepared to present at the May meeting.

Work priorities for the coming months include:

- Delivering a range of refurbishment projects for the new Town Hall
- Identifying requirements and preparing a brief for a new BTC website/s
- Preparation of an Annual Report for Bridgend Town Council for 2020/21 to meet the requirements of The Well-being of Future Generations (Wales) Act 2015
- Facilitating the review of all BTC governance and finance documents
- Preparing for and facilitating BTC committee meetings and the Annual Council Meeting
- Preparation for the annual audit including (please also see additional reports of requirements):
 - VAT reclaim for the period January to March 2021.
 - Calculate actual budget review for the year ended 31st March 2021 and virement of budgets.
 - Identify any earmarked budget from 2020/21 to 2021/22.
 - Calculate actual general reserves for the year ended 31st March 2021.
 - Finance ledger: complete all year end/ checks and reports (supporting documents enclosed).
 - Finalise Asset Register as at 31st March 2021
 - Prepare Bank Reconciliation document as at 31st March 2021, Explanation of Variances document and Annual Return Form.
 - Facilitate Finance Meeting (May)
 - Prepare 2021/22 budget review document for May Finance meeting and separate Town Hall and Carnegie House costs when able to so.
 - Facilitate the Internal Audit (May 2021)
 - Sign off Annual Return Form (Full Council June 2021)
 - Facilitate External Audit (June/July)
 - Publish Statutory Notices and facilitate any requests from the public to inspect the Accounts
- Analysing and presenting findings from the community survey
- Preparing the next BTC Newsletter – writing, design, print and delivery coordination
- Completing the Millennium Stadium Trust project and submitting the end of project reports
- Prepare a plan and risk assessments for the safe and phased reopening of Carnegie House
- Prepare a recruitment schedule to advertise, shortlisting and interview for the Senior Finance & HR Officer and preparation of an induction plan.

Councillor Vacancies in Oldcastle & Morfa wards

The Notices of Election for BTC Councillor vacancies in the Oldcastle and Morfa ward have been posted to our website at <http://www.bridgendtowncouncil.gov.uk/notices.aspx> and put on our notice board outside Carnegie House. Completed nomination papers must be delivered to the Returning Officer at BCBC no later than 4pm on Thursday, 22nd April 2021 and the election date is Thursday, 20th May 2021.

Please Note:

The Personnel Committee meeting originally scheduled for Friday 9th April 2021 had to be postponed due to heavy workload.

Apologies I omitted the resolution from the March meeting to include an agenda item on the April Full Town Council meeting to discuss submitting an expression of interest to BCBC for a Capital Asset Transfer

of all nine play parks within the Bridgend Town Council. This will now be included on the agenda for the May meeting.

Future meetings

Friday 23 rd April	Personnel Committee meeting
Tuesday 4 th May	Finance Committee meeting
Monday 10 th May	Planning Committee
Monday 10 th May	Regeneration Committee
Monday 17 th May	Annual Council Meeting (6pm) to be followed by the Monthly Town Council meeting for May

Leanne Edwards

Town Clerk