



Town Clerk's Report June 2021 (For Information)

This report provides details of the work undertaken by Bridgend Town Council staff and information for Councillors attention for the period 18th May – 24th June

Council Work Priorities

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

- Completion of financial process and documentation required for the Annual Internal Audit 2020/21
- Preparation of agendas, multiple reports and minutes along with attending the following meetings:
 - 24th May – Continuation of May Town Council meeting
 - 26th May – Regeneration Committee meeting
 - 9th June – Community Engagement & Wellbeing Committee meeting
 - 11th June - Town Hall Working Group meeting
 - 14th June – Planning Committee meeting
 - 16th June – Facilities Committee meeting
 - 17th June – Linc Cymru Liaison meeting
 - 18th June – Personnel Committee meeting
 - 18th June – Town Hall Working Group meeting
- Actioned some resolutions from previous Council and committee meetings.
- Prepared a comprehensive brief to seek quotes for the Town Council website redevelopment project. The brief will be circulated to Councillors ahead of the July meeting for comment.
- Prepared the second edition of the Town Council newsletter
- Liaised with the architect to progress the Town Hall project.
- Arranged flag raising, photographs and social media activity to celebrate Armed Forces Day
- Dealt with HR matters and liaised with the HR solicitor to undertake a review of staff contracts and policies for a staff handbook
- Undertaking a Covid-19 risk assessment for Carnegie House and assessing the viability of opening the building to the public.
- Responded to a range of public enquiries and Freedom of Information requests
- Co-ordinating weekly payment runs and salary payments
- Coordinating Service and Cyclical Maintenance at Carnegie House and the Town Hall buildings.
- Dealing with allotments matters and coordinating a wide range of outdoor maintenance work within the wards.

Linc Cymru Wellness Village update

For information, works recently completed by WRW include:

Agenda Item 16

- Health centre – progress with lift pit water proofing, concrete based and walls
- Access road drainage
- Timber frame to central courtyard housing
- Scaffold to central Courtyard South Houses and Apartment block
- Progress brick work to first floor in preparation for concrete plank installation
- Foundations complete to west terrace
- Suspended slab to west terrace complete
- Foundations commended to north terrace

Future works that have a possible impact:

Works to the Phase 1 Town Hall Access Road are planned to commence at the end of June. WRW/Linc have submitted all method statements and have advised BCBC that works will commence on Monday 28th June. Works will be split into 8 separate phases to limit the length of single carriageway and maximise vehicle passing points.

Council meetings for the coming months include:

- 5th July – Regeneration Committee meeting
- 6th July – Finance Committee meeting
- 12th July – Planning Committee meeting
- 19th July – July Town Council meeting
- 28th July – Facilities Committee meeting

Council work including statutory duties and projects for June 2021 – March 2022

- Implementing the resolutions from previous Council and committee meetings
- Financial management, external audit and 2021/22 budget reviews (Statutory duty)
- 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 (Statutory duty)
- Preparation of Town Council Biodiversity report (Statutory duty)
- Facilitate the review of all BTC governance and finance documents and issue updated documents for Council review by autumn 2021
- Co-ordinate essential health & safety requirements and documentation for Town Council buildings, assets and work carried out (in line with HSE requirements)
- Co-ordinate Service and Cyclical Maintenance at Carnegie House and the Town Hall buildings (Statutory duty)
- HR management (in line with employment law)
- Co-ordinate the recruitment for 3 BTC vacancies (2 x Front of House worker & Senior Finance & HR Officer)
- Co-ordinate works to rectify damp problem in Carnegie House staff office and archive room
- Co-ordinate refurbishment works, new pedestrian walkway, soft furnishings, ICT network and launch of new Town Hall
- Arrange new contracts for town council buildings e.g. energy suppliers, security, waste management etc.
- Co-ordinate a large range of Facilities work e.g. dog waste collections service, a wide range of outdoor maintenance work within the wards, asset inspections and maintenance.
- Manage five allotment sites including waiting lists, tenancy agreements, inspections and allotment disputes
- Prepare and arrange distribution of Town Council Newsletters – July 2021 edition, Autumn/Winter edition and Spring edition

Agenda Item 16

- Re-development and launch of new Town Council website
- Plan the re-introduction of in-person Council meetings, staff working and art, culture & well-being activities/classes
- Co-ordinate Blue plaques designs, installations and launch events
- Co-ordinate Blue plaque Trail development
- Deliver on-going programme of well-being activities online and plan a Carnegie House Arts, Culture & Well-being programme for 2022
- Plan the development of a new Flexible Heritage space with suitable equipment at Carnegie House and co-ordinate historical exhibitions for this space
- Co-ordinate maintenance of floral displays and projects from the wild flower and tree planting working group
- Co-ordinate a Reverse Vending Machines project
- Co-ordinate a Community Notice boards project
- Arrange Finger Post Sign contract and installation (including Twinned Towns)
- Co-ordinate Red Telephone Boxes Art Installation Project
- Co-ordinate the Mayor's Civic Service (October 2021)
- Co-ordinate a 100th Anniversary of the Bridgend War Memorial exhibition
- Plan Remembrance Events for 2021 in line with Covid-19 restrictions
- Plan budget and precept for 2022-23 (November 2021)
- Plan Christmas Events 2021 in line with Covid-19 restrictions e.g. Christmas lights, elf trail, use of Carnegie House or events within the wards or online
- Co-ordinate Business Awards Scheme for 2022
- Preparations for Wartime Bridgend town centre event in 2022 in June 2022 (6 month lead time)

Please note that the above list does not include facilitating full Council and committee meetings or the work required for the day-to-day administration of Council business such as the processing of weekly payment runs, VAT returns, preparing risk assessments, attending 3rd party meetings and dealing with queries from Members of the public and Councillors.

Resource

This month I met with the Mayor and Chair of Personnel Committee to raise concerns about the volume of work and expectations of Council in relation to staff resource and capacity. My main concern is work related stress and the impact this can have within the team.

Due to conflicting priorities at different committees and expectations of the Council as a whole, the demands of some roles are changing frequently, and staff are unable to control the way they do their work.

Bridgend Town Council as an employer, has a legal duty to protect employees from stress at work and this needs to be considered when Council are making any future decisions.

Leanne Edwards
Town Clerk