



**MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE**  
**Wednesday June 9th 2021 at 6.30pm via Microsoft Teams**

**Present:**

Cllr. I. Williams (Chair)  
Cllr. S. Easterbrook (Vice Chair)  
Cllr. S Bletsoe (Mayor Ex Efficio)  
Cllr. T Wood ( Deputy Mayor)  
Cllr. A Wathan  
Cllr. F. Bletsoe  
D. Rees (Youth Representative)

A. McFetrich (Co-optee)  
J. Harris (Military Advisor)  
L. Edwards – Town Clerk  
S. Lewis - Community Engagement  
and Event Manager  
D. Elliott – Community Engagement  
and Events Officer (Minute Taker)

**Absent:**

Cllr. R. Thomas  
Cllr. C. Woodman

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

M. Howley (Youth Representative)

Cllr. N Burnett was able to attend at the start of the meeting but due to poor internet connection she had to leave the meeting after Agenda Item 3.

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

Cllr. Williams declared his interest in Bridgend Tennis Club.

Cllr. Wathan, Mr. McFetrich, and Mr Harris declared an interest as veterans.

**3. To elect a Chair of Community Engagement and Wellbeing Committee for 2021/22**

Cllr. Wathan nominated Cllr. Williams and this was seconded by Cllr. F. Bletsoe. There were no other nominations.

Cllr. Williams was delighted to accept the role of Chair and thanked Cllr. Burnett for all her work as the previous Chair and hoped that she would continue to contribute to the work of the committee.

**RESOLVED:** Cllr. Williams was elected as Chair of the Community Engagement and Wellbeing Committee for 2021/22

Cllr Burnett left the meeting at 18.37. She wrote in the meeting comments that she had been having technical difficulties all day and she apologised for having to leave the meeting and she stated that she was still very committed to this committee.

**4. To elect a Deputy Chair of Community Engagement and Wellbeing Committee for 2021 /22**

Cllr. Wood nominated Cllr. Easterbrook as Deputy Chair and this was seconded by Cllr. F. Bletsoe. There were no other nominations.

**RESOLVED:** Cllr. Easterbrook was elected as Deputy Chair of the Community Engagement and Wellbeing Committee for 2021/22.

**5. To welcome new Co-Opted Members to the Community Engagement and Well-being Committee.**

Chair welcomed Dafydd Rees, Youth Representative to the committee. Alastair McFetrich (co-optee) joined slightly later due to work commitments and Chair welcomed him when he joined.

**6. To confirm and sign minutes of the Community Engagement and Well-being Committee held on Wednesday, 3<sup>rd</sup> March 2021.**

The minutes of the meeting of 3<sup>rd</sup> March 2021 were confirmed as a true record.

**RESOLVED:** The minutes of the meeting of 3<sup>rd</sup> March 2021 will be signed by the Chair and returned to the office in due course.

**7. To Consider Matters Arising from Community Engagement and Well-being Committee held on Wednesday, 3<sup>rd</sup> March 2021.**

- *To amend the minutes of the meeting held on Wednesday, 25th November 2020*  
A declaration of interest from Cllr Wood was removed and the amended minutes were confirmed as a true and correct record.
- *To include an item on the agenda for the June 2020 meeting of the Community Engagement Committee to discuss the relocation of the defibrillator.*  
This was discussed under Agenda Item 8
- *Community Engagement and Events Manager to email a copy of the newsletter to all councillors.*  
This was completed.
- *Copies of the Welsh Newsletter to be sent to Ysgol Gymraeg Bro Ogwr.*  
The school were contacted and they requested that the Welsh copy be e mailed to the office and they would contact the Town Council if they wished to receive paper copies in Welsh.

- *Spanish and French classes will be the first classes to be invited back to meet when restrictions allow.*  
Class participants do not wish to return to face to face learning until social distancing and face covering restrictions have been lifted.
- *Wartime Bridgend cancelled for 2021*  
The Town Clerk informed the Responsible Finance Officer that the allocated budget for Wartime Bridgend 2021 is no longer required and all participants and collaborating organisations have been informed.
- *A decision about an event to commemorate the 100<sup>th</sup> Anniversary of the War Memorial will be made at the next meeting of the Community Engagement and Wellbeing Committee in June 2021.*  
This was discussed under Agenda Item 15
- *Community Engagement and Events Manager to plan activities for Christmas 2021 similar to those carried out in 2020.*  
The Brass Band Bus have been provisionally booked and preparations are ongoing.
- *The Town Clerk and Community Engagement Team should prioritise a development strategy for the Bridgend Town Council Website.*  
An update was given under Agenda Item 13.
- *Community Engagement and Events Manager to write to all user groups of Carnegie House and Evergreen Hall to inform them of developments with the Town Hall and to ask their preference as to where they would like their groups to meet in the future.*  
This was completed and an update given under Agenda Item 12.
- *Room Hire Charges to be put on the Agenda for the next meeting of the Community Engagement and Wellbeing Committee in June 2021.*  
This was discussed under Agenda Item 12
- *Town Clerk to agenda an item for the Annual Meeting of Full Council in May 2021 regarding the co-option of a member to the Community Engagement and Wellbeing Committee to represent disabled members of the community.*  
It was agreed at the Annual Meeting on May 17<sup>th</sup> 2021 to co-opt Mr. A. McFetrich.
- *Community Engagement and Events Manager to prepare a list of all organisations and individuals who have contacted the Town Council to date requesting room hire.*  
An update was given under Agenda Item 12b

There were no other matters arising.

**8. To receive an update on damage to a defibrillator in Wyndham Street and consider either relocating the defibrillator or purchasing a new metal secure cabinet.**

Mr. J. Harris informed the committee that unfortunately there had recently been many thefts of defibrillators across South Wales and stolen equipment is being sold on eBay. He questioned whether it

worth spending additional money to replace the defibrillator when it is likely the same may happen. He noted that defibrillators are now commonly being housed in retail units and restaurants as these were deemed safer venues although public access was reduced.

Cllr. Wood requested that metal cabinet doors were bought for the damaged unit.

Mayor requested that costs of replacement metal door be investigated and asked if we could claim on insurance by contacting Cariad, the charity that supplied them.

Town Clerk updated the committee that numerous attempts had been made to contact Cariad but to no avail. She also reported that the current defibrillators cost £1,400 and a metal case would be an additional £900.

Cllr. Wood stated that a Councillor for Broadlands was also trying to contact Cariad and had no response. Mayor checked contact detail for Cariad and discovered that all social media presence for the charity had disappeared.

Mr Harris informed the committee that according to the GoodSams App there are 7 defibrillators available in the Town Centre which negated the need to replace the damaged one belonging to the Town Council.

Chair resolved that there was a comprehensive number of defibrillators in the Town Centre and the committee could possibly look at placing a defibrillator in one of the Wards.

Cllr. Wathan informed the committee that BCBC Cllr. White had previously requested a defibrillator in Westward Community Centre, Newcastle Ward. Cllr. Wood confirmed that there was one already installed in that location however the previous landlords of the West House public house had requested one. It was noted that there are new landlords in the West House public house.

The committee discussed the possibility of members of the public or organisations applying to the Town Council to have one in their area, similar to the Grant Funding application process.

Cllr. Wathan asked that we defer this decision until we have a request from the public for consideration. Mayor supported this decision and due to budget restrictions put forward that we do not replace the damaged defibrillator as the Town centre is well provided for.

**RESOLVED:** The stolen defibrillator in the Town Centre will not be replaced as existing provision is sufficient. The decision to place in one of the wards will be deferred until there is a request from the community.

**9. To consider and discuss the Community Survey and decide on how the Community Engagement Team should provide a response to the public.**

Community Engagement and Events Manager directed the committee to her report. She informed the meeting that the results of the survey were presented to Full Council on 17<sup>th</sup> May 2021 and have been circulated to relevant committees with any items under their remit highlighted. The survey results

highlight the need for better communication and more engagement with our precept paying residents in the community. This can also be noted from the lack of engagement from the survey itself with only 122 respondents.

Mayor stated that the survey analysis report which had been produced was very comprehensive and thanked Community Engagement and Events Manager and Community Engagement and Events Officer for their work on it. He stated that 122 respondents were a good amount of responses and it was important that these residents who had responded should be listened to.

Community Engagement and Events Manager added that a summary of the results and response to the survey has been drafted in the Community Newsletter for July. There were also a lot of issues that were brought up by residents which fell under the remit of BCBC. A report will be sent to BCBC for their consideration.

Town Clerk requested that the committee and councillors inform staff of the messages they wish to relay back to the public.

Cllr. Wathan said it was important to educate residents of the differences between Bridgend Town Council and BCBC and promote all the good work that BTC undertake.

Chair asked for BTC remit to be published in the newsletter. There is a lot of misunderstandings and many residents think that Bridgend Town Council are responsible for business rates, which is untrue.

Mayor noted that the three services that are most important to residents are services that we are consistently providing so we can include this in the newsletter to emphasise that what is important to our residents is also important to the Town Council.

Members discussed how the Town Council could distinguish itself from the County Borough Council. The Town Clerk explained that due to the similarity in the names of Bridgend County Borough Council and Bridgend Town Council, this is very difficult. She highlighted that other areas do not have this issue and gave the example of Barry Town Council and the Vale of Glamorgan Council.

Members discussed a name change in order to distinguish Bridgend Town Council from BCBC. The Town Clerk advised that previous name changes have occurred due to local government re-organisation and referred to Bridgend Urban District Council and the changes implemented in 1972.

Chair asked Town Clerk to research into the protocol for changing the name of the Town Council.

**RESOLVED:** Community Engagement and Events Manager to send the survey results to Bridgend County Borough Council.

**RESOLVED:** Bridgend Town Council remit to be published in the next community newsletter along with the survey results, which will include details of what the Town Council are doing to provide the services that were seen to be the most important to residents.

**RESOLVED:** Town Clerk to research into protocol for changing the name of Bridgend Town Council

#### **10. To receive an update and discuss the next community newsletter (July edition)**

Community Engagement and Events Manager directed the committee to her report and advised of the lack of space in the July Newsletter as Full Council had agreed that it should only be 4 pages.

Community Engagement and Events Manager reiterated that the main focus of the newsletter would be to feedback the results of the Community Survey and to raise awareness of the work of the Town

Council and that in future it will also be used to inform residents of events and activities organised by Bridgend Town Council.

The costs were given as follows:

<u>Item</u>	<u>Detail</u>	<u>Expenditure</u>
<b>Newsletter Design</b>	Design of a 4 Page A4 Newsletter	£ 115.00
	Artwork and Proofs	£ 65.00
<b>Newsletter Translation</b>	Translation of A4 4 Page Newsletter in Welsh	£ 50.00
<b>Newsletter Print and Survey</b>	Print of 7000 copies in ENGLISH - 135gsm paper	£ 369.00
<b>Newsletter Welsh Print</b>	Print of 50 copies in WELSH - 135gsm paper	£ 40.00
<b>Delivery of Newsletter/survey</b>	Delivery of 7000 copies of the Newsletter to the 3 wards	£ 280.00
<b>Total Costs</b>		<b>£ 919.00</b>

Cllr. Wathan asked if an article regarding the new Town Hall could be put in the July Newsletter. Town Clerk updated the committee that covid safe flooring was being installed and a new pedestrian access was being created.

Cllr. F. Bletsoe asked for an overview of the content planned for the July newsletter and Community Engagement and Events Manager listed the articles.

Chair requested that the work on the park benches in Newbridge Fields be included. Mayor requested that the three main activities that the public requested more of from the survey must be included as a priority and to differentiate the Town Council from BCBC.

Cllr. F. Bletsoe suggested that the newsletter only publish articles that were directly related to Bridgend Town Council and remove the proposed articles regarding libraries and BCBC's Free Parking Scheme.

Town Clerk made the committee aware of the Town Council's remit to signpost local activities that may be of interest residents.

*Cllr. F. Bletsoe left the meeting*

Mr D. Rees suggested that the Town Council should use social media to engage with the younger population of Bridgend as the majority would not read the newsletter. He also suggested that an 8-page newsletter could be made available online.

It was agreed that the newsletter would stay focussed on the activities of Bridgend Town Council.

**RESOLVED:** The newsletter will focus on activities directly related to Bridgend Town Council.

#### **11. To receive an update on the strategy for a phased reopening of Town Council indoor community spaces in line with the lifting of Covid-19 restrictions**

Community Engagement and Events Manager reported that nothing further had changed regarding social distancing regulations since the report that was provided to Full Council on 17<sup>th</sup> May. The recommendations in this report remain but will be reviewed as restrictions change as resolved by Full Council.

Mr Harris predicted that as cases of the Delta Variant were on the rise it is possible that social distancing will remain in place until the end of the year.

Mayor suggested that we do not reopen our buildings to the public until there is a change in the regulations.

Town Clerk made the committee aware that it usually takes two to three months to recruit a new member of staff with regard to the vacant Front of House role. Chair asked to hold this in obedience as it would be unwise to advertise this role without a start date.

**RESOLVED:** Bridgend Town Council will not open any buildings to the public until they are able to do so safely to comply with Covid regulations.

**RESOLVED:** The Front of House Role should be held in obedience until Bridgend Town Council have an indication of when the buildings will open to the public.

## **12. To discuss future room hire of Carnegie House and the new Town Hall.**

### **a) To consider a pricing structure and room hire rates**

Community Engagement and Events Manager asked the committee to consider whether to continue with a general charitable rate or have a rate specifically for former Evergreen Hall users? Would organisations and groups based within our wards have room hire for free or discounted rates as they are already paying the precept? Do they wish to continue to encourage art and cultural organisations to Carnegie House with a discounted rate?

Community Engagement and Events Manager directed the committee to her report to look at

- Current room hire rates
- Research into other Town Council room hire rates

She updated the committee that within the Town Centre, room hire rates are approximately £10 per hour.

The committee discussed the current room hire charges and agreed not to increase the rates as it would not be in the best interests of user groups, who would have not had the opportunity to fundraise throughout the pandemic.

Cllr. Easterbrook declared an interest in being part of Bridgend Traders Forum, who hire rooms, and he stated that it was reasonable to charge £10 an hour for charities and community organisations and £30 an hour for commercial organisations.

Mayor was concerned that if we did not charge then our precept payers would be subsidising user groups. He requested a pricing structure and if user groups request free room space, they should use an application process akin to the Grant Application and each will be considered on its own merits.

Town Clerk made the committee aware of the advantages of the Town Hall and Carnegie House for the purpose of setting rates. The Town hall has two rooms available and one room which will be used as a refreshment area and has free parking. Carnegie House has a lot of grant funded technical equipment installed which will be preferable to some user groups.

### **b) To review the list of organisations requesting future room hire**

The committee reviewed the list as follows:

**New Town Hall**

1. Bridgend Male Voice Choir
2. Limitless Dance Company
3. Headway Bridgend
4. Bridgend Veterans Hub (next item below – request attached)
5. Counselling Training
6. SHOUT meetings
7. Evergreen Tai Chi Group
8. Over 50s keep Fit
9. Evergreen OAP group
10. Evergreen hearing Impairment Group
11. Bridge Vis
12. Town Twinning Committee
13. Comets and Rockets / SMT

**Carnegie House**

1. Criw Celf – Summer School (this August)

Mayor reminded the committee that it was agreed at Full Council that there would be no preferential rates for former users of Evergreen, however it was discussed that most of these groups would come under the charitable / community group rate of £10 per hour.

The committee agreed that following the discussion previously about the reopening of the Town Council buildings, it would not be possible to run a Criw Celf Summer School in Carnegie House.

**RESOLVED:** Community Engagement and Events Manager will inform Criw Celf that Carnegie House will not be open in August and will be unable to host their Summer School

**c) To consider the request from the Veterans Society for room hire and support**

The committee discussed the application from the Veteran’s Hub for free room hire in return for veterans contributing to the premises and town by volunteering. Cllr. Wood supported this proposal and Cllr. Wathan agreed in principle but stated that any agreement must be time bound.

Mr. McFetrich informed the committee about the work that the Porthcawl Veterans Hub do in the community and he was positive that they would do similar work in Bridgend Town in return for free room hire. This was supported by Chair and agreed that they would be offered free room hire for 6 months on the condition that they met on a weekday as it would be difficult to cover the opening of the building on a weekend. The committee also agreed that the Town Council will support with the launch of the hub.

**RESOLVED:** Community Engagement and Events Manager to write to the Veteran’s Hub Coordinator to offer the premises for free on a weekday and to gather more information about their requirements. The Community Engagement and Events Manager will then report back to the committee.



#### **d) To consider a policy for room hire**

**RESOLVED:** It was agreed that the room hire rates would remain the same for Carnegie House and will transfer to the Town Hall - £10 an hour for Charities / community groups and £30 an hour for commercial organisations.

#### **13. To receive an update on the development of the new website and discuss next steps and realistic timescales for the project**

Town Clerk gave an overview of progress to date. Town Clerk, Community Engagement and Events Manager and Community and Events Officer met to discuss the brief and direction for the new website in May. The brief has been drafted and is almost ready to go out to tender. Town Clerk asked permission for the brief to be circulated to members and once approved to go out to tender.

Mayor asked whether the tender would be open or selected and Town Clerk clarified that as the overall spend would be under £25,000 it would be a selected tender process. Companies have already been identified who specialise in council websites and those whose work is of a high standard. The brief will very likely to go out to more than three companies, which is the protocol.

**RESOLVED:** That the new website brief will be circulated to members before it goes out to tender.

#### **14. To consider plans for Armed Forces Day 26<sup>th</sup> June 2021**

Mr. Harris advised the committee that due to current covid regulations there should be no event and only the flags should be raised.

Mr. McFetrich gave an overview of Armed Forces Day, which started in 2015, the purpose being to celebrate the work of and to thank the Armed Forces, as opposed to laying wreaths which is more suitable to Remembrance events. There are approximately 12,000 veterans and serving personnel in Bridgend County Borough.

The committee agreed to raising the flags at the start of Armed Forces week on Monday 21<sup>st</sup> June 2021 and using social media and the official Armed Forces Day website to highlight the work of the Armed Forces during that week.

Mr D. Rees suggested that local schools could get involved by submitting artwork for a competition. It was agreed this was a good idea and something that could be looked at for next year.

Town Clerk confirmed that the broken flagpole was now in full working order. Mr. Harries recommended that there should be five flagpoles at the War Memorial to fly the three Service flags, the Union Jack and the Welsh flag. It was agreed that for Armed Forces Day the Town Council will fly the Union Jack, Welsh flag and two Armed Forces Day Flags. Mr. McFetrich offered to purchase an additional Armed Forces Day Flag.

**RESOLVED:** The Union Jack, Welsh flag and two Armed Forces Day Flags will be raised at 8am on Monday 21<sup>st</sup> June 2021.

**RESOLVED:** Town Clerk to check the measurements of the Armed Forces Flag owned by Bridgend Town Council and notify Mr. McFetrich who will order another flag ready for 21<sup>st</sup> June if required.

**RESOLVED:** The Town Council will share content from the official Armed Forces Day website and social media pages on its social media pages to promote armed Forces week from 21<sup>st</sup> June 2021.

Cllr. A. Wathan brought to the committee's attention that the time was approaching 9.25pm and consideration must be given to the wellbeing of members of Town Council Staff who had been working during the day.

The committee agreed to continue the meeting at a later date however two matters of timely business needed attention and all members were happy for the meeting to continue in order for these to be discussed.

#### **15. To decide on an event to commemorate the 100th Anniversary of the War Memorial.**

Community Engagement and Events Manager asked the committee to consider purchasing items from Past Lives Museum who are currently selling off parts of their collection including display boards and collection about the War Memorial for just under £300. Community Engagement and Events Manager explained that the display boards are portable and would be an asset to the Town Council as they could be taken out and used in the community.

The committee agreed to purchase the items.

**RESOLVED:** Bridgend Town Council to purchase the information on the War Memorial and portable display Boards from Past Lives Museum from the Community Engagement and Well-being budget.

#### **16. To consider planning for Remembrance events 2021**

Mr. Harris informed the committee that there was little point in discussing plans for Remembrance 2021 now as Covid regulations will be likely to change before November. He suggested that the Pipe Band, Choir and Brass Band could be contacted and asked if they had been booked. Community Engagement and Events Manager confirmed that these have all been provisionally booked by Community Engagement and Events Officer.

Mr. McFetrich raised the point that there will need to be social distancing and screens in place for the Brass Band to play and that they must be a safe distance away from the public.

**RESOLVED:** The committee will review Covid regulations at the September meeting and at that stage put a plan in place for Remembrance if regulations allow.

**RESOLVED:** Community Engagement and Events Officer to contact the Pipe Band, Choir and Brass Band to check their risk assessment for performing in a public place.

It was agreed that the meeting continue at a later date and this new date will be organised by Town Clerk on Thursday 10<sup>th</sup> June and all members notified.

**Meeting Closed 9.33pm**

Signed .....

Date .....

