



MINUTES OF ANNUAL MEETING OF BRIDGEND TOWN COUNCIL

Monday 17th May 2021 at 6.00 pm conducted remotely via Microsoft Teams under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Councillors Present: Cllr Steven Bletsoe (Mayor), Cllr A Wathan, Cllr T Wood, Cllr N Burnett, Cllr S Easterbrook, Cllr R Thomas, Cllr D Unwin, Cllr L Walters, Cllr I Williams, Cllr S Baldwin, Cllr F Bletsoe, Cllr C Evans, Cllr C Webster, Cllr C Woodman, Cllr A Morelli, Cllr S Charles

Youth Representatives Present: Megan Howley and Dafydd Rees.

In Attendance: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO), Miss J Brown (Democratic Services Officer), Mrs R Stone (Facilities Manager), Mrs S Lewis (Community Engagement and Events Manager), Members of the Public.

1. To Elect a Town Mayor of Bridgend Town Council for 2021/2022 and to receive the Town Mayor's Acceptance of Office for 2021/22

- Cllr S Bletsoe explained that he had been appointed as Mayor Elect at the April 2021 Town Council meeting prior to a formal appointment at the Annual Meeting of Bridgend Town Council in May 2021.
- He asked Council if it was their wish that he now formally take the role of Mayor of Bridgend Town Council for 2021/22. Members agreed.

RESOLVED: Cllr Steven Bletsoe was duly elected Mayor for the year 2021/22.

- Cllr S Bletsoe thanked the Council for appointing him as Chair and Mayor of Bridgend Town.
- Cllr S Bletsoe read and signed the Town Mayors' Acceptance of Office.
- The Mayor appointed Cllr F Bletsoe as Mayoress for his Mayoral term.
- It was noted that due to the remote meeting, the signed copy would be posted to the Town Clerk.

2. To Elect a Deputy Mayor of Bridgend Town Council for 2021/2022 and to receive the Deputy Town Mayor's Acceptance of Office

- The Mayor explained that Cllr Tim Wood had been appointed as Deputy Mayor Elect at the April 2021 Town Council meeting prior to a formal appointment at the Annual Meeting of Bridgend Town Council in May 2021. He asked Council if it was their wish that Cllr Tim Wood now formally take the role of Deputy Mayor of Bridgend Town Council for 2021/22. Members agreed.
- Cllr T Wood thanked Members for the opportunity to continue his role as Deputy Mayor.
- Cllr T Wood, read and signed the Deputy Mayors' Acceptance of Office.
- It was noted that due to the remote meeting, the signed copy would be posted to the Town Clerk.

3. To receive apologies for absence

- Cllr Matthew Voisey

4. To receive members Declarations of Interest

- There were no Declarations of Interest

5. To receive and confirm the minutes from the Town Council Meeting on 19th April 2021

RESOLVED: That the Minutes of the Town Council Meeting held on 19th April 2021 were confirmed as a true record and duly signed.

6. To consider the review and adoption of Standing Orders for 2021/2022

- a. To update Standing Orders Section 3 'Meetings Generally' to include a standing agenda item at the monthly Town Council meetings to receive questions or comments from the Youth Representatives**

RESOLVED: That Standing Orders Section 3 'Meetings Generally' be updated to include a standing agenda item at the monthly Town Council meetings to receive questions or comments from the Youth Representatives.

- b. To consider an update to Standing Orders Section 4 'Current Committees' to include a Facilities Committee subject to consideration of two reports regarding the establishment of a Facilities Committee at Bridgend Town Council**

- i. Report from Town Clerk regarding the need for a Facilities Committee
- ii. Land Management and Allotment Strategy Report from Cllr D Unwin regarding Facilities Matters (deferred from March Planning Committee meeting)
- Members noted the reports (circulated) from Cllr D Unwin regarding land management and allotment strategy and from The Town Clerk regarding the need for a Facilities Committee.
- After discussion Cllr C Webster proposed that the standing orders section 4 'current committees' include a Facilities Committee which would also include the management of allotments.

RESOLVED: That a Facilities Committee be established which would assist the Council in fulfilling its responsibilities relating to the management, maintenance and budget for Town Council buildings, land, assets, equipment and services (including allotments) and to debate and recommend strategy and action on policy and operational matters.

- c. To consider an update from the Standing Orders Working group and discuss a timescale for the completion of the review of BTC governance documents and a date for approval of the revised documents at a future Council meeting.**

- The Mayor advised Councillors that the Working Group consisted of himself, Cllr L Walters and Cllr S Baldwin. The Mayor reported that the group would be presenting a review of standing orders which were lawful and progressive. Cllr S Baldwin agreed and advised Members that the group were revising financial regulations and the scheme of delegation. Cllr S Baldwin thanked the group for their time and the Democratic Officer for recording the changes.
- The Town Clerk noted the remarks of the Working Group. The Mayor further advised Members that the complete documents would be presented to the Town Clerk for her perusal and proposed be put forward at a council meeting in the autumn.

RESOLVED: That the revised BTC Governance Documents be presented to The Town Clerk by the Working Group for inclusion on the agenda for a Council meeting in autumn 2021.

7. To review and approve delegation arrangements to committees, staff and other local authorities

RESOLVED: That the revised delegation arrangements to committees, staff and other local authorities be presented to The Town Clerk by the Working Group for inclusion on the agenda for a Council meeting in autumn 2021.

8. To review and approve the terms of reference for committees

RESOLVED: That the revised the terms of reference for committees be presented to The Town Clerk by the Working Group for inclusion on the agenda for a Council meeting in autumn 2021.

9. To appoint members to existing committees for 2021/2022 subject to any amendments to committees approved under the review of Standing Orders for 2021/2022

a. Finance Committee [6 Town Councillors plus Ex-officio]

Cllrs D Unwin, T Wood, A Wathan, L Walters, I Williams were elected to sit on the finance committee 2021/22.

b. Planning Committee [6 Town Councillors plus Ex-officio]

Cllrs T Wood, S Easterbrook, I Williams, A Wathan, D Unwin and A Morelli were elected to sit on the planning committee 2021/22

c. Personnel Committee [6 Town Councillors plus Ex-officio]

Cllrs L Walters, M Voisey, A Wathan, F Bletsoe, D Unwin and S Baldwin were elected to sit on the personnel committee 2021/22

d. Regeneration Committee [6 Town Councillors plus Ex-officio]

Cllrs A Wathan, C Evans, T Wood, F Bletsoe, S Easterbrook, D Unwin, R Thomas were proposed to sit on the regeneration committee 2021/22

- The Mayor asked The Town Clerk to confirm that a vote would need to be taken. The Town Clerk confirmed that each Councillor would be asked to call out their 6 proposed members. The Mayor asked Councillors to confirm before proceeding.
- The Town Clerk confirmed the following votes:
Cllr A Wathan 16 votes, Cllr C Evans 16 votes, Cllr T Wood 14 votes, Cllr F Bletsoe 16 votes, Cllr S Easterbrook 13 votes, Cllr D Unwin 10 votes, Cllr R Thomas 8 votes.

RESOLVED: That Cllrs A Wathan, C Evans, T Wood, F Bletsoe, S Easterbrook, and D Unwin are elected to sit on the regeneration committee 2021/22

e. Community Engagement & Well-being Committee [9 Town Councillors plus Ex-officio and up to 7 co-optees; up to four co-optees for Carnegie House Art Centre, up to two youth co-optees for well-being and one co-optee for military matters (Military Advisor)]

- The Town Clerk advised that that the present committee consisted of two previous committees that had been amalgamated. The Town Clerk advised Council that they may co-opt at any time.
- Cllrs R Thomas, N Burnett, S Easterbrook, T Wood, A Wathan, C Woodman, I Williams and F Bletsoe were elected to sit on the Community Engagement and Well-being Committee 2021/22.
- Youth Representatives Megan Howley and Dafydd Rees were co-opted to sit on the Community Engagement and Well-Being Committee. Mr Alistair McFetrich was co-opted to the Carnegie House and Arts Centre Committee. Mr John Harris was co-opted as the advisor for military matters 2021/22.

10. To appoint any new committees as necessary further to the review of Standing Orders Section 4 for 2021/22

- The Town Clerk advised that Members should now elect a Facilities Committee, decide on its number and how often to meet.
- The Mayor proposed 6 Town Councillors (plus Ex-officio) with date and time of meeting to be advised.
- Cllrs L Walters, A Wathan, I Williams, D Unwin, S Baldwin and F Bletsoe were elected to sit on the Facilities Committee 2021/22.

11. To consider co-opting up to two Youth Members drawn from the local community within the boundary of the Bridgend Town Council wards.

- Megan Howley and Dafydd Rees were co-opted as Youth Members for 2021/22.

12. To appoint one Councillor & one deputy to sit on Conservation Advisory Committee for 2021/22 (if required)

RESOLVED: Councillors noted that this Committee had not met and would appoint Members when a meeting was called.

13. To appoint one Councillor to sit on the BCBC Town & Community Council Forum for 2021/2022

- Cllr D Unwin was elected to sit on the BCBC Town & Community Council Forum for 2021/2022.

14. To appoint two representatives to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2021/2022

- The Mayor and Cllr A Wathan were elected to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2021/2022.

15. To appoint one Councillor and one deputy as representatives for One Voice Wales for 2021/2022

- There were no nominations for this post.

16. To confirm Outside Representatives for Allotments for 2021/2022

RESOLVED: To accept internal nominations.

17. To consider an update from the Finance Committee and discuss a timescale for the completion of the review of BTC financial governance documents and a date for approval of the revised documents for 2021/22 at a future Council meeting.

RESOLVED: To defer until the next meeting of the Finance Committee.

18. To authorise the signatories for the Council's banking arrangements for 2021/2022

RESOLVED: That Signatories remain until committee Chairs are updated.

19. To appoint an independent internal Auditor for 2021/2022

RESOLVED: That the Internal Auditor would continue as in previous years: Mr Mark Evans, Ridgewood Associates.

20. To note the Council's Insurer for 2021/2022

- Noted that the Council's Insurer for 2021/2022 would continue as in previous years: W.P.S Insurance Ltd.

21. To Review fixed assets register for 2021/2022

- Noted that the fixed assets register was under review and would be presented in line with revised governance documents.

22. Review of the Council's and/or staff subscriptions to other bodies

- a) One Voice Wales
 - Noted to continue
- b) Town Clerk and Deputy Town Clerk: Society of Local Council Clerks
 - Noted to continue
- c) National Allotment Society
 - Noted to continue

Meeting closed 7.15 pm

Signed

Date

Mayor