



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Meeting Details:

Date: Monday 28th June 2021

Time: 6.30 pm

Location: Meeting held remotely via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Chairperson: The Mayor, Cllr Steven Bletsoe

Staff: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO), Miss J Brown (Democratic Services Officer)

In Attendance:

Cllr Freya Bletsoe - PRESENT
Cllr Steven Bletsoe - PRESENT
Cllr Michelle Blundell-Humphreys - PRESENT
Cllr Steven Easterbrook - PRESENT
Cllr Martin Smidman - PRESENT
Cllr David Unwin - PRESENT
Cllr Matthew Voisey - PRESENT
Cllr Lyn Walters - PRESENT
Cllr Alan Wathan - PRESENT
Cllr Ian Williams - PRESENT
Cllr Tim Wood - PRESENT

Youth Representatives:

Dafydd Rees – PRESENT

1. To Receive Apologies for Absence

- Cllr Stuart Baldwin, Cllr Nicole Burnett, Cllr Ceri Evans, Cllr Angela Morelli, Cllr Robbie Thomas, Cllr Chris Woodman, Cllr Carolyn Webster, Youth Representative Megan Howley.
- **Absent:** Cllr Stuart Charles.

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

- Cllr S Easterbrook - Declaration of personal interest Agenda Item 14.

3. To receive questions or comments from Members of the Public (Standing Order 3(e) refers)

- There were no questions from Members of the Public.

4. To receive questions or comments from the BTC Youth Representatives

- Youth Member Dafydd Rees reported that he had spoken with the Head of Bridgend Music Service, who in turn had contacted The Head of Langenau Music Service in order to facilitate the recording of a traditional German track for release to celebrate the Twinning Anniversary. The release was expected in late summer/Autumn.
- The Mayor thanked Dafydd Rees for his valued contribution.

5. To Confirm and Sign Minutes of the Annual Town Council Meeting held on 17th May 2021

RESOLVED: That the minutes of the Annual Town Council Meeting held on 17th May 2021 be confirmed as a true record and duly signed.

6. To Consider Matters Arising from the Annual Town Council Meeting on 17th May 2021

- There were no matters arising.

7. To Confirm and Sign Minutes of the Town Council Meeting held on 17th May 2021

RESOLVED: That the minutes of the Town Council Meeting held on 17th May 2021 be confirmed as a true record and duly signed.

8. To Consider Matters Arising from the Town Council Meeting on 17th May 2021

- Page 141 – Item 10. Cllr N Burnett reported that this information was not yet publicly available and would inform Council when an announcement is made.

9. To Confirm and Sign Minutes of the Town Council Meeting held on 24th May 2021

- The minutes were amended in situ as follows:
The meeting started at 6pm and not 7.25pm as stated.
Cllr L Walters gave apologies which were not recorded.

RESOLVED: That the minutes of the Town Council Meeting held on 24th May 2021 further to amendments stated be confirmed as a true record and duly signed.

10. To Consider Matters Arising from the Town Council Meeting on 24th May 2021

- Agenda Item 4. Town Twinning: Cllr T Wood reported that he was awaiting quotes for a weathervane.

11. To note for information Mayoral Announcements and Engagements

Mayor's Engagements:

- 3rd June 2021 - Attended the Ogwr Hawks girls Rugby camp in Newbridge Fields
- 20th June 2021 - Visited The Contact Zone to raise awareness of the Child Contact Centre Charity at Nolton Hall, Merthyr Mawr Road North
- 21st June 2021 – Attended flag raising at Bridgend War Memorial to celebrate Armed Forces Day
- The Mayor announced that he had been working with The Town Clerk in order to streamline meetings. The Mayor courteously reminded Members that they should be brief and prompt in debate, having read all the reports beforehand.

12. Vacancies:

a) One Councillor vacancy on Finance Committee

- Cllr M Blundell-Humphreys was elected to sit on the Finance Committee.

b) One Councillor vacancy on Community Engagement & Well-being Committee

- Cllr M Smidman was elected to sit on the Community Engagement and Wellbeing Committee.

c) Three co-optee vacancies on Community Engagement & Well-being Committee

- There were no nominations for these vacancies.

RESOLVED: To defer to the next meeting.

d) One Councillor and one deputy as representatives for One Voice Wales for 2021/2022

- There were no nominees for these posts.

RESOLVED: To defer to the next meeting.

13. Finance

a) To receive a balance of accounts and payments since last meeting

- Members reviewed the balance of accounts and payments since the last meeting.

RESOLVED: Accounts paid, read and approved by Members.

b) To review and approve the Annual Accounts for 2020-21 and Annual Governance Statement for 2020-21 and sign the Annual Return for the Year Ended 31st March 2021

- The Mayor noted that the result of the internal audit was exemplary and thanked the RFO for her diligence. The Chair of the Finance Committee commended the RFO for the meticulous records and for her efforts in preparing for the Annual Audit.
- Councillors were referred to their copy of the Annual Governance Statement for 2020-21, circulated prior to the meeting by the RFO.
- The Mayor read aloud Part 1, Annual Governance Statement; Councillors individually responded to each statement and were unanimous in agreeing “Yes” to the assertions.
- The Mayor referred Members to Page 2, Accounting Statements 2020-21.

RESOLVED: That the Annual Governance Statement be accepted and signed in situ by the RFO and passed to The Mayor for signature shortly after, due to COVID-19 restrictions.

14. To consider a formal transfer of Ruhamah Burial Ground from BCBC to Bridgend Town Council (deferred from May meeting)

- Councillors had been previously circulated with copies of additional information provided by The Town Clerk. For the benefit of Members of the Public present, The Town Clerk gave a brief summary of the proposed transfer:
 - That in 1994 Ogwr Borough Council commissioned a conservation project to bring the badly neglected site up to standard by 2000.
 - BTC have carried out maintenance and kept the site in a reasonable condition for a number of years.
 - In 2012, The Welsh Baptist Union agreed to dedicate the Burial Ground to BTC in perpetuity.
 - BTC have received no formal deeds, however a land registry search has shown that BCBC was the registered owner (although site plans differ). This registration was made in 2006.
 - A letter was sent to BCBC in July 2020, asking that ownership be resolved.
 - In April 2021 BCBC confirmed that they would transfer the asset to BTC for Nil consideration and Councillors discussed the cost, maintenance and health and safety aspects of the transfer.
- The Clerk confirmed that works were already being carried out at the site, therefore a formal transfer would not increase the workload of the Facilities team.

- The Mayor asked Council for their view; after discussion Members agreed to the formal transfer of Ruhamah Burial Ground from BCBC to Bridgend Town Council.

RESOLVED:

- 1) To proceed with the formal transfer of Ruhamah Burial Ground from BCBC to Bridgend Town Council.**
- 2) That the Facilities Manager implements regular inspections of Ruhamah Burial Ground and reports to the Facilities Committee.**

The Mayor requested that agenda item 16 be brought forward. This was agreed by Council.

16. To receive Town Clerk's Report since last meeting (for information)

- A copy of the Town Clerks report had previously been circulated to Councillors.
- The Town Clerk drew members attention to priority tasks which included: Completion of documentation required for the Annual Internal Audit 2020/21; Preparation of agendas, reports and minutes along with attending meetings; Actioning of resolutions; Website redevelopment brief; Second of the Town Council newsletter; Progression of the Town Hall project; Armed Forces Day; HR matters: Public enquiries and Freedom of Information requests; Service and Cyclical Maintenance at Town Hall buildings; Allotment matters and outdoor maintenance work within the wards.
- The Town Clerk drew Members attention to the previously circulated Linc Cymru Wellness Village update and advised that Phase 1 of the Town Hall Access Road was planned to commence at the end of June, limiting the length of the single carriageway.
- The Town Clerk drew Members attention to the previously circulated list of statutory duties and projects for June 2021 – March 2022.
- The Town Clerk drew Councillors attention to the staff resource and capacity that was available, highlighting priorities, commitments, expectations and demands and advised that there were no resources available to take on any new projects for the foreseeable future.
- The Mayor advised Members that discussion with The Town Clerk would take place under Agenda Item 21 and would be discussed in confidence according to the Public Bodies (Admission to Meetings) Act 1960, where the public and representatives of the press be excluded from the meeting during the consideration of agenda item 21 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

15. To consider a report from Cllr I Williams and Cllr D Unwin regarding the condition of benches in Newbridge Fields (deferred from May meeting)

- Cllr D Unwin referred Members to the report previously circulated, highlighting the urgent need to upgrade 5 benches in Newbridge Fields.
- Cllr M Voisey asked if Council should consider installing individual seating as opposed to benches in light of social distancing.
- Cllr L Walters asked if Bridgend Town Council own the benches that require replacing; Cllr D Unwin responded that the benches are owned by BCBC who will not replace them. Cllr L Waters proposed that Council should clarify if BCBC are not going to replace them.
- Cllr M Smidman referred to the proposal from Cllr M Voisey and supported Council investigating the installation of individual seating.
- Cllr S Easterbrook stated that restrictions should be lifting in the near future; he added that the benches were in poor condition and BCBC haven't repaired the benches very well. Cllr I Williams reiterated that there had been no restrictions placed on the benches.
- The Mayor referred Members to the proposal which was seconded.

- The Town Clerk asked if the proposed cost included installation fees; Cllr D Unwin responded that it didn't and that BCBC had installed the benches previously. The RFO stated that the Street Furniture budget for 2021/22 was £3,700 and advised Members that prior to Council agreeing to purchase the proposed benches, at least three quotes would need to be sought and reviewed by Council.
- Cllr L Walters highlighted staff workload and asked Members if this was a current key priority to the Council, referencing the Town Clerks report.
- The Town Clerk suggested in order to reduce workload that Bridgend Town Council offer the funding to BCBC so that they can purchase and install the new benches. Cllr M Voisey, Cllr M Smidman and Cllr L Walters gave support to this proposal in order to save staff time.
- Cllr D Unwin proposed that Bridgend Town Council purchase the benches as previously done.
- The Mayor proposed that a vote be taken on the motion put forward in the report presented:

'That after obtaining 3 quotes BTC purchases 5 new Neptune 'Avenue' benches at a cost of approximately £3000'

- The result of the vote taken was as follows:

Name	For Proposal	Against Proposal	Abstained
Cllr S Bletsoe (Mayor)	For		
Cllr A Wathan	For		
Cllr F Bletsoe	For		
Cllr D Unwin	For		
Cllr L Walters		Against	
Cllr I Williams	For		
Cllr M Smidman			Abstained
Cllr M Blundell-Humphreys	For		
Cllr T Wood	For		
Cllr S Easterbrook	For		
Cllr M Voisey		Against	

RESOLVED: That subject to the obtaining of 3 quotes Bridgend Town Council purchase 5 new benches for Newbridge Fields at a cost of approximately £3000.

17. To consider the draft minutes of the Regeneration Committee meeting on 26th May 2021

- The Chair of Regeneration Committee presented the draft minutes to Members and highlighted the reports which had been circulated.

RESOLVED: To receive and note the draft minutes of the Regeneration Committee meeting held on 26th May 2021.

18. To consider the draft minutes of the Community Engagement Committee meeting on 9th June 2021

- The Chair of the Community Engagement Committee presented the draft minutes to Members and highlighted the reports which had been circulated.
- The Chair drew Councillors attention to an additional meeting, to be held on the 7th July in order to complete agenda business.

RESOLVED: To receive and note the draft minutes of the Community Engagement Committee meeting held on 9th June 2021.

Cllr M Voisey declared an interest in this item and left the meeting.

19. Planning

a) To consider draft minutes of the Planning Committee meeting on 14th June 2021

- The Chair of Planning Committee presented the draft minutes of the meeting held on 14th June 2021 to Members which had previously been circulated.

RESOLVED: To receive and note the draft minutes of the Planning Committee meeting held on 14th June 2021.

Cllr M Voisey returned to the meeting.

b) To consider and agree a proposal for street naming within the Linc Cymru Wellness Village development

- The Town Clerk advised Councillors that there was now an opportunity to name the road leading to The Town Hall, and that BCBC had stipulated that the road could not be named after an individual and would need to be in Welsh.
- Councillors debated several suggestions that were proposed.
- Councillors agreed to vote on two names: Heol Ty'r Ardd (Garden House Road), proposed by Cllr F Bletsoe, and Ffordd Neuadd y Dref (Town Hall Way), proposed by Cllr T Wood.
- The result of the vote taken verbally was as follows:

Name	
Cllr A Wathan	Ffordd Neuadd y Dref
Cllr S Bletsoe (Mayor)	Heol Ty'r Ardd
Cllr F Bletsoe	Heol Ty'r Ardd
Cllr D Unwin	Ffordd Neuadd y Dref
Cllr L Walters	Ffordd Neuadd y Dref
Cllr I Williams	Heol Ty'r Ardd
Cllr M Smidman	Heol Ty'r Ardd
Cllr M Blundell- Humphreys	Ffordd Neuadd y Dref
Cllr T Wood	Ffordd Neuadd y Dref
Cllr S Easterbrook	Heol Ty'r Ardd
Cllr M Voisey	Heol Ty'r Ardd

RESOLVED: That the Town Clerk inform BCBC and Linc Cymru of Bridgend Town Councils proposal that the road leading to the Town Hall be named Heol Ty'r Ardd.

20. Facilities

a) To consider draft minutes of the Facilities Committee meeting held on 16th June 2021

- The Chair of The Facilities Committee presented the draft minutes to Members which had been circulated.

RESOLVED: To receive and note the draft minutes of the Facilities Committee meeting held on 16th June 2021.

The Mayor advised Members of the Public and Youth Members present that as the circulated reports in relation to Agenda Items 20b and 21 were confidential, the discussion would be held in confidence.

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 20b and 21 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

The Youth Representative and Members of the Public left the meeting.

CONFIDENTIAL MATTERS

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RESOLVED: The public and representatives of the press were permitted to re-join the meeting.

The Mayor welcomed Youth Member Dafydd Rees and members of the public back to the meeting.

20. c) To consider removing the old planter at the front of Carnegie House and removing the asset from the BTC Asset Register

RESOLVED: To remove the old planter at the front of Carnegie House and remove the asset from the BTC Asset Register.

21. To consider a proposal from the Mayor to introduce a form for Councillors to submit motions for Council meetings. Draft form attached for reference.

RESOLVED: To introduce a form for Councillors to submit motions for Council meetings.

22. To consider a motion from Cllr T Wood:

- Cllr T Wood referred Members to the motion.

After the events on Sunday 13th June at the Euro 2020 football tournament where a very fit footballer collapsed with a suspected heart attack, CPR was performed on him and a defibrillator was used and saved his life. I propose a motion to place a defibrillator at the Cricket Pavilion end of Newbridge Fields.

Hundreds of people play sport in this area of Newbridge Fields & I feel that this area is not covered by a defibrillator, the nearest being at The Halo recreation centre, and is a very long way away if there is an emergency at that end of the fields.

- The Town Clerk advised Councillors that they had previously resolved not to budget for additional defibrillators in the 2021/22 financial year and if in agreement to proceed would need to approve to vire from another budget.
- The Town Clerk stated that although this is a very worthwhile issue she referred Members to the previous resolution of Council in relation to new projects, priorities of the Council and staff workload.
- Cllr M Voisey reiterated the Clerks statement and highlighted the need for Council to be advised of costs for a new defibrillator in line with Financial Regulations and permission for installation from the property owner. Cllr M Voisey proposed that this project be budgeted for in the next financial year or that the Cricket Club be approached to take on the project and Bridgend Town Council provide the funding.
- Cllr I Williams stated that he was in support of the motion from Cllr T Wood as the Halo Leisure Centre was too far from the Cricket Club.
- Cllr A Wathan reminded Members of the previous resolution of Council; the Town Clerk referred to the previous resolution and asked Council which project to remove in order to replace with the defibrillator project. Cllr A Wathan stated that the Council was not in a position to take on new projects and supported the proposal to ask the sports organisation to take on the project.
- Cllr A Wathan proposed that the organisations using the club should be approached and asked to contribute to the project. Cllr L Walters agreed with Cllr A Wathan.
- The Mayor proposed that 'This Council agrees to a budget of up to £2000 for the purchase of a defibrillator subject to The Cricket Pavilion and other user groups arranging the installation'.
- Cllr T Wood advised that he would seek additional funding from the user groups.

RESOLVED: That Council agrees to a budget of up to £2000 to be managed by the Community Engagement and Events Committee for the purchase of a defibrillator subject to the Cricket Pavilion owner giving permission.

23. To discuss a motion from Cllr F Bletsoe regarding environmental matters

- Cllr F Bletsoe referred Members to the motion.

Bridgend Town Council is committed to being environmentally aware. We actively support programmes and initiatives that reduce our Council's environmental impact with the aim of continually improving our environmental performance as an integral part of our overall strategy and operating procedures within our community. We seek to understand the effects our activities have on the environment and commit to supporting such initiatives such as:

- *reduction of material, water and energy consumption*
- *waste minimisation*
- *recycling of resources*
- *considering the utilisation, wherever possible, of environmentally sustainable options open to the Council*

We will encourage our residents, suppliers and other stakeholders to do the same through words and deeds because this council recognises that we have a responsibility to the environment and our future generations, to meet or exceed legislative and regulatory requirements.

- Cllr F Bletsoe explained that at a recent meeting at the Town Hall, the mowing of lawns and best choice of lawnmower was discussed as well as provision of utilities.
- Cllr F Bletsoe highlighted that Bridgend Town Council has no Environmental Policy and with the purchase of the Town Hall and building works, review of processes and utilities and changes to Carnegie House now would be a good time to put one in place.
- Cllr M Voisey referred to the earlier resolution of Council regarding Personnel; he stated that he fully supported the motion but questioned if Council have capacity to support the motion.
- The Mayor clarified that the motion is for consideration when appointing contractors and gives the Council the ability to choose on green issues as opposed to selecting the cheapest.

RESOLVED: To accept the motion that Bridgend Town Council be environmentally aware.

24. To receive an update on the Town Hall project regarding:

a) Status of the Town Hall refurbishment project, architect work & proposed project timeline

- The Town Clerk referred Councillors to her previously circulated report and provided an overview of work completed to date. Members considered a timeline for the delivery of the remainder of the project, with completion of the works estimated for Spring 2022.
- The Town Clerk highlighted that the Working Group had requested a preferred completion date for the project by the end of March 2022, however she advised that the timeframe had been prepared by the architect based on his professional experience. She also noted that the timescales for completion of the works would depend on the speed that Council decisions can be made and on the availability of contractors to start the work.
- It was noted that the Town Hall Working Group had discussed the procurement structure for the refurbishment works and whether it should be sought under one contract or split into individual packages. It was agreed that one contract will be easier to manage.
- Members were advised that the Working Group would like to include the construction company that originally provided a quote for the building work for budgeting purposes in the tender

process and although the Council does not have a list of other companies to approach, the Working Group would support using a local, reputable company. This was agreed by Members.

- The Council were advised of next steps:
 - The Quantity Surveyor will be responsible for putting together the tender packages with a Bill of Quantity and to review all the returned tender prices to determine if everything is present, fair and correct.
 - Due to demand in the building industry the architect suggested issuing an Expression of Interest to construction companies that would be available to undertake the work from November 2021.
- The Town Clerk advised that for contracts over £25,000, the 'Contracts Finder Advertising Rules' in Part 4 of the Public Contracts Regulations 2015 (SI 2015 No 102) apply and that Wales has its own dedicated public sector procurement website *Sell 2 Wales* that the Council must use. Members were referred to 'Section 10 – Contacts' from the BTC Financial Regulations for further information.
- Members were provided with a copy of the architects Sketch Scheme for approval. This was agreed by Members.

b) To consider recommendations from the architect and Working Group to appoint the following contractors:

- 1) Quantity Surveyor**
- 2) M&E Consultants**
- 3) Building control**

- The Town Clerk referred Councillors to the reports previously circulated and advised Members not to disclose financial figures which were 'Commercially Confidential'.
- Members reviewed the documents and recommendations provided by K-Architects and the Working Group.

RESOLVED: That The Town Clerk appoint the contractors as recommended by K-Architects: Quantity Surveyor - Rob Hearne Consulting, M&E Consultants – Hydrock and Building Control Services- Celtech Consultancy Ltd.

c) To consider the appointment of a Project Manager to co-ordinate and review the refurbishment works at the Town Hall.

- The Town Clerk outlined the volume of work, qualifications and the health and safety compliance needed to Project Manage the refurbishment.
- After discussion Members agreed to the appointment of a Project Manager and proposed that The Town Clerk prepare a brief for the position of Project Manager in order to seek quotes.

RESOLVED: That the Town Clerk prepare a brief for the appointment of a Project Manager to co-ordinate and review the refurbishment works at the Town Hall and seek quotes for review by Council.

25. To consider resuming some Council meetings indoors with an appropriate risk assessment and social distancing measures in place if a suitable room is available

- Cllr D Unwin proposed that committee meetings return indoors from September 2021.
- The Town Clerk advised Members that The Town Hall has no Wi-Fi and would be a construction site from mid-November 2021 with no access to facilities unless the contractors are able to separate the works. She highlighted the room sizes and advised if social distancing is still in place only limited numbers could attend meetings. The Town Clerk further advised that space in

Carnegie House was limited which staff were currently using on a rota system and highlighted the issue of damp in the staff office.

- Councillors discussed the feasibility of meetings returning indoors from the 1st September 2021 at the Town Hall and Carnegie House.
- Cllr A Wathan stated that he was in support of the proposal by Cllr D Unwin with appropriate risk assessments in place. The Mayor proposed that Cllr S Charles be contacted to assist.

RESOLVED: To work towards Committee Meetings resuming indoors with an appropriate risk assessment and social distancing measures in place from September 2021.

26. Consultations:

Cllr M Voisey declared an interest in this item and left the meeting at this point..

- a) Bridgend Replacement Local Development Plan - Deposit Draft Statutory Public Consultation, 1st June 2021 to 27th July 2021. All the documents can be viewed online at www.bridgend.gov.uk/ldpconsultation The closing date for the submission of comments is 5:00pm on 27th July 2021

RESOLVED: To defer this agenda item to the Planning Committee for further consideration and to report back at the July Town Council meeting.

27. Correspondence:

Cllr M Smidman declared an interest in item 28b.

- a) Email from Planning Aid Wales re: Bridgend Replacement LDP Deposit Plan CTC Engagement - **NOTED**
- b) Bridgend Samaritans Annual General Meeting - **NOTED**
- c) One Voice Wales Bulleting – June 2021 - **NOTED**
- d) Community Play in Wales – Free seminar 28th June 2021 - **NOTED**
- e) The Welsh Government’s Programme for Government and the associated Well-being Statement for the Senedd - **NOTED**
- f) Press release from the University of Wales re: Andrew Carnegie and the Libraries of Wales
The Town Clerk advised that the Community Engagement and Events Team would provide feedback on this item.
- g) Online event - Regenerating Welsh Towns and Communities post Covid-19 - 23rd June 2021- **NOTED**
- h) Email from Merthyr Mawr Community Council re: Pubic footpath between Preswylfa Court & Brynteg School – **NOTED**
- i) Email from Bruno Peek re: The Queen’s Platinum Jubilee Beacons, 2nd June 2022
RESOLVED: To defer to the next Community Engagement and Events Committee meeting.
- j) Letter from the Children’s Commissioner for Wales re: Summer of Fun/Haf o Hwyl - **NOTED**
- k) One Voice Wales Remote Training Courses for June and July - **NOTED**
- l) Email from Supporting Service Children in Education Wales re: New SSCE Cymru Service Family Guide Launched Today - **NOTED**
- m) BAVO Funding opportunities - **NOTED**
- n) Welsh Government Allotment Funding
RESOLVED: To defer to the Facilities Committee for application next year.
- o) Temporary Traffic Order – Rice Street - **NOTED**
- p) One Voice Wales Response to WG Consultation on Power to Trade - **NOTED**
- q) Local Places for Nature Free Garden Packages
RESOLVED: To pass this item to the Wild Flower and Tree Planting Working Group.

r) Temporary Traffic Order – Heronston Lane - **NOTED**

28. Town and Community Forum

- a) To consider items for inclusion on the Town and Community Council Forum agenda - **NOTED**
- b) To consider feedback from meetings of the Town and Community Council Forum - **NOTED**
- c) To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter - **NOTED**

Meeting closed: 9.18 pm

Signed

Date

Mayor