



Town Clerk's Report May 2021 (For Information)

This report provides details of the work undertaken by Bridgend Town Council staff and information for Councillors attention for the period 16th April – 12th May 2021.

Council Work Priorities

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

- Identified and documented requirements for the content and functionality for the Town Council website redevelopment project in order to begin preparing a brief to issue for the tender process. The brief will be presented to Council for consideration and approval in due course.
- Preparing an Annual Report for Bridgend Town Council for 2019/20 and 2020/21 to meet the requirements of The Well-being of Future Generations (Wales) Act 2015 (on-going).
- The review of Governance documents has continued for Standing Orders and recommendations have been documented. There are still a number of documents yet to be reviewed and it is recommended that these are reviewed over the next 6 months and presented to Council for consideration and approval in the autumn.
- Preparation of agendas and reports for the Annual meeting, monthly meeting and committee meetings, attending meetings and implementing the resolutions from meetings.
- Arranging a wreath laying to mark the HMS Urge anniversary Tuesday April 27th 2021.
- Ongoing end of year/audit preparations for 2020/21 along with weekly payment runs and salary payments.
- Pursuing permission for the development of a new pedestrian access at the southern side of the Town Hall property via permitted development rights.
- Completion of Stage 1 of the architects brief for the Town Hall and liaising with the architect regarding the development of briefs for quotes for 3 additional consultants; mechanical and electrical engineer, quantity surveyor and structural surveyor.
- Collating responses to the community survey and analysing responses.
- Preparing content for the July newsletter.
- Undertaking a Covid-19 risk assessment for Carnegie House and assessing the viability of opening the building to the public.
- Responding to a range of public enquiries and seeking legal advice from One Voice Wales on a number of matters
- Seeking legal advice for the Town Council regarding staffing matters.
- 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.
- Preparation of reports for consideration by Council.

For information:

Summer planting

Plantscape have confirmed that the soonest date available for delivery into town is on Thursday 27th May

and have asked if a representative of the Council would be able to meet them at 7am. The facilities Manager is available however as Cllr Unwin has met with them in the past and knows the specific locations for the flower towers, he may want to attend on behalf of Council.

Leanne Edwards

Town Clerk