



MINUTES OF BRIDGEND TOWN COUNCIL MEETING ANNUAL MEETING

Monday 16th May 2022

The meeting was held as a hybrid meeting both at Carnegie House and remotely via Microsoft Teams for Business under the Local Government and Elections Act (Wales) 2021.

Meeting Details:

Date: Monday 16th May 2022

Time: 6.00 pm

The meeting was held as a hybrid meeting both at Carnegie House and remotely via Microsoft Teams for Business under the Local Government and Elections Act (Wales) 2021.

Chairperson: The Mayor, Cllr Tim Wood

Staff: Mrs L Edwards (Town Clerk), Mrs D Jones (Deputy Town Clerk & RFO) & Mrs S Lewis (Community Engagement & Events Manager), Ms J Brown (Democratic Services Officer)

In Attendance:

Cllr Steven Bletsoe - In Person

Cllr Freya Bletsoe (Deputy Mayor) - In Person

Cllr Michelle Blundell-Humphreys - In Person

Cllr Nathan Deere – In Person

Cllr Steven Easterbrook – In Person

Cllr Dominic Evans – In Person

Cllr Allison Felton – Remote

Cllr Chris Harding – In Person

Cllr Barry Johnston – In Person

Cllr Ann Lloyd – In person

Cllr Angela Morelli – Remote

Cllr Ian Spiller – Remote

Cllr Fran Sullivan – In Person

Cllr David Unwin – In Person

Cllr Alan Wathan – In Person

Cllr Clair Webster – In Person

Cllr Ian Williams – In Person

Cllr Tim Wood (Mayor) – In Person

Plus: Members of the public (Remote)

Pre-meeting business:

The Outgoing Mayor, Cllr S Bletsoe, welcomed Councillors to the first meeting of the newly elected Council.

Cllr S Bletsoe spoke about his term as Mayor of Bridgend Town Council during the global pandemic and noted that despite the challenges, he would look back on his term with great fondness and immense pride. He thanked Cllr A Wathan, Cllr T Wood, Cllr F Bletsoe and the Town Council staff for their help and support. Cllr S Bletsoe commented that it had been an honour and privilege to serve as Chair and Mayor of the Council and thanked the Council and the people of Bridgend for allowing him to represent them.

1. Election of Mayor

To receive nominations for and elect a Town Mayor of Bridgend Town Council for 2022/2023 and to receive the Town Mayor's Acceptance of Office.

The Outgoing Mayor, Cllr S Bletsoe, called for nominations for Mayor for 2022/23.

- Cllr D Unwin nominated Cllr T Wood for the role; this was seconded by Cllr I Williams.
- Cllr C Harding nominated Cllr B Johnston for the role; this was not seconded and Cllr B Johnston declined the nomination. The nomination was withdrawn.
- There were no other nominations.

RESOLVED: Cllr T Wood was duly elected, unopposed, to the office of Town Mayor for the year 2022/23.

The incoming Mayor signed his Declaration of Acceptance of Office. He congratulated Councillors on their recent election and thanked them for appointing him as Mayor of Bridgend Town Council; he stated that he hopes all Councillors can work together for a productive term of office.

The outgoing Mayor presented the incoming Mayor with the Mayoral Chain of Office.

The Mayor appointed his partner, Claire Ayres as his Consort for the year and presented her with the consorts Chain of Office.

2. To present the outgoing Mayor with a Past Mayor's Pendant

The Mayor thanked Cllr S Bletsoe for his dedication to the role of Town Mayor and presented him with a Past Mayor's Pendant.

3. Election of Deputy Mayor

To receive nominations for and elect a Deputy Town Mayor of Bridgend Town Council for 2022/2023 and to receive the Deputy Town Mayor's Acceptance of Office

The Mayor called for nominations for Deputy Mayor for 2022/23.

- Cllr D Unwin nominated Cllr F Bletsoe for the role; this was seconded by Cllr I Williams.
- Cllr C Harding nominated Cllr N Deere for the role; this was not seconded and Cllr N Deere declined the nomination. The nomination was withdrawn.
- There were no other nominations.

RESOLVED: Cllr F Bletsoe was duly elected, unopposed, to the office of Deputy Town Mayor for the year 2022/23.

The incoming Deputy Mayor signed her Declaration of Acceptance of Office.

4. To receive apologies for absence

- There were no apologies for absence.

5. To receive members Declarations of Interest

- Cllr T Wood declared a personal interest in any matters relating to BCBC as a BCBC Councillor and any matters in relation to being a Town Trader.

- Cllr S Bletsoe declared a personal interest in any matters relating to BCBC as a BCBC Councillor.
- Cllr S Easterbrook declared a personal interest in any matters relating to BCBC as a BCBC Councillor.
- Cllr F Bletsoe declared a personal interest in any matters relating to BCBC as a BCBC Councillor.
- Cllr I Williams declared a personal interest in any matters relating to BCBC as a BCBC Councillor.
- Cllr A Wathan declared a personal interest in any matters relating to BCBC as a BCBC Councillor.
- Cllr I Spiller declared a personal interest in any matters relating to BCBC as a BCBC Councillor.

6. To Confirm and Sign Minutes of Town Council Meeting held on 19th April 2022

RESOLVED: The Minutes of the Town Council Meeting held on 19th April 2022 were confirmed as a true record and duly signed.

7. To consider and adopt the Code of Conduct for Members

RESOLVED: To accept and adopt the Code of Conduct for members for the new term of office.

8. To consider amendments and approve Standing Orders for 2022/2023

The Town Clerk referred Members to the Standing Orders Notes previously circulated; she explained that the Bridgend Town Council (BTC) Standing Orders are based on the NALC Model Standing Orders and that the BTC Standing Orders were last approved on 20th May 2019. Due to the Covid-19 pandemic, Standing Orders were not reviewed in 2020 and during 2021 a working group was set up to review Standing Orders.

The Town Clerk explained that model standing orders that are in bold type contain legal and statutory requirements. It is recommended that the council adopts them without changing them or their meaning.

The Town Clerk explained that she had reviewed the amendments proposed by the Standing Orders Working Group and had amended the draft Standing Orders for consideration with the proposed changes. Members were provided with a list of the changes proposed for ease of reference as follows:

1. Word 'Chairman' has been replaced with 'Chair'
2. Word 'he' or 'his' has been replaced with 'they' or 'their'
3. Item 3 (i) has been amended to address equality issues and to take into account the new legislation for remote meetings. The text has been changed as follows:

From original text:

[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is

likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.

To revised text:

A person shall raise their hand either in person or virtually (if attending the meeting remotely) when requesting to speak.

4. Item 3 (w) has been amended to remove the time '7pm-9.30pm'. This is because some committee meetings are held in the daytime and evening meetings can vary start time e.g. 6pm, 6.30pm or 7pm.
5. Item 4 (vi) in relation to the council and its committees; the original wording as shown below has been amended to the NALC model wording as included in the 2018 updated *model document*:
From:
'shall permit a committee to appoint its own chairman at the first meeting of the committee'
To:
'shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee'
6. Item 5(j), in respect of the items to be included on the agenda for the Annual Meeting, the following items have been added from the updated NALC Model Standing Orders document:
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;*
 - xii. Review of inventory of land and other assets including buildings and office equipment;*
 - xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;*
 - xiv. Review of the Council's and/or staff subscriptions to other bodies;*
 - xv. Review of the Council's complaints procedure;*
 - xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);*
 - xvii. Review of the Council's policy for dealing with the press/media;*
 - xviii. Review of the Council's employment policies and procedures;*
 - xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.*
 - xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.*
7. Item 9 (g) & 9(h) in relation to the recording of motions, the words 'recorded in a book for that purpose' has been removed as the minutes are now recorded on loose leaf papers that are numbered and collated in folders.
8. Item 13 (b) in relation to Code of Conduct training, now includes the addition of the wording 'and non-councillors with voting rights'

9. Item 15 (b) xiv, in relation to the recording of Planning Committee decisions, remove the wording 'in a book for such purpose'
10. Item 15 (b) xviii, in relation to the Proper Officer, the wording 'work with the Facilities Manger to deal with Allotment Management issues under delegated authority granted by the Council' has been removed as this is an item for the job description not a standing order.
11. Items 24 – 27 have not been reviewed by the Working Group.

The Town Clerk advised that some suggestions made by Working Group have not been included in the amended Standing Orders for May 2022 as they refer to a legal requirement. The following suggestion has not been included as it requires discussion by Full Council and a resolution to make this change:

- To reduce the number of Councillors appointed to the Community Engagement and Wellbeing Committee from 9 to 7 and to reduce the number of co-optees from 7 to 3 (one being a co-optee for military matters).

Town Clerk added that due to the introduction of the Local Government and Elections Act (Wales) 2021 there may be additional amendments or updated Model Standing Orders introduced during this term of office to cover matters such as remote meetings and the use of new technologies. Council will be notified of these changes as they occur.

Cllr A Wathan highlighted that the Standing Orders did not include the newly formed Facilities Committee and asked for this to be included on Page 9. It was agreed that the wording 'Facilities Committee [6 Town Councillors plus Ex-officio]' should be included in the Standing Orders for 2022-23.

Cllr F Bletsoe referred to Standing Order 3w '*A meeting shall not exceed a period of (2.5) hours. 7pm - 9.30pm*'. *It was noted that not all meetings start at 7pm; some are in the daytime and some evening meetings start at 6 or 6.30pm. It was therefore proposed that the times are removed from this Standing Order and the wording should read 'A meeting shall not exceed a period of (2.5) hours. This was unanimously agreed by Members.*

RESOLVED: To accept the draft Standing Orders for 2022/23 subject to the addition of the wording for the Facilities Committee and the removal of the times stated for meetings.

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

- Cllr A Wathan highlighted that the delegation arrangements for the Facilities Committee that had been agreed by Council during the pandemic were not included in the Scheme of Delegation document.
- The Town Clerk explained that with Council's approval they could now be added to the document.

RESOLVED: To approve the BTC Scheme of Delegation for 2022/23 subject to the agreed delegation arrangements for the Facilities Committee being included.

10. To review and approve the BTC Terms of Reference for Committees

- Cllr A Wathan highlighted that the terms of reference for the Facilities Committee that had been agreed by Council during the pandemic were not included in the Terms of Reference document.
- The Town Clerk explained that with Council's approval they could now be added to the document.

RESOLVED: To approve the BTC Terms of Reference for Committees for 2022/23 subject to the agreed terms of reference for the Facilities Committee being included.

11. To review and approve the BTC Scheme of Delegation

This was agreed under agenda item 9.

12. Appointment of committees

To appoint members to existing committees for 2022/2023 subject to any amendments to committees approved under the review of Standing Orders for 2022/2023

a) Finance Committee

6 Town Councillors plus Ex-officio

RESOLVED: The following Members were elected to the BTC Finance Committee for 2022/23: Cllr Michelle Blundell-Humphreys, Cllr Ann Lloyd, Cllr Alan Wathan, Cllr Clair Webster, Cllr David Unwin, Cllr Chris Harding & Cllr T Wood (ex-officio).

b) Planning Committee

6 Town Councillors plus Ex-officio

RESOLVED: The following Members were elected to the BTC Planning Committee for 2022/23: Cllr Steve Easterbrook, Cllr Alan Wathan, Cllr David Unwin, Cllr Angela Morelli, Cllr Clair Webster & Cllr T Wood (ex-officio).

RESOLVED: To include one vacancy for the Planning Committee on the agenda for the June 2022 Town Council meeting.

c) Personnel Committee

6 Town Councillors plus Ex-officio

RESOLVED: The following Members were elected to the BTC Personnel Committee for 2022/23: Cllr Michelle Blundell-Humphreys, Cllr Ann Lloyd, Cllr Fran Sullivan, Cllr Alan Wathan, Cllr David Unwin, Cllr Angela Morelli & Cllr T Wood (ex-officio).

d) Regeneration Committee

6 Town Councillors plus Ex-officio

RESOLVED: The following Members were elected to the BTC Regeneration Committee for 2022/23: Cllr Freya Bletsoe, Cllr Steven Bletsoe, Cllr Steven Easterbrook, Cllr Ian Spiller, Cllr Fran Sullivan, Cllr Alison Felton & Cllr T Wood (ex-officio).

e) Facilities Committee

6 Town Councillors plus Ex-officio

RESOLVED: The following Members were elected to the BTC Facilities Committee for 2022/23: Cllr Steven Bletsoe, Cllr Nathan Deere, Cllr Alan Wathan, Cllr Ian Williams, Cllr David Unwin, Cllr Chris Harding & Cllr T Wood (ex-officio).

f) 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**
- **One co-optee for military matters (Military Advisor)**

RESOLVED: The following Members were elected to the BTC Community Engagement & Well-being Committee for 2022/23: Cllr Freya Bletsoe, Cllr Michelle Blundell-Humphreys, Cllr Nathan Deere, Cllr Steven Easterbrook, Cllr Barry Johnston, Cllr Ian Spiller, Cllr Fran Sullivan, Cllr Ian Williams, Cllr Alison Felton & Cllr T Wood (ex-officio).

The 7 co-optees were not discussed and appointment of these roles will need to be deferred to a future meeting.

13. To appoint any new committees as necessary further to the review of Standing Orders for 2022/23

- No additional committees were included during the review of Standing Orders.

14. To appoint members to the Town Hall Working Group for 2022/2023

It was proposed that in the interests of continuity for this important project, the Councillors previously appointed to the Town Hall Working Group should continue with the addition of the new Mayor, Cllr T Wood.

RESOLVED: To appoint the following Councillors to the Town Hall Working Group for 2022/23: Cllr S Bletsoe, Cllr F Bletsoe, Cllr D Unwin, Cllr I Williams, Cllr A Wathan & Cllr T Wood.

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

It was proposed that the Clerk should advertise the co-option opportunities to local schools, Bridgend College & Youth Council as in previous years and that applications will be presented to Council at a future meeting in order to make a decision regarding co-options.

RESOLVED: That the Town Clerk advertise the opportunity to co-opt up to two Youth Representatives drawn from the local community within the boundary of the Bridgend Town Council wards and present applications to Council for consideration at a future meeting.

16. Representation on Outside Bodies

a) To appoint one Councillor to sit on the BCBC Town & Community Council Forum for 2022/2023

RESOLVED: To appoint Cllr D Unwin to sit on the BCBC Town & Community Council Forum for 2022/2023

b) To appoint two representatives to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2022/2023

RESOLVED: To appoint Cllr S Easterbrook and Cllr D Unwin to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2022/2023

c) To appoint one Councillor and one deputy as representatives for One Voice Wales for 2022/2023

There were no nominations for these roles.

RESOLVED: To include the appointment of one Councillor and one deputy as representatives for One Voice Wales for 2022/2023 on the agenda for the June 2022 Town Council meeting.

d) To appoint one Councillor & one deputy to sit on the Conservation Advisory Committee for 2022/2023 (if required)

RESOLVED: To appoint Cllr Michelle Blundell-Humphreys and Cllr Angela Morelli to sit on Conservation Advisory Committee for 2022/2023 (if required).

17. To discuss and confirm Outside Representatives for Allotments for 2022/2023

The Town Clerk explained that further to a recent Facilities Committee meeting Council had agreed to the implementation of Site Contacts as opposed to Site Representatives. She explained that there had unfortunately been issues in relation to Site Representatives being criticized for conveying Council decisions and reiterating the terms of the tenancy agreement therefore it was felt that the role was no longer tenable. The Town Clerk reported that the role of the Site Contact is to meet new tenants only and as newly implemented will be monitored by the Facilities Committee.

RESOLVED: that the agenda item be removed from the Annual Meeting moving forward and be delegated to the Facilities Committee.

18. To review and approve the Council's Financial Governance policies for 2022/2023:

a) Financial Regulations

RESOLVED: To approve the BTC Financial Regulations for 2022/23.

b) Risk Assessment

The Town Clerk explained that Bridgend Town Council should have a policy for managing risk and a schedule of risks to public money relating to:

- Council property
- Council activities
- Council employees

These documents should include identification of risks, the levels of risk and ways of mitigating the risks (e.g. insurance policies or regular inspections). Bridgend Town Council currently has the following documents:

- An original Risk Management document which identifies some risks but does not provide enough detail about the risks, risk levels and how they will be managed.
- A Risk Assessment Schedule document which identifies some risks and more in-depth risk levels but does not provide enough detail about Council activities and employees.
- A draft Risk Assessment drafted by a Working Group in 2021 which identifies some risks but does not include all the risks identified in the other two documents.

Bridgend Town Council does not have a policy for managing risk.

Town Clerk explained she had circulated a model Risk Management Strategy from the Society of Local Council Clerks (SLCC) with the documents for the Annual Meeting and recommended a Risk Management Strategy/Policy is developed for Bridgend Town Council and that the three Risk documents currently in existence are amalgamated and updated to create one comprehensive Risk Assessment Schedule for Bridgend Town Council.

RESOLVED: That the Town Clerk prepare a Risk Policy, review and amalgamate the Risk Assessment Schedules and present the documents to Council for consideration at a future meeting.

c) Internal Control

RESOLVED: To approve the BTC Internal Control document for 2022/23.

d) Investment Strategy

RESOLVED: To approve the BTC Investment Strategy for 2022/23.

19. To review Fixed Assets Register for 2022/2023

RESOLVED: To approve the BTC Fixed Assets Register for 2022/23.

20. To authorise the signatories for the Council's banking arrangements for 2022/2023

RESOLVED: That The Mayor, Deputy Mayor, Chair of Finance Committee, Deputy Chair of Finance Committee, Town Clerk and Deputy Town Clerk/RFO are appointed as Signatories for Bridgend Town Council's banking arrangements for 2022/23.

21. To appoint an independent internal Auditor for 2022/2023

RESOLVED: It was agreed that the independent Internal Auditor for Bridgend Town Council for 2022/23 will be Mr Mark Evans, Ridgewood Associates.

22. To note the Council's Insurer for 2022/2023

RESOLVED: It was agreed that the Council's Insurer for 2022/23 would continue as Came & Co Insurance Broker

23. To review the Council's and/or staff subscriptions to other bodies

a) One Voice Wales

b) Town Clerk and Deputy Town Clerk: Society of Local Council Clerks

c) National Allotment Society

RESOLVED: To approve the Council's and/or staff subscriptions to One Voice Wales, SLCC and National Allotment Society for 2022/23.

Meeting closed at 7.00 pm

Signed
Mayor

Date