

**BRIDGEND TOWN COUNCIL  
CYNGOR TREF PEN-Y-BONT AR OGWR**

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CF31 1EF**

15<sup>th</sup> May 2023

**TO: ALL MEMBERS OF THE TOWN COUNCIL**

You are hereby summoned to the Annual Meeting of Bridgend Town Council on  
Monday 22<sup>nd</sup> May 2023 at 6.00pm  
The meeting will be 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.

A link to access the remote meeting is published on the Town Council website at:  
<http://www.bridgendtowncouncil.gov.uk/committees-and-minutes/town-council-meetings.aspx>

**Pre-Meeting Business:** To receive the remarks of the outgoing Mayor.

**AGENDA**

1. **Election of Mayor**

To elect a Town Mayor of Bridgend Town Council for 2023/2024 and to receive the Town  
Mayor's Acceptance of Office.

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

3. **Election of Deputy Mayor**

To elect a Deputy Town Mayor of Bridgend Town Council for 2023/2024 and to receive the  
Deputy Town Mayor's Acceptance of Office

4. To receive apologies for absence

5. To receive members Declarations of Interest

6. To Confirm and Sign Minutes of Town Council Meeting held on 17<sup>th</sup> April 2023

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

8. To consider amendments and approve Standing Orders for 2023/2024

- a. To consider a proposal from Cllr I Spiller to include the following addition to "Meetings  
Generally" to deal effectively with hybrid meetings:

*In accordance with the Local Government and Elections (Wales) Act 2021 meetings may  
take place through a variety of arrangements, including multi-location meetings where  
all individuals are attending either virtually and hybrid meetings - where a number of*

*individuals are attending in person at a designated location and others are attending virtually from a range of other locations. When attending meetings virtually councillors must be able to hear and be heard. Meeting participants must remain muted at all times until invited to participate by the Chair of the meeting. The chat box function will be disabled at all times.*

- b. To discuss the review of Council policies and procedures and consider amending section 5j (Annual Meeting) to remove items xv. to xviii. and replace with 'To review the Council's Policy/Core Document Schedule'
- c. To consider and approve Standing Orders for 2023/2024 subject to any amendments made by Council

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

10. To review and approve the BTC Scheme of Delegation

11. Appointment of committees

To appoint members to existing committees for 2023/2024 subject to any amendments to committees approved under the review of Standing Orders for 2023/2024

- a) Finance Committee *6 Town Councillors plus Ex-officio*
- b) Planning Committee *6 Town Councillors plus Ex-officio*
- c) Personnel Committee *6 Town Councillors plus Ex-officio*
- d) Regeneration Committee *6 Town Councillors plus Ex-officio*
- e) Facilities Committee *6 Town Councillors plus 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)*

12. To appoint any new committees as necessary further to the review of Standing Orders for 2023/24

13. To appoint members to the Town Hall Working Group for 2023/2024

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

15. Representation on Outside Bodies

- a) To appoint one Councillor to sit on the BCBC Town & Community Council Forum for 2023/2024
- b) To appoint two representatives to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2023/2024 (if required)
- c) To appoint one Councillor and one deputy as representatives for One Voice Wales for 2023/2024

- d) To appoint one Councillor & one deputy to sit on Conservation Advisory Committee for 2023/2024 (if required)
16. To review and approve the Council's Financial Governance policies for 2023/2024:
- a) Financial Regulations
  - b) Risk Assessment
  - c) Internal Control
  - d) Investment Strategy
17. To review Fixed Assets Register for 2023/2024
18. To authorise the signatories for the Council's banking arrangements for 2023/2024
19. To appoint an independent internal Auditor for 2023/2024
20. To note the Council's Insurer for 2023/2024
21. 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
  - d) Listed Heritage - The Listed Properties Owners Club Ltd
22. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being for 2022/23
23. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
24. To receive guidance documents for Councillors updated since the last Annual Meeting
- a. Mayoral Protocol
  - b. The Good Councillors Guide
  - c. The Good Councillors Guide to Employment
25. Welsh Language Scheme  
To consider the introduction of a Welsh Language Scheme (Deferred from last May)



Leanne Edwards  
Town Clerk