



MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE
Wednesday 8th March 2023 at 6.30pm Online Meeting using Microsoft Teams

The meeting was held remotely, due to inclement weather, via Microsoft Teams for Business under the Local Government and Elections Act (Wales) 2021.

<u>Present:</u>	Cllr. I. Williams (Chair)	L. Edwards – Town Clerk
	Cllr. S. Easterbrook (Vice Chair)	D. Elliott – Community Engagement and Events Manager
	Cllr. N. Deere	S. Lewis - Community Engagement and Events Officer (Minute Taker)
	Cllr. A. Felton	
	Cllr. I. Spiller	
	Cllr. C. Webster	
	Cllr. T. Wood (Mayor)	
	J. Harris (Military Advisor)	

<u>Apologies:</u>	Cllr. F. Bletsoe
	Cllr. M. Blundell Humphreys
	Cllr. B. Johnson

The Chair welcomed members attending remotely and confirmed that the meeting was quorate.

1. To Receive Apologies for Absence.

Apologies were received from Cllr. F. Bletsoe, Cllr. M. Blundell Humphreys and Cllr. B. Johnson.

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

Cllr. S Easterbrook declared a personal interest as a BCBC Councillor and town trader and a personal interest in Item 9 as his future daughter in law is a room hirer at Carnegie House.

Cllr. T Wood declared a personal interest as a BCBC Councillor and town trader.

Cllr. I Williams declared a personal interest as a BCBC Councillor.

Cllr. I Spiller declared a personal interest as a BCBC Councillor.

3. To confirm and sign minutes of the Community Engagement and Wellbeing Committee Meeting held on 17th November 2022.

The Chair noted that on page 8 of the minutes an error had been made on the section relating to other projects and the minutes should have read 'providing' and not 'proving'. The

Community Engagement and Events Manager apologised and advised this would be duly updated.

As the Chair Cllr. I. Williams attended the previous meeting intermittently, the Vice Chair Cllr. S. Easterbrook moved that the minutes of the meeting held on 17th November 2022 were a true and accurate record. This was seconded by Chair Cllr. I. Williams.

RESOLVED: That subject to the correction, the minutes of the Community Engagement and Wellbeing Committee on 17th November 2022 were received as a true record and will be duly signed at the next meeting.

4. To consider matters arising from the Community Engagement and Well-being Committee Meeting held on 17th November 2022.

Members were updated of the resolutions from the last meeting as follows:

Page 2 – Item 8

Community Engagement and Events Manager circulated notes from the meeting with the Countryside Officer regarding planting trees for The Queen’s Jubilee via email yesterday, she advised that another meeting is needed to discuss this item further with the Countryside Officer. Cllr. S. Easterbrook proposed this item be moved to the next meeting and the Countryside Officer invited to speak at the meeting.

RESOLVED: Community Engagement and Events Manager to reschedule this item for the next meeting and invite the Countryside Officer to the meeting to speak to members.

Page 3 – Item 5

Community Engagement and Events Manager emailed the costs for recent print advertising to members on 18th November 2023.

Page 4 – Item 6

Community Engagement and Events Manager emailed a pdf of the Newsletter to members on 18th November 2023.

Page 5 – Item 8

Community Engagement and Events Manager advised provisional bookings for February half term had been made and the activities had taken place.

Page 6 – Item 9

Community Engagement and Events Manager had confirmed the decision with Criw Celf, the booking had been completed, invoiced and paid.

Page 7 – Item 10

Community Engagement and Events Manager advised that the defibrillator locations had not been publicised and that the Facilities Officer was working on a map of their locations. Town

Clerk advised that the Facilities Officer has now produced a map for use. The Community Engagement and Events Manager advised that the locations will be in the next newsletter. The Chair, Cllr. I. Williams requested that the locations be publicised on social media.

RESOLVED: Community Engagement and Events Manager to feature defibrillator locations in the next Bridgend Town Council newsletter and to publicise the locations on Bridgend Town Council social media.

5. To receive an update on plans for Armed Forces Day.

The Community Engagement and Events Manager stated that she had circulated the report prior to the meeting, and asked members if they had any questions. Cllr. T. Wood asked about the proposed Drumhead Service. The Military Advisor explained that a Drumhead Service was traditional, and consisted of military personnel creating an altar with 4 drums and crossed flags and that Armed Forces Day Flags be used for this purpose. He explained that this would be a fitting formal close to Armed Forces Day providing a small religious element and suggested that extra flags be purchased for this element of the day. The Military Advisor expressed he was in complete agreement with the report prepared by the Community Engagement and Events Manager and felt that the plans provided were excellent.

RESOLVED: Community Engagement and Events Manager to check how many Armed Forces Day Flags the council have and purchase additional ones if necessary.

The Community Engagement and Events Manager provided an update on the Armed Forces Day bands. She explained that unfortunately, due to a prior booking, the Swansea Pipe band are unavailable this year. A booking has been confirmed by the South Wales Police band, and she informed the committee that an application has also been submitted and acknowledged by the Royal Corps of Army Music. The South Wales Police band has been informed of this for transparency, and they have been invited either to lead the parade or perform at the event. The Community Engagement and Events Manager stated that she is aware that there have been more applications made to the Royal Corps of Army Music than there are bands available, so it seems unlikely that Bridgend Town Council would be allocated a military band for Armed Forces Day this year. Members were pleased to have the South Wales Police band and discussed that if a military band is also obtained, would it be possible to utilise both in the parade. This was deemed appropriate by the Military Advisor and agreed.

The Community Engagement and Events Manager informed members of the parade route, which will start at Carnegie House and will follow a different route from the Remembrance parade. This was fully supported by members and the Military Advisor.

Cllr. T. Wood asked the Military Advisor about the possibility of holding the national event in Bridgend. The Military Advisor advised that it would need to be looked at now for June 2025 and a plan would need to be prepared ready to go. The Military Advisor explained that the national event is at a very different level, and would involve around 3,500 military personnel, numerous bands and require around 2 years of event planning. The Chair, Cllr. I. Williams

asked about budgets and funding. The Military Advisor explained that the budgets required are large, however funding is available and they may wish to work with the local authority. Cllr. I. Spiller felt that hosting the national Armed Forces Day event would be worth the costs involved, putting Bridgend on the map and giving it recognition. Members agreed and asked the Community Engagement and Events Manager to look into it further and report back.

RESOLVED: Community Engagement and Event Manager to research into holding the National Armed Forces Day Event for June 2025 in Bridgend.

Cllr. T. Wood asked if elements of the Wartime Bridgend event could be incorporated into Armed Forces Day. The Military Advisor explained that this is a very different event and the two should remain separate. He explained that Armed Forces Day is about current operational personnel not the past. The Town Clerk clarified that there will be stalls and entertainment at this year's Armed Forces Day, however they will showcase different things and not be 1940's or historical in content.

The Community Engagement and Events Manager informed members of proposed activities and asked members for permission to book a 45ft inflatable assault course run by Forces Fitness. Members all agreed that this would be a great attraction for the event and that it should be booked. Cllr. I. Spiller asked the Community Engagement and Events Manager if relevant test certificates for the equipment had been checked. The Community Engagement and Events Manager asked Cllr. I. Spiller to send the information across and she will check all the relevant paperwork with the company. The Town Clerk stated she had a checklist of all the relevant paperwork and certificates required.

RESOLVED: Community Engagement and Events Manager to book the 45ft inflatable assault course with Forces Fitness and to acquire all the relevant test certificates for the equipment.

The Community Engagement and Events Manager ran through all the event planning completed to date and advised that the current expenditure total is £2,900 including all infrastructure and stewards. The Military Advisor asked that the emergency services are contacted to be part of the event also. The Community Engagement and Events Manager stated they are in the process of being contacted. The Military Advisor advised that the evacuation plan will need to be redone for this event and that he will be in contact with the Community Engagement and Events Manager regarding this.

The Military Advisor left the meeting at 19.01

The Chair, Cllr. I. Williams asked for an update on the Armed Forces Day Grant. The Town Clerk explained that the Town Council are unable to secure a grant this year due to the short notice. An extension of one day was granted however this was insufficient. The main issue for this year is the inability for the council to take card payments and this is the only way that the grant can be issued. The Town Clerk advised that the council can apply next year and put this system in place now that the requirements are clear.

The Chair, Cllr. I. Williams proposed that all the plans as prepared by the Community Engagement and Events Manager for Armed Forces Day are accepted. This was seconded by Cllr. T. Wood.

RESOLVED: To accept the Armed Forces Day plans prepared by the Community Engagement and Events Manager for 2023.

6. To receive an update on plans for The King's Coronation.

a) To receive an updated quote for lighting Newcastle Castle for 3 nights and consider this cost.

The Community Engagement and Events Manager informed the committee that it was with disappointment that Cadw no longer support their application for the lighting of Newcastle Castle for the King's Coronation. Cadw have advised that it is now their policy not to light any of their castles for The King's Coronation. Members expressed their disappointment at this.

Community Engagement and Events Manager informed members that the cost to light the castle for three consecutive evenings would have been £1,332. Chair Cllr. I. Williams asked members if there are any other landmarks they would like to suggest. Cllr. T. Wood suggested the old stone bridge, stating that there are existing lights that could be utilised for the 3 days accessible via Devonalds Solicitors . Cllr. S. Easterbrook asked if Carnegie House could be lit and the colours changed with bulbs or gels. Cllr. T. Wood and Chair Cllr. I. Williams both suggested Newcastle Church. The Community Engagement and Events Manager suggested that the 3 sides could be lit in 3 different colours, red, white and blue. Members agreed that Newcastle Church is a prominent landmark in the town to illuminate and asked the Community Engagement and Events Manager to make enquires with the Church and to gather new lighting costs.

RESOLVED: Community Engagement and Events Manager to enquire if Newcastle Church could be lit for 3 days during the King's Coronation and to source new costs.

Cllr. Easterbrook asked if Carnegie House can still be lit and suggested a social media campaign for this occasion. Members agreed. The Town Clerk asked for delegated authority for any repairs needed to the existing lights and associated costs. Members agreed.

RESOLVED: Carnegie House to be lit for the 3 days of The Kings Coronation, the Town Clerk has delegated authority to authorise any repairs needed to the existing lights and associated costs.

b) To receive an update for branded packets of seeds and consider this cost.

Community Engagement and Events Manager thanked the Community Engagement and Events Officer for preparing the report on Coronation memorabilia that had been previously

circulated and gave an update on the gifts for primary school children for The King's Coronation. After making contact with Heronsbridge, Oldcastle, St Mary's and Pen-y-bont schools, none of them have their own plans for gifts. She did however note that there are a lot more primary school age children than originally thought within the wards so this has affected budgets.

The Community Engagement and Events Manager referred to the report which illustrated the branded personalised seeds and alternative options for the committee to consider. She stated that the seed package will be a good option as the council can link this to a social media campaign. The Community Engagement and Events Manager asked the committee to consider all the gift options presented. Cllr. T. Wood and the Chair Cllr I. Williams both suggested medals. Cllr A. Felton thought the seeds package option was a lovely idea and in line with The King's ethos to reuse and recycle. Cllr. I. Spiller agreed with Cllr. A. Felton regarding the ethos and also stated that he felt the bookmark and mug would not be as suitable for children today as it may have been in the past.

Cllr. S. Easterbrook favoured the seeds package, but also suggested providing schools with extra seeds and compost so that they could be sown in schools as an educational activity and this would hopefully encourage the children to sow the seeds at home. All members agreed with this idea. The Chair, Cllr. Ian Williams suggested that any compost provided should be at least 90% peat free to stay within current good practise guidelines and offered to find out the brand used at Bryngarw park.

The Chair, Cllr. I. Williams proposed that a commemorative plaque be commissioned for each school within the wards to mark the occasion from the Mayor. Cllr. I. Spiller supported this proposal and members agreed it would be a good way to commemorate the occasion.

RESOLVED: The Town Council is to provide every primary school pupil from schools within the wards a package consisting of wildflower seeds, a small reusable bag and printed message from the Mayor/ Town Council with details of a social media campaign to mark The King's Coronation.

RESLOVED: The Town Council will provide all schools within the wards with extra seeds and compost to be used as an educational experience with the children at school.

RESOLVED: Community Engagement and Event Manager to look into providing a commemorative plaque for each school within the ward.

c) To receive information about commemorative Coronation mugs for schools and consider this cost.

The Town Clerk explained that the idea of a mug had come from conversations with the Chair of Finance and that initial costs had been around £6 a mug which was agreed was too

expensive. Cheaper options had been researched but were not of high quality. Members agreed not to proceed with this option.

7. To receive an update on the programme for Carnegie House for 2023/24.

The Community Engagement and Events Manager asked members if they had any questions on the report previously circulated. She informed members that for the February half term and with agreement with the tutors, she had upped the capacity of each activity to allow for no shows and this had been successful. Due to the success of these free workshops the Community Engagement and Events Manager asked that the committee consider continuing with the free provision of these during the half term holidays only and not in the summer holidays as the Town Council already supports the playscheme at Halo Leisure Centre.

Cllr. N. Deere declared an interest as a Manager at Halo. Cllr. S. Easterbrook declared an interest as his future daughter in law runs some of these sessions.

Cllr. A. Felton stated she thought it was vital that Bridgend Town Council fund free activities and proposed that this initiative is fully supported for Whitsun and October 2023 and February 2024 half terms. Cllr. I. Spiller seconded this proposal.

RESOLVED: The Town Council will support the free provision of half term activities at Carnegie House for the next financial year.

Cllr. T. Wood asked the Community Engagement and Events Manager if the events are growing or standing still. The Community Engagement and Events Manager explained that new tutors and activities are being added every half term. For May/June Half term there are children's willow and sewing workshops planned along with the popular activities like Circus Skills which there is a demand for.

The Community Engagement and Events Manager ran through income generated to date. Chair Cllr. I. Williams congratulated her.

8. To receive an update on the next Bridgend Town Council newsletter – Edition 7.

The Community Engagement and Events Manager explained that she has only just begun work on this and has been waiting for confirmation of projects so they could be included as articles. The King's Coronation and Armed Forces Day can now all go into the newsletter which will go out in April, a month later than planned.

Chair, Cllr. I. Williams asked if links to social media pages are included in the newsletter and that these need to be pushed. The Community Engagement and Events Manager confirmed that the social media links are included in the newsletter. Cllr. N. Deere suggested that as our defibrillators are getting used could a story be included and report on if they have been successful.

The Town Clerk suggested that members may like to wait for the proposed blue plaque unveilings in April in order for them to be included and the Newsletter could be circulated in May 2023. Members agreed. Mayor Cllr. T. Wood asked that the newsletter go out before the end of the Mayoral year. Members agreed.

RESOLVED: The 7th Edition of the Newsletter to be delayed until May 2023.

9. To discuss and agree future Room Hire rates for Carnegie House

Cllr. S. Easterbrook declared an interest as his future daughter in law is a room hirer at Carnegie House.

The Community Engagement and Events Manager directed the members to the room hire report that she had prepared. She explained Council had made a decision on a recent room hire request from Criw Celf to increase the charge from £10 per hour to £20 per hour to cover the extra costs of utilities and opening the building on the weekend. The Community Engagement and Events Manager asked members, in light of this decision, if they wished to review the room hire rates and increase them.

Cllr. I. Spiller declared an interest as a Laleston Community Councillor. Referring to the report, he stated that rates in Laleston and Bryntirion are higher as they offer carparking, which is something Carnegie House cannot offer. He also felt that the Town Council should be supporting the local groups likely to use the facility. Chair Cllr. I. Williams proposed that the rates remain the same.

The Town Clerk suggested that members could consider different rates for weekend and week day room hires due to the increased costs of weekend opening. Cllr. I. Spiller stated that whilst the Town Council need to be mindful of staffing costs, the purpose of the building is to subsidise the costs to the community and not revenue generation.

The Town Clerk stated that the Town Council currently does not have a front of house member of staff to facilitate weekend opening and currently has to ask other members of staff to cover the openings and closings. The Personnel Committee have agreed that recruiting a front of house member of staff is not a priority at this time, but as Carnegie House grows the Town Council do need to look at recruiting for this position. The Community Engagement and Events Manager explained that the weekend hire to Criw Celf was run by our previous Artist in Residence Claire Hiett, a trusted and known tutor, so the council were able to just open and close the building for those classes. She explained that for other hirers, a member of staff would be required to remain in Carnegie House for the full duration of the room hire.

The Chair, Cllr. I. Williams suggested that weekend room hire could be considered by special arrangement. Cllr. I. Spiller explained that he did not agree with charging more for a weekend hire than a weekday hire. He stated that as there is limited activity in the town centre the

council should be looking to increase the number of community groups that use Carnegie House.

Cllr. A Felton stated that Bridgend Town Council need to cover costs and agreed with increasing room hire charges. The Chair, Cllr. I. Williams stated current Room Hire charges will never cover costs considering the costs of staffing and utilities. Cllr. I. Spiller proposed that the council keep the rates for room hire for Carnegie House at their current rates and to run at a loss. He suggested that Carnegie House is actively promoted and that a front of house member of staff is recruited to assist with this. Cllr. C. Webster seconded this proposal. Cllr. T. Wood advised that this should be monitored and the rates can be reviewed in the future if required.

RESOLVED: There will be no increase to room hire rates at Carnegie House, room hire will be actively promoted, and a front of house member of staff recruited in due course.

10. To seek clarity and discuss timescales for a resolution from December Town Council Meeting: 'Community Engagement and Wellbeing Committee to consider alternative provision for the Christmas event in Wildmill for 2023'

The Community Engagement and Events Manager gave an update on the Christmas event 2022. She explained that as the brass band bus could not fit under the bridges going into the Wildmill estate, a vintage car had been used to transport Santa and the elves. This had worked well in 2021, however last year the car had driven the route too quickly and there had been a negative comment on social media relating to this.

The Community Engagement and Events Manager explained that the RAF St Athan Band that have taken part for past two years will be disbanding this year and it may be time to look for an alternative. She also noted that the crowd numbers had been far better in 2021 when the event took place on a Sunday rather than a Saturday. The Community Engagement and Events Manager asked the committee if members would like to review this activity for Christmas 2023.

Cllr. T. Wood stated that he felt bad weather contributed to the crowds being less and suggested the need for designated stops and for the public to be fully informed of the route. He suggested that a DJ could be used to encourage crowds to gather. The Community Engagement and Events Manager informed members that the routes are published informing residents of the streets that the bus would visit in each ward for every hour the bus was travelling. Members discussed options for different size vehicles and members agreed that the council needed to source an alternative vehicle for Wildmill. The Community Engagement and Events Manager suggested a minibus which can stop at designated locations in Wildmill where the band could get out and play. Members asked the Community Engagement and Events Manager to investigate further.

RESOLVED: The Community Engagement and Events Manager to explore options for an alternative vehicle to accommodate Santa, the elves and musicians to entertain residents in Wildmill for Christmas 2023.

11. To seek clarity and discuss timescales for a resolution from December Town Council Meeting: 'To investigate in future how Bridgend Town Council can replicate the Maesteg Christmas parade and to bring a report back to Council at a later stage.'

Cllr. N. Deere stated he believed that it would be better to focus on one central event like the event in Maesteg, rather than smaller individual events within the wards. The Chair, Cllr. I. Williams agreed and asked if it would be possible for Bridgend to hold a similar parade to Maesteg. Cllr. A. Felton indicated that she felt Bridgend Town Council needed to be mindful of green issues, the pollution involved and the environmental impact of the vehicles for a parade and suggested electric vehicles. Cllr. A. Felton offered to make enquiries into this. The Chair, Cllr. I. Williams stated he felt it would be difficult to put on an event like Maesteg's using electric vehicles as there would not be the vehicles available to take part.

Cllr. T. Wood stated that he felt the brass band bus Christmas event in the wards was a fantastic event, however, the council should look to modify this and do something in the town centre as well. He suggested the Elf Festival, which was a popular successful event which had been organised by Bridgend Town Council in the past. Cllr. T. Wood also suggested hiring the electric train from Porthcawl seafront which could be used in a parade and be part of a central event with the Elf Festival as part of the Christmas Lights switch on.

Cllr. I. Spiller asked about the costs of the Maesteg event, the Town Clerk stated she believed it to be around £22k. He cited that the Broadlands Fun Day event cost £30k, £15k of which is achieved through sponsorship. He stated that the costs of an event should never be a reason not to do an event and he cannot see how Maesteg can have a large event and Bridgend cannot. He offered to dedicate his time to assist with the event and obtaining commercial sponsorship. He asked what the council's budget is for this year's event and the Town Clerk confirmed the Christmas budget is £10k.

Cllr. S. Easterbrook suggested as Bridgend is the main central town in the borough, the council should be looking at partnership working. He stated that since covid the council haven't done as much, and events previous to this have been very good.

Town Clerk highlighted that the road layout in Bridgend Town Centre is very different to that of Maesteg and asked the committee to consider the logistics of vehicles moving around the town centre.

Cllr. I. Spiller stated that this is an opportunity to promote the town. It was noted that a procession through Nolton Street and Derwen road could work well. He suggested Bridgend Town Council should focus on what the council can do and not the obstacles. The Chair, Cllr. I. Williams agreed that the council need to seek commercial sponsorship and if there is a deficit,

he asked if funds could be vired from another budget. Town Clerk advised that this would need to be discussed at Full Council.

Cllr. A. Felton stated that raising green concerns is not putting obstacles in the way and referred to the climate emergency. Cllr. I. Spiller stated that he agreed that wherever possible the council need to be 100% green and he supported Cllr. A. Felton. Cllr S. Easterbrook agreed with Cllr. A. Felton and stated that the council need to be mindful of green credentials heading towards 2030, however the council can only use the things that are available to us at any point in time. Cllr. I. Spiller stated that whilst he also agreed with Cllr. A. Felton, the council shouldn't let anything stand in the way of events for the community.

The Chair, Cllr. I. Williams informed members that he would like Bridgend Town Council to organise a large event with the possibility of a parade using Nolton Street and Derwen Road.

The Community Engagement and Events Manager explained that she had repeatedly contacted Bridgend County Borough Council from July last year to enquire as to their plans for Christmas 2022 and to ask if they would like to work collaboratively with Bridgend Town Council. The response received was that there was nothing planned. Members discussed funding and agreed to contact Bridgend County Borough Council to enquire if there is any funding available for a Christmas event in 2023.

Members agreed that they would like to explore the possibility of arranging a Christmas event similar to the one organised in Maesteg, with the view to obtaining sponsorship from local businesses towards the cost and explore having a parade including floats. They asked the Community Engagement and Events Manager to investigate further.

RESOLVED: Community Engagement and Events Manager to investigate organising a float based Christmas event running from Nolton Street to Derwen Road, a Christmas event in the town centre and to seek sponsorship to fund the events.

Meeting Closed: 8.56pm

Signed

Chair of Community Engagement & Wellbeing Committee

Date