



MINUTES OF THE BRIDGEND TOWN COUNCIL EXTRA ORDINARY FINANCE COMMITTEE MEETING

Meeting Details:

Date: Thursday 9th September 2021

Time: 10am

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

Chairperson: Cllr. D Unwin

Staff: L Edwards (Town Clerk), Rhiannon Stone (Acting Facilities Manager), H Jenkins (Finance & HR Officer)

In attendance:

Cllr. Steven Bletsoe - PRESENT

Cllr. David Unwin - PRESENT

Cllr. Alan Wathan - PRESENT

Cllr. Ian Williams - PRESENT

1. To receive apologies for absence

Apologies received from Cllr. Tim Wood, Cllr M Voisey and Cllr. M Humphreys.

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

No declarations of interest in respect of business to be transacted were received.

3. Town Council Insurance

- i. To receive an update from the Town Clerk regarding Town Council insurance policies.

The Clerk informed Committee that Royal Sun Alliance had been successful in the tender process with WPS Hallam Insurance Brokers and have provided the insurance cover for Bridgend Town Council for the past three years, covering its Buildings & Contents, Public Assets, Money Insurance, Employer liability, Public liability, Fidelity insurance etc.

The process for the renewal began in July however recent communication from WPS Hallam advised that this year Royal Sun Alliance could not continue to offer the cover next year which is due for renewal on 16th September 2021 and expires at midnight on the 15th September.

- ii. To review information and quotes provided by WPS Hallam and/or Came & Co (if available)

The Clerk informed Committee that the broker WPS Hallam suggested obtaining a quote from a company Came & Co however it is unsure if the quote would be received before the expiry date of the 15th September 2021.

WPS Hallam therefore undertook a new tender process to procure an insurance provider for Councils with policies due for renewal. The Military Mutual were successful in the tender process and were due to begin providing quotes for Councils. Unfortunately, The Military Mutual advised WPS Hallam that due to an unplanned internal audit, they cannot currently process quotes and are not sure when they will be able to do so.

The Clerk noted to Committee that she has also undertaken further research into providing an alternative insurance provider and had contacted Zurich and BHIB insurance companies however further information is needed by them as it is usual to have a three-month lead time to obtain a comprehensive quote.

The Clerk noted that the current insurers, Royal Sun Alliance have been asked if they would agree to extend the existing policy for one month and WPS Hallam are awaiting a reply however the Clerk has escalated the situation to the management of WPS Hallam as a matter of urgency due to the issue that the Bridgend Town Council would be left uninsured.

Resolved: Committee agreed to convene a further Extraordinary Finance Committee meeting next week to provide an update from the Insurance Company.

4. Security at Ty'r Ardd Building

- i. To receive an update from the Town Clerk and Facilities Manager regarding the security alarm, CCTV and keyholding/out of hours arrangements for the Ty'r Ardd building.

The Clerk informed Committee that the current provider for CCTV at Ty'r Ardd is expensive and only provides CCTV which has no facility for monitoring. It was also noted that recent calls had been received from nearby residents and the Environmental Health Department of the alarms being triggered with no apparent intrusion into the building.

The Clerk requested Committee to consider the issue of the security of the building along with keyholding and out of hours arrangements as it would not be appropriate for staff to attend overnight if the alarms were triggered.

- ii. To review quotes and select contractors for:
 - a. Security alarm maintenance and monitoring
 - b. CCTV
 - c. Keyholder and out of hours call out
 - d. Provision of a combined contract for the alarm, CCTV and Keyholder/out of hours call out

Committee were provided with quotes received following research undertaken by the Acting Facilities Manager, however all quotes requested had not all been received at the time of the meeting.

Resolved: Committee considered the information provided and although concern was raised at the current CCTV provider it was agreed to keep them in place for at least the next month due to the ongoing issues with obtaining a new insurance provider and then this would be reviewed.

Resolved: Committee agreed to place security on the next Finance Committee meeting in October 2021.

Resolved: Committee recommended Bluestone to be awarded the contract for keyholder and out of hours call out for a twelve-month period to cover both Ty'R Ardd and Carnegie House. Their contact details would be published with Environmental Health.

5. To receive an update from the Town Clerk regarding the requirement for a 24-hour emergency contact number for a Temporary Road Closure notice and review costs for the purchase of a new mobile phone and pay as you go sim card.

The Clerk informed Committee that with the planning for the forthcoming Remembrance event in November, a requirement to submit forms in relation to the event safety advisory notice is to provide a 24-hour emergency dedicated telephone number. The Town Council had previously purchased a mobile which had recently been returned by the Facilities Manager who is currently on sick leave. Therefore, the Clerk requested Committee to consider the purchase of a pay as you go sim card with a top up of £20 to be used for the Remembrance event.

Resolved: Committee approved the expenditure of £20 for the purchase of a pay as you go sim card top up.

The Clerk requested Committee to discuss the possibility of the purchase of mobile phones for the Bridgend Town Council Managers to alleviate giving out their own personal mobile phone number as this would help with an improved work life balance.

Resolved: Committee requested the Clerk to undertake some research into the costing of purchasing mobile phones and to update Committee at the next meeting.

Committee discussed the overview of costs for this year's Remembrance event and the significant costs to be incurred around the matter of road closure and traffic management and also security, these issues will be brought to the next Full Town Council meeting.

The Meeting Closed: 11.10 am

Signed..... (Chair of Finance Committee)

Date.....