



## MINUTES OF THE BRIDGEND TOWN COUNCIL FINANCE COMMITTEE MEETING

### Meeting Details:

Date: 25<sup>th</sup> August 2022

Time: 10.00 am

Location: Meeting 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

Staff: D Jones (Deputy Town Clerk/RFO), H Jenkins (Finance Officer), K Davies (Facilities Officer)

### In attendance:

Cllr. D Unwin

Cllr A Wathan

Cllr C Webster

1. To receive apologies for absence

Apologies of absence were received from Cllr Tim Wood (Mayor) and non-attendance was noted from Cllr A Lloyd, Cllr C Harding and Cllr M Blundell-Humphreys.

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

Cllr A Wathan declared an interest as a BCBC councillor.

3. To receive and sign Minutes of the Finance Committee Meeting held on 14<sup>th</sup> June 2022

**RESOLVED: The Minutes of the Finance Committee meeting held on the 14<sup>th</sup> of June 2022 were approved as an accurate recording of the discussion that took place and were duly signed by the Chair of Finance Committee.**

4. To consider matters arising from the Finance Committee Meeting held on 14<sup>th</sup> June 2022.

**RESOLVED: There were no matters arising.**

## 5. Town Hall

### a) To receive contract progress update

The Deputy Clerk gave a verbal update to Committee stating that contractually the project is on track with a first payment being made to the Contractor of £29,198.08 and a certificate of works had been received up to the 9<sup>th</sup> of August 2022.

The Architect project managing the work on behalf of the Town Council had prepared a detailed specification for CCTV installation which had incurred an additional payment.

### b) To receive and discuss quotes for window replacement.

Committee were presented with photographs on problems that had arisen with the current windows at the Town Hall. The Architect had obtained three quotes from possible suppliers to install new replacement windows.

The Deputy Clerk asked Committee to consider the quotes received and noted the six-week extension on the contract with Manning Construction whilst the windows were being replaced.

Committee requested clarification from the Architect on the issue of the 18% increase on overhead costings proposed by Manning Construction. The Deputy Clerk contacted the Architect whilst at the meeting and clarified that the contractors add the extra cost to cover any additional issues.

Committee considered all quotes and approved Ewenny Home Improvements which had included the removal of the old windows and the lead time for installation was six weeks.

**RESOLVED: Committee approved the contract for replacement windows at the Town Hall be awarded to Ewenny Home Improvements.**

### c) To receive and discuss quotes for internal CCTV installation.

Committee were provided with an extensive CCTV specification compiled by the Architect with an additional cost incurred of £605.00.

**RESOLVED: Committee approved the additional cost of the work incurred by the Architect of £605.00.**

Committee considered the CCTV specification and noted that one quote had been received so far within the expired deadline of 25<sup>th</sup> August 2022 at 10 am. Manning Construction had submitted their tender for CCTV installation at a cost of £12,747.26

Committee requested the Deputy Clerk to contact the companies that had installed CCTV at Carnegie House (CDS) and at the Town Hall (Bryncethin CCTV) to request if they would supply quotes and agreed to defer the decision until further information can be obtained. A further Finance Committee meeting to discuss this issue should quotes be received was suggested as week commencing 5 September 2022.

**RESOLVED: Committee agreed to defer the decision on the supplier of CCTV at the Town Hall until further information and quotes had been received.**

d) To discuss one-off general landscaping and clearance cost

It was reported to Committee that a recent clearance project at the Town Hall had been undertaken both internally and externally at a cost of £1,250.

Committee noted that a future agenda item and decision would be needed on dealing with landscaping issues at the Town Hall moving forward and necessary quotes would be obtained for a suitable contractor.

**RESOLVED: Committee agreed to discuss landscaping issues at the Town Hall at a future Finance Meeting.**

Committee were informed of a work-based initiative B Leaf, managed by Awen Cultural Trust who work with adults with disabilities and learning difficulties who were looking for projects to adopt to plant areas and Committee agreed to discuss this issue at a future Finance Meeting.

**RESOLVED: Committee agreed to discuss the B leaf project to adopt a plant area at a future Finance meeting.**

Cllr D Unwin noted to Committee that a letter had been received from the BCBC Town and Community Fund requesting an update on the Town Councils progress on projects which had received funding from them. Committee were informed that projects had

been delayed due to the COVID pandemic and a letter would be sent to update them informing them of when the projects would be undertaken.

**RESOLVED: Committee requested a letter to be sent to the BCBC Town and Community Fund updating them when projects would be undertaken.**

## 6. Community Engagement and Wellbeing

### a) To discuss proposed October Half Term Activities.

Committee were presented with a paper on the proposed October half term activities at Carnegie House and after considering the financial implications agreed to offer free activities to children within the half term holidays.

Cllr D Unwin questioned whether any grant aid funding had been applied for from the Arts Council of Wales, however the Deputy Clerk stated that due to the Community Engagement Manager being on sick leave that no grants had been applied for this year but there was suitable budget within the Carnegie House Arts programme to cover events.

**RESOLVED: Committee approved the October free half term holidays.**

### b) To discuss course and ticket booking fees

The Deputy Clerk requested Committee to consider the use of Ticket Source an online booking system for the purchase of tickets for Carnegie House events to streamline the administration of booking of tickets and requested that the 10% booking fee charged for each ticket be absorbed by the Town Council.

Committee considered the request and Cllr A Wathan stated that it was not unreasonable for a booking fee to be included within the price of tickets as this was done with other ticket agencies.

Following a discussion Committee agreed to absorb the booking fee within this financial year up to the 31<sup>st</sup> of March 2023 and to review it at this time with a report to quantify costs.

**RESOLVED: Committee approved to waive the 10% booking fee which would be absorbed by the Town Council up to the 31<sup>st</sup> of March 2023 when it would be reviewed.**

- c) To discuss Carnegie House room hire

It was reported to Committee of the Room hire by Big Ideas Wales on the 18<sup>th</sup> of October 2022 with income generated of £240 for the event.

**RESOLVED: Committee noted and approved the room hire by Big Ideas Wales on the 18<sup>th</sup> of October 2022.**

- d) To discuss Evergreen Hall bookings

The Deputy Clerk asked Committee to discuss the issue of room hire fees for the Whist group which had met at Carnegie House weekly since Monday 11<sup>th</sup> July having previously using Evergreen Hall.

Committee discussed this issue and suggested that as a good will gesture to allow the Whist group to continue to utilise Carnegie House and requested the Deputy Clerk to speak to the current Evergreen Hall Treasurer to discuss fees incurred to date and to seek their views on the appropriate settlement of payment.

**RESOLVED: Committee approved the continuation of the Whist group at Carnegie House with the Deputy Clerk contacting the Evergreen Hall Treasurer to seek clarification on payment of room hire fees.**

**RESOLVED: Committee would discuss the Evergreen Escrow account at the Finance Committee meeting in September 2022.**

- e) To discuss the purchase of equipment for room hire and events

**RESOLVED: Committee approved the purchase of two four litre hot water flask at a cost of £50 each.**

## 7. Carnegie House

- a) To receive quote from Building Surveyor to facilitate the damp issue works

**RESOLVED: Committee noted and approved the quote from the building surveyor at a cost of £1,250.**

- b) To receive quotes for damp works

Committee were presented with three quotes that had been received for the damp work required at Carnegie House and after consideration approved M Mariani Stonemasonry at a cost of £5,183.20.

Committee were informed that the deadline for grant aid funding to cover costs for the work was by the 30<sup>th</sup> of August 2022 and the Facilities Team would submit a request for grant aid to claim back costs by this deadline.

It was reported to Committee that a conversation had taken place with the Conservation Officer at BCBC and noted that a formal listing consent may not be required but a letter to proceed may be sufficient which would prevent any delay in the commencement of work to be undertaken.

**RESOLVED: Committee approved M Mariani Stonemasonry to be awarded the contract to resolve the damp issue at Carnegie House.**

8. War Memorial

- a) To receive flagpole repair update

Committee were asked to consider quotes for the repair of the flagpole prior to the forthcoming Remembrance event and to clarify future annual maintenance.

**RESOLVED: Committee approved South Wales Monuments to undertake the repair work and would discuss an annual maintenance contract at a future Finance Committee meeting.**

- b) To receive and discuss quotes for bronze name plaque

A paper was presented to Committee on the quotes that had been obtained for the supply of a name plaque. Committee requested clarification that the name would be included on the plaque. The Democratic Services Officer clarified to Committee that the letters would be included and cast in bronze with the same style that had been used in the past.

**RESOLVED: Committee approved Leander Architects to commission the work with the name Cyril G Griffiths inscribed on the plaque.**

9. To receive quotes for Council van decals.

Costs were presented to Committee on the provision of the Bridgend Town Council logo in Decals for the Bridgend Town Council van along with stickers for the outdoor worker equipment such as water bowser as a way of identifying equipment and visibly highlighting work carried out by the outdoor team around the town and ward areas.

**RESOLVED: Committee approved KK solutions for the provision of decals on the Bridgend Town Council van and stickers for the outdoor worker equipment.**

10. To consider annual subscription to National Heritage Journal.

Cllr D Unwin requested Committee to consider the annual subscription to the National Heritage Journal at a cost of £60 annually, highlighting the benefits of membership for listed property owners including legal advice.

**RESOLVED: Committee approved the annual subscription to the National Heritage Journal at a cost of £60.**

11. To consider quote for annual clearance at Ruhamah Burial Ground.

Committee were asked to consider the quote of £950 obtained to undertake the annual clearance at Ruhamah Burial Ground and approved the supplier that had undertaken the work in the past.

**RESOLVED: Committee approved the quote of £950 to undertake the annual clearance at the Ruhamah Burial Ground.**

Committee were informed of two listed Ash trees on the site and raised the issue of the UK wide Ash dieback disease which if found within the trees may result in the Ash trees being removed. Committee agreed to discuss this issue at a future Finance Committee meeting.

**RESOLVED: Committee agreed to discuss the issue of Ash dieback disease if found on the trees within Ruhamah and the issue of planning permission and who will undertake the removal of the trees at a future Finance Meeting with residents being informed if the trees need to be removed.**

12. To receive update on progress of BTC Banking arrangements.

The Deputy Clerk informed Committee that considering the current staffing issues progress on the BTC banking arrangements had not advanced and noted that Cllr A Lloyd and Cllr C Webster are looking into this issue.

Committee requested that the issue of BTC banking arrangements would be reported at the Finance Meeting scheduled for Tuesday 11 October when the half yearly report would be presented to Committee.

**RESOLVED: Committee requested the BTC banking arrangements to be reported at the Finance Committee meeting on Tuesday 11<sup>th</sup> October 2022.**

13. Date of next finance meeting

**RESOLVED: Committee noted the date of the next Finance Committee meeting on Tuesday 11<sup>th</sup> October 2022 at 10 am**

14. Any Other Business:

- a. Cllr A Wathan requested an update on the utilities suppliers to Carnegie House and the Town Hall and it was noted that a working group would be convened to discuss this issue. The Facilities Officer informed Committee that she had emailed the Charities buying group which may offer discounted rates and further information would be sought.

**RESOLVED: Committee requested the prioritisation of the Utilities suppliers by the next Finance Meeting in October 2022.**

- b. Cllr D Unwin informed Committee that communication had recently been received by email from the Penybont Football Club and Bridgend Ravens seeking support for funding for a fanzone for the forthcoming world cup football events to be held at the brewery field. Committee felt that they would be unable to make a decision due to insufficient information and would require the appropriate grant aid funding application and relevant information to be obtained which would then be considered at a future Finance Committee meeting.

**RESOLVED: Committee would discuss grant aid funding for the Penybont Football Club and Bridgend Ravens when the necessary information has been obtained at a future Finance Committee meeting.**



**The Meeting Closed: 12:40 pm**

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

Date.....