



## MINUTES OF THE BRIDGEND TOWN COUNCIL FINANCE COMMITTEE MEETING

Tuesday 8<sup>th</sup> December 2020, 10am held remotely via video conference

<b>Present:</b>	Cllr. David Unwin – (Chair) Cllr. Lyn Walters Cllr. Steven Bletsoe Cllr. Matthew Voisey Cllr. Alan Wathan
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**In attendance:** Mrs L Edwards (Town Clerk), Debra Jones (Deputy Clerk) Rhiannon Stone (Facilities) and Mrs H Jenkins (Finance Officer)

### 1. To receive apologies for absence

Apologies were received from Cllr. Tim Wood and Cllr. C Webster.

### 2. To receive Declarations of Interest

Cllr. S Bletsoe declaration of interest Agenda Item 10 – as chair of Regeneration Committee.

### 3. To receive updated budget review and general reserves forecast for the year ending 31st March 2021

The Deputy Clerk (RFO) provided an updated spreadsheet on the general reserves forecast as discussed at the Finance Committee meeting held on the 1<sup>st</sup> December 2020.

### 4. Facilities Management

#### a) To receive an update regarding BCBC Building Maintenance SLA

The Facilities Manager updated Committee on the SLA workload priorities and works that should be completed by the end of the financial year. A priority risk log would be circulated to Committee Members for information.

**Resolved:** To seek updated quotes for consideration for necessary works to be undertaken at Carnegie House in relation to windows, doors and damp within this financial year's budget.

#### b) To consider Facilities budget for the financial year 2021/22

Chair referred Members to the Facilities budget request for the financial year 2021/22 document; Members discussed the document.

HR System – consideration was given by Committee on a new HR system, and concluded that it would remain in house, and managed by the new HR and Finance Officer – **Budget Zero.**

Utilities – Costings agreed however, Committee requested that a supplier evaluation be carried out in conjunction with the Town Hall to identify if any savings could be made in this area moving forward.

Maintenance – **Resolved: Committee approved reduction to £6,100**

Allotments – The Facilities Manager advised Committee that the provision of skips to five allotment sites and water was the main expenditure. The Clerk requested that Council should make a policy decision on the provision of skips as guidance was needed to be provided to the Facilities team. Members noted the forecast rental income of £5,200. **Resolved: The provision of skips to be kept to a minimum and a skip policy be established. Budget set at £2,500.**

Outdoor Worker Van Costs - **Resolved: Committee approved reduction to £1,000.**

Outdoor Worker Fuel Costs – **Resolved: Committee agreed to remain at £1,000.**

Building Works – Members discussed the forecast building works for 2021/22 and agreed that the issue of damp in Carnegie House should be prioritised. **Resolved: Budget set at £6,000.**

Floral Display/Landscaping – Members discussed the Bridgend Town Centre Floral Displays. Chair proposed in order to make efficiencies in budget and Outdoor Maintenance workload the installation of flower towers only for the 2021/22 financial year. Members were in agreement with the Chair's proposal. **Resolved: Committee supported a reduction to £10,000.**

Footpaths – **Resolved: Committee agreed budget of £3,000 to remain.**

Special Cleansing – Members discussed the requirement of replacement dog bins for the 2021/22 financial year. **Resolved: Committee approved reduction to £1,200.**

Gum Removal Machine – Committee agreed that the purchase of a Gum Removal Machine is not required for the next financial year.

Litter Bins – **Resolved: Committee agreed budget to remain.**

Staff Training – The Facilities Manager gave an update on areas of training required for the Facilities team such as Legionella testing, manual handling and conflict management. **Resolved: To include the figure of £2,850 for Facilities training within the Staff Training Budget.**

Parks and Play Areas: **Resolved: Committee agreed that there is no budget requirement for Parks and Play Areas for the 2021/22 financial year.**

## 5. Town Hall

### a) To discuss Town Hall NNDR

The Town Clerk informed Committee that rate relief was being sought on areas of the building not being used at present and informed Committee that any reduction figure was yet unknown. Members asked that the re-evaluation of NNDR for the property moving forward be prioritised.

**b) To discuss Town Hall budget for the financial year 2021/22**

Office Equipment – The Town Clerk informed Committee that desk facilities were required to remain at Carnegie House with additional office equipment such as desks, printing and storage being required at the Town Hall – **Resolved: Committee agreed to a budget requirement of £4,000.**

Cleaning Contract – The Town Clerk referred members to previous discussions regarding a cleaning contract for the Town Hall. Committee discussed the current arrangements for the cleaning at Carnegie House, which is undertaken by the caretaker. Members noted that due to the COVID crisis thorough cleaning is necessary. Committee agreed to seek quotes from Cleaning Contractors, preferably within the locality, for the cleaning of the Town Hall and Carnegie House.

**Resolved: Committee agreed a budget of £5,000 for the next financial year.**

Computer Services – The Town Clerk referred to the costs from BCBC of £1,800 for an I.T fibre link, the annual SLA and individual staff licence fees. She reported however, the SLA and licence costs are yet to be confirmed by BCBC and that a meeting was due to be held with BCBC to discuss this. The Town Clerk advised that the Committee would be updated following the meeting with BCBC.

**Resolved: Committee approved a budget of £11,800.**

Utilities: The Town Clerk informed Committee that the Town Hall Utility costs were based on the BCBC figures obtained for the last financial year. She advised that a full energy efficiency survey would be undertaken now that the purchase of the property is complete. Committee suggested the same be done for Carnegie House.

NNDR – The Town Clerk provided Committee with figures obtained from BCBC of £34,438, paid by BCBC in the previous financial year. The Town Clerk reported that she would seek to obtain any rate relief reduction available however, it was not yet known if the property would be eligible. It was noted that the Facilities Manager had submitted a layout of the new Town Hall to BCBC and savings were hoped to be made under Section 44A of rates relief on partial usage until the property is fully occupied

**Resolved: To budget £30,000 for NNDR and to seek rate reduction/re-evaluation where possible.**

Building Works – **Resolved: Zero as budgeted for in 2020/21.**

Floral Displays – **Resolved: Zero as budgeted for in Floral Displays/Landscaping Budget.**

Freelance Support – Members discussed the requirement of a planning consultant and freelance support for the proposed Town Hall pedestrian access. It was noted that budget for this had been allocated in the current financial year. **Resolved: Zero as budgeted for in 2020/21.**

Washroom Facilities: **Resolved: Increase to £1,000 to cover both Town Hall and Carnegie House.**

Relocation Costs – Members discussed the relocation of the Chamber and offices from Carnegie House to the Town Hall. **Resolved: Committee agreed budget of £5,000.**

Refurbishment of additional premises – The Deputy Clerk (RFO) informed Committee that at the Community Engagement and Wellbeing Committee it was proposed to amalgamate the two budgets under a budget heading of Heritage Space Development with a budget of £20,000 being earmarked.

Post Office re-direction – **Resolved: Committee agreed to increase to £550**

Staff Diary Management – Town Clerk referred Members to the need for a Diary Management System for Carnegie House and the Town Hall reception to manage ticketing and room hire bookings.

**Resolved: To defer to the 2021/22 financial year.**

Additional Premises Programme – **Resolved: Budget set at zero as budgeted for within the Community Engagement and Events Programme.**

Smoke Detectors – **Resolved: Committee agreed budget of £500.**

Replacement Door and Security Access Systems – The Town Clerk presented to Committee a quote she had received from at a cost of £9,850 for ten doors and an additional £985 for any subsequent door. She advised that further quotes were being sought.

**Resolved: Committee agreed budget of £10,000.**

Installation of CCTV – The Town Clerk presented quote received of £6,735 and again advised further quotes were being sought. **Resolved: Committee agreed budget of £7,000.**

External Lighting – Members spoke of the additional lighting required at the Town Hall. Town Clerk reported that quotes were being sought. **Resolved: Committee agreed budget of £3,000.**

Pedestrian Access Project – The Town Clerk referred Members to proposed costing provided by R. Burns, Project Support. Members spoke of the possible grants available for the project. **Resolved: Committee agreed a budget of £20,000 and to seek grant funding where eligible.**

Fire Risk Assessment Review – Committee were informed that as the building had changed substantially a one off fire risk assessment would be required. Members agreed and proposed an up to date assessment is also made of Carnegie House. **Resolved: Committee agreed a budget of £750 for the Town Hall and Carnegie House.**

Community Room Equipment – Members discussed the requirement of equipment such as projectors and urns for classes, community use and room hire at the Town Hall. **Resolved: Committee agreed a budget of £500.**

First Aid Provision – **Resolved: Committee agreed a budget of £100**

Hearing Loop System – The Town Clerk informed Committee that as a public building the provision of a loop system was required as part of the DDA compliance regulations. Following a discussion, it was agreed that a portable loop system would be most suitable and that research be carried out with the RNID on portable desktop loop systems. **Resolved: Committee agreed a budget of £1,000.**

Intruder Alarm faults monitoring – The Facilities Manager informed Committee that she had obtained estimations for these works. **Resolved: Committee agreed a budget of £400.**

CCTV Maintenance – **Resolved: Committee agreed a budget of £500.**

Security out of hours keyholder – **Resolved: Committee approved a budget of £750 to cover the Town Hall and Carnegie House.**

Annual Heating controls and Gas Boiler Annual Servicing and Maintenance – **Resolved: Committee agreed a budget of £1,000.**

Gas and heating system replacement – The Town Clerk highlighted to Committee a report that had been received, stating that the current heating system at the Town Hall had surpassed its life expectancy due to its age. Committee suggested that further investigation would be required around grants for environmentally efficient heating and to investigate the district heating system currently being installed at the wellbeing village adjacent to the Town Hall. **Resolved: Committee agreed budget to remain at zero.**

Legionella Contact tracing – The Facilities Manager informed Committee that the water system at the Town Hall was more complex than at Carnegie House and would require a higher level of testing. **Resolved: Committee agreed a cost of £150 per annum for the Town Hall and £150 per annum for Carnegie House.**

Mixed Valve Contract – **Resolved: to remain at £50.**

Portable App Testing (P.A.T) – Committee discussed the issue of P.A.T. testing and suggested the possibility of a staff member being trained to undertake P.A.T testing. **Resolved: Committee agreed a budget of £250.**

Lighting test – Annual remedial works – **Resolved: Committee agreed a budget of £600.**

Energy Certificates – The Facilities Manager highlighted to Committee the requirement to display energy certificates. **Resolved: To allocate costs to the Office Costs Budget.**

Electrical installation and remedial works – The Facilities Manager informed Committee that it was not required until 2025. **Resolved: Zero budget as not required until 2025.**

Fire Alarm Testing – Committee discussed the possibility of the fire alarm and intruder alarm testing being held within one supplier under one contract and noted that when the SLA's are in place it would be more efficient. **Resolved: Committee agreed a budget reduction to £1,500**

External Monitoring – The Town Clerk informed Committee that current systems in place do not alert staff or the fire service if the fire alarm is sounded and suggested that a budget for this service should be considered. **Resolved: Committee agreed a budget of £300 for the Town Hall and Carnegie House.**

Fire Extinguisher – **Resolved: Committee approved £150.**

Access System Maintenance – **Resolved: Zero budget for 2021/22 and retain budget heading for consideration in future years.**

Extractor Fan maintenance – **Resolved: Budget remain £50**

Rainwater goods – guttering – **Resolved: Committee agreed that cleaning was required and a budget of £500 was set.**

Drainage – Members discussed the issue of blocked drains reported by BCBC in the past. Committee agreed that the installation of hand dryers should resolve this issue and agreed that any works if required should be allocated to the Contingency budget.

General Waste Contract – **Resolved: To budget £2,000 for general and recycling waste.**

Confidential Waste contract – **Resolved: Committee agreed current supplier to be used for Town Hall and Carnegie House.**

Tree Maintenance and Felling – **Resolved: Zero budget for 2021/22 financial year and to review a programme for the 2022/23 financial year.**

Water Coolers – Committee discussed the option to have a plumbed system using filtered water from the mains supply as opposed to water coolers and refill bottles. **Action:** Costing to be researched.

Window Cleaning – The Deputy Clerk (RFO) informed Committee that the current suppliers costs are £70 per attendance and service. **Resolved: Committee agreed budget of £500 for both Town Hall and Carnegie House.**

Asbestos – **Resolved: Committee agreed budget to remain at £500.**

Air Conditioning and Maintenance – **Resolved: Committee agreed budget of £300.**

Lighting Maintenance – a figure of £211.42 obtained from BCBC based on last year's costs were highlighted to Committee. **Resolved: Committee agreed the budget to remain with a view to replacing with environmentally friendly LED bulbs within the 2022/23 financial year.**

Town Clerk reported to Members the updated budget requirement for the Town Hall of £163,973.48.

**Resolved: To budget £163,973.48 for the Town Hall for the 2021/22 financial year.**

## **6. To discuss Evergreen Hall Lease Escrow account**

The Deputy Clerk (RFO) informed Committee that £39,000 for the sale of the Evergreen Hall lease is currently held in an Escrow account. She advised that Solicitors had informed her that there were no fees or time limit set against the account however, a decision would need to be made on how to proceed. Committee agreed to defer discussions to the New Year.

## **7. To consider Grant Aid Applications**

### **a) Bridgend Carers Centre**

Committee reviewed the grant aid request made to the Town Council for £10,000. Following a discussion by Committee it was felt that before any agreement was made for funding, contact would be made with the Bridgend Carers Centre to find out the areas they serve as Bridgend Town Council funds are for the use and benefit to the residents within the three Bridgend ward areas.

Committee felt that the request for £10,000 was too high and a more reasonable figure would be £5,000. **Resolved: To discuss further, when more information regarding the areas served is received.**

### **b) Tŷ Hafan**

Committee reviewed the application and discussed the request of £500 funding from Ty Hafan and felt that, as it was not a local charity support would not be offered. **Resolved: To not award grant funding at this time.**

### **c) Letter from Relate Cymru: Local Authority Funding Request (Agenda Item 8b)**

Committee discussed the request for £200 for a web cam licence having received a letter from Relate Cymru. **Resolved: To not award grant funding at this time.**

## 8. Correspondence

### a) Email from Cllr T Wood: Re: Commodities

Chair of Committee referred Members to the email received requesting a one off payment of £757.67 to cover additional costs for the development of the indoor market toilets and confirmed he was in receipt of the invoices as requested. It was noted that due to the COVID-19 crisis, extra cleaning costs had been incurred. **Resolved: Committee approved the one off payment of £757.67.**

### b) Letter from Relate Cymru: Local Authority Funding Request

This item was discussed under agenda item 7 (c)

### c) Letter from BCBC: Town and Community Council Fund 2021/22

Committee discussed possible projects and the application deadline of February 2021. Cllr M Voisey proposed that an application to the Community Heat Project could also be made. Due to staff workloads, the Chair asked if Cllr M Voisey could make enquiries and update Committee at a future meeting. Cllr M Voisey agreed.

## 9. To consider information received regarding the Bridgend County Borough Council, summer holiday "Active 4 Life" programmes and thereon consider the provision of budget for 2021/22

**Resolved: Committee were supportive of the project if it goes ahead in 2021/22 and approved a budget of £3,675 for the 2021/22 financial year.**

## 10. To consider 2021/22 budget request from Regeneration Committee

Cllr S Bletsoe referred Members to the Regeneration Committee budget request. He spoke of costings for the proposed reverse vending machines and possible locations within the Rhiw Shopping Centre and the Bridgend Shopping Centre. Following a discussion Committee requested more information on costings, including on-costs and location approval.

**Resolved: To approve a budget of £3,900 for a Reverse Vending machines project.**

**Resolved: Committee discussed the tree planting and approved a budget of £10,000.**

**Resolved: Committee approved the Regeneration Committee budget request of £14,100.**

## 11. To consider 2021/22 budget request from Community Engagement and Wellbeing Committee

The Deputy Clerk/RFO gave information to Members on the request from the Community Engagement and Wellbeing Committee for a budget of £31,000 to run the Carnegie House and Town Hall Programme.

**Resolved: Committee approved the budget request of £31,000 for the Carnegie House and Town Hall 2021/22 Programme.**

Town Centre Events – Committee reviewed the budget request of £20,000 for Wartime Bridgend 2021. Committee were informed of a proposed change of date from June 2021 to September 2021 due to the COVID-19 crisis.

**Resolved: Committee approved the budget request of £20,000 for Wartime Bridgend 2021.**

Military – **Resolved: to approve the budget request of £3,000 for a 100-Year Anniversary of the War Memorial Commemoration Project.**

Defibrillator – **Resolved: To approve the budget request of £1,000 for maintenance costs.**

Additional Venue Development/Heritage Space – **Resolved: to approved the budget request of £20,000.**

Members noted the forecast ticket sales and room hire income of £4,000.

## **12. To consider 2021/22 budget request from Personnel Committee**

Chair referred Members to the Personnel Committee budget request for 2021/22 staff costs and moved that they be approved. **Resolved: To approve staff costs for 2021/22.**

## **13. To consider draft budget for 2021/22 and to thereon make recommendations to Council for the Bridgend Town Council 2021/22 budget and precept.**

The Deputy Clerk/RFO referred members to the updated draft budget/precept for 2021/22.

Members reviewed the document and made comment on budgets yet to be discussed as follows:

Utilities: Deputy Clerk/RFO advised in light of the current year's NNDR costs a budget increase to £4,000.

**Resolved: To approved a budget increase for NNDR to £4,000 and a total Utility budget of £16,500.**

Maintenance: **Resolved: To approve the revised budget of £6,100.**

Evergreen Hall: **Resolved: To approve zero budget.**

Military: **Resolved: To approve revised budget of £13,100.**

Advertising: **Resolved: To approve budget of £2,000.**

Allotments: **To approve revised budget of £2,500.**

Audit: **Resolved: To approve budget of £1,000.**

Contingency: **Resolved: To approve budget of £10,000.**

Crime Prevention and Donations: **Resolved: To approve budget of £12,500.**

Petty Cash: **To approve budget of £1,000.**

Elections: **Resolved: To approve revised budget of zero and any future election costs to be allocated from General Reserves.**

Capital Asset Transfers: **Resolved: To approve revised budget of zero.**

External Premises: **Resolved: To remove as no longer required.**

Members discussed the forecast general reserves figure of £337,152.92 and proposed that 3 months expenditure is held in reserves for the financial year 2021/22. Deputy Clerk/RFO updated the draft spreadsheet to reflect this. Members proposed that the general reserves balance of £135,477.95 is allocated to the 2021/22 budget and the spreadsheet updated. Members reviewed the total budget and Cllr M Voisey proposed that the contingency budget be increased. Members agreed and the contingency budget was amended to £17,000. Members reviewed the updated draft 2021/22 budget/precept spreadsheet and agreed the 1.95% increase on the 2020/21 precept.

**Resolved: To approve and submit to Full Council a budget of £806,699.89 and a precept of £650,389.94 for the 2021/22 financial year, a 1.95% precept increase on that of the 2020/21 financial year.**



**Meeting Closed: 2.45 pm**

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

**Date.....**