



**MINUTES OF THE ANNUAL MEETING OF BRIDGEND TOWN COUNCIL
HELD IN CARNEGIE HOUSE COUNCIL CHAMBER
AT 6:00PM ON MONDAY 21st May 2018**

PRESENT

Cllr Stuart Baldwin
Cllr Steven Bletsoe
Cllr Kate Boucher
Cllr Nicole Burnett
Cllr Stuart Charles

Cllr Ceri Evans
Cllr Angela Morelli
Cllr Isabel Robson
Cllr Gary Sassoon-Hales
Cllr David Unwin

Cllr Lyn Walters
Cllr Paul Warren
Cllr Alan Wathan
Cllr Carolyn Webster
Cllr Tim Wood

1. To receive apologies for absence

Apologies were received from: Cllr Freya Bletsoe, Cllr Rebecca Porter (away) and Matthew Voisey (work).

2. To receive members Declarations of Interest

There were no Declarations of Interest

To receive the remarks of the retiring Mayor:

The outgoing Mayor spoke about his Mayoral year and stated that he felt proud, privileged and honoured to have been appointed Mayor.

3. To receive nominations for and elect a Town Mayor of Bridgend Town Council for 2018/2019 and to receive the Town Mayor's Acceptance of Office

The Mayor called for nominations of Mayor for 2018/19.

- Cllr P Warren was nominated for the post; this was seconded.

There were no other nominations.

Cllr P Warren was duly elected Mayor for the year 2018/19

The incoming Mayor thanked Members for electing him as Mayor.

The Past Mayor then presented incoming Mayor with the Chain of Office.

The incoming Mayor presented the outgoing Mayor with a Town Council plaque.

The Mayor appointed Mrs Claire Warren as his Consort for the year and presented her with her Chain of Office.

4. To receive nominations for and elect a Deputy Town Mayor of Bridgend Town Council for 2018/2019 and to receive the Deputy Town Mayor's Acceptance of Office

The Mayor asked for nominations for Deputy Mayor for the year 2018/19:

- Cllr A Wathan was nominated for the post of Deputy Mayor, which was seconded.
- Cllr A Morelli was nominated for the post of Deputy Mayor, which was seconded.

There were no other nominations.

The Mayor called for a vote to be taken to decide on nominations for the post of Deputy Mayor. Members supported a motion for a secret ballot.

- 8 Voted in favour of Cllr. A Morelli
- 7 Voted in favour of Cllr. A Wathan

Cllr A Morelli duly elected as Deputy Mayor for the year 2018/19.

The incoming Mayor presented Cllr A Morelli with her Chain of Office

The Deputy Mayor thanked Members of the Council for voting for her as Deputy Mayor for the forthcoming year.

5. To Confirm and Sign Minutes of Town Council Meeting held on 16th April 2018

The Minutes of the Town Council Meeting held on 16th April 2018 were confirmed as a true record and duly signed.

6. To Review Standing Orders for 2018/2019 including recommendations made at previous Town Council meetings including suggestions to amalgamate committees:

a) To remove Standing Order 4q 'Evergreen Hall Management Committee' to reflect the Governance Documents of the Evergreen Hall Charity.

- Members moved and seconded this motion

RESOLVED: To remove Standing Order 4q 'Evergreen Hall Management Committee' to reflect the Governance Documents of the Evergreen Hall Charity.

b) To remove Standing Order 4u 'Town Twinning Committee (7) Councillors' to reflect a decision of Bridgend Town Council on Monday 20th November 2017 in order to dissolve the Town Twinning Advisory Committee.

- Members moved and seconded this motion

RESOLVED: To remove Standing Order 4u 'Town Twinning Committee (7) Councillors' to reflect a decision of Bridgend Town Council on Monday 20th November 2017 in order to dissolve the Town Twinning Advisory Committee.

c) To consider Standing Order 26h Re: Roles & Functions of Mayor & Deputy Mayor 'To undertake the role of President of the Town Twinning Committee'

- Members moved and seconded this motion

RESOLVED: To remove Standing Order 26h Re: Roles & Functions of Mayor & Deputy Mayor 'To undertake the role of President of the Town Twinning Committee'

d) To consider a recommendation from Bridgend Town Council on Monday 15th January 2018 to amalgamate the Carnegie House Board with the Wellbeing, and Military Advisory Committee.

- Member opposed the recommendation to amalgamate the committees.
- Member supported the recommendation to amalgamate the committees and highlighted that the recommendation had been made as part of a resource and policy review undertaken by One Voice Wales.
- Member spoke of the time taken for staff to prepare for and attend meetings. He highlighted that the three committees consider items that overlap and suggested that merging the committees would streamline the business considered at the meetings and would be a more efficient way of working.
- Member spoke about the volume of business that is typically considered at a Carnegie House Board meeting and stated that the Town Council are half way through a grant awarded to Carnegie House for the Arts Centre. She expressed concern that if the committees are merged, the focus on the Carnegie House Arts Centre could be diluted.
- Member suggested that there could be standing agenda items for Carnegie House Arts Centre, Military matters and well-being on the agenda for the new committee meetings.
- Member highlighted that the Well-being of Future Generations (Wales) Act 2015 focuses on new ways of working and welcomed the recommendation to merge the committees. She added that there would be on-going memorial events over the coming years but that these could be managed by the new committee, with input from an external advisor.
- Member spoke about using the expertise of Councillors for specific committees and stated that as a former member of the Military Advisory Committee he did not feel that he would have the expertise in well-being or the Arts Centre to be appointed onto an amalgamated committee. He also expressed concern regarding the length of meetings for the proposed new committee.
- Member proposed an amendment to the motion to merge two instead of three committees.

Amended motion: To consider amalgamating the Carnegie House Board with the Wellbeing Committee.

- After further discussion, the Member withdrew the amended motion.
- It was proposed that the amalgamated committee could retain the number of co-optees appointed to the following committees; Carnegie House Board (4), Well-being Committee (2 youth) and Military Advisory Committee (1 military).
- The Mayor called for a vote to be taken on the original motion. The result of the vote, by show of hands was:
 - 8 Voted in favour of the motion to amalgamate the Carnegie House Board with the Wellbeing, and Military Advisory Committee
 - 6 Voted not in favour of the motion to amalgamate the Carnegie House Board with the Wellbeing, and Military Advisory Committee

RESOLVED: To amalgamate the Carnegie House Board with the Wellbeing, and Military Advisory Committee and that the new committee should be titled 'Community Engagement and Wellbeing Committee' and should consist of 9 Councillors plus 7 co-optees.

- e) To consider a recommendation from Bridgend Town Council Allotment Committee meeting on Wednesday 2nd May 2018 to dissolve the BTC Allotment Committee and that delegated authority is given to the Facilities Manager and Town Clerk to deal with Allotment Management issues.
- Members moved and seconded this motion

RESOLVED: To dissolve the BTC Allotment Committee and that delegated authority is given to the Facilities Manager and Town Clerk to deal with Allotment Management issues.

RESOLVED: To accept Standing Orders subject to the amendments above.

7. To review delegation arrangements to committees, staff and other local authorities

Town Clerk presented a draft Scheme of Delegation to Members for consideration.

RESOLVED: To defer this item to the June Town Council meeting

8. To review the terms of reference for committees

Town Clerk presented a draft Terms of Reference to Members for consideration.

RESOLVED: To defer this item to the June Town Council meeting

9. To appoint members to existing committees for 2018/2019 subject to any amendments to committees approved under the review of Standing Orders for 2018/2019

a) Finance Committee

Cllrs. A Wathan, M Voisey, D Unwin, L Walters, C Webster, S Baldwin and P Warren (Ex-Officio) were elected to sit on the Finance Committee for 2018/19.

b) Planning Committee

Cllrs. A Wathan, T Wood, R Porter, D Unwin, A Morelli and P Warren (Ex-Officio) were elected to sit on the Planning Committee for 2018/19.

- One vacancy remains on this committee

c) Personnel Committee

Cllrs. A Wathan, D Unwin, A Morelli, S Baldwin, C Webster, L Walter and P Warren (Ex-Officio) were elected to sit on the Personnel Committee for 2018/19.

d) Regeneration Committee

Cllrs. S Bletsoe, A Wathan, T Wood, I Robson, K Boucher and P Warren (Ex-Officio) were elected to sit on the Regeneration Committee for 2018/19.

- One vacancy remains on this committee

e) Well-being Committee

It was noted that this committee has been dissolved and amalgamated with the Carnegie House Board and Military Advisory Committee to create a new 'Community Engagement and Well-being Committee'.

f) Military Advisory Committee

It was noted that this committee has been dissolved and amalgamated with the Carnegie House Board and Well-being Committee to create a new 'Community Engagement and Well-being Committee'.

g) Carnegie House Board

It was noted that this committee has been dissolved and amalgamated with the Well-being and Military Advisory Committee to create a new 'Community Engagement and Well-being Committee'.

h) Allotment Committee

It was noted that this committee has been dissolved the BTC Allotment Committee and that delegated authority is given to the Facilities Manager and Town Clerk to deal with Allotment Management issues.

10. To appoint any new committees as necessary further to the review of Standing Orders for 2018/19

RESOLVED: To elect Cllrs. I Robson, N Burnett, S Baldwin, L Walters, C Webster and P Warren (Ex-Officio) to sit on the new Community Engagement and Well-being Committee for 2018/19.

11. Confirmation of Outside Representatives for Allotments for 2018/2019

RESOLVED: That the Outside Representatives previously appointed for each allotment site should remain in situ and liaise directly with the Facilities Manager and Town Clerk.

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

Members noted the difficulties Bridgend Town Council had experienced trying to co-opt two Youth Members. Town Clerk explained that she had written to all the local comprehensive schools and Bridgend College but had not received any response.

Member offered to promote the opportunity within local schools. This was accepted by Members

RESOLVED: To continue to promote the opportunity to co-opt up to two Youth Members drawn from the local community within the boundary of the Bridgend Town Council wards.

13. To consider co-opting up to two Adult Members drawn from the local community within the boundary of the Bridgend Town Council wards in relation to a Council Function/Project if additional Council function/project are approved.

It was noted that the Military Advisor to the Council is Mr John Harris.

RESOLVED: It was agreed that Mr John Harris should continue as Military Advisor to Bridgend Town Council for 2018/19 and that the second co-optee should be kept in abeyance until such a time when a co-option is required.

14. To authorise the signatories for the Council's banking arrangements for 2018-19

RESOLVED: The Mayor, Deputy Mayor, Chair of Finance Committee and Deputy Chair of Finance Committee were appointed as the Signatories for the Bridgend Town Council current account for 2018/19.

- 15. To appoint an internal (external person) Auditor for 2018/2019**
RESOLVED: It was agreed that the Internal Auditor would continue as in previous years: Mr Mark Evans, Ridgewood Associates.
- 16. To note the Council's Insurer for 2018/2019**
RESOLVED: It was agreed that the Council's Insurer would continue as in previous years: W.P.S Insurance Ltd.
- 17. To appoint two Councillors to sit on the YMCA Management Board for 2018/2019**
Cllrs. Angela Morelli and Carolyn Webster were elected as representatives to sit on the YMCA Management Board for 2018/19.
- 18. To appoint one Councillor & one deputy to sit on Conservation Advisory Committee for 2018/2019 (if required)**
RESOLVED: That the Chair of the Planning Committee is elected to sit on Conservation Advisory Committee for 2018/2019.
- 19. To appoint one Councillor to sit on the BCBC Town & Community Council Forum for 2018/2019**
RESOLVED: Cllr Paul Warren was elected to sit on the BCBC Town & Community Council Forum for 2018/2019
- 20. To appoint two representatives to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2018/2019**
RESOLVED: Cllrs. S Bletsoe and P Warren were elected as representatives to sit on the BCBC Town Members Meeting for Major Projects and Collaboration for 2018/2019
- 21. To appoint one Councillor and one Deputy as representatives for One Voice Wales for 2018/2019**
RESOLVED: Cllrs. A Morelli and R Porter were elected as representatives to One Voice Wales for 2018/19.
- 22. Review of fixed assets**
RESOLVED: Members reviewed and noted the Fixed Asset list for 2018/19
- 23. Review of the Council's and/or staff subscriptions to other bodies**
RESOLVED: To accept the following current subscriptions:
- a) One Voice Wales (£2,157.00 per annum)
 - b) Town Clerk and Deputy Town Clerk: Society of Local Council Clerks (£357.00 per annum)
 - c) National Allotment Society (£55.00 per annum)

24. Review of the Councils policies including policies required in relation to new General Data Protection Regulations:

- Town Clerk explained that the following policies need to be considered by Council in order to comply with new General Data Protection Regulations.

a) Social Media Policy

RESOLVED: Members reviewed and accepted the revised Social Media Policy for 2018/19

b) Document retention and disposal Policy

RESOLVED: Members reviewed and accepted the revised Document retention and disposal Policy for 2018/19

c) Removable media Policy

RESOLVED: Members reviewed and accepted the revised Removable Media Policy for 2018/19

d) Information data protection policy

RESOLVED: Members reviewed and accepted the revised Information data protection Policy for 2018/19

e) General Data Protection Regulations (Service) Consent to hold Contact Information Form

Deferred until next Town Council Meeting.

Meeting closed: 7.30pm

Signed

Mayor

Date