

Minutes for Community Engagement and Well-being Committee

Wednesday 5th September 2018 7.00pm at Carnegie House, Ground Floor Hall

Present

Cllr. Lyn Walters

Cllr. Isabel Robson

Cllr. Stuart Baldwin

Cllr. Angela Morelli

Brent Davies Art Project Officer (APO)

Sharlene Lewis Community Engagement and Event Manager (CEEM)

Cllr. Paul Warren

Cllr. Robbie Thomas

Cllr. Carolyn Webster

Leanne Edwards Town Clerk (TC)

1. To Receive Apologies for Absence

Cllr. Stuart Charles and Cllr. Nicole Burnett

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

No Declarations of Interest.

3. To Elect a Chair for the Ensuing Year

Cllr. Isabel Robson was nominated as Chair. This was seconded. There were no other nominations.

RESOLVED: Cllr. Isabel Robson was duly elected as Chair of the Community Engagement and Well-being Committee for 2018/19

4. To Elect a Vice Chair for the Ensuing Year

Cllr. Robbie Thomas was nominated as Vice Chair. This was seconded. There were no other nominations.

RESOLVED: Cllr. Robbie Thomas was duly elected as Vice Chair of the Community Engagement and Well-being Committee for 2018/19

5. To Review the Terms of Reference for the Community Engagement and Well-being Committee

Chair asked for comments on the Terms of Reference as set out in the document. Members discussed the following amendments;

- To replace the word 'Chairman' with 'Chair'
- To replace the word military from two bullet points
- Members discussed budgetary requirements and suggested amalgamating budget headings for former committees so that budgets can be vied and managed by the committee to allocate funds as required.

6. To Receive an Update on Resolutions of the former Well-being Committee

Public Services Board (PSB)

- TC advised that she had corresponded with the Bridgend PSB and that a place on the board had been denied. This was due to there being several Town and Community Councils in Bridgend and that there is limited space on the PSB Board. TC explained that she had informed the PSB that due to the fact that

BTC have a precept of over £200,000, it has a duty to meet the objectives of the Bridgend Well-being plan and other Councils do not have this duty.

- Members felt that this was a disappointing outcome and it was noted that other Town Councils in Wales have representation on the PSB in their local areas.
- Cllr. Baldwin and Cllr. Walters offered to speak to Greg Lane, Head of Democratic Services in BCBC regarding this matter.

RESOLVED: Cllr Baldwin and Cllr. Walters to speak with Greg Lane Head of Democratic Services in BCBC regarding a position on the PSB Board for a representative from Bridgend Town Council.

Maintenance Reports on Parks

- TC advised that she had written to the BCBC CAT Officer to request the latest maintenance reports regarding the condition of each playground within the BTC wards and is still awaiting a response.
- Cllr. Walters and Cllr. Baldwin advised that they had attended a public meeting earlier that day discussing the savings needed to be made by the local authority in regards to green spaces and potential asset transfers that may be offered to BTC in the future.

RESOLVED: Town Clerk to provide playground maintenance reports to the Committee when they are received from BCBC.

Wildmill Community Association MUGA Project

- TC explained that in financial year 2016/2017 Bridgend Town Council awarded funding of £10,000 to cover the cost of Professional Consultancy Services in order to kick start a project to install a Multi-Usage Games Area (MUGA) in Wildmill. TC advised that the project was on hold due to lack of funding and that she had written to Roger Marsh (Chair of Wildmill Community Association) to request an update on the project and seek clarification about the funding opportunities that are being pursued.
- Mr Marsh had responded that funding opportunities available from Welsh Government had been withdrawn and there was no further progress to report.
- Cllr. Baldwin commented on the grant aid process in 2016 and the new application form process that had since been introduced.
- Members commented that BTC need to get a full costing of how the £10,000 has been spent and request any balance back.
- TC explained that the money had been paid directly to the architect company and that the plans had been finalised but had not been submitted to BCBC for planning permission.
- Members felt that the plans should come back to BTC to pursue planning, look for future funding or speak with any interested parties willing to take on the project such as Valleys to Coast.

Resolution: Town Clerk to contact the architect company to obtain the plans and to include an update on the MUGA Project as an agenda item for the next meeting

Communication

- TC explained that the Democratic Services Officer has started work on Town Council newsletter. The first BTC newsletter planned for autumn. She added that a new Town Council Facebook page would also be launched in the autumn to inform the local community about BTC projects and services and promote events.

Defibrillators

- TC advised that four defibrillators have been ordered. Formal consent has been received from HD Ltd and staff are chasing formal consent from Watts & Morgan before the installation can take place.

Red Telephone kiosks – Tourist Information Points

- TC explained that this project has not yet started due to other work taking a priority.

7. To Consider the four objectives of the new Bridgend Well-being plan and discuss how Bridgend Town Council can work towards meeting these objectives in order to comply with duty of the Well-being of future Generations (Wales) Act 2015

- TC provided an overview of the Bridgend Well-being plan and explained each of the four objectives.
- Members discussed how the projects and services currently delivered by BTC already work towards meeting each of the objectives. It was suggested that the Town Clerk prepare a report to documents this.
- Cllr. Walters questioned the how measures of success are set out in the PSB Well-being Document and stated that the objectives should be measurable.
- Members agreed that BTC should be mindful of not duplicating the work that is already going on in the community but to support and compliment it.

RESOLVED: Town Clerk to compile a report to outline what is already being done by BTC to meet the Well-being objectives and identify where we can complement and add value to existing services.

8. To Receive an update for the Military Advisory Committee

TC provided an update on all the resolutions made at the last MAC meeting and explained the BTC support provided for military events.

Dais

- TC explained the dais needs to be repainted. She explained that it is currently stored at a BCBC depot, however BCBC have requested that BTC make alternative arrangements to store it.
- Member suggested that a smaller modular system could replace the current dais in the future and that a contribution towards its storage be requested from BCBC if the current dais is to be moved.

RESOLVED: TC to request a contribution towards the dais storage from BCBC if moved from its current location.

Flags

- TC explained that one of the internal ropes on one of the flag poles around the war memorial is broken and needs repair.
- TC explained that John Harris the BTC Military Adviser is going to find out if a new flag is being produced for the WW1 Commemorations.
- Members discussed the suggestion to investigate the installation of flag poles outside Carnegie House but did not support this idea.

RESOLVED: Town Clerk to arrange for the Flag pole at the War Memorial to be repaired as soon as possible.

Heritage Walkway Project

- TC advised that this project is still at planning stage. No further information to report.

Remembrance Café

- It was noted that a Remembrance Café is planned for Saturday 10th and Sunday 11th November. Fran Hunt has agreed to run the Remembrance Café. Members agreed to allocate some budget to the event if necessary to cover costs.

Silent soldiers

- TC advised that two silent soldiers have been installed on Market Street.

Remembrance Day

- It was agreed that arrangements for Remembrance Day will progress between BTC staff and RBL.

National Bell Ringing

- It was agreed that the Town Clerk would pursue communications with St. Illtyd's church on Newcastle Hill regarding bell ringers for the 'A Nations Tribute' Remembrance event.
- Members suggested that all local churches in the wards are contacted to ask whether they would be participating in this national event.

RESOLVED: TC to contact all local churches in the wards and ask about participation in the bell ringing event.

9. To Discuss Arrangements for the Remembrance Parade, Service and Remembrance Cafe

- A lengthy discussion took place regarding the protocol for the parade and whether politicians should march from Carnegie House to the war memorial.
- TC explained that RBL had suggested the current protocol of politicians parading from Carnegie House.
- Members felt there was some public negativity towards politician's participation in the march and asked the TC to discuss this with the BTC Military Adviser.
- TC explained that logistically it is easier for RBL if politicians are escorted to the service from Carnegie House so that they can be formed up together for the service.
- Members questioned whether an area could be allocated for politicians to gather discretely at the War Memorial.

RESOLVED: TC to speak to RBL regarding the issues around politicians parading and whether an area can be allocated as an alternative for future parades.

10. To Discuss Arrangements for November Beacon Lighting Event.

- TC confirmed that there will be an official beacon lighting at 7pm on Sunday 11th November.
- She explained that options for a gas beacon have been explored, however after discussions with gas engineers the traditional method of creating a beacon flame is more suitable for creating a large flame.
- TC highlighted health and safety concerns regarding the level of light around the area in mid-November and suggested that the Facilities Manager will risk assess and look at flood lighting for the event.
- TC explained that the beacon lighting equipment had been stored in the basement of Carnegie House and had been disposed by the asbestos removal company.
- Members discussed who would light the beacon. The Mayor offered to light the beacon if no-one else could be found.

RESOLVED: Town Clerk to work with BTC Facilities Manager plan the beacon lighting event, to source new equipment to create and light a traditional beacon and carry out relevant health and safety assessments.

11. To Discuss the Proposed Amalgamation of an Armed Forces Day Event with A Wartime Bridgend Event for 2019.

- TC explained that this matter had been discussed at the July meeting of Town Council. Councillors had voted to support a motion to arrange an event subject to contacting BCBC to establish whether anything is being arranged by the BCBC Armed Forces Champion, Cllr Richard Young.
- Members discussed Armed Forces Day and considered how it could be marked if BCBC have not made plans for an event in Bridgend.
- Members agreed that Armed Forces Day could be celebrated as part of a Wartime Bridgend event in June 2019.
- Member suggested that BCBC may wish to participate or contribute towards this, if an event has not already been specifically arranged by them.

RESOLVED: TC to contact BCBC Armed Forces Champion, Cllr. Richard Young, to ascertain if BCBC will be arranging an event for Armed Forces Day 2019.

12. To Receive an Update from the Community Engagement, Well-being and Event Manager (CEEM) regarding Carnegie House Activities and Town Centre Events.

- CEEM provided Members with a written report outlining activities over the past 6 months, current progress and a plan for the autumn/winter season.
- Members acknowledged the help provided by Cllr Unwin in distributing Carnegie House brochures and wished to formally thank him for this work.
- Members congratulated the CEEM and APO on the autumn program and the ticket sales for the first event being sold out.
- Members discussed the proposed Victorian/Dickensian Christmas event detailed in CEEMs report and considered how props and photo opportunities may be used to raise money for the Mayor's charity with a suggested donation.
- CEEM updated Members on plans for the Light Festival. She added that planning and marketing for the event was currently underway and in line with the grant guidelines specified for the event by ACW.
- CEEM explained that further grant applications needed to be made to secure funding for a programme at Carnegie House in 2019. She added that this would enable continuation of the ACW funded activities currently being run at Carnegie House. CEEM detailed the various grant applications she wished to proceed with for 2019 and provided an overview of each application.
- Members agreed that all three grants should be pursued.
- TC explained that due to workload of CEEM and APO the development of the grant applications would need to be outsourced. She highlighted that freelance worker, Tracy Evans, had previously worked with BTC to secure grant funding for the Arts Centre and suggested that appointing Mrs Evans would be the most logical option.
- Members agreed that Mrs Evans could be appointed on a freelance basis and confirmed that the cost could be attributed to the Carnegie House budget

RESOLVED: Tracy Evans to be appointed on a freelance basis to submit the 3 grant applications for Carnegie House Arts Centre for 2019.

13. To set a Date for the Next Meeting

- Members agreed that another meeting should be scheduled prior to the Finance Precept meeting in November. The Town Clerk was asked to arrange a suitable date.

Meeting Closed: 9.35pm

Signed

Date

Chair of Community Engagement & Well-being Committee