

Minutes for Community Engagement and Wellbeing Committee

Wednesday 13th February – 7pm at Carnegie House, Board Room

Present

Cllr. Robbie Thomas

Cllr. Nicole Burnett

Cllr. Stuart Baldwin

Cllr. Carolyn Webster

In attendance: Mrs L Edwards (Town Clerk) , Sharlene Lewis Community Engagement and Event Manager (CEEM) Brent Davis Art Project Officer

1. To Elect a New Chair for the ensuing year

- Cllr N Burnett was proposed and seconded as Chair of Community Engagement and Wellbeing Committee; there being no other nominations, Cllr N Burnett was elected as Chair of Chair of Community Engagement and Wellbeing Committee for the remainder of 2018/19.

2. To Receive Apologies for Absence

Apologies for absence were received from: Cllr. Angela Morelli, Cllr. Lyn Walters, Cllr. Paul Warren & Cllr. Freya Bletsoe.

Absent: Cllr Stuart Charles

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

No Declarations of Interest were made.

4. To Confirm and Sign Minutes of the Community Engagement and Well-being Committee held on 19th November 2018.

RESOLVED: Minutes confirmed and signed as a true record.

5. To Consider Matters Arising from Community Engagement and Well-being Committee held on 19th November 2018.

- Town Clerk informed the committee that she had spoken to South Wales Police to thank them for their response to the incident at the Beacon Lighting event and had enquired what could be done to increase security at future events; particularly those that are small scale with no stewards. The Chief Superintendent recommended that for all future events, BTC should contact SWP directly and they will try to ensure a PCSO is present at the events.
- Town Clerk advised that two funding requests had been received for defibrillators; one for the Newcastle Ward and one for Wildmill. She explained that as they were requests for funding they had been considered at the Finance Committee meeting on 5th February.
- Members highlighted that the budget for defibrillators was within the remit of the Community Engagement and Well-being Committee and therefore requests to use funds from the £2,000 budget allocation should be considered by the Community Engagement and Well-being Committee.
- Town Clerk explained that the discussions from the Finance meeting will be detailed in the minutes of the meeting which will be presented to full Council on Monday 18th February.

6. Carnegie House Spring Programme 2019 Update.

- Community Engagement and Events Manager circulated a document detailing the planned events for the spring programme and presented the committee with marketing material, press releases, adverts and pull up banners supporting the new spring programme. She explained that the brochure and new spring banner were now at design stage, with distribution for the brochure planned for the end of next week.
- It was reported that marketing for all March events was well underway with tickets already sold. All events have been sent to publications and websites for free listings and what's on guides, as well as being marketed through all our own marketing channels; Facebook, Instagram, twitter and ticketsource.
- CEEM explained that the new programme has been based on feedback from last year; what has been successful along with extensive research on what's happening locally and programmes at other art centres and venues. Items have already been programmed for the autumn where there has been a demand for particular events. Moving forward all programming and marketing will be done well in advance as processes become more streamlined and community feedback efficiently collated.
- CEEM explained that she was working with other organisation such as AWEN and Mental Health Matters and building relationships with community groups, in order to improve and better understand the needs of the community and inform the programme moving forward.
- Members agreed that there was good diversity in the spring programme and made suggestions for future classes and events. Members spoke about language classes and the possibility of growing these further with suggestions of Italian, German and English language classes aimed at the international community in Bridgend.
- CEEM explained that there is no room capacity to programme any additional classes within Carnegie House, however Town Clerk highlighted that there may be an option to use space in the new BTC leased property.
- Members discussed a variety of events which both the Town Clerk and CEEM explained had been tried in previous programmes unsuccessfully such as 'scratch nights' and comedy; it was noted that the aim for the Carnegie House programme is not to cross over with other events already provided locally.
- Members discussed the programme covering costs. CEEM agreed that the programme needed to be sustainable, but spoke of the need to ensure quality and diversity of arts and culture is covered and explained that some events are programmed to make profits, others cover costs and some provide unique opportunities locally. She explained the importance of diversity in the programme is paramount; events and workshops are not programmed on an individual basis of profit, but being sustainable as a whole.
- The Chair commented that she was pleased with the variety of events in the programme, particularly the planetarium event and liked the idea of bringing large scale events to the local community.

RESOLVED: CEEM to research the provision of other Languages Classes for the future.

7. ACW Project 2019 Update.

- CEEM reiterated that BTC had successfully secured an Arts Council Wales Grant for 2019; the project has been called **Take pART** and will once again be overseen by freelance Project Manager Karen Steadman. Take pART is a participatory art project aimed at children, young people and families in Bridgend.

- The three Stands for the 2019 project are:
 - *Carnegie House Samba Band* – this year the aim is to further develop the existing Samba band with the ambition for the community to take ownership of the band rather than just attending Samba classes.
 - *Circus Academy* – developing the circus classes from last year with a more structured planned academy, with the aim to inspire and teach more specialist circus skills such as working with fire.
 - Art about Town – run by our new Artist in Resident Claire Hiatt. Claire will be linking in with national and local art projects to connect with the wider artistic community, running specialist workshops teaching skills for all ages – providing workshops during school holidays for local children – linking creatively to other local organisations.
- The project builds on last year’s ACW funded project, with the aim to further break down barriers to arts and culture with increased focus on outreach into the community. The aim of the project is to also inspire, with opportunities for those in the community to train in the various strands and trips to professional events, arts studios etc.
- The well-being aims of the project are:
 - A regular opportunity to nurture participants creativity and learn new skills
 - Increased confidence, self-esteem and communication
 - Raised aspirations
 - Feeling more included in arts and culture
 - Sense of community from being part of a regular creative group
- The project will include a bi-monthly Participants Forum to get feedback and ideas from the community.
- Marketing for the project has also begun with a new flyer, pull up banner and press release issued.
- Members suggested contacting the Forum of Carers in Bridgend, Y Bont, Hanover Court, Mental Health Wales and Men’s Shed in the Rugby Club for possible outreach opportunities. CEEM advised that the outreach for the project had begun and they had been inundated with requests for outreach locally and that she will pass the contacts on to Project Manager Karen Steadman.
- Members stated that they felt that inclusion and reducing isolation was another key well-being objective that this project will achieve.

RESOLVED: CEEM to pass on suggestions of outreach contacts to Project Manager Karen Steadman.

8. To Receive and Update on the Festival of Light 2020

- CEEM explained that a funding application for the Light Festival will be submitted in February 2019 to ‘Awards for All’ for the sum of £10,000. If funding is successful this will provide a budget of £20,000, which would allow for more workshops, a school engagement project and development of the event into a larger community well-being project.
- CEEM advised she had already met with Tracy Evans and Karen Steadman to discuss the application and project development. Artists have been informed that the Light Festival has been moved in date to February 2020 and artists have provisionally been booked to start preparing for workshops in January 2020. Marketing and planning will begin once funding has been determined and the scale of the project decided.
- Members enquired about the workload of the Carnegie Team and noted that there seemed to be a very structured and organised timely programme in place. Staff were congratulated for all their hard work. Town Clerk and CEEM advised that it was very busy but processes were becoming much more streamline and efficient. Members commented that the staff need to make them aware if the workload is becoming too much.

RESOLVED: Funding application for Light Festival 2020 to be submitted in February 2019 and that Members are notified when the funding decision is known.

9. To Discuss Plans for Wartime Bridgend and Armed Forces Day Event 2019.

- CEEM advised that all last year's participants from Wartime Bridgend had been contacted and notified as soon as the date was confirmed by BTC. A form to express their interest for this year has been sent out; the Arts Project Officer is collating responses and corresponding with local organisations.
- CEEM advised that a meeting needs to be arranged to get all participants together once arrangements are underway.
- Members discussed wartime arrangements and it was agreed that a working group meeting for all interested parties will be arranged and that the meeting should be chaired by the Chair of the Community Engagement and Wellbeing Committee.
- CEEM advised that it is the anniversary of the D-Day Landings this year. A discussion was held by the committee and it was decided that this should be the main focus of the event this year.
- A discussion was held on the future of Wartime Bridgend and how it could be developed in the future. CEEM advised that in order to qualify for funding we would need to look at making the event part of a bigger community project involving the local community and schools.
- Members discussed the possibility of developing the event to include other decades and gave examples of the Goodwood Revival weekend and other annual events which focus more on the vintage aspects and include other decades.
- Arts Project Officer circulated proposals made by professional event company *Historical Productions* for this year's Wartime Bridgend Event. Members discussed the premiums placed on the items and considered whether it would be better to source the stalls, entertainment and features ourselves.
- Councillors considered the key features proposed by *Historical Productions* and discussed whether a tank or main feature could be sourced elsewhere. It was noted that the event needs a 'show stopper'. CEEM explained that if we are not going to use *Historical Promotions* to source the majority of the items we would need support from Members of the committee to research and find alternatives independently.
- The Chair advised that she was inclined to get more "bang for buck" and felt it was possible to source items ourselves. A discussion was held on timescales and changing the format of the event. Members agreed that Carnegie House should have a tea dance and pop up tea room in the ground floor hall this year and the usual exhibition should be moved elsewhere.
- Town Clerk explained that the new Chair and Secretary from the Bridgend Branch of RBL have been in touch and are keen to work with BTC for military events.
- It was noted that as Wartime Bridgend will now also celebrate Armed Forces Day, Members will need to agree how this will be marked as part of the event. A discussion was held by the committee about how Armed Forces Day could be incorporated. Suggestions were made for engagement and educational stalls to be positioned in a specific street in the town centre. Members agreed that a short service should be given and the Armed Forces Day flags should be raised at the war memorial.

RESOLVED: Armed Forces Day to be marked at Wartime Bridgend 2019 with a short service at the war memorial, Armed Forces Day flags to be raised and contact to be made with Armed Forces organisations with the view of inviting them to provide engagement and educational stalls on a specific street during the event.

10. To set a Dates for a Working Group Meeting for Wartime Bridgend 2019

- Members agreed to set a date of 6th March for a Wartime Bridgend working group meeting and highlighted that this will be chaired by the Chair of the Community Engagement and Wellbeing Committee. Committee asked staff to progress with all arrangements for this event.

RESOLVED: Date of March 6th set for a Working Group Meeting for Wartime Bridgend 2019 and for all interested parties to be invited.

Meeting Closed 8.40pm

Signed:..... (Community Engagement and Wellbeing Committee)

Date:.....