



MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE
Wednesday November 25th 2020 at 7pm via Skype for Business

<u>Present:</u>	Cllr. N Burnett (Chair)	L. Edwards – Town Clerk
	Cllr. A Wathan (Mayor)	D. Jones - Deputy Town Clerk
	Cllr. S Baldwin	S. Lewis - Community Engagement and Event Manager
	Cllr. Lyn Walters	D. Elliott – Community Engagement and Events Officer
	Cllr. C. Webster	

1. To Receive Apologies for Absence.

Cllr. Robbie Thomas, Cllr. Angela Morelli, Cllr. Tim Wood, Cllr. S Easterbrook & Mr. John Harris (Military Advisor)

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

Cllr T Wood declared a personal interest in relevant matters as a Town Trader.

3. To confirm and sign minutes of the Community Engagement and Well-being Committee held on Wednesday, 7th October 2020.

***Resolved:** Minutes of the meeting held on Wednesday, 7th October 2020 were confirmed as a true and correct record and duly signed.*

4. To Consider Matters Arising from Community Engagement and Well-being Committee held on Wednesday, 7th October 2020.

- *Damaged defibrillator*

It was noted that this had not been included on the agenda for discussion therefore would need to be included on the agenda for discussion at the December meeting.

***Resolved:** To include an item on the agenda for the December meeting of the Community Engagement Committee to discuss the relocation of the defibrillator.*

- *Diary Management System*

It was noted that Hall Bookings Online had been selected at the previous meeting and would be used for both the Carnegie House and Town Hall venues in the New Year.

- *Community Newsletter*

Members agreed that a draft of the newsletter should be produced for approval by the committee and should be included as an agenda item for discussion at the December meeting of Community Engagement Committee.

Resolved: To produce a seasonal community newsletter to be circulated for approval and included as an agenda item for discussion at the December meeting of Community Engagement Committee and for the newsletter to be scheduled for distribution by Gunn Deliveries in January 2020.

- *Big Green Draw project*

It was noted that BTC are working alongside Green Links on the community engagement project and are also supporting with another community engagement project with the Bridgend Community Quilt Project run by local artist Melissa.

- *Website redevelopment*

It was suggested that the budget allocated for the redevelopment of the website should be considered as part of the budget request for 2021/22.

- *Community Engagement Initiatives*

It was noted that the Community Engagement Manager and officer are working to carry out initiatives as detailed in the minutes of the previous meeting.

- *Phased reopening of BTC public buildings*

It was agreed that a strategy is required for the phased reopening of Carnegie House and that the Community Engagement & Well-being Committee should review the situation at the beginning of December to assess whether it will be feasible to open in January 2021.

Resolved: To include an item on the agenda for the December meeting of the Community Engagement Committee to consider the phased reopening of Carnegie House in January 2021.

- *Remembrance Sunday*

It was noted that the Remembrance Commemorations had taken place as planned.

- *2020/21 Budget review*

Town Clerk highlighted that at the previous Community Engagement and Well-being meeting Members had suggested that unused budgets are 'carried over' to the next financial year. She explained that budgets for projects that are started but not completed by 31st March 2021 can be earmarked, however budgets for projects not started cannot be 'carried over'. Members were advised that these funds would go into general reserves and should be included in the budget requirement for 2021/22. The committee agreed to look at each project under Agenda Item 7.

- *Spring Programme*

Community Engagement and Events Manager advised that she had not been able to prepare a Spring Programme for 2021 due to the uncertainty regarding the pandemic.

Resolved: To include an item on the agenda for the December meeting to discuss the feasibility of a restricted Spring Programme for 2021 that can be run flexibly depending on Covid-19 restrictions in place at the time.

5. To receive an update on Christmas Activities 2020.

Community Engagement and Events Manager provided the committee with a written update on all activities that have been planned for Christmas 2020 since the last meeting along with accompanying visuals for marketing and decorating Carnegie House.

It was noted that an update on Christmas preparations and activities was also provided in the Town Clerks report at a meeting of the full Town Council on 16th November 2020. At this meeting a question was raised about whether the height of bridges in Wildmill would accommodate the double decker bus. Staff advised that investigations are underway to explore options and if not, alternatives for transporting Santa in this area will be sought.

Chair noted that she was very pleased with what had been achieved in a short space of time. She suggested that Bridgend Town Council are setting an example by striving for ways to bring Christmas to the town and the wards and not scaling back or going digital. Chair also noted the provision of leaflets in the Welsh language, which the Town Council are not obliged to provide. The Mayor congratulated the team on the wonderful effort made on this project.

Resolved: Community Engagement and Events Manager to source alternative transport for Santa to visit Wildmill.

6. To consider a donation to the Bridgend Food Bank out of the remaining Christmas budget for 2020.

Cllr Walters explained that her preference is that BTC should still donate any underspend of the Christmas budget to the food bank. Cllr Walters also queried what the Council is doing to support the traders in the Town centre. Chair responded that Bridgend Town Council are supporting Bridgend County Borough Councils digital Christmas project by promoting their content online.

Cllr Webster enquired about the amount of the donation. Community Engagement and Events Manager explained that due to additional costs associated with the Christmas project such as the cost of Welsh Translation and an alternative mode of transport for Santa in Wildmill, the estimated underspend would be approximately £1,000. Cllr Webster suggested that other charities should be considered and enquired if there is a method by which charities could apply for funding to the Town Council.

Cllr Walters referred to an e-mail she sent to councillors earlier this year regarding donating to charities and highlighted that some councillors had not agreed that this was appropriate. Cllr Walters strongly supported that the underspend on the Christmas budget should be allocated during December 2020.

Chair suggested that the money be given to the Bridgend Lions Club to distribute to local charities. The Deputy Town Clerk/RFO advised that the Bridgend Lions Club had already received a donation of £500.

A vote was carried out and the committee voted 3-2 in favour of donating to the Foodbank.

The Mayor raised concern about the amount of money that was to be donated. Cllr Baldwin stated that the amount was desperately needed by Bridgend Foodbank.

Deputy Town Clerk queried whether the Community Engagement and Wellbeing Committee had delegated authority to make decisions on donating money to charities. Town Clerk read the Terms of Reference for the committee and confirmed that they do not have delegated authority.

Town Clerk noted that other Town Councils do make donations to local charities.

Resolved: The donation for the Foodbank (of an unspecified amount) will be placed on the agenda for the next meeting of Full Council in December 2020.

19.43 – Cllr Webster left the meeting.

7. To consider and agree projects, timescales and budgets for Community Engagement and Well-being projects for the financial year 2020/21.

Community Engagement and Events Manager provided the committee with a Budget Review Spreadsheet and explained the forecast expenditure to 31st March 2021 as follows:

- £6000 for Carnegie House Programme (Marketing and Programme)
- £3000 Community Engagement Survey and Events
- £5000 Christmas Events

It was noted that the total forecast spend is £14,000 however she added that an additional budget of £5,000 for the website would also be required if the website project is started prior to 31st March 2021.

The committee noted a forecast spend of £19,000 to 31st March 2021 and agreed that budgets for any projects started before 31st March 2021 but not completed could be earmarked.

8. To consider and discuss projects and associated budget requirements of the Community Engagement and Well-being Committee for the financial year 2021/22.

Community Engagement and Events Manager provided to committee with a budget spreadsheet for proposed Expenditure for 2021/2022. The committee discussed each item as follows:

Sink for Carnegie House

Community Engagement and Events Manager explained that she had spoken to the Facilities Manager and advised that the work required to install a permanent sink in the bar area on the ground floor would be intrusive and very expensive. As an alternative, she suggested a substantial portable sink which would cost approximately £1,000. The committee discussed if a sink was necessary and given the current Covid 19 situation it was deemed necessary but a portable sink would meet these requirements.

Resolved: To budget £1,000 for a portable sink for Carnegie House for 2021/22

Food Hygiene Certificate of Staff

After a lengthy discussion, Members agreed that a food hygiene certificate would not be required as no fresh food will be prepared or served on the premises by Carnegie House staff.

Display Cases and Shelving Units

Community Engagement and Events Manager explained that there are many art books that could be displayed for public use and that professional display boards are required to promote upcoming events. The committee agreed to spend £1,000 on shelves and display boards.

Resolved: To budget £1000 for shelves and display boards for 2021/22

Wall Mural for Carnegie House Ground Floor

Members discussed improvements to the aesthetics of the Arts Centre ground floor hall and agreed a budget of £1,000 for a wall mural.

Resolved: To budget £1,000 for a wall mural at Carnegie House Ground Floor Hall for 2021/22

Card Payments

Cllr Baldwin asked if the i-settle system he had provided had been introduced. Deputy Town Clerk/RFO explained that further investigation was required with the bank with regard to using the system. The chair noted that this was a council-wide issue as more departments of the Town Council need to start using card payments and a decision should be made by the Finance Committee. Deputy Town Clerk highlighted issues of staff resources as all card payments will need to be reconciled. It was noted that a full investigation into the use of card payments was required. It was suggested that BTC should investigate the card payment systems used by other Town Councils.

Cllr Walters noted a concern about the staff resource required to implement a new card payment system at the present time.

Resolved: That the introduction of a Card Payment for Bridgend Town Council to be placed on the agenda for a future meeting of Full Council.

Carnegie House Spring Programme

Chair asked the committee to discuss whether they wanted to plan a Spring Programme.

Town Clerk made the committee aware that in normal circumstances the Spring Programme would have already been planned during the autumn months. She suggested that if the committee wish to go ahead with a Spring Programme, a limited programme be developed that included the reintroduction of classes previously held at Carnegie House on a room hire basis.

Community Engagement and Events Manager stated that it was an option to reduce the programme and reduce costs and just start with the return of weekly activities such as wellbeing classes.

It was agreed that a budget of £10,000 should be allocated for a scaled back Spring programme with some online delivery and an Autumn Programme for 2021.

Resolved: To budget £10,000 for a Carnegie House programme for 2021/22

Grant Applications

Community Engagement and Events Manager explained that the Arts Council for Wales would be opening applications for grant funding in January 2021. The committee discussed whether there would be resources to run grant funded projects in 2021. It was agreed that BTC should not allocate a budget for grant match funding for Arts Projects in 2021/22.

Marketing

Cllr Baldwin queried whether an increase to the marketing budget was required. Community Engagement and Events Manager explained that with the opening of the Town Hall there would need to be an increase in public communications to promote the Town Hall and the activities that will take place there. It was noted that there will also need to be more marketing in the Welsh language, which would incur translation costs. The committee agreed to allocate a budget of £8,000 for marketing activities in 2021/22.

Resolved: To budget £8,000 for Town Council marketing activities for 2021/22.

Christmas Events 2021

Chair suggested that the budget for Christmas activities should stay the same as the current financial year and noted that what was being delivered this year is excellent. This was agreed by the committee.

Resolved: To budget £5,000 for Christmas activities in 2021.

Light Festival

The committee discussed the feasibility of holding a Light festival and due to the uncertainty surrounding the coronavirus pandemic and public events along with concerns regarding capacity, it was agreed that a Light Festival event would not be planned during 2021/22.

Community Engagement

Members discussed the importance of community engagement activities and agreed that a budget of £5,000 is allocated for 2021/22.

Resolved: To budget £5,000 for Community Engagement activities in 2021/22.

Wartime Event 2021

The committee discussed the feasibility of holding a Wartime Bridgend event in 2021. The Mayor stated that he would very much like the event to go ahead. The committee agreed that due to uncertainty regarding the coronavirus pandemic and resource capacity at the beginning of 2021, there would be very little time to plan for an event to be held in June 2021.

Members discussed the feasibility of holding the event in late August / early September 2021. It was agreed to that a Wartime Bridgend event should be planned for later in the year with an allocated budget of £20,000.

Resolved: To budget £20,000 for a Wartime Bridgend event to be held in August or September 2021.

Refurbishment of the War Memorial

Town Clerk informed the committee that the 100th Anniversary of the unveiling of the Bridgend War Memorial will take place in 2021. She expressed concern that work carried out on the War Memorial in 2021 must not coincide with the dates for Armed Forces Day, Wartime Bridgend or Remembrance Sunday 2021.

Town Clerk explained that there are two aspects to the Refurbishment of the War Memorial project; Community Engagement related work such as researching and adding missing names to the War Memorial and Facilities issues such as work regarding the railings, flagpoles and lighting.

Chair asked if the 100 year anniversary would be celebrated. It was noted that local historian, Natalie Murphy, of the Local History Society is collecting images for an exhibition.

Cllr Baldwin suggested that adding names to the memorial is a matter for the Facilities Team and not for Community Engagement. He also suggested adding budget of £2,000 – £ 3,000 to the Wartime Bridgend budget to allow for a celebration of the 100 year anniversary during the event, possibly to include a re-enactment of the unveiling.

Resolved: Community Engagement and Events Manager to investigate a celebration of the 100th anniversary of the War Memorial as part of the Wartime Bridgend 2021 event and also research the possibility of hosting an exhibition at Carnegie House.

Defibrillators

Cllr Baldwin enquired if anyone had applied for a defibrillator and if not, suggested that the budget could be reduced to £1,000. Deputy Town Clerk/RFO informed the committee that the budget was reduced from £3,000 to £1,000 last year at Full Council. She explained that this budget covered the cost of replacement pads and batteries for the defibrillator at Bridgend Bus Station.

The committee agreed to allocate a budget of £1,000 for maintenance of the defibrillator for 2021/22.

Resolved: To budget £1,000 for the maintenance of defibrillator for 2021/22.

Refurbishment of Carnegie House

Chair queried if the proposed budget of £25,000 was enough for the refurbishment of Ty'r Ardd. Deputy Town Clerk/RFO informed the committee that the £25,000 budget was for the new Town Hall and Carnegie House. Town Clerk explained that the budget was for the heritage spaces in both buildings; a new Civic Reception area at the Town Hall and a flexible heritage space in the existing Chamber on the first floor of Carnegie House. She clarified that the budget is separate to the budget for the main building work required at the Town Hall to make it fit for purpose.

Cllr Baldwin enquired whether the heritage space refurbishments could be a future project and asked whether it was necessary to refurbish both buildings in 2021/22. Chair explained that the Carnegie House flexible heritage space has income generating potential and that the Town Hall will require a professional reception to receive visitors.

Cllr Baldwin suggested that the Carnegie House and Town Hall refurbishment budget be merged and reduced from £25k to £20k. He also suggested that the budget heading is renamed 'Heritage Space Development'. He suggested that the Town Hall should be refurbished first and Carnegie House work is undertaken when the staff move out. Town Clerk estimated that the work in the Town Hall will not be complete until Spring 2021 and staff would not be able to move in until Summer 2021.

Deputy Town Clerk/RFO highlighted that a budget may be required for programming in the Town Hall. Town Clerk suggested that there will be enough enquiries for room hire when the building is open. The Community Engagement and Events Manager advised that she could programme across both venues with the budget already allocated.

9. To agree a budget request for the Community Engagement and Well-being Committee for the financial Year 2021/2022 to form part of the Town Council precept requirement.

Deputy Town Clerk/RFO provided an overview of the budget request and highlighted the need to consider that the Forecast Income and Forecast Grants may not be received.

Town Clerk explained that the committee could forecast income however would not need to deduct it from the budget request as this would be considered by full Council when they discussed all budgets, general reserves and the precept request.

Members agreed the budget request of £75,000 for Community Engagement and Well-being initiatives for 2021/22.

Resolved: To request a budget of £75,000 for Community Engagement and Events for 2021 – 22

Meeting Closed 9.06pm

Signed
Chair of Community Engagement & Well-being Committee

Date