



MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE
Wednesday January 29th 2020 at 6pm at Carnegie House, Board Room

Present: Cllr. N Burnett (Chair) D. Jones - Deputy Town Clerk (DTC)
Cllr. A Wathan (Mayor) S. Lewis - Community Engagement
Cllr. S Baldwin and Event Manager (CEEM)
Cllr. S Easterbrook B. Davies - Arts Project Officer
(APO)

1. To Receive Apologies for Absence.

Cllr. Angela Morelli, Cllr. Tim Wood, Cllr. Lyn Walters, Cllr. Robbie Thomas,
John Harris (Military Advisor)

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

Cllr. S Easterbrook declared personal and prejudicial Declarations of Interest in relation to their role as town traders.

3. To confirm and sign minutes of the Community Engagement and Well-being Committee held on Wednesday, 9th October 2019.

Resolved: Minutes of the meeting held on Wednesday 9th October 2019 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 9th October 2019.

Cllr. S Baldwin asked for an update on the Bridgend Youth Justice Service. CEEM advised that the Facilities Manager has had a meeting with the Bridgend Youth Justice Service and they are looking into training for young offenders.

CEEM informed Members that lone working policies for Bridgend Town Council were being developed and that personal alarms had been ordered.

CEEM explained that grants for the War Memorial are being researched.

- 5. To receive an update on the success of Christmas activities at Carnegie House 2019 and discuss a resolution from the December 2019 Town Council meeting that Bridgend Town Council formally take on the organisation of the Town Centre Light Switch-on event for 2020 and discuss plans for 2020.**

CEEM reported that a debrief meeting was held in December with BCBC and a report was provided for precept. CEEM advised that feedback from the Bridgend Lions on the Grotto at Carnegie House had been really positive despite the lower footfall recorded on the second and third Saturday due to the particularly bad weather. CEEM suggested that lower footfall may also be the result of the booking system used by the Lions and moving forward these issues will be resolved for next year. CEEM confirmed dates for the Christmas Grotto as 28th November, 5th December, 12th December and 19th December 2020.

Members discussed the resolution made in full Town Council in December to take on the organisation of the Town Centre Light Switch-on event for 2020. Members discussed the date of this year's switch-on and the suggestion by Andrew Highway to move the event to a Friday evening following the success of Porthcawl. Members all agreed that it should remain on a Saturday and not be moved to a Friday evening as suggested by BCBC. A meeting was proposed in March with Andrew Highway the Town Centre Manager to discuss Christmas arrangements for 2020.

Resolved – CEEM to arrange a meeting with Andrew Highway, Chair and Cllr. D. Unwin in March to discuss the Bridgend Christmas Light Switch-on for 2020.

- 6. To receive an update on damage to a defibrillator in Wyndham Street and consider either relocation or purchasing a new metal secure cabinet.**

DTC gave an update to Members on the situation with the damaged defibrillator. Members discussed the relocation of the defibrillator and whether to remove or add a metal cabinet. CEEM advised that she had contacted Cariad and looked on their website for costs of a new metal cabinet. Similar metal cabinets sourced from other websites CEEM reported would cost around £500.

DTC stated that there was a £1,000 in next year's budget and £2000 remaining in 2019.

The chair proposed the relocation of the defibrillator to the Indoor Market. Members discussed ease, relocation and vulnerability of defibrillator in that area. Mayor stated that we should not give in to mindful vandalism. Chair proposed a possible location at the top of Nolton Street, Members discussed the location and agreed that this would be a suitable location.

Resolved – To remove the damaged defibrillator from its present location into storage until a new location is secured at the top of Nolton Street.

7. To receive an update from the Community Engagement and Events Manager on ACW Funding Application for 2020.

CEEM reported that BTC had been successful in their funding application to the ACW for the 'Who is Bridgend Project'. CEEM presented Members with information detailing the project and its objectives. Cllr. S Baldwin made suggestions of other local groups that the project may wish to engage with. Chair suggested possible outreach to European settlement individuals to engage with the diverse community, Cllr. S. Baldwin agreed and added that the historical element should represent the diversity of settlement in Bridgend citing the Italians and Polish as examples. CEEM confirmed that these ideas would be discussed with Claire Hiett the artist running the project. CEEM stated that the project aimed to engage with the local community, be inclusive and representative of everyone living in Bridgend.

CEEM moved on to look at the final report for last year's ACW Project 'Take Part' collated by Freelance Project Co-ordinator Karen Steadman. CEEM advised Members that Cllr. L Walters requested a note be made in her absence relating to the point made in the report under disadvantages where Karen Steadman cites lone working. Cllr. L. Walters wanted to note that this point had previously been highlighted by Freelance Project Co-ordinator Karen Steadman and a lone working policy was being developed by BTC.

8. To receive an update from the Event Co-ordinator Karen Steadman on the Festival of Light Project 2020.

CEEM gave a verbal update to the committee on the Festival of Light project and then referred to the update report provided by Freelance Project Coordinator Karen Steadman. Cllr. L. Walters in her absence requested that the following point be made in regards to one of the disadvantages listed in the report which stated that there were not enough hours allocated in the project. Cllr. L. Walters wished to respond to this stating that she felt that unless the project scope has changed it appears to be a time management issue rather than there not being sufficient hours. Cllr. S. Baldwin referred to the report and the lack of clarity represented in the table provided in the report. Members asked that in future information provided by the Freelance Project Coordinator be clearer and more detailed.

CEEM advised the Members that an ESAG meeting had been held at BCBC and the Festival of Light event information presented. CEEM notified Members that processes with ESAG had changed and that ESAG had highlighted some concerns which have been addressed. CEEM stated there has been a very positive response from the public and hopefully we will have another extremely successful event again this year. Members discussed a contingency plan if there was bad weather. CEEM advised that she was working with the Facilities Manager to develop a policy for a cancellation procedure and suggested that even if an event didn't happen we would find a way to exhibit the lanterns and celebrate the project.

9. To receive an update from the Community Engagement and Events Manager on the Spring Programme 2020.

CEEM provided Members with an update report detailing the budget for 2020 and planned events for the Spring Programme. CEEM explained that the programme has continued all the popular workshops and events and many tickets had already been sold. CEEM advised that she had scaled back the programme for spring as requested by the committee, with the plan to diversify the programme further in the autumn once the move has been made to the new premises.

CEEM asked the APO to give an update on the marketing and brochure. APO provided copies of Around Town and Buddy magazines to the committee. APO advised that the Carnegie House Spring brochure is at the design stage and should be printed by mid-February. APO informed Members that the brochure will be distributed door to door within the wards. Chair enquired if the outdoor team will be assisting with distribution. CEEM reported that a distribution company may be a cheaper and quicker option than using the resource of our own staff. Chair commented that in order to maximise marketing opportunities and engage new users/attendees we need to ensure the marketing literature is produced earlier in future.

10. To receive an update form the Community Engagement and Events Manager on the appointment of Key Holder/Front of House position.

CEEM reported that interviews had taken place and an appointment had been made. The successful candidate has a wealth of experience and technical experience and has worked for Carnegie House previously.

**11. a. To consider the relocation of the Evergreen Hall User Groups to the Ty Ardd building.
b. To consider the logistics, diary management and resource required to manage activities at the Ty Ardd building.**

The Chair reported to Members on The Evergreen Hall stating that a decision about dissolving it as a charity is still undecided. The relocation is happening subject to decision on 25th February.

CEEM advised that the APO is looking into a new diary management options. CEEM asked the committee if they were happy for her to manage the diary and make decisions such as potentially moving language classes to the new premises. Members agreed. Chair referred to the possible naming of the large room at Ty Ardd to Evergreen Hall to engage with users and provide reassurance to them. Mayor and Chair will meet with users and will co-ordinate a meeting via the Town Clerk. Members discussed users and ways in which the relocation can be managed. Cllr. S. Baldwin proposed an ipad system/ electronic signage which would be controlled remotely to assist with room bookings/diary management, which could hold messages such as "Welcome to the Ballroom Dancers".

Resolved – Members resolved to give delegated responsibility to the Community Engagement and Event Manager to make decisions on room management for user groups.

12. To receive an update from the Community Engagement and Events Manager on the Wartime Bridgend Event 2020.

CEEM referred members to the Wartime Bridgend report provided by APO (Dawn Elliott). CEEM advised that there had really positive feedback from last year's event and explained that the theme for 2020 would be VE Day in line with celebrations for 2020. CEEM explained that the timings of the event this year will be 11am – 6pm to resolve the issue with road traffic management restrictions in the town. CEEM reported that ESAG were happy with this change to the event times. Members agreed. CEEM referred to the large displays proposed and gave details of each, including a 40ft World War I Trench Experience, Sherman Tank (the only one in the world still working), M10 Achilles Armoured Vehicle and a Flying Flea Spy Plane. CEEM advised that the weight and size requirement will be checked with all the relevant bodies prior to booking. CEEM spoke about the armed forces element which will be marked by an informal flag raising at 11am. CEEM listed the Entertainment booked and confirmed participants. Members discussed the event plans and further ideas. DTC shared ideas about picnic areas and VE celebrations discussed at the team meeting. Chair suggested donations could be collected as it is a free event to help raise funds. Members spoke of the BID no longer running and so cannot provide shop packs as in previous years. Members debated options for shop packs discussing ideas such as charging for packs or traders putting a contribution towards the packs. A decision was made that BTC would provide posters and instructions for decorating shop fronts. Cllr. S. Baldwin proposed that traders could purchase a pack for a treasure hunt. Members decided a letter should be sent out to traders. Members suggested corporate sponsorship from the banks and also Mr Hegarty. CEEM reported that APO (Dawn Elliott) was already working on sponsorship for the event.

Resolved – BTC to provide traders with a pack containing a letter, instructions and posters for the decoration of shop fronts for the Wartime Bridgend event.

Meeting Closed 7.40pm