

Minutes for Community Engagement and Wellbeing Committee

Wednesday July 31st – 7pm at Carnegie House, Board Room.

Present

Cllr. Nicole Burnett (Chair)

Cllr. Robbie Thomas

Cllr. Stuart Baldwin

Cllr. Tim Wood

Cllr. Alan Wathan (Mayor)

Leanne Edwards Town Clerk (TC)

Sharlene Lewis Community Engagement and Event Manager (CEEM)

1. To Elect a Chair for the Ensuing Year

Cllr. Nicole Burnett was nominated as Chair. This was seconded. There were no other nominations.

Resolved: Cllr. Nicole Burnett was duly elected as Chair of the Community Engagement and Well-being Committee for 2019/20

2. 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 2019/20

3. To Receive Apologies for Absence.

Cllr. Angela Morelli, Cllr. Carolyn Webster, Lyn Walters, John Harris (Military Advisor)

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

No Declarations of Interest were recorded.

5. To Confirm and Sign Minutes of the Community Engagement and Well-being Committee held on 3rd April 2019.

Resolved: Minutes of the 3rd April 2019 were confirmed and signed as a true and correct record.

6. To Consider Matters Arising from Community Engagement and Well-being Committee held on 3rd April 2019.

There were no matters arising.

7. To Receive an Update from the Community Engagement and Events Manager on Carnegie House Autumn Programme 2019.

- CEEM provided the committee with an update on the autumn programme. Events had been programmed based on feedback received and what had worked well from previous programmes. The committee congratulated Sharlene Lewis on the new autumn programme.
- TC asked members to help support with the distribution of the brochure. Members agreed and suggested asking all councillors to deliver the brochures to their wards if CEEM could co-ordinate this.

Resolved: CEEM to coordinate a distribution map for the autumn brochure for all Councillors to assist with.

8. To Receive an Update from the Community Engagement and Events Manager on Wartime Bridgend and Armed Forces Day Event 2019 and to consider the provision of Wartime Bridgend 2020.

- CEEM provided members with an update giving an overview of the event and overall feedback. The event was highly successful with feedback indicating that it had been the best Wartime Bridgend event to date. Evaluation forms had been sent to all participants with excellent feedback in all areas of organisation, delivery and overall event. Participants are keen to have an annual event and to confirm a date for next year. There have also been several enquiries from the public asking if the wartime event will be happening next year. There is a growing momentum for the event and a real sense of support for it in the community and from participants.
- Members thanked staff for their hard work and congratulated them on the success of Wartime Bridgend.
- Members discussed the Wartime Bridgend event and the importance of making a commitment for the future of the event. A date for next year's event was discussed and it was suggested that a 3 year commitment to deliver Wartime Bridgend as an annual event. TC asked the members if they wanted to have a proposal in principle to present to full Council. Members all agreed.
- Cllr. Wood suggested that Armed Forces Day continues to link in with the Wartime event. CEEM stated that it worked really well as part of this year's event. Members agreed that this element should remain and worked well.
- Members recommended if the event become annual that a date could be pencilled in for the next year and a save the date produced as part of the marketing to build the momentum of the following year. A discussion was held on how this would aid the planning of future events and enable the team to plan more efficiently.

Resolved: TC to propose a motion to full Council for Wartime Bridgend to be an annual event for term of this council and to agree a date of Saturday 13th June 2020 for next year's Wartime Bridgend event.

9. To Receive an Update from the Community Engagement and Events Manager on grant details.

- CEEM advised members that a grant funding application had been successful for the Light Festival and BTC has received £10,000 from the Big Lottery Fund 'National Lottery Awards for All' towards the cost of the project. This additional funding was sought to appoint a Project Manager to facilitate the project and to cover 60 community workshops in lantern making,

Samba and Circus. CEEM advised that the project will start in September 2019 with workshops planned for January and February leading up to the Light Festival event on the 21st February 2020.

- TC explained the Project Manager role to the committee and recommended that Karen Steadman be considered for the role as she had organised the previous Light Festival in 2018 and is currently Project Managing the Take Part ACW Grant for the Town Council. CEEM stated that she had looked at the funding regulations and there was nothing in them to specify that the role needed to be advertised for the grant awarded. Members discussed the appointment of a Project Manager and agreed with the recommendation for Karen Steadman to be appointed. It was noted by the committee that the Project Manager will need to run the project with little support from BTC staff due to resource and that as Karen has experience she would be the best placed to do so.
- CEEM updated the members that we had also been awarded a £5000 grant for a printing press project applied for by Claire Hiatt as part of her artist in residency from the Millennium Stadium Charitable Trust. Members discussed how this project would benefit the community with workshops and equipment. Councillors discussed how having a printing press could be used to generate an income with the possibility of printing Christmas cards with images of Bridgend. Members suggested holding a competition within the art groups to design a Christmas card for 2019.

Resolved: To offer the role of Light Festival Project Manager to Karen Steadman and TC and CEEM to draw up a contract and meet with Karen Steadman.

Resolved: CEEM to speak with Claire Hiatt regarding a Christmas card design competition amongst current students for 2019 and the use of the printing press to produce Christmas cards with a Bridgend Theme.

10. To Receive an Update from the Community Engagement and Events Manager on the ACW Project 2019.

- CEEM ran through a report Project Manager Karen Steadman and gave an update on the aims of the project, what had been achieved to date and any concerns and issues with the project to date.
- CEEM explained that there had been very successful outreach sessions with Claremont and Oaklands Care home, MC Hub and Mental Health Matters with additional planned outreach with Brynteg School, Westward Community Centre and Wildmill in the autumn.
- CEEM explained that the 'Pay What you Can' model had failed to generate much of an income and currently levels of payment for classes versus the cost of the activity were not sustainable after the grant funding ends. CEEM explained that workshops had worked well in conjunction with events such as Wartime and Roots and that Circus and Samba could become part of the programme to link with events or as one off workshops.
- TC spoke of employing a freelance worker such as Tracy Evans to carry out an evaluation to inform future programming and grant applications. Members agreed to this suggestion.
- Members discussed different avenues for grant funding and agreed that they would like to pursue grants that link with large scale events such as the Light Festival and Wartime Bridgend. TC spoke of the local appetite for history and heritage and how grants in these areas could also be investigated.

Resolved: TC and CEEM to speak with Tracy Evans to facilitate an evaluation to inform future programming and grant funding to present to the Community Engagement and Wellbeing Committee.

11. To Discuss the Provision of Remembrance Events 2019.

- TC gave an update to members about possibilities for 2019.
- Chair spoke of the Quakers and if they should be officially invited to lay a wreath. Members discussed protocol for laying a wreath and not excluding anyone from doing so. Cllr. Baldwin stated that it has been 100 years since the end of the First World War and it should be about peace and inclusion. Members decided that they have no power who can lay wreaths and as such no request could be considered by the Council.
- Members agreed to give delegated responsibility to staff to make arrangements for Remembrance.
- Members agreed that the Town Council should arrange a family service on Saturday the 9th November and a Military and Veteran Service on Sunday 10th November, and that the Remembrance Café should go ahead as last year on both days.
- Members asked that speeches be kept to a minimum this year and requested that there are clearer instructions for Councillors on where to go. TC to clarify protocol.
- Members spoke about health and safety concerns last year it was noted that many young people fainted.
- Mayor asked if other ministers could be included in the service. TC explained that the Armed Forces Padre is always used for this ward. Members discussed inviting all churches and vicars within the ward.
- Cllr. Wood requested that the band or choir play for longer before the service.

Resolved: The committee agreed that the Town Council should arrange a family service on Saturday the 9th November and a Military and Veteran Service on Sunday 10th November. Arrangements for these events are delegated to the Town Council staff.

12. To Receive an Update on Community Engagement and Wellbeing Resource.

- TC provided an update on the current situation and the limited resource.
- TC advised that 6 months cover for the Art Project Officer Role had been approved and the closing date today. Interviews would be conducted by the end of the week.
- TC advised that staffing not at full capacity and as a result there would be delays to the business plan. Cllr. Baldwin suggested using Nicola Bunston Public Consultations from BCBC or a Citizen Panel. TC advised that the project will be delayed.
- Members acknowledged volume of work and capacity of the team.
- Members agreed to additional front of house hours and need a figure of how much this may be.

Resolved: CEEM to look at additional staffing hours required for front of house.

13. To Receive an Update on Christmas Activities 2019.

- TC gave an update to members on an email received by Andrew Highway.

- TC advised that as decided previously by the committee there would be no extra Christmas event arranged by BTC and that our focus would be on working with the Bridgend Lions to deliver the Christmas Grotto and deliver Christmas workshop as part of the Carnegie House programme.
- TC advised that finance had agreed that the installation of the Christmas lights be delivered by BCBC as the only viable option for their installation. Members agreed.

14. To Receive an Update from the Town Clerk on Defibrillators.

- TC updated members regarding previous defibrillator requests and advised that the new application process for defibrillators be advertised from autumn.
- Cllr. Baldwin clarified that the funding for the Wildmill defibrillator has come from sun credit.
- Cllr. Wood had been approached by the Cricket Club regarding applying for a defibrillator. TC asked Cllr. Wood to advise them that they would be able to apply through the new procedure in the autumn.
- TC advised about the pad replacement process to members and the need to have uniform defibrillators so that one pad fits all.
- TC spoke of the need to call forward the next Community Engagement and Wellbeing Committee Meeting to discuss funding applications. Members agreed.

Resolved: Community Engagement and Wellbeing Meeting to be called forward to discuss grant funding for next year.

Resolved: TC to set up a new application process for defibrillators in the autumn.

Meeting Closed 8.40pm