

Minutes for Community Engagement and Wellbeing Committee

Wednesday April 3rd – 7pm at Carnegie House, Board Room.

Present

Cllr. Nicole Burnett (Chair)

Cllr. Robbie Thomas

Cllr. Stuart Baldwin

Cllr. Lynn Walters

Cllr. Paul Warren (Mayor BTC)

Brent Davis (APO)

Leanne Edwards Town Clerk (TC)

Sharlene Lewis Community Engagement and Event Manager (CEEM)

1. To Receive Apologies for Absence.

Cllr. Stuart Charles, Cllr. Angela Morelli, Cllr. Carolyn Webster

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 Confirm and Sign Minutes of the Community Engagement and Well-being Committee held on 13th February 2019.

Minutes confirmed and signed as a true record.

4. To Consider Matters Arising from Community Engagement and Well-being Committee held on 13th February 2019.

- Pg 2 – To research the provision of other language classes for the future. CEEM explained that she will be looking to start new language classes in September as part of the autumn programme and will be conducting opinion polls and research into what the local community would like. CEEM explained that she had already received feedback asking for conversational welsh classes and this had been passed on to the University of South Wales, who currently run the beginners classes at Carnegie House. The University have already requested to run an additional welsh class starting in September due to the popularity of the current welsh class at Carnegie House. CEEM explained that the demand for the conversational French and Spanish is at such a high level that there is now a waiting list for both courses.

Resolved: CEEM to continue to research and programme language classes.

- Pg 4 – Light Festival funding application – Mayor asked for an update and suggested that funding may be available for a BAVO Youth Led Grant. CEEM explained that a funding application had been submitted to Awards for All and asked the Mayor if he could send her any funding information he may have for any future projects.

Resolved: Mayor to forward funding information to CEEM.

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

Carnegie House Programme Budgets

CEEM provided the committee with a budget sheet and delivered an overview of the budgets for Spring 2018 – Autumn 2018 and current Spring 2019. CEEM surmises that the programme expenditure had provided excellent value for money and was working towards becoming increasing sustainable with the hope to eventually become profit making. CEEM had started the Spring programme 2019 earlier in March with the intention of there being less of a gap in the programme from the Christmas period. However in retrospect this hadn't left enough time to programme and market the earlier aspects of the brochure effectively and that this had been a learning curve with future programming returning to April.

- Cllr Baldwin asked about figures for the bar and suggested that they be included in the budgets to show any additional profit to an event. CEEM explained that bar profit was detailed on the full budget sheets but would include this in future in budget summaries of events.

Carnegie House Programme of Events

- CEEM ran through each event and class programmed from January to April 2019 providing an overview of how each had performed. CEEM noted that numbers and participation had been lower than expected with the early on start to the programme, however Tai Chi had proved exceptionally popular with high turn out from the start, with numbers reaching up to 28 per class.
- CEEM stated that adult drama was increasingly growing in numbers and that participants attending were a diverse audience. CEEM explained that Drama was proving to be an excellent facility not only to develop skills in performance but to overcome anxiety and low self-esteem. Members felt that this was invaluable and that it should be considered as an outreach project as it would really benefit other local community groups.
- CEEM explained that a member of the public had felt concerned for their safety when leaving an evening class. Members discussed the perceived increase in anti-social behaviour in Bridgend and issues in the Town Centre. Members discussed how increasing cultural events and activities would continue to add vibrancy to the town and diminish this type of anti-social behaviour.

Carnegie House Marketing

- CEEM explained that all brochures had been hand delivered by the outdoor team to all the residence in the wards. The brochure had also been delivered to local schools and businesses. CEEM explained that delivery of the brochure directly to the houses in the wards had been very successful, there had been lots of enquiries as a result and an increased local awareness of the programme. Members discussed how the programme is breaking down barriers and making events more accessible to everyone.
- Cllrs asked that the outdoor workers be thanked for distributing the brochure.

- Chair congratulated the team, stating that even with the slower start to this springs programme figures have still exceeded AWEN's programme at Carnegie House.
- CEEM and TC spoke of the current front of house situation and requirements and how this was under resourced currently in terms of staffing. The Mayor suggested going to a volunteer service. The Chair spoke of setting up a 'Friends of Carnegie House'. Members spoke of applying for grants to fund a volunteer co-ordinator position. Members discussed the increased need for additional front of house with suggestions that members of the committee could volunteer on a rotational basis. Cllr Baldwin volunteered to assist at the Jazz night this Friday and all Members agreed that they would be happy to help out when possible. The Mayor suggested that a report be drawn up and submitted to the finance committee to outline the need for sufficient staff to cover events.
- Mayor asked if a subcommittee would be needed for Remembrance Day. TC explained that staff and the Military Advisor John Harris were already planning the event. Choir and bands had been booked. TC and Deputy TC will lead on this event with civic invitations and protocols and CEEM has coordinated all the event forms.
- CEEM advised that programming for the autumn was already underway and that a participant forum was planned in the next couple of months to gain feedback from the public. CEEM explained that she planned to put a short presentation together to present to the public to increase awareness and understanding of how the art centre and events are run. Eventually with the view to taking this out to the wider community, following up outreach and visiting other organisations as part of community engagement. CEEM explained that the aim is to increase understanding of the local audience and build relationships within the community.
- TC asked the committee if they had any ideas they would like to put forward for the autumn programme. Cllr. Baldwin suggested another food event. CEEM explained she is keen to programme this also and use local traders and businesses where possible. Cllr. Walters suggested film nights/cinema and how this could be dementia friendly. Members agreed this would be a good idea. CEEM suggested that the equipment currently in use would need to be upgraded and a professional projector and screen purchased, explaining films have been shown before but have been very poor quality on the current equipment. Members agreed that this would not be a priority but a possibility for the future. Mayor suggested that films could coincide with events such as Valentines Day and Halloween. Mayor suggested Photography, CEEM explained she was considering the best way to programme something different to what was already available locally such as the camera club and other photography courses currently run.

Resolved: To write a report to Finance Committee to explain the need for additional resource and consequences for Carnegie House if programme is under resourced.

Resolved: TC and CEEM to thank outdoor workers for distributing brochures on behalf of the Committee.

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

- CEEM gave the committee a written report prepared by the Project Manager Karen Steadman and run through the beginning of the project to date. CEEM explained the new 'Pay What You Can' model to the committee. Members discussed the model and the importance of not putting barriers in place with a recommended minimum amount and acknowledged that the Project is fulfilling important wellbeing objectives.
- CEEM explained that there had been a really high demand for outreach and that this element is going really well. Members suggested outreach to the over 50's club in Cefn Glas and Wildmill. CEEM ran through where outreach had taken place with Artist in Residence Claire Hiatt and the massive benefits and community relationships that had been built as a result of it.
- CEEM detailed the trips planned as part of the project. Cllr. Walters spoke of concern that staff must not be responsible for vulnerable individuals and that staff must be safeguarded. CEEM assured Members that all those attending the trips will be responsible for themselves or accompanied by others responsible for them, and that staff would not be responsible for any individuals and this would be clearly stated.

Resolved: CEEM to pass on Members suggestions for outreach to Project Manager and Artist in Residence Claire Hiatt.

To Receive an Update from the Community Engagement and Events Manager on Wartime Bridgend and Armed forces Day.

- CEEM provided the committee with a written update report, the minutes of the last Wartime Bridgend meeting and marketing to date. CEEM gave a brief update on bookings and progress.
- TC congratulated the events team for the amount of work undertaken.
- Cllr. Walters offered to volunteer for the event. All Members agreed and acknowledged the amount of work required for this event and offered their help and support.
- TC spoke on the Heritage Walkway Project and how this can form part of the event. TC updated the committee on the project to date. CEEM explained that she had met with Ken Hinton from St Johns House to discuss their involvement this year. Ken had informed CEEM that the students from Bryntirion School are to be based there on the day and plans were discussed for the students to take guided tours of the Heritage Walkway Project leading up to St Johns House.
- A discussion was had by Members on how resilient the panels were to graffiti and vandalism. TC assured Members that they were well constructed and could be easily cleaned if needed.
- A discussion was held regarding encouraging traders to take part. The Chair spoke of awards for traders taking part in the event and how their efforts could be recognised. Members agreed that this should be done and a certificate or acknowledgment be made.
- TC spoke of security and the need for professional security on the day as well as liaising closely with police in light of other instances at previous events. Members agreed that professional security was required for the event and that the police should be invited to a separate meeting to discuss the event.

- A discussion was held on sourcing visual things for children, CEEM requested that any contacts or ideas to be put forward. CEEM advised that a vintage fairground and attractions for children have been researched but she has as yet been unable to secure one. Members discussed the costs of fairgrounds and if it would be best to invite one to come and let them charge for rides so that we could get a larger attraction in. Members felt that as the rest of the event was free a small charge for a fairground ride would not detract from the overall free event.
- Members suggested the Police Museum. CEEM and APO stated that they had been unable to take part in previous years but had been to meetings last year and have not responded this year. Members asked if it would be best to arrange a separate meeting with the museum if they are unable to attend the main public meeting.

Resolved: CEEM and APO to contact the Police Museum for involvement in Wartime Bridgend.

Resolved: To invite the police to meet at Carnegie House about the Wartime Bridgend event.

To Receive an Update from the Town Clerk on Defibrillators.

- TC gave an update on the current status of the defibrillator project and associated training she informed the committee that a training session took place on Friday 29th March at Carnegie House, 17 members of the public attended. She explained that another 3 training sessions will be planned in the near future.
- Cllr. Baldwin advised that BAVO and Sun Credit would like to work with BTC on the provision of defibrillators and training.
- TC asked the committee to consider the current requests for defibrillator funding for Newcastle and Wildmill. TC gave the committee an update on what had been discussed in the finance committee meeting in regards to the applications so they may consider it in their decision. Members discussed how organisations were applying for funding from several sources and how this could be managed more effectively.
- Members agreed that it was important to raise awareness of CPR and first aid in the community.
- A decision was made by the committee to establish a new process for defibrillator funding applications with new conditions attached. Members agreed that requests would no longer be based on awarding a monetary amount but providing and installing one defibrillator per funding request. This would mean all defibrillators would be uniform within the wards for ease of use. Members also specified that permission should come from the landowner with the community body to take on responsibility for the maintenance of the defibrillator. BTC would provide training and CPR for the community as part of this package.
- The committee decided that the two funding requests from Wildmill and Newcastle need to be re submitted under the newly established funding guidelines.

Resolved: To establish a new funding application process for defibrillators and advertise it to the local community. To advise the current funding requests to be re submitted under these new guidelines.

To Consider a Request from St John's House.

- CEEM advised that St John's House had enquired about running a craft market inside Carnegie House to raise funds for St John's House Trust. CEEM detailed the reasons that she felt we could support this request with free room hire and the Members had a discussion on supporting arts, heritage and wellbeing in the Town. TC gave a background to previous requests and precedent set by the previous Carnegie House Board and asked for the team to have delegated authority to allow 3 sessions per year.
- Chair suggested having an application process that meets our criteria.
- Cllr. Walters highlighted concerns about only offering this opportunity to specific organisations and how this may be perceived as favouritism. CEEM assured her that it would not be continually offered to the same organisations.
- Members agreed that there should be three criteria that the organisation would need to fall under. Either culture, heritage or arts.
- Chair felt that this would be a minimal cost to Carnegie House however be beneficial to all and spoke of the need to support local organisations whilst having good use of the hall. CEEM explained that events could form part of the programme and as a free room hire the only real cost would be the loss of income from the hire and the caretaker opening and closing for the event.
- Mayor spoke of the need for a room hire agreement in place. CEEM explained that this is something already in place and all hirers sign to agree to conditions and that this would be no different. CEEM explained she felt this would be a good way to work with local organisations and build relationships.

Resolved: To give delegated authority for CEEM to consider and decide on requests for the use of Carnegie House on a case by case basis. Value set to determine free use of Carnegie House for appropriate use.

Correspondence

Merchant Navy Day

- Merchant Navy Day – TC asked the committee if they are happy to support this with the raising of the flag. All Members agreed.
- Members requested that Cllr. Richard Young from BCBC be contacted as Armed forces Champion.

Resolved: TC to contact Cllr. Richard Young.

Remembrance

- Cllr. Walters presented photographs to the committee of poppies made by a community arts project using clay. She felt that this would be a lovely idea for the 75th anniversary of the end of WWII.
- Members discussed the idea and the possibility of doing something similar at the Wartime Bridgend event using fimo modelling clay.

- Members discussed how poppies could be auctioned to raise funds for the RBL.
- CEEM advised that she would speak to tutors to see what ideas they could come up with regarding making poppies and linking in with workshops around remembrance.
- CEEM advised that the next wartime meeting is on 1st May 2019 at 11am all are welcome to attend.

Resolved: CEEM to speak to tutors about remembrance poppy making workshops

Meeting Closed 9.15pm