



MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE
Wednesday October 7th 2020 at 6pm 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. Angela Morelli	D. Elliott – Community Engagement and Events Officer
	Cllr. Lyn Walters	
	Cllr. Tim Wood	

1. To Receive Apologies for Absence.

Cllr. S Easterbrook, Cllr. Robbie Thomas, Cllr. C. Webster & Mr. John Harris (Military Advisor)

The Chair offered deepest sympathy and condolences on behalf of the committee to Cllr. R. Thomas on the sudden loss of his partner.

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

There were no Declarations of Interest.

3. To confirm and sign minutes of the Community Engagement and Well-being Committee held on Wednesday, 29th January 2020.

Resolved: Minutes of the meeting held on Wednesday, 29th January 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, 29th January 2020.

- ***Community Engagement and Events Manager to arrange a meeting with Andrew Highway, Chair and Cllr. D. Unwin in March to discuss the Bridgend Christmas Light Switch-on for 2020.***

This meeting did not go ahead due to Covid -19 and lockdown. Christmas activities are on the agenda for further discussion by the committee (Item 8).

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

The defibrillator has yet to be moved. Item to be put back on the agenda at a later date.

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

Delegated responsibility in place – room hire cancelled since March 26th 2020 due to Covid- 19 restrictions.

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

Wartime Bridgend Event cancelled due to Covid-19 restrictions.

Resolved: *To re agenda the damaged defibrillator for relocation.*

5.

- a) **To receive an update from the Community Engagement and Events Manager for the past 6 months.**

Community Engagement and Events Manager provided the committee with a written update on all activities that had taken place and what had been achieved. Community Engagement and Events Officer provided a report detailing a breakdown of the online activities and relating statistics for Carnegie House.

The Chair noted that she was very proud of the Community Engagement Team for continuing to work with Artists and Tutors over the last 6 months to provide an engaging online presence. A stirring effort was made to commemorate VE and VJ Day and the Community Arts Exhibition was outstanding. She highlighted that other arts organisations and councils have used Covid-19 as an excuse to scale back but the team stepped up activity raising the profile of Bridgend Town Council in doing so. The Chair congratulated the team on all their hard work and adaptability over the past 6 months.

- b) **To receive an update from the Community Engagement and Events Manager on the appointment of Community Engagement and Events Officer.**

Over 195 applications were received for the position of Community Engagement and Event Officer. 8 were shortlisted and invited to interview via Skype or socially distanced interview at Carnegie House. 6 applicants accepted and attended the interviews. There were some excellent candidates and the strongest and highest scoring, Dawn Elliott, was offered the position and accepted. Dawn's new permanent contract starts on 1st October 2020. The committee congratulated Dawn Elliott.

- c) **To consider plans for Carnegie House and community engagement for the autumn.**

i. **Online arts & well-being activities**

<u>Class</u>	<u>Day</u>	<u>Time</u>
Art Club	Tuesday	6.30 – 8.30pm
Creative Textiles	Wednesday	11am
Mindfulness	Wednesday	1pm
Art Class	Thursday	10am – 12pm

Planned online arts and wellbeing activities set out by the Community Engagement team were accepted.

Cllr. Lyn Walters asked for an update on the language classes as she was keen for these to continue. Community Engagement and Events Manager explained that the company who run the Welsh classes were not running any until January 2021 and that the tutor for French and Spanish had

difficulties in running the classes via Zoom. Cllr. Angela Morelli offered support to train tutors on how to use Zoom.

ii. Diary management system

Community Engagement and Events Manager provided Members with a written report on the Diary Management Systems considered for Carnegie House and Ty'r Ardd booking systems. Four systems have been researched and costed and two of these have been trialed. The diary management system from Hall Bookings Online was considered by the team to be the most functional for BTC's requirements and the best value for money.

Resolved: Members agreed to use the Hall Bookings Online System for Carnegie House and Ty'r Ardd.

iii. Community Newsletter

Community Engagement and Events Manager provided a written update on the Newsletter and it was noted that an email was sent to all the Committee Members on 22nd September 2020 with an initial draft brief for a 'BTC Community Newsletter' for the committee's approval and input. Members discussed the newsletter in detail and decided the following:

- They were happy with the brief and wanted to proceed with the newsletter.
- The newsletter would be seasonal with three editions per year.
- The newsletter would be printed on high quality paper.
- The newsletter should look fun, appeal to all age groups and not too business like.
- Branding decision on the crest to be decided at the next Town Council meeting and the newsletter to following in line with the decision.
- The newsletter will be translated into Welsh. English versions to be sent out to all residents within the wards and Welsh versions sent to those who requested it. A small print run of the Welsh version to be made available at our public spaces. Welsh and English versions to be published on our new website. Future surveys to be done to find out if residents want a bilingual newsletter.
- Surveys to be added to the newsletter, both paper versions and links to online surveys.
- Suggestions made by Cllr. Baldwin to include Cllrs photos and contact details to be included in the first edition agreed by Members as long as space permitted.
- Suggestions made by Cllr. Lyn Walters for a Did You Know? Section agreed by Members.
- Members decided that the newsletter would be distributed by a private company and based on the costs provided, BTC will use Gunn Deliveries.

Resolved: *Bridgend Town Council should produce a seasonal newsletter to include the decisions above. A draft to be produced for the committee's approval.*

Resolved: *The newsletter should be distributed by Gunn Deliveries.*

iv. Community Networking and Green Links Bridgend Project

Community Engagement and Events Manager provided a written report explaining that Bridgend Town Council have always cross-networked with other community agencies through the art centre and our projects. With the lockdown restrictions, it has become even more essential to work with other local community groups and organisations to find other ways of reaching our community.

Engagement Projects – The Big Green Draw –Plant Life/ Green Links Bridgend Project

Green links Bridgend have proposed working with Carnegie House in delivering a creative environmental community project, which links into a bigger National Project ‘The Big Green Draw’. Members all agreed to be involved in the project. Cllr. Lyn Waters raised concerns about the level of staff involvement needed and that we would not be running the project. Community Engagement and Events Officer explained we would not and our role would be more of a supportive role as outlined.

Members agreed:

- Bridgend Town Council to actively seek out local community groups and find ways to link in with engagement projects in the community.
- To work as a supporting partnership with Plant life/ Green links Bridgend to help to deliver the project during the autumn.
- To allocate some budget out of the existing community engagement and marketing budget to support the Plant Life/ Green links project.
- To hold an exhibition either online or at Carnegie House in February to display the community project.

Resolved: *Community Engagement and Events Team to actively work with other local community groups for engagement projects and to collaborate with Plant Life/ Green Links Bridgend on the Big Green Draw project.*

v. Website Development

Community Engagement and Events Manager provided a written update that stated that during the past 6 months, it has become more evident that both Carnegie House and Bridgend Town Council websites need to be updated. The website is the key place where people look for information and to find out about what we do and our services. Neither websites are fit for purpose or representative of the work being undertaken by Bridgend Town Council. Community Engagement and Events Manager explained in the update that Bridgend Town Council have accumulated lots of excellent content online during lockdown, which can now be used as engaging content on both websites.

Town Clerk explained a budget of £5000 had been allocated this year for the redevelopment of the websites and would need to be carried over to the next financial year. Town Clerk stated that whilst the website has been researched and draft briefs put together, we have been unable to meet and discuss with web designers the functionality and design needed across the 2 websites.

Cllr Lyn Walters asked if £5000 would be enough for the development of the websites. Town Clerk explained that there was additional budget for the Town Council website and the combined budget would be sufficient.

Resolved: Budget allocated for the redevelopment of the website to be carried over.

vi. Community Engagement Initiatives

Community Engagement and Events Manager updated the committee with initiatives for Members to consider in order to understand what the local residents in the wards want.

Members agreed on the following:

- Surveys – Paper and online to help inform the planning for all future events and projects.
- Engagement days and events once restrictions have been lifted. A strategy to be put together by Community Engagement and Events Manager based on feedback from the surveys.
- Working with other key community bodies and organisations.
- Tailoring all future projects to address community needs and look at ways to include the residents in all Bridgend Town Council projects to create a stronger sense of community and awareness of what the Town Council does.
- Engagement videos for our online audience, aimed at informing the public of all our services.

Resolved: *Community Engagement and Events Manager to carry out initiatives for community engagement as detailed above.*

6. To consider use of Town Council indoor community spaces in line with Covid-19 restrictions.

The committee agreed that our community spaces should remain closed until the end of December 2020. The committee discussed a phased re opening to low risk classes in 2021. Town Clerk gave an update outlining proposed building work which will be taking place in Ty'r Ardd which would restrict access to the community spaces.

The committee asked Community Engagement and Events Manager to prepare a strategy for reopening both Carnegie House and Ty'r Ardd and to consider using blended learning and reintroducing language classes.

Resolved: *To prepare a strategy for a phased reopening and the committee to review the situation at the beginning of December to assess whether it will be feasible to open in January 2021.*

7. To consider plans for Remembrance 2020 within current government guidelines and National protocol

Members reviewed an email from the Bridgend Town Council Military Advisor, Mr. John Harris, which highlighted the current Covid-19 situation and the risks of holding an event in Bridgend Town centre.

The Military Advisor recommended the following:

- To direct people to the televised national remembrance service.
- To raise the military flags on the memorial over Remembrance weekend and ensure the town council wreath is placed on the memorial on Remembrance Sunday.
- To open the gates of the War Memorial from 08.00 hrs until 18.00 hrs to allow public to lay their wreaths in their own time during the day.

He also suggested that the public should be discouraged from laying wreaths between 10:45hrs - 11.15 hrs to prevent a large number of the public congregating around the memorial at 11:00hrs. He also noted that sufficient publicity will be required to advise the public to spread their attendance at the War Memorial throughout the day.

He noted that if appropriate, and depending on guidelines at the time, a four man guard of honour could be considered at the memorial from 10.45 until 11.15hrs and the RBL could be permitted to present their standard only at 10.55. He stressed that numbers must be kept to an absolute minimum at all costs.

Members discussed the options and some members felt strongly that regrettably it would be impossible to deliver any form of Remembrance event safely and in line with Government guidelines.

It was suggested that the public could be advised not to attend the War Memorial on Remembrance Sunday, however it was acknowledged that although Bridgend Town Council is the custodian of the War Memorial, it does not own the pedestrian area surrounding the War Memorial. BTC therefore cannot stop people attending the War Memorial to lay wreaths and to pay their respects.

Some members expressed a concern that something needed to be done at the War Memorial 11am on Remembrance Sunday and suggested that Bridgend Town Council should consider options for this.

The committee suggested that the gates of the War Memorial should be open from 9am – 4pm on Sunday 8th November and that barriers should be erected around the War Memorial to create a one way entrance and exit system for the public. It was noted that this would need to be staffed with Bridgend Town Council staff or an external security company throughout the day to ensure that the public adhere to guidelines for social distancing.

The Town Clerk highlighted that no plans for an event have been created due to the current pandemic and advised that she would need to speak to the Facilities Manager regarding the barriers, health & safety and preparation of a risk assessment.

Resolved: *Town Clerk, Community Engagement Team and Facilities Manager to discuss a feasible plan for Remembrance Sunday.*

8. To receive an update on Christmas 2020 and to consider plans for Christmas 2020 under current restrictions.

Community Engagement and Events Manager provided a written update outlining plans for consideration regarding alternative Christmas celebrations which included options for collaborating with BCBC as part of their online Christmas Celebrations:

The committee discussed the following proposals:

- A Message from Santa
- Additional Trees in Caroline Street
- Bridgend Town Council to be included in the 12 Days of Christmas Advent Calendar

It was agreed that Bridgend Town Council would not collaborate with any of these options, however we would support BCBC in promoting their activities where relevant.

The committee then considered options put forward for Bridgend Town Council:

- Music in the Town
- Bridgend Christmas Elf Trail
- 12 days of Christmas Cross wire banners/lamp post banners community project
- Christmas competitions

The committee concluded that these were all excellent ideas which would benefit the residents who pay the precept.

The Chair noted that in December 2015 Bridgend held the world record for the worlds largest gathering of elves and therefore the town already has a connection with elves. She summarised that a family elf trail could be created around the town with clues along the route and that the Carnegie House Artist in Residence could be involved in this project.

It was highlighted that the project could also include a competition on the Town Council social media pages with the hashtag #BridgendElfieTrail and could incorporate out reach to the community within the wards on the four Saturdays leading up to Christmas.

It was agreed that the competitions and banner ideas were looked at in more detail for Christmas 2021.

Resolved: *Community Engagement and Events Team to plan a Christmas Elf Trail in Bridgend.*

Town Clerk provided an update on the costs for the installation of Christmas Lights and confirmed that this included a Christmas Tree outside Barclays Bank in Dunraven Place and in Wildmill and Cefn Glass commercial areas.

The committee agreed to go ahead with the Christmas lights and to maintain the annual donation of £500 to The Lions Club of Bridgend. It was also suggested that if there is Christmas budget leftover it should be reviewed at a future meeting and a discussion should be held regarding providing a donation to a local charity such as Bridgend Foodbank.

Resolved: *To approve the installation of Christmas Lights and Christmas Trees.*

Resolved: *To contact the Lions Club of Bridgend to inform them of the decision to donate £500*

9. To Consider projects for 2021/22:

a) Arts Council of Wales - Who is Bridgend? project

The committee acknowledged that the delivery of this project had moved online due to Covid-19 and had been very successful in engaging with the community. Members noted from the report that there was no further funding that could be applied for at present but the Community Engagement and Events Manager would continue to be vigilant for new funding streams.

b) Light Festival 2021/22

It was agreed by Members that the £10,000 budget for the 2021 Light festival would be carried over to next financial year.

Resolved: *To carry over the Light Festival budget to financial year 2021/22.*

c) Ty'r Ardd Community Spaces

It was agreed by Members that the current Evergreen Hall user groups would be able to make bookings at Ty'r Ardd when the building is reopened.

Resolved: *To relocate civic memorabilia from Carnegie House to Ty'r Ardd.*

d) Carnegie House Flexible Heritage Space

The committee agreed that all of the memorabilia that is currently housed in Carnegie House would move to Ty'r Ardd. Given the current circumstances it was agreed to hold on making a decision about the use of the first floor of Carnegie House until 2021.

e) War Memorial 100th Anniversary

The committee agreed that the project and budget for refurbishment of the War Memorial should carry over 2021/22.

Resolved: *That the War Memorial 100th Anniversary project budget to be carried over to 2021/22.*

f) Wartime Bridgend Event 2021

The committee decided to carry over the remainder of this year's budget of £18,352.50 to next year. It was agreed to make a decision in January 2021 regarding Wartime Bridgend 2021.

Resolved: *That the Wartime Bridgend budget of £18,352.50 is carried over for the 2021 event.*

g) Carnegie House Programme 2021

The committee discussed whether a Spring programme needs to be developed for 2021. They asked the Community Engagement and Events Manager to prepare a restricted programme focussing on low risk classes and activities that could possibly be run either online, inside Carnegie House or in the outside area of Ty'r Ardd.

Resolved: *To prepare a restricted Spring Programme for 2021 that can be run flexibly depending on Covid-19 restrictions in place at the time.*

Resolved: *To continue to look at available funding streams for future projects.*

10. To consider additional furnishings and equipment for new community spaces.

The committee discussed the importance of carrying out the capital works to improve the new community spaces.

The committee decided to carry over £5000 from 2020/21 budget for capital works that have not been utilised this year due to the pandemic for a sink, food hygiene certs, bookcases, décor and a card payment machine.

Resolved: *The budget of £5000 for capital works projects to be carried over to 2021/22.*

11. To receive an update on budgets and consider budgets in preparation for the precept meeting.

The Community Engagement and Events Manager provided a budget spreadsheet with an update on figures for 2020/21. Committee members agreed that where the budget had not been spent, to carry it over to financial year 2021/22.

The Town Clerk advised that two additional Community Engagement and Well-being Committee meetings could be required before the Precept meeting in December to discuss Ty'r Ardd and the budget.

Resolved: *Budgets unspent from 2020/21 to carry over to 2021/22, with two further committee meetings to be scheduled to discuss Ty'r Ardd and budgets in more detail before precept.*

Meeting Closed 8.55pm

Signed

Date

Chair of Communittee Engagement & Well-being Committee