

Minutes for Community Engagement and Wellbeing Committee

Wednesday October 9th 2019 – 7pm at Carnegie House, Board Room.

Present

Cllr. Nicole Burnett (Chair)	Cllr. Robbie Thomas
Cllr. Stuart Baldwin	Cllr. Carolyn Webster
Cllr. Alan Wathan (Mayor)	Cllr. Lyn Walters
Leanne Edwards, Town Clerk (TC)	Cllr. Steve Easterbrook
Sharlene Lewis, Community Engagement and Event Manager (CEEM)	
Dawn Elliott, Arts Project Officer (APO)	

1. To Receive Apologies for Absence.

Cllr. Angela Morelli, Cllr. Tim Wood, 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 Baldwin and 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 3^{1st} July 2019.

Resolved: Minutes of the meeting held on 31st July 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 31st July 2019.

Page 3. CEEM gave an update that the Art Classes had produced their Christmas card designs and they would be scanned and sent out to councillors for them to vote for their preferred design. It was agreed that the cards would be sold and proceeds put back into the Arts Programme.

5. To receive an update from the Town Clerk regarding project planning for Remembrance Events 2019.

Town Clerk gave an update on planning and progress for the Children and Family service on Saturday 9th November which will be aimed at primary school age children and the Remembrance Parade and Service on 10th November 2019, where it would be more appropriate for secondary school age children to attend. Town Clerk distributed the schedule for both events.

- Posters notifying the public about the Remembrance parade have been put into the 12 noticeboards around the town centre.
- A meeting has been planned with Rev. Rachel Wheeler.
- A Remembrance Café will run again in Carnegie House for both events.
- A Project Management Plan has been prepared with every member of the team contributing to the organisation of the two days.

Chair requested that an invite be sent to The Quakers.

Cllr. S Baldwin asked about the process of ordering wreaths. Town Clerk explained that there are changes within the Bridgend Branch of the RBL which means the co-ordination of the Poppy Appeal maybe different this year.

Resolved: Town Clerk to write and invite a representative from the Quakers to the Remembrance service.

Resolved – Town Clerk to contact Judith Jones re the Poppy Appeal and to find out who will order the BCBCs Mayor’s wreath

6. To receive an update from the Community Engagement and Events Manager regarding project planning for Christmas 2019.

CEEM informed the committee that planning was well underway and displayed the new adverts in the Around Town Magazine. Chair commented that the branding was good and becoming very recognisable.

- The grotto is due to arrive on 11th November and will need to be set up by the BTC team.
- The Lions will run the grotto on the 4 Saturdays leading up to Christmas
- All Christmas marketing is in the final stages and ready for printing.
- The Light Switch on is being organised by BCBC and Paul Whittaker from EPM Marketing is leading on this.
- Christmas workshops at Carnegie House have been organised and most have already sold out. We would have liked to have programmed more Christmas workshops in November and December but due to limited space in the Art Centre because of the grotto and our regular courses, this has not been possible.

7. To discuss how the Bridgend Youth Justice Service can work with the Town Council to undertake community service to improve the local area.

Town Clerk informed members that there had been correspondence with the Bridgend Youth Justice Service who were offering their services for young offenders to work in the community carrying out basic tasks such as gardening, painting and cleaning.

Deputy Chair mentioned that there are no flowers and towers at the entrance to town in the Morfa Ward.

Members expressed concern about who would be responsible for training the young people and what public liability would cover the work and the equipment. The members concluded that this offer would be considered if the Bridgend Youth Justice Service carry out their own risk assessments, riddor and would work with clear terms of reference.

Chair suggested that once the work had been completed the young offenders could be invited to meet the Mayor to thank them for their work. Members agreed with this suggestion as it would show restorative justice.

Resolved –To proceed with working with the Bridgend Youth Justice Service providing all safeguarding and risks are assessed and the Bridgend Youth Justice Service take responsibility for all liabilities and risks. Management of this is delegated to the Town Clerk.

8. To discuss health & safety and lone working concerns raised by Carnegie House Arts Centre freelance staff and tutors.

Town Clerk spoke of the risks of lone working and safeguarding members of the Town Council staff, Project Managers and tutors. Members discussed the need to take staffing resources into consideration in future when the Town Council bid for funding for projects. Town Clerk reported that policies for lone working and safeguarding are being developed. Members requested that they be very specific and include statements such as ‘we do not escort participants to taxis and to the bus station’.

Cllr. S Baldwin informed members about People Safe – a system where an amulet is worn around the neck with buttons that when pressed, notifies a call centre via a GPs signal. A pool version could be used after 6pm for Town Council staff.

Members asked that processes are put in place immediately to protect staff such as purchasing personal alarms.

Town Clerk informed members that the Carnegie House alarms for fire and security do not connect anywhere. Mayor expressed concern about this and suggested that the Town Clerk contacts the local Crime Prevention Officer for advice.

Members also discussed security issues surrounding Friday Night events at Carnegie House. Chair raised issues she experienced when working at the recent Brazil Night, such as vulnerability for staff using cash boxes, visitors smoking on the steps of the building and taking glasses outside. Concern was also raised about members of the public entering the building already under the influence of alcohol and the process to remove visitors who refuse to leave the building. Members agreed due to the nature and location of Carnegie House it would be best to plan fewer Friday Night events.

Resolved – Town Clerk to develop policies for lone working and ask for advice from the Crime Prevention Officer about security and personal safety.

Resolved – CEEM to plan minimal Friday night events and to consider safe working practises for staff when planning events.

9. To receive an Evaluation Report for 2019/2020 and recommendations from the Community Engagement and Events Manager.

CEEM distributed a report prepared by a freelance consultant, who has been appointed to evaluate the programme at Carnegie House Arts Centre. CEEM highlighted the main elements of the report. Members discussed completing surveys more often and going back to the longer form of questionnaire to standardise results.

The evaluation highlighted the fact that more space was needed to run more of the successful events and a secondary venue should be considered.

CEEM presented her overview report for 2019 with recommendations for 2020/21.

It was discussed that the arts programme is trying to deliver too much with limited resource.

Members discussed limiting Friday evening events and cutting back on the programme.

Members agreed that the programme should focus on the successful classes and workshops.

Chair congratulated the Community Events Team on the progress they have made in putting on a varied and well attended community events provision.

Resolved – CEEM to plan less Friday night events and to consider resources when planning future programmes to make best use of the resources we have.

10. To consider and discuss projects of the Community Engagement and Well-being Committee for 2020/21 and associated budget requirements.

Cllr. C Webster proposed that VE and VJ Day 75th anniversary were marked with a flag raising and prayers by Reverend R Wheeler in 2020. The two events will also be remembered at Wartime Bridgend. Members agreed.

Town Clerk informed the members that 2021 would be the 100th Anniversary of the War Memorial in Bridgend. Members discussed refurbishing the war memorial and all agreed that this project should be budgeted for in 2020/21.

Members discussed future ACW project funding and the success of the Artist in Residency element of the Take pART project held this year. It was decided that a smaller ACW funding application should be submitted to run an Artist in Residency project for 2020/21. Town Clerk gave details of the match funding required for this application and costs of outsourcing a written application. Members agreed to budget for this.

Resolved – To pursue a project to refurbish the war memorial for the 100 year anniversary.

Resolved – To mark VE and VJ Day with flag raising and inclusion in Wartime Bridgend.

Resolved – To submit an application to apply for funding for the ACW Artist in Residency Project for 2020/2021.

11. To agree a budget request for the Community Engagement and Well-being Committee for the financial Year 2020/2021 to form part of the Town Council precept requirement.

The Chair outlined the proposed precept budget costs to Members for discussion. Members debated the budgeting process and requirement for costings for projects.

- Cllr. C Webster requested that the precept does not go up for 2020/21 for this committee.

(Cllr. C Webster and Cllr. R Thomas left the meeting)

- Chair ran through the proposed budget and each point was discussed by the committee.
- Members all agreed to support the proposed capital costs of £10,000 for the installation of a sink, card payment facility and general upgrade of equipment in Carnegie House. Mayor suggested that more research into actual costings needed to be considered, however members agreed that due to time restrictions to allocate this budget.
- Members agreed to allocate a reduced budget of £10,000 to the Carnegie House programme based on earlier resolutions to reduce the programme.
- Members agreed to allocate £5,000 for funding applications and match funding of grants.
- Members agreed to reduce the marketing budget to £8,000. The budget covers all Town Council, Carnegie House programme and Town Centre events marketing.
- Members agreed to allocate a budget of £5,000 for the development of new websites for Carnegie House and noted the importance of a functional and efficient site that meets the needs of the Town Council.
- Members discussed the upcoming projects for 2020/21.
- Members discussed the provision of additional space and a decision was made to allocate £25,000 for additional venue development.
- Members agreed to increase the budget for Wartime Bridgend to £25,000 to reflect the growth of the event. Members discussed the loss of the shop packs provided by the CF31 BID. Cllr. S Easterbook suggested that traders would be prepared to dress their own window displays for Wartime Bridgend. Members discussed the consistency provided by the shop packs in terms of the bunting used etc. and overall look it gave to the event. CEEM to look at costings for the packs for 2020.
- Members discussed increasing the budget to £10,000 for Christmas events to cover any shortfall in funding from the Borough Council for the 2020 light switch on event.
- Members agreed to budget £10,000 towards the light festival project for 2021.
- Members agreed to a budget of £3,000 for the defibrillator project, this would enable the purchase of two defibrillators for 2020/21.
- Members supported the £5,000 budget for community engagement initiatives and agreed that community consultation and awareness needed to be developed for 2020/21.

- Members all agreed that a project to refurbish the war memorial should be included in this year's precept. Members discussed the importance of preserving the monument for the next 100 years. Members debated the costs involved in such a project, and agreed £20,000 be allocated, and funding to be applied for to enable this project to be carried out.
- The committee looked at the realistic projected income of the Art Centre after the programme is scaled back for 2020/21. It is estimated that the income will be approximately £5,000 for room hire and £8,000 for ticket sales, with grant funding/sponsorship applications to make up around £20,000.
- The proposed precept budget total for the Community Engagement and Wellbeing Committee 2020/21 is £103,000 (budget sheet attached detailing all figures proposed).

Meeting Closed 10.15pm