



MINUTES OF BRIDGEND TOWN COUNCIL MEETING

Meeting Details:

Date: Monday 20th June 2022

Time: 6.30 pm

The meeting was held as a hybrid meeting both at Carnegie House and remotely via Microsoft Teams for Business under the Local Government and Elections Act (Wales) 2021.

Chairperson: The Mayor, Cllr Tim Wood

Staff: Mrs D Jones (Deputy Town Clerk & Responsible Finance Officer), Ms J Brown (Democratic Services Officer)

In Attendance:

Cllr Tim Wood (Mayor) – In Person

Cllr Freya Bletsoe (Deputy Mayor) - In Person

Cllr Steven Bletsoe - In Person

Cllr Michelle Blundell-Humphreys - In Person

Cllr Nathan Deere – Remote

Cllr Steven Easterbrook – Remote

Cllr Dominic Evans – In Person

Cllr Allison Felton – Remote

Cllr I Williams (In Person).

Cllr Barry Johnston – Remote

Cllr Ann Lloyd – In person

Cllr Ian Spiller – Remote

Cllr Angela Morelli - Remote

Cllr David Unwin – In Person

Cllr C Webster – In Person

Cllr Chris Harding – Remote

1. To Receive Apologies for Absence

- Cllr A Wathan, Cllr F Sullivan

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

- Cllr S Bletsoe made a declaration of personal interest in any discussions relating to BCBC as a BCBC Councillor
- Cllr F Bletsoe made a declaration of personal interest in agenda item 23 and in any discussions relating to BCBC as a BCBC Councillor
- Cllr I Williams made a declaration of personal interest in agenda item 23 and in discussions relating to BCBC as a BCBC Councillor
- Cllr D Unwin made a personal declaration of interest in agenda item 8 (community and wellbeing minutes) as a personal member of the Woodland Trust
- Cllr T Wood made a declaration of personal interest in any discussions relating to BCBC as a BCBC Councillor and as a Bridgend Town Trader
- Cllr S Easterbrook made a declaration of personal interest as a Bridgend Town Trader
- Cllr I Spiller made a declaration of personal interest in any discussions relating to BCBC as a BCBC Councillor

3. **To receive questions or comments from Members of the Public (Standing Order 3(e) refers)**
- There were no questions or comments from Members of the Public.

4. **To confirm and sign minutes of the Town Council Annual Meeting held on 16th May 2022**

RESOLVED: That the minutes of the Town Council Annual Meeting held on 16th May 2022 be confirmed as a true record and duly signed.

5. **To consider matters arising from the minutes of the Town Council Annual Meeting held on 16th May 2022**

- **Amendment to page 7 item 14.** To appoint the following Councillors to the Town Hall Working Group for 2022/23: Cllr S Bletsoe, Cllr F Bletsoe, Cllr D Unwin, Cllr I Williams & Cllr T Wood.

To add the name of Cllr A Wathan.

- The Deputy Town Clerk duly made the amendment in situ.
- **Amendment to page 9 item 22. RESOLVED:** It was agreed that the Council's Insurer for 2022/23 would continue as Came & Co Insurance.

To add the name of Broker to the sentence.

- The Deputy Town Clerk duly made the amendment in situ.

6. **To confirm and sign minutes of the Town Council Ordinary Meeting held on 16th May 2022**

RESOLVED: That the minutes of the Town Council Ordinary Meeting held on 16th May 2022 be confirmed as a true record and duly signed.

7. **To consider matters arising from the minutes of the Ordinary Town Council Meeting held on 16th May 2022**

- **Page 282 Item 2.** Cllr S Easterbrook declared a personal interest as a town trader and in any discussions relating to BCBC as a BCBC Councillor. **To delete 'as a BCBC Councillor'.**
- The Deputy Town Clerk duly made the amendment in situ.
- **Page 284 Item 5.** Cllr S Bletsoe advised that his report to Council reference adopting a current serving HM Submarine was still in progress.
- Cllr A Fenton queried if costs, obligations and suitability of the vessel could be added to the report. Cllr S Bletsoe confirmed that these points would be included.

Cllr F Bletsoe declared a personal interest as a BCBC Councillor.

8. **To confirm and sign minutes of the Town Council Meeting held on 30th May 2022**

RESOLVED: That the minutes of the Town Council Meeting held on 30th May 2022 be confirmed as a true record and duly signed.

9. **To consider matters arising from the minutes of the Town Council Meeting held on 30th May 2022**

- **Page 295. Item 4.** Cllr F Bletsoe noted that her research on Companies House website had shown that contractor number 1 is very junior to contractor number 2, having only been set up for building projects in the past several years. **To delete, building projects in the past several years and replace with 'in last several years'**

- The Deputy Town Clerk duly made the amendment in situ.
- **To correct Chairperson to: The Mayor, Cllr Tim Wood.**
- The Deputy Town Clerk duly made the amendment in situ.

10. To note for information Mayoral Announcements and Engagements:

- Friday 27th May – Deputy Mayor and Consort – Town Twinning Meeting
- Saturday 28th May – Deputy Mayor and Consort – Town Twinning Civic Dinner
- Saturday 11th June – Mayor and Consort – Pen-y-Fai Folk Club 50th Anniversary
- Tuesday 14th June – Mayor wreath laying for 40th anniversary of Falklands Conflict
- The Mayor announced an additional engagement on Friday 17th June, The opening of the new Bridgend Cricket Pavilion

11. To appoint members to vacancies in committees for 2022/2023:

1. Planning committee x 1

RESOLVED: That Cllr N Deere be duly appointed to the Planning Committee.

2. Community Engagement & Wellbeing Committee

i. Military Advisor

RESOLVED: That Mr John Harris be duly appointed to continue as Military Advisor.

ii. 3 Co-optees

RESOLVED: That Mr Alistair McFetrich be duly appointed as an advisor To Carnegie House.

- The Deputy Town Clerk/RFO advised that The Community Engagement and Wellbeing Committee Co-Optees would receive confirmation in writing.

12. To receive an update regarding the co-option of BTC Youth Representatives

- The Deputy Town Clerk/RFO advised Council that she did not have an update and requested that this agenda item be deferred to the next meeting.

RESOLVED: That this agenda item 'To receive an update regarding the co-option of BTC Youth Representatives be deferred to the next Council Meeting.

13. To appoint one Councillor and one deputy as representatives for One Voice Wales for 2022/2023

Please note: The date of the next One Voice Wales Area Committee meeting is Monday 4th July 2022 at 7pm. The meeting will be held on a remote basis using Star Leaf remote conferencing software

RESOLVED: That Cllr C Webster be duly appointed as the Bridgend Town Council representative for One Voice Wales for 2022/23.

14. To consider the co-option process, review the co-option application form and agree timescales for a vacancy in the Morfa ward

- Council D Unwin proposed that the closing date be Monday 11th July at 12 noon.

- Cllr S Bletsoe advised the Deputy Clerk to ensure correct procedures are followed and to check in advance of the meeting standing orders and the voting process.
- The Deputy Town Clerk/RFO requested Councils view on advertising the co-option.

RESOLVED: That the co-option form be agreed and the closing date for the vacancy in the Morfa ward be Monday 11th July 2022 at 12 noon.

RESOLVED: That the Deputy Clerk/RFO place a small co-option advert in the Glamorgan Gazette and that the co-option be advertised on social media and Council noticeboards.

15. To receive Town Clerk's Report since last meeting (for information)

- The Deputy Town Clerk/RFO advised Council that no report was available due to the absence of The Town Clerk.

16. Planning

To consider draft minutes of the Planning Committee meeting held on 23rd May 2022

- The Chair presented the minutes to Council and drew Members attention to the Objections noted. The Chair asked Members if they had any questions. There were no questions.

RESOLVED: To receive and note the minutes of the Planning Committee Meeting held on 23rd May 2022.

17. Community Engagement & Wellbeing

To consider draft minutes of the Community Engagement & Wellbeing Committee meeting held on 25th May 2022

- **Page 1** – Cllr M Blundell Humphreys: **name correction from Humphries to Humphreys.**
- Cllr I Williams thanked Members for electing him Chair of Committee in his absence and thanked Cllr S Easterbrook for Chairing the meeting. The Chair stated that he had read the minutes with due diligence and therefore presented them to Council for any questions.
- Cllr D Unwin advised that information from the Woodland Trust would be taken into account regarding tree planting.
- Cllr D Unwin requested an update on the Christmas Grotto run by The Bridgend Lions and stated that the matter should be addressed soonest. The Deputy Town Clerk advised that she was not at the meeting and that she would pursue the question. The Deputy Town Clerk also advised Members that the Community Engagement and Events Manager was on sick leave, and that a decision would be referred to full council if staff did not have the resources to facilitate a Community Engagement and Events meeting in July.
- After a short discussion Cllr S Bletsoe advised that it would be preferable for the Committee to meet in July if possible.

RESOLVED: To receive and note the minutes of the Community Engagement & Wellbeing Committee meeting held on 25th May 2022.

18. Facilities

To consider draft minutes of the Facilities Committee meeting held on 26th May 2022

- Cllr D Unwin (Deputy Chair) presented the minutes to Council noting to Members that no further information had been received for allotment grant aid funding.

RESOLVED: To receive and note the minutes of the Facilities Committee meeting held on 26th May 2022.

19. Finance

1. To receive a balance of accounts and payments since last meeting

RESOLVED: Accounts paid, read, and approved by Members.

2. To consider draft minutes of Finance Committee meeting on 14th June 2022

- Chair of Finance Committee commended the minutes of the Finance Committee meeting held on 14th June 2022 to Council as a true record.

RESOLVED: To receive and note the minutes of the Finance Committee meeting held on 14th June 2022.

3. To review and approve the Annual Accounts for 2021-22 and Annual Governance Statement for 2021-22 and sign the Annual Return for the Year Ended 31st March 2022

- The Chair of Finance thanked the Deputy Clerk/Responsible Finance Officer for her meticulous accounts and drew Members attention to the previously circulated annual accounts. The Chair of Finance was very pleased to report that there were no adverse comments from the internal audit and recommended that The Mayor now sign the documentation in readiness for the external auditor.
- The Deputy Town Clerk/Responsible Finance Officer read aloud to Members a letter from the Internal Auditor and referred Councillors to their copy of the Annual Governance Statement for 2021-22, circulated prior to the meeting by the RFO.
- The Mayor referred Members to page 2, Annual Governance Statement; Councillors were unanimous in agreeing “Yes” to the assertions.
- The Mayor referred Members to Page 1, Accounting Statements 2021-22.

RESOLVED: That the Annual Governance Statement be accepted and duly signed by The Mayor and Responsible Finance Officer.

- Cllr F Bletsoe asked the Deputy Town Clerk/RFO if Councillors had sight of the chequebook as Council did not have a bank card.
- The Responsible Finance Officer explained that the chequebook was rarely used as most payments are made via bank transfer. She referred to the Councils internal controls in relation to signatories and the weekly expenditure approval process where several members of staff and a Councillor check all payments made and cheques raised.
- She advised that the chequebook is kept in a secure locked cabinet and that Councillors are welcome to inspect the chequebook at any time.

20. To consider an item deferred from the Town Council meeting in February 2022: Bridgend Sport RFC request for benches

- Cllr D Unwin referred to the previously circulated photographs which illustrated the request for two benches, one either side of the steps. Cllr D Unwin explained that there were no benches at all on that part of the field and that Bridgend Town Council had undertaken a programme of purchasing benches in the last 20 years, and that each one had a dedicated Bridgend Town Council nameplate. Cllr D Unwin further explained that BCBC had previously completed the work for the installation of the benches and that this would need to be established with the BCBC Green Services Manager.

- Cllr C Webster proposed that the benches be placed either side of the top of the steps just off the grass. Councillors agreed.
- The Deputy Town Clerk advised that she would write to BCBC and the RFC regarding the installation and the proposed siting of the benches.

RESOLVED: That the Deputy Town Clerk contact BCBC and the RFC regarding the installation and the proposed siting of the benches.

21. Recording of Council Meetings

To consider a Motion from Cllr F Bletsoe that:

'I propose that this council move towards better equality for all residents with digitally accessible recordings of our meetings that constituents can access at a time that is convenient for them.'

Proposed Resolution: That this Town council henceforth record and upload to YouTube/social media all council, committee and working group meetings. This is to allow for full democratic transparency as per the Nolan Regulations and Accessibility for all under the Equalities Act, as well as for educational purposes under the Wellbeing and Future Generations Act.'

- Cllr F Bletsoe requested that this motion be withdrawn and deferred to the next meeting pending more information.

RESOLVED: that this motion be withdrawn and deferred to the next meeting pending more information.

22. Town Hall Project

1. To receive an update from the Town Clerk regarding pre-contract discussions for the Town Hall Refurbishment Project

- The Deputy Town Clerk advised Members that she could clarify the following in the Town Clerks absence:
- That she was not present at the initial meeting with all parties, but was given to understand that it was very positive and that works would start on the 4th July 2022.
- That she would endeavour to arrange the installation of the networking system alongside the building work.
- Cllr I Williams proposed a vote of thanks to everyone who had been involved and especially the hard work of the staff. The Mayor seconded and also added his thanks.
- Cllr S Easterbrook and S Bletsoe queried if the information could now be shared on social media. The Deputy Town Clerk advised Councillors not to share any information that evening and that she would check the next working day, the start date and also prepare a letter notifying the surrounding residents of the works.

RESOLVED: That The Deputy Town Clerk prepare a letter notifying the occupants of Park Street and Sunnyside of the date of work commencing.

23. To consider agenda items for the Bridgend Town Centre ASB Management scheduled to take place on Thursday 30th June at 11am. Agenda items must be submitted by Wednesday 22nd June 2022

- Cllr F Bletsoe declared an interest in this agenda item

24. Correspondence:

- Email from The Department of Levelling-Up re: launch of the Round 2 of the Community Ownership Fund. The Expression of Interest stage will open for applications on 10th June 2022. **NOTED**
- Email from Welsh Government and National Lottery Heritage Fund Re: Local Places for Nature grant scheme - open for applications from Thursday June 9th. There is £920k available to allocate between now and March 2023. Please visit www.heritagefund.org.uk/funding for further details.
- Cllr F Bletsoe requested that this item be placed before the next Regeneration Committee Meeting on 24th October.

RESOLVED: That the Email from Welsh Government and National Lottery Heritage Fund Re: Local Places for Nature grant scheme - open for applications from Thursday June 9th. There is £920k available to allocate between now and March 2023 be placed on the Regeneration Committee Agenda for 24th October 2022.

- Letter re: Hedgehogs R Us Highway Project
- Cllr D Unwin proposed this be advertised on the Councils new website and to proceed with the project if there is public interest.

RESOLVED: That the Hedgehogs R Us Highway Project be advertised on the Councils new website and to proceed with the project if there is public interest.

25. Town and Community Forum

- a)* To consider items for inclusion on the Town and Community Council Forum agenda: **NOTED**
- b)* To consider feedback from meetings of the Town and Community Council Forum: **NOTED**
- c)* To identify proposals for inclusion on the TCC Charter Action Plan which would aid the development of the Charter: **NOTED**

Meeting Closed 19.36

Signed

Date

Mayor