



MINUTES OF COMMUNITY ENGAGEMENT AND WELLBEING COMMITTEE
Thursday 17th November 2022 at 7.00pm Hybrid Meeting using Microsoft Teams

Present: Cllr. S. Easterbrook (Chair) D. Jones – Deputy Town Clerk
Cllr. N. Deere D. Elliott – Acting Community
Cllr. A. Felton Engagement and Events
Cllr. M. Blundell Humphreys Manager (Minute Taker)
Cllr. I. Williams
Cllr. T. Wood (Mayor Ex Officio)

Apologies: Cllr. F. Bletsoe
Cllr. I. Spiller
Cllr. B. Johnston

In attendance at Carnegie House: Cllr. S. Easterbrook, Cllr. N. Deere, Cllr. M. Blundell Humphreys, Cllr. T. Wood along with Deputy Town Clerk, Acting Community Engagement and Events Manager. Cllr. A. Felton and Cllr. I. Williams attended remotely.

The Deputy Town Clerk welcomed members to the meeting and informed the committee that as the Chair was only able to attend remotely the Vice Chair, Cllr. Steven Easterbrook would chair the meeting.

The Vice Chair welcomed members attending at the chamber and remotely and confirmed that the meeting was quorate.

1. To Receive Apologies for Absence.

Apologies were received from Cllr. F. Bletsoe, Cllr. I. Spiller and Cllr. B. Johnston

The Deputy Town Clerk explained that Cllr I. Spiller was able to make the original meeting date of 16th November, however as the meeting had to be moved at short notice, he could no longer attend as he had commitments to chair another meeting. The Deputy Town Clerk sought approval for this to be minuted.

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

Cllr. S Easterbrook declared a personal interest as a BCBC councillor and town trader and this was noted. He also declared a personal interest in Agenda Item 8.

Cllr. T Wood declared a personal interest as a BCBC councillor and town trader and this was noted.

Cllr. I Williams declared a personal interest as a BCBC councillor and this was noted.

3. To confirm and sign minutes of the Community Engagement and Wellbeing Committee Meeting held on 25th May 2022.

Cllr. M Blundell Humphreys noted that her surname was spelled incorrectly. The Acting Community Engagement and Events Manager apologised and advised that this would be duly updated.

Vice Chair moved that the minutes of the meeting held on 25th May 2022 were a true and accurate record. This was seconded by Cllr. T Wood.

4. To consider matters arising from the Community Engagement and Well-being Committee Meeting held on 25th May 2022.

Members were updated of the resolutions from the last meeting as follows:

Item 7

Due to staffing issues, it was not possible to investigate changing the route of the Brass Band Bus this year to utilise supermarket car parks. The Acting Community Engagement and Events Manager had researched options to enhance the experience for residents and at a meeting of Full Council on 17th October 2022, it was resolved that staff book two performing circus elves to accompany Santa in the car and on the Brass Band Bus and this was actioned.

Item 8

Acting Community Engagement and Events Manager advised members that a meeting to discuss planting of trees for the Queen's Platinum Jubilee had been held with BCBC's Countryside Officer who was extremely helpful. The BCBC Officer gave lots of advice about locations, species, and consideration of use of the area where the trees would be planted. Further consideration is required from members about the issues discussed.

The Mayor offered to purchase the trees himself and Cllr I Williams asked if consideration could be given to planting trees within the boundaries of schools and churches within the wards.

RESOLVED: Acting Community Engagement and Events Manager to circulate notes from the meeting with the Countryside Officer to members and that the item be moved to the next meeting for discussion.

Item 9

Acting Community Engagement and Events Manager informed members that the Battle of Britain Exhibition went ahead as planned but without the launch event because the Air Commodore who was attending and speaking at the launch was unable to attend because he was observing the extended period of mourning of the death of Her Majesty The Queen.

30 members of the public attended the exhibition over 3 days with some people staying for up to two hours. The Deputy Town Clerk thanked the councillors who had volunteered to cover the exhibition. Cllr. M Blundell Humphreys informed members that she and other councillors had very much enjoyed manning the exhibition, meeting members of the public and listening to their fascinating stories about that period of the war.

Item 10

Deputy Town Clerk advised members that the recruitment of a Front of House member of Staff was due to be discussed at the next Personnel Committee Meeting to be held on Friday 18th November 2022.

Item 11

Acting Community Engagement and Events Manager informed members that an update about the Autumn Programme would be given under Agenda Item 7.

Deputy Town Clerk advised members that due to the Community Engagement and Events Manager being on long term sick leave a fully costed programme had not been prepared for the committee. In the absence of a committee meeting during the summer, the Acting Community Engagement and Events Manager had prepared and implemented a successful programme of activities in Carnegie House.

Acting Community Engagement and Events Manager updated members that the Community Engagement and Events Manager had contacted Wales Millennium Centre prior to her starting sick leave but a response had not yet been received.

At this stage in the meeting the Vice Chair read out a message from the Chair as follows: Please thank all staff and Councillors who were involved last weekend for delivering a faultless Remembrance Service on Saturday and Sunday.

Deputy Town Clerk updated the meeting that feedback from the Remembrance services was an agenda Item at the next meeting of Full Council on Tuesday 17th November 2022.

5. To receive an update on Christmas 2022.

Acting Community Engagement and Events Manager informed members that the Grotto had arrived from storage and had been erected. After being in storage for 3 years it will need some updating but there is budget to allow for this.

Santa's Grotto will be run by Bridgend Lions in Carnegie House on Saturdays: 26th November, 3rd, 10th and 17th December. BTC staff will open and close the building on each Saturday.

On 26th November Santa will leave Carnegie House at approximately 4.15pm to join the parade organised by BCBC. Santa will arrive at the main stage to turn on the Christmas Lights accompanied by the BTC Mayor and BCBC Mayor.

The external decorations for Carnegie House are in production and will be installed on Wednesday 23rd November. As agreed in Full Council on 17th October, a meeting was held with KKS to discuss the external decorations for Carnegie House, in particular to use a stronger

material which will increase the longevity of the decorations. The quote was reduced by £300 and the decorations will be produced on stronger material.

The Brass Band Bus with Santa is booked to visit the wards from 2pm on Saturday 10th December. If the weather isn't suitable for the event to take place, provision has been made to run the event on Sunday 11th December. To enhance the experience for our residents, two acrobatic elves have been booked to join Santa in the vintage car and open top bus.

The timings are:

| | |
|-----------------|----------------|
| 2.00pm - 2.20pm | Wildmill |
| 2.30pm - 3.30pm | Newcastle Ward |
| 3.30pm – 4pm | Morfa Ward |
| 4pm – 5pm | Oldcastle Ward |

A Willow Weaving Reindeers workshop will run at Carnegie House on Tuesday 6th December. This workshop has sold out.

Acting Community Engagement and Events Manager showed those members present in the chamber samples of print advertising: - a double page spread in The South Wales Magazine and a 4page A5 leaflet, which promotes the activities that the Town Council is providing for residents. Members commented that the designs were very eye catching and they were pleased with the advertising.

Cllr. T Wood asked for the costs of the print advertising. Acting Community Engagement and Events Manager did not have the exact figures in front of her but advised members that the cost were approximately £450 for the Double Page Advert and £200 for the 500 flyers. Cllr. T Wood questioned the value of using print advertising.

Acting Community Engagement and Events Manager explained that online free advertising worked very well for Carnegie House and Bridgend Town Council for selling courses and workshops however print advertising was very much about raising awareness and this is difficult to measure. Vice Chair said that he was very proud to see the Bridgend Town Council in the South Wales Magazine.

RESOLVED: Acting Community Engagement and Events Manager to provide exact costs to members for the recent print advertising.

Acting Community Engagement and Events Manager informed members that press releases were sent to The Glamorgan Gazette, The Glamorgan Star and Wales Online with details of the town's Remembrance Services, 3 weeks prior to the parade and service, but no publication had used the stories, which was disappointing.

6. To receive an update on the December 2022 Newsletter

Acting Community Engagement and Events Manager informed members that the newsletter has just been signed off and has gone to print. It was written and designed by 11th November ready to drop in photos from Remembrance as soon as they were received from the photographer.

6,800 copies will be printed and 6,500 will be delivered to LDP Distribution by Monday 28th November, ready for distribution over the following 7 working days to every house in the BTC wards.

50 copies will be printed in Welsh and will be hand delivered to two residents who have requested a Welsh copy. The remainder will be circulated in the Indoor Market and from Carnegie House.

Acting Community Engagement and Events Manager referred members to a sample copy of the newsletter which had been printed in house. It was requested that a pdf of the newsletter be sent to all members so that those attending remotely could view the newsletter.

RESOLVED: Acting Community Engagement and Events Manager to send a pdf of the newsletter via e mail to all members of the committee.

7. To receive an update on the Autumn Programme 2022

Acting Community Engagement and Events Manager gave an update about the Autumn Programme at Carnegie House to date.

October Free Half Term Activities

| | |
|---------------------------|-------------|
| 4 Craft Sessions | 34 children |
| 1 Half Day Circus Session | 15 children |

Art Workshops

| | |
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| 3 run by Claire Hiett | 18 participants |
| 1 by new Artist Carol Kibble | 7 participants |

Room Hire

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|---------------------|-------------|
| Welsh | 12 sessions |
| Craft Make and Play | 14 sessions |

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| <u>Language classes</u> | 10 participants |
|-------------------------|-----------------|

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|-------------------------------------|-------------|
| <u>Battle of Britain Exhibition</u> | 30 visitors |
|-------------------------------------|-------------|

8. To discuss the provision of Half Term Activities for February 2023

Deputy Town Clerk informed members that approval was sought from the Finance Committee to offer free half term activities in October and asked members if Bridgend Town Council should continue to offer free half term activities for February 2023. Cllr. I Williams was in favour of offering free sessions, with the emphasis being on practical sessions. Cllr. A Felton acknowledged that families were facing difficult circumstances and free sessions is something that Bridgend Town Council should continue to offer. Vice Chair stated that BCBC and Halo offered free half term activities for children and Bridgend Town Council should continue to do so as it offers a valuable service to our communities.

Acting Community Engagement and Events Manager informed members that she would now confirm the February 2023 half term activities bookings.

RESOLVED: Acting Community Engagement and Events Manager to confirm provisional bookings for providers of free half term activities for February Half Term 2023.

9. To consider a room hire request from Criw Celf for Life Drawing Classes

Deputy Town Clerk read out a short report that gave an overview of the request:

Criw Celf would like to hire Carnegie House for 10 hrs to deliver Life Drawing Classes to 17 and 18 year olds who need to show Life Drawings in their portfolio to support university applications. Criw Celf have funding from the Arts Council of Wales to deliver the sessions and they would employ the tutor.

They have requested either 2 x 5 hr sessions on two consecutive Saturdays or 5 x 2hrs sessions on five consecutive weeknights, preferably before the end of the year.

This request was previously denied a few years ago due to councillors having concerns over safeguarding and the ages of the participants. Criw Celf have provided a safeguarding policy and a parental consent form which needs to be completed before anyone under the age of 18 can attend the classes. These have been circulated to members.

The Deputy Town Clerk advised that BTC are unable to accommodate any Saturday hire until January 2023 as the downstairs hall is being used for an art class and the grotto on weekends and BTC are not currently offering evening room hire due to staff shortages. It is possible that BTC could offer room hire to them in January 2023 on weekends.

If members agree, would they consider increasing the room hire rate which is currently £10 per hour for art classes and organisations. In the current economic climate this will not cover the costs of staff members opening and closing and energy costs.

Members discussed the request and unanimously decided to agree to Criw Celf's Room Hire request but in order to cover staff costs and increasing energy fees the cost of room hire would have to increase to £20 an hour. Members felt it was important to support local young people who aspire to attend university.

RESOLVED: Acting Community Engagement and Events Manager to inform Criw Celf of the decision and offer them two Saturdays in January 2023 for £100 per day.

10. Community Engagement and Wellbeing Budgets 2022/23

a) To review budget to date

The Deputy Town Clerk referred to the Budget Spreadsheet 2022/23 that she had prepared with consultation with the Acting Community Engagement and Events Manager. The forecast spend was calculated to identify any projects that will or will not happen, in which case funds may be returned to reserves. The Deputy Town Clerk went through each line of the budget and the following was noted:

Carnegie House Programme

This is showing a deficit of £465 from the predicted income of £4,000. Members agreed that this was very good considering Carnegie House had only been open since September and taking into consideration staff shortages in the team. Acting Community Engagement and Events Manager advised members that she would be working towards making up the deficit before the end of the financial year.

Marketing

There has been an underspend for Marketing, mainly due to Wartime Bridgend being cancelled. The Mayor commented that offline advertising is very expensive for what we get in return. Cllr. M Blundell Humphreys stated that some customers may not have social media and rely on print media to keep them informed of events. Cllr. N Deere suggested that Bridgend Town Council look at Goggle AdWords.

Vice chair asked for clarification about what happens to underspend and if it is returned to reserves, does the committee have to ask for it again for next years budget? Deputy Town Clerk explained that underspend can be earmarked for a project carrying over to the next financial year or redirected back into Reserves if not intended to be completed to offset against next year's budget which would assist in not increasing the Precept if council wish.

Community Engagement Initiatives

Deputy Town Clerk explained that this was for three editions of the newsletter per year. Cllr. N Deere asked who BTC use for design and Acting Community Engagement and Events Manager informed members that KKS were appointed, based on Bridgend Industrial Estate further to reviewing 3 quotes from possible suppliers.

Christmas Events

This budget covered the Brass Band Bus, decorating the outside of Carnegie House and possible additional items for the grotto.

Defibrillator

The Deputy Town Clerk updated members that the defibrillators in the town centre had been used three times in the last few weeks. The Facilities Team has a schedule to check the batteries and we have budget to replace the pads, which need to be replaced after every use. The Mayor asked if we could publicise where the defibrillators are located and could we put this information in the lamppost poster holders, on our website and in the newsletter.

Resolved: Acting Community Engagement and Events Officer to publicise the locations of the town centre defibrillators.

b) To review forecast budget to 31st March 2024 and consider projects and timescales for completion

The Deputy Town Clerk referred to the Budget Spreadsheet 2023/24 that she had prepared with consultation with the Acting Community Engagement and Events Manager. She explained that it was a draft budget and welcomed input from members.

Carnegie House Programme

This budget has been raised by 20% to allow for the expansion of the programme. Cllr Felton expressed the need to expand the programme and members agreed to increase this by 20%

Marketing

It was agreed not to increase the budget for marketing and to make more use of social media advertising.

Community Engagement Initiatives

Members agreed to increase budget by 20% to allow for increased printing and paper costs.

Christmas Events

Members agreed to increase budget by 20% to support additional activities around the opening of the Grotto next year.

Website

Deputy Town Clerk informed members that costs associated with hosting and maintaining the new website will increase. Members agreed to increase this by 20%.

Town Centre Events

Wartime Bridgend

Members agreed to keep the budget for Wartime Bridgend the same and Cllr. I Williams suggested that this may be increased by securing sponsorship as was discussed previously. The Mayor informed members that Hut 9 would be interested in becoming more involved with Wartime Bridgend and having a larger exhibition.

Military Projects

The Mayor requested that budget be allocated to hosting Armed Forces Day 2023 and Cllr. I Williams agreed with this. The Deputy Town Clerk asked members if they would like to take something out of budget to allow budget and resource for Armed Forces Day. It was agreed that a decision to hold an Armed Forces Day event would need to be taken by Full Council.

King's Coronation

Members requested that a decision on holding an event to mark the King's Coronation be put to Full Council. Cllr. M Blundell Humphreys suggested considering The King's interests and an allotment competition may be appropriate. The Mayor suggested planting a tree. Cllr. I Williams asked members to consider whether residents would have an appetite for the Coronation.

Other Projects

Cllr. I Williams asked members to consider Bridgend Town Council proving Cups for sporting events in schools in the wards. Cllr. N Deere said that Halo Leisure were developing Sports events for primary schools. The Mayor suggested an Intersports shield for Primary schools and the schools would organise this competition.

Heritage Space Project

The Deputy Town Clerk outlined a proposal which had been put together by the Town Clerk and explained that there are companies would work with us to develop a proposal for the

space in Carnegie House which would then be used to apply for funding. BCBC Officers had met with the Town Clerk and offered support in directing BTC to apply for funding.

Members agreed that the decision regarding the future use of Carnegie House as a heritage space would need to be considered by Full Council.

All members agreed that the opening of Ty'r Ardd would need a settling in period before new project work should commence in Carnegie House, however it would be sensible to start looking at proposals in the 2023/24 financial year in order to apply for funding to commence work in the 2024/25 financial year.

The Deputy Town Clerk updated members that the new proposed budget to be requested by the Community Engagement and Wellbeing Committee was £54,060.

Vice Chair thanked everyone for their attendance and closed the meeting.

Meeting Closed 9.23pm

Signed
Chair of Community Engagement & Wellbeing Committee

Date