



**MINUTES OF BRIDGEND TOWN COUNCIL EXTRA-ORDINARY MEETING  
Tuesday 9<sup>th</sup> October 2018 at 6:30pm at Carnegie House Council Chamber**

<b>Present:</b>	Cllr. Paul Warren (Mayor) Cllr. Ceri Evans Cllr. Angela Morelli Cllr. Isabel Robson Cllr. Robbie Thomas	Cllr. David Unwin Cllr. Lyn Walters Cllr. Alan Wathan Cllr. C Webster Cllr. Tim Wood
-----------------	---	--

**In attendance:** Clerk, Deputy Clerk and RFO, Military Advisor

**1. To receive apologies for absence:**

Apologies were received from Cllr. Stuart Baldwin, Cllr. Freya Bletsoe, Cllr. Steven Bletsoe, Cllr. Kate Boucher, Cllr. Nicole Burnett, Cllr. Stuart Charles, Cllr. Rebecca Porter, Cllr G Sassoon-Hales and Cllr. Matthew Voisey.

**2. To receive Members' Declarations of Interest (if any) in respect of the business to be transacted:**

Declarations of Interest were declared by the following Members and recorded in the register:

- Cllr C Webster declared an interest in matters relating to the GEM newspaper (Personal)

**3. To receive a Town Clerk report on Remembrance Day 2018 in light of recent media attention**

- Town Clerk provided information regarding the background of Remembrance Day Parades in Bridgend and gave details of the former Royal British Legion (RBL) Bridgend Branch volunteers who coordinated them. She advised that to date, Bridgend Town Council (BTC) has provided administration support, financial support, provision of a Dias, printing of the Order of Service for public distribution and the use of Carnegie House for Dignitaries.
- She referred Members to recent correspondence from RBL headquarters stating that RBL Bridgend Branch has no authority to arrange the Remembrance Parade in Bridgend and clarified that this is a civic event that should be arranged by the Local Authority or Town Council. It was noted that RBL Bridgend Branch are only able to provide a Standard Bearer and organise local veterans.
- Town Clerk explained that BTC staff have never fully coordinated a Remembrance Day Parade and Service.
- Town Clerk introduced Mr J Harris, former RBL Bridgend Branch Remembrance Day Parade coordinator and Military Advisor to the Council. Military Advisor circulated a Factual Statement of Reason for the decision to limit the age of non-military youth group members to year seven and above.

*A ten minute Recess took place to allow Members to read documents.*

- Military Advisor provided an overview of his professional background, qualifications and training; in particular, his experience in Crowd and Incident Management and Emergency Evacuation Plans.

- Military Advisor explained that the number of people at the Remembrance Parade in Bridgend Town Centre has grown dramatically in recent years; both in numbers participating in the parade and the number of spectators. He referred Members to photographs of previous parades which illustrate this significant growth in numbers.
- He reiterated to Members the logistical issues of holding the Remembrance Day Parade within the town and explained that as the War Memorial is situated in a confined space, surrounded by buildings; it is getting increasingly difficult to accommodate such a large number of people in this area.
- Military Advisor spoke about crowd control for large scale events and reported that the 2017 parade crowd level would be classed as 'M5' and advised that anything over level 'M3' means that the density of the crowd is unsafe. He added that those likely to be injured in this situation would be small children.
- Military Advisor explained that he had met with Youth Group Leaders earlier this year to discuss a change to Remembrance Day 2018. At the meeting he explained that children from Youth Groups in school year 7 and above would be invited to participate on the Remembrance Parade on Sunday 11<sup>th</sup> November and younger children in Youth Groups would be invited to participate in a Children's & Family Parade on Saturday 10<sup>th</sup> November 2018. This was supported by the Youth Leaders in attendance at this meeting.
- Military Advisor referred to the recent press articles and reiterated that children are not banned from attending the Remembrance Day Service.
- Military Advisor stated that at the time of this decision he was responsible for signing off the safety of the parade. He added that the safety of the participants is paramount and therefore felt that it would not be safe for young children to parade in the large Sunday Parade within Youth Groups.
- Mayor thanked the BTC Military Advisor and extended his appreciation for the time he had spent working on this. Mayor added that a decision now lies with Bridgend Town Council regarding the future of the Parade.

#### **4. To Consider the Draft Minutes of the Community Engagement and Well-being Committee held on 5<sup>th</sup> October 2018**

- Chair of Community Engagement and Well-being clarified that children are very welcome to attend the event with their families.
- Chair of Community Engagement and Well-being referred members to the draft Minutes of the Community Engagement and Well-being Committee meeting held on 5<sup>th</sup> October 2018; she asked Members to consider each of the recommendations.

**RECOMMENDATION 1:** That Bridgend Town Council take on the organisation of the Remembrance Parade and Service in Bridgend Town Centre on Sunday 11th November 2018.

- Members discussed the recommendation and agreed that Bridgend Town Council should take on the organisation of the Remembrance Parade and Service in Bridgend.

**RESOLVED:** That Bridgend Town Council take on the organisation of the Remembrance Parade and Service in Bridgend Town Centre on Sunday 11th November 2018.

**RECOMMENDATION 2:** That Council consider the existing work load and prioritise current projects in light of the additional resource required to co-ordinate the two Remembrance events.

- Town Clerk referred Members to the upcoming planned events listed in the draft Minutes of the Community Engagement and Well-being Committee. She explained that the Remembrance Day events are not included as yet and reiterated that staff are currently working at full capacity.

- Town Clerk referenced the workload in regard to the day-to-day running of the Council and resolutions of previous Council and Committee meetings that require action.
- Town Clerk highlighted that the Precept meeting will be held in November and additional committee meetings are required to prepare for this.
- Town Clerk stated that in addition to the planned events the following projects are ongoing:
  - Heritage Walkway Project; she added that this was awaiting input from her before it can progress.
  - Great Western Railway Project
  - BTC Community Engagement; Facebook page and Quarterly newsletter
  - Craig-Y-Parcau launch event
  - Bridgend Town Council Annual Awards Scheme
  - Website Redevelopment
  - Town Centre Toilet Project
  - Red Telephone Kiosk Project
  - Development of Town Plan and 3 Year Strategy
- Town Clerk explained that staff are also working on statutory duties such as a Publication Scheme, GDPR compliance, implementing the policies provided by One Voice Wales and are dealing with a number of personnel matters. Clerk stressed how busy October, November and December will be in light of current workload and planned events.
- Town Clerk advised that she has spoken to staff about workload and priorities and requested that an Extra-ordinary Personnel Committee meeting is called as soon as possible to discuss the resource situation.
- Town Clerk stated that staff can organise Remembrance events however Council will need to prioritise current workload and be aware that some resolutions and projects may be delayed.
- Members suggested possible solutions to assist staff with the Remembrance events workload; Mayor proposed that these be discussed at the Extra-ordinary Personnel Committee meeting.
- Mayor stated that Bridgend Town Council has had an unprecedented year in light of the Asbestos issues, building works and Remembrance Day press coverage; he explained that this could not have been foreseen or planned for, however Bridgend Town Council are continuing to deal with these situations.
- Member acknowledged the work of the Town Clerk, Deputy Clerk and BTC staff and suggested that Remembrance events are budgeted for in the Precept moving forward.
- Member referred to the First World War Centenary and stated that Remembrance events for 2018 should take precedence over all other workload especially in light of the unwarranted press attention.
- Military Advisor provided an overview of the time required to arrange the Remembrance Day Parade in 2017 and drew attention to the additional time this year due to the additional press coverage; he explained that lessons can be learned from this year with a view to being more efficient year on year.
- Member highlighted that Bridgend Town Council has a duty of care for its staff.
- Members discussed the recommendation; Mayor reiterated that Remembrance events take precedence over other work and that other projects may be affected to which Members agreed.

**RESOLVED:** That co-ordination and arrangements for Remembrance events takes precedence over other Bridgend Town Council workload and projects and that a meeting of the BTC Personnel Committee is arranged as soon as possible.

**RECOMMENDATION 3:** That in addition to the Remembrance Parade and Service in Bridgend Town Centre on Sunday 11th November 2018, Bridgend Town Council take on the organisation of the Children's Remembrance Parade and Service on Saturday 10<sup>th</sup> November 2018.

- Members referred to the draft Minutes of the Community Engagement and Well-being Committee meeting and discussed the recommendation.
- Members agreed that Bridgend Town Council should take on the organisation of the Children's Remembrance Parade and Service on Saturday 10<sup>th</sup> November 2018.

**RESOLVED:** That Bridgend Town Council take on the organisation of the Children's Remembrance Parade and Service on Saturday 10<sup>th</sup> November 2018.

**RECOMMENDATION 4:** That BTC limit those parading in the Sunday Remembrance service to children of secondary school age and above.

- Members referred to the draft Minutes of the Community Engagement and Well-being Committee meeting and discussed the recommendation.
- Members agreed that for safety reasons Bridgend Town Council should limit those parading in the Sunday Remembrance service to children of secondary school age and above.
- It was confirmed that this recommendation was specifically for children in Youth Groups and that children of all ages in Military families can participate in the parade.

**RESOLVED:** That Bridgend Town Council limit those parading in Youth Groups at the Sunday Remembrance service to children of school year seven and above.

**RECOMMENDATION 5:** That BTC limit the number of participants within each youth group to 12 plus 2 reserves plus a minimum of 3 leaders.

- Chair of Community Engagement and Well-being Committee suggested that it is likely that more spectators will attend this year's Remembrance Day Parade and Service due to the First World War Centenary.
- BTC Military Advisor clarified that this recommendation would not apply to military groups youth groups.
- Member proposed that the recommendation is amended to limit the number of participants within each non-military youth group to 12 plus 2 reserves plus a minimum of 3 leaders to which Members agreed.

**RESOLVED:** That BTC limit the number of participants within each non-military youth group to 12 plus 2 reserves plus a minimum of 3 leaders.

**RECOMMENDATION 6:** That BTC arrange the Children's Parade and Service as detailed in the event overview provided.

- Town Clerk explained that further to consultation with the BTC Military Advisor a change of route is recommended for the Children's Parade; she explained that the new parade route would make it easier for the children to follow. Members agreed to this suggestion.
- BTC Military Advisor suggested that the Army Cadet Force and Air Trainings Corps could be asked to line the Children's Parade route.
- It was agreed that the event would be called the Children's and Family Parade and Service.
- Chair of Community Engagement and Well-being Committee referred Members to an email from Cllr D White suggesting that the BCBC Armed Forces Champion speak at the Children's Service. Chair of Community Engagement and Well-being Committee explained that it is the view of the Committee to respectfully decline this request. Mayor agreed that this event is about children and families.
- Members agreed that no dignitaries should be invited to attend the event in an official capacity, however they would be welcome to attend as spectators.
- Member stated that she was ferociously against formal invites to BCBC

**RESOLVED:** That BTC arrange a Children and Families Parade and Service on Saturday 10<sup>th</sup> November 2018

**RECOMMENDATION 7:** That the only formal invitations for the Children's Remembrance Parade and Service should go to the leaders of youth groups, schools and the Youth Mayor and that the event should be advertised to the general public.

- Members referred to the draft Minutes of the Community Engagement and Well-being Committee meeting and discussed the recommendation.
- Members agreed that the only formal invitations for the Children's Remembrance Parade and Service should go to the leaders of youth groups, schools and the Youth Mayor and that the event should be advertised to the general public.

**RESOLVED:** That formal invitations for the Children's Remembrance Parade and Service are sent to the leaders of youth groups, schools and the Youth Mayor and that the event is advertised to the general public.

**RECOMMENDATION 8:** That the Youth Mayor or Mayor of BTC should be asked to speak at the Children's Remembrance Service.

- Members referred to the draft Minutes of the Community Engagement and Well-being Committee meeting and discussed the recommendation.
- Members agreed that both the Youth Mayor and Mayor of BTC should be invited to speak at the Children's Remembrance Service.

**RESOLVED:** That the Youth Mayor and Mayor of BTC are asked to speak at the Children's Remembrance Service.

**RECOMMENDATION 9:** That the BTC Military Advisor proceeds with arrangements for the names of the 129 people listed on the War Memorial are read out during the Remembrance Service between the end of the last post and before the placing of wreaths whilst 'Hymn to the Fallen' is played.

- Members referred to the draft Minutes of the Community Engagement and Well-being Committee meeting and discussed the recommendation.
- Members agreed that the BTC Military Advisor can proceed with arrangements for the reading out of the 129 names listed on the War Memorial during the Remembrance Service between the end of the last post and before the placing of wreaths whilst 'Hymn to the Fallen' is played.

**RESOLVED:** That the BTC Military Advisor proceeds with arrangements to read the names of the 129 people listed on the War Memorial during the Remembrance Service between the end of the last post and prior to the placing of wreaths, whilst 'Hymn to the Fallen' is played on Sunday 11<sup>th</sup> November 2018.

**RECOMMENDATION 10:** That Bridgend Town Council order a wreath for the Mayor of Langenau to lay at the War Memorial on Remembrance Sunday.

- Members referred to the draft Minutes of the Community Engagement and Well-being Committee meeting and discussed the recommendation.
- It was noted that the Mayor of Langenau had accepted the Council's invitation to attend the Remembrance Parade and Service however the Mayor of Villenave d'Ornon and the Mayor of Hechtel-Eksel were not able to attend.
- Members stated that BTC should be prepared for press interest and proposed a press release be prepared in readiness. Members agreed.

**RESOLVED:** That Bridgend Town Council order a wreath for the Mayor of Langenau to lay at the War Memorial on Remembrance Sunday.

**RECOMMENDATION 11:** That the Town Clerk responds to the letter to explain the situation regarding youth groups and confirm that the two children from Pen-Y-Bont school will be able to lay a wreath on behalf of Madeleine Moon MP and suggest that the children should be from school year 5 or 6 and should be accompanied by a responsible adult.

- Members referred to the draft Minutes of the Community Engagement and Well-being Committee meeting and were in agreement to the recommendation.

**RESOLVED:** That the Town Clerk responds to the letter from Madeleine Moon MP to confirm that two year 5 or 6 Pen-Y-Bont school children, accompanied by a responsible adult are able to lay a wreath on behalf of Madeleine Moon MP at the Remembrance Day Service.

*Cllr C Webster declared an interest at this point in matters relating to the GEM newspaper (Personal)*

**RECOMMENDATION 12:** That the Town Clerk responds to Reverend Wheeler to inform her that BTC do not have any objection to her writing an article about the Children's Remembrance Service.

- Members discussed the correspondence from Reverend Wheeler and were in agreement that BTC have no objection to her writing an article about the Children's Remembrance Service.

**RESOLVED:** That the Town Clerk responds to Reverend Wheeler informing her that BTC do not have any objection to her writing an article about the Children's Remembrance Service.

**RECOMMENDATION 13:** That the correspondence from the Bridgend Quakers is referred to the Extra-Ordinary meeting of Bridgend Town Council on 9<sup>th</sup> October 2018 for further discussion and a decision.

- Members discussed the correspondence from the Bridgend Quakers requesting to lay a red and white poppy wreath during this years' Remembrance service rather than after the service as in previous years.
- Members debated this item at length.
- Member expressed concern regarding the way in which proceeds of white poppy sales are distributed and highlighted that they are not distributed to veterans.
- Member referred to the Peace Pledge Union and stated that it is a political organisation; Member objected to the statement made by the organisation that "War is a crime against humanity" and objected to the laying of a wreath during the service but welcomed the laying of the wreath after the service as in previous years.
- Member acknowledged that she had not initially understood the political group behind the white poppy and referred to it symbolising peace as well as conscientious objectors. She suggested that the general public may also consider it as a sign of peace rather than political.
- Member highlighted that now is a time for reconciliation and supported the Bridgend Quakers laying the wreath during the service.
- Member highlighted the Equalities Act and questioned whether the Council could say no to this request.
- Mayor reiterated that the Remembrance Day Parade and Service is about veterans, those fallen and those left behind; he stated that it is very emotive and all Members have a personal opinion in relation to this matter.
- Mayor asked the BTC Military Advisor for his opinion; Military Advisor explained that he cannot speak for all, however he would have reservations regarding this especially in light of the First World War

Centenary and the impact this may have on veterans attending the service. Military Advisor stated that he had no objection to the wreath being presented after the service.

- It was noted that in previous years the RBL took the view that no white poppies should be laid during the service and that the red poppy is a non-political symbol of peace.
- Mayor asked members to vote on whether the Bridgend Quakers should be permitted to lay a red and white poppy wreath during the Remembrance Day service:
  - Those in favour: 2
  - Those not in favour: 7
  - Abstention: 1
- Mayor asked members to vote if the Bridgend Quakers should be asked to lay a red and white poppy wreath after the Remembrance Day service:
  - Those in favour: Unanimous

**RESOLVED:** That the Bridgend Quakers are invited to lay a red and white poppy wreath after the Remembrance Service 2018.

**RECOMMENDATION 14:** That a further meeting of the Community Engagement and Wellbeing Committee is arranged after the Extra-Ordinary Town Council Meeting on Tuesday 9<sup>th</sup> October to discuss the decisions made by Council and to oversee the arrangements for Remembrance.

- Member acknowledged that this had been a difficult situation to deal with and applauded the Committee and BTC staff for the careful and detailed way in which this issue had been handled. He thanked Mr J Harris and Reverend Wheeler for their support and reiterated BTC's appreciation.

**RESOLVED:** That a further meeting of the Community Engagement and Wellbeing Committee is arranged to discuss the decisions made by Council and to oversee the arrangements for the 2018 Remembrance events.

#### **5. To discuss and clarify arrangements for Remembrance events 2018**

- Mayor suggested that a press release is issued stating that BTC have now taken over arrangements for Remembrance Day.
- The Town Clerk was asked to liaise with the BTC Military Advisor and the Mayor to prepare the press release.

**Meeting closed: 7.45pm**