



**NOTES OF THE BRIDGEND TOWN COUNCIL
FINANCE COMMITTEE MEETING**

Tuesday 12th September 2017 at 10.00am at Carnegie House Council Chamber

Present:	Cllr D Unwin, Chair of Finance Committee Cllr A Wathan Vice Chair of Finance Committee Leanne Edwards, Town Clerk Debra Jones, Deputy Town Clerk and RFO
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Pre-meeting business

- The Town Clerk advised that the meeting was not quorate and therefore a formal decision making meeting could not go ahead.
- The Chair suggested that the meeting should proceed on an informal basis to consider the items on the agenda and make recommendations for consideration at the full Town Council meeting on Monday 18th September.

1. To receive Apologies

- Apologies for absence were received from Cllr G Sassoon-Hales, Cllr R Porter, Cllr M Voisey, Cllr F Bletsoe, Cllr S Baldwin (Ex-Officio) and recorded in the meeting register.

2. To Receive Declarations of Interest (if any)

- There were no declarations of interest.

3. To Receive Minutes of the Meeting held on 11th July 2017

- The minutes of the Finance & Personnel Committee meeting held on 11th July 2017 were accepted as a true record and duly signed.

4. Matters Arising from the Minutes of the Meeting held on 11th July 2017

- *P1 6.1 Look Up Project*

Deputy Clerk advised that the final application was still at planning permission stage. She explained that the consultation deadline had passed and a final decision will be agreed by October 2017. Deputy Clerk advised that the artist has asked if final payment can be made during the month of September as all works had been carried out and all artwork complete; she advised that the only remaining item is installation which is dependent on the planning permission decision.

RECOMMENDATION: That final payment is made to the artist by 30th September 2017.

- *P2 4.7 Tesco “Bags for Life Project”: Craig-Y-Parcau*
Chair advised that works were underway and that good progress has been made. He asked the Town Clerk for an update regarding the Craig-Y-Parcau Lease. The Town Clerk advised that the lease has been received and she is pursuing an enquiry regarding legal fees.
- *P2 4.7 Tesco Bags for Life Project: Newbridge Fields*
Chair reported that new bin and bench site locations had been identified and that the items were in the process of being ordered with the aim of completing the project by the end of November 2017.
Chair advised that he had asked the Town Clerk to research other grant funding opportunities that BTC may be eligible to apply for. Town Clerk advised that this item had been allocated to a member of staff and a report for the next finance meeting.
- *P2 8 BCBC Bus Shelters*
Town Clerk advised that she had pursued this item and is awaiting a response from BCBC CAT Officer regarding the bus shelter CAT application.
- *P3 16 Tourism Initiative Signage Refurbishment*
Town Clerk advised that a list of Bridgend Town Centre fingerposts and street signs had been prepared however further detail is required on the condition of each sign.
Chair stated that although it was originally suggested that Parc Prison be approached to assist with this project this would prove difficult as most signs are in a fixed location.
Town Clerk advised that a local sign-painter could be approached to request a quote for this project.

RECOMMENDATION: Town Clerk to approach a local sign-painter for an indicative quote for consideration at the November 2017 Precept meeting.

5. To receive an update on BTC audit 2016/17

- Deputy Town Clerk and RFO advised Members that the BTC audit 2016/17 has been returned from the External Auditor and signed off as complete. She stated that full Council will be advised at the next Bridgend Town Council meeting on 18th September 2017 and that the public will be advised by the posting of the Notice of Conclusion within the Town Council notice board and website.
- Chair noted an exemplary audit and extended thanks to the staff for their hard work.

6. Online Banking Weekly Payment Approval Process

- Deputy Town Clerk and RFO advised Members of the newly implemented weekly payment approval process. She referred Members to the ‘Weekly Expenditure Approval Form’ highlighting the details recorded within the form and the requirement of two signatures from a Member and the Town Clerk to approve the payments listed each week. She added that the form can also be emailed to Members for approval via email.

7. To Consider report on Town Council General Reserves

- Town Clerk referred Members to Report 7, re Bridgend Town Council General Reserves. She explained that the report was prepared using best practice guidance and advice from AdvantEdge.

- The report presented options for consideration regarding the amount of Bridgend Town Council general reserves.
- Town Clerk stated that the Bridgend Town Council General Reserves at the year ending 31 March 2017 were too low since Bridgend Town Council has grown in size and precept. She advised that the General Reserves should allow the council to function in such cases where the precept payment is delayed for up to three months or any insurance excess payments are required.
- Chair stated that this item requires further consideration.

RECOMMENDATION: To defer this item to the next Finance Committee meeting.

8. BTC Quarterly budget review

- RFO presented Report 8: Bridgend Town Council Quarterly Budget Review.
- Town Clerk highlighted the need for herself and the Deputy Clerk to work additional hours to keep up with the current demands of the organisation and suggested that Members monitor this budget.
- RFO drew attention to a small number of negative variances and provided explanations for these budget headings. This was noted by Members.
- RFO noted that the building works to the rear of Carnegie House are near completion and reminded Members that a budget of up to £19, 000 had been approved for this work however £6,000 of this budget was for contingency costs if required.

9. To review Christmas Lights Tender Process and evaluate quotations received

- Town Clerk explained that three quotes had been received from BCBC Highways Electrical Unit, Centregreat Ltd and Commercial Christmas.
- Members reviewed the submissions and ensured that all responses satisfied the requirements of the brief.
- Members reviewed costs and discussed the logistics of the Christmas lights activities. Members felt that the resource required to support a new contractor and arrangements for the relocation of the equipment would put additional pressures on the BTC staff.
- Chair highlighted that the added value by way of local knowledge and experience of BCBC staff should not be overlooked when selecting a supplier.
- Chair advised that budget will be required to replace faulty and ageing Christmas tree lights and features. This is available within the Christmas Illuminations budget already precepted.
- Chair acknowledged that the Catenary Wiring within the Town centre needs to be inspected and tested, he advised that following a survey of the town there are 21 catenary wires to be tested.

RECOMMENDATION: That Bridgend Town Council consider appointing BCBC Highways Electrical Unit for the installation of the Christmas lights 2017.

RECOMMENDATION: That the RFO seeks a quotation for catenary wiring testing to be carried out by early October 2017.

10. To review budget for Christmas activities for 2017

- Chair referred Members to Report 10: Budget for Christmas Activities. This was noted by Members.
- Town Clerk advised that the 1940's Christmas event will take place on Saturday 2nd December 2017 and explained the feedback from Bridgend Lions regarding the selection of this date.

- Town Clerk presented Members with a report detailing suggested vendors, required organisations, infrastructure, marketing and associated costs for consideration.
- Chair advised that the approved BTC budget for this event is £2,500 with a further £1,000 contribution from CF31 Bridgend BID.
- Members discussed budget available for marketing purposes and Chair highlighted that further budget is available for this purpose within budget heading 1430 Town centre promotions.

11. To consider update regarding status of Evergreen Hall and consideration of budgetary requirements from Bridgend Town Council

- Chair suggested that following the recent meeting of Evergreen Hall Trustees where options were explored for the future of Evergreen Hall, BTC consider awarding a grant of £12,000 towards the running costs of this venue.
- Town Clerk referred Members to a letter received from the Evergreen Hall Manager requesting funding of £12,000 for the financial year 2018/19.
- Vice-Chair stated that the future of the Evergreen Hall will rely on a Bridgend Town Council subsidy and successful application of further grants.

RECOMMENDATION: To consider this item at the Bridgend Town Council meeting on 18th September 2017.

12. Reports

a) Update on Great Western Project

Chair updated Members of the progress of the Great Western Railway (GWR) Project. He explained that following pre-planning application advice from BCBC it was suggested that the location of the interpretation panels be re-considered. He stated that if possible the panels should be located at Bridgend Railway Station.

RECOMMENDATION: Town Clerk to liaise with the Bridgend Railway Station Architects to ask for the opportunity to meet to discuss the location of the GWR interpretation panels.

b) Bulb Planting Scheme

- Chair referred Members to Report 12b: Bulb Planting Programme. He explained that there is budget available for this project and stated that based on previous years an approximate cost of £800 is required. He added that local Schools and Bridgend Town Council Allotment Sites have previously been asked to participate in this scheme.
- Members agreed that the Bulb planting Scheme should continue.

RECOMMENDATION: That the Town Clerk contact 6 local Schools and the Allotment Site Representatives to enquire if they would like to participate in the Scheme.

c) Litter Bin Provision

- Chair referred Members to Report 12c: Litter Bin Report. He explained that this project will assist areas with litter issues as well as replacing badly rusted bins. He explained that Bridgend Town Council should consider new locations for bins possibly outside of the town centre during the next financial year 2018/19.
- Town Clerk explained that the Outworkers have raised the issue of litter near the Embassy car park and the Embassy Bridge.

- Chair advised that he will re-work the list so that a bin can be placed in this area.
- d) Signage Review of Town Centre
- Chair referred Members to Report 12d: Signage Review of Town Centre. He advised that two of the four interpretation panels had been installed by BCBC within the borough.
 - Chair explained that when this initiative was initially proposed BTC were asked to take ownership of the panels within the BTC wards following installation. He expressed disappointment that BCBC had not communicated the recent installations to the Town Council.

RECOMMENDATION: Town Clerk to liaise with the BCBC Conservation Department regarding the ownership of the panels so that provision can be made for maintenance and the Asset Register updated if required.

- e) Registered footpath works and associated issues
- Chair referred Members to Report 12d: Registered Footpath Works and Associated Issues. With reference to item 8 Chair asked if Members would be in agreement of the placing of chippings over three very boggy sections of Footpath BRI/11.
 - Members recommended that this be agreed.

RECOMMENDATION: That Bridgend Town Council consider the placing of chippings over three very boggy sections of Footpath BRI/11.

- e) Street Benches Provision
- Chair referred Members to Report 12E: Street Benches Provision detailing the suggested locations for new street benches.
 - Chair advised that if Members are in agreement he will contact Jason Jenkins to confirm the installation of the proposed benches.
 - Members recommended that this be agreed.

RECOMMENDATION: That Bridgend Town Council consider the installation of 10 new benches.

- f) Red Telephone Kiosks
- Chair drew Members attention to the BT Adopt a Kiosk scheme that enables communities to retain its iconic red kiosks. He advised that the scheme is open to various bodies including Parish/Community/Town Council or equivalent.
 - Chair highlighted that there are two listed Red Telephone kiosks at the top of court Road and suggested that BTC consider applying for ownership of these.

RECOMMENDATION: That the Town Clerk liaise with BT regarding this scheme and report findings back to the Finance Committee.

- g) Defibrillators Report
- Members considered a report from Cllr Tim Wood regarding proposals for additional defibrillators within Bridgend Town Centre.
 - Chair read a letter from Bridgend Lions Club regarding defibrillators and their intention to install a further defibrillator in the near future.

- Vice Chair advised that Coity Higher Community Council would be installing a defibrillator at the ATS premises on Coity Road (Morfa Ward).
- Members discussed the need for additional defibrillators and suggested that a meeting is arranged to co-ordinate a plan with interested parties. Chair stated that this group advise BTC of relevant locations and associated cost for this project for consideration at the November Precept meeting.

13. To Consider and approve report re: Town Council Insurance Renewal 2017-2018

- Town Clerk referred Members to Report 13: Bridgend Town Council Insurance Policy Renewal.
- Town Clerk explained that BTC are currently in a 3-year arrangement for the provision of insurance via WPS Insurance brokers for the period; September 2015 - September 2018.
- Town Clerk referred to the Financial Regulations governing Bridgend Town Council which provide clear procedures for the arrangement of contracts. She therefore recommended that BTC accept the renewal quote from WPS for 16th September 2017 – 15th September 2018 and thereafter seek three quotes for consideration for 2018-2019.

RECOMMENDATION: That Bridgend Town Council continues with its current arrangement with WPS and that a further review be completed prior to the end of the current policy expiring in September 2018 in line with Financial Regulations governing Bridgend Town Council.

14. To Approve cost of One Voice Wales Conference Fee for Town Clerk and Deputy Town Clerk

- Town Clerk referred Members to the One Voice Wales Conference being held on Saturday 30th September 2017 and requested the purchase of two tickets for the Town Clerk and Deputy Town Clerk/ RFO at a cost of £90 each.
- Chair agreed that staff would benefit from attending this conference and suggested that they report findings back to full council.

RECOMMENDATION: That the Town Clerk contacts One Voice Wales to book two delegate places at the upcoming One Voice Wales Conference.

15. To Consider cost of community skip scheme

- Town Clerk advised Members of the recent overflowing of the Wildmill Community Skip, resulting in the requirement of two skips as opposed to one at a greater cost to Bridgend Town Council.
- Chair highlighted the recent refuse collection issues affecting this area and suggested that the October Skip be suspended and a further review undertaken when these refuse collection issues are resolved.

RECOMMENDATION: That the Town Council consider suspending the Wildmill Community Skip for October 2017 until refuse collection issues are resolved.

16. To Consider costs for Confidential Waste Supplier

- Town Clerk advised Members of the need to dispose of commercially sensitive documents appropriately to ensure compliance with Data Protection Regulations. She explained that the office is producing an increasing amount of such documents and asked Members to consider employing a Confidential Waste Supplier.
- Town Clerk advised Members of local suppliers and associated costs for this service.

- Chair recommended that Members approve a trial of 1 container a month at a cost of £28.00 to be reviewed at the November Precept meeting.

RECOMMENDATION: That Bridgend Town Council consider expenditure of £28.00 a month for a trial period of 2 months to dispose of confidential waste appropriately.

17. To Consider cost of Mini Bowser Washer Hire for Street Cleanser

- Town Clerk highlighted the issue of dirty and stained pavements within Bridgend Town Centre in particular the top of Wyndham Street. She explained that the most cost effective solution to this problem would be to hire a water bowser washer for use by the outworkers to carry out a trial street cleaning works.
- Chair recommended that following the street cleaning trial, Members should consider if there is a need to purchase a bowser washer. He explained that he has in previous years attended the Saltex Exhibition to research outdoor equipment on behalf of the Council and suggested that he attends the November 2017 exhibition to review washer bowser equipment.
- Members recommended that this be agreed.

RECOMMENDATION: Bridgend Town Council consider that the Chair of Finance attends the November 2017 European Saltex Exhibition in Birmingham.

18. To Consider budget for new Town Council website

- Town Clerk advised Members of new legislation regarding the publication of information online and improving communications with the general public in-line with the Well-being of future generations (Wales) Act 2015. She explained the issues staff have experienced when updating the current Bridgend Town Council website as well as the functionality limitations of the website.
- Town Clerk asked Members to consider the implementation of a new website to ensure that Bridgend Town Council is compliant and to address the issues raised.
- Chair suggested that budget be vired from budget heading 1550 Derwen Road Project.

RECOMMENDATION: That a brief is prepared to request quotes for this project with a proposed budget of £3,000.

19. To Consider an Allotments Report and Review of finances

- Chair referred Members to report 19: Budget Review of Bridgend Town Council Allotments detailing the rental increases agreed from April 2016 to date.
- Chair recommended that there be no rental increase for the financial year 2019/20.

RECOMMENDATION: That Bridgend Town Council consider that the allotments rents for the financial year 2019/20 are not increased.

20. To Consider Financial Report on Carnegie House Arts Centre

Members noted a report from the Arts Project officer regarding the income generated from Carnegie House room hire, classes and workshops.

21. To Consider Regeneration Projects and any virement required

- Town Clerk advised that she had prepared a report on the impact of the Well-being of Future generations (Wales) Act 2015.

- Members agreed that this report should be submitted to full council.

RECOMMENDATION: Town Clerk to present report on the impact of the Well-being of Future generations (Wales) Act 2015 to full council at the meeting on 18th September 2017.

22. To Consider Grant Aid applications

Members reviewed and discussed 2 grant requests and supporting financial documentation from South Cymru Sapphires and Ty-Hafan.

RECOMMENDATION: To defer the South Cymru Sapphires application due to the missing financial statement and to award Ty-Hafan grant funding of £250.

23. To Consider items of correspondence:

- 23.1 Email from B. Exton re: Thanks from Hut 9 Preservation group (**NOTED**)
- 23.2 Email from Cllr David White re: anti-social camera for Newcastle ward

RECOMMENDATION: That the Town Clerk writes to Cllr David White to advise that BTC are unable to support his application on this occasion in light of the newly approved Community Action Fund for BCBC Members (£5,000 per annum).

24. To Consider making an application to the BCBC Town and Community Council Fund

- Town Clerk referred Members to letter and application form received from BCBC. She explained that the letter was sent during summer recess with a deadline of 30th September 2017.
- Town Clerk advised that the criteria has changed since BTC's 2016/17 successful application and that applications can now only be made for Capital Asset Transfers.
- Town Clerk suggested that this item is deferred to the meeting of Bridgend Town Council on 18th September 2017.

RECOMMENDATION: That this item be deferred to the Bridgend Town Council meeting of 18th September 2017 for discussion.

Meeting closed at 12.50pm

Signed:..... (Chair of Finance Committee)

Date:.....