



MINUTES OF THE BRIDGEND TOWN COUNCIL FINANCE COMMITTEE MEETING

Tuesday 5th February 2019, 10am at Carnegie House Board Room

Present:	Cllr D Unwin (Chair) Cllr A Wathan	Cllr C Webster Cllr M Voisey
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In attendance: Mrs L Edwards (Town Clerk) and Mrs D Jones (Deputy Town Clerk/RFO).

1. To Receive Apologies for Absence

Apologies were received from Cllr L Walters, Cllr P Warren and Cllr S Baldwin.

2. Declarations of Interest (if any) of Members

Cllr M Voisey declared a personal interest in matters relating to Carnegie House building works.

3. To confirm and Sign the Minutes of the Finance Committee Meeting held on 20th November 2018

RESOLVED: The minutes of the Finance Committee Meeting held on 20th November 2018 were received and confirmed as a true record and duly signed.

4. Matters Arising from the Minutes of the Meeting held on 20th November 2018

- Page 4. Deposit Accounts: The Deputy Clerk/RFO explained that she had sought further advice regarding the investment of funds at a recent SLCC Glamorgan Branch Clerks meeting; she reported that the CCLA Public Deposit Fund was recommended and asked the committee for permission to contact the CCLA to investigate further. Members agreed; Chair asked that this is actioned prior to the next finance committee meeting.
- Page 4. Allotment Markers: Town Clerk reported that the Facilities Manager was investigating a suitable supplier for the markers. Chair asked that the markers be implemented prior to the next finance committee meeting.
- Page 4. Wartime Bridgend: Town Clerk highlighted to Members the confirmed Wartime Bridgend event date of 15th June 2019 and referred to the inclusion of Armed Forces Day celebrations within the event.
- Town Clerk reported that BTC were unsuccessful in its grant application submitted to HLF for funding towards this event; she advised that feedback had been sought and applications for events with community engagement were favoured and stated that BTC could perhaps consider this for future events.
- Member reported that 2019 marks the 75th anniversary of the D-Day Landings and that the MOD were offering grants for events commemorating this. Chair asked that this be investigated.

- Page 4. Carnegie House Building Works Update: Town Clerk reported that the Facilities Manager is awaiting quotes for the moving of the CCTV system from the meeting room to the new office, the moving of the fob security system from the door of the old office to the door of the new office, the repair of several windows and the repair of a leaking toilet and tap. Town Clerk added that quotes were still also outstanding for a security PIR intruder alarm sensor for the new staff office and a security grill for the first floor rear fire exit door.
- Cllr M Voisey gave contact numbers for contractors who may be able to assist with the jobs awaiting quotes.
- Town Clerk advised that a faulty fire panel had been replaced and that carpet tiles were due to be fitted to cover the gaps left within the old office following its change of use to a meeting room. Chair asked that the outstanding actions are progressed prior to the next finance committee meeting.
- Page 5. Asbestos Situation: Town Clerk advised that she and the Facilities Manager had met with the BCBC Asbestos Manager who is now conducting a review of the matter. She referred to the replacement of the heating system and advised that the staff employed at the time of the contract had since left BCBC causing difficulty in determining proof of liability.
- Page 9. Maintenance Workers Van: Town Clerk referred Members to an example van provided by the Facilities Manager. Cllr M Voisey stated that the example provided was too old and proposed that a van with the following specifications is investigated:
 - A preregistered or demonstrator vehicle from a main dealer with a manufacturer's warranty for peace of mind that it will not require costly repairs soon after purchase or an MOT for 2-3 years depending on the age of the vehicle.
 - A Euro 6 emission standard and 3.5 tonne capacity to eliminate the risk of overloading.
 - That a tracker is installed to reduce insurance costs.
 - That a local main dealer such as Renault, Ford or VW are considered.
- Cllr M Voisey reported that such a vehicle would cost in the region of £12,000 to £14,000. Members were in agreement with this approach.

RESOLVED: That a suitable vehicle is investigated and purchased in consultation with the finance committee prior to the end of the current lease contract in May 2019.

- Page 9. Town Centre Floral Displays: Cllr C Webster asked the committee to consider the placement of floral displays within the Newcastle Ward. Chair explained that floral displays were not usually placed within residential streets and that historically it has been the policy of BTC to place floral displays within commercial streets.
- Cllr C Webster explained that she had been contacted by residents of the Newcastle ward asking that BTC consider this; Chair proposed that the request is explored for next year. Members agreed.
- Town Clerk reported to members that the floral display provider will continue to supply BTC with the hanging baskets and floral towers for the financial year 2019/20 however the contract requires review in readiness for 2020/21.

RESOLVED: That investigations are made in May 2019 for suitable floral display suppliers and that a tender process is completed for the provision of floral displays in readiness the 2020/21 financial year.

5. To receive Quarterly Budget Review.

- A quarterly budget review was presented to Members. Deputy Town Clerk/RFO provided an overview of income, expenditure and variances to date and explained that she did not have any concerns to report to Members.
- Members reviewed the quarterly budget spreadsheet.

6. To consider Expenditure Forecast to March 31st 2019 and Virement of Budgets

- Deputy Town Clerk/RFO referred Members to the expenditure forecast and variance forecast to 31st March 2019 detailed within the budget review.
- Members reviewed the expenditure forecast and expected variance at year end.
- Chair suggested that the virement of budgets be delegated to the Town Clerk and Deputy Town Clerk/RFO.

RESOLVED: That the Town Clerk and Deputy Town Clerk/RFO carry out virement as appropriate for the 2018/19 year end budget.

7. To consider Grant Aid Applications.

- Deputy Town Clerk/RFO handed Members a budget spreadsheet for Donations & Grant Aid and Crime Prevention detailing the expenditure to date and the variance.
- Chair referred Members to the 2 completed applications received from The Bridge Mentoring Plus Scheme and the Bridgend Samaritans.
- Members discussed the applications. Chair proposed that in light of their application for funds to repair a vandalised door The Bridge Mentoring Scheme be awarded the remaining Crime Prevention budget of £1,500. Members agreed.
- Chair proposed that in light of their work within Bridgend, the Bridgend Samaritans are awarded £1,000 from the Donations & Grant Aid budget; he noted that the Bridgend Samaritans had not received grant aid in the previous financial year. Members agreed.
- Chair referred Members to letters requesting funding from: Marie Curie, Teenage Cancer Trust Cymru, Swansea Bay Age Cymru and Cancer Information and Support Services. He explained that the BTC Grant Aid Form had not been submitted with the letters and therefore could not be considered. Chair asked that the BTC Grant Aid Form, the BTC Grant Aid Policy and a covering letter be sent to each explaining the BTC Grant Aid process.

RESOLVED: That The Bridge Mentoring Plus Scheme be awarded a grant of £1,500 from the Crime Prevention budget 2018/19 and that the Bridgend Samaritans are awarded a grant of £1,000 from the Donations & Grant Aid budget 2018/19.

8. To consider Allotment Rent Charges 2020/21 and projected outturn for each site 2018/2019.

- Deputy Town Clerk/RFO handed Members a budget spreadsheet detailing the income and expenditure for the 5 BTC allotment sites.
- Members reviewed the allotments budget spreadsheet. It was noted that income was close to matching expenditure for the year.
- Members spoke of the installation of a car park at the Great Western Avenue site and discussed the examples and quotes provided by the Facilities Manager detailing how BTC could proceed with this.
- Chair asked Members to consider allotment rent for the financial year 2020/21.
- Deputy Town Clerk/RFO referred Members to a report detailing the allotment rental increases to date.

- Members reviewed the report and discussed the annual increases.
- Chair proposed that the increase is, as in previous years, 25p per 25 meter squared. Members agreed.

RESOLVED: That the allotment budget 2018/19 balance of £7,000 is allocated to the provision of a car park at the Great Western Avenue site.

RESOLVED: That the allotment rents for the financial year 2020/21 are increased by 25p per 25 meter squared.

9. To discuss budgetary implications of the 3 year lease for No. 37 Wyndham Street, Bridgend.

- Town Clerk reported to Members the budget requirements per annum for 37 Wyndham Street as:
 - Rent: £5,000.00
 - Business rates: £8,995.00
 - Building insurance: £250.00
- Town Clerk reported that she and the Chair had met with a solicitor to review the lease who advised that it was a standard retail premises lease and revisions were required in order that it be suitable for the needs of Bridgend Town Council.
- Town Clerk referred Members to the condition of the premises and the need for refurbishment of the second and third floors; she added that the condition of the premises and liability for this was discussed with the solicitor and reported that the solicitor is requesting liability is with the landlord.
- Town Clerk advised that in light of this the date of handover would be delayed.
- Town Clerk spoke of the need for security and equipment for the premises and highlighted that this is not allocated in the 2019/20 budget. Chair suggested the Committee awaits the surveyor report before making any budgetary decisions.
- Member stated that the lease must reflect the ability for Bridgend Town Council to utilise all of the building for its needs. Town Clerk clarified that it will.

10. To discuss progress on Carnegie House external building improvements.

- Town Clerk referred Members to a report prepared by the Facilities Manager; It was reported that:
 - The installation of three external motion sensor security lights at the side/rear of Carnegie house is ongoing due to two of the three quotes requested being received to date; a contractor will be chosen following receipt of a third quote. Cllr M Voisey referred to the electrical contractor details he provided to the Town Clerk and asked that they be contacted if the third quote is not received.
 - The security gate within the alleyway between Carnegie House and Poco Poco requires ongoing works to remove the requirement of manual locking by staff; a push bar gate is being investigated.
 - The back alleyway has been cleared by HDL contractors at no cost to BTC; Cllr M Voisey asked that the Town Clerk meets with the newly appointed Lloyds Bank Bridgend Branch Manager to discuss the back alleyway, possible volunteer projects and grants.

11. To discuss financial progress on Public Toilet Provision.

- Town Clerk provided an update regarding the provision of public toilets; she advised that at the recent Regeneration Advisory Committee meeting, Members were in agreement that BTC should support the non-closure of public toilets within the Bridgend Bus Station.
- Town Clerk reported that a meeting with senior BCBC Officers had been scheduled to discuss the future of Bridgend Bus Station and the provision of public toilets in Bridgend Town Centre. Cllr C Webster proposed that Cllr M Voisey attend the meeting. Town Clerk to action.

- Town Clerk explained that at the Regeneration Advisory Committee meeting, an offer had been made by a local business owner to take on the lease of and install public toilets within stall 8 of the indoor market. An estimated a cost of £10,000 had been provided for the completion of the works.
- It was noted that at the meeting Members had discussed the possibility of the provision of financial support from BTC. Town Clerk explained that she and the RFO responded to the business owner advising that although BTC offer a Grant Aid Scheme and have the power to provide public toilets and can use the power of wellbeing to support projects, further legal advice will need to be sought in this instance to ensure that BTC are not acting outside of the law by providing financial support to an individual.
- Town Clerk advised Members that she had contacted One Voice Wales for clarification and that the query has been passed on to their solicitors. She is currently awaiting a response.
- Cllr C Webster stated that this is a sensible option for BTC as opposed to entering a contract with Danfo and if advised by One Voice Wales that BTC does have the power to assist with this offer it should be considered.
- Cllr C Webster highlighted that the business owner may also be eligible for the BCBC “Comfort Scheme”.
- Cllr M Voisey stated that this is a good solution and BTC should look for a way of supporting this; he suggested that grant funding for revenue could also be given.
- Members agreed to explore this option.

12. To receive update on External Grant Aid Applications for 2018/19.

- Deputy Town Clerk/RFO confirmed to Members receipt of the following grants:
 - £13,612.50 from Tarmac Limited Landfill Communities Fund for Craig Y Parcau Woodland walk.
 - £10,000.00 from Tesco Community Grants/Groundwork for Craig Y Parcau.
 - £8,000.00 from Tesco Community Grants/Groundwork for Newbridge Fields.
- Deputy Town Clerk/RFO reported to Members receipt of £21,250.00 from Heritage Lottery Fund for the Heritage walkway Project; she advised that this is 50% of the £42,500.00 grant awarded and that the remaining 50% will be requested subject to the outcome of a planning application submitted to BCBC.

13. Correspondence.

- a) Letter from Welsh Government: Appropriate Sum under Section 137(4)(A) of the Local Government Act 1972 Expenditure Limit for 2019-20: **NOTED**
- b) Email from Councillor David White re: DEFIBS: Chair expressed concern regarding the email sent by Cllr David White and disputed some of the content. Members discussed the request for funding to install a defibrillator in the area around Oaklands Road and questioned the suggested location. Members discussed siting a defibrillator in a more widely accessible area such as Park Street. Cllr C Webster proposed that the Quakers/Carers Centre property at 87 Park Street could be a suitable location and offered to contact them to make enquiries.

RESOLVED: To reply to Cllr D White advising that the committee had considered his request and will investigate the instalment of a defibrillator in the Newcastle ward in the most accessible location; and to report that the recently installed defibrillators were placed in the most populous areas and that sponsorship was received for them also leading to the decision on where they were sited.

- c) Letter from Mr Roger Marsh re: DEFIBS Wildmill: Chair referred Members to a letter submitted by the Chairman of Wildmill Community Life Centre, Mr Roger Marsh, requesting funding to install a defibrillator in the Wildmill Community Life Centre. Members agreed that this location should have a defibrillator and agreed in principle to support the request. Chair referred to the letter and highlighted that cost stated in the letter was higher than the cost of the defibrillators recently purchased by BTC.

RESOLVED: To reply to Mr Roger Marsh advising that the committee had considered his letter and in principle will support his request but a decision cannot be made until the 2019/20 financial year.

14. Date of Next Meeting

Tuesday 7th May 2019.

Meeting Closed: 12.05pm

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

Date:.....