



MINUTES OF THE BRIDGEND TOWN COUNCIL FINANCE COMMITTEE MEETING

Tuesday 15th May 2018, 10am at Carnegie House Board Room

Present:	Cllr D Unwin (Chair) Cllr A Wathan Cllr M Voisey
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In attendance: Mrs L Edwards (Town Clerk) *for items 10 & 19*, Mrs D Jones (Deputy Town Clerk/RFO) & Mrs J Griffin (Democratic Services Admin Officer).

1. To Receive Apologies for Absence

Apologies were received from Cllr G Sassoon-Hales and Cllr R Porter.

2. Declarations of Interest (if any) of Members

There were no declarations of interest.

3. To confirm and Sign Minutes of the Finance Committee Meeting held on 22nd March 2018

The minutes of the Finance Committee Meeting held on 22nd March 2018 were received and confirmed as a true record and duly signed.

4. To consider Matters Arising from the Finance Committee Meeting held on 22nd March 2018

- P.1 Street signage; Deputy Town Clerk/RFO advised that the works had not yet started.
- P.2 Tourist Signs; Deputy Town Clerk/RFO advised Members that the Clerk had received responses from CADW and Visit Wales to progress matters.
- P2 Parking Arrangements for Council Van; Deputy Town Clerk/RFO advised that the Council van is currently being parked in the employee's garage. It was agreed that this current arrangement should be checked with the Town Council's insurance company.
- P.2 Office Redevelopment; Deputy Town Clerk/RFO updated Members and advised that the Town Clerk and the Facilities Manager had met with the Architect. There is a delay in the tenders which will consequently delay the completion of the office redevelopment until the end of August. However five new computers are on order and due to be received at the end of May and the 'plan' is for the Town Clerk and Deputy Town Clerk/RFO to relocate to the Meeting Room in the meantime. There may be a necessity for a meeting to take place to consider the quotations for the office redevelopment.
- P.2 Fuel Card for Outdoor Workers; It was confirmed that an application for a 'Genie' fuel card is being processed.
- P.2 External Payroll Provider; Enquiries to be made for this facility.
- P.2 Additional CCTV; quotes are to be obtained.

5. To Consider Bridgend Town Council Quarterly Budget Review as at 22nd March 2018

- Deputy Town Clerk/RFO advised that the 'signed' Internal Auditor's Letter has been received. Documents will be delivered to the Internal Auditor as soon as possible for return by Friday 8th June 2018. Results will then be ready to place on the Town Council agenda on 18th June 2018.

6. To Consider General Reserves as at 31st March 2018

- Deputy Town Clerk/RFO advised that an account had been set up at Santander to facilitate reserves. Members discussed that the Financial Services Compensation Scheme (FSCS) only guarantees funds up to a limit of £85k.

7. To Receive Precept Update from RFO and consider Deposit Accounts for these funds

- Deputy Town Clerk/RFO confirmed that the precept payment for 2018/2019 had been received and referred to the balances currently held in the BTC accounts. Deputy Town Clerk/RFO recommended that the Members consider placing funds into interest bearing accounts at other institutions bearing in mind that the FSCS only guarantees funds up to a limit of £85k. A list of recommended banks was given to the Deputy Town Clerk/RFO for enquiries to be made.
- It was pointed out that one of the BTC banks is to close for refurbishment for three weeks from 1st June.

Resolved: that enquiries are made into investing funds, on short term deposit, into other bank accounts to achieve maximum returns, up to a limit of £85k per institution.

8. To Consider Grant Aid Applications

- Deputy Town Clerk/RFO circulated a list of grant aid applications recently received. A request was made for an additional column to be added to the list, indicating if any payment was made in previous years.
- Bridgend YMCA has requested financial assistance to help with the activities of the organisation.
- Members agreed to a payment of £1,500 in principle but it is necessary for the application to be resubmitted using the Town Council's application form.

Resolved: that the Deputy Clerk/RFO forwards the application form to the YMCA and payment is made upon receipt of a completed application.

- Bridgend Town Twinning Association has requested financial assistance towards the annual students exchange visit. It was noted that our twin town has already given £400.

Resolved: that the Town Council awards Bridgend Town Twinning Association £1,500 towards the annual student exchange.

- The Wales Air Ambulance Charitable Trust has requested £380 towards the purchase of necessary lifesaving equipment.

Resolved: that the Town Council awards the Wales Air Ambulance Charitable Trust £380 to assist with the purchase of required equipment.

- Cllr S Bletsoe had suggested that the organisation 'Compassion' based at the Church in Nolton Street could qualify for financial assistance. It was suggested that the BCBC Community Action Fund could be appropriate in this instance, but our grant aid application form should be forwarded as well.

Resolved: that the Deputy Clerk/RFO forwards the BTC grant aid application form and guidance notes to the Compassion Church.

9. To Consider Purchase of Additional Dog Waste Bins

- Members considered the installation of a dog waste bin near Penybont School. It was agreed that a bin be installed in Minerva Street.

Resolved: that 3 dog waste bins are ordered for use this financial year.

10. To Consider a Quotation for the Collection of Commercial Waste

- Kier have taken over the contract for the collection of commercial waste. Currently the waste from the Town Council is being taken to Bryncethin along with the dog waste. Kier will provide 50 bags at a cost of £3.10 per bag excluding VAT. There is a company based in Cardiff who carry out a fortnightly collection at a cost of £29.10 per month.

Resolved: that, if possible a formal agreement is made with the site in Bryncethin for the disposal of commercial waste in the first instance.

11. To Consider Quotations for Allotment Number Plaques and Posts

- Deputy Town Clerk/RFO circulated an example of a constructed allotment number plaque and post which had been made by one of the site representatives. These could be supplied at a cost of £3.50 each. Members were concerned that the plaque and post was made of a soft wood as this would 'rot' fairly quickly once in situ. It was agreed that the item would need to be made of steel for longevity. Cllr M Voisey agreed to obtain a quotation from a local company for the supply of 150 number plaques and posts.

12. To Consider Community Action Fund Application

- Cllr D White had submitted two suggestions for:
 - (i) £1,000 to provide a defibrillator at West Ward Community Centre.
 - (ii) £1,000 for 'Kids Summer Workshops' at West Ward Community Centre.Deputy Clerk/RFO advised members of the application process for the Community Action Fund. It was thought that the second project probably would not qualify for approval by BCBC. Members agreed that the Town Council should not be used as a go-between on these issues. Members discussed their concerns that no applications had been received for the fund and that the Youth Club at St Mary's Church could be approached to submit an application.
- The site representative at Jubilee Road Allotments had indicated that she would like to set up a 'Gardening Club', which would serve as a type of 'drop in' centre, on the allotment site and asked if this was possible. Members were in agreement with this subject to a full evaluation of likely costs via BCBC's Action Fund.

13. To Consider Penybont Primary School Projects

- The school has undertaken projects based on the War Memorial and buildings of the Victorian-era in the Town Centre. A website has been created displaying their findings and the school is keen to secure funding/sponsorship to improve the website.

Resolved: that a letter is sent to Penybont Primary School requesting further information on the project and indicating that the Town Council could consider a donation towards the improvement of the website.

14. To Consider Carnegie House Events Publicity Facilities

- Members discussed the promotion of the events taking place at Carnegie House. It was suggested that it would assist to have larger notice boards which the Town Council could control in strategic venues around the town. A number of sites were suggested including: the Bus Station; space on the wall at the Job Centre; the library; 'Halo' Bridgend Life Centre; at the Rhiw and inside the BCBC offices. It was agreed to investigate sites under cover in the first instance.

15. To Receive Tree Planting Report

- Cllr D Unwin circulated his report. It was suggested that small blossom trees or bushes be planted along Cowbridge Road and at Jubilee Road in addition to the programme.

Resolved: that Cllrs Unwin and Voisey investigate the proposal and an approach is made to the Countryside Officer for professional input.

16. To Consider Markets in Bridgend

- Members discussed the promotion of markets in the town and the 'type' of markets being held. It was acknowledged that the Indoor Market is experiencing difficulties at present. Members discussed how to advertise the various markets and debated how effective these are in increasing footfall.

Resolved: that Cllr Unwin contacts various interested parties to assess the situation.

17. To Receive Evergreen Hall Report

- The year-end statement is currently being produced.

- No response has been received with regard to the enquiry made to the Charity Commission, so a follow-up letter is to be issued.
- The £3,000 quarterly payment to the Evergreen Hall is due this week and was approved.
- It was acknowledged that the Development Officer is very successful with the publicity of the various groups and activities carried out there.
- Members discussed their concerns over the long-term future of the Hall and the fact that the Hall needs to be more widely known to the local community.
- It was suggested that the 'Sunnyside Site' could be a possible long-term solution.
- Cllr M Voisey will arrange a meeting with the Chief Executive of Link.

Resolved: that the quarterly payment is made to the Evergreen Hall.

Resolved: that Cllr M Voisey meets with the Chief Executive of LINK to discuss Evergreen Hall.

18. To Receive Carnegie House Report

- The year-end report and the current year's programme are being prepared.
- Deputy Town Clerk/RFO explained the 'Events Staff Structure'. A diagram indicating the staff structure has just been prepared and will shortly be circulated to Members.

19. To Consider the Replacement of the Existing Newcastle Hill Beacon Brazier with a Gas Beacon Brazier

- The Town Clerk highlighted the issues with the current Beacon Brazier which has been in situ since 2003.
- There is a company producing Commemorative Beacons marking the 100 years since the end of WW1.
- Members debated the proposal and agreed that our gas engineer for Evergreen Hall should be approached for advice/information with regard to a 'gas beacon brazier'.

20. To Receive an Update on the Tesco Bags for Life Projects

- Cllr Unwin updated Members on the two projects which are now complete. Photographs were circulated to Members showing the work undertaken. Members agreed that the projects were very successful. The final reports for Tesco have been completed.
- Another round of grants are now possible for application.

21. To Consider Craig Yr Parcau Woodland Walk Renovation and Renewal of Craig Yr Parcau Lease

- Cllr Unwin had prepared a report on both the Woodland Walk Renovation and the lease which is currently ready for renewal for a further 25 years.
- Under the Tesco 'Bags for Life' grant scheme, Bridgend Town Council has completed the £10,000 project in the Woodland to upgrade and improve steps and stairways from the upper to lower levels and has made access more 'user friendly'.
- The lower river walkway areas, which are subject to river erosion, now require upgrading to improve safety.
- Plans have been drawn up through BCBC's Countryside Officer for this project to be carried out this year at a cost of £55,000/£60,000.
- The Welsh Government have committed £29,000, BCBC £11,000 and Bridgend Town Council has secured a grant of £15,000 from the National Aggregates Levy Board (Tarmac plc) which virtually assures the completion of the project this year.
- Under the NALB rules, Bridgend Town Council will be required to pay Tarmac £1,656.73 as a 'Third Party Contribution' as a nationally agreed level of administration cost, but this could be covered in full or part by a further 'Tesco Bags for Life' application.

Resolved: that the Town Council supports the proposed action to upgrade the lower river walkway areas at Craig Yr Parcau and renewal of the lease with BCBC.

22. To Consider Bus Facilities

- Cllr Unwin detailed the issue with the automatic opening doors at the Bus Station which are currently problematical.
- BCBC will be asked for a 50% (i.e. £750) contribution towards the cost of repair.

Resolved: to discuss Bus Station issues further with BCBC.

23. To Receive Bridgend Town Cricket Club Possible Asset Transfer of Newbridge Fields Update.

- Cllr Unwin gave a verbal report on the condition of the ground at Bridgend Cricket Club which is leased from BCBC.
- There were various issues recently when the Bridgend first team played a home game against St Fagans,; the wicket was under prepared with long grass and other problems which resulted in the Umpire and St Fagans reporting the ground to the league.
- Bridgend Cricket Club is the oldest in Wales and has been at Newbridge Fields since 1927.
- It is suggested that, with BCBC agreement, an area of land at the far end of Newbridge Fields be the subject of a 'Community Asset Transfer' and if this is achieved the Cricket Club would construct a new facility solely for Cricket to a high standard together with a new Pavilion.
- BCBC may consider a Community Asset Transfer to the Town Council and it was suggested that an 'ad hoc' meeting with the Cricket Club be held to discuss the matter.

24. To Consider Summer Holiday Activities Schemes during July/August at Newbridge Fields/Life Centre

- BCBC had confirmed that the usual 4-week Summer Holiday playscheme would be provided at the Life Centre for which the Town Council has a budget and regularly supports.
- **Resolved:** that the Deputy Clerk/RFO responds to the letter from BCBC requesting further information for this years playscheme.

25. Date of Next Meeting

Tuesday 10th July 2018 at 10.00am

Deputy Clerk/RFO explained that there may be a requirement for an interim meeting before that date for urgent matters relating to building works at Carnegie House.

Meeting Closed: 11.45am

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

Signed:..... (Mayor)

Date:.....