



**MINUTES OF THE BRIDGEND TOWN COUNCIL
MILITARY ADVISORY COMMITTEE MEETING**

Thursday 9th March 2017 at 10.00am at Carnegie House Council Chamber

<u>Present:</u>	Cllr D Burns, Chair of Military Advisory Committee Cllr R Burns, Chair of Carnegie House Committee Cllr D Unwin, Chair of Finance & Personnel Committee Mr John Harris, Military Advisor to BTC Mr Richard Newton, Project Consultant Mr Andrew Shell, Bryntirion Comprehensive School
------------------------	---

In attendance: Town Clerk Mrs L Edwards, Deputy Town Clerk Mrs D. Jones

Absent: Cllr R Marsh

1. To receive apologies for absence:

Apologies were received from Cllr R Morgan (Mayor) and Cllr O Byrne.

2. To receive Members' Declarations of Interest in respect of the business to be transacted:

None

3. To confirm and sign the Minutes of the Meeting of the Military Advisory Committee held on 7th December 2016:

Resolved: To confirm and sign the Minutes of the Meeting of the Military Advisory Committee held on 7th December 2016 as a true and accurate record.

4. To consider any matters arising from the Minutes of the Military Advisory Committee held on 7th December 2016:

Resolved: There were no matters arising.

5. Heritage Walkway Project: Verbal update, HLF Grant and the way forward:

Chair reported that BTC had been successful in their application of a grant for the Heritage Walkway Project.

Clerk referred to the letter from Heritage Lottery Funding (HLF) detailing the grant amount and the way in which HLF will work with BTC during the implementation of the project.

Clerk asked members to consider the appointment of a Project Manager as outlined within the application.

Resolved: To appoint Richard Newton as Project Manager, subject to the Clerk seeking guidance regarding this appointment from HLF.

Resolved: That the Clerk write to BCBC to advise that the Heritage Walkway Project grant application is approved and to request a walk-round of the site to establish a timeline for the project.

Clerk highlighted to members the publicity conditions of the grant as stated in the HLF letter.

Resolved: That the Clerk inform the press of the Heritage Walkway Project subject to HLF conditions.

Members discussed a Marketing Plan and potential mobile exhibition in the lead up to the Heritage Walkway Project launch date to ensure the public are informed.

Andrew Shell reported that he has started compiling “Learning Packs” for the Primary School children and that Heads of the Primary Schools who had been contacted had responded positively.

Andrew Shell asked members if they would agree to letters being sent to pupils’ parents asking for their family history for use within the project.
Members approved this request subject to advice from HLF.

6. “Wartime Bridgend” Event:

Chair advised that she will not be re-standing in the May elections and therefore asked Cllr D Unwin to Chair future Wartime Bridgend Meetings and report to BTC and its Committees as appropriate.

Cllr D Unwin referred the committee to the notes of the Wartime Bridgend meeting held at Carnegie House on 23rd February 2017.

He reported that the next “Wartime Bridgend” meeting will be held on Thursday 30th March at noon and that Rob Butler, Managing Director of Historical Promotions and Event management, will be in attendance.

Cllr D Unwin advised that he would liaise with Brynteg Comprehensive School regarding their participation within this event.

Cllr D Unwin suggested that a further meeting be arranged following the upcoming May elections.

Clerk reported that:

- Bridge FM “Live on Location” Package has been negotiated at a cost of £649.00 Members approved this booking.
- The participating Schools will be provided with a double stall to accommodate tables, chairs and any other requirements from the teachers and children.
- The Event Management Plan is awaiting further detail which will be available and confirmed at the meeting of 30th March 2017.

Resolved: To send the document to BCBC immediately to allow BCBC more time to review and action the plan, along with a note advising of possible additions in line with future “Wartime Bridgend” meetings.

Clerk recommended that the Royal British Legion (RBL) have representation at the event; John Harris offered to co-ordinate this and advised that he would also approach other local military charities to ask for participation.

John Harris reported in relation to the “Wartime Bridgend” event that:

- He will research the possibility of holding a “Sandbag Challenge”.
- He will approach the RBL, Cadets and any other interest parties to ask for volunteers to aid in the assembly and dismantling of the Spitfire.

Andrew Shell reported that he and Bryntirion Comprehensive School pupils will be promoting the “Wartime Bridgend” event at the upcoming Hut 9 Open Day using leaflets and banners provided by Bridgend Town Council. He added that he has booked school assemblies in the run-up to the event and that a promotional stand will be placed within the foyer of the school.

7. To consider matters relating to Bridgend Armed Forces Day June 2017:

Clerk reported that during a recent meeting with a member of the Royal British Legion (RBL) Bridgend Branch she was advised that although the RBL could support an event for Armed Forces Day June 2017, they do not have the resources to arrange the event.

John Harris added that the RBL’s first priority is to organise the Remembrance Day Parade; he stated that due to a change of circumstances and the fall in RBL Bridgend Branch numbers it is difficult for them to organise any additional events.

Members discussed the background of Armed Forces Day and its purpose of celebration. Members referred to the educational and celebratory aspects of the “Wartime Bridgend” event being held on June 10th 2017. Members considered the timescales and resource required to arrange an Armed Forces Day June 2017.

Resolved: That Armed Forces Day will not be arranged in June 2017.

8. Correspondence:

John Harris circulated a Remembrance Day 2016 evaluation report to members. He asked members if additional programmes can be printed for Remembrance Day 2017.

Members approved this request.

John Harris advised that the relocation of dignitaries was effective; Cllr Robert Burns stated that although initially anxious regarding the new arrangement he had no adverse observations during the 2016 Remembrance Day parade.

John Harris raised concerns regarding logistics and safety in relation to the increasing numbers of attendees at the Remembrance Day event. He advised that the RBL are investigating these issues.

John Harris asked Members to provide feedback from the 2016 Remembrance Day parade by no later than 1st May 2017 to assist in the planning of the 2017 Remembrance Day parade.

Clerk reported to members that the Poppy Wreaths will be collected from the War Memorial by 31st March 2017.

Chair suggested that the next meeting be scheduled for the end of May 2017.

Meeting Closed: 11.40am

Signed:..... (Chair of MAC)

Date:.....

FOR OFFICE USE ONLY

Clerk and Deputy Clerk Meeting Actions

Clerks Actions

Action	Status
Send Andrew Shell picture of double stall to enable pupils to decide what to place inside.	
Use of Siren: Liaise with Environmental health and any other required department regarding the use of a siren in public.	
Contact BCBC to advise of successful grant application and to request an onsite-meeting. Also request that new benches are not installed until after June 10 th due to spitfire.	
Contact Abbey Bolter to advise of successful grant application and issue a press release subject to HLF advice.	
Clerk to arrange press release and photo-call to include school pupils; inline with HLF guidelines.	

Deputy Clerks Actions

Action	Status
Ensure that the HLF Logo is placed on any future Wartime Bridgend promotional material.	
Advise CCTV of the "Wartime Bridgend" event and Spitfire Research Bletchley Park Travelling Exhibition	

Notes

Air Cadet Squadron (ATC) are good at marshalling