



MINUTES OF BRIDGEND TOWN COUNCIL MEETING
Monday 16th October 2017 at 7.00pm at Carnegie House Council Chamber

<u>Present:</u>	Cllr. Stuart Baldwin (Mayor) Cllr. Nicole Burnett Cllr. Steven Bletsoe Cllr. Stuart Charles Cllr. Eric Hughes Cllr. Angela Morelli Cllr. Isabel Robson	Cllr. David Unwin Cllr. Lyn Walters Cllr. Paul Warren Cllr. Alan Wathan Cllr. Carolyn Webster Cllr. Tim Wood
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1. To receive apologies for absence:

Apologies were received from: Cllr. Freya Bletsoe, Cllr. Ceri Evans (work), Cllr. Rebecca Porter (Maternity), Cllr. Gary Sassoon-Hales, Cllr. Matthew Voisey (work)

Absent: Cllr. Kate Boucher

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

- Declarations of Interest were recorded in the Declarations of Interests register.

3. To Confirm and Sign Minutes of Town Council Meeting held on 18th September 2017.

- Member queried a date within the minutes. Town Clerk explained that it referred to a recommendation made by the Finance Committee that was ratified by full Council.

Resolved: To confirm and sign the Town Council Meeting of Council held on 18th September 2017 as a true and accurate record.

4. To Consider Matters Arising from the Town Council Meeting held on 18th September 2017.

- Page 19. Mayor referred to the attendance of the CF31 Bid Manager at the meeting and suggested that in future, guest speakers should be provided with advance notice of questions from Members to allow time for them to prepare and to keep the Q&A's within the specified time slot.

RESOLVED: That Councillors should submit questions for guest speakers to the Town Clerk to provide one week notice for guest speakers to prepare for any matters that may be raised.

- Page 21. Item 9. Member enquired whether the Clerk had obtained a copy of the decision of the planning application regarding the Timpson unit in Tesco. Town Clerk advised that she had been

unable to find the decision of the planning application and would pursue this with an officer at BCBC and email further details to Members.

- Page 25. Item 12b. Member enquired about the progress of the review of the Kier contract at BCBC. Mayor advised that a Scrutiny Committee meeting with the Chief Executive of Kier had been scheduled for 22nd November 2017.
- Page 26. Item 12d. Member enquired if the Mayor had liaised with BCBC regarding the pricing structure of Shopmobility. Mayor suggested that an agenda item should be included at the next Town Council meeting for BTC Members to discuss Shopmobility and consider any future contributions from BTC.

RESOLVED: Town Clerk to include an agenda item to discuss Shopmobility at the November Town Council meeting.

5. To note for information Mayoral Announcements and Engagements:

Mayor's Engagements:

- Saturday 23rd September 2017 - Macmillan Cancer Care Coffee Morning at Westward Community Centre
- Sunday 1st October 2017 - Pencoed Civic Service, Salem Chapel, Pencoed.

Deputy Mayor's Engagements:

- None

6. To Consider Town Clerks Report

Town Clerk presented a report detailing the projects and services delivered by Bridgend Town Council from 18 September – 16 October 2017.

- In response to the report on the work carried out by the Outdoor Team, Member enquired if the outdoor workers had received appropriate Health & Safety training. Town Clerk advised that they had not received Health & Safety training, however this had been discussed at the Personnel Meeting and would be scheduled as soon as possible.
- Town Clerk advised Members that further to research regarding the Town Council's duty as an employer and advice from independent HR organisations, the Personnel Committee had agreed to undertake a Policy and Resource Review with One Voice Wales in mid-November.
- In reference to the Mayor's Civic Service on 24th September, Member thanked staff for their assistance in helping a disabled member of the congregation during the service.
- Town Clerk advised Members of a One Voice Wales conference she and the Deputy Clerk had attended during the month. She highlighted the importance for Councillors to be aware of the challenges facing Town and Community Councils in future and advised that a panel had been established to undertake a Town & Community Council Sector review.
- Members were advised of plans for Christmas activities in Bridgend Town Centre. It was noted that the Bridgend Lions Club would run the Christmas grotto and craft stalls in the ground floor hall of Carnegie House on four Saturday's in the run up to Christmas. Member advised that it had been suggested that additional activities for children, such as letter writing to Father Christmas and further craft activities could take place in the first floor board room. This would alleviate congestion on the ground floor, however he stated that the Bridgend Lions do not have enough people to manage activities upstairs. Member suggested that Councillors could volunteer to manage the activities on the first floor, particularly on the day of the grotto opening (Saturday 25th November).

- Cllr Nicole Burnett expressed an interest in volunteering to help manage children's activities on Saturday 25th November.
- Members discussed the possibility of arranging DBS checks for elected Members.

RESOLVED: Town Clerk to investigate the cost of arranging DBS checks for all BTC Members.

- Town Clerk explained that she had met with CF31 Bid Manager, Justin Jenkins to discuss opportunities to work with CF31 for Christmas 2017 and explore opportunities for additional marketing activity to reach beyond the wards of Bridgend Town Council and attract additional footfall to the town in the run up to Christmas.
- Member advised that the CF31 Bid manager had offered to help distribute the Yule Love Bridgend bags purchased by Bridgend Town Council.
- Member explained that the promotion was a trader led initiative and he had also offered to distribute the bags to local traders.
- Mayor suggested that Cllr Steven Bletsoe and CF31 Bid Manager work together to circulate the remaining Yule Love Bridgend bags.
- Town Clerk provided an update on the completion of building works to the rear of Carnegie House and provided a brief overview of grant applications submitted for the Arts Centre.
- Member thanked Tracy Evans and Cllr Isabel Robson, Chair of the Carnegie House Board, for their efforts with the grant applications.
- Town Clerk provided an update regarding the current status of the Heritage Walkway project. Members were advised that further to consultation with a metal artist and reviewing illustrations of designs in situ, the Project Manager and BTC Planning Committee felt that some elements of the original design were less effective than initially anticipated. For this reason, it had been decided that the Project Manager should explore some new options. These include more prominent, artistic interpretation panels, and moving the 5 panels into the town centre, therefore changing the route of the walkway so that it does not take people over the bridge and out of the town centre. Further consultation will now be undertaken with BCBC before the final planning application is submitted.
- Members were advised of plans for Remembrance Sunday and notified that policing arrangements had been finalised for security on the day.
- Town Clerk advised that she had met with BCBC CAT Officer Guy Smith to discuss current and future Community Asset Transfers. She explained that discussions had taken place about playgrounds within Bridgend Town Council wards and advised that she had requested copies of recent BCBC inspection reports for 11 playgrounds within the wards. This information will be presented to Council for consideration in due course.
- Deputy Mayor advised that he had attended a Town & Community Council Forum immediately prior to the Council meeting and had received a presentation about budgets and future budget cuts.
- Members considered the implications future budget cuts for BCBC could have on Bridgend Town Council and discussed the need to retain amenities such as playgrounds for local residents.
- Member suggested that an approach could be made to Valleys to Coast and other housing associations to explore opportunities to collaborate on projects such as management of playgrounds.
- Members discussed opportunities to cluster and share resources with neighbouring Community Councils for the provision of services if necessary.
- Members considered proposed dates for forthcoming meetings. Two members of the Regeneration Committee advised that they would be unable to attend a meeting on the evening of Wednesday 25th October.

RESOLVED: Town Clerk to email members of the Regeneration Committee to find a suitable alternative date for the Regeneration Committee meeting.

7. To Consider Arts Project Officer Update Report re: Carnegie House Arts Centre

- The Arts Project Officer report was considered by Members and noted.

8. To Consider request from independent journalist re: live broadcast at a public meeting using smart phone, to a local Facebook group.

- Town Clerk explained that the legal position in Wales is different from that applying in England and advised that the decision to allow a person to broadcast a meeting of Bridgend Town Council would be at the discretion of the Council.
- Town Clerk recommended that the Council take into account the guidance issued to parish Councils in England and referred Members to a copy of the guidance attached to her report.
- Members discussed the request and enquired if the journalist was accredited.
- The Mayor established that the majority of BTC Councillors had not received media training.
- Member reminded Council that Town Council meetings are public meetings and the Council should consider all avenues to engage with the public.
- Members raised questions about the request and asked why the journalist wanted to film meetings, what Facebook Group will the footage be streamed on and would it be available to all Facebook users or a closed group.
- Member stated that Council meetings should be open and honest and suggested that the Council should be setting an example to other Town and Community Councils regarding transparency.
- Mayor suggested that questions from Members regarding this request should be sent to the Clerk who can then find out the relevant information.

RESOLVED: That this request is deferred to the November meeting, pending further information about the purpose of the request.

9. To Consider the following motion submitted by Cllr. Carolyn Webster:

"If members cannot complete the business to which the residents of Bridgend have voted them to do on their behalf within a reasonable time, that the council moves to a bi monthly meeting system with similar time restrictions in place to offer fair conditions to staff and consideration to councillors."

- Cllr C Webster explained the rationale behind the motion and noted that month after month, standing orders are suspended so that Council meetings can continue beyond the agreed time of 9.30pm. She highlighted that as an employer, it is inappropriate to keep the staff at work until 11pm and as a Councillor the public would not expect elected Members to stay at meetings until so late into the night.
- Cllr C Webster clarified that her reference to a 'bi monthly meeting system' should be interpreted as two meetings per month.
- Chair of the Personnel Committee explained that he was aware of the preparation undertaken by officers for Town Council meetings and expressed concern that two meetings per month would increase staff workload.
- Member commented that for those members also appointed to committees, this motion could result in elected members being required to attend a meeting every week. This could cause issues with quorums for meetings and could put people off becoming Town Councillors in the future.

- Member advised that although Porthcawl Town Council did have two full Council meetings per month, this has now reverted back to only one meeting per month.
- Members discussed introducing an earlier start time for meetings to ensure that they do not finish at a late hour.
- Member highlighted that there is limit to an individual's ability to concentrate for a given period of time and therefore it should be incumbent on Members to keep meetings on track so that they do not run over the set time allowed within standing orders.
- Mayor stated that the Motion had served to focus the mind and keep discussion on point. He suggested that an earlier start to full Town Council meetings should be included on the agenda either at the AGM or if possible at the earliest opportunity.

RESOLVED: Town Clerk to check the legalities of an amendment to Standing Orders.

- It was suggested that subject to the outcome of the resolution above, Cllr C Webster could submit a special motion to propose a meeting start time of 6pm at the November meeting.

10. To Consider the draft minutes of the Allotment Committee Meeting of 25th September 2017

- Member advised that there was an error in the minutes of Allotment Committee Meeting. He referred to Page 7 and explained that historically, £8,000 had been provided by Asda for landscaping at the allotment site and had not come from a European Fund as stated in the minutes.
- Vice Chair of the Allotment Committee made comment on the minutes and suggested that Council could review the structure and quantity of allotment awards in the future.

RESOLVED: To accept the minutes of the Allotment Committee Meeting of 25th September 2017

RESOLVED: To consider the structure and quantity of allotment awards at the next Allotment Committee meeting in January 2018.

11. To Consider the draft minutes of the Personnel Committee Meeting of 10th October 2017

- Chair of Personnel Committee stated that the main focus of the meeting was to look at staff resource within the Town Council. He explained that the Town Clerk had presented a quote for One Voice Wales to undertake a Policy and Resource review.
- He added that the Committee had given consideration to the work involved in administering the Town Council and the impact of ending of the Awen Culture Trust contract and felt that this external exercise is needed so that Bridgend Town Council can move forward.
- Chair of Personnel Committee explained that the review would identify the resource needs of the Town Council and also ensure that all appropriate policies are put in place.
- Member highlighted that a clear statement of works should be put in place so that outputs can be measured.
- Chair of Personnel Committee added that in the short term, there is a need to progress with developing a programme for Carnegie House Arts Centre for April 2018 onwards. He explained that planning for this programme should begin now in order to develop marketing literature to promote the programme. He advised that as an interim measure, freelance worker, Tracy Evans had been approached.
- Chair of Personnel Committee also explained that due to the current volume of work to administer the Town Council and its meetings, there is a need for additional secretarial support. It had therefore been agreed at the Personnel meeting that the Town Clerk should contact a recruitment agency to source secretarial support for an initial 3-month period.

12. To Consider the draft minutes of the Planning Committee Meeting of 11th October 2017

RESOLVED: To accept the minutes of the Planning Committee Meeting of 11th October 2017

13. Finance:

To receive a balance of accounts as at 16th October 2017 and approve Payments of Expenditure

RESOLVED: Accounts paid, read and approved by Members.

14. To Consider the following Reports:

a) The impact of the Light Festival on Armistice Day - Cllr Carolyn Webster

- Member raised a Point of Order and explained that a resolution regarding the Light Festival was passed at the previous meeting, therefore the Council could not amend that resolution within 6 months.
- Town Clerk checked the resolution and advised that although a resolution had been passed regarding rescheduling the Light Festival, the motion presented at this meeting also included a proposal to move the Light Festival to another location and this could therefore be discussed.
- Cllr C Webster presented her report to the Council and explained why she felt so strongly about this issue.
- Chair of the Carnegie House Board explained that the event had taken place at this time of year for the past several years, however noted that it was the first time that the event had actually fallen on the date of Armistice Day. She added that the event provided lantern making workshops to children throughout half term and concluded with a Festival of Light parade.
- Chair of Carnegie House Board explained that the event was now in the late stages of planning and that it was now too late to consider an alternative route as license applications had already been submitted.
- It was noted that the Padre to the Bridgend Branch of the Royal British Legion, Rev. Rachel Wheeler had offered to conduct a short service at the start of the event. Members felt that this could be a positive way to encourage more people of a younger generation, that may not attend the Remembrance Service in the Town Centre on Sunday 12th November, to remember those that died during the wars.
- Cllr C Webster requested that it was recorded in the minutes that she strongly objected to the event being held near the war memorial on this date.
- Mayor acknowledged the words expressed by Cllr C Webster and suggested that BTC ensure that such an event is not arranged on Armistice Day in future.

RESOLVED: Town Clerk to contact Awen and Rev. Rachel Wheeler to make arrangements for a short service and appropriate silence at the beginning of the event.

- b) To request that BTC consider financing the upkeep of roundabouts in its area - Cllr Eric Hughes
- Cllr E Hughes expressed disappointment at the condition of roundabouts in Bridgend and explained that many surrounding Town and Community Councils pay for landscaping of roundabouts in their area.
 - Chair of Finance Committee highlighted that there are 7 roundabouts with the BTC wards. He explained that 3 are sponsored by private companies and that in previous years, BTC have allocated £1,000 for wildflowers on the Waterton roundabout.
 - Member highlighted that the Coity Road roundabout needed attention.
 - Members discussed the health and safety implications of carrying out work on roundabouts.

- Member stated that she had noticed that roundabouts in other areas were much nicer than those in Bridgend and supported Cllr E Hughes suggestion.

15. Correspondence:

Section A)

To Consider the following items of Correspondence:

1. Letter from Jayne Bryant AM and Loneliness Roundtable Report **NOTED**
2. Email from OVW re: Welsh Government Consultation - "Taking forward Wales' Sustainable Management of Natural Resources" **NOTED**
3. Email from Marianne Cash, Secretary of Community Furniture Aid Charity **NOTED**
4. September 2017 edition of the One Voice Wales news bulletin **NOTED**
5. Email from Local Democracy and Boundary Commission for Wales re: Consultation: Guidance for Principal Councils on the Review of Communities **NOTED**
6. Email from OVW Re: Independent Review Panel for the Review of Community and Town Council Sector – Call to Evidence
 - Town Clerk noted the importance of correspondence items 6 and 7 and asked Members to consider how they would like to get involved with the Review of the Community and Town Council Sector.

RESOLVED: Town Clerk to contact the review panel to express a desire to meet with the panel and present views from Bridgend Town Council.

7. Email from Welsh Government re: Get involved! Review of the Community and Town Council Sector.
 - See item 15.6 above
8. Regional Engagement Team Autumn Newsletter 2017 **NOTED**
9. Email from Welsh Secretary Re: Draft Budget | Welsh Tax Policy Report | Rates and Bands **NOTED**
10. Email from Secretariat to the Independent Remuneration Panel for Wales Re: IRPW - Draft Annual Report
 - Cllr I Robson enquired about Bridgend Town Council's position on this matter.
 - Mayor advised that historically BTC Members had refused the remuneration.
 - Member questioned the childcare element of the payment.

RESOLVED: Town Clerk to seek clarification regarding the proposals for Remuneration for Town and Community Councillors.

11. Email from Bruce Howard, Coordinator, Ecosystems Knowledge Network Naturally Bridgend workshop invitation **NOTED**
12. Letter from Bridgend Association of Voluntary Organisations Re: nomination of a Councillor to sit on the panel of Suncredit 'Solar Community Benefit' Fund **NOTED**

16. To Consider the Agreement for the sale and purchase of telephone Kiosks to a local authority in England or Wales received from BT Payphones.

- Deputy Mayor presented ideas for the use of decommissioned red telephone boxes.
- Chair of Finance Committee confirmed that the telephone boxes must remain in their current location.
- Members expressed an interest in using the telephone boxes to provide a cash machine or tourism information point.

RESOLVED: To instruct the Town Clerk to proceed with the agreement to purchase the two red telephone kiosks at a cost of £1 each and include the boxes on the BTC Fixed Asset Register.

17. Capital Asset Transfers

a) To Consider proposed terms for the granting of a licence to the Town Council of two bus shelters that are located on land owned by BCBC and outside of the adopted highway limits.

b) To Consider a schedule of 7 bus shelters located within the adopted highway limits that are proposed for transfer by way of a licence from BCBC to Bridgend Town Council.

- Chair of Finance explained the background to the CAT projects for bus shelters; but it was agreed to reject the current proposals as they did not accord with the original intentions and wishes of BTC. Further discussion was required with the BCBC Property department.

Meeting closed at 9.00pm

Signed

Mayor

Date