



Town Clerk's Report March 2021 (For Information)

This report provides details of the work undertaken by Bridgend Town Council staff and information for Councillors attention for the period 16th February – 11th March 2021.

1. Council Work Priorities

Since the last Town Council meeting the staff have worked on the following priorities:

- We have facilitated six Council meetings (5 committees and a Town Hall Working Group). This includes providing all the documentation required, attending and minuting the meetings as well as working on the resolutions agreed at the meetings.
- The First Edition of the Bridgend Town Council Newsletter and Community Survey has been circulated to all residents in the BTC wards in hard copy. Post boxes have been sought for the collection of hard copy survey responses and all documents have been made available on the Town Council website.
- Preparations for the end of the financial year and audit are underway; bank reconciliations and budget reviews have been completed and time is being spent working through the backlog of printing required for audit purposes.
- Further quotes have been obtained for the Town Hall refurbishment project and legal advice has been sought regarding the awarding of contracts in line with Financial Regulations and Audit.
- The Chamber furniture has been moved from Carnegie House to the Town Hall.
- Two grant applications have been prepared and submitted to BCBC for the Town and Community Council Fund in relation to projects at the Town Hall.
- We have responded to enquiries for the Youth Member vacancies, collated the applications and created voting guidance for Councillors.
- The Facilities Team have been extremely busy coordinating maintenance works, allotments matters and creating a detailed Asset Register (please see FM report for details).
- The Outdoor Maintenance Team have undertaken a huge clear up has been undertaken within the grounds of the new Town Hall and in the surrounding lanes.
- Allotment tenancy renewals and payments for all five allotment sites are being logged and processed on the ledger.
- Information about historical use of Newbridge Fields by Bridgend Town Council has been prepared for consultation discussions with Just Solutions.
- The Town Council social media channels have been used to communicate the outdoor work undertaken in the local area, to mark St David's Day, support International Women's Day and signpost a range of art and culture activities available online.

Please note:

During the month, Staff experienced a number of technical issues due to the migration of user profiles to Office 365 and encountered problems using Skype for Business on the Citrix platform. These issues have now been resolved and remote Council meetings must now be held using Microsoft Teams.

BCBC have advised that they no longer have the V2C grounds maintenance contract. This means that if BTC Outdoor Maintenance Team undertake any ground clearance or litter picking works on V2C land we can no longer dispose of this waste at the BCBC grounds maintenance depot.

2. Councillor Vacancies in Oldcastle & Morfa wards

Notices for the casual vacancies in the Oldcastle and Morfa wards have been uploaded to the Town Council website, shared on social media and displayed in the Town Council notice board.

The closing date to request an election is 4pm Friday, 12th March 2021. If an election is not requested by this time, the Town Council will be able to co-opt to fill the vacancies as soon as practicable. If this situation occurs, an agenda item will be included for the April Town Council meeting to discuss the co-option process and make a decision regarding the advertising and deadline for applications.

Future meetings

Friday 12 th March	Newbridge Fields Consultation meeting
Monday 15 th March	Continuation Finance Committee meeting (from 9 th March)
Friday 9 th April	Personnel Committee meeting
Monday 12 th April	Planning Committee meeting
Monday 19 th April	Monthly Town Council meeting

Leanne Edwards

Town Clerk