



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF FULL COUNCIL TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 13 DECEMBER 2021 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

Yours faithfully

A handwritten signature in cursive script that reads 'Emily Forbes'.

Emily Forbes
Chief Officer

Please note: A Police Representative will be in attendance at 6.30 pm to provide a public update

AGENDA

- 1. To receive apologies for absence**
- 2. To receive declarations of interest under the Council's Code of Conduct** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hours before the meeting)

TO NOTE: Councillors Aviet, Bailey, Brooks, Charles, Collins, Drake, Hampton, N Hodges, Johnson, Nugent-Finn, Perkes, Rowlands, William, Wilkinson and Wright have received dispensation from the Vale of Glamorgan Council to speak and vote on any item on this agenda relating to Reshaping of Services

Councillor Johnson has also been granted Dispensation to allow him to speak and vote on future matters appertaining to the Pioneer Hall and the proposed Community Hall at Cemetery Approach, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

Councillor Rowlands has also been granted dispensation to speak only at all meetings of Barry Town Council on matters relating to the Youth Forum and the impact of the Forum on restructuring of the Youth Service and financial arrangements.

3. **Well-being of Future Generations (Wales) Act 2015**

(To note)

*Members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

In order to act in that manner, a public body must take account of the following things:

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*
- (b) the need to take an integrated approach, by considering how—*
 - i. the body's well-being objectives may impact upon each of the well-being goals;*
 - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*

(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

4. **To approve and sign the minutes of Full Council held on Monday 27 September 2021**

(Pages 5619-5632)

5. **To receive communications from the Mayor**

(Verbal)

6. **To consider questions from Councillors in accordance with the provisions of Standing Order 3(e)**

(none received)

7. **To consider questions/comments from Members of the public in accordance with the provisions of Standing Order 3(f)**

(none received)

(NB: members of the press will be invited to attend this meeting remotely in line with current Welsh Government Regulations. If members of the public have questions, they can submit them prior to the meeting and may request to attend the meeting remotely if this is reasonably practicable and manageable).

8. **To consider motions submitted by Councillors**

(None received)

MINUTES OF STANDING COMMITTEES AND WORKING PARTIES

9. **To receive the minutes of the Shop Local Barry Advisory Committee held on 7 October and the Extraordinary Meeting held on 16 November 2021 to give consideration to any recommendations therein**

(Pages 5633-5644)

10. **To receive and note the minutes of the Planning Committee held on 12 October and 2 November 2021 and to give consideration to any recommendations therein**

(Pages 5645-5654)

11. **To receive and note the minutes of the Fairtrade Advisory Committee held on 1 November 2021 and to give consideration to any recommendations therein**

(Pages 5655-5659)

12. **To receive and note the minutes of the Halls, Cemeteries and Community Facilities Committee held on 8 November 2021 and to give considerations to any recommendations therein.**

(Pages 5660-5673)

13. To receive and note the informal notes of the Community Plan Working Party held on 15 November 2021 and to give consideration to any recommendations therein
(Pages 5674-5678)
14. To receive and note the minutes of the Personnel Committee held on 15 November 2021 and to give consideration to any recommendations therein
(Pages 5679-5683)
15. To receive and note the minutes of the Sustainable Barry Working Party held on 17 November 2021 and to give considerations to any recommendations therein
(Pages 5684-5691)
16. To receive the minutes of the Commemorative Naming Advisory Committee held on 18 November 2021 and to give any consideration to any recommendations therein
(Pages 5692-5694)
17. To receive the minutes of the Finance, Policy and General Purposes Committee held on 22 November 2021 and to give any consideration to any recommendations therein
(Pages 5695-5708)

GOVERNANCE

18. To Review the Council's Approach to Meetings
(Pages 5709-5712)
19. To Approve the Terms of Reference for the Sustainable Barry Working Party
(Pages 5713-5714)

INFORMATION ITEMS

20. Open letter from National Association of Local Councils, Society of Local Council Clerks and One Voice Wales – Together we can do so much
(Pages 5715-5716)
21. Queen's Platinum Jubilee
(Pages 5717-5718)
22. Commemorative Benches
(Pages 5719-5721)

FINANCE

23. To approve the Schedule of Payments for December 2021
(Pages 5722-5726)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

24. **Budget Monitoring Report to 30 November 2021**
(Pages 5727-5730)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

25. **Draft Budget 2022/23** (Pages 5731-5742)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

PROJECTS

26. **Sustainable Barry – Waste Management** (Pages 5743-5748)

27. **Barry Youth Council** (Verbal)

28. **Date of Next Meeting**

To note that the next meeting of Full Council is scheduled to be held on Monday 7 February 2022 at 7pm

29. **Exclusion of the Press & Public**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

30. **Urgent Actions** (Pages 5749-5751)

31. **Public Services Ombudsman for Wales** (Verbal)

32. **Memorial Hall and Theatre** (Verbal)

33. **Update on Discussions with GMB Union Regarding a Potential Change of Hours for Cemetery Staff During the Summer Months (1 April – 30 September)**
(Verbal)

34. **Letter from Chief Officer** (Pages 5752-5753)

Distribution

The Mayor (Councillor Steffan Wiliam) plus all other Town Councillors (22)
Others (Barry & District News, Barry Police and Barry Library) (3)

This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.

MINUTES OF THE VIRTUAL MEETING OF COUNCIL HELD ON MONDAY 27 SEPTEMBER 2021 AT 7PM

PRESENT: The Mayor (Councillor Wiliam) together with Councillors Aviet, Bailey, Brooks, Charles, Clarke, Collins, Drake, Hampton, Hawkins, N Hodges, S Hodges, Hooper, Johnson, Lloyd-Selby, Nugent-Finn, Payne, Perkes, Richardson, Rowlands, Wilkinson and Wright

ALSO PRESENT:

Mark Sims	-	Deputy Chief Officer
Amanda Evans	-	Facilities and Cemeteries Manager
Robyn Walsh	-	Community Engagement Officer
Rebecca Blackwell	-	Office Team Leader
Maxine Hadley	-	Administrator

967. **APOLOGIES FOR ABSENCE**

None received.

968. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT NOTING THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) ORDER 2008 AND THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) (AMENDMENT) ORDER 2016 ADOPTED BY COUNCIL ON 16 MAY 2017 (PAGE 16 PART 3)**

Councillors Aviet, Bailey, Brooks, Charles, Collins, Drake, Hampton, N Hodges, Johnson, Nugent-Finn, Perkes, Rowlands, Wiliam, Wilkinson and Wright noted that they were Councillors of the Vale of Glamorgan Council also and advised they had received dispensation to speak and vote on matters appertaining to Reshaping Services.

Councillor Johnson noted he had received dispensation to allow him to speak and vote on future matters appertaining to the Pioneer Hall and the Community Hall at Cemetery Approach, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

Councillor Rowlands noted he has been granted dispensation to speak only at all meetings of Barry Town Council on matters relating to the Youth Forum and the impact of the Forum on restructuring of the Youth Service and financial arrangements.

Councillor Payne wished to make a declaration in the event of discussions relating to Youth services due to being the Vice Chair of the Youth Forum. Councillor Charles also wished to make the same declaration due to being a link Councillor on Barry Youth Council.

969. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

It was noted that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present**

are met without compromising the ability of future generations to meet their own needs.

In order to act in that manner, a public body must take account of the following things:

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;
- (b) the need to take an integrated approach, by considering how—
 - (i) the body's well-being objectives may impact upon each of the well-being goals;
 - (ii) the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be noted.

970.

TO APPROVE AND SIGN THE MINUTES OF FULL COUNCIL HELD ON MONDAY 19 JULY 2021

Councillor Lloyd-Selby wished to clarify the points she made in relation to minute no. 958 whereby she requested clarification on the wearing of masks in the Chamber as Councillors were not wearing masks during the meeting and also to clarify whether standing to address Council was necessary during this time and that the risk assessment needed to be clear on these points.

Councillor S Hodges suggested that the standing order which relates to members addressing Council during the meeting be suspended until the restrictions have been lifted or changed.

RESOLVED:

1. That the minutes of Full Council held on Monday 19 July 2021 are approved and signed as a correct record.

2. That Standing Order 3(j) be suspended until further notice.

971.

TO RECEIVE COMMUNICATIONS FROM THE MAYOR

The Mayor advised members that it had been a busy time attending various events including a pizza and chat with Barry Youth Council, an awareness event held by Metalidads at Whitmore Bay, an event at the Well-Bean Café which he was invited by Councillor Payne, a Demon Drink event held at Craft Republic which was hosted by Councillor N Hodges and an open house event hosted by Councillor Clarke and Janet Clarke at their home at The Court, Mount Pleasant, Cadoxton. The Mayor gave special thanks to Gareth Tyley (Historical Consultant and Archaeologist), Councillors N and S Hodges (security), Stephen Lord (refreshments), Paul Ripoll (French Pastry Chef), Carole Newman (extra security) and Barry Town Council's Cemetery Team who assisted with the gazebo, which also raised money for his charities. He also attended a Battle of Britain event organised by Howard Provis which was very moving, an open water swim hosted by former Councillor Alison Woolcock which promoted mental health and wellbeing, he had meetings with his charities and the Royal British Legion about Remembrance Sunday and attended the Beach Volleyball finals.

He also advised that his Mayor on the Square events have again proved popular meeting real people and thanked the Engagement and Events Team for all their hard work organising the events.

Finally, he thanked all who attended his Civic Service which was held at the Tabernacle Church where his children were able to perform and the service was translated into Welsh. He advised that the reception was held in Art Central where the work of children who took part in 'A Summer of Fun' and David Miles Board was on display. He thanked all the staff who were involved, the Photographer Kyle who took photos and recorded the event.

Councillor Brooks said it was lovely to hear of all the events but asked if all Councillors could receive invitations to the Mayors fundraising events. The Community Engagement Officer advised that the events the Mayor had attended had been organised by external sources.

RESOLVED that communications from the Mayor be received and noted.

972. **TO CONSIDER QUESTIONS FROM COUNCILLORS (STANDING ORDER 3 (E) REFERS)**

Councillor Nugent-Finn requested to discuss the flag pole application proposed by Cadoxton Conservation Group. The Mayor advised that this could be discussed under the minutes of the Innovation Working Group at agenda item 15.

973. **TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC (STANDING ORDER 3 (F) REFERS)**

None were received.

974. **TO CONSIDER MOTIONS SUBMITTED BY COUNCILLORS**

None were received.

975. **TO RECEIVE THE NOTES OF AN INFORMAL DISCUSSION OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON 2 AUGUST 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Perkes advised that a decision had to be made in relation to the financial implications of the Shop Local social media which was dealt with under urgent actions.

RESOLVED: That the notes of the informal discussion of the Shop Local Barry Advisory Committee held on 2 August 2021 be received and noted.

976. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE HELD ON 20 JULY AND 1 SEPTEMBER 2021 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Planning Committee meetings held on 20 July and 1 September 2021 be received and noted.

977. **TO RECEIVE AND NOTE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 6 SEPTEMBER 2021 AND TO GIVE ANY CONSIDERATIONS TO ANY RECOMMENDATIONS THEREIN**

Councillor N Hodges advised that there are two recommendations to be considered and updated members in relation to the remaining burial spaces at Porthkerry Cemetery. Members agreed to the recommendations within the minutes.

RESOLVED:

1. That the minutes of the Halls, Cemeteries and Community Facilities Committee held on 6 September 2021 be received and noted.
2. That the Facilities and Cemeteries Manager contact the Vale of Glamorgan Council to discuss costings of the non-resident fees for Merthyr Dyfan Cemetery, if Porthkerry Cemetery is no longer available, as it is currently stands at triple the charge for non-residents of Barry
3. That the Facilities and Cemeteries Manager keeps the Vale of Glamorgan Council updated in relation to burials and fees should the Cemetery become full and the need to use Merthyr Dyfan Cemetery, with full backing of committee members.

978.

TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING GROUP HELD ON 22 SEPTEMBER 2021 AND TO AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN. ALSO TO NOTE THAT THE MEETING HELD ON 6 SEPTEMBER 2021 WAS INQUORATE AND DID NOT GO AHEAD

In relation to the notes of the meeting held on 6 September, Councillor Clarke wished to note that the meeting was not inquorate as Councillors Drake and Payne had tried to attend virtually but there had been technical difficulties.

Councillor Lloyd-Selby had concerns in relation to the minutes of the meeting held on 22 September as they do not reflect the meeting or the discussion that was had.

Councillor Clarke provided members with an update, advising them that there is one recommendation for consideration which is to organise a meeting of the Innovation Working Group and to invite members of the Sustainable Barry Working Group to discuss the Local Places for Nature Collaboration Bid. Councillor Clarke also advised members on the donation of seeds from Fonmon Castle and advised that the Council will advertise on its social media platforms, with the Schools showing interest in having some. Councillor Wilkinson asked if we need to seek permission from the Vale of Glamorgan Council to donate them to the schools, asked where will the seeds be stored and when will they have to be sown by.

Councillor Clarke advised that storage areas are being explored, ideally they should have been sown now but can be delayed until spring.

It was suggested that any amendments be discussed at the next Sustainable Barry Working Groups meeting.

RESOLVED: That the minutes of the Sustainable Barry Working Group held in 22 September 2021 be received and noted and to also note the meeting held on the 6 September 2021 did not go ahead due to technical difficulties.

979.

TO RECEIVE THE NOTES OF AN INFORMAL MEETING THE COMMUNITY PLAN WORKING GROUP HELD ON 13 SEPTEMBER 2021 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Brooks advised that in order for the Community Plan to be accepted it will require the involvement of the Vale of Glamorgan Council and it had been suggested to contact key officers to invite them to the next meeting of the Community Plan Working Group with the possibility of altering the date to accommodate.

Councillor S Hodges agreed with Councillor Brooks stating that it is important to have a good plan in place as it will be the next administration taking it forward.

Councillor Brooks advised that currently the membership is the three group leaders with the opportunity to nominate a substitute if they are unable to attend but advised that if substitutes are made, they should be consistent to enable the work to progress.

RESOLVED:

- 1. That the notes an informal meeting of the Community Plan Working Group held on 13 September 2021 be received and noted.**
- 2. That the Community Engagement Officer invites representatives from the Vale of Glamorgan Council such as Tom Bowring, Marcus Goldsworthy and Phil Chappel noting that members are flexible in meeting dates.**
- 3. That if any one Group Leader was not able to attend the meetings of the Community Plan Working Group on a regular basis that they should nominate a substitute early so that continuity can be established.**
- 4. That the draft terms of reference be received and noted, noting that these may require amending once partner organisations had been established.**

980.

TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 13 SEPTEMBER 2021 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

- 1. That the minutes of the Personnel Committee held on 13 September 2021 be received and noted.**
- 2. That an additional amount of £8,000 be added to the Sustainable Barry Initiative from the General Reserve to fund the role of the Sustainable Barry project Officer to be extended to 31 March 2022.**

981.

TO RECEIVE AND NOTE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 14 SEPTEMBER 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Brooks updated members in relation to the proposed funding for defibrillator at the Cemetery Approach Community Centre advising that discussions were had on placing it externally for ease of access and that one was suggested to be installed at the Pioneer Hall. The Community Engagement Officer was asked to find out if both could be funded. The Community Engagement Officer advised members that Cymru Hearts would be happy to provide funding for both defibrillators and the cost for them would be £2,700, also providing members with the additional costs of the replacement of batteries and pads.

Councillor Brooks also updated members in relation to the Annual Santa Fun Run where discussions were had about holding the event this year noting that the doggie dash would not take place.

Councillor Brooks updated members in relation to the green flag application on Brock Street and advised that members felt that it would not be suitable for the council to progress with and it may set a precedent.

Councillor Nugent-Finn advised that she fully supported the application from Cadoxton Conservation Group in order for them to display their Green Flag and she couldn't understand what precedent it would be setting, explaining that the advice was given to the Cadoxton Conservation Group by the Vale of Glamorgan Council.

Councillor Charles advised members that the Cadoxton Conservation Group received a grant from the Town Council in order for them to purchase a flag pole and pay towards installation costs. Councillor Charles added that it would be a good for Barry Town Council to approve the suggestion and couldn't understand what precedent it would set.

Councillor S Hodges had concerns in relation to the Town Council making the application on behalf of the Cadoxton Conservation Group and advised that if the Vale of Glamorgan adjusted their fees for community groups it would make the process more accessible for them, as there are many of Community Groups who have to make amendments to their halls without additional support in terms of Planning Applications. Councillor S Hodges wished to note that the work that the Cadoxton Community Group are doing is fantastic.

Councillor Lloyd-Selby agreed with Councillor S Hodges adding that it would be unfair on the Town Council to agree to the suggestion of submitting the application on behalf of Cadoxton Conservation Group and that the Vale of Glamorgan Council should do more for Community Groups in terms of fees for Planning Applications.

Councillor Bailey wished to echo the concerns raised by Councillors Nugent-Finn and Charles.

Councillor S Hodges suggested that the Town Council writes to the Community Liaison Committee asking if charges for planning applications for Community Groups could be explored with a view of reducing them.

Members voted on the recommendation that Barry Town Council does not submit the planning application to erect a flagpole at Brock Street on behalf of Cadoxton Conservation Group, the result was 16 for 6 against.

Members then voted for the Town Council to write to the Community Liaison Committee requesting that the fees charged for Community Groups in relation to Planning Applications be reviewed and the result was unanimous.

RESOLVED:

- 1. That the minutes of the Innovation Working Party held on 14 September 2021 be received and noted.**
- 2. That a defibrillator be installed externally at both Pioneer Hall and Cemetery Approach Community Centre at a cost of approximately £3,000 and that Officers explore a grant towards the cost of this, noting that it is recommended that budgetary provision for this project is sourced from either the Corporate Events Budget or General Reserves.**
- 3. That the Annual Santa Fun Run does go ahead for Christmas 2021, subject to the above restrictions/recommendations as outlined by the Vale of Glamorgan Council are adhered to.**

4. That Barry Town Council does not submit the planning application to erect flagpole at Brook Street on behalf of Cadoxton Conservation Group for the reasons outlined above.
5. That the Deputy Chief Officer writes to the Community Liaison Committee requesting a review in fees for planning Applications for Community Groups.
6. That the Officer explores the Mind Our Future fund further and is authorised to express the Town Council's interest in this grant opportunity, no later than 30 September 2021.
7. That the Officer contacts the Vale of Glamorgan Council to enquire if they are aware of the Mind Our Future funding and if so, whether the Town Council could partner with them to provide a voice for young people in Barry

982. **FAIRTRADE ADVISORY COMMITTEE RESCHEDULE OF MEETING**

Members were provided with a report outlining alternative dates for the Fairtrade Advisory Committee.

RESOLVED: That the Fairtrade Advisory Committee shall be rescheduled to take place on Monday 1 November 2021 at 6pm.

983. **TO APPROVE THE SCHEDULE OF PAYMENTS FOR SEPTEMBER 2021 (FINAL)**

Members were provided with the schedule of payments for September 2021 (Final) for approval consisting of BACS payments and direct debits, in the amount of £20,732.67.

RESOLVED:

1. That the information set out within the Schedule of Payments relating to salary payments for August and September 2021 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted;
2. That the schedule of payments for September 2021 (Final) consisting of BACS payments and direct debits, in the amount of £20,732.67 be approved, subject to the relevant papers being in order.

984. **TO RECEIVE AND NOTE THE BUDGET MONITORING REPORT TO 31 AUGUST 2021**

Members were provided with a report informing them about the Council's income and expenditure in the 2021/22 financial year as at the end of August 2021

RESOLVED: That Members receive the budget monitoring report for August 2021, indicating the actual income and expenditure up to the end of month five in the 2021/22 financial year, noting the projected underspend of £1,349 for 2021/22 that will result in a net amount of £56,651 being transferred from reserves.

985. **TO REVIEW AND APPROVE NEW POLICY RECOMMENDATIONS FROM OTHER COMMITTEES**

a) Draft Hybrid Meetings Protocol suggested

Members were provided with a draft Hybrid Meeting Protocol for review and adoption as Recommended from the Personnel Committee at their meeting held on 12 July 2021 which was presented to the Council's previous meeting on 19 July 2021 where it was **RESOLVED That the Draft Hybrid Meetings Protocol be noted with the Chief Officer reviewing point 7(b) 'Mask wearing in public places and at meetings' and bring back to the next meeting of Council in September for approval.**

Councillor Lloyd-Selby reiterated her concerns shared in the minutes whereby she wished to clarify the points she raised in relation to minute no. 958 of the Full Council minutes where she requested clarification on the wearing of masks in the Chamber as Councillors were not wearing masks during the meeting and also to clarify whether standing to address Council was necessary during this time and that the risk assessment needed to be clear on these points.

Councillor S Hodges suggested that under item 12 of the protocol, there should be an addition where Officers can aid Chairs by advising when someone on Zoom is waiting to speak.

RESOLVED: That the Draft Hybrid Meetings Protocol be approved and adopted, subject to the amendments discussed above.

986. **DATE OF NEXT MEETING**

The Community Engagement Officer advised that Barry Youth Council will be in attendance at the next meeting.

RESOLVED that the next meeting of Council is scheduled to be held on Monday 13 December 2021 at 7pm

987. **EXCLUSION OF THE PRESS & PUBLIC**

RESOLVED that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

988. **URGENT ACTIONS**

Members were provided with a report advising them of the Urgent Actions that have been undertaken by the Chief Officer (Town Clerk) in conjunction with the Group Leaders, since the last meeting of Council held on 19 July 2021.

RESOLVED: That the Urgent Actions contained within the report be received and noted.

989. **VARIATION TO CEMETERY STAFF CONTRACTS UPDATE**

Members were provided with an update in relation to the proposed variation to Cemetery Staff contracts.

A lengthy discussion was had and members felt that it was necessary to have an Extraordinary Meeting of the Personnel Committee in order to discuss the finer details of the situation.

RESOLVED: That an Extraordinary meeting of the Personnel Committee is scheduled to discuss this one item only.

990. **SUSPENSION OF STANDING ORDER 3(aa)**

RESOLVED: That Standing Order 3(aa) be suspended for a period of 30 minutes.

991. **MEMORIAL HALL AND THEATRE (MHT) GRANT FUNDING AGREEMENT**

Members were provided with an update report in relation to the Memorial Hall and Theatre (MHT) Grant Funding Agreement.

A full and detailed discussion was had. A confidential note of the meeting is on record with the Chief Officer.

RESOLVED:

- 1. Mediation is agreed with the three group leaders and the Deputy Chief Officer attending with the Leader of Council being the Lead Negotiator with limitation on authority to settle the dispute**

2. Any proposed settlement agreement be presented to a future meeting of Council for approval
3. The cost of mediation to be shared equally between both parties

The meeting closed at 8.45pm

Signed Dated
(Town Mayor)

ACTION SHEET - FULL COUNCIL - 27 SEPTEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
977 (2)	That the Facilities and Cemeteries Manager contact the Vale of Glamorgan Council to discuss costings of the non-resident fees for Merthyr Dyfan Cemetery, if Porthkerry Cemetery is no longer available, as it is currently stands at triple the charge for non-residents of Barry	FCM		Complete
977(3)	That the Facilities and Cemeteries Manager keeps the Vale of Glamorgan Council updated in relation to burials and fees should the Cemetery become full and the need to use Merthyr Dyfan Cemetery, with full backing of committee members.	FCM		On-going contact with the Vale
979 (2)	That the Community Engagement Officer invites representatives from the Vale of Glamorgan Council such as Tom Bowring, Marcus Goldsworthy and Phil Chappel noting that members are flexible in meeting dates.	CEO	01.11.21	Complete
980 (2)	That an additional amount of £8,000 be added to the Sustainable Barry Initiative from the General Reserve to fund the role of the Sustainable Barry project Officer to be extended to 31 March 2022.	DCO	Oct-21	Complete
981(2)	That a defibrillator be installed externally at both Pioneer Hall and Cemetery Approach Community Centre at a cost of approximately £3,000 and that Officers explore a grant towards the cost of this, noting that it is recommended that budgetary provision for this project is sourced from either the Corporate Events Budget or General Reserves.	CEO/FCM		Defib ordered and delivered / awaiting installation 9/12/21

981(5)	That the Deputy Chief Officer writes to the Community Liaison Committee requesting a review in fees for planning Applications for Community Groups.	DCO	25/11/2021	Complete
981(6)	That the Officer explores the Mind Our Future fund further and is authorised to express the Town Council's interest in this grant opportunity, no later than 30 September 2021.	CEO		Complete - unable to confirm with the Vale in time.
981(7)	That the Officer contacts the Vale of Glamorgan Council to enquire if they are aware of the Mind Our Future funding and if so, whether the Town Council could partner with them to provide a voice for young people in Barry	CEO		Complete - unable to confirm with the Vale in time.
989	That an Extraordinary meeting of the Personnel Committee is scheduled to discuss this one item only	DCO	25/10/2021	Complete
991(2)	Mediation is agreed with the three group leaders and the Deputy Chief Officer attending with the Leader of Council being the Lead Negotiator with limitation on authority to settle the dispute	DCO	08/11/2021	Complete
991(3)	Any proposed settlement agreement be presented to a future meeting of Council for approval	DCO		In Progress

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON THURSDAY, 7 OCTOBER 2021 AT 6PM

PRESENT: Councillor Perkes (Chairperson) together with, Councillors S Hodges and Payne. Along with, Stuart Burnell (Awesome Wales), Christopher Edwards (Vale of Glamorgan Council), Amy Greenfield (Awesome Wales), Cheryl Ockerby (Lloyds Bank), Leon Robertson (Crafted Arts), Gemma Staubs (Crafted Arts) and Emma Thorne (TL Computer Systems).

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Hannah Linton – Trainee Administrator
Councillor Clarke – Observer
Councillor N Hodges – Observer

SL189. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Collins and Hawkins and, Dave Elliot (TL Computer Systems).

SL190. DECLARATIONS OF INTEREST

None were received.

SL191. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

RESOLVED That the Well-Being of Future Generations (Wales) Act 2015 be received and noted.

SL192. TO APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 21 JULY 2021

RESOLVED That the minutes of the Extraordinary Shop Local Barry Advisory Committee meeting held on Wednesday 21 July 2021 be approved and signed as correct record.

SL193. 2022/23 – BUDGET REQUEST

Members were provided with the Committee's expenditure of 2021/22 financial year as at the end of September 2021, and the Committee's requirements for inclusion in the draft budget for 2022/23.

The Community Engagement Officer noted that any request would be taken to the Policy and Finance Committee for approval, she noted that the previous year the committee requested and was granted £15,000.

Councillor S Hodges suggested a budget request of £20,000.

Councillor Payne agreed with the suggestion from Councillor S Hodges.

The Community Engagement Officer noted that the committee had £6,477 in the reserve.

RESOLVED:

1. That members receive and note the budget monitoring report to 30 September 2021.

RECOMMENDED:

2. To a meeting of the Finance, Policy and General Purposes Committee meeting to be held on 22 November 2021 that a budget of £20,000 be included in the draft budget for 2022/23 for the Shop Local Advisory Committee and that the remaining budget of £6,477 remains in the Shop Local reserve.

SL194. PUMPKINS IN THE PARK

Members were provided an update in relation to the Pumpkins in the Park event to be held on Thursday, 28th October 2021.

The Community Engagement Officer noted that the budget would need approval for the event planning to continue.

The Chair, Councillor S Hodges and Councillor Payne were all in agreement with the £260.00 budget recommended for the event.

RESOLVED that a budget of £260.00 be approved for the Pumpkins in the Park event to be held on Thursday, 28th October 2021.

SL195. #SPOOKTACULARVTC – VALE OF GLAMORGAN COUNCIL EVENT UPDATE

Members were provided an update in relation to the Vale of Glamorgan Council's #SpooktacularVTC event and were provided with information in relation to how they can get involved.

RESOLVED that the report be received and noted.

SL196. TOTALLY LOCALLY – FIVER FEST

Members were provided with information regarding the Totally Locally Fiver Fest (9th – 23rd October 2021) for members to determine if they wish to support the campaign again.

The Community Engagement Officer noted that this event has already been promoted and the budget would be to help support the promotion further.

Amy Greenfield noted that Awesome Wales would like more of the Totally Locally Fiver Fest posters to promote the offers they have in store.

The Chair queries whether the £100 budget suggested would be enough to help promote the event further.

The Community Engagement Officer stated that the budget suggested was obtained from HI Communications who worked with a local printing company and noted that the £100 budget would be enough to promote the event further.

RESOLVED:

- 1. That Shop Local Barry promotes the Totally Locally Fiver Fest Campaign.**
- 2. That a budget of £100 for the purpose of printing promotional material in support of the campaign to be distributed to local Traders across Barry be approved.**

SL197. FESTIVAL OF LIGHT – UPDATE

Members were provided with an update in relation to the Festival of Light (a joint event between Barry Town Council and the Vale of Glamorgan Council).

RESOLVED that the update be received and noted.

SL198. SANTA'S POST OFFICE

Members were provided with an update in relation to the Santa's Post Office in Barry.

The Community Engagement Officer noted that any recommendations would need to be agreed via urgent action and highlighted that if the Committee wish to charge participants at the event the income from this is noted in the report.

The Chair queried why there is a venue hire charge when it is an event in partnership with the Vale of Glamorgan Council, and also why there was a charge to Jam Jar.

The Community Engagement Officer noted that the venue hire charge is what the Vale of Glamorgan Council's fee is for 'in-house' hires, she added that Jam Jar designed all the material for the event.

The Chair noted she was happy for the event to go ahead but would prefer not to charge the public for it.

Councillor S Hodges agreed with the Chair and stated she would not like there to be a charge for the event, she also noted that recognition was always an issue when working with the Vale of Glamorgan Council.

The Community Engagement Officer stated that in past meetings with the Vale of Glamorgan Council it was confirmed that the Barry Town

Council crest and Shop Local Barry logo will be on all promotional material, and Barry Town Council would promote and have staff involved at the event.

Councillor S Hodges expressed her support for the event to go ahead.

Councillor Payne concurred that there should be no charge for the event as Barry Town Council is an inclusive Council.

RECOMMENDED via Urgent Action;

That an amount of £5,586 be approved via urgent action to organise and deliver a Santa's Post Office in Barry in partnership with the Vale of Glamorgan Council.

SL199. SHOP LOCAL – CHRISTMAS CAMPAIGN

Members were provided with an update in relation to the Shop Local Christmas Campaign, the Community Engagement Officer noted that HI Communications would make the promotional material for the event and could use the previous hashtag of #VeryBarryChristmas throughout Christmas and events.

Councillor S Hodges agreed with the £250.00 budget for the campaign.

The Chair questioned whether Shop Local canvas bags could be made, similar to previous years.

Councillor S Hodges agreed with the suggestion from the Chair and noted any additional budget for the campaign can be urgent actioned if needed.

RESOLVED:

- 1. That a budget of £250 be approved to promote the #VeryBarryChristmas campaign**
- 2. That the Community Engagement Officer research the cost implications associated with purchasing reusable shopping bags to promote the campaign and that the Chair be given delegated authority to authorise this expenditure.**

SL200. BARRY TOWN COUNCIL – SANTA FUN RUN

Members were provided with information regarding Barry Town Council's Santa Fun Run so that traders can consider whether they wish to get involved.

The Community Engagement Officer stated that the Barry Town Council – Santa Fun Run will be going ahead for Sunday, 5th December 2021 and noted that the report is guided towards traders who may wish to provide items for the goodie bags.

RESOLVED that the report be received and noted.

SL201. HOLTON ROAD CHRISTMAS MARKET

Members were provided with an update in relation to the Holton Road Christmas Market.

Emma Thorne explained that the preliminary dates for the event would be the 11th and 12th December 2021, with stalls starting on King Square leading into Central Park and she created a draft layout map and poster idea. She noted that the stalls can help traders with more custom from this event, and was happy to receive any input from trader who had ideas for the events name or ideas. Emma stated she was working with Transforming Towns and will be receiving a grant from them to help with this event, and that also the Vale of Glamorgan Council will be supporting the event with a £4,000 grant and asked whether Shop Local Barry Advisory Committee could help with a £2,000 grant.

Councillor S Hodges noted that this funding would need to go to urgent action and the Council would need to be provided with documents of costings and where the grant money would be going.

Councillor Payne agreed with Councillor S Hodges statement.

The Chair stated that the Committee would need figures to have a proper discussion and noted that the Vale of Glamorgan Council would need to help and put additional funding in.

The Community Engagement Officer suggested creating an application form for Traders to apply for funding grants, and noted that application can provide all the information required before a formal meeting takes place.

The Chair agreed with the Community Engagement Officer's suggestion of an application form for Traders requesting funding grants.

RESOLVED:

- 1. That Emma Thorne submit a more detailed proposal (on behalf of the Holton Road Traders Association), detailing the expected income of the Christmas Market, as well as a detailed breakdown of the expenditure and that the Chair of Shop Local alongside Councillors be presented and determine a way forward and if the grant is approved that this is recommended for authorisation via Urgent Action.**
- 2. That the Community Engagement Officer compiles an application process for Traders to utilise when submitting event proposals to Shop Local for consideration.**

SL202. FESTIVAL OF FLOWERS – SHOP LOCAL GRANT UPDATE

The Community Engagement Officer provided members with a report regarding the Festival of Flowers Shop Local Grant Scheme, noting that the scheme was able to provide many traders across Barry.

RESOLVED that the report be received and noted.

SL203. 'REFILL' SCHEME

Members were provided with information pertaining to the 'Refill' initiative, the businesses in Barry currently registered and a plan to promote current refill stations and to encourage the development of more within Barry Town.

The Community Engagement Officer suggested that this would be for the next financial year and noted that Cheryl Ockerby would talk through the 'Refill' Scheme.

Cheryl Ockerby provided an overview of the project which started in 2019, and noted a relaunch due to the halt from Covid-19. Cheryl noted that free water refills/drinking water fountains were scheduled for the Knap Gardens, Upper Gladstone Park and Central Park for 2022.

Councillor S Hodges noted it would need to go to Policy and Finance to agree that grant and was happy with the information provided.

The Chair suggested this project may be better suited for the Sustainable Barry Working Party Committee and noted that the water fountains would need to be put in place in all areas of Barry.

Cheryl Ockerby added that she had been speaking with John Greatrex (VOGC) regarding installing water fountains across Barry and suggested Jenner Park and Buttrills Park.

The Chair thanked Cheryl Ockerby for the information provided and noted she was glad the project was returning.

RESOLVED

- 1. That members support the report and recommendations contained there in principle.**
- 2. That the report be submitted to a meeting of the Sustainable Barry Working Group for their consideration.**
- 3. That a final report be submitted to either a meeting of the Finance, Policy & General Purposes Committee or Full Council for their consideration.**

SL204. DATE OF NEXT MEETING

RESOLVED that the date of the next Shop Local Barry Advisory meeting will be held on Thursday 3 February 2022, at 6pm.

Meeting closed at 18:47pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SHOP LOCAL BARRY ADVISORY COMMITTEE - 7 OCTOBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL 193 (Rec)	That a budget of £20,000 be included in the draft budget for 2022/23 for the Shop Local Advisory Committee and that the remaining budget of £6,477 remains in the Shop Local reserve.	CEO	22/11/2021	In Progress
SL 196 (1)	That the Shop Local Barry promotes the Totally Locally Fiver Fest Campaign.	Hi Communications	07/10/2021	completed.
SL 196 (2)	That a budget of £100 for the purpose of printing promotional material in support of the campaign to be distributed to local traders across Barry be approved.	Hi Communications	07/10/2021	completed.
SL 198	Urgent Action ; That an amount of £5,586 be approved via urgent action to organise and deliver a Santa's Post Office in Barry in partnership with the Vale of Glamorgan Council.	CEO	08/10/2021	completed.
SL 199 (1)	That a budget of £250 be approved to promote the #VeryBarryChristmas campaign.	CEO	Christmas 2021	In progress
SL 199 (2)	That the Community Engagement Officer research the cost implications associated with purchasing reuseable shopping bags to promote the campiagn and that the Chair be given delegated authority to authorise this expenditure.	CEO	Complete	SL Bags at old basement
SL 201	That Emma Thorne submit a more detailed proposal (on behalf of the Holton Road Traders Association), detailing the expected income of the Christmas Market, as well as a detailed breakdown of the expenditure and that the Chair of Shop Local alongside Councillors be presented and determine a way forward and if the grant is approved that this is recommended for authorisation via Urgent Action.	E.Thorne	16/11/2021	Item on agenda
SL 201	That the Community Engagement Officer compiles an application process for Traders to utilise when submitting event proposals to Shop Local for consideration.	CEO	03/02/2022	completed.
SL 203 (2)	That the report be submitted to a meeting of the Sustainable Barry Working Group for their consideration.	CEO	17/11/2021	completed.
SL 203 (3)	That a final report be submitted to either a meeting of the Finance, Policy & General Purposes Committee or Full Council for their consideration.	CEO / SBPO		

BARRY TOWN COUNCIL

DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY, 16 NOVEMBER 2021 AT 6PM

PRESENT: Councillor Perkes (Chairperson) together with, Councillors Collins, S Hodges and Payne.

ALSO PRESENT: Robyn Walsh – Community Engagement Officer

SL205. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Wiliam (Town Mayor).

SL206. DECLARATIONS OF INTEREST

None were received.

SL207. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

RESOLVED That the Well-Being of Future Generations (Wales) Act 2015 be received and noted.

SL208. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 7 OCTOBER 2021

RESOLVED that the minutes of the last meeting of the Shop Local Barry Advisory Committee held on 7 October 2021 be approved and signed as correct record.

SL209. BUDGET MONITORING REPORT

Members were provided with the Committee's expenditure in the 2021/22 financial year as at the end of September 2021.

Councillor S Hodges queried the balance available as it was lower than the Shop Local reserve of £6,477. The Community Engagement Officer confirmed that the Committee were now in the Shop Local reserve.

RESOLVED that the report be received and noted.

SL210. TO CONSIDER REQUESTS FOR FINANCIAL ASSISTANCE RECEIVED FROM VARIOUS TRADERS

i. The Tracks - amount requested £174.93

Members discussed and agreed that as this application had been received from a shopping district as a whole (rather than individual traders) that they would be mindful to support in principle. However, members felt that it was not within the Committee's remit to approve and so recommended that the grant request be forwarded to a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 22 November 2021 for their consideration.

- ii. Various Traders (The Bees Knees, Cocoa Therapy, Allen and Harris, Beauty Basics, Beautiful Lilly, Knights) – amount requested £100 per trader

Members discussed the various applications received in depth and determined that to award grants of £100 each when a formal grant round had not been approved would be unfair to other Traders within Barry. Members also noted that High Street Traders had recently been awarded £3,660 as a collective to host a Christmas Light Switch-On event which was a considerable amount from the Shop Local budget.

- iii. Holton Road Traders Association – amount requested £2,000

Members discussed this application and determined that there was not sufficient information available to make an informed decision. They also expressed concerns that the proposed use of the grant did not align with the ethos of Shop Local.

Members requested that the Community Engagement Officer request the following information and that an update is provided to a meeting of the Finance, Policy & General Purposes Committee, as well as the Chair of Shop Local and Group Leaders.

- Which company is being used to provide security?
- What do HRTA intend to use the grant from Shop Local for specifically?
- What do HRTA intend to use the Transforming Towns grant received from the Vale of Glamorgan Council specifically?
- Who is providing the Marquee and weights?
- What income are HRTA expecting from the event?
- Members also requested that the Community Engagement Officer explain to HRTA what Shop Local can and can't fund.

RECOMMENDED:

To a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 22 November;

1. That a grant of £174.93 is awarded to The Tracks (traders at the Goodshed development) for the purpose of purchasing Christmas trees.
2. That providing the Community Engagement Officer is able to provide Committee (and the Chair of Shop Local and Group Leaders) with the requested information, that members determine whether to

award the Holton Road Traders Association a grant of £2,000 for the purpose of hosting a Christmas Market at King Square, Barry.

RESOLVED that the grant applications received from; The Bees Knees (£100), Cocoa Therapy (£200), Allen and Harris (£100), Beauty Basics (£100), Beautiful Lilly (£100) and Knights (£100) are not approved due to the reasons outlined above.

SL211. DATE OF NEXT MEETING

RESOLVED that the date of the next Shop Local Barry Advisory meeting will be held on Thursday 3 February 2022, at 6pm.

Meeting closed at 18:40 pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY SHOP LOCAL BARRY ADVISORY COMMITTEE - 16 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL 210 (1) (Rec)	Committee to be held on Monday, 22 November that a grant of £174.93 is awarded to The Tracks (traders at the Goodshed development) for the purpose of purchasing Christmas trees.	CEO	17.11.2021	On Finance agenda
SL 210 (2) (Rec)	RECOMMENDED to a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 22 November 2 that providing the Community Engagement Officer is able to provide Committee (and the Chair of Shop Local and Group Leaders) with the requested information, that members determine whether to award the Holton Road Traders Association a grant of £2,000 for the purpose of hosting a Christmas Market at King Square, Barry.	CEO	17.11.2021	On Finance agenda
SL 210 (3)	That the grant applications received from; The Bees Knees (£100), Cocoa Therapy (£200), Allen and Harris (£100), Beauty Basics (£100), Beautiful Lilly (£100) and Knights (£100) are not approved due to the reasons outlined above.	CEO	18.11.2021	<i>In progress</i>

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY
12 OCTOBER 2021 AT 7PM**

PRESENT: Councillor Hawkins (Chairperson) together with, Councillors Wilkinson, S Hodges, Payne and Perkes, Collins (19:03pm)

ALSO PRESENT: David Watkins – Planning Officer
Hannah Linton – Trainee Administrator
Maxine Hadley – Administrator
Councillor N Hodges – Observer
Councillor Clarke – Observer

PL587. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Charles

PL588. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCIL'S CODE OF CONDUCT**

Declaration of interest was received from Councillor Wilkinson for agenda item 5.

PL589. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: That the Well-being for Future Generations (Wales) Act 2015 be received and noted.

PL590. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEES
MEETING HELD ON 1 SEPTEMBER 2021**

RESOLVED: That the minutes of the Planning Committees meeting held on 1 September 2021 be approved and signed as a correct record.

PL591. **TO CONSIDER PLANNING APPLICATIONS**

a) Planning Application No. 2021/01226/FUL

Location: 95, Dobbins Road, Barry.

Development: Proposed the construction of a first floor side extension above the existing garage.

RESOLVED: No objections.

b) Planning Application No. 2021/01229/FUL

Location: High Street Pharmacy, 88 High Street, Barry.

Development: The replacement of existing window to the side elevation in order to install an automated prescription dispenser machine, with associated surround.

Councillor S Hodges raised concerns with regard to the amount of rubbish that is not being managed by local traders. Councillor Payne adding there will need to be parking restrictions put in place as it is already a built up area.

RESOLVED: Barry Town Council Seek the deferral of the planning application decision for the following reasons;

- **The applicants submit and agree details of waste management/refuse scheme with Vale of Glamorgan Planning department prior to determination of the application.**
- **The applicants submit and agree details of a parking scheme with the Vale of Glamorgan Planning department prior to any determination of the application.**

c) Planning Application No. 2021/01284/RG3

Location: Land at Court Road Civic Amenity Site.

Development: Retrospective application for 11 interim accommodation units to address homelessness.

RESOLVED: No objections.

d) Planning Application No. 2021/01294/REG

Location: East Quay, Barry Waterfront, Barry.

Development: Removal of Conditions 8 and 9 of Planning Permission 2019/01393/RES: Residential development for 58 units, together with single retail unit and all associated engineering works.

Councillor S Hodges raised concerns with regard to the amount of parking spaces for social housing and facilities surround that area.

Councillor Collins and Councillor Payne agreed with Councillor S Hodges sentiments adding the lack of public transport and local shops is concerning for the young families who would be residing in this area.

RESOLVED: Barry Town Council strongly objects to the proposed development for the following reasons;

- **The proposal would reduce the provision of local facilities for residents.**
- **The proposal could adversely impact upon the low levels of car parking provisions in the local area.**

e) Planning Application No. 2021/01308/FUL

Location: 9, The Grove, Barry.

Development: Proposed single storey rear extension.

RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Planning department.

f) Planning Application No. 2021/01326/FUL

Location: Maindee, 49 Romilly Road, Barry.

Development: Demolish existing two storey single garage and coach house building at the rear of the property and construct a two storey double garage and replacement coach house/annexe.

RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Planning department.

g) Planning Application No. 2021/01342/FUL

Location: Morfa, Victoria Park Road, Barry.

Development: Two storey extensions to both sides, and two storey extension to rear, including terrace, increase the ridge line to accommodate loft conversion.

The Planning Officer advised members an original planning application (2021/00222) was submitted but withdrawn by the applicant 7th April. The new planning proposals are satisfactory in scale and design this will not impinge upon the privacy and amenity of neighbours.

RESOLVED: No objections.

h) Planning Application No. 2021/01344/FUL

Location: 8, Newgale Close, Barry.

Development: Conversion of existing garage into habitable space, to include raising the roof height.

RESOLVED: No objections.

i) Planning Application No. 2021/01365/FUL

Location: 8, Lakeside, Barry.

Development: Single storey side and rear extension including whole house with the installation of solar panels.

RESOLVED: No objections.

PL592. **DECISIONS TAKEN BY THE LOCAL PLANNING AUTHORITY ON RELEVANT PLANNING APPLICATIONS**

Members were provided with a report to advise the outcome of various planning applications and decisions determined by the Vale of Glamorgan Council as Local Planning Authority.

RESOLVED: That the Local Authority Decisions be received and noted.

PL593. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting be held on Tuesday 2 November 2021

Meeting closed at 7.28 pm

Signed
(Chairperson)

Dated.....

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 2 NOVEMBER 2021 AT 7PM

PRESENT: Councillor Hawkins (Chairperson) together with, Councillors Charles, Collins, S Hodges, Payne, Perkes and Wilkinson.

ALSO PRESENT: David Watkins – Planning Officer
Rebecca Blackwell - Administrator

PL594. **APOLOGIES FOR ABSENCE**

None were received.

PL595. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

Declaration of interest was received from Councillor Wilkinson for agenda item 5 (e) and would remove themselves from the meeting.

PL596. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: That the Well-being for Future Generations (Wales) Act 2015 be received and noted.

PL597. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEES MEETING HELD ON 12 OCTOBER 2021**

RESOLVED: That the minutes of the Planning Committees meeting held on 12 October 2021 be approved and signed as a correct record.

PL 598. **TO CONSIDER PLANNING APPLICATIONS**

a) **Planning Application No. 2021/01339/FUL**

Location: Barry Coal Hoist Site, West of Woodham Road, Barry
Development: Level rise on Coal Hoist site to mitigate the flood risk and enable landscaping/future development. Intend to use structural fill material to raise the levels on this site.

Members agreed with the Planning Officers recommendation and asked if more information could be requested. Councillor S Hodges asked for clarification as it was proposed that part of the land was to build a care facility but this proposal excess that. The Planning Officer advised that the information provided was vague and raised concerns to re-development on that parcel of land.

RESOLVED: It is considered the current planning application be deferred, as it is considered premature. There is justification for additional information; surveys and detail to be provided/undertaken and supplied as part of this application, to

obtain a comprehensive understanding of that the applicant wishes to do on the site and how to achieve it.

b) Planning Application No. 2021/01427/FUL

Location: Y Rhodfa, Barry

Development: Proposed temporary sales area in relation to the new Taylor Wimpy Residential Development at East Quay, Barry Waterfront

RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Planning department regarding the length of any temporary planning consent.

c) Planning Application No. 2021/01439/FUL

Location: Land to the West of Woodham Park, Barry

Development: Development of 4 no. houses.

RESOLVED: No objections subject to the details relating to the finishes and materials of the dwellings and a landscaping scheme being submitted to and agreed in writing with the Vale of Glamorgan Planning Department.

d) Planning Application No. 2021/01442/FUL

Location: 247, Barry Road, Barry

Development: Existing single storey garage converted into games room on ground floor with new Dutch barn style roof to provide storage at first floor level with the inclusion of two frosted windows for natural daylight.

Councillor Charles raised concerns to overlooking into the neighbouring properties. The Planning Officer advised that the gardens are quite large and felt that the risk of overlooking would be very limited but advised that he would put a comment that it should not be used for residential purposes.

RESOLVED: No objections subject to finishes and materials used in the development are to the satisfaction of the Vale of Glamorgan Planning department. The premises shall not be used for residential purposes.

Councillor Wilkinson left the meeting

e) Planning Application No. 2021/01444/RG3

Location: Colcot Health Clinic, Winston Road, Barry

Development: Demolition of existing clinic building and construction of 100% affordable flatted development consisting of 12 one-bedroom units including associated work.

Members welcomed the development. Councillor Charles asked for the dimensions of the units as she was concerned about the living space within the accommodation. The Planning Officer advised that he could not see the dimensions of the proposed flats on the plans.

Councillor Perkes advised that there is a need for one-bedroom social housing in Barry and said it was a good use of a disused site. Councillor Perkes also advised that there is a standard set by the Welsh Government in relation to the size regulations that new accommodation has to be.

Councillor S Hodges raised concerns in relation to waste management and asked if there were good waste management facilities on site. The Planning Officer advised that there is a bin store identified on the plans.

Councillor Payne wished to note that the development is welcomed and that she had visited many new developments of social housing and advised that they are well planned.

RESOLVED: No objections

Councillor Wilkinson returned to the meeting.

PL599.

TO CONSIDER TABLED APPLICATIONS

a) Planning Application No. 2021/01294/RES

Location: East Quay, Barry Waterfront, Barry

Development: Amended proposal: Variation of condition 1 and removal of Conditions 8 and 9 of Planning Permission 2019/01393/RES: Residential development for 58 units, together with single retail unit and all associated engineering works.

RESOLVED: Barry Town Council reiterates its original objections i.e.

Barry Town Council strongly objects to the proposed development for the following reasons; The proposal would reduce the provision of local facilities for residents. The proposal could also adversely

impact upon the low levels of car parking provision in the local area.

b) Planning Application No. 2021/01453/FUL

Location: 24, Morlais Street, Barry

Development: Conversion of existing dwelling into two dwellings, including reconfiguration of the internal layout and external amendments to the front elevation.

RESOLVED: Barry Town Council objects to the proposed development for the following reasons;

The failure to provide the occupiers of the additional dwelling unit with sufficient amenity space and the lack of off street car parking provision the proposal would fail to comply with the requirements of the Vale of Glamorgan Council's Supplementary Planning Guidance on Amenity Standards and Parking Standards.

c) Planning Application No. 2021/01454/FUL

Location: 20, Lakeside, Barry

Development: Replacement on the pitched roof with grey fibre cement slates, UPVC soffits, fascias, gutters and downpipes will be replaced in dark grey UPVC. A grey dragon ridge tile will be fitted on the gable roof. Removal of the existing corroded metal balustrade on the balcony and replacement with a glass balustrade with a metal hand rail.

RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Conservation Officer.

d) Planning Application No. 2021/01465/FUL

Location: 77, Woodham Park, Barry

Development: Proposed internal renovation of the garage into a larger kitchen space

RESOLVED: No objections

e) Planning Application No. 2021/01469/FUL

Location: 8, Lon Fferm Felin, Barry

Development: Erect conservatory to rear

RESOLVED: No objections

f) Planning Application No. 2021/01472/FUL

Location: Sausage Revolution, Unit 1, Atlantic Trading Estate, Barry
Development: To retain all existing uses in TEITR Lounge and to add 'Conference and Community Use until 24:00 hours'

Councillor S Hodges asked if the extension to the opening hours was to accommodate takeaway/home delivery and if that would cause a problem. The Planning Officer advised that it does not indicate that suggestion on the plans.

RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Environmental Health and Licencing departments.

g) Planning Application No. 2021/01475/FUL

Location: 11, Min Y Mor, Barry
Development: A dormer extension to the front elevation, extending the front bay window to the first floor also. Internal reconfiguration with a balcony over the existing entrance.

RESOLVED: Barry Town Council objects to the proposed development for the following reasons;

The scale and design of the proposed front dormer extension is excessive and would be disproportionate in scale to the existing dwelling and also would be detrimental to the balance of the existing street scene of Min Y Mor, Barry.

h) Planning Application No. 202021/01477/FUL

Location: 109, Port Road East, Barry
Development: Part demolition of existing structures to the rear and the erection of single and two storey rear extension including general alteration and refurbishment work.

RESOLVED: No objection

PL600. **LOCAL PLANNING AUTHORITY DECISIONS**

RESOLVED: That the Local Planning Authority Decisions be received and noted.

PL601. **TOWN AND COUNTY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (WALES) ORDER 2012**

a) Proposed development for 20 one-bed walk-up flats and associated works, including landscaping, sustainable drainage and parking at site at Coldbrook Road East, Cadoxton, Barry

The Planning Officer advised that he had concerns regarding the amount of parking spaces for the proposed residential dwellings. Councillor S Hodges had concerns in relation to the design of the proposed development and asked if the Committee could comment to reflect this.

Councillor Payne commented that she welcomed the development and advised that the land had been derelict for over 15 years. Councillor Payne also noted that Barry is in great need of one-bedroom accommodation but had concerns in relation to the highway.

RESOLVED: No objections in principle to the proposed development subject to improvements in;

- **Car parking provisions;**
- **Drying area provision**
- **Cycle storage/parking area.**
- **Can building design be improved**
- **Access into site from the adjoining main highway/roads**

b) Application by Cornerstone Telecommunications Infrastructure Ltd (Cornerstone) upon behalf of Vodafone Limited at South Barry, New Farm, Port Road, Barry, CF62 3BA

RESOLVED: No objections but concerns are raised and it must be stressed that telecom applications should not be sited near residential areas or schools and community facilities.

The Well-being and Future Generations Act, a healthier Wales, is the relevant legislation.

PL602. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

Members were updated with the applications that had been dealt with under the Planning Committee’s Scheme of Delegation since its last meeting held on 12 October 2021

RESOLVED: That the applications dealt with under delegated powers be received and noted

PL603. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting will be held on 14 December 2021

Meeting closed at 7.45 pm.

Signed.....(Chairperson) Dated.....

BARRY TOWN COUNCIL

DRAFT MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 01 NOVEMBER 2021 AT 6PM

PRESENT: Councillor Johnson (chairperson) together with Councilors Aviet, S Hodges.

ALSO PRESENT: Beth Hillier – Sustainable Projects Officer
Maxine Hadley – Trainee Administrator
Councillor D Clarke – Observer
Kadun (Fairtrade Wales) – Observer

122. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Hawkins and Richardson and M Mitchell (Vale Plus).

123. DECLARATIONS OF INTEREST

None were received.

124. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

125. ELECTION OF VICE-CHAIRPERSON FOR THE 2021/22 MUNICIPAL YEAR

Councillor Johnson explained that this item had been deferred from the last meeting of Fairtrade as the position of Vice-Chairperson was traditionally fulfilled by a non-council member. However, as there were not any non-council members in attendance, it was recommended that this item be deferred to the next meeting of the Fairtrade Advisory Committee to be held on Monday, 31 January 2022.

RESOLVED: That the election of the vice-chairperson be deferred until the next meeting of the Fairtrade Advisory Committee, scheduled to be held on Monday, 31 January 2022.

126. TO APPROVE THE DRAFT MINUTES OF THE MEETING OF THE FAIRTRADE ADVISORY COMMITTEE HELD ON 02 JUNE 2021

RESOLVED: That the draft minutes of the meeting of the Fairtrade Advisory Committee held on 02 June be approved and signed as a correct record.

127. BUDGET MONITORING REPORT SEPTEMBER 2021 AND DRAFT BUDGET 2022/23

Members were provided with the Committee's expenditure in the 2021/22 financial year as at the end of September 2021 and were requested to consider their requirements to be included in the draft estimates for 2022/23.

RESOLVED: That the budget monitoring report for September 2021, noting the available balance of £1,000 for the remainder of 2021/22 be received and noted.

RECOMMENDED:

To a meeting of the Finance, Policy and General Purposes Committee to be held on 25 November 2019, that the Fairtrade Advisory committee requirements for 2020/21 remain the same.

128. FAIRTRADE WALES UPDATE

The committee received an introduction from Kadun who had recently taken on the role as Community and Communication Officer for Fairtrade Wales. Kadun outlined his aims and objectives for the strategies in place to promote Fairtrade in Wales. Kadun supports Fair Trade communities in Wales by organising regular meetings and managing resources, as well as supporting social platforms.

Councilor S Hodges asked if Kadun could suggest any ideas on how to engage the public with a successful event for Fairtrade to relaunch in some way.

The Chair expressed a desire to arrange a similar event that Dinas Powys Fairtrade Group and Valeways organized last Spring which involved young people drawing what Fairtrade looked like to them and creating an updated survey which could raise public awareness through links made with local supermarkets.

RESOLVED:

- 1. That the Community and Communication Officer of Fairtrade Wales will email the members with any ideas or suggestions that he has to engage the community with Fairtrade.**
- 2. That the report from Kadun of Fair Trade Wales be received and noted.**

129. FAIRTRADE ACTIVITIES 2021 – 2022

Members were provided with information regarding activities that have been taken place since the last meeting of the committee held on 2 June and any activities planned up until 2022.

The Chair reminded members that Fairtrade bananas are to be distributed at the Town Council's Santa Fun Run held on the 5th December in order to promote Fairtrade. The Chair also noted that he still had the banana costumes

and that the number of bananas required would be determined by the number of people registered.

Councillor S Hodges noted that the brass band had been in contact regarding the Santa Fun Run and requested that the Sustainable Projects Officer follow this up.

The Chair queried whether Cadoxton Methodist Church may be interested in supporting an event as they had in previous years, such as with the bake sale and Fair Trade service.

Members discussed International Woman's Day (Tuesday 8 March 2022) and whether a coffee morning would be possible. Members determined that should a coffee morning take place it would be beneficial to involve Llanwit Major and Penarth Town Councils.

Councillor S Hodges advised that Councillor N Hodges was available to be quiz master for Fair Trade Quiz. The Chair suggested that the Sustainable Projects Officer arrange possible dates during Fairtrade Fortnight 2022.

RESOLVED:

- 1. That the Sustainable Projects Officer Contact Dave Weston (Barry Brass Band) for availability for the Santa Fun Run.**
- 2. That the Sustainable Projects Officer arrange possible dates for the Fairtrade quiz night at the Cemetery Approach Community Centre.**
- 3. That Fair Trade bananas are purchased in support of the Annual Santa Fun run based on numbers registered.**
- 4. That should the Fairtrade Advisory Committee support International Women's Day through a coffee morning that Llanwit Major and Penarth Town Council are involved.**

130. FAIRTRADE WORK PROGRAMME

Members were provided with a report to facilitate a discussion to determine the groups 2021/ 2022 work programme.

The chair noted that much of the groups potential work programme had been dictated by the Coronavirus Pandemic. He suggested reviewing the Fairtrade Action Plan in depth to determine what could be achieved in the forthcoming year. The Chair also suggested he would contact local newspapers to ensure local Fairtrade events were being covered.

Kadun advised sharing welsh media platforms as they are sharing events that are happening across wales.

RESOLVED:

1. That the Fairtrade Advisory Committee's previously agreed Action Plan be discussed in depth and provide the Community Engagement Officer and Sustainable Project Officer with ideas to promote Fairtrade.
2. That Jane Hutt AM be invited to the next meeting of the Fairtrade Advisory Committee scheduled to be held on 31 January 2022.

131. **DATE OF NEXT MEETING**

RESOLVED: that the date of the next meeting of the Fairtrade Advisory Committee is scheduled to be held on Monday, 31 January 2022 at 6pm

The meeting closed at 6.42 pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - FAIRTRADE ADVISORY COMMITTEE - 2 JUNE 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
119	That the Chair of the Fairtrade Advisory Committee forward correspondence received from Fair Trade Wales to all members.	Chair	1.11.2021	Complete
120 (1)	That the Fairtrade Advisory Committee's previously agreed Action Plan be discussed at the next meeting to be held on Monday, 11 October 2021.	CEO	1.11.2021	
120 (2)	That a Fair Trade quiz be arranged for Fairtrade Fortnight 2022 at the new Community Building at Cemetery Approach.	CEO	21.2.22 - 6.3.2022	In progress
120 (3)	That Jane Hutt AM as the portfolio holder of Fair Trade in Wales in Welsh Government be invited to a future meeting of the Fairtrade Advisory Committee.	CEO	04.06.2021	Jane Hutt AM to attend Feb Meeting
120 (4)	That a joint event with Jane Hutt AM be explored.	CEO	04.06.2021	Emailed Jane Hutt AM
120 (5)	That the Chair writes to Alun Cairns MP, Jane Hutt AM and the two Senedd Members for the area opposing the proposed cuts to UK International Aid (GDP 0.7% > 0.5%) on behalf of the Committee.	Chair	1.11.2021	Complete
120 (6)	That the Fair Trade "Wave of Hope" is publicized across the Town Council's social medias between June 11 - 13.	CEO	11.06.2021	
120 (8)	That the Community Engagement Officer organises a "Fairtrade 5k" throughout the month of August and is provided with a budget of £200 from which to do so, noting that all profits raised will be donated to the Mayor's Charities.	CEO	31.08.2021	COMPLETE

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 8 NOVEMBER 2021, AT 7:00 PM

PRESENT: Councillor N Hodges (Chairperson), together with Councillors Aviet, Clarke, Nugent-Finn, Richardson (arrived at 19:24) and Johnson.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Beth Hillier – Sustainable Barry Project Officer
Hannah Linton – Trainee Administrator
Councillor S Hodges – Observer

The Chair advised that agenda item 6 would be discussed after agenda item 16 Future Projects 2022-23.

A 315. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Rowlands.

A 316. **DECLARATIONS OF INTEREST**

A declaration was received from Councillor Johnson for agenda item 8 due to being a member of the by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

A 317. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED that the Well-being of Future Generations (Wales) Act 2015 be received and noted.

A 318. **TO APPROVE THE MINUTES OF A MEETING OF HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 6 SEPTEMBER 2021**

Councillor Richardson noted on page 409 that an additional sentence to be added to her comment, that being 'could be deemed responsible in the event of any incident that occurred on the premises as we are the building's owners, and subsequently we could be subjected to negative press.'

RESOLVED:

- 1) That the minutes be amended to include the additional sentence on Councillor Richardson's comment on page 409.
- 2) That the minutes of the meeting of Halls, Cemeteries and Community Facilities Committee held on 6 September 2021 be approved and signed as a correct record once amendment had been made.

A 319. **BUDGET MONITORING REPORT SEPTMEBER 2021**

A report was provided to members with the Committee's income and expenditure in the 2021/22 financial year as at the end of September 2021.

RESOLVED that the Budget Monitoring Report for September 2021/22 be received and noted.

A 320. **CEMETERY FEES AND CHARGES 2022/23**

The Deputy Chief Officer provided the report to request that members give consideration to, and review the Cemetery fees and charges for the financial year, 1 April 2022 to March 2023. The Council's decision with regards to Porthkerry Cemetery would be forwarded to the Vale of Glamorgan Council to advise them of the proposed increase for the Cabinet's consideration. He also noted that the percentages would be increasing and the costing should match and suggested a 3% or 5% increase.

Councillor Johnson noted he would be happy to increase the Cemetery fees by 3% in line with inflation.

Councillors Clarke and Nugent-Finn seconded the suggestion of a 3% rise.

The Chair queried the Columbarium's 20-year lease and noted the burial plot lease is 70 years, he noted that increasing the lease years may encourage people to use the Columbarium and to move away from the 20-year lease in the future.

The Deputy Chief Officer suggested that Council look into other Cemetery facilities across the UK with similar cremated remain structures to see what the lease years are.

Councillor Johnson agreed with the Deputy Chief Officer and noted that the short lease on the Columbarium may be the reason behind the small amount of interments into the structure. He also suggested that a report be provided to a future meeting of the next Halls, Cemeteries and Community Facilities Committee.

The Chair recommended suggesting the same increase of 3% to the Vale of Glamorgan Council for the Porthkerry Cemetery fees and charges 2022/23.

Councillor Johnson agreed with the suggestion of a 3% increase for Porthkerry Cemetery and noted a wider discussion was needed with the Vale of Glamorgan Council over future burials.

The Deputy Chief Officer stated that the improvement fee is only included in the increased price for Merthyr Dyfan Cemetery.

Councillor Johnson commented that Barry Town Council manage Porthkerry Cemetery and the Vale of Glamorgan Council as owners could also look into an improvement fee moving forward.

RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that an increase of 3.0% be made to the cemetery interment fees, exclusive rights of burial fees and memorial fees with NO increase to the other burial fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.

RESOLVED:

- 1) That the Vale of Glamorgan Council is advised of the proposed increase in the Porthkerry Cemetery fees and in particular the increase in the excavation charges (the excavation charge is a non-negotiable charge).
- 2) The Facilities and Cemeteries Manager be requested to investigate with other cemeteries and provide a report on costings relating to the Columbarium Sanctum Panorama to a future meeting of the Committee.

A 321.

PIONEER HALL & CEMETERY APPROACH COMMUNITY CENTRE CHARGES 2022/23

The purpose of the report was to request members give consideration to, and review the hire charges at, the Pioneer Hall and the Cemetery Approach Community Centre for the financial year, 1 April 2022 to March 2023.

The Chair agreed with the proposal of no increase to the fees for the hire of the Pioneer Hall and the Cemetery Approach Community Centre.

Councillor Clarke and Nugent-Finn agreed with no increase to the fees.

RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that no increase be made to the prices at the Pioneer Hall and the Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60.

A 322.

MERTHYR DYFAN CEMETERY – ENVIRONMENTAL IMPACT AND SUSTAINABILITY PROJECT REPORT

The purpose of this report was to provide information to members regarding the current processes and biodiversity of Merthyr Dyfan Cemetery and recommend areas for development and potential future projects.

The Sustainable Barry Project Officer noted that the report took a holistic view and stated how we can manage resources and events at Merthyr Dyfan Cemetery. She continued to illustrate the suggestions within the report for the future of Merthyr Dyfan Cemetery and the long term view of what Merthyr Dyfan Cemetery could provide to Barry in regards to its biodiversity. The Sustainable Barry Project Officer stated that any suggestions can be noted in a report for recommendations going forward and suggested herself, that the Cemetery could provide a biodiversity champion within the team members.

Councillor Clarke queried whether a report could be completed to include comparisons over the last 15 years on the Merthyr Dyfan Cemeteries biodiversity, which can show whether it has become better, worse or stayed the same. He also stated that a report such as this can provide information regarding what biodiversity is no longer at the cemetery which can now be replaced in the future.

The Sustainable Project Officer noted that the current biodiversity survey did not have a clear representation on what Merthyr Dyfan Cemetery's biodiversity currently stands, the report was completed over one site visit and noted, for a clear representation the site visit would consist over a few days across all areas of the Cemetery.

Councillor Clarke questioned the Sustainable Barry Project Officer on what she thought would be best suggestion for a quick non-expensive option to go ahead with currently/straight away.

The Sustainable Barry Project Officer noted that reptiles and amphibians in regards to the rock pool would be a quick and non-expensive option which would create a new habitat in the wet area which helps the Cemeteries biodiversity. She noted that the Cemetery could utilise the rock material that had been dug up for burial plots for the rock pool base with the sheeting material being inexpensive to purchase.

Councillor Clarke suggested it was important to look into when it would be best for different animals/species and create a calendar of when works in different areas should be completed.

The Sustainable Project Officer agreed with Councillor Clarke's suggestion of a calendar which indicates the best time of year for what animals/species.

Councillor Johnson stated that the report provided was good and interesting and agreed with Councillor Clarke's suggestion. He noted that the budget for would need to be looked at and could work together with Sustainable Barry Working Party in collaboration for this would help different projects and funding. Councillor Johnson also noted that the Sustainable Barry Project Officer can contact different Nature Partnerships for help with creating a timetable and costings for different projects.

The Chair continued to note that in 25-30 years, Merthyr Dyfan Cemetery may no longer be a working Cemetery. With that, he also stated that he visited a closed/full Cemetery which continued now as a Cemetery 'Park' that volunteers and organisations maintain without disturbing the headstones. The Chair suggested a plan to be produced for Merthyr Dyfan Cemetery to continue once closed/full to remain a Cemetery Park, so that the land won't be disturbed and built on. He also pointed out the suggestion in the report of Solar Panels, and noted that it was a great idea but would have to be utilised and not take over areas within Merthyr Dyfan Cemetery.

Councillor Johnson concurred and suggested obtaining costings and timescales for the potential Solar Panel project.

The Deputy Chief Officer suggested contacting Lapitar to create a report on costings and viability within the Cemetery and the existing structure.

The Chair noted that there were no headings under the budget report for this type of project.

Councillor Johnson suggested placing a bid to the Finance, Policy and General Purpose Committee for this project and noted that the Committee had time to put the request forward without rushing decisions.

Councillor Nugent-Finn stated that there would surely be funding available for a Solar Panel project and noted she would be happy to look into funding options for this project.

RESOLVED:

- 1) That the Sustainable Barry Project Officer create a biodiversity action plan as to when projects would be best to complete with costings for the projects; Rock Pool, Bee Bank, Solar Panels and Recycling Bins, and report to the next Halls, Cemeteries and Community Facilities Committee on 17 January 2022.**
- 2) That Councillor Nugent-Finn look into funding options for the Solar Panel project.**

A 323. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1266-1283 INCLUSIVE)**

RESOLVED that the Transfer of Exclusive Right of Burial (1266-1283 inclusive) were granted to those named on each transfer request.

A 324. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13827-13845 INCLUSIVE)**

RESOLVED that the Grants of Exclusive Right of Burial (13827-13845 inclusive) were granted to those named on the interment forms.

A 325. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of Halls, Cemeteries & Community Facilities Committee is scheduled for 17 January 2022 at 7pm.

A 326. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

A 327. **CEMETERY FENCING**

A report was provided to members of the Halls, Cemeteries & Community Facilities Committee with an update as to the complaint from the resident at St. Teilo Avenue.

The Chair began the discussion by noting a number of the members and Council Team had a site visit and viewed the improvements that had already happened at the site. He also highlighted that the report obtained the costings to remove the external fencing to be replaced.

Councillor Johnson suggesting asking the Ward Councillors their opinion on this matter.

The Chair concurred and suggested recommending to defer the decision for local members to make their opinion known.

RESOLVED that the decision on the Cemetery Fencing be deferred for the Ward Members to make their opinions known on this matter.

A 328.

HERITAGE NOTICE BOARD

The chair noted that two boards were provided in the report, one being the timeline board and the other being the plaque to honour Jimmy Wilde, the 5th famous plaque board to be erected in Merthyr Dyfan Cemetery. He noted a few corrections on the boards need amending but agree with the quotes provided on the boards.

Councillor Johnson offered to proof read the Welsh translations on both the timeline board and Jimmy Wilde's plaque.

The Chair concurred and noted that Hook Signs seemed to be the best option for creating the boards, he continued to query whether the discount for plaques on the report could be added to future plaque that will inevitably be needed.

The Deputy Chief Officer stated that Hook Signs usually ordered in the plaques for our famous notice boards, and noted that the Committee might be able to have the plaques ordered in bulk before printing to obtain the discount provided on the report.

The Chair agreed that the plaque boards should be ordered in bulk for future use if possible, and also request about the repair costs for the boards.

RESOLVED:

- 1) That the Committee agreed to order plaques from Hook Signs and enquire whether they can be ordered in bulk and stored.**
- 2) That the Committee enquire the costings for repairs from Hook Signs.**

A 329.

FUTURE PROJECTS 2022-23

1) Kubota's

The report was provided to members of the Halls, Cemeteries & Community Facilities Committee with proposals of projects to be considered in respect of the Cemeteries and Halls plans for 2022 – 2023.

The Deputy Chief Officer noted that the Kubota's had become more expensive to keep repairing with the ages ranging from 7 years to 16 years old, and queried whether the members wanted to agree to replace all 3 Kubota's at once or separately.

The Chair noted that the Halls, Cemeteries & Community Facilities Committee had only £21,000 in the Plant and Machinery Reserve and the total cost to have the 3 Kubota's replaced would be £25,000. He

suggested having the 3 Kubota's replaced and use most of the Plant and Machinery Reserve to help towards the cost and request £10,000 'new money' in the draft budget 2022/23.

The Deputy Chief Officer suggested replacing the oldest 16-year old Kubota now and consider replacing the second in 2024/5, this would leave a year in between the cost of the replacements. He noted that this would leave the reserves intact for other machinery replacement/repairs.

Councillor Johnson agreed to replacing the oldest Kubota using the Reserve and Recommend this to the Finance, Policy and General Purposes Committee. He also noted the need for a management plan for the assessment of Cemetery machinery for the Facilities and Cemeteries manager to complete, then to have an agreement in place to replace the next oldest Kubota in 2024/5.

RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged.

RESOLVED: That the Facilities and Cemeteries Manager undertake a comprehensive assessment of all cemetery equipment and produce a 10 Year Cemetery Equipment Replacement Plan to be submitted to a future meeting of the Committee for consideration and agreement to include replacing the other Kubota's in 2024/25 and 2026/27.

2) Cemetery Roads and Paths Improvements

The Chair noted that more areas of roads and paths around Merthyr Dyfan Cemetery needed improvements, with more funding needed to complete the improvements.

Councillor Johnson noted that included in the 2022/23 draft budget for Cemetery Roads Improvements was currently £20,000 and would need to be increased to £22,500.

The Chair agreed with the increase to £22,500 and that it be recommended to the Finance, Policy and General Purposes Committee.

RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that the Special Projects/Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500.

3) Bench Programme

The Chair stated that the current budget for the programme was £2,000 and suggested to the Committee of increasing the budget to £4,000 to help replace and create and accelerate the production of new benches.

RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000.

4) Chapel

The Chair noted that the costings needed to be confirmed for the inspection of the Chapel, which proved hard to make a decision on the recommendation from the report.

The Deputy Chief Officer suggested to members deferring the decision until the next Halls, Cemeteries & Community Facilities Committee meeting on Monday 17 January 2022 when costings have been obtained.

Councillor Johnson agreed that waiting for the costings for the inspection as it would provide a better idea of the amount to request in future budgets.

RESOLVED that the decision on the Chapel inspection be deferred until costings are obtained for the next Halls, Cemeteries & Community Facilities Committee being held on 17 January 2022.

A 330.

DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2022/23

Members were provided with the draft estimates for 2022/23.

Councillor Johnson noted the difference in the salaries for the Cemetery compared to the previous year 2020/21, also noted the salaries for the Cemetery Approach Community Centre had decreased from the previous year.

The Deputy Chief Officer explained that the difference between to the increase and decrease was that the position of Gardener was originally inputted with the budget for Cemetery Approach Community Centre, when in fact the Gardener worked more with the Cemetery and made more sense to incorporate the Gardener salary with the Cemetery budget.

Councillor Johnson asked for a note to be added to the report to explain the reasoning's behind the differences in budgets.

The Deputy Chief Officer ensured he would include a note to present to the Finance, Policy and General Purposes Committee.

RECOMMENDED: To the Finance, Policy and General Purposes Committee meeting being held on 22 November 2021 as confirmation of the Halls, Cemeteries & Community Facilities Committee requirements for the 2022/2023 financial year.

RESOLVED that the Deputy Chief Officer include a note regarding the adjustments in the Cemetery Approach Community Centre/Salaries and the MD Cemetery/Salaries in the draft budget for 2022/2023.

A 331. **PORTHKERRY CEMETERY UPDATE**

The Chair noted that an update was still required from the Vale of Glamorgan Council as to what they would like to continue with and also stated he defends the triple costings for the Porthkerry fees.

RESOLVED that the report on Porthkerry Cemetery Update be received and noted.

A 332. **MERTHYR DYFAN CEMETERY UPDATE**

The Chair began by congratulating the members, officers and all staff involved on the success of the three awards, with a Silver awarded by the Bereavement Charter, The Heritage Award for Merthyr Dyfan Cemetery and retaining the Green Flag status for Merthyr Dyfan Cemetery.

Councillor Johnson noted that the end of term for this Council was fast approaching and would be ideal to have all the improvements that have been made and what has happened in the time period since members of this committee were appointed listed.

The Chair interjected that the main point that should be highlighted was the hire of a Gardener for Merthyr Dyfan Cemetery and Cemetery Approach Gardens.

Councillor Nugent-Finn wanted to also praise the social media presence provided by the Council on the testing of memorial headstones, the Councillor noted it was lovely content shared and impressed with the social media presence and thanked the team.

The Chair queried the ground condition and the rocks that have been dug up in sections MM and NN, as the sections have been proving difficult for the Cemetery Team.

The Deputy Chief Officer noted that the areas of MM and NN are still proving difficult for the Cemetery Team, with the rocks now being lifting in sheets with and his last visit to the Cemetery resulted in the pin breaking on the machine due to the tough digging conditions. He noted that test digs have been suggested going forward to determine the depth of which the

graves can be dug in the sections, and noted that section NN may need to be used for only one depth burials or be capped after the burial.

The Chair also noted that the amount rock had increased the costings for the disposal with the two areas MM and NN.

RESOLVED:

- 1) That the report on Merthyr Dyfan Cemetery Update be received and noted.**

- 2) That the Memorial Inspections Policy re recommended to the meeting of the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval and adoption.**

- 3) That the Facilities and Cemetery Manager provide a summary of the Committee's achievements during the current administration term.**

Meeting Closed at 8:26pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE -8 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A320	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that an increase of 3.0% be made to the cemetery interment fees, exclusive rights of burial fees and memorial fees with <u>NO</u> increase to the other burial fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.	DCO	16.11.21	Complete
A320(2)	The Facilities and Cemeteries Manager be requested to investigate with other cemeteries and provide a report on costings relating to the Columbarium Sanctum Panorama to a future meeting of the Committee.	FCM		In progress
A321	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that no increase be made to the prices at the Pioneer Hall and the Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60.	DCO	16.11.21	Complete

A322	That the Sustainable Barry Project Officer create a biodiversity action plan as to when projects would be best to complete with costings for the projects; Rock Pool, Bee Bank, Solar Panels and Recycling Bins, and report to the next Halls, Cemeteries and Community Facilities Committee on 17 January 2022.	SBPO		In progress
A328(1)	That the Committee agreed to order plaques from Hook Signs and enquire whether they can be ordered in bulk and stored.	FCM		In progress
A328(2)	That the Committee enquire the costings for repairs from Hook Signs.	FCM		In progress
A329(1i)	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged.	DCO	16.11.21	Complete
A329(1ii)	That the Facilities and Cemeteries Manager undertake a comprehensive assessment of all cemetery equipment and produce a 10 Year Cemetery Equipment Replacement Plan to be submitted to a future meeting of the Committee for consideration and agreement to include replacing the other Kubota's in 2024/25 and 2026/27.	FCM		In progress
A329(2)	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that the Special Projects/Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500.	DCO	16.11.21	Complete
A329(3)	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000.	DCO	16.11.21	Complete

A329(4)	that the decision on the Chapel inspection be deferred until costings are obtained for the next Halls, Cemeteries & Community Facilities Committee being held on 17 January 2022.	FCM	11.01.22	In progress
A330	To the Finance, Policy and General Purposes Committee meeting being held on 22 November 2021 as confirmation of the Halls, Cemeteries & Community Facilities Committee requirements for the 2022/2023 financial year.	DCO	16.11.21	Complete
A332(2)	That the Memorial Inspections Policy re recommended to the meeting of the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval and adoption.	DCO	16.11.21	Complete
A332(3)	That the Facilities and Cemetery Manager provide a summary of the Committee's achievements during the current administration term.	FCM		In progress

BARRY TOWN COUNCIL

DRAFT NOTES OF AN INFORMAL MEETING OF THE COMMUNITY PLAN WORKING PARTY HELD ON MONDAY 15 NOVEMBER 2021 AT 6.00 PM

PRESENT: Councillors Brooks and S Hodges

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Marcus Goldsworthy – Head of Regeneration and Planning – Vale of Glamorgan Council
Tom Bowring – Head of Policy and Business Transformation – Vale of Glamorgan Council
Phil Chappell – Operational Manager – Vale of Glamorgan Council
Charlotte Raine – Section 106 Officer – Vale of Glamorgan Council

11. **APOLOGIES FOR ABSENCE**

None were received.

12. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

None were received.

13. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: that the Well-being of Future Generations (Wales) Act 2015 be received and noted.

14. **TO APPROVE THE MINUTES OF THE COMMUNITY PLAN WORKING GROUP HELD ON MONDAY 13 SEPTEMBER 2021**

NOTED: That the minutes of a meeting of the Community Plan Working Group held on 13 September 2021 be approved and signed as a correct record.

15. **COMMUNITY PLAN – DISCUSSION BETWEEN BARRY TOWN COUNCILLORS AND VALE OF GLAMORGAN OFFICERS**

The Community Engagement Officer informed members that at the last meeting of the Community Plan Working Group held on Monday, 13 September 2021 members discussed Barry Town Council's commitment towards creating a Community Plan. At this meeting, members had been provided a report which had detailed the process for developing and implementing a Community Plan and the stages that were involved.

At this meeting, members had agreed that in order for the Community Plan to be accepted and utilised as a tool to support funding applications and section

106 discussions that the relevant Vale of Glamorgan Council officers would need to be involved in the process at an early stage.

As a result, the Community Engagement Officer had invited the following Vale of Glamorgan Council Officers to the meeting, whom were all in attendance;

Marcus Goldsworthy – Head of Regeneration and Planning
Tom Bowring – Head of Policy and Business Transformation
Phil Chappell – Operational Manager
Charlotte Raine – Section 106 Officer

The Chair welcomed the Officers to the meeting.

Marcus Goldsworthy (MG) provided an overview of the Vale of Glamorgan Council's current priorities and work streams, which include a review of the "Local Development Plan (LDP)." He explained that the review would have a strong focus on Barry as the main town in the Vale, and although the terminology "review" was used that the LDP would essentially be a new document.

MG advised that the Vale of Glamorgan Council are keen to work with Barry Town Council (and other Town & Community Council's). This would also allow the Town Council to flag areas of concern.

MG continued by advising that if the Community Plan meetings continue, the Vale of Glamorgan Council will be able to provide a representative to attend in order to progress and assist in discussions.

MG provided members with an update in relation to the Master Development Plan (separate to the LDP) which will have a focus on Barry and is economic and social growth over the next 10 years. This would be the main document used when applying towards UK Government funds. He also advised that the Town Council's Community Plan should identify key issues / themes within Barry which can merge into the Local Development Plan which would add strength when bidding for funds and that he is very keen to work with the Town Council in relation to the Community Plan.

MG concluded by stating that the Town Council would need to firstly ascertain whether they would be looking to identify a small number of issues it wishes to tackle or whether the plan would be more broadly focussed.

Charlotte Raine (CR) provided members with an overview of the Section 106 procedures and suggested that the Community Plan could be submitted as Supplementary Planning Guidance which will enable it to be incorporated into the Local Development Plan. She advised about Community Mapping, referring to the Community Mapping Toolkit created by Rural Communities which would help to ascertain what the community want and identify gaps through engagement so that trends can be recognised. CR advised of successful trial projects within St.Athan, Rhoose and Wenvoe, but noted that without the backing of the community, these projects may never have materialised. She also advised that success will all depend on what type of plan the Council want to progress and advised that the draft delivery

development plan is in the consultation stages and that this may be a good opportunity for the Town Council to make comments.

CR provided a number of resources which could help the Town Council in the planning stages which included Planning Aid Wales as they have a number of useful toolkits. CR stressed that the Council will need to have funding and resources to enable them to form a strong Community Plan and advised that any non-planning matters will not be eligible for Section 106 funds and it will need to conform to a Vale of Glamorgan Policy to be adopted as Supplementary Planning Guidance.

Phil Chappell (PC) provided an overview of Community Mapping advising that it had been successful in the Rural Vale and also stressed that it is very labour intensive to carry out. He advised that from Community Mapping, St Athan had received a large cash injection. However, this had only been achievable due to the backing from Community Groups. He advised that Community Mapping will not work if the Council engage with pre meditated ideas and that it must be community led so that the buy in is there from the offset.

PC concluded by advising that in order to have a successful Community Plan it will require a lot of people power as it is a large job to cover the whole of Barry.

Tom Bowring (TB) advised that the draft Annual Delivery Plan is currently being consulted on and that Barry Town Council are key consultees. He also mentioned the draft Well-being Assessment which looks at the Vale as a whole and will show the future projections for the Vale.

PC suggested Council may wish to consider a pilot area firstly to ascertain what works well, the buy in and to test the labour involved.

Councillor S Hodges thanked the Vale of Glamorgan Council Officers for attending and advised that Place Plans had been discussed for years but it was seen to be overwhelming therefore it was condensed to a Community Plan. Councillor S Hodges suggested that there had to be strong community engagement and to begin to lay the foundations as there are elections in 2022 in which there could be a new administration to take the work forward.

Councillor S Hodges suggested to consult with Communities over separate areas, rather than wards. The Vale Officers agreed with this as many residents refer to where they live by area, rather than by wards and that engagement could be achieved through drop-in events which could be led by a community group.

PC advised that it needs to be led by the Communities and not the Council, he gave the Barry Waterfront Community Residents Association as an example.

It was agreed that Council should not go out to consultation with preconceived themes or ideas as to what the community would want and should instead

begin with a blank canvas to enable the community to inform Council what they see as priorities for where they live. It was also important to note that key priorities and themes may vary from area to area. However, Council may identify overarching themes from consultation.

MG advised that TB has access to data that has already been collated and that the Town Council are welcome to request this data in order to help with the building blocks of the Community Plan.

PC suggested to pilot the community engagement in the Town Centre as the Community Engagement Officer has made strong connections in the Town Centre.

Councillor Brooks thanked the Vale of Glamorgan Officers for attending.

Marcus Goldsworthy, Tom Bowring, Charlotte Raine and Phil Chappell left the meeting.

The Community Engagement Officer advised that the pilot will be best to take place in the Town Centre as the Council are based there.

Members were happy to progress with the pilot in the Town Centre during the Christmas period and advised that a blank canvas approach is the best way forward.

RECOMMENDED

To a meeting of Finance, Policy and General Purposes Committee to be held on Monday, 22 November;

- 1. That a pilot Community engagement scheme is held during the Christmas Period in order to establish the needs of the Community.**
- 2. That the Community Engagement Officer liaise with the Vale of Glamorgan Council to determine which questions would be best to ask the public during this time.**
- 3. That engagement is started with a “blank canvas.”**

16. **DATE OF NEXT MEETING**

NOTED: That the date of the next meeting of the Community Plan working Group is scheduled to be held on Monday 24 January 2022.

The meeting closed at 6.55pm

Signed Dated
(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - COMMUNITY PLAN WORKING PARTY - 15 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
15 (1)	To a meeting of Finance, Policy and General Purposes Committee to be held on Monday, 22 November - 1. That a pilot Community engagement scheme is held during the Christmas Period in order to establish the needs of the Community.	CEO	Dec-21	In progress
15 (2)	To a meeting of Finance, Policy and General Purposes Committee to be held on Monday, 22 November - 2. That the Community Engagement Officer liaise with the Vale of Glamorgan Council to determine which questions would be best to ask the public during this time.	CEO	Dec-21	In progress
15 (3)	To a meeting of Finance, Policy and General Purposes Committee to be held on Monday, 22 November - 3. That engagement is started with a "blank canvas."	CEO	Dec-21	In progress

BARRY TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 15 NOVEMBER 2021 AT 7PM

PRESENT: Councillors Charles (Chairperson) together with Councillors Clarke, Perkes and Wiliam.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Councillor S Hodges - Observer
Councillor N Hodges - Observer

R323. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Payne, Wilkinson and Wright.

R324. **DECLARATIONS OF INTEREST**

None received

R325. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

R326. **TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 26 OCTOBER 2021**

RESOLVED: That the minutes of an Extraordinary meeting of the Personnel Committee held on 26 October 2021 be approved and signed as a correct record.

R327. **BUDGET MONITORING REPORT TO 30 SEPTEMBER 2021**

Members were provided with the Committee's expenditure in the 2021/22 financial year as at the end of September 2021.

RESOLVED: That the budget monitoring report for September 2021 be received, noting the projected out-turn for the year is to be on budget.

R328. **DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2022/23**

Members were provided with the draft estimates for 2022/23.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee meeting being held on 22 November 2021 that the draft budgets for the 2022/23 financial year be approved.

R329. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 24 January 2022 at 7pm

R330. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.

R331. **TOIL**

Members were provided with the current levels of TOIL for officers with a breakdown of accrual and TOIL taken since last reported.

RESOLVED: That the information within the report be received and noted and that the appropriate Line Managers continue to monitor the TOIL levels of the post holders including their workload and time pressures, ensuring that TOIL is taken as soon as practicable.

R332. **REVISED STAFF STRUCTURE**

Members were provided with an updated staff structure to show the levels and scales. The Deputy Chief Officer advised that a request from the Internal Audit Report.

RESOLVED: That the revised staff structure be received and noted.

R333. **UPDATE ON PROPOSED VARIATION TO CEMETERY STAFF CONTRACTS RELATING TO CLOSING CEMETERY GATES 1 APRIL – 30 SEPTEMBER**

Members were provided with an update in relation to the proposed variation to Cemetery Staff contracts. Members requested that a meeting between the group leaders and the Unions in order to discuss the situation further.

RESOLVED: That a meeting be scheduled between the Group Leaders of Council and the Unions.

R334. **MODEL LOCAL RESOLUTION PROTOCOL**

Members were provided with an amended Model local resolution Protocol. The Deputy Chief Officer advised members of the updates made within the protocol.

RESOLVED: That members receive and note the aforementioned information and attached amended Local Resolution Protocol

RECOMMENDATION: That the amended Local Resolution Protocol to the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval.

R335. **SUSTAINABLE BARRY PROJECT OFFICER REVIEW**

Members were provided with a review of the Sustainable Barry Project Officer Role as requested at the last Personnel Committee held on 13 September 2021.

The Community Engagement Officer advised that as the Councils priorities are changing it has become more demanding and it would be beneficial to enable the Community Engagement Officer to delegate work to the Sustainable Barry Project Officer and suggested that the job description be reviewed and amended to reflect. It would also have a new job title and will become a Well-Being Project Officer.

Members were happy with the review and asked if it would need to be re-advertised as it would be a fundamental change in the role.

The Community Engagement Officer also advised that as events and engagement were increasing due to Covid restrictions being lifted gradually and Councils priorities increasing which includes a Community Plan, the capacity within the team would need to be reviewed specifically Administration Support.

The Chair agreed that there had to be more support within the Community Engagement and Events team and the review of the Sustainable Barry Projects Officer is required.

Councillor Perkes asked if Officer could look into the legalities of the change from a temporary role becoming permanent but advised that she would be happy with the change.

RESOLVED:

- 1. That the role of the Sustainable Barry Projects Officer is changed to become a Well-Being Projects Officer with the additional duties added as per the report and amended Job Description / Person Specification provided.**
- 2. That the Well-Being Projects Officer role be made permanent from 1 April 2022.**
- 3. That the Well-Being Projects Officer role is advertised both internally and externally with recruitment expected to commence on 1 April 2022.**
- 4. That the Sustainable Barry Projects Officer temporary contract ends on 31 March 2022.**
- 5. That a review of the Community Engagement and Events Team be undertaken and provided to a future meeting of the Personnel Committee.**

RECOMMENDED:

- 6. To a meeting of the Finance, Policy and General Purposes Committee being held on 22 November 2021 that the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.**

The meeting closed at 7.30 pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - PERSONNEL COMMITTEE -15 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R328.	To a meeting of the Finance, Policy and general Purposes Committee meeting being held on 22 November 2021 as conformation of the Personnel Committee's requirements for the 2022/23 financial year subject to any additional items that may wish to include	DCO	17.11.21	Complete
R334	That the amended Local Resolution Protocol to the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval.	DCO	17.11.21	Complete

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SUSTAINABLE BARRY WORKING PARTY GROUP HELD ON WEDNESDAY 17 NOVEMBER 2021, AT 6PM

PRESENT: Councillor Clarke (Chairperson) together with, Councillors S Hodges and Lloyd-Selby.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Beth Hillier – Sustainable Barry Project Officer
Hannah Linton – Trainee Administrator
Councillor N Hodges – Observer

114. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Drake and Rowlands.

115. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

A declaration of interest was received from the Sustainable Barry Project Officer in respect of agenda item 12 due to the discussion involving her position.

116. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED that the Well-being of Future Generations (Wales) Act 2015 be received and noted.

117. **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 22 SEPTEMBER 2021**

RESOLVED that the minutes of the last meeting held on 22 September 2021 be received and noted as a correct record.

118. **CLIMATE CHANGE ACTION PLAN UPDATE**

The Sustainable Projects Officer began the discussion updating members on the report provided.

The Projects Officer requested further clarification on the members' intended focus going forward, following the discussion of inviting community members to meetings at the previous meeting.

Councillor Lloyd-Selby noted she particularly liked the highlighted sections within the reports timetable which indicated the progress of a project and that the group needed to focus internally first before inviting external groups to the meetings, adding that she'd be happy for external groups to be invited when an agenda item required it.

Councillor S Hodges agreed with Councillor Lloyd-Selby's comments and noted that the public would want to get involved when projects became more physical and tangible, not necessarily when agenda reports are discussed.

The Chair also informed the members that a resident living opposite the Old Church Lane field may be able to obtain information regarding the steps and site and would pass any information over to the Sustainable Projects Officer.

The Project Officer informed members that the Merthyr Dyfan Cemetery Baseline Environmental Impact Report had been presented to the Halls, Cemeteries and Community Facilities meeting held on 8 November 2021 and stated that the outcome was to create a biodiversity timeline and costings report for the next meeting of the Halls, Cemeteries and Community Facilities meeting to be held on 17 January 2021.

The Project Officer highlighted that there was £4000 remaining of the 2021-2022 budget and queried whether the remainder of the budget could be utilised to undertake Biodiversity Surveys or for a Carbon Footprint survey. She added that since the publication of item 5, a second company had come back to her with an estimate of £3,500 - £4,000 for Scope 1 and 2 carbon surveys, a Carbon Management Plan as well as developing a clear Roadmap to carbon neutrality by 2030 (along with potential budget considerations for necessary improvements). Due to this, the Project Officer had gone back to the first company to clarify if their original estimate included a carbon management plan and roadmap and was still waiting this information.

Councillor Lloyd-Selby stated that she'd like both surveys recommended to be completed, and to include within the Carbon Foot Print survey a road map. She also enquired when would be best to have the biodiversity survey completed.

The Sustainable Projects Officer noted that the wildlife survey would best be completed in August, whilst the amphibians/reptile survey would be winter and the wildflowers would best be completed in late Spring.

Councillor S Hodges agreed that both surveys should be completed and noted that Carbon Footprint is currently a big topic and would be great to have that information to hand.

The Deputy Chief Officer noted that the members could make a recommendation to Finance, Policy and General Purposes and also suggested to break down the surveys into phases.

RECOMMENDATIONS:

TO A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON MONDAY, 22 NOVEMBER 2021;

- 1. That the Biodiversity Survey Project at a cost of between £840 - £1200 be approved, and that an amphibian/reptile survey is conducted during Winter.**
- 2. That the Sustainable Project Officer confirm that the surveys completed for the Carbon Footprint also include the road map and that once this information is received a recommendation is made**

to the Finance, Policy and General Purposes Committee for approval.

119. **MERTHYR DYFAN CEMETERY SCHOOL TRIP AUTUMN ENVIRONMENT DAY**

The Sustainable Projects Officer updated members on the Merthyr Dyfan Cemetery School Trip Environment Day and noted that the trip was a success.

The Chair noted he was impressed with the response and agreed that school trips should continue with Environmental Science days with local schools.

RESOLVED that the report be received and noted.

RECOMMENDED:

TO A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON MONDAY, 22 NOVEMBER 2021;

1. That the Environmental Science Day with local schools continue.

120. **WATERING CAN SCHEME REPLACEMENTS**

The Sustainable Barry Project Officer noted that some communal watering cans needed replacing and suggested that labels be created for the watering cans to ensure their return.

Councillor S Hodges agreed with the suggestions of replacing the watering cans and purchasing labels for the watering cans.

The Chair suggested requesting additional money to add to the budget on this project due to small amount of budget left available.

RESOLVED that the Watering Can Scheme Replacement report was received and noted.

RECOMMENDED:

TO A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON MONDAY, 22 NOVEMBER 2021;

1. That the Watering Can Scheme Budget be increased by £20 on top of the available £82 (bringing the available total to £102) for replacement watering cans to include 'Please Return' labels.

121. **'REFILL' SCHEME**

A report was provided to members with information regarding the 'Refill' initiative.

The Sustainable Projects Officer suggested that Barry Town Council add Merthyr Dyfan Cemetery water fountain to the app. She also recommended that a starter grant be available to help traders set up the refill scheme.

The Chair requested whether there was information regarding the public's involvement with using the refill scheme currently and whether it should be promoted.

The Sustainable Barry Project Officer noted that the report had a list of traders already utilising the scheme, but unfortunately no data was received regarding the customers.

Councillor Lloyd-Selby noted that a grant to help set up the refill scheme for traders was a great idea and would help encourage traders and customers to utilise the scheme.

Councillor S Hodges noted that promoting the scheme would help boost custom and highlight the Council's intention to reduce plastics across Barry.

RECOMMENDED:

TO A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON MONDAY, 22 NOVEMBER 2021;

1. That Barry Town Council becomes a Refill Partner.
2. That Barry Town Council promotes the scheme in Barry Town through a social media campaign and ensure that refill businesses have the proper signage so that even residents without the Refill App are able to utilise the scheme
3. Actively encourage more businesses in the wider Barry Area to offer the refill initiative, not just in Holton Rd and High Street,
4. That Barry Town Council offer a start-up grant (£55 per grant) to local business to cover the cost of setting up a refill station and that this is incorporated into the Green Grants criteria.
5. Identify if there are businesses and organisations that currently offer a refill scheme without being an actual Refill Station.

122. **BARRY TOWN COUNCIL WASTE MANAGEMENT**

A report was provided to members with information relating to the Waste and Resource Management over all utilised premises (data allowing) for their consideration.

Referring to the Talking Bins at Barry Island, Councillor S Hodges noted that initially the bins were erected to encourage younger generations to not litter. The Councillor suggested replacing the batteries and also branding the bins with the Barry Town Council crest.

Councillor Lloyd-Selby agreed with Councillor S Hodges and stated if the batteries were unable to be replaced that the Sustainable Barry Working Party look into replacing the bins.

The Deputy Chief Officer noted that the company could be contacted regarding replacing the batteries. He also noted that the Council would need permission from the Vale of Glamorgan Council to include labels on the Bins.

The Chair enquired whether the Pioneer Hall and Cemetery Approach Community Centre hirers were required to dispose of their waste or if waste disposal was included in the hire charge.

The Trainee Administrator noted that the hirers were required to clean up and collect the waste together for the caretakers after the hire of both halls, but were not required to dispose of the waste themselves.

The Chair suggested changing the policy of the party hirers to note that hirers were to dispose of the waste themselves.

The Sustainable Projects Officer noted that this could potentially increase littering occurring around the Pioneer Hall and Cemetery Approach Community Centre and the residential streets around the areas.

Councillor Lloyd-Selby suggested recommending this section of the report to a meeting of the Hall, Cemeteries and Community Facilities Committee.

RECOMMENDED:

TO A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON MONDAY, 22 NOVEMBER 2021;

1. That the Sustainable Projects Officer look into replacing the batteries for the Penguin Talking Bins and seek permission from the Vale of Glamorgan Council to include Barry Town Council Branding on them
2. That Waste Management Data is compiled and reported on annually
3. That the report be submitted to a meeting of Full Council held on 13 December 2021.
4. That a report regarding waste disposal at the Council Community Centres is presented to a meeting of the Halls, Cemeteries & Community Facilities Committee for their consideration.

123. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of Sustainable Barry Working Party is to be held on 17 January 2022.

124. **EXCLUSION OF THE PRESS & PUBLIC**

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

125. **BUDGET MONITORING REPORT SEPTEMBER 2021 AND DRAFT BUDGET 2022/23**

The Sustainable Barry project Officer left the meeting.

Members were provided a report with the Group's expenditure in the 2021/22 financial year as at the end of September 2021.

The Deputy Chief Officer noted that when the Sustainable Projects Officer role becomes permanent the cost will no longer fall under the Sustainable Barry Working Party's budget.

Councillor Lloyd-Selby requested how much the Shop Local Advisory Committee were requesting for the 2022/23 financial year. The Deputy Chief Officer stated that previously the Shop Local Advisory committee have requested £20,000 for the 2022/23 financial year.

Councillor Lloyd-Selby suggested obtaining costings for the surveys to be included in the budget for 2022/23 and suggested requesting £10,000 for the 2022/23 financial year, with additional finance if needed for projects going forward.

Councillor S Hodges agreed with the £10,000 budget recommendation from councillor Lloyd-Selby, as long as the Sustainable Projects Officers salary is no longer deducted from the Sustainable Barry Working Party budget.

RECOMMENDED:

TO A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE TO BE HELD ON MONDAY, 22 NOVEMBER 2021;

- 1. That the Sustainable Barry Working Party request £10,000 for the budget going forward into 2022/23 financial year.**

Meeting closed at 19:00pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING GROUP - 17 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
118 (1)	That the Biodiversity Survey Project at a cost of between £840 - £1200 be approved, and that an amphibian/reptile survey is conducted during Winter.	SBPO		To be discued at F,P&GP on 22.11.21
118(2)	That the Sustainable Project Officer confirm that the surveys completed for the Carbon Footprint also include the road map and that once this information is received a recommendation is made to the Finance, Policy and General Purposes Committee for approval.	SBPO		To be discued at F,P&GP on 22.11.21
119(1)	That the Environmental Science Day with local schools continue.	SBPO		To be discued at F,P&GP on 22.11.21
120 (1)	That the Watering Can Scheme Budget be increased by £20 on top of the available £82 (bringing the available total to £102) for replacement watering cans to include 'Please Return' labels.	SBPO		To be discued at F,P&GP on 22.11.21
121 (1)	That Barry Town Council becomes a Refill Partner.	SBPO		To be discued at F,P&GP on 22.11.21
121(2)	That Barry Town Council promotes the scheme in Barry Town through a social media campaign and ensure that refill businesses have the proper signage so that even residents without the Refill App are able to utilise the scheme	SBPO		To be discued at F,P&GP on 22.11.21
121(3)	Actively encourage more businesses in the wider Barry Area to offer the refill initiative, not just in Holton Rd and High Street,	SBPO		To be discued at F,P&GP on 22.11.21
121(4)	That Barry Town Council offer a start-up grant (£55 per grant) to local business to cover the cost of setting up a refill station and that this is incorporated into the Green Grants criteria.	SBPO		To be discued at F,P&GP on 22.11.21
121(5)	Identify if there are businesses and organisations that currently offer a refill scheme without being an actual Refill Station.	SBPO		To be discued at F,P&GP on 22.11.21
122(1)	That the Sustainable Projects Officer look into replacing the batteries for the Penguin Talking Bins and seek permission from the Vale of Glamorgan Council to include Barry Town Council Branding on them	SBPO		To be discued at F,P&GP on 22.11.21

122(2)	That Waste Management Data is compiled and reported on annually	SBPO		To be disccued at F,P&GP on 22.11.21
122(3)	That the report be submitted to a meeting of Full Council held on 13 December 2021.	SBPO		To be disccued at F,P&GP on 22.11.21
122(4)	That a report regarding waste disposal at the Council Community Centres is presented to a meeting of the Halls, Cemeteries & Community Facilities Committee for their consideration.	SBPO		To be disccued at F,P&GP on 22.11.21
125(1)	That the Sustainable Barry Working Party request £10,000 for the budget going forward into 2022/23 financial year.	SBPO		To be disccued at F,P&GP on 22.11.21

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE COMMEMORATIVE NAMING ADVISORY COMMITTEE HELD ON THURSDAY 18 NOVEMBER 2021 AT 6PM.

PRESENT: Councillors Drake, Johnson and Payne (Chairperson)

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Councillor Nugent-Finn – Observer
Emma & Rachel Foley

9. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Charles

10. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT.**

None were received.

11. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

12. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE COMMEMORATIVE NAMING ADVISORY COMMITTEE HELD ON 25 JANUARY 2021**

RESOLVED: That the minutes of the Commemorative Naming Advisory Committee held on 25 January 2021 be received and noted.

13. **BRYAN FOLEY SHIELD NOMINATIONS**

Members were provided with two nominations in respect of the Bryan Foley Shield.

Members discussed both nominations in full and made the decision to award the Bryan Foley Shield to the first candidate Janet Davies with the second candidate Neil Murray receiving a Highly Commended letter of recognition.

The Community Engagement Officer asked if members wished to consider a prosecco reception in the Council Chamber when the award is ready to be presented, which will be presented by the Mayor. The Community Engagement Officer also advised members that the award received an overwhelming response on social media.

Emma and Rachel Foley thanked the Council for bringing such an award forward in recognition of their Father, Bryan Foley.

RECOMMENDATIONS: To a meeting of Full Council being held on Monday 13 December 2021

1. That Janet Davies is awarded the first Bryan Foley Shield

2. That a prosecco reception is arranged in order to present the award to the successful nominee

14. **DATE OF NEXT MEETING**

The date of the next meeting to be arranged when needed.

Meeting closed at 6.12pm

Signed(Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - COMMEMORATIVE NAMING ADVISORY COMMITTEE- 18 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
13(1)	To a meeting of Full Council being held on Monday 13 December 2021, that Janet Davies is awarded the first Bryan Foley Shield	CEO		To be discussed at Full Council being held on 13 December 2021
13(2)	To a meeting of Full Council being held on Monday 13 December 2021, that a prosecco reception is arranged in order to present the award to the successful nominee	CEO		To be discussed at Full Council being held on 13 December 2021

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 22 NOVEMBER 2021 AT 7.00 PM

PRESENT: Councillors Brooks (Chairperson), together with Councillors Drake, N Hodges, S A Hodges and Lloyd-Selby (Vice-Chairperson).

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Councillor Johnson - Observer

F316. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Rowlands

F317. **DECLARATIONS OF INTEREST**

None received

F318. **WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

F319. **TO APPROVE THE MINUTES OF THE RECONVENED FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 19 JULY 2021**

RESOLVED: That the minutes of the Reconvened Finance, Policy & General Purposes Committee's meeting held on 19 July 2021 be approved and signed as a correct record.

F320. **TO RECEIVE AND NOTE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 26 OCTOBER 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATION THEREIN**

Member received the minutes of the Innovation Working Party held on 26 October 2021 and considered the recommendations contained therein.

RESOLVED:

1. That the minutes of the Innovation Working Party held on 26 October 2021 be received and noted.
2. That a budget of £500 is created under the Sustainable Barry heading, for a special project to develop the grounds of the Old Church Lane green space.

3. That the Sustainable Barry Project Officer obtain and explore documentation and clarify ownership to apply for a lease of 999 years with Vale of Glamorgan Welsh Church Act Trust.
4. That the project report be shared with all group leaders

F321.

TO APPROVE THE DRAFT NOTES OF AN INFORMAL MEETING OF THE COMMUNITY PLAN WORKING PARTY HELD ON 15 NOVEMBER 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Members received the draft notes of an informal meeting of the Community Plan Working Party held on 15 November 2021 and considered the recommendations therein.

The Chair gave an update from the meeting advising that it gave members a lot to think about in terms of engagement with the public, as the Community Plan should be based on the needs of the community. The Chair also advised that the Deputy Chief Officer had highlighted a concern about capacity in terms of leading on the Community Plan, however the Chair was concerned about delaying the process and sought members' thoughts about deferring or going ahead and consulting during the Christmas period.

Councillor S Hodges also stated that the meeting was very thought provoking and asked that if the Community Plan was deferred, when would it start. Councillor S Hodges asked that in terms of capacity, can support be pushed from Councillors in order to help as it would be the best time to engage in the run up to Christmas.

The Chair asked the Deputy Chief Officer if support from the Councillors would help with capacity. The Deputy Chief Officer advised that as long as Councillors can attend it would help reduce the requirement on staff as there are a number of events coming up.

The Community Engagement Officer asked if members would consider the engagement also being promoted and answers being collected from Social Media as it would reach a wider audience. Members agreed with the suggestions.

RESOLVED:

1. That a pilot Community Engagement Scheme is held during the Christmas Period in order to establish the needs of the Community.
2. That the Community Engagement Officer liaise with the Vale of Glamorgan Council to determine which questions would be best to ask the public during this time.
3. That engagement is started with a 'Blank Canvas'

4. That Councillors are requested to help at consultation events

F322. **TO RECEIVE THE SCHEDULE OF PAYMENTS FOR NOVEMBER 2021**

Members were provided with the schedule of payments for November 2021 consisting of cheque number 002977, direct debits and BACS payments, in the amount of £63,210.46.

RESOLVED: That the schedule of payments for November 2021 consisting of cheque number 002977, direct debits and BACS payments, in the amount of £63,210.46 be approved.

F323. **TO RECEIVE A BUDGET MONITORING REPORT**

Members were provided with information about the Council's income and expenditure in the 2021/22 financial year as at the end of October 2021

RESOLVED: That the budget monitoring report for October 2021, indicating actual income and expenditure up to the end of month seven in the 2021/22 financial year, noting the projected underspend of £35,766 for 2021/22 that will result in a net amount of £30,234 being transferred from reserves.

F324. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

a) Draft Budget 2022/23

Members were provided with the recommendations from the Halls, Cemeteries and Community Facilities Committee, the Personnel Committee, the Fairtrade Advisory Committee, the Shop Local Barry Advisory Committee and the Sustainable Barry Working Party relating to the draft budget for 2022/23.

i) **Fairtrade Advisory Committee – 1 November 2021 2022/23 Budget**

Members were requested to consider that the requirements for the Fairtrade Advisory Committee for 2022/23 remain the same which is £1,000

ii) **Halls, Cemeteries and Community Facilities Committee – 8 November 2021 – Cemetery Fees for Merthyr Dyfan Cemetery and Porthkerry Cemetery**

Members were requested to consider the recommendation of a 3% increase for Merthyr Dyfan Cemetery fees and charges for the financial year April 2022 to March 2023.

- iii) Halls, Cemeteries and Community Facilities Committee – 8 November 2021 – Pioneer Hall and Cemetery Approach Community Centre Charges 2022/23

Members were requested to consider the recommendation in relation to the charges for the Pioneer Hall and Cemetery Approach Community Centre that there is no increase for the financial year April 2022 to March 2023, retaining the hourly rate as £10 per hour and £20 per hour respectively and the Childrens Party package to £60.

- iv) Personnel Committee – 15 November 2021 – Committees draft estimates 2022/23

Members were requested to consider the recommendation in relation to the Personnel Committee's draft estimates for 2022/23.

- v) Personnel Committee – 15 November 2021 – Review of Sustainable Barry Projects Officer Role

Members were requested to consider the increase to the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18 ½ hours)

- vi) Sustainable Barry Working Party – 15 November 2021 – Amendment and Rename of Sustainable Barry Projects Officer Role

Members were requested to consider the recommendation that the Sustainable Barry Working Party requirements for 2022/23 be £10,000. They were also updated in relation to the Sustainable Barry Project Officer role as it was to be amended and renamed as a Well-Being Project Officer responsible for a number of areas of the Council's Well-Being objectives not solely Sustainable Barry, being made permanent from 1 April 2022 and that the associated salary costs would therefore be under M&S/Salaries not Sustainable Barry's budget.

- vii) Shop Local Advisory Committee – 7 October 2021 – Budget Requirement

Members were asked to consider the Committee's requirements for inclusion in the draft budget for 2022/23. Members discussed the requirements and decided that £10,000 would be a suitable budget and agreed to the remaining £6,477 be placed into the Shop Local reserves.

- viii) Halls, cemeteries and Community Facilities Committee – 8 November 2021 – Future Projects 2022/23

Members were requested to consider the recommendation for a replacement Kubota ride on mower and that an amount of £9,200 be released from the Plant and Machinery Reserve to purchase a G2160 Kubota ride on mower to replace the oldest ride on mower which will be part-exchanged.

ix) Halls, cemeteries and Community Facilities Committee – 8 November 2021 – Cemetery Roads Improvements

Members were requested to consider the small increase in funding to complete the next section of roads/paths, the increase to the special projects/cemetery road improvements expenditure for 2022/23 would increase from £20,000 to £22,500.

x) Halls, cemeteries and Community Facilities Committee – 8 November 2021 – Cemetery Benches

Members were requested to consider an increase of £4,000 to enable an extra ten benches to be purchased to accelerate the replacement of the benches as thirty need replacing.

RESOLVED:

- 1. That the Fairtrade Advisory Committee requirements for 2022/23 remain the same at £1,000.**
- 2. That a 3% increase for Merthyr Dyfan and Porthkerry Cemetery fees and charges for the financial year April 2022 to March 2023 be agreed.**
- 3. That there be no increase be made to the prices at the Pioneer Hall and Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60**
- 4. That the Personnel Committee's draft budgets for the 2022/23 financial year be approved**
- 5. That the M&S / Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.**
- 6. That the Sustainable Barry Working Group's budget requirements for 2022/23 be £10,000.**
- 7. That £10,000 be included in the draft budget for 2022/23 for the Shop Local Advisory Committee and that any balance remaining in the Shop Local Reserve continues**

to be 'ring-fenced' for the Shop Local Advisory Committee to use in future years.

8. That an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged
9. That the Special Projects / Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500 with the additional £2,500 being financed from the Cemetery Roads Reserve.
10. That the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000 with the £4,000 being financed from the Cemetery Improvement Reserve.

F325. **TO CONSIDER THE DRAFT BUDGET 2022/23**

The Deputy Chief Officer advised members of a few minor amendments relating to Community Grants, PWLB Loan Interest Payable and the Election Reserve in the draft budget papers.

Members wished to discuss a confidential item and requested that

F326. **EXCLUSION OF THE PRESS & PUBLIC**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

Members requested that the budget heading Restricted Grant to Memorial Hall and Theatre be renamed Section 145 Grant and moved to Special Projects.

F327. **INCLUSION OF THE PRESS & PUBLIC**

Members discussed the amount of Community Grants included in the draft budget. The Deputy Chief Officer advised that in February 2021 due to the ongoing Covid-19 pandemic members added an amount of £20,000 in the budget for 2021/22 to help those recover from the effects of the pandemic. In the draft budget 2022/23 it is suggested that the amount for Community Grants is reduced back to the pre-pandemic level of £45,000. The Deputy Chief Officer confirmed that adding the additional items as detailed in the earlier agenda item will result in a provisional precept requirement of £1,258,676 being a cash increase of 2.2% however noting that the Town Council was waiting on notification from the Vale of Glamorgan Council of the Tax Base for 2022/23.

RECOMMENDATION: To a meeting of Full Council being held on 13 December 2021, that the draft budget for 2022/23 is presented to the public for consultation which provisionally sets the precept requirement of £1,258,676 being an increase to a Band D tax payer of 2.2% (subject to any adjustment on change in tax base)

F328.

TO REVIEW COVID-19 RECOVERY GRANT APPLICATIONS RECEIVED (COMMUNITY ORGANISATIONS) DEFERRED FROM 12 JULY 2021

The Chair asked if the Council were able to signpost the applicant to allow them to apply for the funding for the replacement to the flooring. The Deputy Chief Officer advised that the guidance within the grant funding application is that grants can be used to enhance a business and suggested that any balance up to £1,000 could be used to allow for the flooring.

Councillor Lloyd-Selby said that the application was vague and it states that the applicant had failed Environmental Health due to the flooring and that she would be happy to support the application but would like clarification on the Environmental Health position.

Councillor S Hodges advised that the flooring would be vital to the business and should be prioritised.

The Chair suggested that the additional £150 be agreed on the proviso that clarification be sought in relation to the position the applicant is currently in with Environmental Health.

The Deputy Chief Officer informed members of the funds remaining in the Community Grants budget and requested whether members wanted a further round of grant applications to be opened or the balance drop back to the General Reserve. from Friday 30 April 2021 until Friday 2 July 2021 or until the grant funding has been fully committed.

RESOLVED:

- 1. That the grant of £850 be awarded to Fountain Tea Rooms**
- 2. That more information is requested from Fountain Tea Rooms in order to establish the position of Environmental Health and if satisfied, an additional £150 be awarded for the replacement of the flooring within the kitchen area.**
- 3. That a further round of the Covid-19 Recovery Fund (traders) grant applications be opened until the grant funding has been fully committed.**
- 4. Delegated authority be provided for Group Leaders to consider and approve Grant Applications for Christmas Meals for**

Voluntary Organisations 2021 using Urgent Action (Standing Order 31)

F329. **INTERNAL AUDIT REPORT 2021/22 (FIRST INTERIM)**

The Deputy Chief Officer advised members that the only recommendation within the report had been completed at a meeting of the Personnel Committee held on 15 November 2021.

RESOLVED: That the Internal Audit Report (First Interim) for 2021/22 be received and noted.

F330. **GDPR UPDATE**

RESOLVED: That the verbal GDPR update be received and noted.

F331. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

a) Halls Committee 8 November 2021 re Headstone Policy

Members were provided with the Memorials Inspections Policy which was presented to a meeting of the Halls, Cemeteries and Community Facilities Committee on 8 November 2021 within the Merthyr Dyfan Cemetery update report.

RESOLVED: That the Memorials Inspections Policy be approved and adopted.

b) Personnel Committee 15 November 2021 re Model Local Resolution Protocol

Members were provided with an amended Model Local Resolution Protocol which was presented to the Personnel Committee held on 15 November 2021

RESOLVED: That the Model Local Resolution Protocol be approved and adopted.

c) Extraordinary Meeting of the Shop Local Advisory Committee held on Tuesday 16 November 2021

Members were provided the recommendations from an Extraordinary Meeting of the Shop Local Advisory Committee which included two grant funding applications from the Tracks and the Holton Road Traders Association.

Councillor S Hodges advised that at the Shop Local meeting it was discussed that currently the Goodsheds are not recognised as a shopping area and asked if Finance, Policy and General Purposes Committee would accept the Tracks as a trading association and the Goodsheds as a Shopping area.

Members agreed to list the Goodsheds as a shopping area.

Councillor Lloyd-Selby wished to clarify if the grant funding would come from the Shop Local budget. Councillor S Hodges confirmed that it would.

RESOLVED:

- 1. That a grant of £174.93 is awarded to The Tracks (traders at the Goodshed Development) for the purpose of purchasing Christmas Trees**
- 2. That the Holton Road Traders Association is awarded a grant of £1888.80 for the purpose of hosting a Christmas Market at King Square, Barry**

d) Sustainable Barry Working Group held on 17 November 2021

Members were presented with the minutes of the Sustainable Barry Working Group held on 17 November 2021. The Deputy Chief Officer advised that the Terms of reference for the Sustainable Barry Working Group state that all recommendations should go to a meeting of Full Council or any relevant Committee to be agreed.

Members discussed the minutes and agreed all recommendation contained within.

RESOLVED:

- 1. That the Biodiversity Survey Project at a cost of between £840 - £1,200 be approved, and that an amphibian/reptile survey is conducted during Winter.**
- 2. That the Sustainable Project Officer confirm that the surveys completed for the Carbon Footprint also include the road map and that once this information is received a recommendation is made to the Finance, Policy and General Purposes Committee for approval.**
- 3. That the Environmental Science Day with local schools continue.**
- 4. That the Watering Can Scheme Budget be increased by £20 on top of the available £82 (bringing the available total to £102) for replacement watering cans to include 'Please Return' labels.**
- 5. That Barry Town Council becomes a Refill Partner.**
- 6. That Barry Town Council promotes the scheme in Barry Town through a social media campaign and ensure that**

refill businesses have the proper signage so that even residents without the Refill App are able to utilise the scheme

7. Actively encourage more businesses in the wider Barry Area to offer the refill initiative, not just in Holton Rd and High Street,
8. That Barry Town Council offer a start-up grant (£55 per grant) to local business to cover the cost of setting up a refill station and that this is incorporated into the Green Grants criteria.
9. Identify if there are businesses and organisations that currently offer a refill scheme without being an actual Refill Station.
10. That the Sustainable Projects Officer look into replacing the batteries for the Penguin Talking Bins and seek permission from the Vale of Glamorgan Council to include Barry Town Council Branding on them
11. That Waste Management Data is compiled and reported on annually
12. That the report be submitted to a meeting of Full Council held on 13 December 2021.
13. That a report regarding waste disposal at the Council Community Centres is presented to a meeting of the Halls, Cemeteries & Community Facilities Committee for their consideration.
14. That the Sustainable Barry Working Party request £10,000 for the budget going forward into 2022/23 financial year.

F332. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled to be held on Monday 31 January 2022 at 7pm

F333. **EXCLUSION OF THE PRESS & PUBLIC**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

F334. **TO RECEIVE RECOMMENDATIONS FROM OTHER COMMITTEES**

a) Personnel Committee 15 November 2021

Members were provided with a recommendation made at a Personnel Committee Meeting held on 15 November 2021

RESOLVED: That the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.

The meeting closed at 8.30 pm.

Signed..... (Chairperson) Date.....

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 22 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F320(2)	That a budget of £500 is created under the Sustainable Barry heading, for a special project to develop the grounds of the Old Church Lane green space.	DCO	23-Nov	Complete
F320(3)	That the Sustainable Barry Project Officer obtain and explore documentation and clarify ownership to apply for a lease of 999 years with Vale of Glamorgan Welsh Church Act Trust.	SBPO	On-going	In Progress
F320(4)	That the project report be shared with all group leaders	SBPO	23-Nov	Complete
F321 (1)	That a pilot Community Engagement Scheme is held during the Christmas Period in order to establish the needs of the Community.	CEO	On-going	In Progress
F321(2)	That the Community Engagement Officer liaise with the Vale of Glamorgan Council to determine which questions would be best to ask the public during this time.	CEO	On-going	In Progress
F324(1)	That the Fairtrade Advisory Committee requirements for 2022/23 remain the same at £1,000.	DCO	23-Nov	Complete
F324(2)	That a 3% increase for Merthyr Dyfan and Porthkerry Cemetery fees and charges for the financial year April 2022 to March 2023 be agreed.	DCO	23-Nov	Complete
F324(3)	That there be no increase be made to the prices at the Pioneer Hall and Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60	DCO	23-Nov	Complete
F324(5)	That the M&S / Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.	DCO	23-Nov	Complete
F324(6)	That the Sustainable Barry Working Group's budget requirements for 2022/23 be £10,000.	DCO	23-Nov	Complete

F324(7)	That £10,000 be included in the draft budget for 2022/23 for the Shop Local Advisory Committee and that any balance remaining in the Shop Local Reserve continues to be 'ring-fenced' for the Shop Local Advisory Committee to use in future years.	DCO	23-Nov	Complete
F324(8)	That an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged	DCO	23-Nov	Complete
F324(9)	That the Special Projects / Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500 with the additional £2,500 being financed from the Cemetery Roads Reserve.	DCO	23-Nov	Complete
F324(10)	That the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000 with the £4,000 being financed from the Cemetery Improvement Reserve.	DCO	23-Nov	Complete
F327	To a meeting of Full Council being held on 13 December 2021, that the draft budget for 2022/23 is presented to the public for consultation which provisionally sets the precept requirement of £1,258,676 being an increase to a Band D tax payer of 2.2% (subject to any adjustment on change in tax base)	DCO	23-Nov	Complete
F328(1)	That the grant of £850 be awarded to Fountain Tea Rooms	DCO	06-Dec	Complete
F328(2)	That more information is requested from Fountain Tea Rooms in order to establish the position of Environmental Health and if satisfied, an additional £150 be awarded for the replacement of the flooring within the kitchen area.	DCO	On-going	In Progress
F328(3)	That a further round of the Covid-19 Recovery Fund (traders) grant applications be opened until the grant funding has been fully committed.	DCO	On-going	In Progress
F328(4)	Delegated authority be provided for Group Leaders to consider and approve Grant Applications for Christmas Meals for Voluntary Organisations 2021 using Urgent Action (Standing Order 31)	DCO	On-going	In Progress
F331(c)(1)	That a grant of £174.93 is awarded to The Tracks (traders at the Goodshed Development) for the purpose of purchasing Christmas Trees	DCO	06-Dec	Complete
F331(c)(2)	That the Holton Road Traders Association is awarded a grant of £1888.80 for the purpose of hosting a Christmas Market at King Square, Barry	DCO	25-Nov	Complete

F331(d)(1)	That the Biodiversity Survey Project at a cost of between £840 - £1,200 be approved, and that an amphibian/reptile survey is conducted during Winter.	SBPO	On-going	In Progress
F331(d)(2)	That the Sustainable Project Officer confirm that the surveys completed for the Carbon Footprint also include the road map and that once this information is received a recommendation is made to the Finance, Policy and General Purposes Committee for approval.	SBPO	On-going	In Progress
F331(d)(4)	That the Watering Can Scheme Budget be increased by £20 on top of the available £82 (bringing the available total to £102) for replacement watering cans to include 'Please Return' labels.	SBPO	On-going	In Progress
F331(d)(5)	That Barry Town Council becomes a Refill Partner.	SBPO	On-going	In Progress
F331(d)(6)	That Barry Town Council promotes the scheme in Barry Town through a social media campaign and ensure that refill businesses have the proper signage so that even residents without the Refill App are able to utilise the scheme	SBPO	On-going	In Progress
F331(d)(7)	Actively encourage more businesses in the wider Barry Area to offer the refill initiative, not just in Holton Rd and High Street,	SBPO	On-going	In Progress
F331(d)(8)	That Barry Town Council offer a start-up grant (£55 per grant) to local business to cover the cost of setting up a refill station and that this is incorporated into the Green Grants criteria.	SBPO	On-going	In Progress
F331(d)(9)	Identify if there are businesses and organisations that currently offer a refill scheme without being an actual Refill Station.	SBPO	On-going	In Progress
F331(d)(10)	That the Sustainable Projects Officer look into replacing the batteries for the Penguin Talking Bins and seek permission from the Vale of Glamorgan Council to include Barry Town Council Branding on them	SBPO	On-going	In Progress
F331(d)(11)	That Waste Management Data is compiled and reported on annually	SBPO	On-going	In Progress
F331(d)(12)	That the report be submitted to a meeting of Full Council held on 13 December 2021.	SBPO	03-Dec	Complete
F331(d)(13)	That a report regarding waste disposal at the Council Community Centres is presented to a meeting of the Halls, Cemeteries & Community Facilities Committee for their consideration.	SBPO	On-going	In Progress
F331(d)(14)	That the Sustainable Barry Working Party request £10,000 for the budget going forward into 2022/23 financial year.	DCO	23-Nov	Complete
F334	That the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.	DCO	23-Nov	Complete

TO REVIEW THE COUNCIL'S APPROACH TO MEETINGS**Report Author**

Mark Sims, Deputy Chief Officer

Attached: Annual Meeting 17 May 2021 Agenda Item 24 - 'To Agree Council's Approach to Meetings for 2021/2022' (2 Pages)

Purpose of Report

To request members to review and agree the Council's approach to meetings for the remainder of the current schedule of meetings for 2021/22 leading up to the Council's Annual Meeting in May 2022.

Detailed Information

At the Council's Annual Meeting held on 17 May 2021 the Chief Officer provided a report (attached) in which it stated that the law had changed to allow Councils to meet virtually due to the Coronavirus Pandemic and since then, by the new legislative requirements introduced by the Local Government and Elections Wales Act 2021. The Chief Officer requested members' thoughts in relation to hybrid model for committee meetings (in line with Coronavirus regulations) noting that members have expressed previously that they would prefer Full Council meetings to be face to face, whilst some members preferred the virtual approach.

Councillor Brooks advised that a hybrid approach gives flexibility due to the ever-changing nature of the Pandemic and personal circumstances members may have.

Councillor S Hodges agreed with Councillor Brooks and advised that as the country started to re-open, more controversial planning applications are being submitted and requested that Planning has the ability for public participation to enable residents to raise concerns to members about applications.

Members were in agreement and requested that as the circumstances around the pandemic change that the Councils approach to meetings is reviewed after the summer recess.

Minute number 904 **RESOLVED: That a hybrid approach to meetings is agreed with a view to review the situation after the summer recess.**

The current 'Hybrid' model of actual and remote attendance has received mixed views as some Councillors have fed back that full debate at larger meetings with larger agendas has been more difficult through remote meetings and some have expressed concerns regarding hybrid meetings and a possible democratic deficit of virtual meetings. However, public participation can be encouraged remotely through the use of the Webinar Function on Zoom to allow a wider audience to participate in Council meetings (as per Community Engagement Strategy).

Security of staff is a factor, as at a recent Committee meeting the Officer attended in person (as per the policy). However, all members dialled in remotely without confirming they were not attending 'in person.' This resulted in another member of staff staying behind after their working hours had ended to accompany the Officer as she would have been alone otherwise. On this particular evening, there was a large congregation of youths on King Square who were kicking a football at the building and were intimidating staff. This gives concern to staff security moving forward unless safeguards and controls can be in place.

Officers suggest that Council considers an approach where all Committee meetings and Working Groups are held virtually on a **full remote basis**, but Full Council meetings and the Annual Meeting in May 2022 are held face to face (or possibly on a hybrid basis if people are unable to attend face to face due to other reasons such as care commitments / travel time / schedules etc.).

Recommendations

Members are requested to consider the aforementioned information and consider its forward stance regarding the Council's approach to meetings for the remainder of 2021/2022, up to the Annual Meeting in May 2022, subject to any restrictions imposed by Wales Government.

ANNUAL MEETING	17 MAY 2021	AGENDA ITEM: 24
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TO AGREE THE COUNCIL'S APPROACH TO MEETINGS FOR 2021/2022

Report Author

Emily Forbes, Chief Officer (Town Clerk)

Purpose of Report

To consider and agree the Council's approach to virtual / hybrid meetings for 2021/22.

Background Information

Virtual / Remote Meetings

Virtual Council and Committee meetings have been put in place due to Government Guidelines and legislation which allowed the framework for Council to meet remotely. This has legally allowed for Summons, Agendas and Papers to be delivered electronically and meetings to be held via a remote platform as per the requirements of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

We started the process using a Hybrid model of actual and remote attendance, to protect those shielding whilst allowing a full meeting to take place. As time moved on and further lockdowns ensued, Council decided to move to fully remote meetings until the Annual Meeting of Council on 17 May 2021.

The Local Government and Elections (Wales) Act 2021 ("the Act") provides for the establishment of a new and reformed legislative framework for local government elections, democracy, performance and governance. The major package of reforms includes electoral reform, a general power of competence for principal councils and eligible community councils; more consistent and coherent collaboration and joint working; voluntary mergers and increasing public participation in local government.

Access to meetings

The Act makes it easier for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings - where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents, which was previously provided through the Local Authorities, (Coronavirus) (Meetings) (Wales), Regulations 2020 Act (until 1 May 2021).

The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place, and must include: the names of members who attended; apologies for absence; declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment.

Participation

From 5 May 2022 people presiding over community and town council meetings that are open to the public must give members of the public in attendance reasonable opportunity to make representation about any business being discussed at the meeting, unless this is likely to prejudice the effective conduct of the meeting.

Future approach

Following some initial Zoom “Netiquette” and getting used to the technology, this platform has worked well and meetings have been held successfully on a remote basis. Some Councillors have fed back that full debate at larger meetings with larger agendas has been more difficult through remote meetings and some have expressed concerns regarding hybrid meetings and a possible democratic deficit of virtual meetings. However, public participation can be encouraged remotely through the use of the Webinar Function on Zoom to allow a wider audience to participate in Council meetings (as per Community Engagement Strategy).

Officers suggest that Council considers an approach where all Committee meetings and Working Groups are held virtually on a full remote basis, but Full Council meetings and the Annual Meeting are held face to face (or possibly on a hybrid basis if people are unable to attend face to face due to other reasons such as care commitments / travel time / schedules etc.).

In respect of any face to face meetings, these approaches would need to be considered in light of any movement in Alert Tiers for Wales; i.e., these could not take place in Tier 4, but may be possible as Tiers are stepped down and if meetings took place in larger venues to allow for social distancing which is likely to remain in place.

Recommendation: That Council considers its forward stance on remote meetings for the new Schedule of Meetings 2021/22 onwards.

N. SUSTAINABLE BARRY WORKING PARTY

PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING SUBSTITUTES CAN BE NOMINATED

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR ANY OTHER RELEVANT COMMITTEE

1. To review the management and performance of the Council's operations and commitments in relation to;
 - The Council's Sustainability Duty under the Future Generations of Well-being Act
 - The Council's Biodiversity Duty under the Environment Act and;
 - The Town Council's own goals for a Resilient and Globally Responsible Barry within the Council's Corporate Plan.
2. To deliver, monitor, review and make recommendations regarding the Council's own duties as a Corporate Body under the above mentioned Acts.
3. To explore the social, environmental and economic impact of Covid-19 on:
 - The Council's services;
 - The Council's priorities;
 - The Well-being of the Council's workforce and;
 - The wider community and town of Barry as a whole
4. To report the Working Party's proceedings via the minutes of each of its meetings to the next meeting of Finance, Policy & General Purposes Committee or Full Council.
5. To authorise expenditure of items within the annual budget up to 25% of the allocated budget at any one time

BY WAY OF RECOMMENDATION TO EITHER FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To make recommendations regarding the expenditure of the budget on items above 25% of the allocated budget.

Approved at Annual Meeting 17 May 2021

REVISED TERMS OF REFERENCE – DECEMBER 2021

N. SUSTAINABLE BARRY WORKING PARTY

PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING SUBSTITUTES CAN BE NOMINATED

UNDER DELEGATED POWERS

1. To review the management and performance of the Council's operations and commitments in relation to;
 - The Council's Sustainability Duty under the Future Generations of Well-being Act
 - The Council's Biodiversity Duty under the Environment Act and;
 - The Town Council's own goals for a Resilient and Globally Responsible Barry within the Council's Corporate Plan.
2. To deliver, monitor, review and make recommendations regarding the Council's own duties as a Corporate Body under the above mentioned Acts.
3. To explore the social, environmental and economic impact of Covid-19 on:
 - The Council's services;
 - The Council's priorities;
 - The Well-being of the Council's workforce and;
 - The wider community and town of Barry as a whole
4. To report the Working Party's proceedings via the minutes of each of its meetings to the next meeting of Finance, Policy & General Purposes Committee or Full Council.
5. To authorise expenditure of items within the annual budget up to 25% of the allocated budget at any one time

BY WAY OF RECOMMENDATION TO EITHER FULL COUNCIL OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

6. To make recommendations regarding the expenditure of the budget on items above 25% of the allocated budget.



—OPEN LETTER—

16 NOVEMBER 2021

RE. TOGETHER WE CAN DO SO MUCH

‘Together’ was the theme underpinning this year’s excellent Society of Local Council Clerks (SLCC) hybrid national conference.

In her keynote speech to that conference, Sue described how in reflecting on the last five years as chair of the National Association of Local Councils (NALC), including many successes and achievements during this period, one phrase kept returning to her time and again: together we stand.

The title of that conference – together we can do so much – was aptly taken from a quote by the inspirational Helen Keller.

And in Wales, One Voice Wales (OVW) and the SLCC are working closely together with Welsh Government to develop the capacity of local councils to confidently deliver for their communities.

NALC, SLCC and OVW all believe that these shared sentiments will be the key to the continued success of the first tier of local government in England and Wales and will ensure we can unlock new opportunities.

Because local councils undoubtedly have a bright future and a vital role to play in helping our nations recover from the pandemic, putting community and place at the heart of the key challenges that lie ahead.

Together we stand. And united we will thrive.

But if we are to seize the moment and make the most of our potential, it is crucial we build on our joint work together at all levels.

This includes lobbying on the issues that concern us such as ensuring that local councils are recognised as an integral part of local government, that they have fair funding and financial freedom, and that they can hold remote council meetings in England which is already the case in Wales.

As well as providing expert and professional support to councils, councillors and clerks through advice, guidance, training and other resources, working through our networks of county branches, county associations and area committees.

It is a strength that so many local councils are in membership of NALC and their county association and OVW. And that so many local councils support their clerk's membership of the SLCC. We would like to thank you for that support.

However, to build on this and continue to support you effectively, we are coming together to ask all councils, clerks and councillors to do two things.

Firstly, continue to make provision in your budget for your council's membership of NALC or OVW and your clerk's membership of SLCC. If you are not already a member of either we would strongly urge you to consider joining.

Secondly, invest in training and development of your clerks and councillors. This includes ensuring you have made sufficient budgetary provision.

By being members of both organisations, you will receive complementary support tailored to your local leadership roles as professional clerks and councillors.

In particular, you will be able to benefit from the work of the new civility and respect project which together SLCC and NALC are jointly funding; and OVW actively participating in. You will be able to access via our websites a new suite of resources for clerks, councillors and councils to promote and support civility and respect in the sector. This will include advice, guidance and model policies but also continued work together pressing the UK Government to respond to and implement the recommendations made by the Committee on Standards in Public Life.

As the chairs of the NALC, OVW and SLCC, we are certain that membership of our organisations is vital and will make the sector stronger, more respected by the UK and Welsh Governments and better able to meet the needs of residents and communities.



Cllr Sue Baxter
Chair
NALC



Cllr Mike Theodoulou
Chair
OVW



Steve Trice
Chair
SLCC

QUEEN'S PLATINUM JUBILEE

Report Author

Mark Sims, Deputy Chief Officer

Purpose of Report

To provide members with details relating to the plans announced for the Queen's Platinum Jubilee Central Weekend in June 2022.

Detailed Information

There will be year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities come together to celebrate The Queen's historic reign.

In 2022, Her Majesty The Queen, will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.

Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

Thursday 2nd June (Spring Bank Holiday)

The Queen's Birthday Parade (Trooping the Colour): Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June.

Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.

Platinum Jubilee Beacons: The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

Friday 3rd June (Her Majesty the Queen's Platinum Jubilee Bank Holiday)

A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral.

Saturday 4th June

Platinum Party at the Palace: The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven-decade reign. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents to secure audience tickets will be released in due course.

Sunday 5th June

The Big Jubilee Lunch: Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event.

The Platinum Jubilee Pageant: A pageant featuring over 5,000 people from across the United Kingdom and the Commonwealth will take place against the backdrop of Buckingham Palace and the surrounding streets. It will combine street arts, theatre, music, circus, carnival and costume and celebrate the service of Her Majesty's reign, as well as honouring the collective service of people and communities across the country.

Recommendations

Members are requested to consider including provision in the draft budget 2022 for Community Events and / or Community Grants to celebrate the Queen's Platinum Jubilee.

COMMEMORATIVE BENCHES**Report Author**

Mark Sims, Deputy Chief Officer

Attached: A. Pictures of Two Commemorative Benches (1 page)

Purpose of Report

To consider and agree the Council's approach to virtual / hybrid meetings for 2021/22.

Background Information

On 26 November 2021 we received an email from Miles Punter, Director of Environment & Housing Services at the Vale of Glamorgan Council, requesting our availability to discuss commemorative benches. The Facilities and Cemeteries Manager contacted Miles and Miles followed up the conversation with an email, detailed below.

"As discussed, we were approached some time ago by Rob Curtis who wanted to install a commemorative bench on one of the plinths on the seating area overlooking the Blind Park and opposite the Memorial Hall Theatre and Cenotaph (area shown in the photograph below).



At the time Rob asked if the Vale could also install a bench along with Barry Town Council as there are three seat bases that need benches at this location. I meant to contact you at the time but the prices provided to me by Rob required checking, and though I had the updated prices back a while ago I totally forgot to contact you to see if you wanted to be involved. Please apologise to your members on my behalf for this.

Our aim is to have 3 commemorative benches with plaques showing details of the organisations that provided them.

- For one of the WW1 Bench Seat (see attached) it would cost: £996.00 plus VAT
- A fixing kit (bolt down kit) would be £13.00 per bench so x 3 is £39.00 plus VAT
- They can provide them with a customisable stainless steel plaque (120mm x 80mm, 40 to 45 words approx.) £57 plus VAT per plaque, so x 3 is £171 plus VAT (see attached).
- Delivery (based in Scotland) £215 plus VAT (that would cover all 3 benches)

Our proposal is to charge £996 + VAT Total to Rob and BTC (should your Council be interested), and for us to cover the costs of delivery, all fitting and the plaques. Delivery is approximately 16 weeks for the placing of an order, and if you are interested I would ask one of my officers to contact you to discuss your chosen bench design and plaque wording. There are a few designs (see attached). We can also invoice you at cost for the bench if this is easier for you. I look forward to hearing from you.”

Recommendation

That Council receive the aforementioned information and attached pictures of commemorative benches and determine if they want to install a commemorative bench on one of the plinths on the seating area overlooking the Blind Park, opposite the Memorial Hall Theatre and Cenotaph at a cost of £996.

Memorial Benches for outside the Cenotaph

WW1 Bench Seat



War Horse Bench Seat



Plaque



FULL COUNCIL	DECEMBER 2021	AGENDA ITEM: 23
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SCHEDULE OF PAYMENTS FOR DECEMBER 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Schedule of Payments of Accounts December 2021 (3 pages)

Purpose of Report

To provide members with the schedule of payments for December 2021 for approval consisting of BACS payments and direct debits in the amount of £33,678.24

Detailed Information

Financial Regulation 5.2 states “The RFO shall prepare a schedule of payments of accounts, including cheques requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule on a monthly basis either to a meeting of the Town Council or any Standing Committee, depending on which meets first. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or appropriate Committee.”

The schedule of payments for December 2021 comprising of BACS payments and direct debits in the amount of £33,678.24 is attached for approval.

Standing Order 19(c) states “Where it has been necessary to make a payment before it has been authorised by the Council, the appropriate officer shall certify such payment as to its correctness and urgency, except the salaries for which a report will be produced quarterly.”

Standing Order 19(d) states “All payments ratified under Standing Order 19(c) shall be separately included in the next schedule of payments laid before the Council.” Please find below a summary of salary payments for October and November 2021.

	<u>October</u>	<u>November</u>
Lloyds Banking Online (Net Pay)	40,617.12	38,868.97
HMRC	11,866.66	11,803.51
Cardiff Council (LGPS)	12,815.38	12,319.09
GMB	72.85	72.85
Unison	7.85	7.85
Prudential	<u>250.00</u>	<u>250.00</u>
	<u>65,629.86</u>	<u>63,322.27</u>

Recommendations

1. That the information set out above relating to salary payments for October and November 2021 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted;
2. That the attached schedule of payments for December 2021 comprising of BACS payments and direct debits in the amount of £33,678.24 be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For December 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Figure of Eight Events	Barry Festival of Lights - Technical Services	10,000.00	2,000.00	12,000.00	Corporate/Corporate Events
BACS	Lapider	Professional fees for Cemetery Road Project	2,280.12	456.02	2,736.14	Spec Proj/Cemetery Roads
BACS	Photographs Matter	Photography at Race Riot and Pumpkin in Park events	175.00	0.00	175.00	Corporate/Comm Engage
BACS	Masons Moving Group	Storage charge for one container for November 2021	27.52	4.71	32.23	M&S/Property Maintenance
BACS	Microshade VSM	Citrix hosting service & Microsoft office for November 2021	683.89	136.78	820.67	M&S/Citrix
BACS	CEDR	Fixed Fee Mediation held on 8 November 2021	1,250.00	250.00	1,500.00	M&S/Professional Fees
BACS	Nisbets	Two Packs of ten Oval Serving Trays	89.80	17.96	107.76	Corporate/Comm Engage
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.11.21 - 30.11.21	87.20	17.44	104.64	M&S/Equipment Maint
BACS	High Street Traders	Grant for Christmas Lights Switch On event	3,660.00	0.00	3,660.00	Corporate/Shop Local
BACS	Employee No. 190	Reimburse cost of eye test	25.00	0.00	25.00	M&S/Health & Safety
BACS	Rim Motors	Drain coolant system, flush, refill & bleed system	50.00	10.00	60.00	Cemetery/Vehicle Maint
BACS	Halls Memorials	Supply and fit two GOR plaques (Hill and Bellis)	180.00	0.00	180.00	Cemetery/Property Maint
DD	Datakom	Telephone calls for 01446 738633 for November 2021	68.39	13.68	82.07	M&S/Telephone
DD	Datakom	Broadband costs for November 2021	248.31	49.66	297.97	M&S/Broadband Internet
DD	Datakom	Telephone maintenance contract for November 2021	35.00	7.00	42.00	M&S/Equipment Maint
BACS	Vodafone	Monthly rental of six mobile phones & calls for November 2021	57.99	11.60	69.59	M&S/Telephone
BACS	Vodafone	Monthly rental of one mobile phone & calls for November 2021	13.64	2.73	16.37	Cemetery/Telephone
BACS	Vodafone	Monthly rental of mobile WI-Fi for November 2021	31.26	6.25	37.51	Cemetery/Broadband
DD	Cariad Cool Water	Spring Water for Water Cooler (6 x 19L) less empties	36.18	7.24	43.42	M&S/Equipment
DD	Npower	Electricity bill 01.10.21 - 31.10.21	87.09	4.35	91.44	CACC/Electricity
DD	Lloyds Bank	Bank charges for October 2021	28.30	0.00	28.30	M&S/Bank Charges
BACS	Holton Road Traders	Grant for Christmas Market event	1,888.80	0.00	1,888.80	Corporate/Shop Local
BACS	Running Imp	Seventy two Santa Suits for Santa Fun Run	323.28	64.66	387.94	Corporate/Corporate Events
BACS	High Speed Training	E-learning HAVS training for 12 staff	216.00	43.20	259.20	Corporate/Staff Training
BACS	JPL Sound	Sound system hire for Remembrance Sunday Service	275.00	55.00	330.00	Civic/Civic Hospitality
BACS	Mem Safe Ltd	Memorial testing November 2021 (157 graves)	498.50	99.70	598.20	Cemetery/Memorial Maint.
BACS	Columbaria Ltd	Santum Panorama plaque (White)	99.00	19.80	118.80	Cemetery/Property Maint
BACS	Hook Signs Ltd	Supply 12 rear post sign clamps and fixings for signage	60.00	0.00	60.00	Cemetery/Property Maint

Schedule of Payments of Accounts For December 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Employee No. 185	Mileage claim for October 2021	87.74	2.61	90.35	M&S/Officers Travel
DD	Viking	Pack of hand towels and a 2022 desk diary	10.98	2.20	13.18	M&S/Stationery
DD	Cariad Cool Water	Spring Water for Water Cooler (4 x 19L) less empties	23.18	4.64	27.82	Cemetery/Equipment
DD	BT plc	Broadband bill 01.10.21 - 31.10.21	33.45	6.69	40.14	CACC/Broadband
DD	Screwfix	One 40" S&J Ratchet Anvil Loppers	41.66	8.33	49.99	Cemetery/Equipment
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - December	36.00	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - December	896.00	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - December	177.00	0.00	177.00	Pioneer/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - December	203.00	0.00	203.00	CACC/Rates
BACS	J Parsons Carpentry	Supply two storage cupboards at the CACC	600.00	0.00	600.00	CACC/Property Maint
BACS	Caer Health Services	Occupational health telephone referral & report 17.09.21	85.00	0.00	85.00	M&S/Professional Fees
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.11.21 - 30.11.21)	94.29	18.86	113.15	Porthkerry/Property Maint
BACS	Hi Communications	Shop Local social media management	400.00	0.00	400.00	Corporate/Shop Local
BACS	Lapider	Shared cost of cherry picker hire to clear gutters at MDC	300.00	60.00	360.00	Cemetery/Property Maint
BACS	Employee No. 062	Reimbursement of PPE	64.50	0.00	64.50	M&S/PPE
BACS	Employee No. 062	Mileage claim for April - October 2021	53.30	0.00	53.30	M&S/Officers Travel
BACS	Churches Fire Security	Intruder alarm call out	90.00	18.00	108.00	Cemetery/Property Maint
BACS	Churches Fire Security	Fire Alarm Annual maintenance contract	240.00	48.00	288.00	CACC/Property Maint
BACS	Churches Fire Security	Intruder Alarm Annual maintenance contract	220.00	44.00	264.00	CACC/Property Maint
BACS	S & G Air Conditioning	Annual maintenance contract	380.00	76.00	456.00	Cemetery/Property Maint
BACS	RBL Poppy Appeal	Wreaths for Remembrance Services	126.00	0.00	126.00	Civic/Mayors Donations
BACS	Photographs Matter	Photography at Remembrance Sunday Service	87.50	0.00	87.50	Civic/Photography
BACS	RTPI	Annual membership for Planning Officer	321.00	0.00	321.00	M&S/Professional Fees
BACS	Newhall Janitorial	Two boxes of hand towells	73.28	14.66	87.94	Pioneer/Cleaning
DD	Lloyds Bank	Bank charges for July 2021	38.80	0.00	38.80	M&S/Bank Charges
DD	Lloyds Bank	Bank charges for June 2021	29.20	0.00	29.20	M&S/Bank Charges
DD	Viking	Pack of hand towels	28.49	5.70	34.19	Pioneer/Cleaning
DD	Nisbets	Eight packs of Jantex Centre Feed Roll Blue 2ply	59.92	11.98	71.90	Cemetery/Cleaning

Schedule of Payments of Accounts For December 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Certas Energy UK Ltd	Six hundred litres red deisel	465.72	23.29	489.01	Cemetery/Fuel
DD	BP Direct Fuels	Diesel Fuel for vehicles	59.14	11.82	70.96	Cemetery/Fuel
DD	BP Direct Fuels	Unleaded Petrol for cemetery mowers	114.73	22.95	137.68	Cemetery/Fuel
DD	Biffa Waste Services Ltd	Skip Rental 23.10.21 - 19.11.21	240.90	48.18	289.08	Cemetery/Property Maint
DD	Lloyds Credit Card	Teabags	17.98	0.00	17.98	Civic/Civic Hospitality
DD	Lloyds Credit Card	Two RHS Gardening books for college course	39.97	0.00	39.97	Corporate/Staff Training
DD	Lloyds Credit Card	Clipper Fairtrade coffee sticks and Fairtrade teabags	43.95	3.92	47.87	Corporate/Comm Engage
DD	Lloyds Credit Card	Wooden coffee stirrers	3.60	0.72	4.32	Corporate/Comm Engage
DD	Lloyds Credit Card	Three Webinars from Magnificent Meadows	30.00	0.00	30.00	Corporate/Staff Training
DD	Lloyds Credit Card	Leaflet from Glamorgan Heritage Society	6.65	1.33	7.98	M&S/Stationery
DD	Lloyds Credit Card	Buffet for training course	27.83	1.17	29.00	Corporate/Staff Training
DD	Lloyds Credit Card	Five trees for cemetery	167.50	33.50	201.00	Cemetery/Property Maint
DD	Lloyds Credit Card	Three hundred Santa Fun Run medals	480.00	96.00	576.00	Corporate/Corporate Events
DD	Lloyds Credit Card	Two collapsible litter picks 33'	26.68	5.34	32.02	Corporate/Comm Engage
DD	Lloyds Credit Card	Three hundred and sixty CanO Water for Santa Fun Run	221.25	44.25	265.50	Corporate/Corporate Events
DD	Lloyds Credit Card	Safety boots	60.84	0.00	60.84	Cemetery/PPE
DD	Lloyds Credit Card	Print a Plate materials for Cemetery Plaques	370.75	72.55	443.30	Cemetery/Property Maint
DD	Lloyds Credit Card	Dell laptop charger	17.87	3.57	21.44	M&S/Equipment
DD	Lloyds Credit Card	Two Mountain Ash Rowan trees	55.00	11.00	66.00	Cemetery/Property Maint
DD	Lloyds Credit Card	One Blackthorn tree	55.42	3.08	58.50	Cemetery/Property Maint
DD	Lloyds Credit Card	Santa Hats for Santa Fun Run	34.49	6.90	41.39	Corporate/Corporate Events
DD	Lloyds Credit Card	Kettle	17.49	3.50	20.99	M&S/Equipment
DD	British Gas Plc	Credit Notes for Gas supply for 15.04.21 - 14.10.21	-147.11	-7.34	154.45	Pioneer/Gas
DD	British Gas Plc	Replacement bill for Gas supply for 15.04.21 - 14.10.21	6.56	0.30	6.86	Pioneer/Gas
Total For This Period			29,692.77	3,985.47	33,678.24	
Total For Previous Periods			195,747.99	35,739.17	229,510.25	
Total to 31 December 2021			225,440.76	39,724.64	263,188.49	

FULL COUNCIL	13 DECEMBER 2021	AGENDA ITEM: 24
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BUDGET MONITORING REPORT 30 NOVEMBER 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report November 2021 (2 pages)
 B. Projected Reserves at 31 March 2022 (as at 3 December 2021) (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2021/22 financial year as at the end of November 2021.

Background Information

On the following pages is the budget monitoring report November 2021, indicating actual income and expenditure up to the end of month eight in the 2021/22 financial year. In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net underspend of **£27,388** that will result in a net amount of £38,612 being transferred from reserves rather than an amount of £66,000 in the revised budget for 2021/22.

Members are also requested to note the following items that form a major part of the variance in funds being transferred from reserves.

Reduction in hire income from Pioneer Hall and Cemetery Approach Community Centre	<u>£4,094</u>
Total	<u>£4,094</u>

Officers will continue to monitor the situation on the projected income deficits that are predominantly due to continuing concerns around Covid-19 pandemic.

Also included is a current projection of the Council's reserves at 31 March 2022 based on the Budget Monitoring Report November 2021.

Recommendation

Members are requested to receive the budget monitoring report for November 2021, indicating actual income and expenditure up to the end of month eight in the 2021/22 financial year, noting the projected underspend of **£27,388** that will result in a net amount of £38,612 being transferred from reserves.

Budget Monitoring Report November 2021

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	8 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	500	281	0	-219	500	300	-200
Interment Fees	1	73,050	66,305	0	-6,745	73,050	90,655	17,605
Exclusive Right of Burials	2	29,774	27,737	0	-2,037	29,774	37,662	7,888
Memorial Fees	3	12,044	17,575	0	5,531	12,044	21,590	9,546
Transfer of Exclusive Right of Burials	4	1,800	1,710	0	-90	1,800	2,310	510
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	5,574	3,653	0	-1,921	5,574	5,480	-94
Other Miscellaneous Income	8	2,000	2,106	0	106	2,000	2,106	106
Cemetery Improvement Fee	9	2,000	2,968	0	968	2,000	3,801	1,801
Grants Receivable	10	0	0	0	0	0	0	0
Portnkerry Agreement	3	13,146	13,146	0	0	13,146	13,146	0
Lettings	1	12,000	7,071	0	-4,929	12,000	16,094	4,094
Lettings - Old Pioneers Club via S137	2	0	0	0	0	0	0	0
Total Income		152,736	142,630	0	-10,106	152,736	193,222	40,486
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	8 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,297,686	618,659	702,231	-23,204	1,297,686	1,270,298	27,388
Transfer to / (from) reserves		(66,000)				(66,000)	(38,612)	
Amount to be met from Precept		1,231,686				1,231,686	1,231,686	
Our revised net budget for the year is £1,297,686 with actual expenditure for the 8 months to 30 November 2021 of £618,659 and committed expenditure of £702,231 with an amount of budgeted income yet to be received of £10,106 noting that a revised amount of £66,000 will be drawn down from reserves.								
Our projected out-turn for the year produces an underspend of £27,388 (£13,098 more expenditure with £40,486 more income). This will result in a net amount of £38,612 being transferred from reserves rather than transferring £66,000 from reserves.								

Projected Reserves for 31 March 2022 (as at 3 December 2021)

Description of Reserves	Balance at 01.04.21	Contribution to reserve	Contribution from reserve	Balance at 31.03.22
Cemetery Improvement Reserve	2,957	3,801	(1,766)	4,992
Acquisition Reserve	17,566	-	-	17,566
Plant and Machinery Reserve	21,850	-	(9,200)	12,650
Shop Local Reserve	6,477	-	(2,202)	4,275
Election Reserve	26,771	-	-	26,771
Place Plan Reserve	3,000	-	(3,000)	-
Cemetery Roads Reserve	5,000	-	-	5,000
Staff Training Reserve	6,000	-	-	6,000
General Reserve	409,186	-	(26,246)	382,940
Total	498,807	3,801	(42,414)	460,194

FULL COUNCIL	13 DECEMBER 2021	AGENDA ITEM: 25
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DRAFT BUDGET 2022/23

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Draft Budget 2022/23 (10 Pages)

Purpose of Report

To consider the Town Council's draft budget for 2022/23 that will go out for public consultation from 20 December 2021 to 23 January 2022. The draft budget will then be considered at the Town Council's meeting on 7 February 2022 to determine the precept to be levied on the Vale of Glamorgan Council.

Background

At the Finance, Policy and General Purposes Committee's meeting held on 22 November 2021 members received the draft budget 2022/23 for recommendation to the meeting of Full Council to be held on 13 December 2021.

On the following pages is a projected out-turn for 2021/22, as at 3 December 2021, and the draft budget for 2022/23 for consideration. The projected out-turn for 2021/22 results in a deficit of £38,612 being transferred from reserves rather than the revised intention to transfer £66,000 from reserves.

In the table below is a breakdown showing the movements to / from reserves with the projected balances as at 31 March 2022.

Reserve	Balance as at 01.04.21	Contribution to Reserve	Contribution from Reserve	Balance as at 31.03.22
Cemetery Improvement	2,957	3,801	1,766	4,992
Acquisition	17,566	0	0	17,566
Plant & Machinery	21,850	0	9,200	12,650
Shop Local	6,477	0	2,202	4,275
Election	26,771	0	0	26,771
Place Plan	3,000	0	3,000	0
Cemetery Roads Renewal	5,000	0	0	5,000
Staff Training	6,000	0	0	6,000
General	409,186	0	26,246	382,940
Total	498,807	3,801	42,414	460,194

It is generally accepted that general (un-earmarked) revenue reserves usually lie within a range of three to twelve months (i.e. between 25% and 100%) of gross expenditure.

With gross expenditure for 2021/22 of £1,482,339 the general reserve should lie within a range between £370,585 and £1,482,339. The general reserve is projected to decrease from £409,186 to £382,940 representing a level of 26% of gross expenditure, so within the generally accepted range, albeit at the lower end.

Members will need to consider whether to include any provision in the draft budget to increase the General Reserve or whether they are prepared to have a balance at the lower end of the generally accepted level.

The other reserves could form a small safety net in a worst case scenario if members choose not to increase the General Reserve during 2022/23. However, it is worth noting that the Local Elections in May 2022 with anticipated costs of circa £30,000 would exhaust all of the Election Reserve balance of £26,771. In addition, £4,000 is being drawn down during 2022/23 from the Cemetery Improvement Reserve for the Cemetery Benches Programme and £2,500 is being drawn down from the Cemetery Roads Reserve for the Roads Improvements that will only leave £43,973 in Other Reserves available.

The draft budget comprises gross expenditure of £1,482,339 with income from services amounting to £192,452 producing a net expenditure budget of £1,289,887.

It's proposed to use £31,211 from other reserves (detailed above) leaving a net operating deficit for the year of £1,258,676

We have received provisional notification from the Vale of Glamorgan Council that the tax base for Barry for 2022/23 is 20,845 an increase on the current tax base of 20,666.

With the increase to the tax base, it would be prudent to consider including an amount of £7,240 to add to the General Reserve that would result in a precept requirement of £1,265,916 representing an increase to a Band D tax payer of 1.9% compared to 2021/22.

Recommendation

Members are requested to approve the draft budget for public consultation (subject to including an amount of £7,240 to be added to the General Reserve) that provisionally sets a precept requirement of £1,265,916 being an increase to a Band D tax payer of 1.9% compared to 2021/22.

Draft Budget 2022/23 Summary

	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>
<u>Expenditure</u>	<u>(Revised)</u>		
Management and Support Services	501,394	502,713	560,571
Planning	17,460	17,010	17,500
Merthyr Dyfan Cemetery	443,222	442,505	459,228
Porthkerry Cemetery	16,690	19,200	19,400
Pioneer Hall	39,069	39,122	41,808
Community Building at Cemetery Approach Gardens	54,205	56,060	39,657
Corporate	340,813	340,873	152,106
Civic	9,569	9,056	9,569
Special Projects	28,000	36,981	182,500
	1,450,422	1,463,520	1,482,339
<u>Income</u>			
Management and Support Services	500	300	500
Merthyr Dyfan Cemetery	118,466	149,248	145,116
Porthkerry Cemetery	21,770	27,580	26,836
Pioneer Hall	10,000	9,801	10,000
Community Building at Cemetery Approach Gardens	2,000	6,293	10,000
Precept	1,231,686	1,231,686	1,258,676
	1,384,422	1,424,908	1,451,128
Net Operating Deficit / (Surplus) for the Year (Expenditure less Income)	66,000	38,612	31,211
<u>Movement of Council Reserves to Offset the Net Operating Deficit for the Year</u>			
Addition to Cemetery Improvement Reserves from in year charges	2,000	3,801	2,060
From Shop Local Reserve to fund expenditure	-	(2,202)	-
From Plant and Machinery Reserve to fund purchase of new Kubota G2160	-	(9,200)	-
From Election Reserve to fund Elections Costs 2022	-	-	(26,771)
From Cemetery Roads Reserve for Cemetery Roads 2022/23	-	-	(2,500)
From Cemetery Improvement Reserve for Seat Replacement 2022/23	(2,000)	(1,766)	(4,000)
From Place Plan Reserve to fund expenditure (Min No. 673 (4) refers)	(3,000)	(3,000)	-
Net surplus (deficit) for the year to (from) General Reserve	(63,000)	(26,245)	-
Deficit for the Year to be funded from Reserves or Increase in Precept 2021/2022	0	0	
Deficit for the Year to be funded from Reserves or Increase in Precept 2022/2023			0

Draft Budget 2022/23 Management & Support

EXPENDITURE					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Salaries	1	353,300	353,300	381,100	
Pension Added Years Costs	2	9,320	9,320	9,600	
Personal Hygiene Facilities	3	600	225	225	
Personal Protective Equipment / Clothing	4	300	675	675	
Cleaning Products	5	1,100	1,100	1,100	
Officers Travel and Subsistance	6	2,400	2,400	2,400	
Rent	9	36,256	36,256	36,256	
Telephone	12	2,600	3,220	3,317	
Postage	13	2,000	2,000	2,000	
Printing and Stationery	14	2,500	2,500	2,500	
Insurance	15	5,000	5,156	5,311	
Photocopier Costs	16	5,000	3,860	3,976	
Property Maintenance and Improvements	17	4,000	4,000	4,000	
Equipment	18	5,000	5,000	5,000	
Equipment Maintenance	19	3,200	3,200	3,200	
Bank Charges	20	800	1,280	960	
Audit Fees (Internal)	21	1,425	1,425	1,425	
Legal Fees	22	6,000	6,000	6,000	
Audit Fees (External)	23	460	460	460	
Other Professional Fees	24	6,000	6,000	6,000	
General Salaries Contingency (All Depts)	25	30,000	30,000	30,000	
Health & Safety Fees	26	5,000	5,000	5,000	
Internet	27	2,880	3,000	3,090	
Election Costs	28	0	0	30,000	
BACAS Burials System Annual Maintenance	29	2,550	2,470	2,550	
MicroShade Citrix	30	7,703	8,866	8,427	
Welsh Translation Service	31	4,000	4,000	4,000	
COVID-19 EXPENDITURE	32	2,000	2,000	2,000	
Total Expenditure		501,394	502,713	560,571	
INCOME					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Bank Interest	1	500	300	500	
Total Income		500	300	500	

Draft Budget 2022/23 Planning

EXPENDITURE						
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>		
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>		
			<u>Projected</u>			
Salaries	1	16,860	16,860	17,350		
Officers Travel	2	600	150	150		
Total Expenditure		17,460	17,010	17,500		

Draft Budget 2022/23 Porthkerry Cemetery

EXPENDITURE					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Salaries	1	15,000	15,000	15,000	
Officers Travel and Subsistance	2	0	0	0	
Property Maintenance and Improvements	3	1,490	4,000	4,200	
Haulage and Fuel	4	200	200	200	
COVID-19 Expenditure	5	0	0	0	
Total Expenditure		16,690	19,200	19,400	
INCOME					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Interment Fees	1	7,854	12,220	11,847	
Memorial Fees	2	770	2,214	1,580	
Porthkerry Agreement	3	13,146	13,146	13,409	
Total Income		21,770	27,580	26,836	

Draft Budget 2022/23 Pioneer Hall

EXPENDITURE					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Salaries	1	25,770	25,770	28,350	
Personal Hygiene Facilities	2	700	720	720	
Personal Protective Equipment / Clothing	2	200	200	200	
Cleaning Products	2	400	650	400	
Rates	3	1,819	1,766	1,854	
Water	4	650	650	650	
Electricity	5	1,520	1,520	1,520	
Gas	6	1,250	1,250	1,250	
Alarm Telephone Line	7	360	462	384	
Broadband	8	400	384	480	
Property Maintenance and Improvements	9	3,500	3,500	3,500	
Equipment	10	500	500	500	
Equipment Maintenance	11	500	500	500	
New Play Equipment	12	1,000	1,000	1,000	
COVID-19 Expenditure	12	500	250	500	
Total Expenditure		39,069	39,122	41,808	
INCOME					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Lettings	1	10,000	9,801	10,000	
Lettings - Pioneer Club via S137	2	0	0	0	
Total Income		10,000	9,801	10,000	

Draft Budget 2022/23 Community Building

EXPENDITURE					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Salaries	1	44,312	44,312	27,850	*
Personal Hygiene Facilities	2	450	480	450	
Personal Protective Equipment / Clothing	3	100	100	100	
Cleaning Products	4	200	200	200	
Rates	5	1,893	2,033	2,135	
Water	6	400	400	400	
Electricity	7	1,500	720	720	
Alarm Telephone Line	8	350	350	350	
Property Maintenance and Improvements	9	1,500	1,500	1,500	
Equipment	10	2,000	2,000	2,000	
Equipment Maintenance	11	500	500	500	
New Play Equipment	12	0	595	600	
Broadband	13	500	420	402	
COVID-19 Expenditure	14	500	500	500	
Officers Travel and Subsistence	15	0	150	150	
Community Groups Use of Hall (FOC)	16	0	1,800	1,800	
Total Expenditure		54,205	56,060	39,657	
INCOME					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Lettings	1	2,000	6,293	10,000	
Total Income		2,000	6,293	10,000	
* Note - Salary costs for Cemetery Approach Gardener reallocated to Merthyr Dyfan Cemetery Salaries					

Draft Budget 2022/23 Corporate

EXPENDITURE					
Description	Item No.	2021/22 Budget	2021/22 Out-Turn Projected	2022/23 Budget	
Restricted Grant to Memorial Hall Theatre 2019-2022	1	150,000	150,000	0	
Capital Grant to Memorial Hall Theatre	2	0	0	0	
Corporate Events	3	34,000	34,000	34,000	
Corporate Advertising and Marketing	4	4,000	4,000	4,000	
Community Engagement Strategy	5	7,000	7,000	7,000	
Shop Local Campaign	6	15,000	17,202	10,000	
Community Grants	7	65,000	65,000	45,000	
Grant to Pioneers Club	8	1,270	0	1,270	
Website Costs	9	2,000	2,000	2,000	
Fairtrade Campaign	10	1,000	1,000	1,000	
Subscriptions	11	9,371	9,371	9,652	
Councillors Training	12	2,000	2,000	4,000	
Staff Training	13	20,000	20,000	20,000	
Councillors Allowances	14	2,000	1,200	2,000	
Councillor Tablets	15	792	720	792	
Councillor Emails	16	380	380	391	
Staff Wellbeing Fund	17	500	500	500	
Sustainable Barry Initiative (Minute number 654(2) refer	18	23,500	23,500	10,000	
Community Plan (Minute number 673(4) refers)	19	3,000	3,000	0	
Long Service Award	20	0	0	500	
Total Expenditure		340,813	340,873	152,106	

Draft Budget 2022/23 Civic

EXPENDITURE					
<u>Description</u>	<u>Item No.</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
		<u>Budget</u>	<u>Out-Turn</u>	<u>Budget</u>	
			<u>Projected</u>		
Civic Hospitality	1	2,200	2,200	2,200	
Mayor's Hospitality	2	500	500	500	
Mayor's Medallions	3	2,000	2,000	2,000	
Photographical Services	4	250	250	250	
Mayor's Allowance inc. On Cost	5	1,619	1,606	1,619	
Deputy Mayor's Allowance inc. On Cost	6	500	0	500	
Mayor's Travel	7	500	500	500	
Mayor's Donations	8	750	750	750	
Mayor's Advertising	9	750	750	750	
Civic Gifts	10	500	500	500	
Total Expenditure		9,569	9,056	9,569	

Draft Budget 2022/23 Special Projects

EXPENDITURE						
Description	Item No.	2021/22	2021/22	2021/22	2021/22	2022/23
		Budget	Out-Turn	Projected		Budget
Barry Youth Action	1	3,000	3,000			3,000
Dementia Friendly Projects	2	3,000	3,000			3,000
Cemetery Roads Improvement	3	20,000	20,015			22,500
Cemetery Benches (From Cemetery Improvement Reserve)	4	2,000	1,766			4,000
New Kubota G2160 Ride On Mower (From P&M Reserve)	5	0	9,200			0
LGA 1972 Section 145 Expenditure	6	0	0			150,000
Total Expenditure		28,000	36,981			182,500

FULL COUNCIL	13 DECEMBER 2021	AGENDA ITEM: 26
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WASTE MANAGEMENT DATA REPORT

Report Author

Beth Hillier, Sustainable Projects Officer

Purpose of Report

To provide members with information relating to Waste and Resource Management (data allowing) over all utilised premises for consideration.

Background Information

The following report was presented to a meeting of the Sustainable Barry Working Group held on 17 November 2021, with data relating to Merthyr Dyfan Cemetery having been compiled in 'Merthyr Dyfan Cemetery Baseline Biodiversity Environmental Impact Report' (9a) presented to a meeting of the Halls, Cemeteries and Community Facilities Committee held on 8 November 2021.

Recommendation

- 1) That the report is received and noted.
- 2) That Waste and Resource Management data is compiled and reported to Full Council annually.

SUSTAINABLE BARRY WORKING GROUP	17 NOVEMBER 2021	AGENDA ITEM: 9
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BARRY TOWN COUNCIL WASTE MANAGEMENT

Report Author

Beth Hillier, Sustainable Projects Officer

Purpose of Report

To provide members with information relating to Waste and Resource Management over all utilised premises for consideration.

Background Information

Barry Town Council is responsible (either by way of ownership or management of) for several buildings and green spaces:

- Town Hall (leased from Vale of Glamorgan Council)
- Cemetery Approach Community Centre (leased from Vale of Glamorgan Council and managed by BTC)
- Cemetery Approach Gardens (leased from Vale of Glamorgan Council and managed by BTC)
- Pioneer Hall
- Cemetery Lodge
- Merthyr Dyfan Chapel
- Merthyr Dyfan Cemetery
- Porthkerry Cemetery (owned by Vale of Glamorgan Council – managed by BTC).
- Philadelphia Cemetery

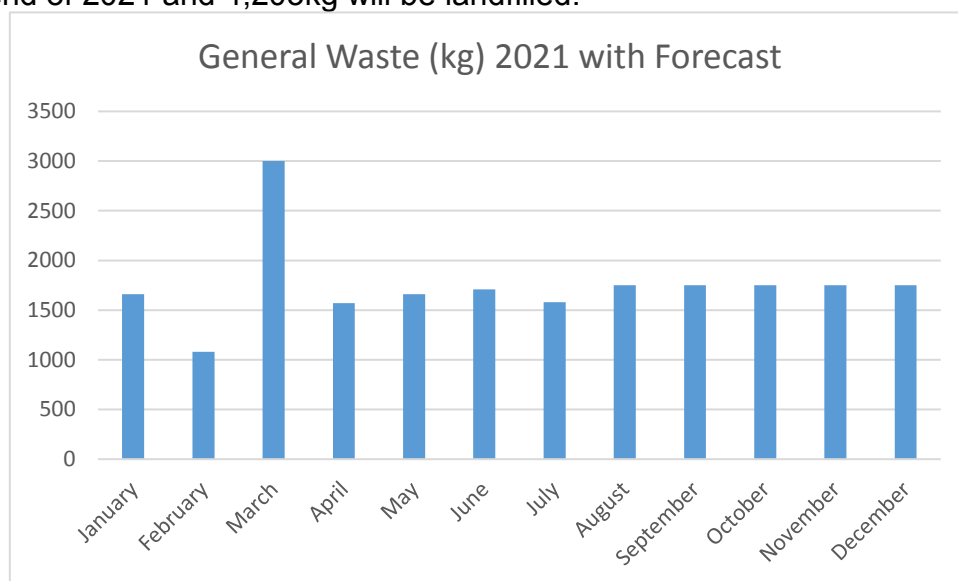
Merthyr Dyfan Cemetery incorporates Merthyr Dyfan Chapel and Cemetery Lodge, although waste from Cemetery Lodge is not included as BTC rents the property for residential usage.

As BTC is committed to mitigating its impact on the environment it is important to keep track of resource consumption and be mindful of waste management and its impact upon the wider environment.

Merthyr Dyfan Cemetery

In a recent report to Halls, Cemeteries and Facilities Committee (8 November 2021), Merthyr Dyfan Cemetery's waste management data was shared when reporting on the overall environmental impact of the premises. Below is an excerpt.

Currently, general waste generated by visitors and staff at Merthyr Dyfan Cemetery is disposed of in a skip and collected periodically by Biffa. Data obtained from January – July 2021 shows that in total 12,260kg of waste has been collected and on average 1,751kg of waste is disposed of each month. Using this figure, it can be estimated that a further 8,755kg will be disposed of up to end of December 2021 bringing the total General Waste to 21,015kg (just over 21 tonnes or around 20 skoda fabias). Biffa reports that roughly 80% of the general waste is disposed of at the Trident Energy Recovery Facility in Cardiff managed by Viridor. At this facility, waste is burnt and the energy is used to power up to 60,000 homes. The surplus ash from incineration is then transported to Bristol via rail where it is used in aggregates. Using Biffa’s estimation 9,808kg of waste was incinerated from Merthyr Dyfan Cemetery and a further 2,452kg was sorted (where possible) and transported for landfill in Trecatti, Merthyr Tydfil. Using this information, it can be forecasted that roughly 16,812kg will be incinerated by the end of 2021 and 4,203kg will be landfilled.



Previously, recycling bins have been trialled at the cemetery for visitors to separate plastic wrap from flowers but this was unsuccessful and costly for the Town Council. There are also recycling facilities available at Porthkerry Cemetery but again these are unfortunately not utilised properly and recycling becomes contaminated.

The Vale of Glamorgan has begun to re-attempt offering recycling areas in some of the busier tourist areas (Barry Island) as up until recently the cost and waste from contaminated recycling was too high. However, the culture of recycling is continuing to become more ingrained and this could be something that Council considers again in the future. In the meantime, BTC might want to consider installing recycling receptacles for plastic in the staff areas as this may reduce some of the waste on site and help steer an organisational culture of recycling and good resource management.

Furthermore, it could be beneficial to continue to compile General Waste data, to observe trends and undertake research into how to implement a significant reduction of and manage general waste more efficiently.

Town Hall

As the Town Hall is leased from Vale of Glamorgan Council and is a shared space with the Library, it is more difficult to assess exactly how much waste the BTC Office produces.

However, the *Shared Office Building* has 1,280 litres of General Waste removed once a week and 4,400 litres of comingled recycling per week.

As the Library is a public space and has a large number of people visiting it each day, and the Town Hall is still closed to the public and has only a small team of 8 members of staff on the premises full-time, the Project Officer estimates that roughly 25% of the total waste is produced by BTC, although it could be slightly more. Taking that into consideration it could be estimated that 1,100 litres of co-mingled recycling and 320 litres of General Waste is removed each week.

Similar to the BTC Merthyr Dyfan Cemetery Waste Management Contract, general waste is incinerated at the Cardiff Energy Recovery Facilities (ERF) in Trident Park, Cardiff and used to power homes. However, as has been reported previously, the Viridor Facility only has capacity for a certain amount of General Waste and its priority is to dispose of Local Authority Waste. If this capacity is met, residual general waste from private companies and businesses is then usually landfilled (the nearest landfill is the previously mentioned Trecatti Landfill in Merthyr Tydfil). Exact figures regarding the amount of Library/Town Hall Building General Waste were not available.

In regard to co-mingled recycling, it is stored and then collected by SUEZ Recycling and Recovery (Avonmouth, Bristol) where it is sorted and broken down into recycled product for the manufacture of recycled items (bottles, park benches, etc).

It was reported that BTC could request the addition of Food Waste bins if this is something that could be beneficial for waste reduction.

It was also reported that the Landlord will be moving to source-separated recycling for businesses by next year. Source-separated recycling is the system currently used for residential waste collection in Barry.

Pioneer and CACC waste

Waste from Pioneer and CACC is collected alongside residential waste by the Vale of Glamorgan and, as such, no data was available.

Penguin Bins

In the Climate Change Consultation held March – April 2021, feedback received regarding the installation of the talking penguin bins was overall positive and certainly showed BTC's intention to help reduce waste on Barry Island. However, in most cases residents were unaware that these receptacles were BTC funded, although they are emptied by the Vale.

Furthermore, it is reported that the ‘Talking Bins’ are no longer talking. Although they are still visually appealing and often commented upon positively by residents, it was also reported that Waste Operatives find emptying these waste receptacles more difficult as they are not a standard shape.

Due to the above, Members are asked to consider:

- Leaving the Bins as they are
- Replacing the bins and promoting them as a BTC initiative
- Removing them entirely and perhaps considering an alternative

Total Waste Across Premises

As both data-sets received were in different measurements, the PO has converted the litres into kilograms at a 1L-1kg ration for ease, although realises that this will not be entirely accurate as Volume and Mass are calculated differently.

Type of Waste	MDC kg Waste Per month	Town Hall kg Waste Per month	Pioneer Hall kg Waste Per month	CACC kg Waste Per month
General Waste	1751	1280	No Data	No Data
Co-Mingled Recyclables	NA	4400	No Data	No Data
Total Combined Waste per month	1751	5680	No Data	No Data

Type of Waste (Across all Sites)	Per Month (Average)	Per Year (Average)
General Waste	3031	36,372kg
Recycling	4400	52,800kg
		89,172kg (Combined waste across all sites, Data Allowing)

Considerations

Members are asked to consider:

- Requesting Waste Management data from all premises to be compiled and reported upon annually in line with BTC’s commitment to mitigate its impact upon the environment and to be environmentally accountable.
- The merit of adding a Food Waste receptacle at Town Hall prior to the addition of source-separated receptacles next year.
- A way forward with the Talking Bins at Barry Island

Recommendations

1. That members decide a way forward in regard to the Talking Bins at Barry Island
2. That members support compiling and reporting Waste Management Data to Full Council annually
3. That members support the report in principle and the recommendations therein
4. That the report be submitted to a meeting of Full Council to be held on 13 December 2021.