



**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 REMOTELY ON MONDAY 7 FEBRUARY 2022 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

Mark Sims
Deputy 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 an Extraordinary Meeting of Full Council held on Monday 10 January 2022**

(Pages 6064-6073)

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 and note the minutes of the Planning Committee held on 14 December 2021 and 25 January 2022 and to give consideration to any recommendations therein**
(Pages 6074-6082)
10. **To receive and note the minutes of the Sustainable Barry Working Party held on 17 January 2022 and to give considerations to any recommendations therein**
(Pages 6083-6088)
11. **To receive and note the minutes of the Halls, Cemeteries and Community Facilities Committee held on 17 January 2022 and to give considerations to any recommendations therein.**
(Pages 6089-6095)
12. **To receive and note the informal notes of the Community Plan Working Party held on 24 January 2022 and to give consideration to any recommendations therein** (Pages 6096-6100)
13. **To receive and note the minutes of the Personnel Committee held on 26 January 2022 and to give consideration to any recommendations therein** (Pages 6101-6104)
14. **To receive the minutes of the Fairtrade Advisory Committee held on 31 January 2022 and to give any consideration to any recommendations therein** (To follow)
15. **To receive the minutes of the Finance, Policy and General Purposes Committee held on 31 January 2022 and to give any consideration to any recommendations therein**
(To follow)

16. **To receive the minutes of the Shop Local Barry Advisory Group held on 3 February 2022 and to give any consideration to any recommendations therein** (To follow)

GOVERNANCE

17. **To Review the Council's Approach to Meetings** (Pages 6105-6111)

FINANCE

18. **To approve the Schedule of Payments for February 2022** (Pages 6112-6114)

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

19. **Budget Monitoring Report to 31 January 2022** (Pages 6115-6118)

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

20. **Draft Budget 2022/23 Consultation Data** (Pages 6119-6122)

21. **To agree the Council's Budget for 2022/23** (Pages 6123-6134)

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

22. **Date of Next Meeting**

To note that the next meeting of Full Council is scheduled to be held on Monday 16 May 2022 at **6pm** (Council's Annual Meeting).

23. **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.

24. **Local Government Pension Scheme – Memorandum of Understanding regarding Compliance with Data Protection Law** (Pages 6135-6142)

25. **Urgent Actions** (Pages 6143-6144)

26. **Update on Discussions with GMB Union Regarding a Potential Change of Hours for Cemetery Staff During the Summer Months (1**

**April – 30 September) - Recommendations from Personnel
Committee meeting held on 26 January 2022
(Pages 6145-6148)**

27. Memorial Hall and Theatre

- a) To receive a copy of email and letter dated 27 January 2022 providing response to the Council's letter of 12 January 2022 that advised the outcome of the Full Council meetings held on 13 December 2021 and 11 January 2022 (minute number 1024 and 1033 refers) and give considerations to any recommendations therein.

(Pages 6149-6153)

- b) To receive a copy of the audited MAC Annual Accounts 2020/21 provided on 27 January 2022.

(Pages 6154-6183)

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.

**DRAFT MINUTES OF THE VIRTUAL EXTRAORDINARY MEETING OF COUNCIL
HELD ON MONDAY 10 JANUARY 2022 AT 7PM**

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

ALSO PRESENT:

Mark Sims	-	Deputy Chief Officer
Rebecca Blackwell	-	Office Team Leader
Anna Zibrin	-	Member of Public
Sally Evans	-	Member of Public
Sam Robinson-Davis		Member of Public
Darren Atkinson	-	Member of Public
Elizabeth Smith	-	Member of Public
Matthew Lock	-	Member of Public
Ken Watkins	-	Member of Public
Cheryl Ockerby	-	Member of Public
Matt Hutchinson	-	Member of Public
Barry Shaw	-	Member of Public
Max Wallis	-	Member of Public
Vix Socks	-	Member of Public

The Mayor welcomed the members of the Public who were in attendance and advised that the members of the public will have the opportunity to address members with their concerns before members then debate the agenda item.

1027. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Richardson

1028. **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, N Hodges, Johnson, Nugent-Finn, Perkes, Rowlands, Wiliam, and Wilkinson 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 Vale of Glamorgan Youth Forum. Councillor Charles also wished to make the same declaration due to being a link Councillor on Barry Youth Council.

1029.

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.

The Mayor advised that the minutes would be moved to follow the next agenda item in order for members of the public to participate and for members to discuss an amendment to minute number 1024.

1030.

BIO MASS VOLUNTARY RETROSPECTIVE ENVIRONMENTAL STATEMENT

The Mayor advised that he had called the Extraordinary meeting in order to discuss the Voluntary Retrospective Environmental Statement in relation to the Bio Mass UK No.2 Ltd.

The Mayor then asked for members of the public to address members with their concerns.

Mr Robson-Davis addressed members of Council raising the following points. The development will not produce zero emissions and NRW agrees, the amount of emissions will be on par with coal emissions, it will take over the next 100 years to decompose, it would set a precedent for other incinerators to be built, the incinerator is not sustainable. He also advised that the emissions would have a large impact on Barry and since the initial proposal there has been a number of developments including new schools which would not be recorded in the initial risk assessment. He also advised that the water levels in Barry are set to rise by 2050 and it would have a detrimental impact due to the plant being built in an area that will be prone to flooding, which would cause water to become toxic due to mixing with flood water from the plant.

The Mayor advised that he was aware that another member of the public wished to speak on the matter but have yet to arrive. Councillor Brooks suggested to continue with discussions until they arrive as there was no time indication of their arrival.

Councillor Brooks advised that it was a retrospective Environmental Impact Assessment (EIA) which should have been carried out at the beginning of the application process and it is only taking place now due to pressures from the public and Barry Town Council. Councillor Brooks added that the initial consultation period of 30 days was not long enough due to the amount of information to absorb and understand, therefor Barry Town Council requested the extension. She gave an overview of the history of the development advising that it had been 6 years since the initial application was approved even though there had been objections and refusals against the development, the Planning Inspectorate overturned the decision. Councillor Brooks also advised that the development has changed hands under various names and owners with the Council not getting answers to the questions that have been asked. Councillor Brooks felt that there is a breakdown in trust with the developers noting that they have flouted planning rules and are now being enforced to produce an EIA which should have been undertaken at the beginning. Councillor Brooks

ended by saying that the incinerator has been placed in the centre of the Town with no reassurance that the development is safe or good for Barry.

The Mayor advised that the member of the public who wished to speak had arrived and they would have the opportunity to address members.

Mr Shaw addressed members by stating that he was a member of Barry Friends of the Earth who have actively been against the development. Mr Shaw agreed with Councillor Brooks that there had not been enough consultation time and felt that the applications are dictating as to when the observations should be submitted. He advised that Barry Town Council has supported the cause since the beginning as custodians for Barry. He also advised that there was a demand for an EIA at the beginning and asked why an appropriate EIA is not being undertaken and suggested that the Council write to the Welsh Government advising that it is not an appropriate EIA and cannot endorse the EIA submitted.

Councillor S Hodges noted that original deadline of 30 days for this consultation period was inadequate and that there is an issue with trust. The Council requested an EIA in 2020 and was concerned with what a retrospective EIA was as she had contacted Natural Resources Wales (NRW) and they advised that there is no such thing. Councillor S Hodges advised that she had attended a site visit along with Councillor Drake where they were advised that the fuel would be wood from skips collected. Councillor S Hodges had great concerns with trust, adding that the incinerator was built differently to the proposed plans within the applications, originally there were fire tanks but they were removed and felt that they are doing things without permission and asked if trust should be placed in the document as the full appendix 4.1 has been removed from the Barry Biomass Voluntary Retrospective Environment Statement documentation, which outlines the methodology agreed by the Welsh Government and the owners. Councillor S Hodges advised that on that basis the Council or the Welsh Government should not accept the Retrospective Voluntary EIA.

Councillor Collins agreed with what had been said and stated that she had always been against the development.

Councillor Clarke also agreed with what has been said, adding that the consultation papers are lengthy and felt that if the owners of the incinerator wanted a response to the consultation it could have been made easier to do so. He also highlighted that health protections have been taken from the people of Barry which was confirmed by the Welsh Environmental Impact Assessment Regulations and that the First Minister for Wales should intervene. He continued that the consultation is based on the assumption that there is such a thing as a Voluntary Retrospective Environmental Impact Assessment which he had searched for and found that nothing suggests such a thing exists and

that Welsh Government agreed that the incinerator is EIA Schedule 1 meaning that an EIA is compulsory with clear regulations of what should be included.

Councillor Clarke also noted that Appendix 4.1 had been removed from the published papers, advising that they should have been made public as they form part of the submission by the owners explaining how the Welsh Government officers came to their agreement with the owners and is central to the whole consultation.

In addition, Councillor Clarke advised that the consultation hasn't dealt with climate change which is an important part of an EIA, and was requested by the Welsh Government, also there is no reference to possible flooding due to tidal surge over the lock gates within Barry Dock, when in 2018 the owners of the incinerator appear to have agreed that *Flooding and tidal surge pose considerable threat to the Plant and the repercussions are considerable in terms of fire risk and industrial spillage* but claim that the incinerator is designed to take that into account.

Councillor Clarke continued adding concerns of emissions from the Incinerator stating that the owners have never admitted any figure for actual emission of greenhouse gasses, also raising concerns of the height of the stack as it is important to make sure that the poisonous emissions do not land on the town until they have dispersed sufficiently in the atmosphere, however the stack height was calculated with the wrong dimensions and it is likely that emissions will land on the town much too early. He added that this had been highlighted by the Welsh Government's Experts, WSP who rated the need for a new assessment at the highest on their scale, however the owners have chosen not to deal with the subject.

Councillor Clarke then proposed a motion, in which the Council should respond by stating:

This Council urges Welsh Ministers to reject and condemn the commissioning of the biomass incinerator on Barry Docks without a full EIA process being followed and to explain the logical basis for following a Voluntary Retrospective EIA process that is outside the EIA legislation, and therefore outside the law.

This Council asks Welsh Ministers to make public the full Appendix 4.1 which was removed from the Barry Biomass Voluntary Retrospective Environment Statement documentation and contains the full exchange of correspondence between Welsh Government and the owners of the incinerator. This Council is concerned of a possible perception that decisions regarding this matter are not being dealt with in an open and transparent manner.

This Council recommends Welsh Government reject the voluntary Retrospective Environmental Statement due to the following **major** concerns:

- a. that the document is produced outside of the current legislative framework and has questionable, if any, legitimacy;

b. that the possible impact of climate change and tidal surge that might flood the incinerator site has not been considered. The owners agreed in 2018 that flooding and tidal surge pose considerable threat to the plant and the repercussions are considerable in terms of fire risk and industrial spillage;

c. that the stack height calculation is inaccurate as advised by the Welsh Government experts (WSP). The information relating to emissions is therefore inaccurate and cannot be relied on.

Councillor Bailey seconded the motion.

Councillor Drake also agreed with what had already been discussed advising that she had objected to the original proposals in 2008 noting that the development had changed hands over the years and with a lot of change does not install any confidence. Councillor Drake noted that the report commissioned by Barry Town Council from Capita raised a number of issues, which NRW were written to with a number of questions and a request to not permit the licence for operation, which was later granted and to date no answers have been received. Councillor Drake said that she does not trust the Voluntary EIA.

Councillor Bailey advised that he had been demanding an EIA for a number of years, finally one had been produced but it is not what was requested. He was advised that it was normal for owners to undertake their own EIA, however he felt that it is not transparent and is concerned about the claims of zero emissions as it is not clean wood that will be incinerated. Councillor Bailey added that it weakens the Wellbeing and Future Generations Act 2015 as it is built in a densely populated town with the Vale of Glamorgan Council aiming to create a marina at Barry Docks, with the incinerator as a backdrop.

Councillor Payne advised that The All Parliamentary Group have published a document to decrease not increase the number of incinerators. She advised that this was published after hearing evidence from a range of experts who heard how heavy metals linked with acute childhood leukaemia had been discovered in the toenails of children living near incinerators and another study which found dioxins in chicken eggs up to 10km from incinerators that emit them.

Councillor Perkes said that an independent EIA should be undertaken and advised that incinerators are three times more likely to be built in areas of high deprivation and it is down to the Council to say no. She said that Barry Town Council have worked hard to improve the Town.

Councillor Payne also noted that incinerators are not in the Paris Agreement on Climate Change and it should not be in the town, the Council have been objecting since 2008, the people of Barry do not want it and the Council and the public should know what it is capable of.

Councillor Lloyd-Selby supports what had been said advising that the public are at a point where anything that is said would not reassure

them, even if an independent EIA was undertaken should the Council trust it. Councillor Lloyd-Selby said that there had been no reassurance that it can function without risk to health and requested that the owners meet with the Council to discuss the concerns, noting that there will be anxiety over the incinerator for generations.

Councillor Wilkinson said that the Town has lost faith in the development and that there was no public consultation or meetings.

Councillor Charles wanted to thank all of those who have worked hard to oppose to the development.

Councillor Johnson advised that he agreed with the motion made by Councillor Clarke and the amendment suggested by Councillor Lloyd-Selby. He also advised that the application was first placed in 2008 with consistent opposition and concerns from the Town Council, however the Vale of Glamorgan Council granted planning permission and did not request an EIA. He added that the Welsh Government did not enforce the need for an EIA at that time but they now accept there is a need for one. He questioned if the Welsh Government were covering their tracks. Councillor Johnson also added that it is up to the Welsh Government to make the situation right, they need to be open and transparent as currently they are abating faith and trust within the Town, noting that the development will produce poor air quality for Central and Eastern parts of the Town. Councillor Johnson ended by saying that it has gone on for too long with no reassurance.

Councillor Clarke noted that he was happy with the amendment suggested by Councillor Lloyd-Selby but questioned to what extent should certain parties be invited to a meeting, advising that it would be helpful to have Welsh Government Officers or the First Minister, the owners Aviva and Wardle Armstrong present.

Councillor Perkes suggested that more than one meeting could take place suggesting that a meeting with Welsh Government solely might prove useful.

Councillor Bailey advised that he was happy with the amendment suggested by Councillor Lloyd Selby

Councillor Brooks advised that she was happy to meet with all parties mentioned above but was concerned that it is an election year and PURDAH will begin at the end of March, therefore arrangements need to be made soon and agreed to two separate meetings.

Councillor Clarke advised that meeting with Welsh Government alone will not achieve anything without the BioMass owners being invited, he advised to meet with Wardle Armstrong to get the objections of Barry Town Council across.

The Mayor asked Councillor Perkes if she was happy with the suggestion of meeting with all parties together rather than separate meetings to which she advised that she was not happy with the suggestion and the Council should not be put off to meet with Welsh Government Officers alone but would agree with the majority.

The Mayor put it to a vote whereby the result was unanimous that the motion put forward by Councillor Clarke was carried with the addition suggested by Councillor Lloyd-Selby.

This Council urges Welsh Ministers to reject and condemn the commissioning of the biomass incinerator on Barry Docks without a full EIA process being followed and to explain the logical basis for following a voluntary retrospective EIA process that is outside the EIA legislation, and therefore outside the law.

This Council asks Welsh Ministers to make public the full Appendix 4.1 which was removed from the Barry Biomass Voluntary Retrospective Environment Statement documentation and contains the full exchange of correspondence between Welsh Government and the owners of the incinerator. This Council is concerned of a possible perception that decisions regarding this matter are not being dealt with in an open and transparent manner.

This Council recommends Welsh Government reject the voluntary Retrospective Environmental Statement due to the following **major** concerns:

- a) that the document is produced outside of the current legislative framework and has questionable, if any, legitimacy;
- b) that the possible impact of climate change and tidal surge that might flood the incinerator site has not been considered. The owners agreed in 2018 that flooding and tidal surge pose considerable threat to the plant and the repercussions are considerable in terms of fire risk and industrial spillage;
- c) that the stack height calculation is inaccurate as advised by the Welsh Government experts (WSP). The information relating to emissions is therefore inaccurate and cannot be relied on.

RESOLVED:

- 1. That Welsh Government, Aviva and Wardle Armstrong are invited to meetings in order to discuss the BioMass development and to discuss the objections and concerns that Barry Town Council and the Public have raised.**
- 2. That the above motion forms the response in relation to the Bio Mass Voluntary Retrospective Environmental Statement Consultation**

1031.

DATE OF NEXT MEETING

RESOLVED that the next meeting of Council is scheduled to be held on Monday 7 February 2022 at 7pm.

1032. **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.

1033. **TO APPROVE AND SIGN THE MINUTES OF FULL COUNCIL HELD ON MONDAY 13 DECEMBER 2021**

Members were provided with the minutes of the Full Council meeting held on Monday 13 December 2021.

Councillor Brooks raised that a suggestion was made at the last meeting where members request that Memorial Hall and Theatre are written to advising them that the current Grant Agreement will come to a natural end on 31 March 2022 and encourage them to apply for an annual grant with a full proposal, noting that there would be no guarantee of funding.

RESOLVED: That the minutes of Full Council held on Monday 13 December 2021 are approved and signed as a correct record, subject to the above amendment being made.

The meeting closed at 8.28pm

Signed Dated
(Town Mayor)

ACTION SHEET - FULL COUNCIL - 10 JANUARY 2022

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
1030(1)	That Welsh Government, Aviva and Wardle Armstrong are invited to meetings in order to discuss the BioMass development and to discuss the objections and concerns that Barry Town Council and the Public have raised.	DCO		In progress
1030(2)	That the above motion forms the response in relation to the Bio Mass Voluntary Retrospective Environmental Statement Consultation	DCO		Completed

BARRY TOWN COUNCIL

**DRAFT MINUTES OF A VIRTUAL MEETING OF THE PLANNING COMMITTEE
HELD ON TUESDAY 14 DECEMBER 2021 AT 7PM**

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

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

PL604. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Charles and Wilkinson.

PL605. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCIL'S CODE OF CONDUCT**

None received.

PL606. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL607. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEES
MEETING HELD ON 2 NOVEMBER 2021**

RESOLVED: That the minutes of the Planning Committees meeting held on 2 November 2021 be approved and signed as a correct record.

PL 608. **TO CONSIDER PLANNING APPLICATIONS**

a) **Planning Application No. 2021/01617/FUL**

Location: 8, Albert Street, Barry

Development: Rear extension incorporating a shower room

RESOLVED: No objections

b) **Planning Application No. 2021/01628/FUL**

Location: Land off Fairford Street, Barry

Development: Construction of 2 no. three bed houses on existing vacant site. Proposal includes provision of private gardens and amenity space and the provision of 5 no. off road parking bays (resubmission of 2020/01090/FUL)

RESOLVED: Barry Town Council reiterates its strong objections to the proposed amended development for the following reasons;

1. The proposed residential development by reason of its scale and siting, is considered to represent an overbearing and unneighbourly form of development causing unreasonable loss of amenity to the occupiers of adjoining dwellings in the area and Fairford Street, Barry.
2. The proposed residential development by reason of scale and location, is considered a form of back land development and an overdevelopment of the site that would fail to provide adequate onsite parking provision as advocated within the adopted Vale of Glamorgan Supplementary Planning Guidance document, Parking Standards, March 2019.

c) Planning Application No. 2021/01629/FUL

Location: 86, Port Road East, Barry

Development: Rear and side extension with loft conversion, including dormer and balcony to rear.

Councillor S Hodges asked if the balcony at the rear of the property would result in overlooking. The Planning Officer advised that there was no real concern but would suggest that the glass be of opaque material.

RESOLVED: No objections subject to the proposed rear balcony area shall have an opaque glass balustrade 1.8 metres high

d) Planning Application No. 2021/01631/FUL

Location: Cora Lynn, 11 Colcot Road, Barry

Development: Extend the ground floor to the rear of the property to create an open plan kitchen/ diner. A new porch will be installed to the front of the property, extending across in front of integrated garage to increase the size of the garage

RESOLVED: No objections subject to matching finishes and materials

PL609.

TO CONSIDER TABLED APPLICATIONS

a) Planning Application No. 2021/01654/ADV

Location: Stardust (Ex Phoenix Amusements), Paget Road, Barry Island

Development: To replace existing fascia / advertising on front of arcade

RESOLVED: No objections

PL610. **LOCAL PLANNING AUTHORITY DECISIONS**

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

PL611. **DRAFT REVIEW REPORT AND DRAFT REPLACEMENT LOCAL DEVELOPMENT PLAN DELIVERY AGREEMENT CONSULTATION**

Members were provided with a report outlining the details within the Draft Review Report and the Draft Replacement Local Development Plan Delivery Agreement consultation.

The Planning Officer advised members of his comments in relation to the consultations.

Councillor S Hodges asked if the Planning Officer could write to the Vale of Glamorgan Council requesting a presentation in relation to the consultations.

RESOLVED:

- 1. That Barry Town Council thanks the Vale of Glamorgan Planning Department for consultation opportunity**
- 2. That Barry Town Council looks forward to working in partnership with the Vale of Glamorgan Council Planning Department and others in the preparation of the Replacement Local Development Plan**
- 3. That Barry Town Council considers the Draft Delivery Agreement and Draft LDP Review document to be well written, robust and extensive in content**
- 4. That Barry Town Council request that officer of the Vale of Glamorgan Council Planning Department meet regularly with Councillors to discuss the progress and proposals within the Replacement Local Development Plan**
- 5. Barry Town Council suggests that there is a short summary of the documents as a pre-amble within the opening text. This would give the reader an instant idea of what the draft report includes and hopes to achieve.**

PL612. **WILDLIFE AND COUNTRYSIDE ACT 1981 - ADDITION OF FOOTPATH FROM CARADOC AVENUE TO DYFAN ROAD, BARRY**

Councillor Clarke advised that he had walked the area and supports the addition to the Definitive Map of Public Rights of Way as then the Vale of Glamorgan Council could have more control over it.

RESOLVED: That members support the application to modify the Definitive Map of Public Rights of Way by the addition of a public footpath from Caradoc Avenue to Dyfan Road, Barry

PL613. **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 2 November 2021

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

PL614. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting will be held on 25 January 2022

Meeting closed at 7.20 pm.

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

BARRY TOWN COUNCIL

DRAFT MINUTES OF A VIRTUAL MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 25 JANUARY 2022 AT 7PM

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

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

PL615. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bailey, Perkes and Wilkinson.

PL616. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

None received.

PL617. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL618. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEES MEETING HELD ON 14 DECEMBER 2021**

RESOLVED: That the minutes of the Planning Committees meeting held on 14 December 2021 be approved and signed as a correct record.

PL 619. **TO CONSIDER PLANNING APPLICATIONS**

a) Planning Application No. 2021/01680/FUL

Location: 211, Holton Road, Barry

Development: Change of use from residential to house of multiple occupation to house of single persons in temporary accommodation working with Vale of Glamorgan Housing Solutions Department (Homeless)

Councillor Payne advised that issues with Covid in mixed bathrooms in HMO properties have escalated and urged en-suite accommodation. Councillor S Hodges advised that usually the reason why each room isn't en-suite is due to cost but felt it would be beneficial to have a debate with the Vale of Glamorgan Council.

RESOLVED: No objections subject to the following requirements:

- Each bedroom having an en-suite toilet and shower.
- The consent for the change of use be for 12 months only.

b) Planning Application No. 2021/01741/FUL

Location: Barry Delivery Office, 3-5, Holton Road, Barry

Development: Change of use of the former Post Office sales counter located on the ground floor of 3-5 Holton Road, Barry from A1 to B8, to allow Royal Mail to form a new Customer Service Point

RESOLVED: No objections

c) Planning Application No. 2021/01743/FUL

Location: Land at Coldbrook Road East, Barry

Development: Erection of 20 walk up units with associated car parking and works

Councillor Payne raised concerns in relation to the increase of traffic at the busy junction of Coldbrook Road East and Church Road, adding that parking is an issue suggesting that they should have double or single yellow lines in that area.

Councillor S Hodges agrees with what had been said adding that it is an overdevelopment of the site and the design isn't appealing, however Councillor S Hodges welcomes housing but said that this development is possibly too many. Councillor Charles also shared the concerns raised and the rules over parking for these types of developments, adding that all properties need to have access to the amenities and parking areas.

RESOLVED: No objections in principle subject to the following;

- 1. Improvements in the site layout to provide additional off road car parking; drying areas and cycle stores.**
- 2. Improvements in the housing design.**
- 3. All improvements be to the satisfaction of the Vale of Glamorgan Planning; Highways and Ecology departments.**

d) Planning Application No. 2021/01756/FUL

Location: 14, Cambridge Street, Barry

Development: Proposed loft conversion to provide additional bedroom.

Members raised concerns in relation to the front dormer and the flue to the side of the property.

RESOLVED: No objections subject to the deletion of the front roof dormer window from any approval plans

e) Planning Application No. 2021/01777/FUL

Location: 19, Guys Road, Barry

Development: Double storey extension to the side of existing domestic dwelling

RESOLVED: No objections

f) Planning Application No. 2021/01791/FUL

Location: 8, St. James Crescent, Barry

Development: Proposed extension to rear of existing domestic dwelling to replace existing conservatory

RESOLVED: No objections

g) Planning Application No. 2021/01792/FUL

Location: 1, Coed Bach, Barry

Development: Proposed single storey extension to side of existing domestic dwelling

RESOLVED: No objections

h) Planning Application No. 2021/01799/FUL

Location: Espex Batteries Limited, Unit 15, Atlantic Trading Estate, Barry

Development: Erection of a storage building ancillary to existing industrial operations

RESOLVED: No objections

PL620

TO CONSIDER TABLED APPLICATIONS

a) Planning Application No. 2021/01734/FUL

Location: Barry Gate, Dock View Road, Barry

Development: Removal of 3no. Antennas and 1no. BTS Cabinet and the installation of 6no. Antennas; 1no. anti-slip walkway; 1no. Cabinet; 1no outdoor ERS rack and 1no. GPD module telecommunications installation.

Councillor Payne raised concerns in relation to phone masts and the upgrading to 5G and the impact on the Castleland ward, suggesting an objection. Councillor S Hodges agreed with the objection, as did Councillor Collins.

RESOLVED: Barry Town Council has strong objections to this proposal for the following reasons;

1. The replacement and additional telecommunications equipment would have a detrimental impact upon the health and wellbeing of local residents.
2. The replacement and additional telecommunications equipment would be detrimental to the street scene and also visually exacerbate the existing poor state of repair of the onsite buildings.

b) Planning Application No. 2021/01739/FUL

Location: 47, Marine Drive, Barry
Development: Balcony to front of property

RESOLVED: No objections subject to the glass balustrade being opaque in nature.

c) Planning Application No. 2021/0798/FUL

Location: 36, Falcon Road, Barry
Development: Proposed single storey mono pitched rear extension

RESOLVED: No objections

d) Planning Application No. 2022/00023/FUL

Location: 74, Clos Yr Wylan, Barry
Development: Single storey side extension

RESOLVED: No objections subject to matching finishes and materials

PL621. **LOCAL PLANNING AUTHORITY DECISIONS**

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

PL622. **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 14 December 2021

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

PL623. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting will be held on 15 February 2022

Meeting closed at 7.35 pm.

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

BARRY TOWN COUNCIL
DRAFT MINUTES OF A MEETING OF THE SUSTAINABLE BARRY WORKING PARTY HELD ON MONDAY 17 JANUARY 2022, AT 6PM

PRESENT: Councillor Clarke (Chairperson) together with, Councillors Drake, S Hodges, Lloyd-Selby, Payne (Arrived 18:22pm) and Rowlands (Arrived 18:07pm).

ALSO PRESENT: Beth Hillier – Sustainable Barry Project Officer
Hannah Linton – Trainee Administrator
Councillor N Hodges – Observer
Councillor Johnson – Observer

126. APOLOGIES FOR ABSENCE

None were received.

127. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT

None were received.

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

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

129. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 17 NOVEMBER 2021

RESOLVED that the minutes of the last meeting held on 17 November 2021 be received and noted as a correct record.

130. TERMS OF REFERENCE

RESOLVED that the Terms of Reference be received and noted.

131. CLIMATE CHANGE ACTION PLAN UPDATE

Members were provided with an update regarding the Climate Change Action Plan (live document).

RESOLVED that the Climate Change Action Plan Update be received and noted.

132. EPC BUILDING SURVEYS – UPDATE

Members were provided with an update regarding the EPC Building surveys that had recently been undertaken at Pioneer Hall, Merthyr Dyfan Cemetery Chapel and the Cemetery Lodge.

It was noted within the report that the recommendations for improvements contained within the report would be presented to a meeting of the Halls, Cemeteries and Community Facilities committee scheduled to be held on 17 January 2022.

RESOLVED that the report be received and noted.

133. LETTER FROM MINISTER OF CLIMATE CHANGE, RELATING TO COASTAL EROSION, FLOODING AND TAN15

Members were provided a copy of a letter received from the Minister for Climate Change, regarding the TAN15 Planning System implementation relating to Flooding and Coastal Erosion.

Councillor Johnson queried the suspension of TAN15 coming in to force, noting that the flooding in 2007 took a considerable amount of time to rectify. He suggested sending a letter to the Vale of Glamorgan Council Planning Department to request an update and information on TAN15.

Councillor Rowlands joined the meeting at 18:07pm.

Councillor S Hodges noted flooding within Barry, specifically Cadoxton had been a recurrent issue and concurred with Councillor Johnson's comments and recommendation.

Councillor Drake noted that she had submitted a request (previously) to the Vale of Glamorgan Council to view the Coastal Erosion – Annual Report and to date, this had not been fulfilled.

The Chair suggested that the letter (sent on behalf of the group) should enquire how the Vale of Glamorgan Council intend to review the Strategic Flood Consequences Assessments (SFCAs) in the next 12 months and any impacts this could have on the Barry area. He also suggested requesting that the information be shared with Barry Town Council so that provisions can be made to help safeguard the area going forward.

RESOLVED that the letter from the Minister of Climate Change, relating to TAN 15 - Development, flooding and coastal Erosion be received and noted.

RECOMMENDED

To a meeting of the Finance, Policy & General Purposes Committee scheduled to be held on Monday, 31 January 2022;

1. That the Sustainable Barry Project Officer sends a letter to the Vale of Glamorgan Council Planning Department on behalf of the Sustainable Barry Working Group to enquire how the Vale of Glamorgan Council intend to respond to the TAN15 advice note, how they intend to review the Strategic Flood Consequences Assessments (SCFAs) for Barry in

the next 12 months and request that any relevant information is shared with Barry Town Council.

134. VALE OF GLAMORGAN COUNCIL NATURE EMERGENCY ACTION PLAN UPDATE

Members were provided with an update regarding the Vale of Glamorgan Council's Nature Emergency Action Plan.

The Project Officer summarised that the report outlined the proposed governance arrangements for dealing with the declared Nature Emergency.

The chair noted the report and queried whether the Town Council had a direct role within the Action Plan.

The Sustainable Barry Project Officer stated that she was unsure as to where the Town Council and the Vale of Glamorgan Council overlap with the overall project of decarbonising operations within the Vale and Barry Town, and noted that the project was ongoing.

The Chair suggested the Sustainable Barry Project Officer keep the committee updated on this project and notify the committee when further input was required from the Town Council or where there was scope for collaborative working.

RESOLVED:

1. That the Vale of Glamorgan Council's Nature Emergency Action Plan Update be received and noted.
2. That the Project Officer provide the Sustainable Barry Working Group with an update relating to the Vale of Glamorgan Council's Nature Emergency Action Plan, as and when available.

135. LOCAL NATURE PARTNERSHIP BID – CHURCH LANE PROJECT UPDATE

The Sustainable Barry Project Officer provided members with a verbal update regarding the Local Nature Partnership Bid – Church Lane Project.

She noted that a letter had been sent to the Welsh Church Estate Trust Committee which would be discussed at their next meeting, where a decision would hopefully be made.

The Officer also noted that a Project Enquiry Form had been sent to the National Lottery Heritage Fund requesting £28,000 for the project. The National Lottery Heritage Fund had viewed the Project Enquiry form favourably as long as either a lease, sale or partnership contract could be signed with the Vale of Glamorgan Council (as Trustee of the site).

Councillor Payne entered the meeting at 18:22pm.

The Sustainable Barry Project Officer continued to note that if the Vale of Glamorgan Council were to lease the land to Barry Town Council, that a Specialist Surveyor would be required due to Charity Law Legislation and noted the process for this could take a long time.

The Officer stated that One Voice Wales have been very helpful and that this project had been mentioned at a meeting with Welsh Government who are also favourable to the project. One Voice Wales also mentioned to the Sustainable Barry Project Officer that funding is likely to be extended into the next financial year, but would perhaps take a different form.

Councillor S Hodges questioned who would be liable to pay for the specialist surveyor.

The Sustainable Barry Project Officer responded that the liable payee was not mentioned at the time. However, this would be clarified with an update provided to the committee at a later date.

Councillor Drake noted that the next Welsh Church Estate Trust Committee meeting is to be held on Monday 31 January 2022 and that she would be in attendance.

The Chair thanked the Sustainable Barry Project Officer for the update. He noted that there was not a Sustainable Barry Working Party scheduled now, as the next schedule of meetings were not due to be agreed until the Annual Meeting in May. He stated that in order to progress work that an additional meeting would be required, suggesting a date in March so that the Project Officer would be in a position to provide members with an update regarding the outcome of the Welsh Church Estate Trust Committee meeting (scheduled to be held on Monday, 31 January 2022) and have an update from Councillor Drake with the outcome.

RESOLVED:

1. That the Sustainable Barry Project Officer organise an extraordinary meeting to be held in March, after the Welsh Church Estate Trust Committee meeting on Monday 31 January 2022.
2. That the Sustainable Barry Project Officer ascertain the liable payee should a Specialist Surveyor be required and provide committee with this information at a later date.
3. That the verbal update was received and noted.

135. DATE OF NEXT MEETING

RESOLVED that an Extraordinary Meeting of the Sustainable Barry Working Party be scheduled for a date in March, as the next scheduled meeting was to be agreed at the Annual Meeting being held on Tuesday 17 May 2022.

Meeting Closed at 18:28pm.

Signed(Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING GROUP - 17 JANUARY 2022

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
133(1)	RECOMMENDED; To a meeting of the Finance, Policy & General Purposes Committee scheduled to be held on Monday, 31 January 2022; 1. That the Sustainable Barry Project Officer sends a letter to the Vale of Glamorgan Council Planning Department on behalf of the Sustainable Barry Working Group to enquire how the Vale of Glamorgan Council intend to respond to the TAN15 advice note, how they intend to review the Strategic Flood Consequences Assessments (SCFAs) for Barry in the next 12 months and request that any relevant information is shared with Barry Town Council.	SBPO	31.01.2022	Mins on Finance Agenda for approval
134(2)	That the Project Officer provide the Sustainable Barry Working Group with an update relating to the Vale of Glamorgan Council's Nature Emergency Action Plan, as and when available.	SBPO	As and when	
135(1)	That the Sustainable Barry Project Officer organise an extraordinary meeting to be held in March, after the Welsh Church Estate Trust Committee meeting on Monday 31 January 2022.	SBPO	After 31.01.22	
135(2)	That the Sustainable Barry Project Officer ascertain the liable payee should a Specialist Surveyor be required and provide committee with this information at a later date.	SBPO	When required	

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 17 JANUARY 2022, AT 7PM

PRESENT: Councillor N Hodges (Chairperson) together with, Councillors Aviet, Clarke, Johnson and Rowlands

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Amanda Evans – Facilities and Cemeteries Manager
Hannah Linton – Trainee Administrator
Councillor S Hodges – Observer

A 333. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Richardson.

A 334. DECLARATIONS OF INTEREST

None were received.

A 335. WELL-BEING OF FUTURE GENERATIONS

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

A 336. TO APPROVE THE MINUTES OF A MEETING OF HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 8 NOVEMBER 2021

Councillor Johnson noted that the Biodiversity action plan stated progress and queried whether that should be listed for a future meeting.

The Deputy Chief Officer confirmed that the Biodiversity Action Plan would indeed be updated in a future meeting.

RESOLVED:

- 1) That the minutes be amended to update the Biodiversity Action Plan progress be updated at a future meeting.
- 2) That the minutes of the Halls, Cemeteries and Community Facilities Committee held on 8 November 2021 be approved and signed as a correct record once amendment had been made.

A 337. BUDGET MONITORING REPORT TO 31 DECEMBER 2021

RESOLVED that the Budget Monitoring Report to 31 December 2021 were received and noted.

A 338. PROJECTS & ACHIEVEMENTS 2017 – 2022

The Facilities and Cemeteries Manager noted that the projects and achievements over the last 5 years have been really strong and the

committee have managed to complete a lot even whilst restriction from Covid-19 were in place.

The Chair noted that the gardens throughout were wonderful and Lewis Tiley had done an excellent job with repurposing materials for them.

Councillor Johnson suggested that the Council promote the work the Halls, Cemeteries and Community Facilities Committee had completed throughout the last 5 years. He also noted that the Cemetery is one of Wales' nicest and should be promoted across the Council's social media and website.

The Chair concurred and noted that since the last election the committee had achieved everything they intended and more that was set out, with thanks to all Officers, Staff and Councillors. He noted that the Cemetery is nicer, more interesting and is personal to many and also a lovely public space. The Chair agreed with Councillor Johnson that the good news should be promoted and shared with the Town and thank them for their support, he suggested a general press release for the public should be submitted.

Councillor Johnson second that suggestion.

Councillor Nugent-Finn noted that the Cemetery, Facilities and surrounding areas had recently transformed from the continuous dedication from the staff and noted that the Cemetery and gardens were now a welcoming space. She extended her personal thank you for everyone involved.

RESOLVED:

- 1) That a press release of the Projects and Achievements from the committee over the last 5 years be promoted.
- 2) That the Projects and Achievements 2017 – 2022 report was received and noted.

A 339.

FACILITIES UPDATE

The members received a report providing an update on the Pioneer Hall and Cemetery Approach Community Centre, the Facilities and Cemeteries Manager updated members noting that during the current restriction parties have been postponed or cancelled but still continuing to have good feedback.

The Chair suggested updated the current poster to note the price freeze on the halls for this year, to help advertise the price and the two properties the Council manage.

RESOLVED:

- 1) That the poster for both Pioneer Hall and Cemetery Approach Community Centre are updated to promote the price freeze on the hire fee at £60.00 for this year.
- 2) That the Facilities Update report was received and noted.

A 340. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1284 – 1300)

RESOLVED that the Transfer of Exclusive Right of Burial (1284 – 1300) were granted to those named on each transfer request.

A 341. GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13846 – 13855 INCLUSIVE)

RESOLVED that the Grants of Exclusive Right of Burial (13846 – 13855 inclusive) were granted to those named on the interment forms.

A 342. DATE OF NEXT MEETING

The Chair noted that the next scheduled meeting would be agreed at the Council's Annual Meeting in May however suggested that an extraordinary meeting may be required before the Annual Meeting of Council on 17 May 2022.

RESOLVED that the next scheduled meeting will be agreed at the Council's Annual Meeting in May however an extraordinary meeting may be required before the Annual Meeting of Council on 17 May 2022.

A343. EXCUSION 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 344. FENCING

The Facilities and Cemeteries Manager noted that a letter was received from the resident and the Council have straightened the fencing and provided a safe guard.

Councillor Rowlands stated that both the resident and Council believed that option 2 would satisfy both parties involved, with ECO plugs being used to stop any further growth from the tree stump and would continue with the option if the committee approved.

The Chair concurred that the committee were all in agreement with using option 2, ECO plugs to prevent further growth from the tree stump.

RESOLVED That the two fence bars causing an obstruction and posing a health and safety risk be removed, leaving everything else in situ and to ECO plug the two remaining tree stumps.

A 345.

HONEY

The report provided members with an update on the options to the future honey that can be obtained.

The Facilities and Cemeteries Manager noted that the report provided a lot of information and asked the committee to consider how they would want to continue.

The Chair noted that the Bees were the main priority originally and welcomed member's opinions on the subject.

Councillor Johnson interjected that the bees were introduced to help with the Cemeteries Biodiversity and noted if the Council were to sell the honey, it would take time and money to pay the staff involved for the production. He stated his opinion would be to keep the bees for populating and pollinating, helping keep the Green Flag Award obtained for many more years to come.

Councillor Aviet agreed that the bees should be left as is to help with the Biodiversity.

RESOLVED that the committee agreed to keep the bees for the biodiversity and leave them to populate and pollinate.

A346.

MERTHYR DYFAN CEMETERY

A report was provided to members with an update on Merthyr Dyfan Chapel, the Facilities and Cemeteries Manager apologised to the committee for the delay in costings for the repairs and noted that Lapider had picked up on cracks and their costs are noted in the report.

The Chair noted that the issues noted were all weather bearing and the repairs were inevitable, he queries when the work would be completed.

The Facilities and Cemeteries Manager noted she would have to obtain an additional two quotes and would report back to the committee at the next meeting.

Councillor Johnson inquired how the making safe and preserving of the headstones at Merthyr Dyfan Cemetery were going.

The Facilities and Cemeteries Manager updated the Committee noting that the inspection programme was going strong and should be completed within the initial timescale. The older orphaned headstones over 1.5m have all been checked and the making safe of these headstones was almost completed.

RESOLVED that the Facilities and Cemeteries Manager would obtain an additional two quotes to present to the Halls, Cemeteries and community Facilities Committee at the next meeting held and the report was received and noted.

A347. PORTHKERRY CEMETERY

The committee received a report updating them on Porthkerry Cemetery, the Facilities and Cemeteries Manager noted that the Vale of Glamorgan Council had received correspondence with regards to the fees advising that they would not cover the triple fees for burials in Merthyr Dyfan Cemetery for Rhoose residents. The Facilities and Cemeteries Manager stated that Porthkerry had only two plots remaining.

Councillor Johnson stated that the Vale of Glamorgan Council are responsible for Porthkerry Cemetery, noting the space available was provided in the letters to the Vale of Glamorgan Council sent over time and time again. He noted that if the Vale of Glamorgan Council haven't looked into the issue, it is up to the Vale of Glamorgan Council to cover the costs of burials that take place in Merthyr Dyfan Cemetery, Barry. Councillor Johnson also noted that residents outside of Barry have not paid for the upkeep of Merthyr Dyfan Cemetery throughout the years.

The Chair concurred that both Councils have been updated and suggested responding that the triple fees would continue.

Councillors Clarke and Johnson second that suggestion.

RESOLVED that the Halls, Cemeteries and Community Facilities Committee respond to the Vale of Glamorgan noting that the non-resident fee will continue to be in place for non-residents.

A 348. BARRY SEA CADETS

The report provided notified members of the Halls, Cemeteries and Community Facilities Committee of the request from the Barry Sea Cadets, the Facilities and Cemeteries Manager explained that the Barry Sea Cadets wanted to reduce the monthly cost for the hire of the Pioneer Hall due to the Covid restrictions and not being able to continue in their own hall.

Councillor Johnson noted that in the report it stated that they hadn't received any Covid grant support, when as a Council had continuously provided grant support with others available. He noted his uncertainty of dropping the prices when funding was available to help pay for things such as accommodation fees for organisations.

Councillor Rowlands agreed and suggested advising the organisation of the grants available to them with a direct list, he noted his discomfort to lowering the price and if grants weren't provided to the Barry Sea Cadets look into to why.

RESOLVED that the Deputy Chief Officer direct the Barry Sea Cadets to the grants available for them to cover the Pioneer Hall hire fees.

A 349.

EPC REPORTS

A report was provided to members produced by Lapidier relating to the Environmental Performance Certification (EPCs) for the Merthyr Dyfan Cemetery Chapel, Merthyr Dyfan Cemetery Lodge and the Pioneer Hall.

The Deputy Chief Officer recommended that the Carbon Neutral Environment Plan be deferred to after the elections for the new administration to decide for inclusion within the budget for 2023/2024.

Councillor Johnson agreed with deferring the plan for the new administration to approve with costings and reports being provided in the future.

The Chair concurred with deferring the plan until after the election and to seek more information on costings and funding.

RESOLVED that the Halls, Cemeteries and Community Facilities Committee will defer the decision on the EPC surveys until after the election for the new administration to approve.

Meeting closed at 19:41pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE -17 JANUARY 2022

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A336 (1)	That the minutes be amended to update the Biodiversity Action Plan progress be updated at a future meeting.	Admin		To be raised at the next Halls Committee
A338 (1)	That a press release of the Projects and Achievements from the committee over the last 5 years be promoted.	FCM		Complete
A339(1)	That the poster for both Pioneer Hall and Cemetery Approach Community Centre are updated to promote the price freeze on the hire fee at £60.00 for this year.	Admin be notified		Complete
A334	That the two fence bars causing an obstruction and posing a health and safety risk be removed, leaving everything else in situ and to ECO plug the two remaining tree stumps.	FCM		Feb-22
A346	That the Facilities and Cemeteries Manager would obtain an additional two quotes to present to the Halls, Cemeteries and community Facilities Committee at the next meeting held and the report was received and noted.	FCM		Mar-22
A347	That the Halls, Cemeteries and Community Facilities Committee respond to the Vale of Glamorgan noting that the non-resident fee will continue to be in place for non-residents.	FCM		Complete
A348	That the Deputy Chief Officer direct the Barry Sea Cadets to the grants available for them to cover the Pioneer Hall hire fees.	DCO		Complete

BARRY TOWN COUNCIL

NOTES OF AN INFORMAL MEETING OF THE COMMUNITY PLAN WORKING PARTY HELD ON MONDAY 24 JANUARY 2022 AT 6.00 PM

PRESENT: Councillors Brooks (Chair) and S Hodges

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader

17. **APOLOGIES FOR ABSENCE**

None were received.

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

None were received.

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

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

20. **TO APPROVE THE MINUTES OF THE COMMUNITY PLAN WORKING GROUP HELD ON MONDAY 15 NOVEMBER 2021**

NOTED: That the minutes of a meeting of the Community Plan Working Group held on 15 November 2021 be approved and signed as a correct record.

21. **COMMUNITY MAPPING TOOLKIT**

Members were provided with a report providing information regarding the Creative Rural Vale; Community Mapping Toolkit.

The Community Engagement Officer advised that at the last meeting the Vale of Glamorgan Council representatives suggested that the Town Council utilise the toolkit to aid in the delivery of the Community Plan, advising that it would lay a good foundation.

The Community Engagement Officer noted that the Community Mapping Toolkit provided within the agenda had useful information but was created for rural communities, advising that the Town Council's Community Mapping could be used as a case study (as it would be conducted on a larger scale).

NOTED: That members receive the report, noting that the Community Mapping Toolkit will be utilised by the Community Engagement Officer to inform the Community Plan process.

22. **STAGE 1 – PRE MAPPING OVERVIEW**

Members were provided with an overview of the first stage of the Community Plan.

NOTED: That members receive and note the report.

23. **COMMUNITY PLAN VISION, OBJECTIVES AND BRANDING**

Members were provided with a report requesting members to confirm the vision, objectives and branding for the Community Plan. The Community Engagement Officer asked if members had ideas in order to create a vision, utilising the Love Barry logo, adding that she would be happy to create the vision to present to members.

The Chair advised that the Community Plan needs to reflect the Corporate Plan and be based on the Town Centre as the 'Heart of the Community' with a need to reflect all areas of Barry.

Councillor Hodges advised the potential to create a new brand for the Community Plan as she has concerns over negative comments being linked to the Love Barry branding.

The Community Engagement Officer made members aware that a local organisation had advised her that they had created a charity which would be called 'Love Barry' suggesting that the Councils engagement branding may have to be revisited.

Members suggested the Community Engagement Officer look at new branding for the Community Plan and agree to the Community Engagement Officer to create a vision and branding. Members were also in agreement with the objectives set out in the report.

NOTED:

- 1. That members agree for the Community Engagement Officer to work on creating a vision and branding with a strapline.**
- 2. That the objectives set out within the report are agreed.**

24. **DEVELOPING A COMMUNITY NETWORK**

Members were provided with a report outlining suggested stakeholders, community groups and individuals need to be part of the mapping process.

Councillor S Hodges asked if Church groups could be included on the list as they work well within communities.

The Community Engagement Officer advised that it would be wise to create an engagement plan, then meet with the suggested parties to describe the

Community Plan to them, map out who will get involved and find out what level of involvement they wish to have.

The Community Engagement Officer also suggested to send the minutes from the last two meetings to the Vale of Glamorgan Council asking if they would provide a permanent representative for future meetings.

NOTED:

- 1. That members agree the list of potential stakeholders and made a suggestion to include Church groups within the list.**
- 2. That the Community Engagement Officer create an Engagement Plan and report this back to members at a later date.**
- 3. That the Community Engagement Officer forward the notes of the previous two meetings of the Community Plan Working Group to the Vale of Glamorgan Council and request a permanent representative for future meetings.**

25. **TIMELINE FOR DELIVERY**

Members were provided with a report with a clear outline for the delivery of the Community Plan for the Barry Town Centre.

Members noted that the delivery and timescales provided for stage 1 of the process had taken the elections into consideration and that this was sensible.

The Community Engagement Officer made members aware that there was not another meeting scheduled until after the Annual Meeting in May 2022, and suggested a date of Thursday, 24 March 2022 if members wished to meet before this time.

NOTE:

- 1. That members agree to an Extraordinary Meeting of the Community Plan Working Group to be held on Thursday, 24 March 2022 at 5pm and that a representative from the Vale of Glamorgan Council is invited to attend.**
- 2. That members agree to the proposed timeline for delivery, noting that this is a live document.**

26. **MEETING SUMMARY**

Members were provided with a report advising members of a summary of recommendations and decisions to be made at the meeting, as well as an overview of the actions the Community Engagement Officer will focus on between now and the next meeting.

NOTE: That members receive and note the summary report.

27. **DATE OF NEXT MEETING**

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

The meeting closed at 5.23pm

Signed Dated
(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - COMMUNITY PLAN WORKING PARTY -24 JANUARY 2022

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
23 (1)	That members agree for the Community Engagement Officer to work on creating a vision and branding with a strapline.	CEO	24.03.22	In progress
24(2)	That the Community Engagement Officer create an Engagement Plan and report this back to members at a later date.	CEO	24.03.22	In progress
24(3)	That the Community Engagement Officer forward the notes of the previous two meetings of the Community Plan Working Group to the Vale of Glamorgan Council and request a permanent representative for future meetings.	CEO	24.03.22	In progress
25(1)	That members agree to an Extraordinary Meeting of the Community Plan Working Group to be held on Thursday, 24 March 2022 at 5pm and that a representative from the Vale of Glamorgan Council is invited to attend.	CEO	24.03.22	In progress

BARRY TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE HELD ON WEDNESDAY 26 JANUARY 2022 AT 7PM

PRESENT: Councillors Charles (Chairperson) together with Councillors Clarke, Payne, Perkes, Wiliam and Wilkinson (arrived 7.09pm).

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Rebecca Blackwell – Office Team Leader
Councillor S Hodges - Observer
Councillor Johnson - Observer

R336. **APOLOGIES FOR ABSENCE**

None received

R337. **DECLARATIONS OF INTEREST**

Councillor Perkes declared interest for item 9 as she is currently a Governor at Jenner Park Primary

R338. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R339. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 15 NOVEMBER 2021**

RESOLVED: That the minutes of an Extraordinary meeting of the Personnel Committee held on 15 November 2021 be approved and signed as a correct record.

R340. **BUDGET MONITORING REPORT TO 31 DECEMBER 2021**

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

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

R341. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 17 May 2022.

R342. **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.

R343. **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.

7.03 pm Councillor Perkes left the meeting

R344. **MINOR AUTHORITIES REPRESENTATIVE VACANCIES**

Members were provided with an update in relation to the current vacancies for Minor Authority Representatives.

Councillor Payne expressed an interest for the vacancy at Palmerston School.

RESOLVED: That members of the Personnel Committee note the contents of the report, agreeing that if advertising is unsuccessful for the two vacancies with terms ending in March 2022 that the Councillors who are currently MARs at the schools will be re-appointed.

R345. **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 relating to closing the cemetery gates during the summer months April to September.

Members had a lengthy and detailed discussion, a confidential note of the discussion is on record with the Chief Officer.

RECOMMENDED: To a meeting of Full Council being held on 7 February 2022 that the new offer to vary six members of cemetery staff contracts, detailed in the confidential note held on file with the Chief Officer, be approved.

The meeting closed at 7.45 pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - PERSONNEL COMMITTEE -26 JANUARY 2022

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R345.	To a meeting of Full Council being held on 7 February 2022 that the new offer to vary six members of cemetery staff contracts, detailed in the confidential note held on file with the Chief Officer, be approved.	DCO	Feb-22	On agenda for discussion

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

Mark Sims, Deputy Chief Officer

Attached: a) Full Council 13 December 2021 Agenda Item 18 – 'To Review The Council's Approach to Meetings' (2 Pages)

b) 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.).

At the Full Council meeting held on 13 December 2021 members were provided with a report requesting 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. Minute number 1010 **RESOLVED: That all meetings up to and including the Full Council meeting being held on 7 February 2022 be remote only, with a review being presented to that meeting of Full Council on 7 February 2022.**

At the time of writing this report on 28 January 2022, Welsh Government has changed a number of rules and restrictions around Covid-19 with almost all Wales' Coronavirus restrictions being lifted following the stricter measures brought in from Boxing Day over fears about the impact the Omicron variant could have.

The First Minister has now confirmed that from today (Friday, January 28):

- Nightclubs can re-open
- The 2m social distancing in all premises open to the public and workplaces is removed
- The rule of six will no longer apply to gatherings in regulated premises, such as hospitality, cinemas and theatres
- Licensed premises will no longer need to only provide table service and collect contact details.
- Working from home will remain important but it will no longer be a legal requirement
- **Businesses, employers and other organisations must continue to undertake a specific coronavirus risk assessment and take reasonable measures to minimise the spread of coronavirus, which may include 2m social distancing or controlled entry**
- The Covid Pass will continue to be required to enter larger indoor events, nightclubs, cinemas, theatres and concert halls. People also still have to self-isolate, although new rules about that also come into force from January 28 which is that you only need to self-isolate for five full days, if you get a negative lateral flow result on day five and day six.

Therefore, following the above announcement, the additional restrictions imposed from Boxing Day have been removed relating to the hire of the Pioneer Hall and the Cemetery Approach Community Centre, and members are requested to consider the forward stance regarding the Council's approach to meetings.

Recommendations

Members are requested to receive and note 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 further restrictions imposed by Welsh Government.

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.

FULL COUNCIL	7 FEBRUARY 2022	AGENDA ITEM: 18
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SCHEDULE OF PAYMENTS FOR FEBRUARY 2022

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Schedule of Payments of Accounts February 2022 (1 page)

Purpose of Report

To provide members with the schedule of payments for February 2022 for approval consisting of BACS payments and direct debits in the amount of £4,784.80

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 February 2022 comprising of BACS payments and direct debits in the amount of £4,784.80 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 December 2021 and January 2022.

	<u>December 2021</u>	<u>January 2022</u>
Lloyds Banking Online (Net Pay)	38,864.99	38,011.30
HMRC	12,169.17	11,561.28
Cardiff Council (LGPS)	12,698.63	12,353.84
GMB	72.85	72.85
Unison	7.85	7.85
Prudential	<u>250.00</u>	<u>250.00</u>
	<u>64,063.49</u>	<u>62,257.12</u>

Recommendations

1. That the information set out above relating to salary payments for December 2021 and January 2022 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 February 2022 comprising of BACS payments and direct debits in the amount of £4,784.80 be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For February 2022

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Hook Signs	Four cemetery display lectern stands	1,210.00	0.00	1,210.00	Cemetery/Property Maint
BACS	Mem Safe Ltd	Refix fifteen headstones and repair four additional joints	1,875.00	375.00	2,250.00	Cemetery/Memorial Maint
BACS	Teleshore UK Ltd	Five litres hydraulic fluid and twelve padlocks	206.80	41.36	248.16	Cemetery/Property Maint
BACS	AWB Electrical Ltd	Replace rear outside light and install emergency light	160.00	0.00	160.00	Pioneer/Property Maint
BACS	Hi Communications	Shop Local social media management	400.00	0.00	400.00	Corporate/Shop Local
BACS	TSL Heating & Plumbing	Supply and fit Kingspan new door to gasoil tank (deposit)	210.91	42.18	253.09	Cemetery/Property Maint
DD	British Gas Plc	Pioneer Hall Electricity Bill 21.12.21 - 20.01.22	142.09	7.10	149.19	Pioneer/Electricity
DD	British Gas Plc	Gas Bill for 15.12.21 - 14.01.22	108.92	5.44	114.36	Pioneer/Gas
Total For This Period			4,313.72	471.08	4,784.80	
Total For Previous Periods			261,089.34	45,761.94	304,874.37	
Total to 7 February 2022			265,403.06	46,233.02	309,659.17	

FULL COUNCIL	7 FEBRUARY 2022	AGENDA ITEM: 19
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BUDGET MONITORING REPORT 31 JANUARY 2022

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report January 2022 (2 pages)
B. Projected Reserves at 31 March 2022 (as at 31 January 2022) (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 January 2022.

Background Information

On the following pages is the budget monitoring report January 2022, indicating actual income and expenditure up to the end of month ten 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 **£94,345** that will result in a net amount of £28,345 being transferred to reserves rather than an amount of £66,000 transferred from the reserves as per the revised budget for 2021/22.

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

Recommendation

Members are requested to receive the budget monitoring report for January 2022, indicating actual income and expenditure up to the end of month ten in the 2021/22 financial year, noting the projected underspend of £94,345 that will result in a net amount of £28,345 being transferred to reserves.

Budget Monitoring Report January 2022 - For FC 07.02.22

Description	Item No.	Gross Expenditure						
		Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	10 Months	Expenditure	£	For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	772,137	597,283	135,604	39,250	772,137	732,887	39,250
Pension Added Years Costs	2	9,320	4,491	4,829	0	9,320	9,320	0
Personal Hygiene Facilities	3	2,100	825	1,200	75	2,100	2,025	75
Personal Protective Equipment / Clothing	3	3,750	2,364	1,011	375	3,750	3,375	375
Cleaning Products	3	2,200	1,707	1,743	-1,250	2,200	3,450	-1,250
Officers Travel and Subsistence	4	3,000	618	532	1,850	3,000	1,150	1,850
Rates	5	13,312	13,119	0	193	13,312	13,119	193
Water	6	4,050	1,584	2,466	0	4,050	4,050	0
Rent	7	36,256	34,504	1,752	0	36,256	36,256	0
Electricity	8	8,570	4,028	3,762	780	8,570	7,790	780
Gas	9	1,250	251	999	0	1,250	1,250	0
Telephone	10	3,550	2,797	1,400	-647	3,550	4,197	-647
Postage	11	2,000	1,158	842	0	2,000	2,000	0
Printing and Stationery	12	2,500	1,912	588	0	2,500	2,500	0
Insurance	13	5,000	5,156	0	-156	5,000	5,156	-156
Photocopier Costs	14	5,000	1,572	1,088	2,340	5,000	2,660	2,340
Property Maintenance and Improvements	15	35,490	30,888	10,662	-6,060	35,490	41,550	-6,060
Equipment	16	14,125	6,034	7,091	1,000	14,125	13,125	1,000
Equipment Maintenance	17	13,700	7,773	5,927	0	13,700	13,700	0
Bank Charges	18	800	1,074	206	-480	800	1,280	-480
Audit Fees - Internal	19	1,425	920	505	0	1,425	1,425	0
Legal Fees	20	6,000	0	6,000	0	6,000	6,000	0
Audit Fees - External	21	460	0	460	0	460	460	0
Professional Fees	22	6,000	4,601	1,399	0	6,000	6,000	0
General Salaries Contingency	23	30,000	22,663	5,337	2,000	30,000	28,000	2,000
Health and Safety	24	5,000	882	4,118	0	5,000	5,000	0
Internet Broadband	25	4,072	3,774	879	-581	4,072	4,653	-581
Election Costs	28	0	0	0	0	0	0	0
BACAS Burials System Annual Maintenance	29	2,550	2,470	0	80	2,550	2,470	80
Microshade Citrix	30	7,703	6,906	1,306	-509	7,703	8,212	-509
Welsh Translation Service	31	4,000	815	3,185	0	4,000	4,000	0
Horticulture	8	800	346	454	0	800	800	0
Vehicle Maintenance	11	1,200	1,601	199	-600	1,200	1,800	-600
Haulage and Fuel	12	4,375	3,676	1,449	-750	4,375	5,125	-750
Vehicle Tax and Insurance	13	552	555	0	-3	552	555	-3
Philadelphia Cemetery	14	500	110	390	0	500	500	0
Interest on PWLB Loan	15	2,077	1,141	936	0	2,077	2,077	0
Capital Repayment on PWLB Loan	16	16,921	8,460	8,461	0	16,921	16,921	0
Treework Maintenance	17	6,195	7,962	1,300	-3,067	6,195	9,262	-3,067
Cemetery Roads Maintenance	19	3,000	0	0	3,000	3,000	0	3,000
Memorial Safety Advertising	20	250	0	250	0	250	250	0
Subscriptions	21	850	625	0	225	850	625	225
External Security at Cemetery	23	0	3,693	0	-3,693	0	3,693	-3,693
Memorial Inspection Maintenance Programme	24	16,000	5,366	5,634	5,000	16,000	11,000	5,000
New Play Equipment	11	1,000	335	1,260	-595	1,000	1,595	-595
Community Groups use of CACC (FOC)	16	0	1,151	649	-1,800	0	1,800	-1,800
Civic Hospitality	1	2,200	913	1,287	0	2,200	2,200	0
Mayor's Hospitality	2	500	41	459	0	500	500	0
Mayor's Medallions and Plaques	3	2,000	0	2,000	0	2,000	2,000	0
Photographical Services	4	250	88	162	0	250	250	0
Mayor's Allowance inc. On Cost	5	1,619	1,606	0	13	1,619	1,606	13
Deputy Mayor's Allowance inc. On Cost	5	500	0	0	500	500	0	500
Mayor's Travel	6	500	0	500	0	500	500	0
Mayor's Donations	7	750	178	572	0	750	750	0
Mayor's Advertising	8	750	152	598	0	750	750	0
Civic Gifts	9	500	0	0	500	500	0	500
Restricted Grant Funding to Memorial Hall Theatre	1	150,000	0	150,000	0	150,000	150,000	0
Corporate Events	3	34,000	14,339	19,661	0	34,000	34,000	0
Corporate Advertising and Marketing	4	4,000	3,078	922	0	4,000	4,000	0
Corporate Engagement Strategy	5	7,000	3,399	1,601	2,000	7,000	5,000	2,000
Shop Local Campaign	6	15,000	15,914	1,288	-2,202	15,000	17,202	-2,202
Community Grants	7	65,000	53,641	11,359	0	65,000	65,000	0
Grant to Pioneers Club re use of hall	8	1,270	0	0	1,270	1,270	0	1,270
Website Costs	9	2,000	450	1,550	0	2,000	2,000	0
Fairtrade Campaign	10	1,000	57	500	443	1,000	557	443
Subscriptions	11	9,371	8,664	707	0	9,371	9,371	0
Councillor Training	12	2,000	0	2,000	0	2,000	2,000	0
Staff Training	13	20,000	8,797	11,203	0	20,000	20,000	0
Councillor Allowances	14	2,000	1,200	0	800	2,000	1,200	800
Councillor Tablets	15	792	720	0	72	792	720	72
Councillor Emails	16	380	380	0	0	380	380	0
Staff Wellbeing Fund	17	500	0	500	0	500	500	0
Sustainable Barry Initiative (Minute number 654(2))	18	23,500	16,485	7,015	0	23,500	23,500	0
Place Plan (Minute number 673(4) refers)	19	3,000	0	0	3,000	3,000	0	3,000
Barry Youth Action	1	3,000	635	365	2,000	3,000	1,000	2,000
Dementia Friendly Project	2	3,000	0	0	3,000	3,000	0	3,000
Cemetery Roads Improvement	4	20,000	20,015	0	-15	20,000	20,015	-15
Cemetery Benches	5	2,000	1,766	0	234	2,000	1,766	234
New Kubota G2160 Ride on Mower	9	0	0	9,200	-9,200	0	9,200	-9,200
COVID-19 EXPENDITURE	1	13,000	2,192	2,558	8,250	13,000	4,750	8,250
Total Expenditure		1,450,422	951,900	451,880	46,642	1,450,422	1,403,780	46,642

Budget Monitoring Report January 2022 - For FC 07.02.22

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	10 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	500	303	0	-197	500	325	-175
Interment Fees	1	73,050	79,890	0	6,840	73,050	92,065	19,015
Exclusive Right of Burials	2	29,774	34,878	0	5,104	29,774	39,840	10,066
Memorial Fees	3	12,044	22,400	0	10,356	12,044	24,407	12,363
Transfer of Exclusive Right of Burials	4	1,800	2,160	0	360	1,800	2,460	660
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	4,566	0	-1,008	5,574	5,480	-94
Other Miscellaneous Income	8	2,000	2,269	0	269	2,000	2,269	269
Cemetery Improvement Fee	9	2,000	3,711	0	1,711	2,000	4,044	2,044
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	12,638	0	638	12,000	16,324	4,324
Lettings - Old Pioneers Club via S137	2	0	0	0	0	0	0	0
Total Income		152,736	176,039	0	23,303	152,736	200,439	47,703
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	10 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,297,686	775,861	451,880	69,945	1,297,686	1,203,341	94,345
Transfer to / (from) reserves		(66,000)				(66,000)	28,345	
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 10 months to 31 January 2022 of £768,404 and committed expenditure of £455,123 with an amount of budgeted income yet to be received of £24,390 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 £94,345 (£46,642 less expenditure with £47,703 more income). This will result in a net amount of £28,345 being transferred to reserves rather than transferring £66,000 from reserves.								

Projected Reserves for 31 March 2022 (as at 31 January 2022)

Description of Reserves	Balance at 01.04.21	Contribution to reserve	Contribution from reserve	Balance at 31.03.22
Cemetery Improvement Reserve	2,957	4,044	(1,766)	5,235
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	-	37,469	446,655
Total	498,807	4,044	24,301	527,152

FULL COUNCIL	7 FEBRUARY 2022	AGENDA ITEM: 20
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BUDGET CONSULTATION

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with the outcome of the 2022/23 Budget Consultation.

Detailed Information

Members will note that at the last ordinary meeting of Full Council held on Monday, 13 December 2021 it was resolved that the draft budget 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 be approved for public consultation.

The budget was consulted on via a survey over a period of six weeks, concluding on 27 January 2022, via the Council's social media channels and through the local media.

We received 9 responses to the survey, detailed report of responses can be seen below;

In what context are you responding to this consultation?

As a Barry resident	67%
As a member of the public living elsewhere	11%
As a Town Council employee	11%
As a Town Councillor	-
As a County Councillor	-
As a representative of a business	-
As a representative of a group or organisation	22%
Other (please provide details)	-

How did you find out about this consultation?

Facebook	89%
Twitter	-
Instagram	11%
Website	22%
An email from Barry Town Council	-
Local news item	11%
Local community group/organisation	-
Friend/relative	-
Other (please specify)	-

Have you attended, taken part or used any of the following Barry Town Council events/services? (Please tick all that apply)

Merthyr Dyfan Cemetery	56%
Cemetery Approach	22%
Cemetery Approach Community Centre	33%
Pioneer Hall	22%
Santa Fun Run	44%
Festival of Light	44%
Barry Youth Council	11%
Santa's Post Office	22%
Pumpkins in the Park	22%
Shop Local	22%
Remembrance Day Sunday	56%
Christmas Lights at Park Crescent, Holton Road and High Street	22%
Litter Picking Equipment Loan Service	11%
BTC organised Litter Pick	11%

Thinking about the Town Council's Wellbeing Goals for Barry – please can you let us know which 3 are the most important to you:

A more Prosperous Barry	67%
A More Resilient Barry	67%
A Healthier Barry	67%
A Barry of Cohesive Communities	44%
A Globally Responsible Barry	22%
A Barry of Vibrant Culture & Thriving Welsh Language	-
A More Equal Barry	11%

Thinking about the services that Barry Town Council offers, please rank them in order from how important they are to you with 1 being the most important and 9 being the least.

1. Events	7.88
2. Community Halls	6.00
3. Climate Change Action Plan & Delivery	5.78
4. Barry Youth Council	5.67
5. Community Grants	4.89
6. Merthyr Dyfan Cemetery	4.75
7. Shop Local Campaign	4.50
8. Small Business Grants	3.44
9. Cemetery Approach Gardens	3.00

Do you have any other comments on the services Barry Town Council offers?

- Website is rubbish, hard to navigate and the information is hard to find or not up to date. Most of the public hardly know you exist.

In 2022/23, we propose to increase the Council Tax precept by 1.9%. Would you be prepared to support this increase? (An increase of 1.9% is equal to an additional £60.73 per year or £2.17 per week in Council Tax contributions on a Band D property.

Yes	12.5%
No	75%
Don't Know	12.5%
Yes, if Council increase its services	-

Do you have any additional comments in relation to the proposed council tax precept increase?

- I do not support an increase at this time.
- We get less services for more Council Tax
- There is no need to increase it at all. You should be looking at saving money like everyone else has to.
- Increase of any sort would harm Barry residents.
- Seems to be a lot of staff at Barry Town Council and I know this is your biggest overhead. Would suggest a staff restructure and see which areas have changed within each staff's job.

What is your age?

11 – 17	-
18 – 25	-
26 – 35	13%
36 – 45	50%
46 – 55	25%
65+	13%

Previous Budget Consultations

In 2019/20, BTC received over 1000 responses to its budget consultation. However, this was due to the consultation being held via a Facebook Poll.

This allowed for residents to give a quick answer. However, this also meant that the detailed information was not read which gave way for a lot of confusion surrounding Council responsibilities and misinformation.

In 2020/21 and 2021/22, Council asked for comments only and received 12 and 13 responses respectively.

This year (2022/23), members will note that a survey was used to capture responses and 9 people engaged through this.

Lessons Learnt

It seems that residents tend to engage better through quick, short questions. However, for the purpose of a wider exercise like a budget consultation, this often means that the supporting information is not read which then leads to misinformation and confusion.

In 2023/24, the Engagement and Events team will try a combination of techniques to engage residents. This will involve short and snappy questions using Facebook polls

relating to Council services and will try to gather specific comments regarding the actual question of a budget increase or not (rather than through a poll).

This way forward will hopefully give Council a wider picture which also embraces the positives of each engagement technique we have tried over the past 4 years.

Recommendation

That members receive and note the report.

FULL COUNCIL	7 FEBRUARY 2022	AGENDA ITEM: 21
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DRAFT BUDGET 2021/22

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 following public consultation and to determine the precept to be levied on the Vale of Glamorgan Council.

Background

At the meeting of Full Council held on 13 December 2021 members approved the Draft Budget 2022/23 for public consultation that provisionally set a precept requirement of £1,265,916 for 2022/23 being a cost to a Band D tax payer of £60.73 per year being an increase of 1.9% compared to £59.60 for 2020/21.

On the following pages is a projected out-turn for 2021/22, as at 31 January 2022, and the draft budget for 2022/23 for consideration. The projected out-turn for 2021/22 results in a surplus of £28,345 being transferred to reserves rather than the original 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	4,044	1,766	5,235
Acquisition	17,566	0	0	17,566
Shop Local	6,477	0	2,202	4,275
Plant & Machinery	21,850	0	9,200	12,650
Election	26,771	0	0	26,771
Place Plan	3,000	0	0	3,000
Cemetery Roads Renewal	5,000	0	0	5,000
Staff Training Reserve	6,000	0	0	6,000
General	409,186	37,469	0	446,655
Total	498,807	41,513	13,168	527,152

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 2022/23 of £1,496,339 the general reserve should lie within a range between £371,835 and £1,496,339. The general reserve is projected to increase from £409,186 to £446,655 representing a level of 30% 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 for the balance to be at the lower level 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, £2,500 is being drawn down from the Cemetery Roads Reserve for the Roads Improvements and £3,000 being drawn down from the Place Plan Reserve for the Community Plan project, that will only leave £44,226 in Other Reserves available.

Members are to note that there are a few adjustments to the draft budget since 13 December 2021. These include accounting for £3,000 for the Community Plan Project (expenditure not expected in 2021/22 so need to include in 2022/23 and subsequent use of relevant reserve), and an increase of £6,000 to Corporate Events expenditure (relating to an additional amount of £5,000 for Christmas Lights and £1,000 for Family Fun Day at Central Park) as Recommended by the Finance, Policy and General Purposes Committee meeting held on 31 January 2022. **These adjustments / increases are to be FUNDED FROM THE GENERAL RESERVE and do not increase the precept figure that the public was consulted on.**

The draft budget comprises gross expenditure of £1,496,339 with income from services amounting to £192,452 producing a net expenditure budget of £1,303,887.

It's proposed to use £34,211 net from other reserves (detailed above) and £3,760 from the General Reserve leaving a net operating deficit for the year of £1,265,916.

We have received 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.

The Council would need to set a precept of £1,265,916 to balance the budget that would represent an increase to a Band D tax payer of 1.9%.

Recommendation

Members are requested to approve the draft budget for 2022/23 that 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	477,459	560,571
Planning	17,460	15,110	17,500
Merthyr Dyfan Cemetery	443,222	426,572	459,228
Porthkerry Cemetery	16,690	19,200	19,400
Pioneer Hall	39,069	37,622	41,808
Community Building at Cemetery Approach Gardens	54,205	51,850	39,657
Corporate	340,813	335,430	166,106
Civic	9,569	8,556	9,569
Special Projects	28,000	31,981	182,500
	1,450,422	1,403,780	1,496,339
<u>Income</u>			
Management and Support Services	500	325	500
Merthyr Dyfan Cemetery	118,466	153,943	145,116
Porthkerry Cemetery	21,770	29,847	26,836
Pioneer Hall	10,000	10,246	10,000
Community Building at Cemetery Approach Gardens	2,000	6,078	10,000
Precept	1,231,686	1,231,686	1,265,916
	1,384,422	1,432,125	1,458,368
Net Operating Deficit / (Surplus) for the Year (Expenditure less Income)	66,000	(28,345)	37,971
<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	4,044	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)	37,469	(3,760)
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	333,300	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 Subsistence	6	2,400	1,000	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	2,660	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	28,000	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	8,212	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	477,459	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	325	500	
Total Income		500	325	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	15,110	17,350		
Officers Travel	2	600	0	150		
Total Expenditure		17,460	15,110	17,500		

Draft Budget 2022/23 Merthyr Dyfan 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	316,895	304,895	349,562	*
Personal Hygiene Facilities	2	350	600	600	
Personal Protective Equipment / Clothing	2	3,150	2,400	2,400	
Cleaning Products	2	500	1,500	1,000	
Rates	3	9,600	9,320	9,786	
Water	4	3,000	3,000	3,000	
Electricity & Gas	5	5,550	5,550	5,550	
Telephone	6	240	425	414	
Property Maintenance and Improvements	7	25,000	27,500	25,000	
Horticulture	8	800	800	800	
Equipment	9	6,625	6,625	6,625	
Plant & Equipment Maintenance	10	9,500	9,500	9,500	
Vehicle Maintenance	11	1,200	1,800	1,800	
Haulage and Fuel	12	4,175	4,925	5,171	
Vehicle Tax and Insurance	13	552	555	583	
Philadelphia Cemetery Maintenance	14	500	500	500	
Interest on PWLB Loans	15	2,077	2,077	1,338	
Capital Repayment on PWLB Loans	16	16,921	16,921	10,464	
Treework Maintenance	17	6,195	9,262	6,195	
Cemetery Roads Maintenance	18	3,000	0	3,000	
Memorial Safety Advertising	19	250	250	250	
Subscriptions	20	850	625	850	
Broadband Internet	21	292	849	840	
External Security re Summer Late Opening	22	0	3,693	0	
COVID-19 Expenditure	23	10,000	2,000	4,000	
Memorial Inspection Maintenance	24	16,000	11,000	10,000	
Total Expenditure		443,222	426,572	459,228	
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	65,195	78,341	79,139	
Exclusive Right of Burials	2	29,774	39,840	35,983	
Memorial Fees	3	11,274	21,430	18,406	
Transfer of Exclusive Right of Burials	4	1,800	2,460	1,800	
Hire of Chapel	5	770	0	0	
War Graves	6	78	78	78	
Cemetery Lodge Rent	7	5,574	5,480	5,650	
Other Miscellaneous Income	8	2,000	2,269	2,000	
Grants Receivable	9	0	0	0	
Cemetery Improvement Fee	10	2,000	4,044	2,060	
Total Income		118,466	153,942	145,116	
	6128				
* Note - Salary costs for Cemetery Approach Gardener reallocated to Merthyr Dyfan Cemetery Salaries					

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	13,724	11,847	
Memorial Fees	2	770	2,977	1,580	
Porthkerry Agreement	3	13,146	13,146	13,409	
Total Income		21,770	29,847	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	2,000	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	37,622	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	10,246	10,000	
Lettings - Pioneer Club via S137	2	0	0	0	
Total Income		10,000	10,246	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	38,812	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	90	350	
Property Maintenance and Improvements	9	1,500	4,050	1,500	
Equipment	10	2,000	1,000	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	51,850	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	6,078	10,000	
Total Income		2,000	6,078	10,000	
* Note - Salary costs for Cemetery Approach Gardener reallocated to Merthyr Dyfan Cemetery Salaries					

Draft Budget 2022/23 Corporate

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>		
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	40,000	
Corporate Advertising and Marketing	4	4,000	4,000	4,000	
Community Engagement Strategy	5	7,000	5,000	7,000	
Shop Local Campaign	6	15,000	17,202	10,000	
Community Grants	7	65,000	65,000	50,000	
Grant to Pioneers Club	8	1,270	0	1,270	
Website Costs	9	2,000	2,000	2,000	
Fairtrade Campaign	10	1,000	557	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	0	3,000	
Long Service Award	20	0	0	500	
Total Expenditure		340,813	335,430	166,106	

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	0	500	
Total Expenditure		9,569	8,556	9,569	

Draft Budget 2022/23 Special Projects

EXPENDITURE					
Description	Item No.	2021/22	2021/22	2022/23	
		Budget	Out-Turn	Budget	
			Projected		
Barry Youth Action	1	3,000	1,000	3,000	
Dementia Friendly Projects	2	3,000	0	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 S145 Expenditure - Provision of Arts & Entertainment	6	0	0	150,000	
Total Expenditure		28,000	31,981	182,500	