BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF FULL COUNCIL TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 19 JULY 2021 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

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

Yours faithfully

Emily Forbes
Chief Officer

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

AGENDA

1. **To receive apologies for absence**

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

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

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

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

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

(To note)

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

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

(a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;

(b) the need to take an integrated approach, by considering how—

i. the body's well-being objectives may impact upon each of the well-being goals;

ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

(c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;

(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;

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

4. **To approve and sign the minutes of Full Council held on Monday 28 June 2021 (Pages 5433-5444)**

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 Halls, Cemeteries and Community Facilities Committee held on 5 July 2021 and to give considerations to any recommendations therein.**
(Pages 5445-5451)

10. **To receive and note the minutes of the Sustainable Barry Working Group held on 5 July 2021 and to give considerations to any recommendations therein. (Pages 5452-5457)**

11. **To receive and note the minutes of the Finance, Policy and General Purposes Committee held on 12 July 2021 and to give consideration to any recommendations therein**
(Pages 5458-5464)

12. **To receive and note the minutes of the Personnel Committee held on 12 July 2021 and to give consideration to any recommendations therein (Pages 5465-5470)**

FINANCE

13. **To approve the Schedule of Payments for July 2021**
(Pages 5471-5477)

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

14. **To receive and note the Budget Monitoring Report to 30 June 2021 (Pages 5478-5482)**

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

POLICIES

15. **To review and approve new policy recommendations from other Committees**

a) Draft Hybrid Meetings Protocol **(Pages 5483-5489)**

PROJECTS

16. **Barry Youth Council** **(Pages 5490-5494)**

17. **Date of Next Meeting**

To note that the next meeting of Full Council is scheduled to be held on Monday 27 September 2021 at 7 pm

18. **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.

19. **To Consider Recommendations from other Committees (Page 5495-5500)**

a) Headstones - Recommendation from Halls, Cemeteries and Community Facilities Committee – 5 July 2021
b) Party Package - Recommendation from Halls, Cemeteries and Community Facilities Committee – 5 July 2021

20. **Memorial Hall and Theatre (MHT) Grant Funding Agreement – To receive a report from One Voice Wales.**

(To follow)

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 bint and other formats upon request

DRAFT MINUTES OF THE VIRTUAL MEETING OF COUNCIL HELD ON MONDAY 28 JUNE 2021 AT 7PM

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

ALSO PRESENT:

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

923. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Brooks, Charles, Hampton and Wright

924. **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, 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.

Declaration of Interest was also received from Councillors Drake and Lloyd Selby in relation to item 21 as they are members of GMB union. Councillor Payne submitted a declaration of interest in the event that the Youth Forum would be discussed at item 17.

925. **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.

926. **TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL MEETING HELD ON MONDAY 17 MAY 2021**

RESOLVED: That the minutes of the Annual Meeting held on 17 May 2021 are approved and signed as a correct record.

927. **TO RECEIVE COMMUNICATIONS FROM THE MAYOR**

The Mayor advised members that it had been a good month so far and that plenty of events have been planned. He advised that a monthly 'Mayor in the Square' had been arranged in order for the public to meet

the Mayor and ask questions and that he attended the Town Council Beach Clean on Sunday, which although it had been cancelled due to the weather warning, a few that had already arrived continued with the beach clean.

RESOLVED that communications from the Mayor be received and noted.

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

None were received.

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

None were received.

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

None were received.

931. **TO RECEIVE AND NOTE THE MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE HELD ON 2 JUNE 2021 AND TO GIVE CONSIDERATIONS TO ANY RECOMMENDATIONS THEREIN**

Councillor Johnson, advised members that it had been a short but productive meeting and advised of the events the group had planned, including a Virtual 5k and that Jane Hutt AM had been invited to the next Fairtrade meeting in October as the portfolio holder of Fair Trade in Wales. Councillor Johnson also advised that as Chair he wrote to Alun Cairns MP, Jane Hutt AM and two other Senedd Members to oppose the proposed cuts to UK international Aid on behalf of the committee.

RESOLVED: That the minutes of the Fairtrade Advisory Committee held on 2 June 2021 be received and noted.

932. **TO RECEIVE AND NOTE THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON 2 JUNE AND 21 JUNE 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Lloyd-Selby advised members that the focus of the two Finance, Policy and General Purposes Committees was to receive Covid-19 grant applications and advised that at the meeting held on 2 June, £15,574 had been awarded to 16 small local businesses, £2,000 had been awarded via green grants and £2,975 had been awarded to Community Organisations. Councillor Lloyd-Selby then advised members that at the meeting held on 21 June £6,207 was awarded to

small local businesses, £1,000 awarded via green grants and £2,406 awarded to community organisations.

RESOLVED: That the minutes of the Finance, Policy and General Purposes Committee held on 2 June and 21 June 2021 be received and noted.

933. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE HELD ON 8 JUNE 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Planning Committee held on 8 June 2021 be received and noted.

934. **TO RECEIVE AND NOTE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON 10 JUNE 2021 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Perkes advised members that a lot of work had been generated at the meeting and that a special meeting will be scheduled following the Government Announcement to arrange Summer events.

RESOLVED: That the minutes of the Shop Local Barry Advisory Committee be received and noted.

Councillor Wilkinson advised that she was not happy, noting that the agenda item numbers on the front page were incorrect and that she was unable to continue to follow the agenda. The Deputy Chief Officer advised that they had been rectified and apologised that Councillor Wilkinson had an old version of the agenda but the agenda had the correct page numbers and she would be able to continue to follow the items. The Mayor advised members of the page number of item 13 for clarity.

935. **TO APPROVE THE SCHEDULE OF PAYMENTS FOR JUNE 2021**

Members were provided with the schedule of payments for April 2021 to June 2021 for approval consisting of cheque number 002975, BACS payments and direct debits, in the amount of £105,922.97

RESOLVED:

1. **That the information set out within the Schedule of Payments relating to salary payments for April 2021 to June 2021 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted;**

2. **That the schedule of payments for April 2021 to June 2021 consisting of cheque number 002975, BACS payments and direct debits, in the amount of £105,922.97 be approved, subject to the relevant papers being in order.**

936. **TO RECEIVE AND NOTE THE BUDGET MONITORING REPORT TO 31 MAY 2021**

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

The Deputy Chief Officer drew the member's attention to the variance in funds being transferred from reserves due to the reduction of income from the Pioneer Hall, Cemetery Approach Community Centre and the reduction on interment fees, as cremations had increased over full burials.

RESOLVED: That Members receive the budget monitoring report for May 2021, indicating the actual income and expenditure up to the end of month two in the 2021/22 financial year, noting the projected overspend of £7,534 for 2021/22 that will result in a new amount of £49,534 being transferred from reserves.

937. **TO APPROVE THE DRAFT TOWN COUNCIL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2021**

Members were provided with the draft Town Council accounts and the Annual Return for the year ending 31 March 2021 for approval prior to submission to the external auditors, Audit Wales.

The Deputy Chief Officer advised that clarification had been sought from Councillor Johnson between the Draft Out-Turn for the Year provided to the previous meeting of Full Council held on 28 April 2021 and the Draft Town Council Accounts presented this evening. Councillor Johnson thanked the Deputy Chief Officer for the information and noted that one of the Public Works Loan Board loan which was taken to pay for the cemetery extension and renovation to the Chapel would soon end in the coming year and suggested that options fund projects should be explored.

Councillor S Hodges thanked the Deputy Chief Officer as the report was easier to read and asked if the Purple Shoots initiative should be reviewed and requested that it is presented at a future meeting of Finance, Policy and General Purposes Committee. The Chief Officer advised that the Investment Strategy can be looked into and suggested that it be raised at a future meeting of Finance, Policy and General Purposes Committee.

The Mayor requested authority from members to sign the Annual return.

RESOLVED:

1. **That the draft financial statements and annual return for the year ending 31 March 2021 be approved, prior to their submission to the external auditors, Audit Wales.**

2. **That the Mayor signs the Annual Return for the year ended 31 March 2021**

3. **That the Council's Investment Strategy is reviewed at a future meeting of the Finance, Policy and General Purposes Committee.**

938. **TO ADOPT THE INTERNAL CONTROL STATEMENT**

Members were provided with a report outlining the annual review of the effectiveness of the Council's system of internal controls.

RESOLVED: That members receive and approve the annual review of internal controls.

939. **TO RECEIVE A COMMUNITY ENGAGEMENT AND EVENTS TEAM UPDATE AND APPROVE FUTURE PROJECT PLANS**

The Community Engagement Officer advised members that she had been contacted by Councillor Lloyd-Selby who advised a number of concerns in relation to the report and sought clarity. The Community Engagement Officer advised that clarity had been provided to Councillor Lloyd-Selby and noted that although the numbering of the recommendations at the end of the report were out of sync, the recommendations within the report were still valid and provided clarity to what was being recommended for each project.

The Community Engagement Officer advised that in relation to project 1 she had met with Chris Parsons from the Scouts and they advised that they wish to have the first award in September.

Councillor Lloyd-Selby requested clarification to whether it would be a cup or a shield as the report states both. The Community Engagement Officer clarified that it would be a shield as it has the ability to hold more name plaques and a cup and in addition, each successful person would receive a pin badge for their sashes.

Councillor Lloyd-Selby noted a typo within the application form, to which the Community Engagement Officer requested the location of the typo. Councillor Lloyd-Selby advised that she would email the Community Engagement Officer after the meeting to advise.

Councillor S Hodges asked how many names could the shield hold, the Community Engagement Officer advised up to 12 per shield was recommended.

Councillor Payne raised a concern in relation the 4th point on the application form, under 'Application Criteria' and said it should be about an individual not an event.

The Community Engagement Officer advised that it would relate to a person if they were part of an historical event.

The Chief Officer clarified for members that the criteria had been lifted directly from the policy which had been agreed and adopted by Council.

Councillor S Hodges suggested to change the wording to make it clear that it relates to an individual who contributed to the history of the Town. Councillor Payne said that due to the history around commemoration and naming, the Council needs to get it right to avoid criticism.

The Chief Officer suggested that another route could be explored to recognise an historical event and suggested to remove the 4th line from the application form.

Members were in agreement to the removal of the 4th line from the application form.

Councillor Lloyd-Selby asked for clarification in relation to the eligibility for applications and asked if it should be restricted to 'Only members of uniformed organisations may apply/nominate', as this could deter parents, teachers etc. to nominate. The Community Engagement Officer advised that it was restricted to uniformed organisations as that is what Bryan Foley was dedicated to and advised that there are other ways to recognise those who are not part of the uniformed organisations. Councillor Lloyd-Selby clarified her concern but saying that it would restrict people outside of the uniformed organisations to nominate those within the uniformed organisations. The Community Engagement Officer advised that item 2 under the eligibility criteria can be removed. Members agreed.

The Community Engagement Officer began to take members through project 2 which was window art at Town Hall. She advised that it would be a fun way to promote Barry Town Council and would follow themes throughout the year. The Community Engagement Officer also updated members on the costings as the report stated it would cost £2,600 annually but it had been reduced to £1,500.

Councillor Perkes had concerns in relation to the suitability of the windows in relation to the window art being noticed by the public. The Community Engagement Officer suggested a trial of the window art and if it doesn't achieve its purpose then it can be reviewed and possibly not continue.

Councillor Drake asked if permission had been sought from the Vale of Glamorgan Council. The Community Engagement Officer advised that permission had been sought and this was noted within the report.

Councillor Wilkinson raised concerns in relation to the report, advising that figures were incorrect, the numbering was incorrect and the recommendations were wrong and questioned how she could make a decision based on what was in front of her. Councillor Wilkinson also advised that she was not happy with the way that the report was presented.

The Community Engagement Officer left the meeting

The Chief Officer advised that costings have changed in relation to the window art as the amount of windows had been reduced but the information was made available after the agenda had been dispatched and that the Community Engagement Officer would have made this clear within the discussions of the report.

The Chief Officer also advised that if members were not happy with the structure of the report, alterations could be made for future reporting and that though members should clarify and question, they should be mindful not to make personally directed comments at officers when discussing reports.

Councillor Wilkinson stated that as it has the Officer named on the report, questions will be directed to them and apologised if she had upset the officer but as a Council it should be professional with professional staff and the Council need to get things right. Councillor Wilkinson made reference to the agenda numbers on the front page being incorrect as an example.

Councillor S Hodges suggested that the remaining projects within the report are presented to a smaller working party, such as the Innovation Working Party which is scheduled to be held on Tuesday 6 July 2021.

Councillor Payne agreed with the remaining projects within the report to go to the Innovation Working Party.

Councillor Lloyd-Selby advised that she had sought clarification from the Community Engagement Officer prior to Full Council and asked for the report to be withdrawn. She further advised that it can be unclear of where the workstreams of the Community Engagement and Events

Team generate from and it would be useful to acknowledge the committees of where the work had been generated.

The Chief Officer recapped that Project 1 was agreed to go ahead subject to the amendments on the application form and eligibility criteria and that Project 2 be agreed. The Chief Officer asked that project 6 be agreed due to the time constraints of the project.

RESOLVED:

1. **That members note the Commemorating an Individual Application Form subject to the amendments being made**

2. **That the criteria for the Bryan Foley Shield is approved, subject to the amendments above being made and noting that the first award will be awarded in September 2021**

3. **That members approve the Window Art proposal to be trialled with the first event of Flower Festival and then the wider proposal for other events to be reviewed at a future meeting.**

4. **That members note that the Community Engagement Officer consulted with members of the public in relation to the proposed ideas for the Air Raid Shelter area at Cemetery Approach Gardens**

5. **That members authorise the Community Engagement Officer to compile a proposal for the use of the land based around the original brief and feedback received from the public, in partnership and consultation with the Chair of Halls, Cemeteries and Community Facilities Committee, the Facilities and Cemeteries Manager and the Chief Officer and that this is discussed at a meeting of the Halls, Cemeteries and Community Facilities Committee on 5 July 2021**

6. **That the items within the report that were not covered are submitted to a meeting of the Innovation Working Party scheduled to be held on Tuesday 6 July 2021 at 6pm**

940. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of Council is scheduled to be held on Monday 19 July 2021 at 7pm

941. **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.

The Office Team Leader and Press left the meeting

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

Members had a lengthy and detailed discussion in relation to the latest correspondence received from the Memorial Hall and Theatre Trust. A confidential note of the meeting is on record with the Chief Officer with key points raised by Councillors in the discussions being:

- Disappointment not having received a response / papers from the Memorial Hall and Theatre until a few hours before the meeting which did not allow time for Councillors to consider them.
- Sections of the Funding Agreement related to dispute resolution and the process to follow
- Missing information required from the Memorial Hall and Theatre which has been requested a number of time
- The rights of Council to withhold funds
- The need for Council to be transparent and accountable in its use of public funds
- The OVW review underway of Council's process to date
- The apparent breakdown in relationship between the Council, as funder, and the Memorial Hall and Theatre
- An Apparent disrespect for the Council's position and requirement to evidence its expenditure
- The Level of funding provided by the Town Council to the Memorial Hall and Theatre over the past 10 years

The Chief Officer was asked to sum up the discussion and the Council

RESOLVED:

1. **That the Council is unable to agree in principle to a course of action when it has no details on which to base the decision.**

2. **That the Council is unable to discuss or consider the MAC accounts paperwork, as it was submitted only a few hours before the meeting**

3. **That the Chief Officer enquires into CEDR Mediation costs, process and timeline in readiness for offering this as a proposal to the Trustees.**

4. **That the Chief Officer contacts One Voice Wales to ask for an interim report on their review of the process to be**

prepared for the next meeting of Full Council on 19 July 2021

5. **That further decisions are deferred until the Council has received this report**

6. **That the Deputy Chief Officer provides all Councillors with a breakdown of the funding provided to the Memorial Hall and Theatre over the past ten years (2011/2012 – 2020/2021)**

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

The Chief Officer gave the latest update on communication from the GMB Union.

RESOLVED: that the update be noted

The meeting closed at 8.29 pm

Signed …… Dated ……
(Town Mayor)

ACTION SHEET - FULL COUNCIL - 28 JUNE 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
937 (2)	That the Mayor signs the Annual Return for the year ended 31 March 2021	RFO	28.06.21	complete
937 (3)	That the Council's Investment Strategy is reviewed at a future meeting of the Finance, Policy and General Purposes Committee.	RFO	Nov-21	next FPGPC Agenda
939 (1)	That members note the Commemorating an Individual Application Form subject to the amendments being made	CEO		Complete
939 (2)	That the criteria for the Bryan Foley Shield is approved, subject to the amendments above being made and noting that the first award will be awarded in September 2021	CEO		Complete
939 (3)	That members approve the Window Art proposal to be trialled with the first event of Flower Festival and then the wider proposal for other events to be reviewed at a future meeting.	CEO	31.07.21	in progress
939 (5)	That members authorise the Community Engagement Officer to compile a proposal for the use of the land based around the original brief and feedback received from the public, in partnership and consultation with the Chair of Halls, Cemeteries and Community Facilities Committee, the Facilities and Cemeteries Manager and the Chief Officer and that this is discussed at a meeting of the Halls, Cemeteries and Community Facilities Committee on 5 July 2021	CEO	29.06.21	Complete
939 (6)	That the items within the report that were not covered are submitted to a meeting of the Innovation Working Party scheduled to be held on Tuesday 6 July 2021 at 6pm	CEO	29.06.21	Complete
942 (3)	That the Chief Officer enquires into CEDR Mediation costs, process and timeline in readiness for offering this as a proposal to the Trustees.	CO	30.06.21	complete
942 (4)	That the Chief Officer contacts One Voice Wales to ask for an interim report on their review of the process to be prepared for the next meeting of Full Council on 19 July 2021	CO	30.06.21	complete
942 (6)	That the Deputy Chief Officer provides all Councillors with a breakdown of the funding provided to the Memorial Hall and Theatre over the past ten years (2011/2012 – 2020/2021)	Dep CO	07.07.21	complete

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 5 JULY 2021 AT 7.00 PM

PRESENT: Councillors NP Hodges (Chair), Aviet, Clarke, Johnson and Richardson (Vice Chair)

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Amanda Evans – Facilities and Cemeteries Manager
Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Councillor Payne – Observer
Councillor S Hodges – Observer (arrived 7.30 pm)

A 282. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Rowlands.

A 283. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on matters appertaining to any Community Facilities owned or run by Barry Town Council, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

A 284. **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.

A 285. **TO NOTE THE TERMS OF REFERENCE**

RESOLVED: That the terms of reference be received and noted

A 286. **TO APPROVE THE MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 12 APRIL 2021**

RESOLVED: That the minutes of the Meeting of the Halls, Cemeteries and Community Facilities Committee's meeting held on 12 April 2021 be approved and signed as a correct record.

A 287. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1222-1245 INCLUSIVE)**

RESOLVED: That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1222-1245 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 288. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13800 - 13818 INCLUSIVE)**

RESOLVED: That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Deeds of Exclusive Right of Burial numbered 13800 - 13818 inclusive, granting the Exclusive Right of Burial to those named on the interment form.

A 289. **RESULTS OF AIR RAID SHELTER CONSULTATION**

Members were provided with a report outlining the outcome of the public consultation for the use of land at Cemetery Approach which was once the site of an Air Raid Shelter.

Councillor Johnson raised concerns in relation to the idea of painted pebbles as it would require sourcing pebbles which could encourage removal from local beaches or they could be used to vandalise the surrounding area. He also asked how would the garden be tranquil as it is next to a busy main road.

Councillor Clarke suggested ornamental trees to reduce the noise and pollution in the area.

Councillor Payne wishes to include educational areas for children to learn about the war and suggested QR codes be installed in addition to the educational notice boards.

Councillor Aviet raised concerns in relation to security of the area and asked if it would be fenced off and secured. The Community Engagement Officer advised that the area would form part on an extension to the Cemetery Approach Gardens and it would be hard to fence the area off to make it accessible to all but advised that the water feature would be something flat or close to the ground as vandalism had been considered.

Councillor Payne wished for the youth to be a part of the history side of the proposed development.

RESOLVED: That the Community Engagement Officer is authorised to write and submit the bid to the Stronger Communities Grant Fund by the deadline of 22 July 2021.

A 290. **CEMETERIES AND COMMUNITY FACILITIES UPDATE**

Members were provided with an update report in relation to the Cemeteries and Community Facilities. This included a number of items such as bees, hall hirers, Philadelphia plaque, famous notice boards, boundary issue, roadworks/paths, exhumations, green flag application, trees and the ICCM award.

The Facilities and Cemeteries Manager advised that one of the caretakers have expressed an interest in taking over the bee keeping but would need equipment.

Members agreed for the Facilities and Cemeteries Manager to obtain costings for the bee equipment and to present it to a future meeting of Halls, Cemeteries and Community Facilities Committee.

Members discussed the boundary issue with the White Farm estate and advised the Facilities and Cemeteries Manager to obtain the title deeds for the concerned properties and to agree the recommendation in principle with £2,000 being requested for the provision of legal fees.

RECOMMENDED: That a recommendation for £2,000 be requested at the next meeting of the Finance, Policy and General Purposes Committee for the provision of legal fees.

RESOLVED: That the report be received and noted

Councillor S Hodges arrived 7.30pm

A 291. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Halls, cemeteries and Community Facilities Committee is scheduled to be held on Monday 6 September 2021.

A 292. **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: 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 293. **BOUNCY CASTLE**

Members were provided with a report in relation to information received about the bouncy castle. Members discussed the health and safety implications of having the bouncy castle and decided to go with option 1 within the report and to keep the cost the same. Members also suggested to look into ways to sell the bouncy castle.

RESOLVED:

1. **That members of the Halls, Cemeteries and Community Facilities Committee agree to the removal of the bouncy castle at Pioneer Hall with no difference in the party hire fee.**

2. **That Officers explore the viability of selling the bouncy castle**

A 294. **KING WILLIAM PUBLIC HOUSE**

Members were provided with a report outing concerns received from the Landlord of the King William Public House. Councillor Clarke advised members that old walls were constructed in order to allow them to breathe and pass water and made the suggestion for the Landlord to pay half and the Council to pay the other half.

The Chair agreed with the suggestion of co-responsibility and that the Landlord be approached with that suggestion. Councillor Clarke proposed a site visit to take place on the same day as the Philadelphia Plaque unveiling.

RECOMMENDED: That a budget of £1,500 be recommended to a meeting of Full Council with the suggestion of co-responsibility.

Councillor Payne left the meeting at 7.50 pm

A 295. **HEADSTONES**

Members were provided with information in relation to the on-going headstone programme within Merthyr Dyfan Cemetery. A detailed discussion was had whereby the health and safety of the current stones was discussed and members raised concerns that the Council could become responsible for a number of older headstones. Members requested that the report to be recommended to a meeting of Full Council for a wider discussion as it can be seen as a change in policy.

RECOMMENDED: That the report be presented to the next meeting of Full Council scheduled for 19 July 2021 for a wider discussion.

A 296. **NON-RESIDENT FEES FOR BURIAL**

Members were provided with a report to provide members with the information to review the current fees charged for non-residents. Members raised concerns in relation to the fees being reduced and the amount of space within the cemetery. Members also commented that the Town Council receive a precept from the Vale of Glamorgan in terms of Council Tax paid by the residents of Barry and therefore the council tax subsidises the up keep of Merthyr Dyfan Cemetery.

RESOLVED: That the Halls, Cemeteries and Community Facilities Committee agree to retain the non-resident fees as they currently are in the fees and charges.

A 297. **PARTY PACKAGE**

Members were provided with a report outlining the current package ideas for consideration at the Cemetery Approach Community Centre. Members raised concerns in relation to flexibility of wakes if there would be parties booked in the hall and also the possibility of having a corkage licence. The Facilities and Cemeteries Manager advised that Children's parties could be restricted to the weekends as they are with the Pioneer Hall and that would free the weekdays for Wakes. She also advised that she would explore the licencing for alcohol on the premises with a restriction on the times that alcohol can be served.

Members requested further discussions and requested that the report be submitted to the next Full Council for a wider discussion.

RECOMMENDED: That the report be submitted to the next meeting of Full Council scheduled for Monday 19 July 2021 for a wider discussion.

A298. **SUSPENSION OF STANDING ORDER 3(aa)**

RESOLVED that Standing Order 3(aa) be suspended for a period of thirty minutes.

A 299. **CHAPEL**

Members were provided with a report with information from the Council's Technical Advisor, Lapider, which outlined the results of the annual inspection of the Chapel.

Members requested that the Facilities and Cemeteries manager obtains costings for the repairs and reports back to the next meeting of the Halls, facilities and Community Facilities Committee scheduled for 6 September 2021.

RESOLVED: That the Facilities and Cemeteries manager obtains costings for the repairs and reports to the next meeting of the Halls, Cemeteries and Community Facilities Committee scheduled for 6 September 2021.

A 300. **FENCE**

Members were provided with a report updating them on the progress of the new fence being installed at the boundary of Merthyr Dyfan Cemetery.

Members requested a site visit to establish the issue with the neighbouring property.

RESOLVED: That a site visit is scheduled with the members of the Halls, Cemeteries and Community Facilities Committee to work out a way forward in relation to the issue at the boundary fence at Merthyr Dyfan Cemetery.

The meeting ended at 8.40 pm

Signed ……Date …….

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 12 JULY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A298	That the Community Engagement Officer is authorised to write and submit the bid to the Stronger Communities Grant Fund by the deadline of 22 July 2021.	CEO	22.07.21	In Progress
A293(2)	That Officers explore the viability of selling the bouncy castle	FCM	06.09.21	In Progress
A294	That a budget of £1,500 be recommended to a meeting of Full Council with the suggestion of co-responsibility.	FCM	19.07.21	Complete - On FP&GPC Agenda
A295	That the (Headstones) report be presented to the next meeting of Full Council scheduled for 19 July 2021 for a wider discussion.	FCM	19.07.21	Complete - On FC agenda
A297	That the (Party Package) report be presented to the next meeting of Full Council scheduled for 19 July 2021 for a wider discussion.	FCM	19.07.21	Complete - On FC agenda
A299	That the Facilities and Cemeteries manager obtains costings for the repairs and reports to the next meeting of the Halls, Cemeteries and Community Facilities Committee scheduled for 6 September 2021.	FCM	06.09.21	In Progress
A300	That a site visit is scheduled with the members of the Halls, Cemeteries and Community Facilities Committee to work out a way forward in relation to the issue at the boundary fence at Merthyr Dyfan Cemetery.	FCM	06.09.21	Visit arranged for 31.07.21

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF SUSTAINABLE BARRY WORKING GROUP HELD ON MONDAY 5 JULY 2021, AT 6PM

PRESENT: Councillor Clarke (Chairperson) together with, Councillors Drake (arrived 18:08pm), N Hodges (substitute for S Hodges), Lloyd-Selby, and Payne

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Robyn Walsh – Community Engagement Officer
Hannah Linton – Trainee Administrator
Councillor Johnson – Observer

91. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S Hodges and Rowlands. Councillor N Hodges noted he would substitute for Councillor S Hodges.

Apologies were also received from the Sustainable Barry Project Officer.

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

None were received.

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

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

94. **TO NOTE THE TERMS OF REFERENCE**

RESOLVED that the Terms of Reference be received and noted.

95. **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON THURSDAY 29 APRIL 2021**

RESOLVED:

1) **That the minutes of the Sustainable Barry Working Group meeting held on Thursday 29 April 2021 be amended to include Councillor Johnson present as an observer.**
2) **That the minutes of the Sustainable Barry Working Group held on Thursday 29 April 2021 be received and signed as a correct record, subject to the amendment above.**

96. **CLIMATE CHANGE ACTION PLAN 'CCAP' UPDATES**

Members received a report with various updates in relation to the Climate Change Action Plan (CCAP);

- The addition of a Pilot "Communal Watering Can" scheme at Merthyr Dyfan Cemetery to reduce plastic usage and;

- The addition of a Pilot “Paper Reduction” Scheme in the Office, utilising mini office whiteboards to record informal noted.

Members discussed the Communal Watering Can scheme. Councillor Payne noted that the Officer would need to ensure that the watering cans were not too heavy. The Community Engagement Officer assured members that the Officer has already given thought to this and the recommendation within the report reflected this.

Councillor Payne also queried whether any alternatives had been considered, such as a metal water trough which would be filled using rain water. Councillor N Hodges explained the implications of this, but agreed that it was a suggestion that the Halls, Cemeteries & Community Facilities Committee could discuss further.

RESOLVED:

1) **That the Climate Change Action Plan updates were received and noted.**
2) **That the Committee authorised £350 to be ring-fenced for the use of the communal watering can scheme from the Sustainable Barry budget.**
3) **That the Sustainable Barry Project Officer liaise with the Facilities & Cemeteries Manager regarding metal water troughs and if the idea is feasible, a further report be presented to a future meeting of the Halls, Cemeteries & Community Facilities Committee for further discussion.**

97. **BARRY TOWN COUNCIL BUILDING ENVIRONMENTAL PERFORMANCE CERTIFICATION**

Members received information relating to the Environmental Performance Certification (EPCs) for Pioneer Hall, the Chapel, the Lodge and Cemetery Community Centre.

Councillor N Hodges made members aware that perhaps now wasn’t the right time to conduct an EPC at the Chapel and that the Halls, Cemeteries & Community Facilities Committee were going to be discussing this further at their next meeting.

Members also requested that the Officer investigate whether there was an alternative to an EPC that could be requested for the new Cemetery Approach Community Centre.

Councillor Lloyd-Selby suggested that she would be interested to ascertain whether there would be a significant cost saving if all the EPC’s were undertaken at the same time, as this was sometimes the case.

RESOLVED:

1) **That the Sustainable Barry Project Officer confirm the specifications on the Cemetery Approach Community Centre.**
2) **That the Sustainable Barry Project Officer undertake a cost saving exercise to determine the costings should the EPC's of the noted buildings be undertaken at the same time or separately and report these findings at the next Sustainable Barry Working Group meeting.**

98. **WILDLIFE TRUST EDUCATION ACTIVITY DAY AT MERTHYR DYFAN CEMETERY (PILOT SESSION)**

Members received information regarding the Educational Event to be held at Merthyr Dyfan Cemetery, as stipulated in the CCAP and the Town Council's Corporate Plan.

Members discussed the proposal in detail, noting that the wildlife in the bio-diversity pond may not be sufficient to conduct a pond dipping exercise. Members also queried whether there would be sufficient adult supervisors and whether this was something that the Committee could volunteer to help with.

The Community Engagement Officer suggested to members that the Project officer could compile a detailed Event Plan to provide members with at their next meeting.

RESOLVED:

1) **That the Sustainable Barry Project Officer provide a detailed event plan of the Wildlife Trust Education Activity Day for the next Sustainable Barry Working Group meeting.**
2) **That a budget of £600 be allocated to fund the Wildlife Trust Education Activity Day budget.**

99. **GREEN DRAGON ENVIRONMENTAL STANDARD AWARD APPLICATION**

Members were provided a report relating to the Green Dragon Environmental Standard Award and ascertain interest prior to proceeding with an application for the Award.

Members discussed whether the Town Council's Officers had enough capacity and resources to complete the application process and whether it should be postponed for a further 6 months, but also agreeing that it was a future ambition.

RESOLVED that the Green Dragon Environmental Standard Award Application be put on hold for 6 months.

100. **VALE OF GLAMORGAN – CLIMATE CHANGE STRATEGY 'PROJECT ZERO' UPDATE**

Members were provided with an update with regards to the Project Officer's involvement with the Vale of Glamorgan Council's 'Project Zero' Consultation.

The Community Engagement Officer noted that the Vale of Glamorgan Council's preliminary report would be circulated and also stated that Barry Town Council's consultation received only 32 less survey responses than the Vale of Glamorgan Council's.

Members had a discussion over potentially erecting separate recycling bins at Merthyr Dfyan Cemetery. Councillor Lloyd-Selby noted that she was conscious that the group's budget should not be utilised entirely on other Committee's work.

The Community Engagement Officer made members aware that the issue of separated recycling would most likely be identified in the report members had requested the Project Officer to complete in relation to Merthyr Dyfan Cemetery and that this subject could be discussed by the Halls, Cemeteries & Community Facilities Committee when they were provided with the report and at the time they discuss their 2022/23 budget requirements.

RESOLVED:

1) **That the Sustainable Barry Project Officer circulate dates to all Councillor's for the Waste Management Facilities tour.**
2) **That the Sustainable Barry Project Officer promote and attend future Vale of Glamorgan Council's 'Roadshows' events.**

101. **LOCAL NATURE PARTNERSHIP UPDATES**

Members were provided an update on the work of the Local Nature Partnership (LNP), the various community projects being undertaken by members of the LNP and the work by the Vale of Glamorgan Council to create a Nature Recovery Action Plan (NRAP).

RESOLVED:

1) **That the Project Officer report back to the Sustainable Barry Working Group on updates regarding the Nature Recovery Action Plan (NRAP).**
2) **That the Chair of the Sustainable Barry Working Group attend the next meeting of the LNP on 21 July 2021 and report back to the Group.**
3) **That the Project Officer feed any comments from the Sustainable Barry Working Group back to the LNP in regards to the NRAP.**

102. **DATE OF NEXT MEETING**

RESOLVED that the date of the next Sustainable Barry Working Group meeting will be held on Monday 6 September 2021 at 6pm.

Meeting closed at 18:55pm.

Signed ……. (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING GROUP - 5 JULY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
96 (3)	That the Sustainable Barry Project Officer liaise with the Facilities & Cemeteries Manager regarding metal water troths and if the idea is feasible, a further report be presented to a future meeting of the Halls, Cemeteries & Community Facilities Committee for further discussion.	SBPO	06/09/2021	In progress
97 (1)	That the Sustainable Barry Project Officer confirm the specifications on the Cemetery Approach Community Centre.	SBPO	06/09/2021	In progress
97 (2)	That the Sustainable Barry Project Officer undertake a cost saving exercise to determine the costings should the EPC's of the noted buildings be undertaken at the same time or separately and report these findings at the next Sustainable Barry Working Group meeting.	SBPO	06/09/2021	In progress
98 (1)	That the Sustainable Barry Project Officer provide a detailed event plan of the Wildlife Trust Education Activity Day for the next Sustainable Barry Working Group meeting.	SBPO	06/09/2021	In progress
100 (1)	That the Sustainable Barry Project Officer circulate dates to all Councillor's for the Waste Management Facilities tour.	SBPO	06/09/2021	In progress
100 (2)	That the Sustainable Barry Project Officer promote and attend future Vale of Glamorgan Council's 'Roadshows' events.	SBPO	On-going	On-going
101 (1)	That the Project Officer report back to the Sustainable Barry Working Group on updates regarding the Nature Recovery Action Plan (NRAP).	SBPO	06/09/2021	On-going
101 (2)	That the Chair of the Sustainable Barry Working Group attend the next meeting of the LNP on 21 July 2021 and report back to the Group.	Chair	06/09/2021	Not started
101 (3)	That the Project Officer feed any comments from the Sustainable Barry Working Group back to the LNP in regards to the NRAP.	SBPO	06/09/2021	Not started

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 12 JULY 2021 AT 6.00 PM

PRESENT: Councillors Brooks (arrived at 6.05 pm) (Chairperson), together with Councillors Drake, N Hodges, S A Hodges and Lloyd-Selby (arrived at 6.03 pm) (Vice-Chairperson).

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

As the Chair and Vice-Chair were delayed, Councillor Drake was nominated to open the meeting.

F300. **APOLOGIES FOR ABSENCE**

None received.

Councillor Lloyd-Selby arrived at 6.03 pm and took the Chair

F301. **DECLARATIONS OF INTEREST**

Declarations of Interest were received from Councillors S Hodges and N Hodges in relation to item 7 for the applications Archaeology Cymru and Cardiff & Vale Wellbeing CIC.

F302. **WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

Councillor Brooks arrived at 6.05 pm and took the Chair

F303. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 21 JUNE 2021**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 21 June 2021 be approved and signed as a correct record.

F304. **TO RECEIVE AND NOTE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 6 JULY 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATION THEREIN**

Member received the minutes of the Innovation Working Party held on 6 July 2021 and discussed the recommendations contained therein.

RESOLVED:

1. **That Barry Town Council works in partnership with the Vale of Glamorgan Council Events Team to enhance and support the three events as outlined within the main report providing they include Barry Town Council branding and recognition of support.**

2. **That Barry Town Council will support these events through promotion across its social media networks and encouraging the community and traders to get involved.**

3. **That a budget of £1200 is ring-fenced from the Community Engagement budget to decorate the Town Hall including various thematic window art to support and complement the Vale's Event Programme and increase the identity of Barry Town Council, (themes to include Halloween, Remembrance, Christmas, Valentine's Day or Spring, Easter theme), subject to the trial period being received well by the public.**

4. **That the Council supports the Mayoral Race Riot Event as detailed within the report, using Eventbrite to monitor the events numbers, with associated costs of up to £1,000 coming from the Civic/Civic Expenditure budget expenditure heading.**

5. **That the Council supports the CADW Open Doors Event as outlined within the report, providing the Cemetery Team access to the Chapel as a mess room is resolved.**

6. **That members agree to the Mack Events proposal in principle, requesting a further meeting with Mack Events to present a more detailed report and financial implications to the group.**

7. **That the consideration to make a budgetary provision for the concept of Pumpkin Carving in Central Park to complement the Vale of Glamorgan Council's Halloween Trail be taken to the Shop Local Committee for discussion.**

8. **That the consideration to make a budgetary provision for the potential Santa's Post Office, noting that if the Vale of Glamorgan Council does not have the budget this may not go ahead as part of the proposal be taken to the Shop Local Committee for discussion.**

9. **That the committee ring-fence the budget for the Fireworks Festival for the possible Festival of Light with the provision of further discussions to explore options and note that Barry Town Council will not be involved with the Burning of Guy Fawkes display.**

10. That it be noted that the Community Engagement Strategy will be reviewed alongside the Corporate Plan (scheduled to be reviewed in 2022) to provide a more holistic approach to the delivery of both documents.

F305. **TO REVIEW COVID-19 RECOVERY GRANT APPLICATIONS RECEIVED BETWEEN 26 MAY AND 15 JUNE 2021 (TRADERS)**

Members were requested to consider the applications under the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council's area or anyone in the area. An amount of £44,000 had been allocated within the Council's Budget for Grants relating to Covid-19 Recovery Fund (Business Grants) with a further £4,000 relating to Green Grants.

Members agreed to the following grants being awarded.

Covid-19 recovery Fund

Business Name	**Amount Awarded**
Aura Beauty	£0
Barry Island Sprits Company	£944.99
Bella Mia Beauty	£1,000
Caesars	£0
Craft Republic	£999.98
Hayley Tombs Childminder	£0
Karen Spence Childminder	£821.94
Kelly Crowther	£789.88
Moon Enterprise Solutions	£0
Oh Doggo	£0
The Geek Company	£1,000
Theresa's Childminding	£649.99
Vintage Hair Salon	£0
Wild Botanic	£1,000
Bliss Hair	£1,000
Fountains Tea Room	£0
Goodwash Company	£500
Kerridwen	£400
The Lighthouse	£690
Vicki Fernandes Childminding	£883.01
Vicki Walters Childminding	£659
Total	**£11,338.79**

Members raised concerns in relation to retrospective funding and felt that both Caesars and Aura Beauty had requested funding retrospectively. Members advised that they wish to receive further information from Aura Beauty in relation to the training they requested the funding for.

Members continued to have reservations in relation to awarding a grant for a new greenhouse for Hayley Tombs Childminder due to the amount of children who would benefit from the greenhouse and raised safety concerns in regards to the temperature a greenhouse could reach. In addition, members encourage Hayley Tombs to re-apply at the next funding round and consider a smaller project.

Members felt that the following applications did not meet the criteria of the grant funding; Moon Enterprise Solutions, Oh Doggo and Vintage Hair Salon.

Councillor Clarke raised a concern as Chair of the Sustainable Barry Working Group in relation to the gas patio heaters that Craft Republic have requested funding for. He advised that gas patio heaters produce high pollution. The Chair advised that within the application it states that they are unable to use electric due to the lack of outdoor electric points and gas would be the alternative.

Members requested more information from Fountains Tea Rooms over concerns on the lack of costings within the application.

Members agreed to pay a portion of the requested amounts for Goodwash Company, Kerridwen and The Lighthouse.

RESOLVED:

1. **That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts be awarded as agreed by the Finance, Policy & General Purposes Committee on Monday, 12 July 2021, noting that once all grants have been awarded the Covid-19 Recovery Fund (Business Grants) will stand at £10,879.16 available and the Green Grants Fund will still stand at £1,000 available.**

2. **That further information be requested from Aura Beauty and Fountains Tea Rooms with a view to revisit the application at a future meeting of the Finance, Policy and General Purposes Committee**

Councillor S & N Hodges left the room for the discussion of Archaeology Cymru and Cardiff & Vale Wellbeing CIC.

F306. **TO REVIEW GRANT APPLICATIONS RECEIVED BETWEEN 26 MAY AND 15 JUNE 2021 (COMMUNITY ORGANISATIONS)**

Members were requested to consider the applications under the Power of Wellbeing, Sections 1-5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council's area or anyone in the area. An amount of

£15,000 had been allocated within the Council's Budget for Grants for Community and Voluntary Organisations.

Community Organisation	**Amount Awarded**
Archaeology Cymru	£0
Barry West End Cricket Club	£997
Cardiff & Vale Wellbeing CIC	£1,000
Total	**£1,997**

Members had reservations in relation to Archaeology Cymru and felt that there is no clear programme or risk assessments for the programme stands.

F307. **ADJOURNMENT OF MEETING**

The Chair adjourned the meeting to be reconvened on Monday 19 July 2021 at 6.00 pm on a hybrid basis in the Council Chamber, Town Hall, King Square, Barry and remotely, to consider the remaining agenda items as the meeting of the Personnel Committee was scheduled to commence at 7.00 pm.

The meeting closed at 6.59 pm.

Signed…….. (Chairperson) Date……

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 12 JULY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F304 (1)	That Barry Town Council works in partnership with the Vale of Glamorgan Council Events Team to enhance and support the three events as outlined within the main report providing they include Barry Town Council branding and recognition of support.	CEO	**On-going**	In Progress
F304 (2)	That Barry Town Council will support these events through promotion across its social media networks and encouraging the community and traders to get involved.	CEO	**On-going**	In Progress
F304 (3)	That a budget of £1200 is ring-fenced from the Community Engagement budget to decorate the Town Hall including various thematic window art to support and complement the Vale's Event Programme and increase the identity of Barry Town Council, (themes to include Halloween, Remembrance, Christmas, Valentine's Day or Spring, Easter theme), subject to the trial period being received well by the public.	CEO	**On-going**	Frist window art installation to take place 17/07/2021 (floral theme)
F304 (4)	That the Council supports the Mayoral Race Riot Event as detailed within the report, using Eventbrite to monitor the events numbers, with associated costs of up to £1,000 coming from the Civic/Civic Expenditure budget expenditure heading.	CE&EA	**September**	In Progress
F304 (5)	That the Council supports the CADW Open Doors Event as outlined within the report, providing the Cemetery Team access to the Chapel as a mess room is resolved.	CE&EA	**September**	In Progress
F304 (6)	That members agree to the Mack Events proposal in principle, requesting a further meeting with Mack Events to present a more detailed report and financial implications to the group.	CEO		In Progress

F304 (7)	That the consideration to make a budgetary provision for the concept of Pumpkin Carving in Central Park to complement the Vale of Glamorgan Council's Halloween Trail be taken to the Shop Local Committee for discussion.	CEO	**21.07.2021**	Shop Local to discuss
F304 (8)	That the consideration to make a budgetary provision for the potential Santa's Post Office, noting that if the Vale of Glamorgan Council does not have the budget this may not go ahead as part of the proposal be taken to the Shop Local Committee for discussion.	CEO	**21.07.2021**	Shop Local to discuss
F304 (9)	That the committee ring-fence the budget for the Fireworks Festival for the possible Festival of Light with the provision of further discussions to explore options and note that Barry Town Council will not be involved with the Burning of Guy Fawkes display.	CEO	**After next Govt announcement**	Idea to be proposed at next Fireworks meeting
F304 (10)	That it be noted that the Community Engagement Strategy will be reviewed alongside the Corporate Plan (scheduled to be reviewed in 2022) to provide a more holistic approach to the delivery of both documents.	CEO	**May-22**	In Progress
F305(1)	That in accordance with the provisions of Power of Wellbeing, Sections 1-5 of the Local Government Act 2000; the above amounts be awarded as agreed by the Finance, Policy & General Purposes Committee on Monday, 12 July 2021, noting that once all grants have been awarded the Covid-19 Recovery Fund (Business Grants) will stand at £10,879.16 available and the Green Grants Fund will still stand at £1,000 available.	DCO	19.07.21	In Progress
F305(2)	That further information be requested from Aura Beauty and Fountains Tea Rooms with a view to revisit the application at a future meeting of the Finance, Policy and General Purposes Committee	DCO	19.07.21	In Progress

BARRY TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 12 JULY 2021 AT 7PM VIRTUALLY

PRESENT: Councillors Charles (Chairperson) together with Councillors Clarke, Payne (Vice Chair) Perkes, Wiliam, Wilkinson and Wright

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

R288. **APOLOGIES FOR ABSENCE**

None received

R289. **DECLARATIONS OF INTEREST**

None received

R290. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R291. **TO NOTE THE PERSONNEL COMMITTEES TERMS OF REFERENCE**

RESOLVED: That the terms of referenced be received and noted

R292. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 22 MARCH 2021**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 22 March 2021 be approved and signed as a correct record.

R293. **BUDGET MONITORING REPORT TO 30 JUNE 2021**

Members received a budget monitoring report providing the committee's expenditure in the 2021/22 financial year as at the end of June 2021.

RESOLVED: That the budget monitoring report to 30 June 2021 be received, noting the projected out-turn for the year is to be on budget.

R294. **TO REVIEW A DRAFT HYBRID MEETINGS PROTOCOL**

Members were provided with a draft hybrid meetings protocol which set out the arrangements for hybrid meetings with a view to review hybrid meetings in September 2021.

RECOMMENDED: To a meeting of Full Council being held on 19 July 2021, that the draft Hybrid Meetings Protocol be approved and adopted.

R295 **TO RECEIVE AND REVIEW A DRAFT STAFF WELLBEING SURVEY**

Members were provided with a draft Staff Wellbeing Survey for members to review, make comment and agree prior to it being issued to staff.

The Chief Officer advised members that the purpose of the survey is to see how the staff are feeling post Covid and this will be repeated on a quarterly basis.

RESOLVED: That the draft Staff Wellbeing Survey be agreed and issued to all staff.

R296. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 13 September 2021 at 7pm

R297. **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.

R298. **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.

R299. **TO RECEIVE AND CONSIDER A STAFF WELLBEING SUGGESTION**

Members were provided with a suggestion provided by members of staff to provide a well-being area within the loft at Town Hall.

Members agreed with the suggestion proposing a budget of £100 for the purchase of such items to improve wellbeing in work.

RESOLVED: That Personnel Committee members agree to a budget of £100 for the purpose of providing a well-being area for staff within the loft at Town Hall.

R300. **TO NOTE AN UPDATE ON ADMINISTRATION TEAM RECRUITMENT**

The Chief Officer provided members with an update in relation to the recruitment of the Administrator and an update in relation to the Trainee Administrator. The new Administrator would be commencing post within the next month. The Trainee Administrator had completed her training 12 months ahead of schedule, due to being able to focus on it whilst working from home due to the Coronavirus Pandemic. This meant that within the next few months, both Administrators would be on equal grades, with the same duties and would be inducted into the generalist Administration roles together, sharing the workload of the team equally. The Chief Officer reported this was a positive move forward as the Administration team would be back to its proper capacity, with two full time generalist administration posts.

RESOLVED: That the update on the Administration team recruitment be received and noted.

R301. **TO CONSIDER INCREASING THE COUNCILS FINANCIAL ADMINISTRATIVE CAPACITY**

Members were provided with a report outlining the requirement for a part-time Financial Administrator on a 6-month trial basis. Members clarified the pro rata salary costs which the Chief Officer responded to. Members were happy to approve the request.

RECOMMENDED to a meeting of Full Council on 19 July 2021:

1. **That members approve the request for a new Part-time Finance Administrator post, initially for a temporary period of 6 months, at a cost of £5,000 which will come from the M&S/Salaries Budget already agreed by Council**

2. **That a further review takes place to evaluate the impact of the role and to outline any future requirements.**

R302. **TO RECEIVE CORRESPONDENCE FROM GMB UNION**

Members were provided with correspondence received from GMB Union.

RESOLVED: That members receive and note the correspondence received from GMB Union.

R303. **MINOR AUTHORITY REPRESENTATIVES**

Members were provided with applications for the Minor Authority Representative positions that are currently vacant.

The Chief Officer advised members that a late application had been received in respect of High Street Primary School. Members were happy to consider the late application which had been circulated prior to the meeting.

a) Gladstone Road

Members were advised that one application had been received in relation to the vacancy at Gladstone Road School.

Members considered the application received and agreed that Ms Caroline Fouracre is appointed as Minor Authority Representative for the Town Council at Gladstone Road School

RESOLVED: That Caroline Fouracre is appointed the Minor Authority Representative for Gladstone Road School and that Caroline Fouracre is advised that she has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.

b) High Street Primary School

Members were provided with one application in relation to the vacancy at High Street School.

Members considered the application received and decided Claire Cook is appointed as Minor Authority Representative for the Town Council at High Street Primary School.

RESOLVED: That Claire Cook is appointed the Minor Authority Representative for Holton Road School and that Claire Cook is advised that he has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.

The meeting closed at 7.20 pm

Signed ……..

Dated ……

FOR INFORMATION ONLY

ACTION SHEET - PERSONNEL COMMITTEE - 12 JULY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R294	To a meeting of Full Council being held on 19 July 2021, that the draft Hybrid Meetings Protocol be approved and adopted.	CO	14.07.2021	On Full Council Agenda
R295	That the draft Staff Wellbeing Survey be agreed and issued to all staff.	CO	Jul-21	In progress
R301 (1)	That members approve the request for a new Part-time Finance Administrator post, initially for a temporary period of 6 months, at a cost of £5,000 which will come from the M&S/Salaries Budget already agreed by Council	CO	14.07.2021	On Full Council Agenda
R302 (2)	That a further review takes place to evaluate the impact of the role and to outline any future requirements	CO	14.12.2021	Ongoing
R303 (1)	That Caroline Fouracre is appointed the Minor Authority Representative for Gladstone Road School and that Caroline Fouracre is advised that she has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council	OTL	14.07.2021	Complete
R303 (2)	That Claire Cook is appointed the Minor Authority Representative for Holton Road School and that Claire Cook is advised that he has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.	OTL	14.07.2021	Complete

FULL COUNCIL	19 JULY 2021	AGENDA ITEM: 13

SCHEDULE OF PAYMENTS FOR JULY 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Schedule of Payments of Accounts July 2021 (5 pages)

Purpose of Report

To provide members with the schedule of payments for July 2021 for approval consisting of BACS payments and direct debits in the amount of £22,251.44.

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 July 2021 comprising of BACS payments and direct debits in the amount of £22,251.44 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 July 2021.

	July
Lloyds Banking Online (Net Pay)	37,400.01
HMRC	11,592.80
Cardiff Council (LGPS)	11,750.28
GMB	72.85
Unison	7.85
Prudential	250.00
	61,073.79

Recommendations

1. That the information set out above relating to salary payments for July 2021 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted;

2. That the attached schedule of payments for July 2021 comprising of BACS payments and direct debits in the amount of £22,251.44 be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For July 2021

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Amazon	Two x Logitech Wireless Keyboard and Mouse	**33.32**	6.66	39.98	M&S/Equipment
BACS	Amazon	Interlocking play mats	**93.32**	18.68	112.00	CACC/Equipment
BACS	Amazon	Essential Law for Cemetery & Crematorium Managers	**39.00**	0.00	39.00	M&S/Stationery
BACS	Amazon	Paper till rolls for Credit Card Machine	**14.99**	3.00	17.99	M&S/Stationery
BACS	One Voice Wales	The Council Meeting Module 5 training course	**30.00**	0.00	30.00	Corporate/Staff Training
BACS	Hook Signs	Design, supply and fit plaque for Philadelphia Cemetery	**110.00**	0.00	110.00	Cemetery/Philadelphia
BACS	Crosshands Industrial Trai	In house skid steer training 3 June 2021	**375.20**	75.04	450.24	Corporate/Staff Training
BACS	Hi Communications	Shop Local social media management	**400.00**	0.00	400.00	Corporate/Shop Local
BACS	Microshade Business Cons	Citrix hosting service & Microsoft office for June 2021	**623.65**	124.73	748.38	M&S/Microshade Citrix
BACS	Masons	Storage charge for one container for June 2021	**27.52**	4.71	32.23	M&S/Property Maintenance
BACS	Microshade Business Cons	Annual subscription for Acrobat Pro for Teams	**507.87**	101.57	609.44	M&S/Microshade Citrix
BACS	Employee No. 158	Mileage claim for April 2021 - June 2021	**21.78**	0.65	22.43	M&S/Officers Travel & Subs
BACS	GCSSC Ltd	Security support May (Thursday & Friday evenings)	**514.80**	102.96	617.76	Cemetery/External Security
BACS	TCRM Technology Ltd	Website hosting for June 2021 - June 2022	**150.00**	30.00	180.00	Corporate/Website
BACS	Npower	Electicity bill 01.05.21 - 31.05.21	**56.59**	2.83	59.42	CACC/Electricity
BACS	Pearson Panke	Calibration of Topple Tester TTM25	**195.00**	39.00	234.00	Cemetery/Equipment Maint
BACS	Hi Speed Training	Working at Height E-Learning x 5	**125.00**	25.00	150.00	Corporate/Staff Training
BACS	Employee No. 196	Reimburse materials for CACC	**214.20**	0.00	214.20	CACC/Property Maint
BACS	Employee No. 196	Reimburse materials for Cemetery Lodge	**328.25**	0.00	328.25	Cemetery/Property Maint
DD	Cariad Cool Water	Spring Water for Water Cooler (54L) less empties	**23.18**	4.64	27.82	M&S/Equipment
DD	BNP Paribas Leasing Soluti	Town Hall telecoms system lease 07.07.21 - 06.10.21	**384.57**	76.91	461.48	M&S/Telephone
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.06.21 - 30.06.21	**90.01**	18.00	108.01	M&S/Equipment Maint
DD	Pitney Bowes Ltd	Lease payment for franking machine	**111.19**	22.24	133.43	M&S/Equipment
DD	Nisbets	Four boxes of Jantex Centre Feed Roll	**35.96**	7.19	43.15	Cemetery/Cleaning
DD	CIPD	Annual Membership	**163.00**	0.00	163.00	M&S/Professional Fees
BACS	Vodafone	Monthly rental of four mobile phones & calls for June 2021	**68.68**	13.74	82.42	M&S/Telephone
BACS	Vodafone	Monthly rental of mobile WI-Fi for June 2021	**31.26**	6.25	37.51	Cemetery/Broadband
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	**107.92**	21.58	129.50	Cemetery/Fuel
DD	Virgin Media	Broadband service for June 2021	**32.00**	6.40	38.40	Pioneer/Broadband

Schedule of Payments of Accounts For July 2021

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	Virgin Media	Alarm line rental and calls for June 2021	**18.52**	3.71	22.23	Pioneer Hall/Alarm Line
BACS	Rim Motors	Repair outside front indicator bulb on Ford Connect van	**70.00**	8.00	78.00	Cemetery/Vehicle Maint
BACS	Auditing Solutions	Provision of internal audit 2020/21 (Day 3)	**445.00**	89.00	534.00	M&S/Internal Audit
BACS	Employee No. 001	WFH allowance for May 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for May 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for May 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for May 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for May 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for May 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for May 2021	**15.60**	0.00	15.60	M&S/Covid-19 Expenditure
BACS	Employee No. 193	WFH allowance for May 2021	**15.60**	0.00	15.60	M&S/Covid-19 Expenditure
BACS	Employee No. 001	WFH allowance for June 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for June 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for June 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for June 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for June 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for June 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for June 2021	**15.60**	0.00	15.60	M&S/Covid-19 Expenditure
BACS	Employee No. 193	WFH allowance for June 2021	**15.60**	0.00	15.60	M&S/Covid-19 Expenditure
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - June	**36.00**	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - June	**896.00**	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - June	**177.00**	0.00	177.00	Pioneer/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - June	**203.00**	0.00	203.00	CA Com Centre/Rates
BACS	FJ Tyres	Two Kenda 10 x 16.5 K601 rock grip tyres for Bobcat	**476.66**	95.33	571.99	Cemetery/Equipment Maint
DD	Lloyds Bank	Bank charges for May 2021	**33.40**	0.00	33.40	M&S/Bank Charges
DD	Screwfix	Two x Hook Rails	**23.74**	4.74	28.48	CACC/Property Maint
DD	Screwfix	Makita 18v Lxt Line trimmer	**133.33**	26.66	159.99	Cemetery/Equipment
BACS	Glamorgan Star	Advert in 02.07.21 edition from Mayor	**100.00**	20.00	120.00	Civic/Mayors Advertising
BACS	Llantwit Major TC	Ticket to LMTC Mayor's charity event	**12.00**	0.00	12.00	Civic/Mayors Donations

Schedule of Payments of Accounts For July 2021

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	FJ Tyres	Two tyres for Kubota ride on mower	**82.06**	16.41	98.47	Cemetery/Equipment Maint
BACS	Employee No. 185	Mileage claim for May 2021 - June 2021	**35.35**	1.05	36.40	M&S/Officers Travel & Subs
BACS	Neal Soils	Remove rock and rubble from tip - 1 load	**180.00**	36.00	216.00	Cemetery/Property Maint
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.06.21 - 30.06.21)	**94.29**	18.86	113.15	Porthkerry/Property Maint
BACS	T Jones	Welsh translation costs	**517.45**	0.00	517.45	M&S/Welsh Costs
BACS	Hi Communications	Shop Local social media management	**400.00**	0.00	400.00	Corporate/Shop Local
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 02.06.21	**100.00**	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 03.06.21	**105.75**	21.15	126.90	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 10.06.21	**116.10**	23.22	139.32	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 11.06.21	**100.00**	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 28.06.21	**100.00**	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 29.06.21	**103.45**	20.69	124.14	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Ten litres of 2 stroke oil and two spools of strimmer line	**94.48**	18.90	113.38	Cemetery/Equipment Maint
BACS	Digital Systems Ltd	Photocopier copy charges 31.05.21 - 30.06.21	**25.74**	5.15	30.89	M&S/Photocopier
BACS	Hoffi Ltd	Design and installation of A3 sized bunting	**3,240.00**	648.00	3,888.00	Spec Proj/Covid-19 Rec Fd
DD	Lloyds Credit Card	One PAYG mobile phone for Caretaker	**35.83**	5.17	41.00	Pioneer/Equipment
DD	Lloyds Credit Card	One PAYG mobile phone for Caretaker	**35.83**	5.17	41.00	Pioneer/Equipment
DD	Lloyds Credit Card	One PAYG mobile phone for Caretaker	**35.83**	5.17	41.00	CACC/Equipment
DD	Lloyds Credit Card	Toilet safety rail	**34.00**	6.80	40.80	CACC/Equipment
DD	Lloyds Credit Card	Gift vouchers re Climate Change Consultation prize draw	**40.00**	0.00	40.00	Corporate/Comm Engage
DD	Lloyds Credit Card	Tea/coffee/sugar connister set for cemetery staff room	**16.75**	3.35	20.10	Cemetery/Equipment
DD	Lloyds Credit Card	Umbrella stand	**49.98**	10.00	59.98	CACC/Equipment
DD	Lloyds Credit Card	Gift vouchers re Climate Change Consultation prize draw	**10.00**	0.00	10.00	Corporate/Comm Engage
DD	Lloyds Credit Card	Laptop for memorial headstone testing	**432.50**	86.50	519.00	Cemetery/Equipment
DD	Lloyds Credit Card	Annual fee for credit card	**32.00**	0.00	32.00	M&S/Bank Charges
DD	Certas Energy UK Ltd	Six hunded and one litres red deisel	**498.47**	24.92	523.39	Cemetery/Fuel
DD	BT plc	Broadband bill 01.06.21 - 30.06.21	**33.45**	6.69	40.14	CACC/Broadband
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	**87.40**	17.47	104.87	Cemetery/Fuel
DD	PHS Group plc	Hygiene services 24.06.21 - 18.09.21	**35.56**	7.11	42.67	CACC/Personal Hygiene

Schedule of Payments of Accounts For July 2021

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	British Gas Plc	Gas supply for 15.05.21 - 14.06.21	**27.51**	1.37	28.88	Pioneer/Gas
DD	British Gas Plc	Electricity supply for 22.05.21 - 21.06.21	**130.34**	6.51	136.85	Cemetery/Electricity
DD	Biffa Waste Services Ltd	Skip Rental 22.05.21 - 25.06.21	**659.57**	131.91	791.48	Cemetery/Property Maint
DD	Screwfix	Stanley Fatmax Ontario boots (size 8)	**49.16**	0.83	49.99	Cemetery/PPE
DD	Screwfix	Site Coltan safety trainers (size 11)	**20.83**	4.16	24.99	Cemetery/PPE
DD	FAST	Two medium size First Aid kits	**48.00**	9.60	57.60	Pioneer/Equipment
DD	British Gas Plc	Electricity supply for 21.05.21 - 28.06.21	**126.20**	6.31	132.51	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for 22.05.21 - 21.06.21	**37.23**	1.86	39.09	Pioneer/Electricity
BACS	Crosshands Industrial Trai	In house Forward tipping dumper training 24 June 2021	**375.20**	75.04	450.24	Corporate/Staff Training
BACS	Gates n Railings	To repair and weld old railings	**250.00**	50.00	300.00	Cemetery/Property Maint
BACS	Duplex Corporation Ltd	Six Sennheiser SC160 headsets	**132.50**	26.50	159.00	M&S/Equipment
BACS	Columbaria / Odlings	One secur-it tool & bit	**15.00**	3.00	18.00	Cemetery/Property Maint
BACS	Newhall Janitorial	Two boxes of C&C white hand towel	**36.40**	7.28	43.68	M&S/Cleaning
BACS	Happy Embroidery	Six polos, seven t-shirts and four sweat shirts	**205.00**	41.00	246.00	Cemetery/PPE
BACS	Microshade Business Cons	Citrix hosting service & Microsoft office for July 2021	**623.65**	124.73	748.38	M&S/Microshade Citrix
BACS	Employee No. 001	WFH allowance for July 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for July 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for July 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for July 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for July 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for July 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for July 2021	**15.60**	0.00	15.60	M&S/Covid-19 Expenditure
BACS	Employee No. 193	WFH allowance for July 2021	**15.60**	0.00	15.60	M&S/Covid-19 Expenditure
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - July	**36.00**	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - July	**896.00**	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - July	**177.00**	0.00	177.00	Pioneer/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - July	**203.00**	0.00	203.00	CA Com Centre/Rates
BACS	ICCM	Membership of Charter for the Bereaved scheme	**310.00**	0.00	310.00	Cemetery/Subscriptions
BACS	Masons	Storage charge for one container for July 2021	**28.44**	4.87	33.31	M&S/Property Maintenance

Schedule of Payments of Accounts For July 2021

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Howdens	Kitchen cupboard materials for cemetery lodge	**309.25**	61.85	371.10	Cemetery/Property Maint
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.07.21 - 31.07.21	**87.20**	17.44	104.64	M&S/Equipment Maint
BACS	Vodafone	Monthly rental of five mobile phones & calls for July 2021	**55.04**	11.01	66.05	M&S/Telephone
BACS	Vodafone	Monthly rental of mobile WI-Fi for July 2021	**31.26**	6.25	37.51	Cemetery/Broadband
BACS	Vodafone	Monthly rental of one mobile phone & calls for July 2021	**13.64**	2.73	16.37	Cemetery/Telephone
Total For This Period			**19,650.20**	**2,601.25**	**22,251.44**	
Total For Previous Periods			**86,449.22**	**19,473.76**	**105,922.97**	
Total to 31 July 2021			**106,099.41**	**22,075.00**	**128,174.42**	

FULL COUNCIL	19 JULY 2021	AGENDA ITEM: 14

BUDGET MONITORING REPORT 30 JUNE 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached:
A. Budget Monitoring Report June 2021 (2 pages)
B. Projected Reserves at 31 March 2021 (as at 14 July 2021) (1 page)

Purpose of Report

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

Background Information

On the following pages is the budget monitoring report June 2021, indicating actual income and expenditure up to the end of month three 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 overspend of **£6,754** that will result in a net amount of £48,754 being transferred from reserves rather than an amount of £42,000 in the original budget for 2021/22.

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

Reduction in hire income from Pioneer Hall and Cemetery Approach Community Centre	£6,000
Reduction in income from Interment Fees	£ 924
Total	**£6,924**

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

At this early stage in the year officers have adopted a prudent approach to the hire income projected for 2021/22, based on a 50% reduction in budget, due to some reluctance from existing regular hirers to return to hire the hall.

Also included is a current projection of the Council's reserves at 31 March 2022 based on the Budget Monitoring Report June 2021 (prepared on 14 July 2021).

Recommendation

Members are requested to receive the budget monitoring report for June 2021, indicating actual income and expenditure up to the end of month three in the 2021/22 financial year, noting the projected overspend of **£6,754** for 2021/22 that will result in a net amount of £48,754 being transferred from reserves.

Budget Monitoring Report June 2021

Gross Expenditure								
Description	**Item No.**	**Budget**	**Expenditure**	**Committed**	**Balance**	**Budget**	**Year End**	**Projected**
		12 Months	**3 Months**	**Expenditure**		**For Year**	**Projections**	**Variance**
		£	**£**	**£**	**£**	**£**	**£**	**£**
Salaries	1	772,137	180,637	591,500	0	772,137	772,137	0
Pension Added Years Costs	2	9,320	0	9,320	0	9,320	9,320	0
Personal Hygiene Facilities	3	2,100	435	1,665	0	2,100	2,100	0
Personal Protective Equipment / Clothing	3	3,750	468	3,282	0	3,750	3,750	0
Cleaning Products	3	2,200	118	2,082	0	2,200	2,200	0
Officers Travel and Subsistence	4	3,000	110	2,890	0	3,000	3,000	0
Rates	5	13,312	3,935	9,184	193	13,312	13,119	193
Water	6	4,050	1	4,049	0	4,050	4,050	0
Rent	7	36,256	7,750	28,506	0	36,256	36,256	0
Electricity	8	8,570	1,333	7,237	0	8,570	8,570	0
Gas	9	1,250	191	1,059	0	1,250	1,250	0
Telephone	10	3,550	1,010	2,977	-437	3,550	3,987	-437
Postage	11	2,000	132	1,868	0	2,000	2,000	0
Printing and Stationery	12	2,500	212	2,288	0	2,500	2,500	0
Insurance	13	5,000	5,156	0	-156	5,000	5,156	-156
Photocopier Costs	14	5,000	478	4,522	0	5,000	5,000	0
Property Maintenance and Improvements	15	35,490	8,979	26,511	0	35,490	35,490	0
Equipment	16	14,125	1,616	12,509	0	14,125	14,125	0
Equipment Maintenance	17	13,700	3,036	10,664	0	13,700	13,700	0
Bank Charges	18	800	165	635	0	800	800	0
Audit Fees - Internal	19	1,425	0	1,425	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	930	5,070	0	6,000	6,000	0
General Salaries Contingency	23	30,000	5,357	24,643	0	30,000	30,000	0
Health and Safety	24	5,000	644	4,356	0	5,000	5,000	0
Internet Broadband	25	4,072	366	4,095	-389	4,072	4,461	-389
Election Costs	28	0	0	0	0	0	0	0
BACAS Burials System Annual Maintenance	29	2,550	0	2,550	0	2,550	2,550	0
Microshade Citrix	30	7,703	2,345	5,358	0	7,703	7,703	0
Welsh Translation Service	31	4,000	640	3,360	0	4,000	4,000	0
Horticulture	8	800	97	703	0	800	800	0
Vehicle Maintenance	11	1,200	727	473	0	1,200	1,200	0
Haulage and Fuel	12	4,375	1,588	2,787	0	4,375	4,375	0
Vehicle Tax and Insurance	13	552	278	274	0	552	552	0
Philadelphia Cemetery	14	500	110	390	0	500	500	0
Interest on PWLB Loan	15	2,077	0	2,077	0	2,077	2,077	0
Capital Repayment on PWLB Loan	16	16,921	0	16,921	0	16,921	16,921	0
Treework Maintenance	17	6,195	0	6,195	0	6,195	6,195	0
Cemetery Roads Maintenance	19	3,000	0	3,000	0	3,000	3,000	0
Memorial Safety Advertising	20	250	0	250	0	250	250	0
Subscriptions	21	850	95	755	0	850	850	0
External Security at Cemetery	23	0	1,030	1,030	-2,060	0	2,060	-2,060
New Play Equipment	11	1,000	0	1,000	0	1,000	1,000	0
Civic Hospitality	1	2,200	0	2,200	0	2,200	2,200	0
Mayor's Hospitality	2	500	15	485	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	0	250	0	250	250	0
Mayor's Allowance inc. On Cost	5	1,619	0	1,619	0	1,619	1,619	0
Deputy Mayor's Allowance inc. On Cost	5	500	0	500	0	500	500	0
Mayor's Travel	6	500	0	500	0	500	500	0
Mayor's Donations	7	750	12	738	0	750	750	0
Mayor's Advertising	8	750	100	650	0	750	750	0
Civic Gifts	9	500	0	500	0	500	500	0
Restricted Grant Funding to Memorial Hall Theatre	1	150,000	0	150,000	0	150,000	150,000	0
Corporate Events	3	34,000	0	34,000	0	34,000	34,000	0
Corporate Advertising and Marketing	4	4,000	2,876	1,124	0	4,000	4,000	0
Corporate Engagement Strategy	5	7,000	0	7,000	0	7,000	7,000	0
Shop Local Campaign	6	15,000	0	15,000	0	15,000	15,000	0
Community Grants	7	65,000	0	65,000	0	65,000	65,000	0
Grant to Pioneers Club re use of hall	8	1,270	0	1,270	0	1,270	1,270	0
Website Costs	9	2,000	450	1,550	0	2,000	2,000	0
Fairtrade Campaign	10	1,000	0	1,000	0	1,000	1,000	0
Subscriptions	11	9,371	8,544	827	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	3,708	16,292	0	20,000	20,000	0
Councillor Allowances	14	2,000	0	2,000	0	2,000	2,000	0
Councillor Tablets	15	792	0	792	0	792	792	0
Councillor Emails	16	380	363	17	0	380	380	0
Staff Suggestion Scheme	17	500	0	500	0	500	500	0
Sustainable Barry Initiative (Minute number 654(2)	18	15,500	0	15,500	0	15,500	15,500	0
Place Plan (Minute number 673(4) refers)	19	3,000	0	3,000	0	3,000	3,000	0
Barry Youth Action	1	3,000	0	3,000	0	3,000	3,000	0
Dementia Friendly Project	2	3,000	0	3,000	0	3,000	3,000	0
Cemetery Fencing	3	0	0	0	0	0	0	0
Cemetery Roads Improvement	4	20,000	0	20,000	0	20,000	20,000	0
Cemetery Benches	5	2,000	1,766	0	234	2,000	1,766	234
Cemetery Treework	6	0	0	0	0	0	0	0
COVID-19 Recovery Fund	7	0	0	0	0	0	0	0
Cemetery Approach Building (Prev Yr Reserves)	8	0	0	0	0	0	0	0
COVID-19 EXPENDITURE	1	13,000	1,848	11,152	0	13,000	13,000	0
Total Expenditure		**1,426,422**	**249,651**	**1,179,386**	**-2,615**	**1,426,422**	**1,429,037**	**-2,615**

Budget Monitoring Report June 2021

Gross Income

Description	Item No.	Budget 12 Months £	Income 3 Months £	Income Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Bank Interest	1	500	15	0	-485	500	100	-400
Interment Fees	1	73,050	17,339	0	-55,711	73,050	72,127	-924
Exclusive Right of Burials	2	29,774	8,717	0	-21,057	29,774	31,048	1,274
Memorial Fees	3	12,044	5,756	0	-6,288	12,044	14,789	2,745
Transfer of Exclusive Right of Burials	4	1,800	480	0	-1,320	1,800	1,830	30
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	5,574	1,370	0	-4,204	5,574	5,480	-94
Other Miscellaneous Income	8	2,000	371	0	-1,629	2,000	2,000	0
Cemetery Improvement Fee	9	2,000	954	0	-1,046	2,000	2,000	0
Grants Receivable	10	0	0	0	0	0	0	0
Porthkerry Agreement	3	13,146	6,573	0	-6,573	13,146	13,146	0
Lettings	1	12,000	1,410	0	-10,590	12,000	6,000	-6,000
Lettings - Old Pioneers Club via S137	2	0	0	0	0	0	0	0
Total Income		**152,736**	**42,985**	**0**	**-109,751**	**152,736**	**148,597**	**-4,139**

Net Expenditure

Description	Item No.	Budget 12 Months £	Expenditure 3 Months £	Expenditure Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Total Net Expenditure		**1,273,686**	**206,666**	**1,179,386**	**-112,366**	**1,273,686**	**1,280,440**	**-6,754**
Transfer to / (from) reserves		**(42,000)**				**(42,000)**	**(48,754)**	
Amount to be met from Precept		**1,231,686**				**1,231,686**	**1,231,686**	

Our net budget for the year is £1,273,686 with actual expenditure for the 3 months to 30 June 2021 of £206,666 and committed expenditure of £1,179,386 with an amount of budgeted income yet to be received of £109,751 noting that an amount of £42,000 will be drawn down from reserves.

Our projected out-turn for the year produces an overspend of £6,754 (£2,615 more expenditure with £4,139 less income). This will result in a net amount of £48,754 being transferred from reserves rather than transferring £42,000 from reserves.

Projected Reserves for 31 March 2022 (as at 14 July 2021)

Description of Reserves	Balance at 01.04.21	Contribution to reserve	Contribution from reserve	Balance at 31.03.22
Cemetery Improvement Reserve	2,957	2,000	(1,766)	3,191
Acquisition Reserve	17,566	-	-	17,566
Plant and Machinery Reserve	21,850	-	-	21,850
Shop Local Reserve	6,477	-		6,477
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	-	(45,988)	363,198
Total	**498,807**	**2,000**	**(50,754)**	**450,053**

PERSONNEL COMMITTEE	12 JULY 2021	AGENDA ITEM:7

Report Author – Emily Forbes – Chief Officer

Purpose of Report

The purpose of this report is to provide members of the Personnel Committee with a draft Hybrid Meeting Protocol for their review and adoption as requested by Council.

Barry Town Council
DRAFT Hybrid Meeting Protocol

1. Introduction

Virtual (Remote) Council and Committee meetings via Zoom have been used during the Covid-19 pandemic 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**.**

The Local Government and Elections (Wales) Act 2021 received Royal Assent on 20 January 2021 and 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

The Council has therefore resolved to put in place Hybrid meetings which enables meetings to take place in compliance with the new legislation, whilst providing alternative participation opportunities to maintain a Covid-19 safe environment.

The arrangements set out in this Protocol will apply to meetings from 17 May 2021 unless the Council decides to change them. The Council has agreed to review Hybrid meetings in September 2021 to assess how well this approach is working.

2. Hybrid arrangements – how will they work?

The primary objective is to ensure that meetings can continue as safely as possible and that the rights of Members and the Public are not diminished simply because the meeting is being held through a mix of online and face-to-face means. The Chair will retain control and discretion over the conduct of the meeting and an officer will provide administrative support to facilitate the meeting.

The Council will use Zoom to enable Members, officers and the Public to attend and participate in meetings safely. Those attending the meeting physically will be

able to see and hear Zoom participants via the existing large TV screen in the meeting room and through the use of the 360-degree camera which has been purchased for this purpose.

Those on Zoom will be able to hear Members in the room and see them. There will be some Officers in the room – the Committee Administrator (minute taker), the Lead Officer and at times the Chair of the meeting. The size of the Chamber will dictate how many can attend in person; presently this is safely set at 11/12 around the table and 2-4 on the edges of the room. You will be asked to advise of your intention to attend in person or remotely so that Covid-19 secure measures are in place.

3. Zoom

Zoom is the system the Council will be using for those attending Hybrid meetings remotely. It has functionality for audio, video, and screen sharing and you do not need to be a member of the Council or have a Zoom account to join a Zoom meeting.

4. Access to documents

The Council's Administration team will publish the public agenda on the Council's website in line with usual practice for public access. All Council members will be advised when the Committee papers are available in the Council DropBox via Citrix on their Council issued electronic tablets. Paper copies of agendas will only usually be made available to the Chair of a meeting or those who have requested them for specific accessibility purposes.

5. Setting up the Meeting for Zoom attendance

This will be done by the Administration Team who will send a Zoom link invitation to members and officers will receive a URL link to click on to join the meeting. The Public and press will be advised of the Zoom details on request. The telephone dial-in via Zoom will also be available if required.

6. Public Access and Participation

(a) Public Access:

Members of the Public will be able to use a web link and standard internet browser to attend a meeting via Zoom and, currently, will not be invited in person unless in exceptional circumstances requiring further risk assessment.

(b) Public Participation (speaking):

Public questions will continue in line with the Council's current arrangements as far as is practicable with a dedicated item on the agenda at meetings of Full Council. However, to ensure that the meeting runs smoothly and that no member of the public is missed, those who wish to speak will be asked register their interest and questions by email to info@barytowncouncil.gov.uk

At public question time, the Chair will ask each registered person to speak at the appropriate time. In the normal way, the public should state their full name, the agenda item they wish to speak to **before** they proceed with their question. Unless they have registered, a member of the public may not be called to speak, except at the discretion of the Chair.

If a member of the public wishes to ask a question but cannot attend the meeting for whatever reason, there is nothing to prevent them from emailing their question, views or concern in advance to info@barrytowncouncil.gov.uk

7. Arrangements for any person attending meetings at Town Hall

Anyone attending a meeting in person must observe the following requirements:

(a) Do not attend if you: have any symptoms of Covid-19; are self-isolating (with or without a positive Covid-19 test); or are in a period of post-travel quarantine.

(b) Wear a mask in public places and at the meeting except when speaking

(c) Use the hand sanitiser which is available in the building.

(d) Follow the directions for entering, moving around and exiting the building. Follow the instructions of any Officer present to manage the safety of the meeting.

(e) If not on the Council contact database, you will be asked to sign into the meeting and leave your contact details

(f) Enter and leave the building promptly – do not gather inside after the meeting has finished, or during any break in the meeting

(g) Bring your own water/refreshments, as these will not be available for the time being.

(h) Maintain social distancing throughout – this is 2 metres apart, and closer with additional safeguards (facemasks).

8. Starting the Meeting

At the start of the meeting, the Lead Officer will check all required attendees are present and that there is a quorum. If there is no quorum, the meeting will be adjourned. This applies if, during the meeting, it becomes inquoratefor whatever reason.

The Chair will remind all Members, Officers and the Public attending via Zoom that

all microphones must be muted, unless and until they are speaking. This prevents background noise, coughing etc. which is intrusive and disruptive during the meeting. The Lead Officer will enforce this and will be able to turn off participant mics when they are not in use.

9. Declaration of Interests

Members should declare their interests in the usual way. A Member with an interest which requires them to the leave the room, if attending via Zoom, will be moved to the waiting room for the duration of the item.

10. The Meeting and Debate

(a) For Members and Officers physically present

Each member should raise their hand to indicate a request to speak. When called, they must identify themselves for the benefit of those attending via Zoom.

(b) For any person attending via Zoom

The Chair will call speakers in accordance with the usual rules i.e. either at Public Question Time, or for Members and Officers, when they raise their Zoom hand to speak.

No decision or outcome will be invalidated by a failure of the Chair to call a member to speak – remote management of meetings is intensive and the Hybrid arrangements are likely to be more so. It is reasonable to expect that some requests will be inadvertently missed from time to time.

When referring to reports or making specific comments, Members and Officers should refer to the report and page number whenever possible. This will help all present or in attendance to have a clear understanding of what is being discussed.

11. Voting

Voting for meetings in person is normally through a show of hands. The Chair will check results of a vote and advise on votes in the room for the benefit of those attending via Zoom.

12. Meeting Etiquette Reminder for Zoom attendees

- Mute your microphone – you will still be able to hear what is being said.
- Only speak when invited to do so by the Chair.
- Speak clearly
- If you're referring to a specific page, mention the page number.

13. Confidential Reports and Debate

There are times when council meetings are not open to the public, when confidential, or "exempt" issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration.

If there are members of the public and press attending the meeting, then the Lead Officer will, at the appropriate time, remove them to a waiting room for the duration of that item.

When attending via Zoom, please turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate in line with Council Standing Orders and during the consideration of confidential items.

14. Disorderly Conduct by Members

If a Member behaves in the manner as outlined in the Standing Orders (persistently ignoring or disobeying the ruling of the Chair or behaving irregularly, improperly oroffensively or deliberately obstructs the business of the meeting), any other Member may move 'That the member named be not further heard' which, if seconded, must be put to the vote without discussion.

If the same behaviour persists and a Motion is approved 'that the member named do leave the meeting', then (if attending via Zoom) they will be removed as a participant by the Lead Officer.

15. Disturbance from Members of the Public

If any member of the public interrupts a meeting the Chair will warn them accordingly. If that person continues to interrupt or disrupt proceedings the Chair may ask the Lead Officer to remove them as a participant from the meeting.

16. Technical issues – meeting management

If the Chair, or Lead Officer identifies a problem with the systems from the Council's side, the Chair should either declare a recess while the fault is addressed or, if the fault is minor (e.g. unable to bring up a presentation), it may be appropriate to move onto the next item of business in order to progress through the agenda. If it is not possible to address the fault, the meeting will be adjourned until such time as it can be reconvened.

If the meeting was due to determine an urgent matter and it has not been possible to continue because of technical difficulties, the Chief Officer and Group Leaders shall explore such other means of taking the decision as may be permitted by the Council's Urgent Action protocol.

Where any Member, Officer or the Public experience their own technical problems during the course of a meeting e.g. through internet connectivity or otherwise, the meeting will not be automatically suspended or adjourned.

17. Technical issues – Individual Responsibility (Members and Officers)

Many members, officers and the Public live in places where broadband speeds are poor, but technical issues can arise at any time for a number of reasons. The following guidelines, if followed, should help reduce disruption.

- Join public Zoom meetings by telephone if there is a problem with the internet. Before all meetings, note down the Zoom telephone login details.

- Consider an alternative location from which to join the meeting, but staying safe and keeping confidential information secure. For officers, this may mean considering whether to come into the office, subject to this being safe and practicable (childcare etc.)

- Have to hand the telephone number of someone attending the meeting – and contact them if necessary to explain the problem in connecting

- Officers should have an ‘understudy’ or deputy briefed and on standby to attend and present as needed (and their telephone numbers to hand)

FULL COUNCIL	19 JULY 2021	AGENDA ITEM: 16

BARRY YOUTH COUNCIL

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with an update in relation to Barry Youth Council as advised at a previous meeting and to seek authority to progress with delivery plans.

Background Information

At a meeting of Full Council held on Monday, 25 September 2019, members received options for the introduction and recruitment of members to Barry Youth Council. At this meeting it was resolved:-

1. That Councillor Charles and Councillor Payne be appointed as Link Councillors for Barry Youth Council.
2. That Councillor Clarke and Councillor Richardson be appointed as substitute Link Councillors for Barry Youth Council.
3. That recruitment for Barry Youth Council be carried out through wards, Community Organisations and schools.
4. That recruitment to Barry Youth Council takes place by submission of a statement of interest.

Following on from this meeting, the Community Engagement Officer launched a recruitment drive. However, only received interest from one young person and then Covid-19 hindered progress even further.

However, the first attempt at a recruitment drive did provide some valuable lessons, mainly that young people would engage better if they are involved in the process of setting up the Youth Council from the start, rather than handing a “ready-made Council to them.”

First Meeting – 13 May 2021

The Community Engagement Officer relaunched the recruitment drive for the Youth Council, but this time asked young people to simply express an interest and invite them to an informal meeting where they would be able to meet the Community Engagement Officer and Link Councillors.

This meeting took place on Thursday, 13 May 2021 at 6 pm and was attended by the Community Engagement Officer, Councillors Charles and Payne and two young people.

The plan of this initial meeting was to;

- Learn what current issues young people are facing
- What they would expect from a Youth Council
- How the Town Council could better engage with young people;
- And finally, would they be interested in helping us to organise a Youth Forum to engage with more young people to find out how Covid-19 has effected them

Councillor Payne had suggested that we work closely with the initially interested young people to host a Young Peoples Forum, using Covid-19 as the "hook" and asking the two young people who attended the first meeting how best to advertise the event, as well as what they thought would best engage the interest of other young people.

As a result, the young people suggested that we offer an incentive, such as free pizza and make it clear that the event will be a space for young people's voices to be heard.

Pizza & Chat – 26 June 2021

On Friday, 26 June 2021, nine young people attended the Cemetery Approach Community Centre for the first Pizza & Chat event.

Of those that attended, there were a mixture of young people from Ysgol Bro Morgannwg, Whitmore High School, St Richard Gwyn and home schooled students.

The event consisted of free pizza and an opportunity for young people to meet and talk about how Covid-19 had affected them, what issues they are currently facing and what they wanted to gain from becoming a member of Barry Youth Council.

Data

Current issues effecting young people;

- Not many places to hang out
- Feel judged
- Too much litter
- Poor mental health
- Boredom
- Worried about education

What young people want from Barry Youth Council;

- Fundraise for schools
- Celebrate various occasions (Pride for example)
- Litter Picking

- Team exercises
- Deliver projects that benefit young people
- Improve CV
- Somewhere to hang out
- Somewhere to meet new people and hang out with friends
- To be listened to by adults

How Covid-19 has affected young people;

- Cautious (fear of catching it)
- Feelings of isolation
- Don't know where classes are in school (due to a lack of induction)
- Can't get close to people – to hug them
- Catching up with missed education
- Scared to be around large groups of people
- Used to be social, but now scared to meet new people
- Frightened of touching anything in case they caught Covid-19
- Felt pressured to do school work at home
- Affected relationship with parents
- Exercise was difficult
- Lost connections with family that they couldn't visit
- Didn't want to be bothered by family
- Not scared of death anymore
- Scared to talk to people

Feedback:

- All those that attended said they found the event either "Very Useful" or "Somewhat useful."
- 8 out of 9 said they would like to attend another similar event
- All said they would recommend the event to their friends
- All said they would or would consider joining the Youth Council after attending

Attendees were also asked what they liked most about the event;

- Food (4 answers)
- Seeing friends (3 answers)
- Being heard (3 answers)
- Meeting new people (2 answers)

The Officer informed the young people that it was the intention that she would compile a report for Council, detailing the information she had collated from the evening, with a view that the first official meeting of Barry Youth Council could take place in September, subject to Full Council reviewing the information she provided and determining a way forward.

The young people were happy with this proposal. However, they indicated that they would like to continue meeting in the meantime so they could get to know each other and see their friends in a safe environment. As a result, further Pizza & Chat sessions will be arranged for July and August.

Budget / Financial Implications

The Council has already allocated a budget of £3,000 which has so far been utilised to host the first Pizza & Chat event, as well as the subsequent two Pizza & Chat events scheduled for July and August which leaves a balance of £2,800 for the remainder of the 2021/22 financial year.

Barry Youth Council proposal

Members will note that in order for the Youth Council to be successful and continue to engage young people, the proper time and resources will need to be allocated and committed, otherwise the project runs the risk of losing interest / not succeeding. Recently, the Council has asked to be kept informed of capacity implications of Council projects, so the information below has been included for this purpose

Time/Resources*;

Community Engagement Officer

Attend Barry Youth Council meetings	(8 hours per year / 4 meetings per year)
Report Writing & Agenda Admin	(28 hours per year)
Supporting projects derived from Youth Council	(1-2 days a month / 84 – 168 hours per year)

Link Councillors

Attend Barry Youth Council meetings	(8 hours per year / 4 meetings per year)
Supporting projects derived from Youth Council	(1 day a month / 84 hours per year)

Administration Team

Attend Barry Youth Council meetings	(8 hours per year / 4 meetings per year)
Minutes & Agenda collation	(28 hours per year)

***Please note, these are approximate and indicative for member's information only.**

As Barry Youth Council progresses, it may be necessary to review if additional capacity is required, for example through dedicated youth work support.

Barry Youth Council planned priorities for Year 1 — September 2021 – End of March 2022;

- First official meeting of Barry Youth Council to take place in September 2021
- Youth Council members will appoint a Chair, Vice-Chairperson, 2 Full Council representatives, agree their purpose etc, agree their rules of membership etc.
- Create a Youth Council logo working with members / and possibly an external designer
- Youth Council will determine 1-2 main priorities / issues that they would like to address between September 2021 and end of March 2022.
- The Youth Council will deliver one youth focussed project as determined by the Youth Council (this may be funded through the Youth Council budget)
  Youth Council Members will review their priorities for the 2022/23 financial year, so that Full Council can consider their budget request and proposals at the usual budget setting time in November 2021.

Recommendations

1. That members receive and note the report.

2. That members consider the plans and priorities set out within the report to formally launch Barry Youth Council in September 2021 and the proposed objectives for the remainder of the 2021/22 financial year.