BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI

Please reply to: TOWN CLERK

Your Ref:

When calling please ask for:

EF/fc

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF BARRY TOWN COUNCIL IS TO BE HELD VIRTUALLY AT 7.00 PM ON MONDAY 22 FEBRUARY 2021 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

THE MEETING WILL BE HELD ON A REMOTE BASIS IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL AUTHORITIES (CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020.

Yours faithfully

Emily Forbes

Emily Forbes
Chief Officer (Town Clerk)

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

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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 8 December 2020 (Pages 4615-4623)**

5. **To receive communications from the Mayor (Verbal)**

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

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

   (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 Extraordinary minutes of the Halls, Cemeteries and Community Facilities Committee held on 14 December 2020 and the minutes of the Halls, Cemeteries and Community Facilities Committee held on 11 January 2021 and to give consideration to any recommendations therein**

   (Pages 4624-4635)

10. **To receive and note the minutes of the Fairtrade Advisory Committee held on 11 January 2021 and to give considerations to any recommendations therein.**

    (Pages 4636-4640)

11. **To receive and note the minutes of the Planning Committee held on 12 January 2021 and to give consideration to any recommendations therein**

    (Pages 4641-4646)

12. **To receive and note the minutes of the Sustainable Barry Working Party held on 18 January 2021 and to give considerations to any recommendations therein.**

    (Pages 4647-4652)

13. **To receive and note the minutes of the Consultations Working Party held on 20 January 2021 and to give considerations to any recommendations therein.**

    (Pages 4653-4657)

14. **To receive and note the minutes of the Shop Local Barry Advisory Committee held on 21 January 2021 and the Extraordinary meeting held on 8 February 2021 and to give considerations to any recommendations therein**

(Pages 4658-4669)

15. **To receive and note the minutes of the Commemorative Naming Advisory Committee held on 25 January 2021 and to give considerations to any recommendations therein**

(Pages 4670-4675)

16. **To receive and note the minutes of the Personnel Committee held on 25 January 2021 and to give considerations to any recommendations therein.**

(Pages 4676-4678)

17. **To receive and note the minutes of the Finance, Policy and general Purposes Committee held on 8 February 2021 and to give consideration to any recommendations therein**

(Pages 4679-4683)

FINANCE

18. **To approve the Schedule of Payments for February 2021 (Final)**

(Pages 4684-4689)

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

19. **To receive and note Budget Monitoring Reports as at 31 January 2021**

(Pages 4690-4694)

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

20. **To receive and note responses to the public Budget Consultation 2021/22** **(Pages 4695-4697)**

21**. To agree the Council's Budget for 2021/22** **(Pages 4698-4709)**

POLICY & GOVERNANCE

22. **To receive and review the Council's response and actions to minimise the risk of exposure to Covid-19 in the workplace (Pages 4710-4751)**

23. **To consider the Council's Covid-19 Post Crisis Future Strategy and approve recommendations** **(Pages 4752-4759)**

24. **To review and approve the Council's Climate Change Strategy for a period of public consultation (Pages 4760-4789)**

CORRESPONDENCE

25. **To receive a letter from the Independent Remuneration Panel for Wales - Review of the Remuneration Framework for Community and Town Councils and consider Council's response**

(Page 4790)

26. **Date of Next Meeting**

To note that the next meeting of Full Council is scheduled to be held on **Wednesday 28 April 2021 at 7pm**

27. **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.

28. **Memorial Hall and Theatre (MHT) Working Party**

a) To receive the minutes of the Working Party held on 28 January 2021 and give considerations to any recommendations therein.
(Pages 4791-4797)

b) To receive the financial information provided by the MHT and give consideration to the decisions set out in the report re: Grant Funding
(To Follow)

29. **Public Service Ombudsman - Complaint Outcome**
(Pages 4798-4802)

30**. Barry Town Council Trademark Application update**
(Page 4803)

Distribution

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

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

DRAFT MINUTES OF THE VIRTUAL MEETING OF THE COUNCIL HELD ON TUESDAY, 8 DECEMBER 2020 AT 7 PM

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

ALSO PRESENT:

Emily Forbes	-	Chief Officer (Town Clerk)
Mark Sims	-	Deputy Chief Officer
Rhian Burns	-	Administrator
Ellyn Wright	-	Overserved (Barry Nub News)

The Mayor requested Members observe a one minute's silence in memory of former mayor Theo Stenstrom who had passed away recently and also to mark the final day of National Grief Awareness Week.

800. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Charles, Hooper and Rowlands.

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

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

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

802. **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.

803. **TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON 28 SEPTEMBER 2020**

RESOLVED: That the minutes of the Annual Meeting of Council held on 28 September 2020 are approved and signed as a correct record.

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

The Mayor noted that 2020 had been a very unusual year. She advised members that she had recently officially opened a new section at the Goodsheds and had also recorded a Christmas message with Bro Radio being played on the Christmas Radio Station and speakers throughout the town. She noted that she had attended a small wreath laying event for Remembrance Day.

RESOLVED that communications from the Mayor be received and noted.

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

None were received.

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

Members received a request from the Barry Museum, regarding the metal silent soldiers that were purchased to celebrate the 100th anniversary for WW1; Members were asked to consider whether one of these could be displayed in the museum.

Members agreed that the Silent Soldier that was previously located outside the former Town Council office could be temporarily loaned to the Barry Museum as long as they had suitable premises to display it.

RESOLVED: That one of the two Silent Soldiers purchased by Barry Town Council be temporarily loaned to the Barry Museum on condition that it be returned should the Barry Museum no longer have suitable premises.

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

None were received.

808. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE'S MEETING HELD ON 30 SEPTEMBER 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Planning Committee meeting held on 30September 2020 be received and noted.

809. **TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 12 OCTOBER 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Personnel Committee meetings held on 12 October 2020 be received and noted.

810. **TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING GROUP MEETINGS HELD ON 19 OCTOBER, 16 NOVEMBER AND 1 DECEMBER 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Sustainable Barry Working Group meetings held on 19 October, 16 November and 1 December 2020 be received and noted.

811. **TO RECEIVE AND NOTE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE MEETING HELD ON 19 OCTOBER 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 19 October 2020 be received, noting that an Extraordinary meeting of the Halls, Cemeteries and Community Facilities Committee would be held on Monday 14 December 2020 to consider a single item.

812. **TO RECEIVE AND NOTE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY GROUP MEETING HELD ON 22 OCTOBER 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Shop Local Barry Advisory Group meeting held on 22 October 2020 be received and noted.

813. **TO RECEIVE AND NOTE THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 16 NOVEMBER 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Finance, Policy and General Purposes Committee meeting held on 16 November 2020 be received, noting that the recommendations therein will be discussed in full at Item 17.

814. **SCHEDULE OF PAYMENTS OF ACCOUNTS FOR DECEMBER 2020**

Members received the schedule of payments for December 2020 consisting of BACS payments and direct debits in the amount of £14,641.00.

RESOLVED:

1. **That the information relating to salary payments for October and November 2020 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order19(c), be received and noted;**

2. **That the schedule of payments for December 2020 consisting of BACS payments and direct debits in the amount of**

£14,641.00, be approved, subject to the relevant papers being in order.

815. **BUDGET MONITORING REPORT AS AT 30 NOVEMBER 2020**

Members received the Council's income and expenditure in the 2020/21 financial year as at the end of November 2020.

RESOLVED that the budget monitoring report for November 2020, indicating actual income and expenditure up to the end of month eight in the 2020/21 financial year, be received, noting the projected overspend of £46,464 for 2020/21 that will result in a net amount of £190,580 being transferred from reserves.

816. **DRAFT BUDGET 2021/22 (INCORPORATING FIVE YEAR FINANCIAL FORECAST)**

The Chief Officer noted that the draft budget had been prepared incorporating a five year financial forecast in order to provide a framework for discussion and inform decision making by Members. The forecast had been prepared by officers and was subject to change; it was not for resolution at the meeting tonight but to inform debate.
The Draft Budget decided on tonight would be publically consulted on with a closing date of 31 January 2021 prior to the Council's final budget setting in February 2021.

Councillor Brooks noted that the budget for 2021/22 had been difficult to set and thanked officers for their work on this. She noted that she felt the Covid-19 Recovery Fund had been very successful and that a large number of small businesses had benefitted from the grants. She added that she felt this had helped to raise the profile of Barry Town Council as a separate entity from the Vale of Glamorgan Council and highlighted that this Council would support the local community.

Councillor Brooks proposed the following amendments to the draft budget presented –

Reduce Corporate/Staff Training by £3,500
Reduce Corporate/Corporate Events by £1,000
Reduce Corporate/Corporate Advertising by £3,250
Reduce Corporate/Councillors Allowances by £1,300
Reduce Special Projects/Dementia Friendly Projects by £3,000
Reduce Civic/Mayors Donations by £250
Increase budgeted income for Pioneer Hall from £5,000 (1 quarter) to be £10,000 (2 quarters)
Increase budgeted income for Cemetery Approach Community Centre from £1,000 (1 quarter) to be £2,000 (2 quarters)

These amendments would result in a revised draft budget for public consultation that provisionally sets a precept requirement of

£1,235,686 for 2021/22 being a cost to a Band D tax payer of £59.79 per year an increase of 2.3% compared to 2020/21.

Members supported the proposed amendments put forward by Councillor Brooks.

Councillor Nugent-Finn queried the timescales and method of public consultation. The Deputy Chief Officer advise that the consultation end date of 31 January 2021 would allow approximately six weeks which was in line with past budget consultation. He further advised that the consultation would take place via social media, the Barry Town Council website and through local press.

A vote took place on the proposed amended draft budget for public consultation, the result was unanimously in favour.

RESOLVED:

1. **That the amendments proposed by Councillor Brooks be made to the Draft Budget 2021/22.**

2. **That the Draft Budget for public consultation that provisionally sets a precept requirement of £1,235,686 for 2021/22 being a cost to a Band D tax payer of £59.79 per year an increase of 2.3% compared to 2020/21 be approved.**

817. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of Full Council is scheduled to be held on Monday 22 February 2021 at 7.00pm.

818. **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 press left the meeting.

819. **TO NOTE THE GREEN RECOVERY CIRCULAR ECONOMY FUND 2020-21 APPLICATION FOR FUNDING THAT HAS BEEN SUBMITTED IN CONSULTATION WITH GROUP LEADERS (DEADLINE WAS 1 DECEMBER 2020)**

The Leader of the Council expressed her thanks to the Chief Officer for preparing this funding application within an extremely tight deadline. Councillor S Hodges echoed this and added that she hoped this would

be a successful future project where the Council could work in partnership with other organisations.

RESOLVED: That the Green Recovery Circular Economy Fund 2020-21 Application for funding be received and noted.

820. **TO RECEIVE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 23 NOVEMBER 2020 AND CONSIDER RECOMMENDATIONS THEREIN**

Councillor Brooks advised that a meeting of the Innovation Working Party had been held prior to the meeting of Full Council and that a discussion regarding the Naming Policy had been held. In order to expedite the adoption of the Commemoration and Recognition Policy she proposed that the draft policy be circulated to all members on Thursday 10 December with any comments or amendments to be received by Friday 18 December. She advised that the aim going forward would be for any requests to be put to a Commemoration and Recognition Advisory Committee, made up with the same political balance as all other 7 seat committees and asked that Group Leaders put forward their Councillor nominations in due course.

RESOLVED:

1. **That the minutes of the Innovation Working Party meeting held on 23 November 2020 be received and noted.**

2. **That the Draft Commemoration and Recognition Policy is circulated to all Members on Thursday 10 December 2020.**

3. **That Members respond with any comments to the Chief Officer by Friday 18 December 2020.**

4. **That the Commemoration and Recognition Policy and any amendments be agreed and adopted through the Urgent Action process with Group Leaders.**

5. **That the Commemoration and Recognition Advisory Committee be created with nominations from Group Leaders with its first meeting to be held in early 2021.**

821. **PUBLIC SERVICES OMBUDSMAN FOR WALES UPDATE**

The Chief Officer advised Members of an update from the Public Services Ombudsman for Wales.

RESOLVED That the update be received and noted.

822. **TREE CONSULTATION**

Members received the results of the public Tree Consultation noting that the majority of responses favoured Option1 – The removal of the Leylandi trees and replacement with smaller, native trees.

Councillor Lloyd Selby queried budget and timelines which were set out by the Chair of the Committee.

Members agreed that this course of action should be followed, noting that it was essential that information was relayed to the public in the correct way.

RESOLVED: That the Leylandi trees forming the boundary with the Cemetery and St Andrew's Road be removed and replaced with native trees.

The meeting closed at 7.50pm.

Signed …… Dated ……
(Town Mayor)

ACTION SHEET - FULL COUNCIL - 8 DECEMBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
806	That one of the two Silent Soldiers purchased by Barry Town Council be temporarily loaned to the Barry Museum on condition that it be returned should the Barry Museum no longer have suitable premises.	CO	28.04.21	In Progress
816 (1)	That the amendments proposed by Councillor Brooks be made to the Draft Budget 2021/22.	DCO	12.12.20	Completed
816 (2)	That the Draft Budget for public consultation that provisionally sets a precept requirement of £1,235,686 for 2021/22 being a cost to a Band D tax payer of £59.79 per year an increase of 2.3% compared to 2020/21. be approved.	DCO	12.12.20	Completed
820 (2)	That the Draft Commemoration and Recognition Policy is circulated to all Members on Thursday 10 December 2020.	CO	10.12.20	Completed
820 (3)	That Members respond with any comments to the Chief Officer by Friday 18 December 2020.	CO	18.12.20	Completed
820 (4)	That the Commemoration and Recognition Policy and any amendments be agreed and adopted through the Urgent Action process with Group Leaders.	CO	18.12.20	Completed
820 (5)	That Commemoration and Recognition Advisory Committee be created with nominations from Group Leader with its first meeting to be held in early 2021.	CO	18.12.20	Completed
822	That the Leylandi trees forming the boundary with the Cemetery and St Andrew's Road be removed and replaced with native trees.	FCM	28.02.21	In Progress

BARRY TOWN COUNCIL

DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 14 DECEMBER 2020 AT 7.00 PM

PRESENT: Councillors N P Hodges (Chair), Aviet, Clarke, Johnson and Richardson (Vice Chair) (arrived 7.08 pm)

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Rebecca Blackwell – Office Team Leader
Councillor S Hodges – Observer
Martin Thomas – Grave Matters

A241. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Nugent-Finn and Rowlands.

A242. **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.

A243. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

A244. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 14 OCTOBER 2020**

RESOLVED: That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 14 October 2020 be approved and signed as a correct record.

A 245. **DATE OF NEXT MEETING**

RESOLVED: The next meeting of the Halls, Cemeteries & Community Facilities Committee is scheduled for 11 January 2021.

A 246. **EXCLUSION OF THE PRESS AND PUBLIC**

The Chair requested that all press and public leave the meeting with the exception of Mr Martin Thomas as he had been invited by the members to be present at the meeting.

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.

A247. **CEMETERY**

a. Grave Matters

Members of the Halls, Cemeteries & Community Facilities Committee had been provided with various correspondence received to the Council in relation to the Committees decision on not allowing Grave Matters to operate at Merthyr Dyfan Cemetery.

The Chair thanked Mr Thomas for his attendance at the meeting and advised that the Council had received various correspondence following the decision made by the Committee and asked if Mr Thomas wished to address members.

Mr Thomas thanked members for the opportunity to be present at the meeting to address members. Mr Thomas advised members that he was the proprietor of a one-man business called Grave Matters which covers the South Wales area. He added that he took over the business with its customers in 2018 and has continued the work of tending to graves within Merthyr Dyfan Cemetery. He advised that he has a number of supportive customers and in the Summer he was approached by a member of the Cemetery Staff who politely advised him that the Council had embargoed the use of strimmer's within the Cemetery due to health and safety concerns, to which he sympathised with and then approached the Council to make a request to allow him to use a strimmer to enable him to carry on his work within the Cemetery.

Councillor Richardson arrived 7.08pm

Councillor Clarke advised that he had been trying to find information but due to Covid-19 it was proving difficult but wished to ask Mr Thomas some questions. Councillor Clarke advised that he had tried to find out what the Councils insurance covers in relation to allowing businesses to operate within the Cemetery and asked Mr Thomas if he had any experience of insurance cover for cemeteries and if there would be a clause within the insurance that prevents a business to operate.

Mr Thomas advised that he was unaware of any insurance that covers a cemetery but he had his own public liability insurance.

Councillor Clarke also advised that he had tried to obtain information in relation to the particular health and safety regulations in relation to

operating a business within a cemetery but it had proved difficult and asked Mr Thomas if he had any knowledge to hand. Mr Thomas answered that he did not have any to hand.

Councillor Clarke asked Mr Thomas if he was aware of any planning implications for a business operating within the Cemetery. Mr Thomas advised that he didn't know if there were any planning implications.

Councillor Clarke asked Mr Thomas if there were any rate implications in relation to operating a business within the cemetery. Mr Thomas advised that he did not know.

Councillor Clarke asked if Mr Thomas had checked if there are any bylaws in relation to operating a business within the cemetery. Mr Thomas advised that he was not aware of any that relate to Merthyr Dyfan Cemetery and that many of the Cemeteries he attends have them displayed at the entrance. Councillor Clarke advised that they are at the reference library but due to Covid he has been unable to obtain them prior to the meeting.

Councillor Clarke advised that Mr Thomas may had satisfied the other cemeteries within he operates and that he may have the answers to the questions noted above or the council could enquire with the other cemeteries to see how they have been overcome which may resolve the issue at hand. Mr Thomas replied that he had not carried out any of the checks to which Councillor Clarke refers to.

Councillor Johnson asked Mr Thomas how much of his work related to the use of power tools such as the strimmer. Mr Thomas replied that the nature of the work is driven by the customer and the condition of the grave. He also advised that he uses a strimmer on the majority of the graves he attends. Councillor Johnson asked for a figure amount in relation to grave Mr Thomas attends to at Merthyr Dyfan Cemetery. Mr Thomas responded that he attends around 15 graves within Merthyr Dyfan Cemetery.

Councillor Johnson also asked if he was aware if the previous owner requested permission to operate a business within the Cemetery. Mr Thomas advised that he was not aware.

The Chair asked if Mr Thomas had ever formally approached the Council for permission to work within the Cemetery. Mr Thomas answered no. The Chair also raised concerns in relation to what Mr Thomas' customers had been advised in relation to him not being able to use power tools within the cemetery as the complaints received mention him being banned. Mr Thomas advised that he had contacted his customers notifying them that he was no longer able to operate within the cemetery and that the complaints received are independent and not motivated by him.

The Chair noted that within Mr Thomas' correspondence it stated that he would be happy for the council to train him to work safety within the cemetery but the Chair advised that this would not be possible and that the Council have a team of staff who are trained and to which the council are responsible for. The Chair also advised that there are businesses that work within the cemetery such as stonemasons who are regulated and are permitted to carry out work within the cemetery as part of an agreement with the council. The Chair asked Mr Thomas if he had asked other cemeteries for permission to operate within them. Mr Thomas advised that he had asked for permission to operate within other cemeteries to which they agreed. The Chair asked if there were any financial agreements with the other cemeteries. Mr Thomas replied that there were not any financial agreements with the other cemeteries in which he operates.

The Chair raised concerns in relation to others duplicating Mr Thomas' business within the cemetery in which the Council subsidies for the cemetery to be maintained.

The Chair asked Mr Thomas if he informs a members of staff when he is carrying out work within the cemetery. Mr Thomas replied that he does not inform any staff members.

The Chair also raised concerns that if Mr Thomas had not made staff aware that he is operating within the cemetery that he could be present when a funeral is in process. Mr Thomas said that it was an unjustified concern as he had encountered funerals whilst he is present within the cemetery but advised that his work would not interfere with a funeral as he would stop and leave if a funeral was taking place.

The Chair asked if Mr Thomas had anything to add before requesting he leaves the meeting for members to have a discussion on a way forward.

Mr Thomas wished to make members aware of the emotive nature of his service and that the majority of his customers are elderly. He advised that his customers would be able to tell the council of the wholesome service he provides, especially around birthdays and anniversaries and said that his business is not for financial gain, with the services being value for money. He continued to state that he has high customer satisfaction to which he provides before and after photos and felt that his work adds to the appearance of the cemeteries he works in at no extra cost to the Council/landowners. He advised that although the cemetery staff do provide a good service they are unable to dedicate the time to each grave and that his service supports the work that they do. Mr Thomas ended his statement by saying that if the council's decision is to not allow him to work within the cemetery to support his customers, the council will have very sad people who may independently choose to contact the council to make this known and advised member that he would normally distribute wreaths at Christmas but has been unable to this year.

The Chair questioned Mr Thomas as to why he felt that he could not continue his other services he provides as the committee only prohibited the use of power tools. Mr Thomas responded that he had taken himself away from the cemetery until a decision had been made in relation to his service at the cemetery.

The Chair then thanked Mr Thomas for his attendance and asked for him to leave the meeting.

Mr Thomas left the meeting.

The Chair asked for members views in relation to the plea made by Mr Thomas.

Members discussed the matter in great detail and raised various concerns which included that staff were unaware of when Mr Thomas was working within the cemetery, Mr Thomas' customers have been told that Mr Thomas had been banned from working within the cemetery when he was asked to not use power tools, which is in line with the councils choice to prohibit the use of power tools such as a strimmer, there had been no prior permission to work within the cemetery and no contact made, allowing one business to carry out services using power tools may set a precedent.

The Chair suggested to members that policy be written on third parties being allowed to operate within the cemetery.

Councillor S Hodges advised that members raised valid points but have not yet had answers to the concerns and suggested that a report is written to answer the concerns in relation to legalities, health and safety, insurance, compare other cemeteries and obtain advice from One Voice Wales and to enable the committee to be in a better position to make a decision.

Councillor Johnson agreed to a report to cover all concerns of members with a potential of putting a policy in place. Councillor Johnson also suggested to defer on making a decision, receive a report at the next committee and to continue to uphold the decision of the use of power tools over the Christmas period.

RESOLVED: That a report be submitted to the next meeting of the Halls, Cemeteries and Community Facilities Committee scheduled to be held on 11 January 2021 to satisfy the concerns raised by members, with the potential of a policy being written in relation to third party businesses operating within the cemetery and the use of powertools.

The meeting ended at 8.10 pm

Signed ……Date ……

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 14 DECEMBER 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A247	That a report be submitted to the next meeting of the Halls, Cemeteries and Community Facilities Committee scheduled to be held on 11 January 2021 to satisfy the concerns raised by members, with the potential of a policy being written in relation to third party businesses operating within the cemetery and the use of powertools.	FCM	05.01.2021	Completed

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 11 JANUARY 2021 AT 7.00 PM

PRESENT: Councillors N P Hodges (Chair), Aviet, Clarke, Johnson, Nugent-Finn and Richardson (Vice Chair)

ALSO PRESENT: Amanda Evans – Facilities and Cemeteries Manager
Rhian Burns – Administrator
Councillor S Hodges – Observer
Councillor Payne (arrived at 19.16) - Observer
Councillor Wilkinson - Observer

A248. **APOLOGIES FOR ABSENCE**

None were received.

A249. **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.

A250. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

A251. **TO APPROVE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 14 DECEMBER 2020**

RESOLVED: That the minutes of the Extraordinary Meeting of the Halls, Cemeteries and Community Facilities Committee's meeting held on 14 December 2020 be approved and signed as a correct record.

A252. **BUDGET MONITORING REPORT DECEMBER 2020**

Members received the Committee's income and expenditure in the 2020/21 financial year as at the end of December 2020.

Councillor Johnson queried whether there were any further business rates grants available that could be applied for due to loss of income for the Pioneer Hall and Cemetery Approach Community Centre.

The Facilities and Cemeteries Manager noted that she had been advised by the Deputy Chief Officer that there was nothing at present but that Members would be informed by email if any grants were to become available.

RESOLVED: That the budget monitoring report for December 2020 be received, noting the projected net overspend (deficit for the year) of £20,720 in 2020/21.

A253. **HALLS UPDATE**

The Facilities and Cemeteries Manager advised that she had secured funding from the Vale of Glamorgan Council for play equipment to be installed around the Cemetery Approach Community Centre.

Members advised that this had been raised previously and that it had been agreed by committee members that the Cemetery Approach Gardens were not an appropriate area for play equipment due to the proximity to the Cemetery. Members agreed that the Chair would discuss proposals for equipment with the Facilities and Cemeteries Manager to agree a way forward.

The Facilities and Cemeteries Manager also advised that the Welsh Government Guidelines regarding community buildings were being closely monitored and adhered to.

RESOLVED:

1. **That the verbal update be received and noted.**

2. **That the Chair meet with the Facilities and Cemeteries Manager to discuss what equipment would be suitable for the Cemetery Approach Gardens.**

A 254. **CEMETERIES UPDATE**

The Facilities and Cemeteries Manager noted that the number of burials being carried out at Merthyr Dyfan and Porthkerry Cemeteries was consistent with previous years and that there was no increase due to the Coronavirus pandemic.

She advised members that one of the Trainee Cemetery Operatives had left on Friday 8 January 2020 and that recruitment for a new trainee would begin shortly.

The Facilities and Cemeteries Manager noted that a new butterfly garden had been installed at Merthyr Dyfan Cemetery which, it was hoped, would improve the biodiversity of the site.

The Facilities and Cemeteries Manager advised that a number of requests had been received from residents of the White Farm housing

estate, neighbouring Merthyr Dyfan Cemetery, for pruning to be carried out on trees situated within the cemetery. The Facilities and Cemeteries Manager noted that she felt it would be beneficial to put together an information leaflet to distribute to residents outlining the Council's obligations regarding the maintenance of trees on Council property in order that it is clear what requests should be fulfilled.

The Facilities and Cemeteries Manager advised that any issues relating to the Health and Safety of trees within the Cemetery boundary were dealt with immediately but that the requests received had been for trees to be pruned to provide more light to resident's garden.

Members agreed that it would be useful for a leaflet to be drafted outlining the Councils position. They also requested the Facilities and Cemeteries Manager report of the scale and type of requests at the next meeting of the Halls, Cemeteries and Community Facilities Committee meeting.

RESOLVED:

1. **That the verbal update be received and noted.**

2. **That the Facilities and Cemeteries Manager draft a leaflet to be distributed to neighbouring residents outlining the Council's obligations with regard to trees within the Cemetery boundary.**

3. **That a report be provided at the meeting of the Halls, Cemeteries and Community Facilities Committee meeting to be held on Monday 8 March 2021.**

A 255. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1194 - 1211 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 1194 - 1211 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 256. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13780 - 13787 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 13780 - 13787 inclusive, granting the Exclusive Right of Burial to those named.

A 257. **DATE OF NEXT MEETING**

RESOLVED: The next meeting of the Halls, Cemeteries & Community Facilities Committee is scheduled for 8 March 2021.

A 258. **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.

A259. **GRAVE MATTERS**

Members received a report as requested from the extraordinary meeting held on 14 December 2020. The Facilities and Cemeteries Manager advised Members that she had received feedback from One Voice Wales, the ICCM and other local burial authorities.

A detailed discussion took place where Members raised a number of concerns. It was suggested that Barry Town Council could offer enhanced grave maintenance work and the Facilities and Cemeteries Manager was requested to investigate the feasibility of such a scheme.

Members determined that following this, it may be necessary to develop a policy regarding third party contractors undertaking work in the cemetery in conjunction with the Finance, Policy and General Purposes Committee Members.

RESOLVED:

1. **That the Facilities and Cemeteries Manager investigate the feasibility of an 'in–house' enhanced grave maintenance scheme to be carried out by Barry Town Council staff.**

2. **That a report be submitted to the next meeting of the Halls, Cemeteries and Community Facilities Committee meeting to be held on Monday 8 March 2021.**

3. **That the ban on the use of power tool by members of the public (or those contracted by members of the public) at Merthyr Dyfan and Porthkerry Cemeteries be upheld.**

A260. **TREES**

Members received an update on the proposed tree works to take place at Merthyr Dyfan Cemetery.

RESOLVED:

1. **That the report be received and noted.**

2. **That a virement in the sum of £2,445 be made from the Cemetery Improvement Reserve to the Special Projects/Cemetery Treework budget to cover the increase in hire costs.**

3. **That the Cemetery Team remove the branches and soil currently situated at the access points to allow the work to commence.**

The meeting ended at 8.25 pm

Signed ……Date ……

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 11 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A 253 (2)	That the Chair meet with the Facilities and Cemeteries Manager to discuss what equipment would be suitable for the Cemetery Approach Gardens.	FCM		Completed
A254 (2)	That the Facilities and Cemeteries Manager draft a leaflet to be distributed to neighbouring residents outlining the Council's obligations with regard to trees within the Cemetery boundary.	FCM	Mar-21	In-Progess
A 254 (3)	That a report be provided at the meeting of the Halls, Cemeteries and Community Facilities Committee meeting to be held on Monday 8 March 2021.	FCM	Mar-21	In-progress
A 259 (1)	That the Facilities and Cemeteries Manager investigate the feasibility of an 'in–house' enhanced grave maintenance scheme to be carried out by Barry Town Council staff.	FCM	Mar-21	In-progress
A 259 (2)	That a report be submitted to the next meeting of the Halls, Cemeteries and Community Facilities Committee meeting to be held on Monday 8 March 2021.	FCM	Mar-21	In-progress
A 259 (3)	That the ban on the use of power tool by members of the public (or those contracted by members of the public) at Merthyr Dyfan and Porthkerry Cemeteries be upheld.	FCM		Completed
A 260 (2)	That a virement in the sum of £2,445 be made from the Cemetery Improvement Reserve to the Special Projects/Cemetery Treework budget to cover the increase in hire costs.	DCO	Jan-21	Completed
A 260 (3)	That the Cemetery Team remove the branches and soil currently situated at the access points to allow the work to commence.	FCM	Jan-21	Completed

BARRY TOWN COUNCIL

DRAFT MINUTES OF A FAIRTRADE ADVISORY COMMITTEE MEETING HELD ON MONDAY 11 JANUARY 2021 AT 6PM

PRESENT: Councillor Johnson (chairperson) together with Councillors S Hodges Lloyd-Selby, Hawkins along with M Mitchell (Vale Plus) and A Burmeister (Fairtrade Wales)

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Hannah Linton – Trainee Administrator
Councillor N Hodges – Observer
Councillor D Clarke – Observer

103. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Richardson.

104. DECLARATIONS OF INTEREST

None were received.

105. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

106. TO APPROVE THE MINUTES OF THE FAIRTRADE ADVISORY COMMITTEE'S MEETING HELD ON 30 JANUARY 2020

The Chair ran through the minutes of the Committee's previous meeting as it was held last year on 30 January 2020. The Chair gave his thanks to everyone involved with the events that were able to go ahead prior to the lockdown/COVID-19 restrictions. The Chair also stated that later events had to be cancelled due to the current situation.

The Deputy Chief Officer advised that the Fairtrade footballs had been bought and delivered to the office.

Councillor Lloyd-Selby noted that she gave her apologies to the last meeting, which was not included on the minutes.

RESOLVED:

1. **That the apology from Councillor Lloyd-Selby be added to the minutes.**

2. **That the minutes held on 30 January 2020 be approved and signed as a correct record once the amendment above is made.**

107. FAIRTRADE RENEWAL REPORT

The Chair advised members that the Fairtrade Renewal has been extended 6 months to September 2021.

108. TO RECEIVE AN UPDATE FROM FAIRTRADE WALES

Alieen Burmeister discussed with the committee Fairtrade Fortnight 2020 went really well, and for 2021 will be online based with National activities such as the Fairtrade Foundation festival. Alieen also noted that organisations and people producing events across Wales can notify them to promote on their website.

Alieen also stated that the school packs are being translated into welsh ready for distribution, and there will also be a Climate Change seminar.

109. FAIRTRADE FORTNIGHT – 22 FEBRUARY TO 7 MARCH 2021

Alieen noted that Fairtrade Fortnight will be holding virtual Coffee Mornings, people can join the events for free or pay to have a ticket that includes samples of Fairtrade coffee from Jennifer who will also be creating a video for these events. Along with this, Sarah Wilcox will be creating a teaching video for baking with Fairtrade products.

The Chair asked if there would be a central Fairtrade events lists where local communities can see what events will be happening / available in their areas.

Alieen noted that the website will be updated for people to see the events happening across the Wales. She also stated that they will be happy to share various events and also pair up with organisations.

Alieen reported that the new strategy for the Fairtrade movement will be for the timescale of 2021 – 2025 for a long term effect. The Chair asked for the circulation of core plans be available to the committee.

The Chair explained his meeting to the committee with Dawn from Llantwit Major Council and Cathy from Dinas Powys Council regarding competitions for the children that can engage with schools during these difficult times. It was discussed that contacting the schools to consider ways to engage with them would be the best aim and to make sure the focus is on this year's topic of Climate Change.

Councillor S Hodges suggested producing a Zoom quiz with Councillor N Hodges creating Fairtrade questions.

A discussion was had over the potential of this quiz, the Chair asked if they would open up the quiz or keep it to a local quiz, bring Fairtrade products/goods to the digital party and what date would the event happen during the Fairtrade Fortnight. Councillor S Hodges emphasised that the Committee could be flexible with dates for now and come to a

definite decision closer to the time. Councillor S Hodges also noted that the event should be kept fun and flexible.

Councillor Lloyd-Selby agreed that this would be a great event and could promote the quiz on the website and social media with contact details to provide answer for the questions. Councillor Lloyd-Selby also suggested a prize for best costumes at the event.

Councillor Hawkins agreed with the Councillors over the Zoom quiz and also suggested providing Fairtrade event or lessons which could reach another audience in the community and promote the Zoom event. Councillor Hawkins also noted that Asda's Community Champion would like to work with the Council and Community and suggested contacting for information.

The Chair concurred that contacting Asda's Community Champion would be a great idea, would also be ideal to have lists of products they sell of Fairtrade, similar to the event during last year's Fairtrade Fortnight with Morrisons. These ideas and event could help going forward in future planning around Fairtrade Fortnight. He also suggested contacting Bro Radio to create content around Fairtrade Fortnight. The Chair also deliberated if local churches would be able to provide information during their services.

Councillor Lloyd-Selby noted that the church services have been conducted online and are not meeting physically, and with this new digital approach are able to reach a wider audience. The Councillor agreed to encourage them to include the Fairtrade topic within services. Councillor Lloyd-Selby also stated that the Foodbank have promoted Fairtrade in the past and can also promote Fairtrade and advertise they are happy to accept Fairtrade goods for the Foodbank.

Alieen Burmeister reported that Shropshire Council have asked for welsh prays for services and are having a service based on Fairtrade. Alieen also noted that a few groups are working with schools to produce events and competitions that would be able to go ahead in schools or at home.

Councillor Lloyd-Selby explained that it would be a big ask for the churches during this time, but resources such as videos would be helpful to raise awareness among the community.

Alieen Burmeister verified that they have videos for all ages and of different lengths. She explained that one was of a family in the Gola rainforest and the changes they've made to help with Climate Change and Fairtrade. Alieen also stated they can promote and share the video from Jennifer that they will be showing at the Coffee Morning events.

Councillor Shirley agreed with contacting Bro Radio and suggested recordings on Fairtrade from Councillors and organisations would be a good idea.

Councillor Hawkins addressed Alieen Burmeister regarding the review happening this calendar year and asked if there were anything that could be done to help.

Alieen Burmeister noted that the only areas that the committee is struggling with is Businesses and Retailers, but understands the current situation and that it may not be feasible for them to help with promoting Fairtrade. She suggested contacting them to see if they can help or if it would be much of a commitment during this time.

The Chair acknowledged that this would be trickier with businesses during this time and noted the Committees prior engagements with businesses.

Councillor Lloyd-Selby suggested using social media to ask traders what they are doing to help promote Fairtrade.

The Chair pointed out this topic should be added to the agenda for the Shop Local Committee for discussion. The Chair also suggested an art project competition with schools to be judged by Madam Mayor and potentially Reverend Challis.

RESOLVED:

1. **That Councillor N Hodges would create questions for a Fairtrade Fortnight quiz.**
2. **That Councillor Lloyd-Selby would communicate with the churches and Foodbank in regards to promoting Fairtrade and Climate Change.**
3. **That Councillor Hawkins would keep in contact with Vale Plus on events they are putting on and contact GVS to help promote the event.**
4. **That the Chair would contact Bro Radio to organise Fairtrade Fortnight content.**

110. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting of the Fairtrade Advisory Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 18 May 2021.

Signed …… (Chairperson) Dated ……

FOR INFORMATION ONLY

ACTION SHEET - FAIRTRADE ADVISORY COMMITTEE - 11 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
109 (1)	That Councillor N Hodges would create questions for a Fairtrade Fortnight quiz.	Cllr N Hodges	TBC	
109 (2)	That Councillor Lloyd-Selby would communicate with the churches and Foodbank in regards to promoting Fairtrade and Climate Change.	Cllr Lloyd-Selby	TBC	
109 (3)	That Councillor Hawkins would keep in contact with Vale Plus on events they are putting on and contact GVS to help promote the event.	Cllr Hawkins	TBC	
109 (4)	That the Chair would contact Bro Radio to organise Fairtrade Fortnight content.	Chair	TBC	

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 12 JANUARY 2021 AT 7PM

PRESENT: Councillors Hawkins (Chair) plus Councillors Aviet, Charles, Collins, S Hodges, Payne and Perkes.

ALSO PRESENT: David Watkins – Planning Officer
Rebecca Blackwell – Office Team Leader
Councillor Johnson – Observer

PL546. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bailey

PL547. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

None received

PL548. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL549. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE'S MEETING HELD ON TUESDAY 30 SEPTEMBER 2020**

RESOLVED: That the minutes of the Planning Committees meeting held on Tuesday 30 September 2020 be approved and signed as a correct record.

PL550. **TO CONSIDER PLANNING APPLICATIONS**

a) Planning Application No. 2020/01367/RG3

Location: Plot C, Atlantic Trading Estate, Barry
Development: Proposed Resource Recovery Facility and associated works

The Planning Officer gave a detailed overview of the proposed development and the points raised in a recent presentation provided by the Vale of Glamorgan Council in relation to the development. The Planning Officer also advised that the plans had not changed since the pre-application was submitted in February 2020. He also advised that members were invited to a site visit of the Cowbridge plant which had not been arranged due to the current Covid restrictions in place.

Members discussed the proposal in depth raising a number of issues such as road safety, traffic on Hayes Road, increase in road activity in particular on Hayes Road, noise levels from the facility, odour from the facility due to storage of waste, close proximity to local residents, potential health issues from gasses within the facility and hours of operation.

Councillor Payne requested to have sight of the Environmental Impact Assessment. The Planning Officer advised that at the presentation, members of the Vale of Glamorgan told members that an Environmental Impact Assessment was not required for the development. Councillor Payne said that she was aware that they had advised that one was not needed but believe that one should be carried out.

Councillor S Hodges raised concerns in relation to the capacity of the facility, noting that they advised that they would be expecting to handle 45,000 tonnes of waste but have the capacity to handle 75,000 tonnes of waste. This prompted Councillor S Hodges to ask if they had the potential to sell space to other authorities.

Councillor Perkes asked if the Vale of Glamorgan had considered any other sites for the proposed waste resource facility. The Planning Officer advised that he was not aware if the Vale of Glamorgan Council had considered any other sites but that the proposed site is in their ownership and could be the reason why it was selected.

Councillor Payne asked if the view of the public had been taken into account in relation to the Public Consultation held by the Vale of Glamorgan Council on the proposals. The Planning Officer advised that he was unaware of what the responses were, if any had been received.

Councillor S Hodges suggested that the Committee stick with the original decision of objection as the plans have not changed since the Pre-Consultation application and increasing it to a strong objection highlighting the points raised.

RESOLVED: Barry Town Council Strongly objects to the proposed Resource Recovery Facility at Atlantic Trading Estate, Barry for the following reasons;

- **Great concerns regarding the expected additional volume of traffic entering and exiting the site via Hayes Road, Barry. This will be an unacceptable highway hazard and be detrimental to the amenity currently enjoyed by the residents of Hayes Road, Barry and local businesses.**

- **Great concerns regarding the expected additional noise generated by the additional traffic volume and onsite operational activities to the detriment of local residents and businesses.**

- **Great concerns regarding the generation of dust generated by the proposed onsite operational activities to the detriment of local residents and businesses.**

- **Great concerns regarding the potential poor quality air quality and noxious odours generated by the onsite operational activates to the detriment of local residents and businesses.**

- **Great concerns regarding the expected additional vibration noise generated by onsite operational activities to the detriment of local residents and businesses.**

- **Great concerns that the Vale of Glamorgan Council have granted planning consent for new residential developments in close proximity of the proposed Resource Recovery Facility, and as such these sites could be adversely affected in terms of loss of residential amenity.**

- **Great concerns regarding the development of the Recycling Centre may well not comply with the terms and guidance advocated within; The Well-being of Future Generations (Wales) Act 2015.**

- **Great concerns regarding the excessive opening hours of the Recovery Resource Facility of 06;00 to 21;00 hours Monday through to Friday which would by result adversely affect the amenity of local residents and businesses.**

- **Great concerns regarding the Vale of Glamorgan Council failure to not seek suitable and sustainable alternative sites for the Resource Recovery Facility.**

- **Great concerns that the proposed Resource Recovery Facility has not been subject to an appropriate Environmental Impact Assessment.**

PL551. **TO CONSIDER PLANNING APPLICATIONS TABLED**

RESOLVED: None received

PL552. **LOCAL PLANNING AUTHORITY DECISIONS**

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

PL553. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS- FOR INFORMATION ONLY**

Members were advised that the Scheme of Delegation applications had been circulated for a number of months, with the scheme proving successful.
The Planning Officer sought member's thoughts in relation to extending the Scheme of Delegation. The previous agreement was made at the last Planning Committee meeting held on 30 September 2020 whereby minute no. PL 454 relates:

RESOLVED: That the Scheme of Delegation will be implemented for the period between October and December 2020 with applications that members require a discussion on will be raised to the Planning Officer with a meeting organised to discuss contentious items.

Members agreed that the Scheme of Delegation had worked well throughout the pandemic and were understanding that Zoom meetings can be troublesome with showing plans.

Councillor Johnson proposed that all reports within the scheme of delegation are circulated to all members of Council so that they are able to see what the Committee are presented with and make any comment as they would in an ordinary Committee meeting. He also advised that the website should show the committees activity as it currently seems as though the Committee have not met since 30 September 2020.

The members agreed the proposal as it shows transparency of the Committee.

RESOLVED:

1. **That all Scheme of Delegation decisions be displayed on the Councils website after being agreed by Members and decisions sent to the Vale of Glamorgan Council Planning Department.**

   RECOMMENDED TO A MEETING OF FULL COUNCIL ON 22 FEBRUARY 2021

1. **That all members of Council shall receive a copy of the proposed recommendations of the Scheme of Delegation and forward any comments onto the Planning Officer**

2. **That the Scheme of Delegation shall continue until at least the Annual Meeting scheduled to be held in May 2021.**

PL554. **DATE OF NEXT MEETING**

RESOLVED: That with the Scheme of Delegation continuing, members must raise any contentious issues with the Planning Officer who will then advise if a meeting is necessary to deal with any contentious items.

Meeting closed at 7.50 pm

Signed …….. Dated…….
(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - PLANNING COMMITTEE 12 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
PL 553 (1)	That all members of Council shall receive a copy of the proposed recommendations of the Scheme of Delegation and forward any comments onto the Planning Officer	PO	22.02.21	On Full Council Agenda for discussion
PL 553 (2)	That the Scheme of Delegation shall continue until at least the Annual Meeting scheduled to be held in May 2021.	PO	22.02.21	On Full Council Agenda for discussion

BARRY TOWN COUNCIL

DRAFT MINUTES OF A SUSTAINABLE BARRY WORKING GROUP MEETING HELD ON MONDAY 18 JANUARY 2021 (VIRTUALLY) AT 6PM

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

ALSO PRESENT: Emily Forbes – Chief Officer
Hannah Linton – Trainee Administrator
Councillor Johnson – Observer
Councillor Charles – Observer

54. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Rowlands.

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

None were received.

56. TO REVIEW AND CONSIDER THE DRAFT CLIMATE CHANGE STRATEGY

The Chief Officer requested observations from the Committee regarding the report provided, asking for any feedback, good or bad points in order to determine amendments.

Councillor Hodges noted that it was a large document to review, and wanted to know the time frames for the projects included. The Councillor also wanted to know more information regarding the projects that would either need experts to assess, additional capacity, or staff training to deliver.

Councillor Lloyd-Selby was in agreement with Councillor Hodges, and also wanted to know what points would the Committee be taking forward to the next Full Council meeting in February. The Councillor also suggested separating projects into what have already started or completed and what projects need to go forward and how will they be resourced.

The Chief Officer noted that the strategy would be over a 10-year period, also suggesting that the document could be reframed and projects can be separated in order to take a document to Full Council which separated strategy from delivery. In terms of specialist costing for parts of the projects, the Chief Officer stated that the costs for EPC building audits can be between £1200 - £1500 for certificates. Regarding staffing, the Chief Officer stated it would be too big of a project for a staff member to conduct while continuing with their usual day-to-day roles and that moving forward additional capacity would be required.

The Chief Officer confirmed that the Sustainable Barry Project Officer interviews would take place this week, and the budget for this was already assigned from the salaries underspend.

A discussion took place over whether or not to extend the Project Officer position into next year to complete the tasks on the report. The Chief Officer advised that this would be a matter for the Personnel Committee / Full Council as the position is not included in the budget. The temporary role is in place only until 31 March 2021 and this could therefore do some preparatory work in terms of the strategy but would be unable to deliver it all.

Councillor Payne emphasised the need in breaking down the document and simplifying it for the public, using key points of the report to highlight the plans. Councillor Payne also wanted clarification on whether the SBWG Project Officer would be using the role to engage with the youth in the community.

The Chief Officer reported that the SBWG Project Officer would indeed use the role to engage with the community as stated in job role vacancy, and also would engage with young people as the Community Engagement Officer was leading on re-focusing on setting up Barry Youth Council.

Councillor Hodges agreed that the document was lengthy and suggested producing two documents, one for the Council and one for the public to make it clearer. Councillor Hodges also stated that this year has been a learning curve for everyone, and with all aspects of work moving into the digital world, support would be needed going forward working with the public in perhaps more digital ways.

Councillor Johnson agreed with the statements made from members, and noted that a wider understanding is needed from the document. Councillor Johnson stated that a better understanding of what can be done now and what items can be done going forward, producing a time-scale as to what comes first.

Councillor Lloyd-Selby also agreed with members and also with the Chief Officers suggestion of amending the document.

The Chief Officer noted that in terms of the Committee Cycle, she could amend the Strategy to be ready for the Full Council's meeting in February; there would be time to re-circulate this to SBWG members for their comments prior to going to Full Council. Councillor Drake agreed with the precis of the document, and also stated a query on the current actions regarding the tablets and agendas being digital.

The Chief Officer noted that the law changed temporarily due to the Covid-19 pandemic until May 2021, and previously the Council were not legally allowed to meet or send summons virtually. The Chief Officer also concurred that if the Council continue with virtual meetings and agendas, if new legislation allowed, this would impact on this strategy.

The Chair emphasised the need to discuss the budgeting for a new staff member for the Sustainable Barry Working Group to deliver on its ambitions.

The Chief Officer suggested that the paper going to Full Council will have the recommendations on it which could include a recommendation from this Committee that there should be a budget assigned to Sustainable Barry.

The Chair noted the level of work indicates it would be too much for the current staff to take on and agreed that the temporary employment should be extended for at least 6 months.

Councillor Lloyd-Selby stated that she would not like to recommend extending the post at this stage as this was not the role of the Committee and they needed more information on what was required moving forward.

Councillor Hodges agreed with the Chief Officer that capacity was required and that the contract could be extended, and by doing so could reach better candidates or caliber of candidates.

The Chief Officer outlined the applicants and interviews confirmed. The Chief Officer noted that the Sustainable Barry Working Group has a budget of only £500, whilst Shop Local, for example, has the budget of £15,000. The Chief Officer noted that the corporate plan has set its Wellbeing Goals for 5 years, and that it is in the fourth year of delivery and if the Council wishes to focus on this stream of work then it needs to dedicate support to this project, and feels extra capacity is needed for this project. The Chief Officer noted that the committee could recommend to extend the role at a later date, but, essentially, there would need to be a budget ear-marked to go forward with this.

Councillor Hodges suggested using savings from other places such as paper/digital and blended working, and agreed that the group need a budget heading which should be put forward to Full Council.

The Chief Officer clarified costs for the post.

The Chair noted the post would only be conducted over two months now with the timescale of the position being advertised from January to March.

The Chief Officer noted that any money not spent on the position would be put back into reserves and potentially would drop back into reserves which would then be used for budget setting.

Councillor Lloyd-Selby was concerned the committee were steering away and felt they shouldn't be discussing budgets, and should only recommend to Full Council the suggestions made. Also the Councillor was hesitant to extend the post while it hasn't been filled yet.

The Chief Officer concluded that this discussion was more of a thought around where the budget for the extension on the position could possibly come from.

Councillor Payne asked whether this discussion should take place with the Personnel Committee as it falls under their role.

The Chief Officer agreed, but noted that normally instruction would come from the Council to Personnel or Personnel to the Council, and suggested adding this recommendation to the restructured paper for Full Council.

Councillor Hodges stated that the recommendations from the committee go forward to Full Council, and noted that if the committee didn't ask for a budget they would have to wait another year. Councillor Hodges also noted that budget headings often change due to situations, and Full Council need consideration to make this recommendation.

Councillor Lloyd-Selby agreed with the proposal to go forward to Full Council, and noted the committee would need the money to make the projects happen.

Councillor Payne noted that the restructure of the document for the public should be worked on with the help of young people to help break it down and make it more involving of young people.

Councillor Johnson stated it would probably be best to go to Full Council to be approved and then take it from there.

RESOLVED: That the Chief Officer restructure the document to present to Full Council and include recommendations from this Committee that a budget is created to deliver the Climate Change Strategy and the ambitions for a Sustainable Barry.

RECOMMENDED:

1. That the Climate Change Strategy is presented to Full Council for adoption at its meeting on 22 February 2021.

2. That Full Council give consideration to creating a budget for Sustainable Barry that can be used to deliver the Strategy and potentially include Project Officer costs.

57. TO RECEIVE FEEDBACK ON THE REGIONAL TOWN CENTRE ACTION GROUP

The Chief Officer advised that the 'Green Recovery Circular Economy Funding' bid, unfortunately, was not successful this round. The feedback from the panel was that it was the right project, in the right place, but the time frame for the project was too long for the March cut-off date for funding and therefore undeliverable.

However, the application is ready for future funding opportunities with hopes more funding will be made available in April.

The Chief Officer emphasised that there was funding left but it was to be spent in the time frame of March 31st, but this was for off the shelf small quick projects to turnaround quickly. Hopefully the remaining budget will be put forward to the next funding round and Barry Town Council were awaiting announcement from the Welsh Government Circular Recovery Team to advise if there will be a new Funding Round from April 2021.

Councillor Hodges expressed her thanks to the Chief Officer for the work put in to the application form and noted her optimism for the future funding opportunity.

58. <u>DATE OF NEXT MEETING</u>

The next meeting is scheduled for Tuesday 23 February 2021 at 6pm.

Meeting closed at 18:46 pm.

Signed …….. (Chairperson) Dated ……..

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING PARTY - 18 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
56	Resolved that the Chief Officer restructure the document to present to Full Council and include recommendations from this Committee that a budget is created to deliver the Climate Change Strategy and the ambitions for a Sustainable Barry.	CO	22.02.2021	Completed
56 (1)	That the Climate Strategy is presented to Full Council for adoption at its meeting on 22 February 2021.	CO	22.02.2021	Completed
56 (2)	That Full Council give consideration to creating a budget for Sustainable Barry that can be used to deliver the Strategy and potentially include Project Officer costs.	CO	22.02.2021	Completed

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE WORKING PARTY TO CONSIDER CONSULTATIONS RECEIEVED HELD ON WEDNESDAY 20 JANUARY 2021 AT 4PM

PRESENT: Councillor N Hodges (Chairperson) together with, Councillors Clarke, Drake and Wilkinson.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Hannah Linton – Trainee Administrator

112. **APOLOGIES FOR ABSENCE**

No apologies were received.

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

Councillors Hodges, Drake and Wilkinson expressed their declarations of interest as Vale of Glamorgan Council members noting that they have received dispensations.

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

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

115. **TO APPROVE THE MINUTES OF THE WORKING PARTY TO CONSIDER CONSULTATIONS MEETING HELD ON 5 MARCH 2020 AND 16 MARCH 2020**

RESOLVED:

1. **That the minutes of the Working Party to Consider Consultations meeting held on 5 March 2020 be approved and signed as a correct record.**
2. **That the meeting held on 16 March 2020 was inquorate and did not go ahead be noted.**

116. **TO CONSIDER THE FOLLOWING CONSULTATIONS**

i. Draft statutory guidance – Performance and governance of principal Councils – Deadline 3 February 2021.

The Chair started the discussion by pointing out the seven main questions and noted document it would be the Council self-assessing its self, how it reports and the make-up of people reporting. The Chair asked the committee of their thoughts on the report.

Councillor Clarke agreed and stated that he thought the questions drafted are easily answerable, and also noted how this will impact the people in the Vale and what expense on a new tier of administration to complete the reports.

Councillor Clarke also asked for more insight from the Chief or Deputy Chief Officer on question eight and what the committee could recommend.

The Deputy Chief Officer noted that there was no formal role for Town and Community Councils and suggested that committee could recommend that principal authorities should consult with more parties and that Town and Community Councils be included.

The Chair concurred that the make-up of the panel is unclear, and noted the report states an example of a member be a senior Councillor.

The Chair pointed out that all Councils all Scrutiny Committees and the Vale of Glamorgan Council require an annual report, and stated it is no difference to the annual report already provided. The Chair also wanted to make note the time-scale could be years in regards to having checks/balances looked at and suggested a member of the Town or the Community Council be appointed to the panel.

Councillor Wilkinson agreed with the points made, but also wanted more information in regards to the finance in these questions, how it may affect the Councils budgets and where the funding for this has come from.

Councillor Clarke suggested added these questions to the report as the funding for this annual report will fall on Principal Councils.

Councillor Wilkinson suggested agreeing to all questions whilst adding the points suggested on the last question on report.

Councillor Drake agreed and recommended mentioning the financial element to setting this up with the funding not available to do so.

The Chair recommended that the committee answer a broad yes to all questions and add the recommendations to the last question to require answers from the Vale of Glamorgan Council.

Councillor Clarke noted that the committee couldn't answer yes to question seven on the report.

The Deputy Chief Officer advised that the committee could answer no comment to question seven.

RESOLVED:

1. **That the committee respond yes to questions one to six.**
2. **That the committee note no comment for question seven on the report.**
3. **That the committee add the question of how the Principal Councils fund the annual report on question eight.**
4. **That the committee add recommendation that a Town or Community Councillor be appointed to the panel.**

ii. Vale of Glamorgan Council Consultation Draft Annual Delivery Plan and Budget 2021-22 – 4 January 2021 – extension requested-awaiting response.

The Chair started the discussion on the Vale Council Draft Budget, Corporate Plan for 2021-2025 and the Delivery Plan for 2021-2022. The Chair wanted the committee thoughts on how the Council can deal with these reports, and asked for recommendations on the comments made. He also noted that it has been through cabinet and will have to go through the Vale of Glamorgan Full Council. To start off the Chair opened up the conversation with the Finance, and noted that there are various scenarios including +1% and -1% and balancing the books on projective savings

Councillor Wilkinson agreed with the statement and that it would be difficult to make comments.

The Chair noted the financial plans and that the Town Council understands the Vale of Glamorgan Council are under pressure and planning has been made difficult with Covid-19 and Brexit.

The Deputy Chief Officer stated that the Chief Officer looked through the Annual Delivery Plan and emphasised that it was very ambitious, with a lot to do in a year and it already suggests the use of reserve. The Chief Officer also wanted noted that there was no relationship with Town and Community Councils, and suggested they work with the Council on projects such as Climate Change.

Councillor Wilkinson suggested making that comment on the report to put to the Vale of Glamorgan Council.

The Chair advised that he wasn't happy with how certain parts of the report were written, such as points in the education that already won't be able to go to the planned time-scale noted. The Chair suggested that we recommend cross-working with the Vale of Glamorgan Council, sharing grants/funding and passing projects down to Town Councils to complete.

All Councillors were in agreement with the recommendations made by the Chair.

Councillor Clarke noted that the objectives are very broad and basic and aren't able to really comment on the document.

The Chair drew attention to the fact that the objectives were written in 2021, pre-Covid but can also see were items have either been passed or cancelled.

The Chair suggested waiting for the Vale of Glamorgan Council's cabinet decision but note that Barry Town Council wished to be involved, for grant or funding to be passed down, Vale to pass projects to the Council to complete and deliver on projects that may have slipped through the Vale.

Councillor Drake concurred that the Council need to be involved with projects based in Barry.

The Chair concluded that the committee have dealt with the reports as much as they can.

RESOLVED:

1. **That the committee recommend to the Vale of Glamorgan Council pass down grant or funding to help with projects around Barry.**
2. **That the Committee recommend to the Vale of Glamorgan Council pass projects down to Barry Town Council to complete and to include projects that may have slipped through the Vale.**
3. **That the committee recommend to the Vale of Glamorgan Council they include Town Councils in discussions regarding the Draft Annual Delivery Plan and Budget reports.**

117. **DATE OF THE NEXT MEETING**

RESOLVED: That the next meeting of the Working Party to Consider Consultations will be scheduled when Consultation documents are received.

The meeting closed at 16:51 pm

Signed …….. (Chairperson) Dated ……..

FOR INFORMATION ONLY

ACTION SHEET - CONSULTATION WORKING PARTY - 20 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
116 (i)	That the answers to each of the questions of the consultation be submitted by the deadline of 3 February 2021	DCO	29.01.21	Completed
116 (ii)	That the comments made are submitted before the deadline of 12 February 2021 (extension requested as original deadline was 4 January 2021)	DCO	29.01.21	Completed

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SHOP LOCAL ADVISORY COMMITTEE HELD ON THURSDAY 21 JANUARY 2021, AT 6PM (VIRTUALLY)

PRESENT: Councillor Perkes (Chairperson) together with, Councillors Payne, Collins, Hawkins;

Along with Phil Chappell (Vale of Glamorgan Council), S Burnell (Awesome Wales), A Greenfield (Awesome Wales), C Ockerby (Lloyds Bank) and H Isted (HI Communications)

ALSO PRESENT: Emily Forbes – Chief Officer
Hannah Linton – Trainee Administrator
Councillor Clarke – Observer

SL157. **APOLOGIES FOR ABSENCE**

Apologies received from Councillor S Hodges, Councillor Richardson L Robertson (Crafted Arts).

SL158. **DECLARATIONS OF INTEREST**

None were received.

SL159. **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 22 OCTOBER 2020**

RESOLVED: That the minutes of the Shop Local Advisory meeting held on Thursday 22 October 2020 be approved and signed as a correct record.

SL160. **TO RECEIVE AN UPDATE ON REGENERATION PROJECTS FOR BARRY FROM PHIL CHAPPELL, VALE OF GLAMORGAN COUNCIL**

Phil Chappell started the update by acknowledging the two main focuses of the Regeneration Team at the Vale of Glamorgan Council. Focus one was administering the Covid support for businesses in the Vale, with a short amount of time to spend and spread money across all Towns in the Vale.

Phil noted that the Vale of Glamorgan Council has divided Town projects into green, amber and red groups depending on deliverability and timing. He provided a list of projects the Vale of Glamorgan Council are currently working on, such as, banners installed down Thompson St, Mature Birch trees ordered for Holton Rd which are going to be planted soon to brighten up the streets and provide greenery. He explained that the Vale received designs for the new bicycle racks that will be installed through-out Holton Rd and displayed the images on the shared screen for Councillors and traders to see. For High St, Phil noted that over the years the street has had items added to the streets, while not updating the

existing infrastructure. He stated the plans for High St would be to declutter and replace with brighter ideas. For Central Park the Vale of Glamorgan Council received funding of £15,000 for an event space and updating the park with chess tables etc. In King Square the trees that have died would be replaced with new mature trees and the drop curbs will be tidied up. Phil advised that before the lockdown the Vale of Glamorgan Council had ideas of dividing up some of the bigger vacant units on Holton Rd to create smaller pop up shops or such like. The Vale also commissioned Urban Foundry to help with the 'meanwhile uses' of vacant shops projects which will be going forward in the spring, to use the spaces for more local activities, freelancers or entrepreneurs.

In regards to funding, Phil noted that the Vale of Glamorgan Council will inform traders of the new funding opportunities post 31 March. As for the Discretionary Funding, he informed the committee that there is around 2 million left for traders to apply for £2,000 grants, if they can show the loss of earnings.

He emphasised that he understands that there is a problem of new business owners slipping through the net due to their timescale of being open and their earnings.

The Chair asked if there were any plans on putting new infrastructure in High St and the other shopping areas around Barry.

Phil reiterated that for High St, they will be decluttering the street and tiding up areas. The Vale of Glamorgan Council will also be joining both Goodsheds and High St as one area to be marketed as a single destination for promotional reasons.

Phil also noted that he would like to rationalise the amount of railings around the shopping areas. Most of the High St area was in the Amber category for projects.

Phil advised that there was capital funding for projects in the Vale, but unfortunately there is a need for people to work on them.

Councillor Payne wanted to know what plans the Vale of Glamorgan Council had for the East end of Barry, such as; Main St and Vere St, additionally, Cllr Payne asked for clarity on where the bicycle racks will be placed and if any were to be erected in this area.

Phil advised that the plans only came through today, which he will send onto the Chief Officer to distribute. Also, once the green project focus is completed they will update the plans to focus on the other areas around Barry. Phil stated he would like to work with all Councillors in these areas to help with the projects at a local community level.

S Burnell from Awesome Wales queried whether the new bicycle racks will be installed just in King Square or spread around Holton Rd.

It was confirmed that the bicycle racks will installed through-out Holton Rd, to include King Square and other areas.

The Chair wanted to point out that on a previous meeting with a traders forum, that Broad St felt neglected in regards to the Christmas Lights, compared to the areas around Goodsheds and High St and asked if there are plans to help these areas in the future.

Phil emphasised that amber and red projects will be the focus after the green project plans have been completed, and that the Vale of Glamorgan Council want to market these areas pointed out by the Chair, and start the project with signage to better advertise the areas.

The Chair required information in regards to the planters Barry Town Council paid for previously and where the new trees and greenery will be placed amongst them.

Phil advised that the current planters will stay in their new place on the Square and the Vale will be working on how to help declutter the areas.

The Chair also wanted to know what plans the Vale had for the Basset area, and noted that it would be a good idea to spread the bicycle racks.

It was noted the area would be under the umbrella with Holton Rd and King Square and the Vale want to spread the structures around. Phil also wanted input from all so there can be a bank of projects prepared ready for funding in the future.

The Chair thanked Phil Chappell for his time and the update he gave the committee.

Phil Chappell left the meeting.

SL161. **TO RECEIVE FEEDBACK FROM THE CARDIFF CAPITAL REGION TOWN CENTRE ACTION GROUP (CHIEF OFFICER)**

The Chief officer informed the committee she attended a meeting of a group set up by the Welsh Government which are looking into transforming town centers across Wales. The Chief Officer noted they discussed the issues the potential of new revenue funding which a policy currently under development. The officer noted that the funding was set at only 3 million for the whole of Wales, with the three major points being; a Smart Town and digitalization of town centers, Bespoke Support which would be direct grants for businesses to invest or commit to a town center and lastly the Town Centre Fund for updating businesses. The officer also talked about Freelancers and creating multi-use hubs in the Town Centre which Welsh Government seem keen on.

The Chair stated that including Creative Wales to help regenerate town centers would be a good idea, and wanted thoughts from the committee on how they feel communities can help regenerate Town Centers. The

Chief Officer also noted that a representative from Creative Wales would be attending future meeting and the Welsh Government are keen to work together with communities.

The Chair wanted to know how often the group is scheduled to meet which was confirmed as quarterly.

The Chair agreed that the idea of splitting units in the Town Centre is a good idea and useful to include creative businesses and people in the buildings.

The Chief Officer concurred that the building could be a meanwhile space, co-working environment and a trendy space to have in the Town Centre to attract new small businesses and she would explore this further.

SL162. **TO DISCUSS TRADER'S REFLECTIONS AND FEEDBACK FROM THE CHRISTMAS PERIOD AND BRING ANY ISSUES TO THE COMMITTEE'S ATTENTION**

The Chair offered Stuart Burnell from Awesome Wales to start the discussion.

S Burnell wanted a follow up on the competitions that were planned around Christmas, and wanted confirmation on whether they were completed and the prizes given out.

The Chair informed that the competitions couldn't go ahead with the lockdown restrictions, and the Council could not encourage local residents to walk around. The Chair noted that 23 businesses in both High St and Holton Rd were happy to be included in the competitions, so going forward we know which businesses to contact for future projects.

H Isted from HI Communications noted she had a lot of feedback on the competitions, which were that it was that the competitions were mainly targeted to High St and Holton Rd, also that the BroRadio advertisements again were directed to these areas. In regards to the competitions H Isted noted that it took a long time to get it organised and it therefore missed the ideal advertising period.

C Ockerby from Lloyds Bank reported that customers enjoyed the speakers around Holton Rd and expressed they were a nice touch for the Christmas period, and also noted that they liked the small Christmas trees back on the shop fronts.

The Chair agreed that the competitions needed better planning and noted that they should start planning for next year's competitions in November.

SL163. **BUDGET MONITORING REPORT TO 31 DECEMBER 2020 AND FORWARD PLANNING**

The Chief Officer started the discussion with the Shop Local expenditure report of 2020/21, with the budget of £10,000 for Shop Local and an additional £4,000 repurposed from Covid-19 Funding.

The committee is underspent by £5,000 and the Chief Officer noted that funds within the Council do not roll over and will go back into reserves if not spent, which may hinder the budget request going forward of £15,000 for the Shop Local Advisory committee. The Chief Officer asked the committee if the remaining £5,000 is likely to be spent by March 31 2021 and what the ambitions were.

Councillor Collins suggested the remaining £5,000 be put towards grants for traders/businesses around Barry, continuing from the previous grant which ended in November.

Councillor Payne recommended that remaining £5,000 be spent on our social media as going forward the Council and Community will need more help around this.

S Burnell noted that the digital space needs a big push and suggested a one stop shop for people to see what is available and going on throughout Barry, further than a directory which can go into more detail.

The Chair recommended finding quotes and information on how much money a virtual one stop shop or website like this would cost and the timescale of a project like this.

Councillor Payne suggested creating a workshop for local traders to attend to help them going forward using social media.

H Isted noted that she ran a social media course which she can adapt to conduct over Zoom, and also pointed out that she will be able to help create an online space which wouldn't take up the whole budget remaining. H Isted reported in regards to freelancers there is no space on Holton Rd to work, and suggested creating opportunities for freelancers.

The Chair deliberated if the committee had enough time to complete any tendering processes and recommendations.

The Chief Officer explained due to the small budget the committee would require three quotes to move forward which officers could oversee with the Chair. The Chief Officer also stated the next meeting of Finance would be held on February 8th, and recommendations can go forward to that meeting.

H Isted stated that she would be happy to put ideas, rough costings and a timescale together to put forward.

The Chair concurred that it would be a great idea and could potentially package it together with the ideas recommended by the committee. The Chair also noted that with the good responses from the speakers throughout High St and Holton Rd over Christmas, would it be a good idea to continue this on Saturdays and if so, what would be the cost. The Chair also suggested creating masks and hand sanitisers with the Shop Local logo, and creating a sub-committee to look through all suggestions.

The Chief Officer stated a sub-committee would be needed to discuss this in more detail and then an Extraordinary meeting of the Shop Local Committee in order to put forward recommendations to Finance or Full Council.

The Chair suggested this to happen before the Full Council meeting which is being held on February 22nd.

The Chief Officer confirmed that if the Extraordinary meeting can be held before the 22nd Feb, then a paper of the recommendations can be put forward to Full Council to approve expenditure

Councillor Clarke wanted to raise that the £5,000 could be used to help the youth in the community, with courses that can develop skills and potentially help with creating the one stop shop website with young people helping to organise and run it.

The Chair agreed that involving young people in the community to help produce the website would be a good idea.

The Chair asked for volunteers for the Sub-Committee which include, S Burnell, H Isted, Councillors Payne and Drake.

The Chief Officer listed dates available for the meeting as February 8th at 6pm and February 11th at any time and concluded that the volunteers would need to meet before the dates provided.

The committee agreed to hold the Extraordinary meeting of Shop Local on February 8th at 6pm.

C Ockerby wanted to query who decides what information is published on the Shop Local Facebook page.

H Isted confirmed that she advertises the post from traders on the Shop Local Facebook page who either post on their pages or who send information over to the page. H Isted noted she is happy to share more if she receives information from the traders.

The Chair suggested providing the list of traders working with the Council for competitions to help advertise them, and if shops are open over the Easter period use the money which was put aside for the Christmas Competitions for this.

The Chief Officer confirmed the money was available to repurpose for an Easter competition.

RESOLVED:

1. **That a Sub-committee of Councillors Payne and Drake along with H Isted and S Burnell, meet before the next meeting to discuss all ideas recommended for the use of the £5,000 remaining budget.**

2. **That H Isted create a document to include costings and timescales of website project.**

3. **That an Extraordinary meeting is held to discuss the Sub-Committee's ideas and recommendations be made to Full Council**

SL164. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Shop Local Barry Advisory Committee will be agreed at the Annual Meeting scheduled to be held on 17 May 2021 with an Extraordinary meeting of the Shop Local Committee be arranged prior to the Full Council Meeting scheduled for 22 February 2021

The meeting closed at 19:09pm.

Signed …….. (Chairperson) Dated ……..

FOR INFORMATION ONLY

ACTION SHEET - SHOP LOCAL - 21 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL163 (1)	That a Sub-committee of Councillors Payne and Drake along with H Isted and S Burnell, meet before the next meeting to discuss all ideas recommended for the use of the £5,000 remaining budget.	CO	26.01.21	Completed
SL163 (3)	That an Extraordinary meeting is held to discuss the Sub-Committee's ideas and recommendations be made to Full Council	CO	02.02.21	Completed - Meeting arraged for Monday 8 February 2021

BARRY TOWN COUNCIL

DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON MONDAY 8 FEBRUARY 2021, AT 6PM

PRESENT: Councillor Perkes (Chairperson) together with Councillors Collins, Hawkins, Hodges, Payne, and Bob Armstrong (Dr Bob's Balloons), Cheryl Ockerby (Lloyds Bank) and Dave Elliott (TL Computer Systems).

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

SL 165. **APOLOGIES FOR ABSENCE**

Apologies were received from S Burnell and A Greenfield (Awesome Wales).

SL 166. **DECLARATIONS OF INTEREST**

None were received.

SL 167. **TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 21 JANUARY 2021**

RESOLVED: That the minutes of the Shop Local Advisory meeting held on Thursday 21 January 2021 be approved and signed as a correct record.

SL 168. **TO CONSIDER FEEDBACK FROM THE SUB-COMMITTEE HELD ON 27 JANUARY 2021 AND MAKE RECOMMENDATIONS ON SHOP LOCAL'S REMAINING BUDGET EXPENITURE, TO A MEETING OF FULL COUNCIL ON 22 FEBRUARY 2021**

The Chair began the discussion with an update from the previous meeting of the sub-committee and listed the potential uses suggested at this meeting for the remainder of the budget.

The Chair also noted the suggestion to repurpose the Christmas competition money for a later date, potentially for an Easter or Mother's Day competition.

The Chair stated she discussed with the Responsible Finance Officer potentially ring-fencing any unspent budget by transferring the remaining balance at the year end to an earmarked Shop Local reserve.

Councillor Hodges expressed that it would be difficult during the current situation to actually implement the ideas suggested for the remaining

budget, and noted that the group currently do not know when restrictions will be lifted or if events will be able to go ahead.

Bob Armstrong agreed with the suggestion of ring-fencing the remaining budget and noted also that it is uncertain how long the lockdown will continue.

Councillor Payne also agreed with ring-fencing money, also pointing out that online training for traders could still go ahead in lockdown with the remainder of the budget set aside for the future.

Cheryl Ockerby asked if the money could be spent on Christmas lights on other areas in Barry that are not currently involved in the current Christmas Light scheme.

The Chair concurred that it was a good idea and noted it was previously discussed in a meeting.

Councillor Payne noted that Phil Chappell from the Vale of Glamorgan Council came to a previous meeting and discussed forthcoming plans for Barry. The Councillor also stated that the committee suggested using some of the Shop Local budget for areas around Barry that need lighting and trees.

Cheryl Ockerby asked if it would be worth using some of the remaining budget for the Christmas lights and trees.

Councillor Hodges expressed that it is too early to commit to events during this time and would suggest the recommendation of securing the money for Shop Local in the future.

The Community Engagement Officer explained that ideas still need to be presented along with requesting ring-fencing the remaining budget to show Full Council what plans the group have. for the future.

The Chair concurred that the group felt that ring-fencing the budget would be best, and the money could help boost future events after lockdown. The Chair wanted the committee to discuss what the plans would be if they were unable to ring-fence the money for the future, and noted that another extraordinary meeting for Shop Local would have to be held to make the decision.

Councillor Hodges noted that the Finance committee were meeting after the Shop Local committee to discuss the 2021/22 draft budget, and that she would express the committee's suggestions of ring-fencing the remaining budget. The Councillor suggested that the Chair attend the meeting to discuss this further with the Finance committee.

Bob Armstrong enquired what the potential reasons could be behind the Council not agreeing to ring-fence the remaining budget.

The Chair explained that in an ordinary year the budget would have been spent, and also confirmed her attendance to the Finance meeting.

Dave Elliott also stated his agreement to ring-fence the remaining budget and noted that events through 2020 were cancelled, also that 2021 does not look promising.

RECOMMENDATIONS to a meeting of Full Council to be held on Monday, 22 February 2021:

1. **That the remaining balance within the Shop Local budget be transferred at the year end to an earmarked Shop Local Reserve for drawing down during 2021-22 and beyond to help with future events/projects.**
2. **That the committee put forward the list of suggestions for the remaining budget to Full Council to use in the future if the budget is to be ring-fenced.**

SL 169. **DATE OF NEXT MEETING**

The Chair and Councillor Hodges noted that if an extraordinary meeting were needed to discuss suggestions further (if the remaining budget is not ring-fenced), this could be arranged.

RESOLVED: That the date of the next meeting of the Shop Local Advisory Committee will be agreed at the Annual Meeting being held on 17 May 2021.

The meeting closed at 18:26pm.

Signed ……(Chairperson) Dated ……

FOR INFORMATION ONLY

ACTION SHEET - SHOP LOCAL - 8 FEBRUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL 168 (1)	That the remaining balance within the Shop Local budget be transferred at the year end to an earmarked Shop Local Reserve for drawing down during 2021-22 and beyond to help with future events.	CEO	22.02.2021	In progress
SL 168 (2)	That the committee put forward the list of suggestions for the remaining budget to Full Council to use in the future if the budget is to be ring-fenced.	CEO	22.02.2021	In progress

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE COMMEMORATIVE NAMING ADVISORY COMMITTEE HELD ON MONDAY 25 JANUARY 2021, AT 6PM.

PRESENT: Councillors Brooks, Clarke, Drake, N Hodges and Payne.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Hannah Linton – Trainee Administrator
Councillor Wilkinson - Observer

1. **ELECTION OF CHAIRPERSON**

Councillor Brooks nominated Councillor Payne for Chair with Councillor Drake nominated Councillor Brooks.

All Councillors were in agreement that Councillor Payne being Chair of the Commemorative Naming Advisory Committee.

RESOLVED: That Councillor Payne is elected Chairperson for the remainder of the Municipal Year 2020/21.

2. **ELECTION OF VICE-CHAIRPERSON**

The Chair proceeded with asking the committee for nominations for Vice-Chairperson.

Councillor Drake nominated Councillor Brooks and Councillor Hodges second.

RESOLVED: That Councillor Brooks is elected Chairperson for the remainder of the Municipal Year 2020/21.

3. **APOLOGIES FOR ABSENCE**

None were received.

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

None were received.

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

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

6. **TO RECEIVE THE COMMEMORATION AND RECOGNITION POLICY IN ORDER TO SET OUT THE REMIT OF THE WORKING PARTY**

The Deputy Chief Officer noted the policy was presented in the agenda for all Councillors to read, which went to urgent action to be agreed by Councillors for the committee.

Councillor Clarke had trouble with part of the document, with a misunderstanding on the committee's authority to make decisions regarding commemorating.

The Chair noted that this Council would be an Advisory to send recommendations to Finance or Full Council to confirm.

Councillor Clarke stated that on the last paragraph of the policy on section 'Decision making process', that Councillors may be conflicted with other committees.

Councillor Brooks confirmed that the committee make recommendations to either Finance or Full Council, whichever committee is meeting first.

Councillor Hodges stated he believed the policy layout was good and clear, a document which is achievable. Again, the Councillor confirm that the committee would receive applications, consider the applications and make recommendations. Also, that the history of the applicant be provided for us to check. Councillor Hodges also noted that the policy won't be exhaustive, but gives the committee options to explore. The Councillor also wanted to point out that Barry currently doesn't have a Heritage Centre, but the committee could recommend a wall within the Town Hall to commemorate people going forward and include a revealing ceremony with the press, once we are able to.

Councillor Clarke noted he wasn't disagreeing with what the policy stated. Also, the Councillor was in agreement with Councillor Hodges that anyone applying should provide evidence of the person's achievement and supply the evidence to support it.

The Chair agreed with these statements that the Committee need to know the person being received to commemorate, with information supplied with the applications.

RECOMMENDATION: That an application form is created to be provided for applications to commemorating people, which includes supplying evidence to support the application and the history of the person being nominated.

7. **TO CONSIDER WAYS TO COMMEMORATE AND RECOGNISE INDIVIDUALS PREVISOUSLY DISCUSSED AT THE MEETING OF FULL COUNCIL HELD ON 29 JULY 2020 AND THE MEETING OF THE INNOVATION WORKING PARTY HELD ON 23 NOVEMBER 2020**

Members noted that a previous committee meeting had suggested that Darwin Hinds, Gwen Hinds-Payne and Beatrice Lewis be commemorated with the naming of the Council Chamber.

Councillor Brooks stated that naming particular rooms could be problematic in the future, as the Council will run out of buildings/rooms to name and suggested going with other ideas such as a commemorative board/plaques, to include a short biography and photograph. Councillor Brooks also noted that

there will be an influx of people coming forward to nominate people to commemorate, once the committee is made public. She noted that by using a commemorative wall/board with bio plaques included would mean they are moveable in the future, and this would be more cost effected for the Council as more people can be added at a small amount going forward. The Councillor explained that once the Town Hall is reopen for the public, more people will be able to see all commemorated with a focus to a board or wall.

Councillor Hodges wanted to point out that the Vale of Glamorgan Council would have more resources to go bigger/better with commemorating people, and will probably do so once the committee starts promoting the applications and commemorating the four people listed already. Councillor Hodges agreed that a commemorative wall or board would be a good idea and a great focus point in the Town Hall, and also noted that a commemorative cup for Bryan Foley was a good idea as he had a big impact within the community and has recently passed.

Councillor Drake wanted to query if the Council will be using the official names to commemorate people or the names they were 'known by'.

The Chair verified that it should be displayed as official names to then have brackets with 'known' names under.

The Deputy Chief Officer asked where members wanted to place the commemorative wall or board.

Councillor Brooks suggested in the entrance of the Town Hall or the Chamber itself.

Councillor Hodges agreed with the suggestion on entrance of Town Hall, and suggested the steps going up to the second floor with the large space that currently holds a photo of the Town Hall. Also, once Barry open a heritage centre they can be moved to be displayed there. The Councillor also liked to point out that the committee will have to be prepared to say no.

The Chair liked to clarify that people will have to provide documentation with names, information and backgrounds of the person they're nominating.

Councillor Brooks noted appendices will be needed to give criteria to show people what is needed to nominate someone. Also, the Councillor wanted to know if we had the right information for the four people currently nominating to commemorate.

The Deputy Chief Officer concluded that the four names came through with the naming of the new community building, the information collected was from the internet and needs to be checked with the family and have them supply a biography in which they will be happy for the Council to display in the Town Hall.

The Chair wanted to suggested creating a virtual wall to commemorate people during this time whilst Barry Town Council remain closed to the public, and

could also involve young people in the community interested in history and IT to create a page for this.

Councillor Hodges proposed applicants providing a digital plaque which they're happy to display online, and the Councillor liked to note the cemetery plaque has been well received by the public.

The Chair also considered plaques online be organised into ''why they were nominated' categories.

Councillor Clarke agreed with the virtual wall, with the new website being completed a new page could be added to provide the information and pictures.

The Chair wanted to make it clear what the committee was recommending to the Finance committee being; a commemorative wall in the Town Hall Council office, with the plaques and accurate information which will be confirmed from the person nominating and to create a virtual wall with all the information on and potentially adding more information if we have it.

Councillor Clarke suggested taking out the part where the Council will check the information provided and make it clear that the person or family nominating an applicant provide correct information.

The Chair stated that the Council would only be checking main information such as date of births and editorial checks.

Councillor Brooks wanted to confirm her agreement with a Bryan Foley commemorative cup, as the Council worked closely with him during organisations of events. The Councillor suggested working with Chris Parsons to help with nominations worthy of the cup, which will be on-going every year. With the cup stating something along the lines of 'Bryan Foley commemorative person of the year'.

Councillor Hodges agreed with all suggestions and with keeping editorial control when checking information to either take or add information, the Councillor also wanted to know when the Council were going to be making this application process public.

Councillor Clarke verified that in previous meeting there was a suggestion of a first aid course in honor of Bryan Foley, which would be an on-going course and would mean more people able to gain the experience.

Councillor Wilkinson confirmed that she suggested this and noted that the Rotary Club had someone able to provide the course for free.

The Chair noted training is separate to commemorating a person.

Councillor Clarke queried the occurring expense of a cup every year, and who would be the person to buy the cup. Councillor Clarke also noted that it may be picked up on that nothing was technically bought for other nominations compared to Bryan Foley, and the committee will be spending money every year to commemorate one person and not others.

Councillor Hodges concurred that the committee and Council will need to be prepared for that and noted that a commemorative cup could range from £400-500.

The Deputy Chief Officer stated that these recommendations will be forwarded to the Finance committee and noted there is no funds available within Corporate Events budget heading for 2020/21 as monies were repurposed to the Covid-19 Recovery Fund. It was suggested that as the purchase of a commemorative cup would be after 01 April 2021 then officers would need to identify a virement in next year's budget (2021/22).

The Chair concluded with the recommendations from the committee with all Councillors in agreement.

RECOMMENDATIONS:

1. **That officers investigate whether a commemorative wall in the Town Hall Council office be placed on the large wall along the stairs to the second floor.**
2. **That an application form be created for nominating individuals for commemoration.**
3. **That officers investigate whether a virtual wall on the new website can be created to commemorate all with additional information included.**
4. **That officers approach Chris Parsons (Barry Scouts) to discuss options relating to a commemorate cup in memory of Bryan Foley**

8. **DATE OF NEXT MEETING**

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

Meeting closed at 18:40pm.

Signed ……(Chairperson) Dated …….

FOR INFORMATION ONLY

ACTION SHEET - COMMEMORATIVE NAMING ADVISORY COMMITTEE- 25 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
7 (1)	Recommend that officers investigate whether a commemorative wall in the Town Hall Council office be placed on the large wall along the stairs to the second floor.	Finance, Policy and General Purposes Committee	08.02.221	Complete - Minutes submitted to FP&GPC Meeting 08.02.21
7(2)	Recommend that an application form be created for nominating individuals for commemoration.	Finance, Policy and General Purposes Committee	08.02.221	Complete - Minutes submitted to FP&GPC Meeting 08.02.21
7 (3)	Recommend that Officers investigate whether a virtual wall on the new website can be created to commmemorate all with additional information included.	Finance, Policy and General Purposes Committee	08.02.221	Complete - Minutes submitted to FP&GPC Meeting 08.02.21
7 (4)	Recommend that officers approach Chris Parsons (Barry Scouts) to discuss options relating to a commemorate cup in memory of Bryan Foley.	Finance, Policy and General Purposes Committee	08.02.221	Complete - Minutes submitted to FP&GPC Meeting 08.02.21

BARRY TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 25 JANUARY 2021 AT 7.00 PM

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

ALSO PRESENT: Emily Forbes - Chief Officer
Rebecca Blackwell – Office Team Leader

R263. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wright.

R264. **DECLARATIONS OF INTEREST**

None received.

R265. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R266. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 12 OCTOBER 2020**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 12 October 2020 be approved and signed as a correct record.

R267 **BUDGET MONITORING REPORT TO 31 DECEMBER 2020**

Members received a budget monitoring report to 31 December 2020, noting the projected out-turn for the year is to be underspent by £24,939.

RESOLVED: That the budget monitoring report for December 2020 be received, noting the projected out-turn for the year is to be underspent by £24,939

R268. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Personnel Committee is scheduled to be held on Monday 22 March 2021.

R269. **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.

R270. **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 levels of TOIL for officers be received and noted.

R271 **STAFFING UPDATE**

Members were provided with a detailed report in relation to staffing across the departments within the Council which provided members with an update relating to the Covid-19 Pandemic, absence levels, recruitment, staff wellbeing and any grievance or disciplinary processes

Councillor Wiliam asked for an update in relation to the staffing levels and asked if the budget is in place for the recruitment of new staff. The Chief Officer advised that recruitment is currently underway to appoint to the two vacant positions and confirmed that the budget for this recruitment is available as it was the intention to employ a Caretaker for the Cemetery Approach Community Building but due to Covid and the hall being closed, this had not yet taken place. Councillor Wiliam requested a timeline of when the Caretaker will be recruited and questioned if Covid has impacted this. The Chief Officer confirmed that Coved had an impact on the new building opening and recruitment for that position is currently on hold but as soon as the go ahead from Welsh Government is given, then recruitment can commence.

Councillor Payne raised a concern regarding the level of absence within the Cemetery Team and enquired how this was being managed. The Chief Officer advised that due to Covid the Cemetery Team had been separated to create two teams so that in the event that one team would contract Covid symptoms there would be another team to enable the continuation of burials. She also advised that due to the halls being unable to open, staff from other departments had provided cover and this rota basis and additional cover was working currently, though any more absence could prove problematic

Concerns were also raised in relation to a recent exit questionnaire that had been completed. A detailed conversation took place where the Chief Officer addressed the main concerns of the questionnaire with members outlining that it was hoped that issues with culture were being

tackled and should resolve over time. Committee members noted the difficult HR / Personnel issues that the Chief Officer had been tackling and the increased pressure and stress this had caused.

RESOLVED: That members of the Personnel Committee receive and note the contents of the Chief Officer's Staffing Report.

The meeting closed at 7.40 pm

Signed ……..

Dated ……

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 8 FEBRUARY 2021 AT 7.00 PM

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

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Rhian Burns – Administrator
Councillor Clarke - Observer
Councillor Hooper – Observer
Councillor Payne – Observer
Councillor Perkes - Observer

F259. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Rowlands.

F260. DECLARATIONS OF INTEREST

None were received.

F261. WELLBEING 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:

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.

F262. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 16 NOVEMBER 2020**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 16 November 2020 be approved and signed as a correct record.

F 263. **TO RECEIVE AND NOTE THE MINUTES OF THE COMMEMORATIVE NAMING ADVISORY COMMITTEE HELD ON 25 JANUARY 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Member received the minutes of the Commemorative and Naming Advisory Committee held on 25 January 2021 and discussed the recommendations contained therein.

RESOLVED:

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

2. **That an application form is created to be provided for applications to commemorating people, which includes supplying evidence to support the application and the history of the person being nominated.**

3. **That officers investigate whether a commemorative wall in the Town Hall Council office be placed on the large wall along the stairs to the second floor.**

4. **That an application form be created for nominating individuals for commemoration.**

5. **That officers investigate whether a virtual wall on the new website can be created to commemorate all with additional information included.**

6. **That officers approach Chris Parsons (Barry Scouts) to discuss options relating to a commemorate cup in memory of Bryan Foley.**

F264. **SCHEDULE OF PAYMENTS FOR FEBRUARY 2021 (INTERIM)**

Members received the schedule of payments for February 2021 (interim) consisting of direct debits and BACS payments, in the amount of £25,968.58.

RESOLVED: That the schedule of payments for February 2021 (Interim) consisting of direct debits and BACS payments, in the amount of £25,968.58 be approved.

F265. BUDGET MONITORING REPORT

Members received a report containing details of the Council's income and expenditure in the 2020/21 financial year as at the end of January 2021.

Councillor S Hodges and Councillor Perkes advised members of a discussion which had taken place at the meeting of the Shop Local Barry Advisory Group prior to this meeting regarding the creation of a Shop Local reserve.

The Deputy Chief Officer advised that this recommendation wold be presented at the meeting of Full Council to be held on 22 February 2021.

RESOLVED: That the budget monitoring report for January 2021, indicating actual income and expenditure up to the end of month ten in the 2020/21 financial year, noting the projected overspend of £29,852 for 2020/21 that will result in a net amount of £173,968 being transferred from reserves.

F266. INTERNAL AUDIT REPORT 2020/21 (FIRST INTERIM)

Members received the internal auditor's report (first interim) for 2020/21.

RESOLVED: That the Internal Auditors Report 2020/21 (First Interim) be received and noted.

F267. GDPR UPDATE

The Chief Officer advised that there had been no issues or data breaches to report and that staff continued to be mindful of and adhere to GDPR.

RESOLVED: That the update be received and noted.

F268. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be held on Monday, 19 April 2021.

The meeting closed at 7.21pm.

Signed…….. (Chairperson) Date…….

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 8 FEBRUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F 263 (2)	That an application form is created to be provided for applications to commemorating people, which includes supplying evidence to support the application and the history of the person being nominated.	CO	28.04.21	In Progress
F 263 (3)	That officers investigate whether a commemorative wall in the Town Hall Council office be placed on the large wall along the stairs to the second floor.	CO	28.04.21	In Progress
F 263 (4)	That an application form be created for nominating individuals for commemoration.	CO	28.04.21	In Progress
F 263 (5)	That officers investigate whether a virtual wall on the new website can be created to commemorate all with additional information included.	CO	28.04.21	In Progress
F 263 (6)	That officers approach Chris Parsons (Barry Scouts) to discuss options relating to a commemorate cup in memory of Bryan Foley.	CO	28.04.21	In Progress

FULL COUNCIL	22 FEBRUAY 2021	AGENDA ITEM: 18

SCHEDULE OF PAYMENTS FOR FEBRUARY 2021 (FINAL)

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Schedule of Payments of Accounts for February 2021 (Final) (4 pages)

Purpose of Report

To provide members with the schedule of payments for February 2021 (Final) consisting of direct debits and BACS payments, in the amount of £29,714.63.

Background Information

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

The schedule of payments for February 2021 (Final) consisting of direct debits and BACS payments, in the amount of £29,714.63 is attached for approval.

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

Standing Order 19(d) states "All payments ratified under Standing Order 19(c) shall be separately included in the next schedule of payments laid before the Council." Please find below a summary of salary payments for December 2020 and January 2021.

	December	January
Lloyds Commercial Banking Online (Net Pay)	37,109.06	33,121.99
Inland Revenue	11,980.93	10,293.53
Cardiff Council (LGPS)	11,689.32	10,453.75
GMB	72.85	72.85
Unison	14.45	14.45
Prudential	150.00	150.00
	61,016.61	54,106.57

Recommendations

1. That the information set out above relating to salary payments for December 2020 and January 2021 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order19(c), be received and noted;

2. That the attached schedule of payments for February 2021 (Final) consisting of BACS payments and direct debits in the amount of £29,714.63, be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For February 2021 (Final)

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Screwfix	Forty Sleeve Anchors	**18.61**	3.73	22.34	Cemetery/Property Maintenance
DD	British Gas Plc	Electricity supply for 02.12.20 - 21.12.20	**31.52**	1.57	33.09	Pioneer/Electricity
DD	British Gas Plc	Electricity supply for 22.11.20 - 21.12.20	**188.14**	37.62	225.76	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for 28.11.20 - 28.12.20	**472.00**	94.40	566.40	Cemetery/Electricity
DD	Lloyds Credit Card	USB phone charger	**8.32**	1.66	9.98	M&S/Equipment
DD	Lloyds Credit Card	Christmas cards from the Mayor	**161.26**	32.25	193.51	M&S/Stationary
DD	Lloyds Credit Card	Double Wheelie Bin Storage unit	**141.66**	28.33	169.99	CA Building/Equipment
DD	Lloyds Credit Card	Wheelie bins	**91.58**	18.32	109.90	CA Building/Equipment
DD	Lloyds Credit Card	Commercial Recycling bags (VOGC)	**251.00**	0.00	251.00	CA Building/Cleaning
DD	Lloyds Credit Card	Changing Table	**48.24**	9.65	57.89	CA Building/Equipment
DD	Lloyds Credit Card	Two notices boards	**56.10**	11.22	67.32	CA Building/Equipment
BACS	Holt JCB	Supply & fit new alternator & belt on Bobcat Skidsteer	**747.31**	149.46	896.77	Cemetery/Equipment Maint
BACS	Newhall Jantorial	Virucidal cleaner, toilet cleaner, hand soap, mops	**124.28**	24.86	149.14	Cemetery/Cleaning
BACS	JPL Sound	Supply & install digital projector	**469.00**	93.80	562.80	CA Building/Equipment
BACS	NAMM	Corproate Associate membership subscription 2021	**220.00**	44.00	264.00	Cemetery/Subscription
BACS	Dragon Fire & Security	Six monthly maintenance of Fire Alarm system	**62.00**	12.40	74.40	Cemetery/Property Maintenance
BACS	Dragon Fire & Security	Annual maintenance for intruder alarm in staff room	**56.65**	11.33	67.98	Cemetery/Property Maintenance
BACS	Dragon Fire & Security	Annual maintenance for intruder alarm in chapel	**56.65**	11.33	67.98	Cemetery/Property Maintenance
BACS	Dragon Fire & Security	Annual Dualcom G2R GPRS monitoring & maintenance	**283.25**	56.65	339.90	Cemetery/Property Maintenance
BACS	Dragon Fire & Security	Annual alarm monitoring & maintenance of Pioneer Hall	**257.50**	51.50	309.00	Pioneer/Property Maintenance
BACS	Gates N Railings	Supply and fit one palisade gate to rear compound	**1,650.00**	330.00	1,980.00	Cemetery/Property Maintenance
BACS	Audit Wales	Audit of Accounts 2019/20	**331.25**	0.00	331.25	M&S/External Audit
BACS	Rialtas	Making tax digital for VAT annual support	**59.00**	11.80	70.80	M&S/Equipment Maint
BACS	Microshade	Citrix hosting service & Microsoft office for January 2021	**587.15**	117.43	704.58	M&S/Microshade Citrix
BACS	Masons	Storage charge for one container for January 2021	**28.44**	4.87	33.31	M&S/Property Maintenance
DD	Vodafone	Monthly rental of four mobile phones & calls for January 2	**67.78**	13.58	81.36	M&S/Telephone
DD	Vodafone	Monthly rental of mobile WI-Fi for January 2021	**30.83**	6.19	37.02	CA Building/Broadband Internet
DD	Datakom	Telephone line & calls for 01446 738663 January 2021	**42.03**	8.40	50.43	M&S/Telephone
DD	Datakom	Broadband internet for January 2021	**239.00**	47.81	286.81	M&S/Broadband Internet

Schedule of Payments of Accounts For February 2021 (Final)

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.01.21 - 31.01.21	**85.50**	17.10	102.60	M&S/Equipment Maint
DD	Nisbets	Jantex Centre Feed Roll Blue x 3 packs	**35.96**	7.19	43.15	Cemetery/Cleaning
DD	Virgin Media	Broadband service for January 2021	**32.00**	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for January 2021	**19.54**	3.91	23.45	Pioneer Hall/Alarm Line
DD	BT	BT Business Broadband internet 01.01.21 - 31.03.21	**73.20**	14.64	87.84	Cemetery/Broadband
BACS	Geldards LLP	Legal fees re break of existing lease	**313.00**	62.60	375.60	M&S/Legal Fees
BACS	Digital Systems Ltd	Photocopier copy charges 31.12.20 - 31.01.21	**8.00**	1.60	9.60	M&S/Photocopier
BACS	HI Communications	Shop Local social media Management	**400.00**	0.00	400.00	Corporate/Shop Local
BACS	Memsafe Ltd	Memorial safety training	**450.00**	90.00	540.00	Corproate/Staff Training
BACS	Caer Health	OHP consultation and report	**210.00**	0.00	210.00	M&S/Health and Safety
BACS	Employee No. 053	Mileage claim for January 2021	**10.73**	0.32	11.05	Cemetery/Covid-19 Expenditure
BACS	Employee No. 013	Mileage claim for January 2021	**39.76**	1.19	40.95	Cemetery/Covid-19 Expenditure
BACS	Employee No. 001	WFH allowance for January 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for January 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for January 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 158	WFH allowance for January 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for January 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 156	WFH allowance for January 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for January 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for January 2021	**15.60**	0.00	15.60	M&S/Covid-19 Expenditure
BACS	SLCC	Credit re Cilca Mentoring	**-25.00**	-5.00	- 30.00	Corporate/Staff Training
DD	Nisbets	Wall mounted boiler	**389.99**	77.99	467.98	Pioneer/Property Maintenance
DD	BT plc	Telephone line and calls for cemetery 01.01.21 - 31.03.21	**73.44**	14.69	88.13	Cemetery/Telephone
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	**96.11**	19.22	115.33	Cemetery/Fuel
DD	Vale of Glamorgan Counc	Town centre planters planting and maintenance	**7,334.93**	1466.99	8,801.92	Corporate/Corporate Events
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 14.01.21	**100.00**	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 15.01.21	**100.00**	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 19.01.21	**100.00**	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of chipper 20.01.21 - 22.01.21	**388.75**	77.75	466.50	Cemetery/Property Maintenance

Schedule of Payments of Accounts For February 2021 (Final)

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	PW Millar	MOT and service Council vehicle YS17 CTZ	**426.65**	75.35	502.00	Cemetery/Vehicle Maintenance
BACS	Tip Top Toilets	Hire of Portaloo (01.01.21 - 31.01.21))	**97.43**	19.49	116.92	Porthkerry/Property Maint
BACS	Clearskies Software Ltd	BACS support 01.01.21 - 31.12.21	**2,200.00**	440.00	2,640.00	M&S/BACAS
BACS	Cardiff Council	Pension Increase and Compensation	**2,234.97**	0.00	2,234.97	M&S/Added Years Costs
DD	British Gas Plc	Electricity supply for 22.12.20 - 21.01.21	**204.60**	40.92	245.52	Cemetery/Electricity
DD	Cariad Cool Water	FMAX C/C Water Cooler charges	**54.09**	10.82	64.91	M&S/Equipment
DD	Viking	Printer cartridge for Brother TN2310	**32.99**	6.60	39.59	M&S/Stationery
DD	Viking	Ink cartridges for Canon MG5750	**35.02**	7.00	42.02	M&S/Stationery
DD	Lloyds Bank Cardnet	Cardnet service charges December 2020	**2.02**	0.00	2.02	M&S/Bank Charges
DD	Lloyds Bank	Bank charges for December 2020	**34.80**	0.00	34.80	M&S/Bank Charges
DD	Lloyds Credit Card	Refund re cancelled Primrose Trees order	**-71.62**	-14.33	- 85.95	Cemetey/Property Maintenance
DD	Lloyds Credit Card	ACCA membership	**129.00**	0.00	129.00	M&S/Professional Fees
DD	Lloyds Credit Card	Canva subscription	**91.27**	0.00	91.27	Corporate/Comm Engagement
DD	Lloyds Credit Card	Two Air Purifiers for staff rooms	**166.62**	33.32	199.94	Cemetey/Property Maintenance
DD	Lloyds Credit Card	Survey Monkey annual subscription	**408.00**	0.00	408.00	CA Building/Cleaning
BACS	Masons	Storage charge for one container for February 2021	**25.68**	4.40	30.08	M&S/Property Maintenance
BACS	Oakleigh IP Services	Professional fees re new UK trademark application	**350.00**	70.00	420.00	M&S/Professional Fees
BACS	T Jones	Welsh translation costs	**123.65**	0.00	123.65	M&S/Welsh Translation Costs
BACS	Microshade	Citrix hosting service & Microsoft office for February 2021	**635.89**	127.18	763.07	M&S/Microshade Citrix
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.02.21 - 28.02.21	**85.50**	17.10	102.60	M&S/Equipment Maint
DD	Certas Energy UK Ltd	Six hunded litres red deisel	**433.80**	21.69	455.49	Cemetery/Fuel
BACS	AFP Ltd	Service fire equipment at Town Hall	**74.13**	14.84	88.97	M&S/Property Maintenance
BACS	Argos Ltd	Chad Valley Wendy House and Atom Mini Scooter	**94.95**	19.00	113.95	Pioneer/Play Equipment
DD	Datakom	Telephone line & calls for 01446 738663 February 2021	**40.52**	8.10	48.62	M&S/Telephone
DD	Datakom	Broadband internet for February 2021	**239.00**	47.80	286.80	M&S/Broadband Internet
DD	Viking	Two x Printer cartridges for Brother TN2310	**44.98**	9.00	53.98	M&S/Stationery
BACS	Employee No. 001	WFH allowance for February 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 008	WFH allowance for February 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 185	WFH allowance for February 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure

Schedule of Payments of Accounts For February 2021 (Final)

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Employee No. 158	WFH allowance for February 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 162	WFH allowance for February 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 156	WFH allowance for February 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 190	WFH allowance for February 2021	**26.00**	0.00	26.00	M&S/Covid-19 Expenditure
BACS	Employee No. 188	WFH allowance for February 2021	**15.60**	0.00	15.60	M&S/Covid-19 Expenditure
Total For This Period			**25,605.60**	**4,109.03**	**29,714.63**	
Total For Previous Periods			**323,139.06**	**25,092.35**	**348,231.42**	
Total to 28 February 2021			**348,744.66**	**29,201.39**	**377,946.05**	

FULL COUNCIL	15 FEBRUARY 2021	AGENDA ITEM: 19

BUDGET MONITORING REPORT 31 JANUARY 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached:
A. Budget Monitoring Report January 2021 (2 pages)
B. Projected Reserves at 31 March 2021 (as at 15 February 2021) (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2020/21 financial year as at the end of January 2021.

Background Information

On the following pages is the budget monitoring report January 2021, indicating actual income and expenditure up to the end of month ten in the 2020/21 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 **£99,765** that will result in a net amount of £241,881 being transferred from reserves rather than an amount of £23,615 in the original budget for 2020/21.

Members are requested to note that the budget monitoring report was prepared on 15 February 2021 and includes invoices received after the previous budget monitoring report was prepared and submitted to the Finance, Policy and General Purposes Committee meeting held on 8 February 2021.

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

New money from General Reserve for Covid-19 Recovery Fund	£120,500
Cemetery Approach Building (Previous Yr in Acquisition Reserve)	£131,632
Cemetery Approach Building F&F (Previous Yr in Acq Reserve)	£15,000
Additional expenditure re Covid-19	£19,333
Loss of income from Pioneer Hall	£21,738
Loss of income from Memorial Fees	£ 8,566
Total	**£316,769**

Also included is a current projection of the Council's reserves at 31 March 2021 based on the Budget Monitoring Report January 2021 (prepared on 15 February 2021).

Recommendation

Members are requested to receive the budget monitoring report for January 2021, indicating actual income and expenditure up to the end of month ten in the 2020/21 financial year, noting the projected overspend of **£99,765** for 2020/21 that will result in a net amount of £241,881 being transferred from reserves.

Budget Monitoring Report January 2021 For Full Council 22.02.21

Gross Expenditure								
Description	**Item No.**	**Budget**	**Expenditure**	**Committed**	**Balance**	**Budget**	**Year End**	**Projected**
		12 Months	**10 Months**	**Expenditure**		**For Year**	**Projections**	**Variance**
		£	**£**	**£**	**£**	**£**	**£**	**£**
Salaries	1	726,990	564,201	115,386	47,403	726,990	679,587	47,403
Pension Added Years Costs	2	9,049	6,705	2,344	0	9,049	9,049	0
Personal Hygiene Facilities	3	2,100	1,083	589	428	2,100	1,672	428
Personal Protective Equipment / Clothing	3	2,750	1,093	707	950	2,750	1,800	950
Cleaning Products	3	1,650	348	452	850	1,650	800	850
Officers Travel and Subsistence	4	3,000	678	722	1,600	3,000	1,400	1,600
Rates	5	13,283	11,086	460	1,738	13,283	11,546	1,738
Water	6	3,050	1,031	1,419	600	3,050	2,450	600
Rent	7	31,000	34,942	1,314	-5,256	31,000	36,256	-5,256
Electricity	8	7,570	3,036	2,409	2,125	7,570	5,445	2,125
Gas	9	1,250	440	810	0	1,250	1,250	0
Telephone	10	3,550	3,027	368	156	3,550	3,395	156
Postage	11	1,000	40	210	750	1,000	250	750
Printing and Stationery	12	1,500	693	807	0	1,500	1,500	0
Insurance	13	5,000	4,850	0	150	5,000	4,850	150
Photocopier Costs	14	3,000	1,290	410	1,300	3,000	1,700	1,300
Property Maintenance and Improvements	15	33,490	29,253	3,914	323	33,490	33,167	323
Equipment	16	9,000	17,948	6,564	-15,512	9,000	24,512	-15,512
Equipment Maintenance	17	12,700	9,535	1,750	1,415	12,700	11,285	1,415
Bank Charges	18	800	356	115	329	800	471	329
Audit Fees - Internal	19	1,380	445	890	45	1,380	1,335	45
Legal Fees	20	6,000	1,124	4,876	0	6,000	6,000	0
Audit Fees - External	21	460	0	460	0	460	460	0
Professional Fees	22	6,000	10,963	662	-5,625	6,000	11,625	-5,625
General Salaries Contingency	23	30,000	12,634	4,366	13,000	30,000	17,000	13,000
Health and Safety	24	5,000	483	995	3,522	5,000	1,478	3,522
Internet Broadband	25	3,596	2,257	635	704	3,596	2,892	704
Election Costs	28	0	0	0	0	0	0	0
BACAS Burials System Annual Maintenance	29	2,550	2,200	0	350	2,550	2,200	350
Microshade Citrix	30	7,440	6,373	1,272	-205	7,440	7,645	-205
Welsh Translation Service	31	2,000	418	1,582	0	2,000	2,000	0
Horticulture	8	800	29	771	0	800	800	0
Vehicle Maintenance	11	1,200	467	733	0	1,200	1,200	0
Haulage and Fuel	12	3,375	2,661	464	250	3,375	3,125	250
Vehicle Tax and Insurance	13	549	535	0	14	549	535	14
Philadelphia Cemetery	14	500	0	500	0	500	500	0
Interest on PWLB Loan	15	2,899	1,552	1,347	0	2,899	2,899	0
Capital Repayment on PWLB Loan	16	16,921	8,460	8,461	0	16,921	16,921	0
Treework Maintenance	17	6,195	3,955	1,000	1,240	6,195	4,955	1,240
Cemetery Roads Maintenance	19	3,000	0	1,000	2,000	3,000	1,000	2,000
Memorial Safety Advertising	20	250	0	0	250	250	0	250
Subscriptions	21	850	625	220	5	850	845	5
New Play Equipment	11	3,000	0	3,000	0	3,000	3,000	0
Civic Hospitality	1	0	0	0	0	0	0	0
Mayor's Hospitality	2	500	0	0	500	500	0	500
Mayor's Medallions and Plaques	3	0	0	0	0	0	0	0
Photographical Services	4	0	0	0	0	0	0	0
Mayor's Allowance inc. On Cost	5	0	0	0	0	0	0	0
Deputy Mayor's Allowance inc. On Cost	5	500	500	0	0	500	500	0
Mayor's Travel	6	200	0	0	200	200	0	200
Mayor's Donations	7	642	188	0	454	642	188	454
Mayor's Advertising	8	750	100	0	650	750	100	650
Civic Gifts	9	500	0	0	500	500	0	500
Core Funding to Memorial Hall Theatre	1	150,000	112,500	37,500	0	150,000	150,000	0
Capital Grant to Memorial Hall Theatre	2	22,800	22,800	0	0	22,800	22,800	0
Corporate Events	3	19,000	7,335	11,665	0	19,000	19,000	0
Corporate Advertising and Marketing	4	3,250	3,190	60	0	3,250	3,250	0
Corporate Engagement Strategy	5	7,000	849	3,151	3,000	7,000	4,000	3,000
Shop Local Campaign	6	14,000	2,403	6,597	5,000	14,000	9,000	5,000
Community Grants	7	0	0	0	0	0	0	0
Grant to Pioneers Club re use of hall	8	1,270	0	0	1,270	1,270	0	1,270
Website Costs	9	2,000	230	770	1,000	2,000	1,000	1,000
Fairtrade Campaign	10	1,000	22	100	878	1,000	122	878
Subscriptions	11	8,925	8,366	0	559	8,925	8,366	559
Councillor Training	12	2,000	0	0	2,000	2,000	0	2,000
Staff Training	13	16,000	3,909	6,500	5,591	16,000	10,409	5,591
Councillor Allowances	14	3,300	1,200	0	2,100	3,300	1,200	2,100
Councillor Tablets	15	792	792	0	0	792	792	0
Councillor Emails	16	380	363	0	17	380	363	17
Staff Suggestion Scheme	17	500	0	0	500	500	0	500
Sustainable Barry Initiative (Minute number 654(2)	18	500	0	500	0	500	500	0
Place Plan (Minute number 673(4) refers)	19	3,000	0	0	3,000	3,000	0	3,000
Barry Youth Action	1	1,500	0	1,500	0	1,500	1,500	0
Dementia Friendly Project	2	3,000	0	0	3,000	3,000	0	3,000
Cemetery Fencing	3	27,000	6,835	20,165	0	27,000	27,000	0
Cemetery Roads Improvement	4	20,000	13,527	0	6,473	20,000	13,527	6,473
Cemetery Benches	5	2,000	1,916	0	84	2,000	1,916	84
Cemetery Treework	6	20,000	0	22,445	-2,445	20,000	22,445	-2,445
COVID-19 Recovery Fund	7	208,278	195,706	12,572	0	208,278	208,278	0
Cemetery Approach Building (Prev Yr Reserves)	8	0	120,949	10,683	-131,632	0	131,632	-131,632
COVID-19 EXPENDITURE	1	0	18,497	836	-19,333	0	19,333	-19,333
Total Expenditure		**1,516,284**	**1,268,993**	**309,027**	**-61,736**	**1,516,284**	**1,578,020**	**-61,736**

Budget Monitoring Report January 2021 For Full Council 22.02.21

Gross Income

Description	Item No.	Budget 12 Months	Income 10 Months	Income Expenditure	Balance	Budget For Year	Year End Projections	Projected Variance
		£	£	£	£	£	£	£
Bank Interest	1	2,000	524	0	-1,476	2,000	544	-1,456
Interment Fees	1	75,141	55,596	0	-19,545	75,141	68,120	-7,022
Exclusive Right of Burials	2	27,557	22,638	0	-4,919	27,557	27,231	-326
Memorial Fees	3	23,616	12,784	0	-10,832	23,616	15,050	-8,566
Transfer of Exclusive Right of Burials	4	1,800	1,410	0	-390	1,800	1,710	-90
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	5,465	4,380	0	-1,085	5,465	5,398	-67
Other Miscellaneous Income	8	2,000	959	0	-1,041	2,000	1,000	-1,000
Cemetery Improvement Fee	9	2,000	2,120	0	120	2,000	2,544	544
Grants Receivable	10	0	1,625	0	1,625	0	1,625	1,625
Porthkerry Agreement	3	10,781	12,888	0	2,107	10,781	12,888	2,107
Lettings	1	26,826	5,088	0	-21,738	26,826	5,088	-21,738
Lettings - Old Pioneers Club via S137	2	1,270	0	0	-1,270	1,270	0	-1,270
Total Income		**179,304**	**120,090**	**0**	**-59,214**	**179,304**	**141,275**	**-38,029**

Net Expenditure

Description	Item No.	Budget 12 Months	Expenditure 10 Months	Expenditure Expenditure	Balance	Budget For Year	Year End Projections	Projected Variance
		£	£	£	£	£	£	£
Total Net Expenditure		**1,336,980**	**1,148,903**	**309,027**	**-120,950**	**1,336,980**	**1,436,745**	**-99,765**
Transfer to / (from) reserves		**(142,116)**				**(142,116)**	**(241,881)**	
Amount to be met from Precept		**1,194,864**				**1,194,864**	**1,194,864**	

Our revised net budget for the year is £1,336,980 with actual expenditure for the 10 months to 31 January 2021 of £1,148,903 and committed expenditure of £310,032 with an amount of budgeted income yet to be received of £59,214 noting that an amount of £142,116 will be drawn down from reserves.

Our projected out-turn for the year produces an overspend of £99,765 (£61,736 more expenditure with £38,029 less income). This will result in a net amount of £241,881 being transferred from reserves rather than transferring £142,116 from reserves noting that an additional amount of £80,500 was approved from the General Reserve during the year to add with £69,500 of repurposed exising budgets to create the COVID-19 Recovery Fund and a further £40,000 from reserves for the COVID-19 Recovery Fund.

Projected Reserves for 31 March 2021 (as at 15 February 2021)

Description of Reserves	Balance at 01.04.20	Contribution to reserve	Contribution from reserve	Balance at 31.03.21
Cemetery Improvement Reserve	34,341	2,544	(28,916)	7,969
Acquisition Reserve	154,923	7,000	(146,632)	15,291
Plant and Machinery Reserve	11,850	10,000	-	21,850
Shop Local Reserve	-	5,000		5,000
Election Reserve	16,771	10,000	-	26,771
Place Plan Reserve	3,000	-	-	3,000
Cemetery Roads Reserve	2,000	3,000	-	5,000
General Reserve	473,803	-	(103,877)	369,926
Total	**696,688**	**37,544**	**(279,425)**	**454,807**
	Net Position		**(241,881)**	

FULL COUNCIL	22 FEBRUARY 2021	AGENDA ITEM: 20

COMMENTS RECEIVED THROUGH BUDGET CONSULTATION

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To inform members of comments received in respect of the 2021/22 Draft Budget Consultation.

Background Information

Members will note that at the last ordinary meeting of Full Council held on Monday, 8 December 2020 it was resolved that the draft budget that provisionally sets a precept requirement of £1,235,686 being an increase to a Band D tax payer of 2.3% compared to 2020/21 be approved for public consultation.

The budget was consulted on over a period of six weeks, concluding on 31 January 2021, via the Council's social media channels and the through the local media.

Comments Received

Below are the comments received across Facebook, Twitter and email;

"Why is your budget increasing? Everyone else is tightening their belts and you are asking for more?"

"The draft budget information doesn't include information about how to apply for grants available for small independent business. Could you advise please."

"Please can you explain the £52k to open the Cemetery approach community centre? Surely income from the hire should make the centre profitable and self-funding? I run and own a Scout hall, we don't have £52k of overheads?"

"Please could you give more details as to why it costs £52,205 for the new Cemetery Approach community hall and £29,069 per annum. We run a local Scout group and are aware of others that own the building and all the running cost payments and it does not total this amount. Our hall is in the middle of renovations on our toilets and it still does not equate to this amount of money. Why are the overheads so high on these community centres? Also, why did BTC move into premises that have a high rental rate, this is why the VOG council moved out."

“I would like to compliment the Barry Memorial Hall for striving to maintain their customer satisfaction through their closure by regular communication and an exciting array of entertainment planned for the future. I believe the community will need to stay local over the foreseeable future and it will be vital for venues which promote wellbeing to all age groups to be up and running when possible. I do hope that funding support reflects the true need and value of The Memo”

“I wish to support the continued investment into the Memorial Hall as an important community facility. Having a cinema and concert hall is important to entertainment in the Vale”

“Given that the new financial year will be upon us soon I am writing to express my feelings with regard to funding for Barry Memorial Hall. As a resident of the town in his 70th year I regard the Memo as a very special place. In my youth I attended many, many arts and cultural events at the venue - pantomimes as a child, discos and pop concerts as a teenager and plays and cinema as an adult. It is with these memories in mind that I hope that the Barry Town Council will continue to provide continued financial support for Barry Memorial Hall. Having seen the town’s entertainment facilities dwindle over the years, a fact marked by the absence of a cinema in the town, the arrival of a cinema facility at the Memorial Hall has been a fantastic addition to the town’s cultural services. I’m sure there will be many whose views will echo mine in saying that continued financial support at least in line with inflation is crucial if the Memorial Hall is to continue to flourish in the wake of the COVID-19 pandemic.”

“As a council tax payer and a regular user of the Memo Arts Centre, I am reassured to see the Town Council’s continued financial support for the Trust. I would also like to know whether, when setting the amount for the coming year, the Town Council has taken into account the loss of revenue to the Memo of moving out of the ‘old’ building, which I understand was rented from the Trust?”

“I am writing in support of Barry Town Council awarding grant funding to The Memo Arts Centre. Whatever the ‘new normal’ there will be a need for all forms of artistic activity. In particular, the younger generation will be requiring opportunities to experience the arts. A venue like the Memo is ideal. Arts based activities will widen their youthful horizons away from street gang life and video sub cultures. The older generation also has need of support being the regular Memo audience and often participants at their productions. Over the last 25 years Barry Town Council has a proud history of financing the arts from The Memo to Art Central, Barry Library to Voga’s Travellers Gallery. Such a tradition should be maintained for the good reputation of Barry town and the Vale of Glamorgan. I hope along with many others that Barry Town Council fully awards a grant of 150K to the Memo for the next financial year.”

“I would like to express my support for the Memo. You have always been its greatest financial prop but I hear that you might be reviewing this at the present.”

“Over many years I have found the Council to be a great friend to those in the area promoting cultural activity and think that it would be a great blow to the community if because of these difficult times the work of the Memo is curtailed.”

“There has been a huge improvement in recent years both to the facilities and the range of activities available at the Memo. Indeed, there has been really serious efforts, using imagination and ingenuity, to make as much as possible available to us in our homes. during the past year A fine example would be the streaming of films.”

“I realise just how hard it must be for those of you who we charge to make decisions on our behalf in these times with so many calls on a limited resource but please, please do not under estimate the importance to our lives of culture in all its forms and continue your support for the Memo as we emerge from this pandemic.”

Facebook Analytics

Over the consultation period, the numerous Draft Budget social media posts reached **2,618** users, of those **123** engaged with the post in some way (this could be through clicking it to read more, sharing it or commenting on it).

Recommendation

Members are requested to receive the report, noting the comments received in relation to the 2021/22 Draft Budget.

FULL COUNCIL	22 FEBRUARY 2021	AGENDA ITEM: 21

DRAFT BUDGET 2021/22

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Draft Budget 2021/22 (10 Pages)

Purpose of Report

To consider the Town Council's draft budget for 2021/22 following public consultation from 21 December 2020 to 31 January 2021 and to determine the precept to be levied on the Vale of Glamorgan Council.

Background

At the meeting of Full Council held on 8 December 2020 members approved the Draft Budget 2021/22 for public consultation that provisionally set a precept requirement of £1,235,686 for 2021/22 being a cost to a Band D tax payer of £59.79 per year being an increase of 2.3% compared to £58.44 for 2020/21.

On the following pages is a projected out-turn for 2020/21, as at 15 February 2021, and the draft budget for 2021/22 for consideration. The projected out-turn for 2020/21 results in a deficit of £241,881 being transferred from reserves rather than the original intention to transfer £23,616 from reserves that during the year was revised to £142,116 due to an additional amount of £80,500 being agreed to be transferred from the General Reserve for the COVID-19 Recovery Fund to add to £69,500 of repurposed funds within the Council's annual revenue budget thereby creating a £150,000 Fund with a further £40,000 being agreed to be transferred from the Acquisition Reserve for the COVID-19 Recovery Fund and further in year virements increasing the Covid-19 Recovery Fund to £208,278. In the table below is a breakdown showing the movements to / from reserves with the projected balances as at 31 March 2021.

Reserve	Balance as at 01.04.20	Contribution to Reserve	Contribution from Reserve	Balance as at 31.03.21
Cemetery Improvement	34,341	2,544	28,916	7,969
Acquisition	154,923	7,000	146,632	15,291
Shop Local	0	5,000	0	5,000
Plant & Machinery	11,850	10,000	0	21,850
Election	16,771	10,000	0	26,771
Place Plan	3,000	0	0	3,000
Cemetery Roads Renewal	2,000	3,000	0	5,000
General	473,803	0	103,877	369,926
Total	**696,688**	**37,544**	**279,425**	**454,807**

It is generally accepted that general (un-earmarked) revenue reserves usually lie within a range of three to twelve months (i.e. between 25% and 100%) of gross expenditure.

With gross expenditure for 2021/22 of £1,391,422 the general reserve should lie within a range between £347,856 and £1,391,422 however the general reserve is projected to decrease from £473,803 to £369,926 representing a level of 27% of gross expenditure, so at the lower level of the generally accepted range.

Members will need to consider whether to include any provision in the draft budget to increase the General Reserve or whether they are prepared for the balance to be at the lower level of the generally accepted level.

Officers consider that the other reserves form a safety net in a worst case scenario if members choose not to increase the General Reserve during 2021/22 as we have received notification of final costs relating to the Cemetery Approach Community Centre that are incorporated in the reserves projections above.

The draft budget comprises gross expenditure of £1,391,422 with income from services amounting to £152,736 producing a net expenditure budget of £1,238,686.

An amount of £3,000 is being drawn down from the Place Plan Reserve to fund the Community Plan expenditure during 2021/22 that reduces the net expenditure budget to £1,235,686.

We have received notification from the Vale of Glamorgan Council of the tax base for Barry for 2021/22 as 20,666 compared to 20,446 for 2020/21.

The Council would need to set a precept of £1,235,686 to balance the budget that would represent an increase to a Band D tax payer of 2.3%.

Recommendation

Members are requested to approve the draft budget for 2021/22 that sets a precept requirement of £1,235,686 being an increase to a Band D tax payer of 2.3%.

Draft Budget 2021/22 Summary

	2020/21 Budget Revised	2020/21 Out-Turn	2021/22 Budget
Expenditure			
Management and Support Services	473,974	451,858	501,394
Planning	11,100	13,054	17,460
Merthyr Dyfan Cemetery	413,667	403,887	427,222
Porthkerry Cemetery	16,690	19,809	16,690
Pioneer Hall	40,528	33,675	39,069
Community Building at Cemetery Approach Gardens	19,738	17,849	54,205
Corporate	255,717	230,802	297,813
Civic	3,092	788	9,569
Special Projects	281,778	406,298	28,000
	1,516,284	1,578,020	1,391,422
Income			
Management and Support Services	2,000	544	500
Merthyr Dyfan Cemetery	132,857	112,104	118,466
Porthkerry Cemetery	17,531	23,539	21,770
Pioneer Hall	23,020	5,088	10,000
Community Building at Cemetery Approach Gardens	5,076	0	2,000
Precept	**1,194,864**	**1,194,864**	**1,235,686**
	1,375,348	1,336,139	1,388,422
Net Operating Deficit / (Surplus) for the Year (Expenditure less Income)	140,936	241,881	3,000
Movement of Council Reserves to Offset the Net Operating Deficit for the Year			
Addition to Cemetery Improvement Reserves from in year charges	3,180	2,544	2,000
Addition to Plant and Machinery Reserve (F268 (4) refers) - From General Reserve	10,000	10,000	-
Creation of New Cemetery Roads Replacement Reserve (Min No. F50 (a) (7) refers) - From General Reserve	3,000	3,000	-
Transfer unspent Shop Local budget year end balance for 2020/21 to Shop Local Reserve	-	5,000	
Addition to Election Reserve	10,000	10,000	-
From Cemetery Improvement Reserve for Replacement Fencing	(27,000)	(27,000)	-
From Acquisition Reserve for Cemetery Approach Gardens New Community Building	-	(146,632)	-
Addition to Acquisition Reserve for Reshaping of Services Agenda 2020/21	47,000	7,000	-
From Cemetery Improvement Reserve for Seat Replacement (F224 (4) refers)	(2,000)	(1,916)	(2,000)
From Place Plan Reserve to fund expenditure (Min No. 673 (4) refers)	-	-	(3,000)
Net surplus (deficit) for the year to (from) General Reserve	(185,116)	(103,877)	-
Deficit for the Year to be funded from Reserves or Increase in Precept 2020/2021	**0**	**0**	
Deficit for the Year to be funded from Reserves or Increase in Precept 2021/2022			**0**

Draft Budget 2021/22 Management & Support

					EXPENDITURE					
	Description	**Item No.**			**2020/21**		**2020/21**		**2021/22**	
					Budget		**Out-Turn**		**Budget**	
							Projected			
	Salaries	1			345,265		332,930		353,300	
	Pension Added Years Costs	2			9,049		9,049		9,320	
	Personal Hygiene Facilities	3			600		223		600	
	Personal Protective Equipment / Clothing	4			300		0		300	
	Cleaning Products	5			550		0		1,100	
	Officers Travel and Subsistance	6			2,400		1,400		2,400	
	Rent	9			31,000		36,256		36,256	
	Telephone	12			2,600		2,699		2,600	
	Postage	13			1,000		250		2,000	
	Printing and Stationery	14			1,500		1,500		2,500	
	Insurance	15			5,000		4,850		5,000	
	Photocopier Costs	16			3,000		1,700		5,000	
	Property Maintenance and Improvements	17			2,000		1,010		4,000	
	Equipment	18			3,000		1,195		5,000	
	Equipment Maintenance	19			2,200		1,785		3,200	
	Bank Charges	20			800		471		800	
	Audit Fees (Internal)	21			1,380		1,335		1,425	
	Legal Fees	22			6,000		6,000		6,000	
	Audit Fees (External)	23			460		460		460	
	Other Professional Fees	24			6,000		11,625		6,000	
	General Salaries Contingency (All Depts)	25			30,000		17,000		30,000	
	Health & Safety Fees	26			5,000		1,478		5,000	
	Internet	27			2,880		1,927		2,880	
	Election Costs	28			0		0		0	
	BACAS Burials System Annual Maintenance	29			2,550		2,200		2,550	
	MicroShade Citrix	30			7,440		7,645		7,703	
	Welsh Translation Service	31			2,000		2,000		4,000	
	COVID-19 EXPENDITURE	32			0		4,870		2,000	
	Total Expenditure				**473,974**		**451,858**		**501,394**	
INCOME										
	Description	**Item No.**			**2020/21**		**2020/21**		**2021/22**	
					Budget		**Out-Turn**		**Budget**	
							Projected			
	Bank Interest	1			2,000		544		500	
	Total Income				**2,000**		**544**		**500**	

Draft Budget 2021/22 Planning

EXPENDITURE									
	Description	**Item No.**		**2020/21**		**2020/21**		**2021/22**	
				Budget		**Out-Turn**		**Budget**	
						Projected			
	Salaries	1		10,500		13,054		16,860	
	Officers Travel	2		600		0		600	
	Total Expenditure			**11,100**		**13,054**		**17,460**	

Draft Budget 2021/22 Merthyr Dyfan Cemetery

				EXPENDITURE					
	Description	**Item No.**		**2020/21 Budget**		**2020/21 Out-Turn Projected**		**2021/22 Budget**	
	Salaries	1		318,100		296,548		316,895	
	Personal Hygiene Facilities	2		350		529		350	
	Personal Protective Equipment / Clothing	2		2,150		1,650		3,150	
	Cleaning Products	2		500		500		500	
	Rates	3		9,622		9,320		9,600	
	Water	4		2,000		2,000		3,000	
	Electricity & Gas	5		4,550		4,050		5,550	
	Telephone	6		240		353		240	
	Property Maintenance and Improvements	7		25,000		26,747		25,000	
	Horticulture	8		800		800		800	
	Equipment	9		5,000		7,317		6,625	
	Plant & Equipment Maintenance	10		9,500		9,500		9,500	
	Vehicle Maintenance	11		1,200		1,200		1,200	
	Haulage and Fuel	12		3,175		2,925		4,175	
	Vehicle Tax and Insurance	13		549		535		552	
	Philadelphia Cemetery Maintenance	14		500		500		500	
	Interest on PWLB Loans	15		2,899		2,899		2,077	
	Capital Repayment on PWLB Loans	16		16,921		16,921		16,921	
	Treework Maintenance	17		6,195		4,955		6,195	
	Cemetery Roads Maintenance	18		3,000		1,000		3,000	
	Memorial Safety Advertising	19		250		0		250	
	Subscriptions	20		850		845		850	
	Broadband Internet	21		316		293		292	
	COVID-19 Expenditure	22		0		12,500		10,000	
	Total Expenditure			**413,667**		**403,887**		**427,222**	
				INCOME					
	Description	**Item No.**		**2020/21 Budget**		**2020/21 Out-Turn Projected**		**2021/22 Budget**	
	Interment Fees	1		69,901		59,468		65,195	
	Exclusive Right of Burials	2		27,557		27,231		29,774	
	Memorial Fees	3		22,106		13,050		11,274	
	Transfer of Exclusive Right of Burials	4		1,800		1,710		1,800	
	Hire of Chapel	5		770		0		770	
	War Graves	6		78		78		78	
	Cemetery Lodge Rent	7		5,465		5,398		5,574	
	Other Miscellaneous Income	8		2,000		1,000		2,000	
	Grants Receivable	9		0		1,625		0	
	Cemetery Improvement Fee	10		3,180		2,544		2,000	
	Total Income			**132,857**		**112,104**		**118,466**	

Draft Budget 2021/22 Porthkerry Cemetery

				EXPENDITURE					
	Description	**Item No.**		**2020/21**		**2020/21**		**2021/22**	
				Budget		**Out-Turn**		**Budget**	
						Projected			
	Salaries	1		15,000		15,000		15,000	
	Officers Travel and Subsistance	2		0		0		0	
	Property Maintenance and Improvements	3		1,490		2,846		1,490	
	Haulage and Fuel	4		200		200		200	
	COVID-19 Expenditure	5		0		1,763		0	
	Total Expenditure			**16,690**		**19,809**		**16,690**	
				INCOME					
	Description	**Item No.**		**2020/21**		**2020/21**		**2021/22**	
				Budget		**Out-Turn**		**Budget**	
						Projected			
	Interment Fees	1		5,240		8,651		7,854	
	Memorial Fees	2		1,510		2,000		770	
	Porthkerry Agreement	3		10,781		12,888		13,146	
	Total Income			**17,531**		**23,539**		**21,770**	

Draft Budget 2021/22 Pioneer Hall

	Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget
EXPENDITURE					
	Salaries	1	25,725	22,055	25,770
	Personal Hygiene Facilities	2	700	695	700
	Personal Protective Equipment / Clothing	2	200	100	200
	Cleaning Products	2	400	200	400
	Rates	3	1,823	1,766	1,819
	Water	4	650	350	650
	Electricity	5	1,520	1,020	1,520
	Gas	6	1,250	1,250	1,250
	Alarm Telephone Line	7	360	255	360
	Broadband	8	400	384	400
	Property Maintenance and Improvements	9	3,500	2,000	3,500
	Equipment	10	500	500	500
	Equipment Maintenance	11	500	0	500
	New Play Equipment	12	3,000	3,000	1,000
	COVID-19 Expenditure	12	0	100	500
	Total Expenditure		**40,528**	**33,675**	**39,069**
INCOME					
	Lettings	1	21,750	5,088	10,000
	Lettings - Pioneer Club via S137	2	1,270	0	0
	Total Income		**23,020**	**5,088**	**10,000**

Draft Budget 2021/22 Community Building

EXPENDITURE									
	Description	**Item No.**		**2020/21 Budget**		**2020/21 Out-Turn Projected**		**2021/22 Budget**	
	Salaries	1		12,400		0		44,312	
	Personal Hygiene Facilities	2		450		225		450	
	Personal Protective Equipment / Clothing	3		100		50		100	
	Cleaning Products	4		200		100		200	
	Rates	5		1,838		460		1,893	
	Water	6		400		100		400	
	Electricity	7		1,500		375		1,500	
	Alarm Telephone Line	8		350		88		350	
	Property Maintenance and Improvements	9		1,500		564		1,500	
	Equipment	10		500		15,500		2,000	
	Equipment Maintenance	11		500		0		500	
	Broadband	12		0		288		500	
	COVID-19 Expenditure	13		0		100		500	
	Total Expenditure			**19,738**		**17,849**		**54,205**	
INCOME									
	Description	**Item No.**		**2020/21 Budget**		**2020/21 Out-Turn Projected**		**2021/22 Budget**	
	Lettings	1		5,076		0		2,000	
	Total Income			**5,076**		**0**		**2,000**	

Draft Budget 2021/22 Corporate

	Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget
	EXPENDITURE				
	Core Funding to Memorial Hall Theatre	1	150,000	150,000	150,000
	Capital Grant to Memorial Hall Theatre	2	22,800	22,800	0
	Corporate Events	3	19,000	19,000	34,000
	Corporate Advertising and Marketing	4	3,250	3,250	4,000
	Community Engagement Strategy	5	7,000	4,000	7,000
	Shop Local Campaign	6	14,000	9,000	15,000
	Community Grants	7	0	0	45,000
	Grant to Pioneers Club	8	1,270	0	1,270
	Website Costs	9	2,000	1,000	2,000
	Fairtrade Campaign	10	1,000	122	1,000
	Subscriptions	11	8,925	8,366	9,371
	Councillors Training	12	2,000	0	2,000
	Staff Training	13	16,000	10,409	20,000
	Councillors Allowances	14	3,300	1,200	2,000
	Councillor Tablets	15	792	792	792
	Councillor Emails	16	380	363	380
	Staff Suggestion Scheme	17	500	0	500
	Sustainable Barry Initiative (Minute number 65	18	500	500	500
	Community Plan (Minute number 673(4) refers	19	3,000	0	3,000
	Total Expenditure		**255,717**	**230,802**	**297,813**

Draft Budget 2021/22 Civic

	EXPENDITURE								
	Description	**Item No.**		**2020/21 Budget**		**2020/21 Out-Turn Projected**		**2021/22 Budget**	
	Civic Hospitality	1		0		0		2,200	
	Mayor's Hospitality	2		500		0		500	
	Mayor's Medallions	3		0		0		2,000	
	Photographical Services	4		0		0		250	
	Mayor's Allowance inc. On Cost	5		0		0		1,619	
	Deputy Mayor's Allowance inc. On Cost	6		500		500		500	
	Mayor's Travel	7		200		0		500	
	Mayor's Donations	8		642		188		750	
	Mayor's Advertising	9		750		100		750	
	Civic Gifts	10		500		0		500	
	Total Expenditure			**3,092**		**788**		**9,569**	

Draft Budget 2021/22 Special Projects

	Description	Item No.	2020/21 Budget	2020/21 Out-Turn Projected	2021/22 Budget
	EXPENDITURE				
	Barry Youth Action	1	1,500	1,500	3,000
	Dementia Friendly Projects	2	3,000	0	3,000
	Cemetery Fencing (From Cemetery Improvement Reserve)	3	27,000	27,000	0
	Cemetery Roads Improvement	4	20,000	13,527	20,000
	Cemetery Benches (From Cemetery Improvement Reserve)	5	2,000	1,916	2,000
	Cemetery Treework	6	20,000	22,445	0
	COVID-19 Recovery Fund	7	208,278	208,278	0
	Cemetery Approach Building (Previous Year Reserves)	8	0	131,632	0
	Total Expenditure		**281,778**	**406,298**	**28,000**

FULL COUNCIL	22 FEBRUARY 2021	AGENDA ITEM: 22

COUNCIL'S RESPONSE AND ACTIONS TO MINIMISE THE RISK OF EXPOSURE TO COVID-19 IN THE WORKPLACE

Report Author

Amanda Evans, Facilities and Cemeteries Manager

Attached: A. Examples of posters, staff communications and risk assessment.

Purpose of Report

To receive the Council's response and actions to minimise the risk of exposure to Covid-19 in the workplace.

Background

The Welsh Government has for some time imposed a particular legal requirement on people responsible for workplaces and for premises open to the public to ensure that everything reasonable is done to maintain a 2 metre distance between people while they work.

This document will show how we comply to the Coronavirus Regulations, how we have regard to the Statutory Guidance and what specific actions we have taken to operate safely.

When deciding which actions to take a Covid-19 risk assessment was completed. This risk assessment has been done in consultation with staff and is available to staff.

This version is up to date as of 8 February 2021. It is important to note that this is a working document and as new advice is made available new rules may be introduced to reduce the spread of the virus and protect public health.

Cemetery workspace

Thinking about and managing risk.

When completing the risk assessments consideration was given to issues such as:

- Ensuring physical distancing is taking place and if 2m is practical
- Whether ventilation is adequate
- Hygiene factors including hand washing
- The use of PPE
- Communication and Well-being

Safety at work measures

One of the main applications of keeping everyone safe is that a minimum distance of 2 metres is maintained between any persons whilst they are on the premises and this is commonly known as “Social Distancing” which is in place in order to prevent the transmission of the virus from person to person. In order to achieve this we have the following in place:

- Sign and communication via social media, Funeral Directors, Stone Masons, no-one should enter the Cemetery with Coronavirus or Coronavirus symptoms
- Signs have been placed all around the grounds to remind staff and visitors of the 2m rule
- Communication to all on site via signs, social media messages, face to face, risk assessments and staff letters.
- Closure of the toilets and Chapel
- A “Two-team” system is in place in order to reduce the number of people interacting
- Barriers and signs used to reduce the risk of visitors coming into contact with staff
- Funerals limited to 30 and scattering of ashes to 15 as per risk assessment (and in-line with all other Cemeteries throughout Wales) and communicated to Funeral Directors
- Funeral Directors to use their own webs for lowering the coffins and no chalice of soil will be offered at this time
- Two separate locations have been set up to allow the two teams to have their breaks in two different buildings
- If needed Contractors/Visitors are asked to use a third location for any training or break requirements
- Only 1 person allowed at one time in the office
- Paperwork (were possible) has moved on-line and enquires are by telephone
- Memorial works are planned and agreed in advance of commencement.
- When travelling from area to area, each team do so alone, using their own vehicles or the company vehicles and have a supply of anti-bacterial wipes to use in order to wipe down equipment.

Other reasonable measures

The purpose of requiring all reasonable measures to be taken to maintain 2 metres distance between people is to minimise the risk of exposure to the coronavirus. As maintaining distance is not the only way to do this, and may not always be reasonable, other reasonable measures have been taken.

When is it permitted to allow people to be within 2 metres of each other?

For premises which are allowed to be open and for activities permitted which have the "Alert Level" in force at any given time, there are situations where it might not be possible or appropriate for people to stay 2 metres apart or at least, not to stay 2 metres apart at all times. Examples include:

- tasks that require two or more people to undertake them safely, including heavy lifting
- participating in activities where people may spend short bursts of time within 2 metres of each other (moving around indoors at break time)
- exceptions where close contact is necessary between workers and the users of services (Handing over paperwork on day of the funeral)
- where dual working at less than 2 metres apart is necessary to ensure safety
- working in confined spaces

Other reasonable measures that have be taken

In all circumstances, but especially where social distancing will not be rigidly maintained, it is important that other measures are taken. The most obvious measures to take are anything which reduces close face to face interaction and to improve hand washing, avoidance of touching the face with unwashed hands, respiratory hygiene and surface cleaning.

Another measure which is mandatory (unless there are strong reasons to the contrary) is to require staff and visitors to indoor premises to wear face coverings when they will not be able to maintain social distancing. This applies in areas that are not open to the public, in addition to the separate requirements that apply in areas which are open to the public.

Measures we have in place:

- Purchase of air purifiers for each break room to support ventilation of premises along with opening of doors and windows (weather permitted)
- More frequent cleaning, in particular of shared facilities such as toilets and kitchens
- encouragement of washing hands well for 20 seconds with soap regularly, signs placed at sink areas
- re-arranging furniture/workplaces in such a way as to reduce face to face interaction and maintain 2m
- Hand sanitiser stations are available for all
- Personal hand sanitisers are issued to each employee
- wearing appropriate protective equipment such as three-layered face coverings at all times when moving around indoors
- PPE for each Team member consists of masks, gloves, goggles and/or face shields and must be worn when tasks require less than 2m distance

- Cleaner now at the Cemetery for 5 days a week increased from 2 days and in addition to above PPE has a supply of aprons for cleaning
- Covid-19 cleaning equipment for each area is in place in case a positive result is reported
- Up to date rotas are available for Track and Trace
- Meetings/Communication sessions are held outdoors
- On-line training is completed at home
- Created fixed groups of workers (Team A and Team B)

PPE Protection

PPE protects the user against health or safety risks at work. It includes items such as safety helmets, bump caps, gloves, eye protection, high-visibility clothing, safety footwear and goggles/shields. It also includes respiratory protective equipment such as face masks. Where we are already using PPE in work activities to protect against non-COVID-19 risks, we will continue to do so.

At the start of this document we described the steps which are needed to take in order to manage COVID-19 risk in the workplace. This includes taking all reasonable measures to maintain 2m physical distancing on our premises where work is carried out or those areas which are open to the public. When managing the risk of COVID-19 the most effective method needs to be managed through physical distancing, good hygiene routines and fixed teams.

Posters on how to use PPE have been placed in all staff areas and all PPE items are free of charge to workers who to use.

Face coverings

For premises, including the non-public areas of premises that are open to the public, the Welsh Government considers that, if physical distancing cannot be continuously maintained, those responsible for work carried out at those premises should, as a reasonable measure under the Coronavirus Regulations, require staff and visitors to wear a face covering so as to minimise the risk of exposure to COVID-19 at the premises, unless they are exempt from doing so. This means that a decision not to require staff or visitors to wear a face covering in premises not open to the public, including the non- public areas of premises that are open to the public, should be based on a COVID-19 risk assessment that provides evidence that there is a compelling reason not to. For us this means that once staff are seated at their area of more than 2m from each other facemasks can be removed however, before leaving your seated area a mask will be required to be worn as it is more than not, that we cannot maintain the 2m distance required.

It is important to remember that face coverings are not a replacement for the other ways of managing the risk of exposure to COVID-19 but are a part of the safety measures needed and so we do not negate the need for staff us fixed teams and partnering for close-up work, to ensure good respiratory hygiene, to regularly and thoroughly have good hand hygiene and to increase all surface washing.

Effective face coverings should have a water repellent outer layer if possible, and comprise of 3-layers of different fabrics, which are non-stretchy. They should fit well with no air gaps around the sides and under the chin.

We support our workers in using face coverings safely by suppling a 3-layer disposable mask and displaying posters.

Communication and Wellbeing

Our approach to the health, safety and well-being of members of the public and customers, as well as employees and contractors as paramount.

The Covid-19 outbreak is a fast moving situation for everyone. It is challenging. Worrying, and potentially stressful for many.

Support for all

- Use of Media platforms to send the “Stay Safe” government message.
- Promote that no-one should enter the cemetery with Covid-19 symptoms
- Signs/posters in place to remind staff/visitors of their responsibilities
- Support service contact details provided with regular communication updates to all employees
- Self-isolation protocol is supported
- Contact made for employees showing symptoms and tests arranged
- Risk Assessments carried out and available to all

Self-isolation

Another reasonable measure that we support wholeheartedly is to allow, and enable, people who normally work at the premises to self-isolate on full pay in the circumstances where it is encouraged or required by law.

Those circumstances are:

- where they have tested positive for coronavirus
- where they have had close contact with someone who has tested positive for coronavirus; or
- where they have been asked to do so by contact tracers or other public officials as listed at Regulation 21(3)(c).

Showing Symptoms

Any member of the team showing Covid-19 symptoms or if they are a member of the same household or support bubble (with contact of less than 48hrs) as someone who has tested positive **MUST** self-isolate and not come into work. Anyone who exhibits

Covid-19 symptoms while at work, will be sent home **immediately** and we can then arrange through the Vale of Glamorgan a Covid-19 test to check to see if they have the virus.

Symptoms

- A new continuous cough
- A fever/high temperature (37.8 or above)
- or a loss or change to your sense of smell or taste are the most common signs of the Coronavirus.

If we are notified that an employee has tested positive then their work bubble will need to self-isolate until a test is arranged and a complete clean of the area used by the team will take place as per the Cleaning Risk Assessment for Covid-19, using the Covid-19 cleaning equipment set aside for this, paying particular attention to anywhere the employee may have touched frequently.

Covid-19 Test

An employee with suspected or confirmed Covid-19 can return to work 10 full days **after** the date their symptoms started if they feel well enough and provided they have not had a high temperature for at least 48 hours or If the test is positive but are asymptomatic, 10 full days after the date of the positive test.

If the test is **inconclusive,** the employee must self-isolate for 10 full days after the date of onset of symptoms. They should book a repeat test (This can be arranged by us) if the symptoms was less than 5 days ago.

If the test is **negative** they can stop self-isolating as long as:

- They feel well enough
- Anyone they live with who has symptoms of Covid-19 has tested negative- they need to keep self-isolating if someone in their household tests positive
- They are not a close contact of a confirmed case

If an employee develops new or worsening symptoms, they should self-isolate and we can arrange for them to be re-tested

Enforcement

We understand the severity of the situation we are facing as a society and will take the reasonable steps necessary to protect public health.

By working together, it is hoped that that employers and employees can come to a reasonable judgment on the best way to limit close physical contact. It is in all our interests for this to happen so that important work can continue.

We will:

- Continue to promote and maintain sustained compliance as a preventative measure to help contain the coronavirus;

- ensure action is taken immediately to deal with situations in which there is a risk of coronavirus spreading; and

- ensure that those who fail to comply are held to account.

Community Centres

Currently and as of 8th February 2021 Community Centres Guidance state that these types of premises are closed to the general public.

Exceptions

Community centres, youth centres and similar may be opened to provide essential voluntary services. They are also allowed to open to provide public services at the request of a local authority to include

- Blood donations
- Polling stations
- Food banks
- Childcare
- Mental health services
- Organisations who support substance misuse or addiction
- Coronavirus testing or vaccinations

Although Community centres are closed the same considerations will be applied when we consider the re-opening of these premises.

Thinking about and managing risk

When completing the risk assessments consideration was given to issues such as:

- Ensuring physical distancing is taking place and if 2m is practical
- Whether ventilation is adequate
- Hygiene factors including hand washing
- The use of PPE
- Communication and Well-being

Safety at work measures

One of the main applications of keeping everyone safe is that a distance of 2 metres is maintained between any persons on the premises otherwise known as “Social Distancing”. In order to achieve this we will have the following measures in place.

- Communication to all hirers that no-one should enter the Halls with Coronavirus or Coronavirus symptoms
- More frequent cleaning, in particular of shared facilities such as toilets and kitchens

- encouragement of washing hands well for 20 seconds with soap regularly, signs placed at sink areas

- re-arranging furniture/workplaces in such a way as to reduce face to face interaction and maintain 2m

- Hand sanitiser stations are available for all
- Personal hand sanitisers are issued to each employee
- PPE for each Team member consists of masks, gloves, Aprons, goggles and/or face shields and must be worn when tasks require less than 2m distance and more than one person is present.
- Control of entrance and exit points
- Paperwork (were possible) has moved on-line and enquires are by telephone
- Ensure the most up to date Guidance is available and displayed
- Wearing appropriate protective equipment such as three-layered face coverings at all times when moving around indoors
- Covid-19 cleaning equipment for each area is in place in case a positive result is reported
- Signs/posters in place to remind staff/visitors of their responsibilities
- Support service contact details provided with regular communication updates to all employees
- Self-isolation protocol is supported
- Contact made for employees showing symptoms and tests arranged
- Risk Assessments carried out and available to all

With regards to the Community Centres we are ensuring that all maintenance is still being carried out and that the centres will be fit for purpose when we are able to reopen hopefully not in the too distance future.

Further Information

Below are useful links that have supported us in decided which steps to take:

https://www.gov.uk/guidance/coronavirus-covid-19-information-for-individuals-and-businesses-in-wales

https://gov.wales/coronavirus-legislation-and-guidance-law

https://gov.wales/workplace-guidance-employers-and-employees-covid-19

https://gov.wales/business-closures-alert-level-4

https://gov.wales/construction-and-outdoor-work-coronavirus-workplace-guidance-html

https://gov.wales/guidance-funerals-covid-19

https://gov.wales/covid-19-workforce-risk-assessment-tool

https://www.asthma.org.uk/advice/triggers/coronavirus-covid-19/what-should-people-with-asthma-do-now/should-i-wear-a-face-mask-or-face-covering/

https://wcva.cymru/wp-content/uploads/2020/11/Guidance-for-Community-Centres-reopening-in-Wales.pdf

Recommendation

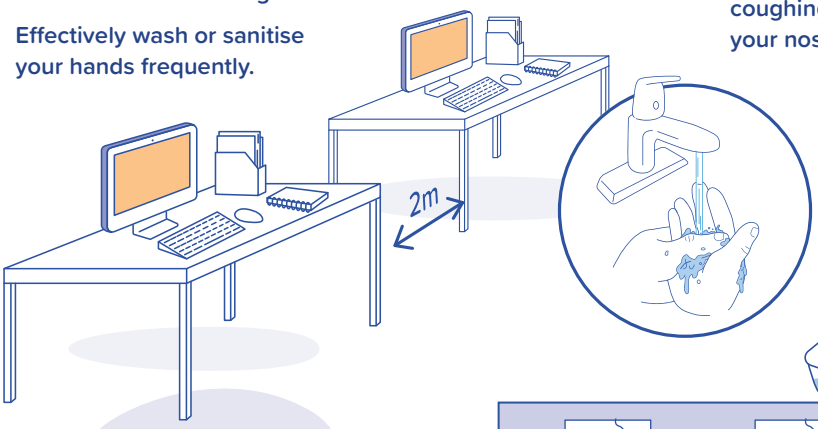
Members are requested to receive and note the Council's response and actions to minimise the risk of exposure to Covid-19 in the workplace

General Dos and Don'ts of Good Infection Prevention and Control

The Dos.

Follow social distancing rules.

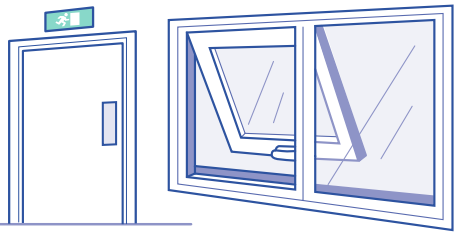
Effectively wash or sanitise your hands frequently.

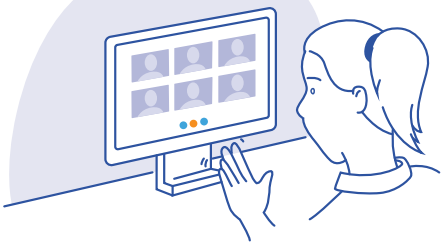


Wash you hands immediately after coughing, sneezing or blowing your nose. Catch-it. Bin-it. Kill-it.

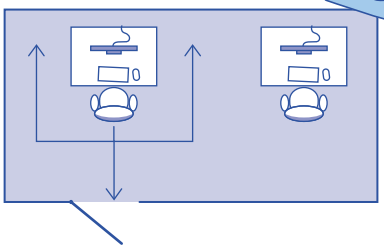
Remove your belongings from your workspace after your shift and ensure desks and surfaces are left clean and tidy.

Keep windows and doors open to encourage ventilation, where it doesn't interfere with other safety measures,
e.g. fire doors which need to be kept closed





Use telephone, radio or online communication instead of face-to-face communication.

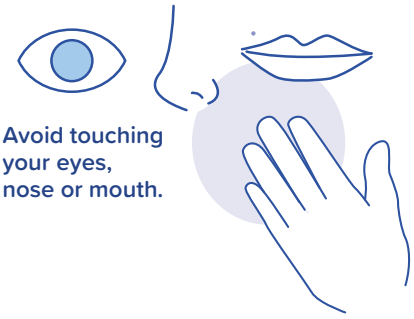


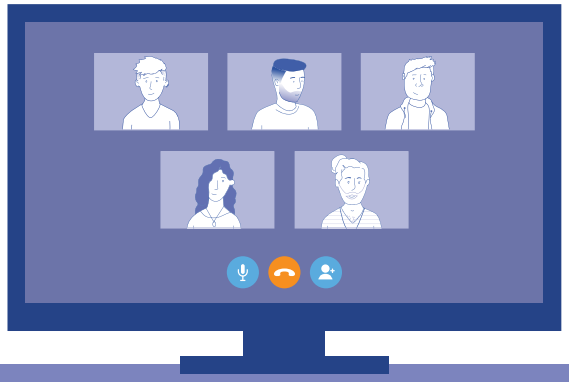
Limit your movements around the office and between sites.

The Don'ts.

Don't shake hands or gather in close quarters with your colleagues. You must also not gather around tea and coffee or water facilities or in break rooms.

Avoid touching your eyes, nose or mouth.





Avoid face-to-face meetings where possible. Substitute them for virtual alternatives.

Try not to share equipment with your colleagues, including pens and paper. Equipment that must be shared, such as tools and vehicles, must have processes for cleaning after each use.

7 Steps of Handwashing

Step 1 - Hands should be wet with liquid soap applied for a good lather. (*Water temperature needs to be between 35 °C and 45 °C)*

Step 2 - Rub your hands palm to palm.

Step 3 - With your right palm rub the back of your left hand. Swap hands and repeat.

Step 4 - Then, interlace your fingers and rub your palms together.

Step 5 - Interlock your fingers and rub the backs of them against your palms.

Step 6 - Enclose your right hand around your left thumb and rub as you rotate it. Swap hands and repeat.

Step 7 - Rub your right fingers in a circular motion in your left palm. Repeat with your left fingers.

After washing, always thoroughly rinse your hands in warm running water, and dry with a clean disposable towel.

Never use reusable towels as you will transfer harmful bacteria back onto your clean hands.

Wash your hands!

Do so for at least 20 seconds.

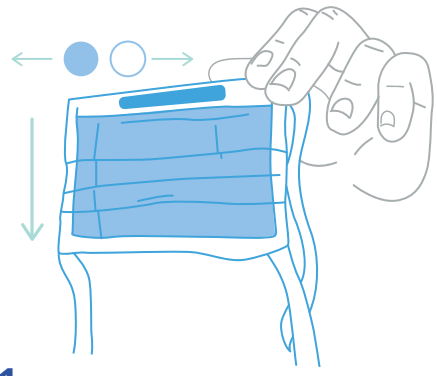
For everyone's safety, please use the hand sanitiser provided

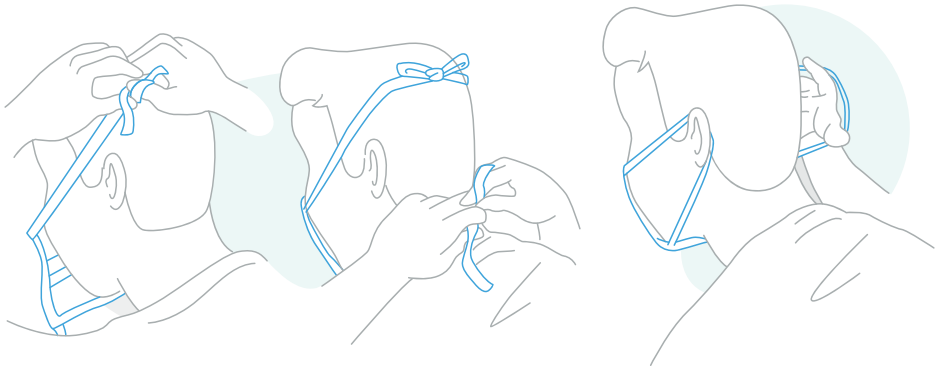
and please do not enter if you are unwell.

How to Put on and Remove Face Coverings and Masks

(including fluid-resistant face masks)

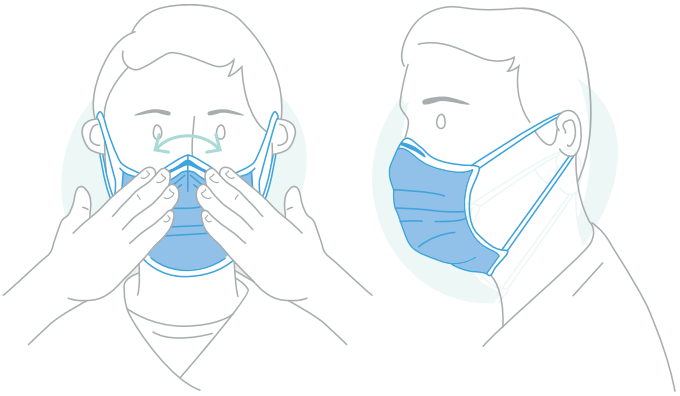
How to Put on Face Coverings and Masks





1. If wearing a fluid-resistant face mask, the coloured side should be outward and the white side should be inward. The pleats on the coloured side should face downward, while the pleats on the white side should face upward.

2. If it has strings, move the mask towards your face and pull the top strings behind onto the crown of your head. Secure the string with a butterfly knot. Pull the bottom string behind your head at the nape (top) of the neck and secure with a butterfly knot.



3. Ensure that it is stretched over the chin and fits snug over the face. If using a fluid-resistant face mask, press down around the metallic strip at the top so it is securely over the bridge of your nose. Use both your hands rather than pinching with one.

Note: prescription glasses must be hygienically removed before donning the mask and returned onto the face after donning it.

How to Remove Face Coverings and Masks

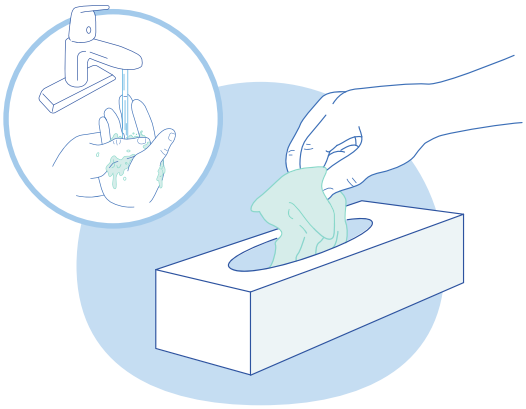
1. Don't touch the face piece or grasp it to remove it from your face at any point.

2. Untie the bottom butterfly bow first. Untie the top butterfly bow and use it to pull the covering or mask away from your face. If it has a singular elastic loop strap on either side, grasp them from the ends nearest to your ears and pull away from your face, being careful not to touch your face or the covering or mask.

3. Dispose of it or store it in accordance with your workplace procedures. Perform hand hygiene if this is the last piece of PPE you're removing or you are changing the covering or mask.

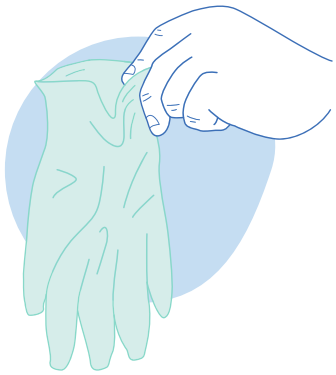
How to Put on Gloves
(Non-Sterile)

How to Put on Gloves

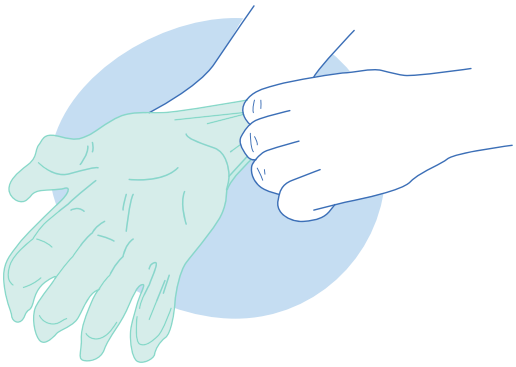


Perform hand hygiene if you haven't already.

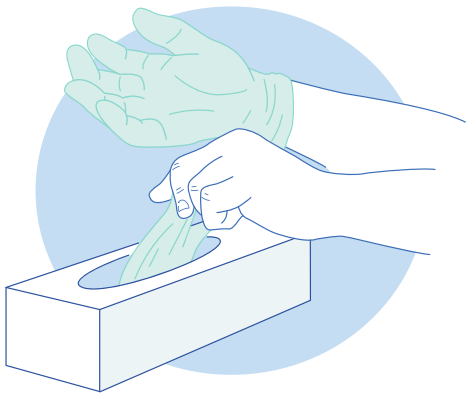
Take a glove out of the box.



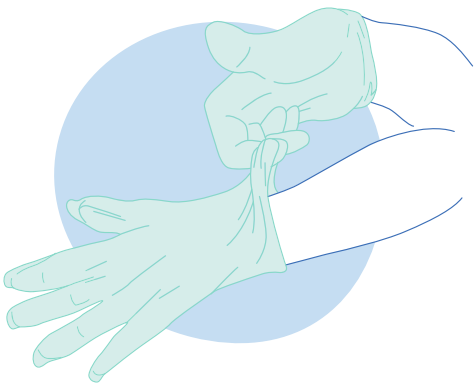
Hold the glove with as little of the glove as possible near the wrist.



Insert the hand not holding the glove and put it on.



Pick up the second glove with your bare hand. Hold as little of the glove as possible near the wrist.



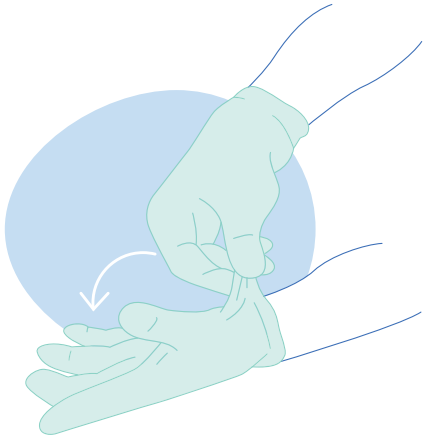
Using your gloved hand, tuck two fingers under the external surface of the second glove near the wrist. Insert ungloved hand into the second glove.

Do not touch anything other than what is required once they are on.

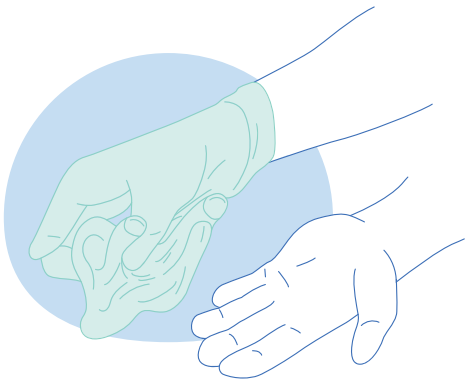
If there are any rips, tears, or other issues with your gloves, you must remove them and restart the process, including hand hygiene.

How to Remove Gloves
(Non-Sterile)

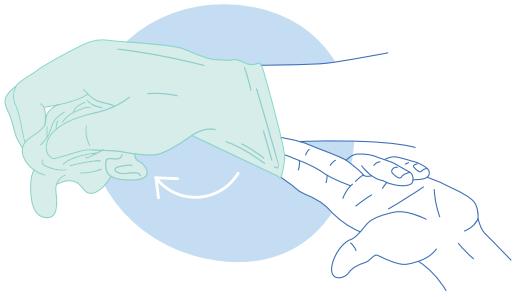
How to Remove Gloves



Pinch one of the gloves around the wrist area with your other gloved hand and peel away from the hand. It should turn inside out as you pull. Do not touch your bare skin during this process.

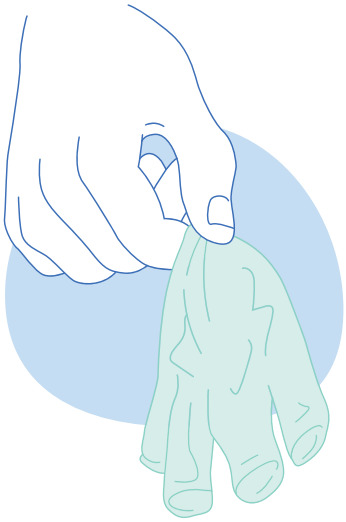


Ball up and hold the removed, inside out glove in your remaining gloved hand.

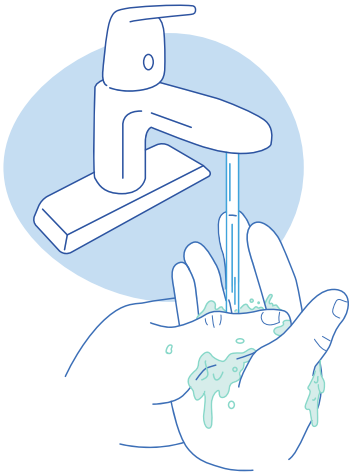


Slide your index and middle fingers of the non-gloved hand, or whole hand if needed, underneath the cuff of the remaining glove. Do not touch the outside of the glove.

Pull the glove down and over the first glove, so the second glove contains the first one. You should now be holding the glove inside out.



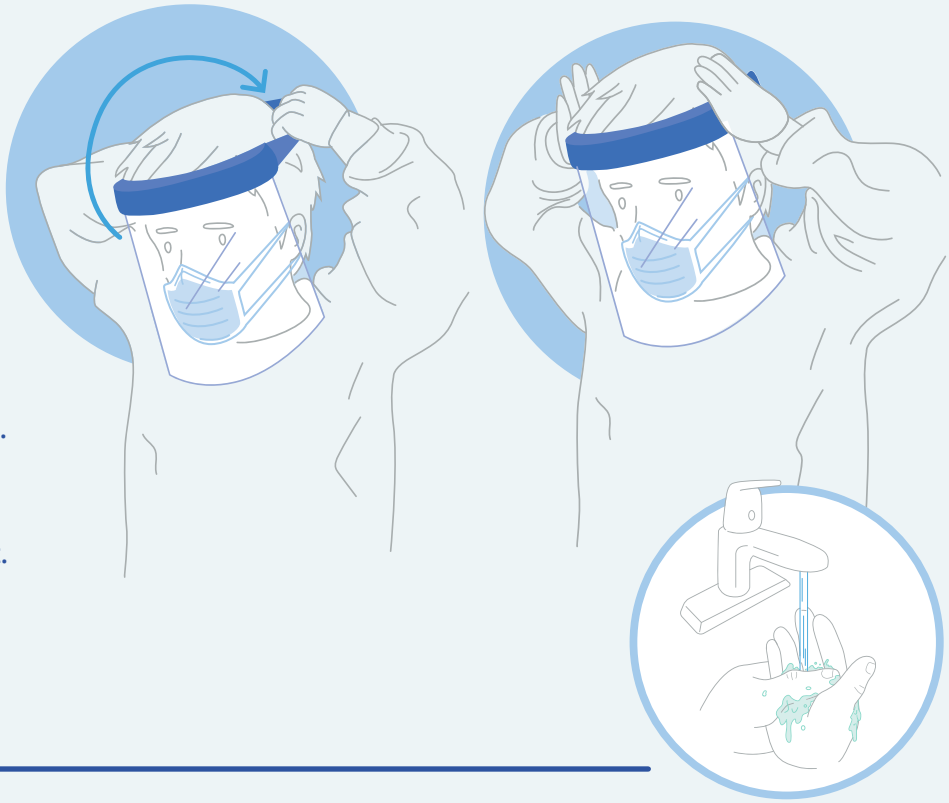
Discard in accordance with waste procedures.



Perform hand hygiene if this is the last piece of PPE you're removing or if you are changing gloves.

How to Put on and Remove Visors

How to Put on Visors



Perform hand hygiene.

Pull the strap over and behind your head to secure the visor in front of your face, taking care not to touch your head or the surface of the visor. It must cover your entire face including the chin.

Ensure it fits snugly but not too tight. Adjust the headband if needed.

How to Remove Visors

Remove it carefully by holding the sides or the headband, lifting away from your face. Don't touch the screen, as it may be contaminated. Leaning forwards when putting on and removing a visor can make the processes easier and reduce contact with the face and the PPE.

If reusable, follow your workplace procedures. This may involve placing it into a clean plastic bag until it can be cleaned and decontaminated. If not, follow your workplace's disposal procedures.

Perform hand hygiene if this is the last piece of PPE you're removing or if you are changing it.

Coronavirus Risk Assessment

This risk assessment is intended to help document the risk control measures we have introduced within the workplace to control the spread of coronavirus (COVID-19).

Location/Dept:	**Date Assessed:**	**Assessed by:**
Cleaning	**18/01/2021**	**Facilities and Cemeteries Manager with Cleaning Staff**
Task/Activity: Chapel/Halls/Office (coronavirus)	**Review Date: In line with when the latest Government guidance is released**	

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working and Cleaning in the Chapel, Halls and Office	Contact with persons suffering from coronavirus	Employees Contractors Visitors	Track and Trace Register of visitors are in place Hand sanitiser (at the least) and signage to promote the government guidance on hygiene and social distancing guidelines are in place to prevent the spread of the virus If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team.	3	5	15	Guidance and recommended risk control measures will be sourced directly from the GOV.Wales website wherever possible. https://www.gov.wales/government/publications/guidance-

			Cleaning staff to wear PPE as provided whilst carrying out their duties; Face masks (face shields can be worn with face masks but not on their own) Gloves Aprons Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned including: • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. Each Location will have a Covid-19 Cleaning kit to contain Absorbent cleaning materials, Liquid soap, disinfectant, small bucket, disposable gloves, disposable towels, disposable apron and 2				to-employers-and-businesses-about-covid-19 Control measures will be revised and updated when the latest government guidance is released.

			impermeable plastic bags. Face shield will also be provided to the cleaning operative				
	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance. Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate. Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Depending on which country they have returned from, they may need to self-isolate, even if they do not show any symptoms. Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.	3	5	15	Guidance and recommended risk control measures will be sourced directly from the GOV.WALES website wherever possible. https://www.gov.wales/guidance/travel-advice-novel-coronavirus Control measures will be revised and updated when the latest government guidance is released
	Contact with packages or items handled by persons who may have been exposed to coronavirus		All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.(Keep isolated for 72 hours)	3	5	15	Guidance and recommended risk control measures will be sourced directly from the GOV.WALES website wherever possible.

	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative this can be put in the normal waste. Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.	3	5	15	Control measures will be revised and updated when the latest government guidance is released.

Working in the office	Contracting and spreading of infection		Basic infection controls should be followed as recommended by the government: • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.				Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released. https://www.nhs.uk/conditions/coronavirus-covid-19/




KEEPING WELL AT WORK

A practical guide for staff experiencing stress, anxiety or depression

Workways
Promoting mental health through learning and work

MINDFUL EMPLOYER

Devon Partnership NHS Trust

4732

First published Feb 2012. Revised April 2014.

ACKNOWLEDGEMENTS

Thank you to the managers and staff who contributed their personal experiences, the MINDFUL EMPLOYER Council of Reference and colleagues at Workways. We are also grateful to Devon Partnership NHS Trust, Nationwide Building Society and the NHS Confederation's Mental Health Network for their generous support for the first edition.

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KEEPING WELL AT WORK

Everybody responds differently to the stresses and strains of modern life.

We all need and, to a degree, thrive on **pressure**: it gives us energy, helps with performance and inspires confidence. But excessive pressure can lead to **stress**. Stress may become a problem when someone feels they don't have the resources to cope with the demands placed upon them. Harmful levels of stress can lead to a mental health condition such as **anxiety** or **depression**.

1 in 4 people experience mental ill health at some point in their life[1]**… and they can get better**

Employers have an important role in improving work-life balance and it is generally recognised that work is good for health and wellbeing[2]. But for many, 'work' means overcoming obstacles, excessive expectations and challenging colleagues. For others, though, the causes of stress, anxiety or depression may not be work-related: with difficulties such as bereavement, finance, relationship breakdown, family issues etc causing problems. Indeed, non-work related stress, anxiety and depression cause more sickness absence than work-related difficulties[3]. At such times, work may be the 'safe place': the place where there is support and fulfilment.

Sounds familiar?
If the above describes the situation you are in, then this booklet aims to give you some very practical information and guidance – and provides spaces for you to make notes so you can make it work for you.

Keeping Well at Work covers:

- **Managing my health at work**
- **Talking to my manager**
- **Returning to work after sick leave**
- **Dealing with questions from colleagues**
- **Sources of further support**

This booklet is a companion to the ***MINDFUL EMPLOYER Line Managers' Resource*** which contains a wealth of guidance and information to help your manager help you. Copies can be downloaded or bought – visit **mindfulemployer.net** for more details.

This booklet is not a substitute for professional medical advice – but it may help complement it.

MANAGING MY HEALTH AT WORK

Whether you've been off sick or not, it's important to keep yourself well

Five Ways to Wellbeing[4]

If it's all got too much, this nationally recognised approach could help you find some time for yourself, identify what you enjoy doing and restore your work-life balance.

Connect…
With the people around you. With family, friends, colleagues and neighbours. At home, work, school or in your local community. Think of these as the cornerstones of your life and invest time in developing them. Building these connections will support and enrich you every day.

Be active…
Go for a walk or run. Step outside. Cycle. Play a game. Garden. Dance. Exercising makes you feel good. Most importantly, discover a physical activity you enjoy and that suits your level of mobility and fitness.

Take notice…
Be curious. Catch sight of the beautiful. Remark on the unusual. Notice the changing seasons. Savour the moment, whether you are walking to work, eating lunch or talking to friends. Be aware of the world around you and what you are feeling. Reflecting on your experiences will help you appreciate what matters to you.

Keep learning…
Try something new. Rediscover an old interest. Sign up for that course. Take on a different responsibility at work. Fix a bike. Learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy achieving. Learning new things will make you more confident as well as being fun.

Give…
Do something nice for a friend, or a stranger. Thank someone. Smile. Volunteer your time. Join a community group. Look out, as well as in. Seeing yourself, and your happiness, linked to the wider community can be incredibly rewarding and creates connections with the people around you.

And... Relax…

The most common method of managing stress or anxiety is through relaxation techniques. For example, controlling your breathing when you are starting to feel your anxiety build regulates it and reduces your heart rate. You can do this at your normal place of work – and no-one else need know: slowly, breathe in through your nose for a few seconds; and, slowly, breathe out through your mouth. Repeat a few times and you will feel less anxious.

Feeling Stressed, Keeping Well
This easy to use, personal workbook is available free to download from **mindfulemployer.net/support/publications/**

Feeling Stressed, Keeping Well covers:

- What I'm like when I'm well
- Things I can do daily to stay as well as possible
- Identifying my stress triggers

So when you're not feeling too good it helps you to remember the things you do to stay as well as possible.

Workways, which runs the MINDFUL EMPLOYER initiative, also runs half-day workshops on keeping well at work. Contact us on 01392 677050 or visit **workways.org.uk** for more details.

What do you find helpful to keep yourself well?

Use the space below to make some notes…

TALKING TO MY MANAGER

"What do I tell them?" is probably the most frequent question asked by people experiencing stress, anxiety, depression or another mental health condition. Knowing what to say or whether to say anything at all can be a difficult area – often because people are afraid of the reaction such disclosure may receive. But it's also important to avoid generalisations about how a manager will react. Not disclosing can result in problems later on and it's often the case that talking about it opens up putting support in place.

Talking at an early stage is vital. But who starts the conversation?

If your manager comes to you…

It may be that they've noticed something or colleagues have become concerned and mentioned it. That can be difficult. But it's well recognized that stress, anxiety and depression affects people in different ways. For some it can affect performance, timekeeping or working longer hours. Others become irritable, withdrawn or emotional. So take advantage of your manager's approach rather than see it as a threat – it may well take more effort to keep hiding something than it does to talk about it.

Or let's say it's you…

That may seem like a really big step to take. And you wouldn't be alone: many people feel uncomfortable talking to their manager about their mental health condition for fear it will go against them[5]. It's natural to feel reluctant about talking about it. However, a MINDFUL EMPLOYER survey found that the most likely response to such disclosure is one where the manager listens, is supportive and is understanding – and not the negative response that is often feared[5]. So, if you do take that step – well done, that's a big achievement.

Trust is important

If you've got a good relationship with your manager then that will make a big difference. If it's not so good or you find it hard to talk to them you may like to find someone else to speak to initially – perhaps a more senior manager, Human Resources, a union representative, a trusted colleague or an independent service.

Your manager isn't there to be a therapist or a counsellor – they have a business to run, a service to deliver. They're human too and won't necessarily have any knowledge about mental health so perhaps you can give them some information about your condition to help them understand a bit more.

Let's talk

Your manager doesn't need to know everything, but they do need to know something. Before you meet, make some notes about what you want to say and what you want to get out of the meeting.

- If it's to do with work – talk about what's happening. It may be that it's a long-running thing that no-one has ever dealt with or it may be something new. Talk about what both of you can do to help the situation.
- If the issues are outside work – then it's up to you how much you say. Obviously, you may not want to reveal very personal things but it is helpful to say something even if only a few words (e.g. 'We're having real problems with our children', 'My partner's lost their job and we're in a financial mess'). That will make a difference and will be helpful for your manager.
- Talk about how long things have been difficult and whether you think it's a short-term or a long-term issue.
- Talk about whether you are receiving medical help (e.g. counselling, medication, seeing your GP).
- Ask about help available through your employer (e.g. occupational health, employee assistance programme).
- Talk about ideas you have that may help (e.g. adjusting work times, temporary alteration of duties).
- Try and distinguish between what is urgent and what is important.
- Talk about who else needs to know – and who needs to know what. Remember that your manager will only be able to help you if you let them get some advice for themselves.
- Do your colleagues need to know anything or not? If so, what would you like them to know?
- Give consent for your employer to contact your GP or other healthcare professionals – you have a right to see their report before it's sent in.

When you talk to your manager, you may like to take a colleague or a union representative with you. Make sure one of you takes written notes and that each of you has a copy afterwards. And agree how you're going to review the situation – when are you going to talk again?

As a result of a number of incidents at and away from work, Jenny, who has experienced depression and anxiety for a number of years, was absent without leave for two weeks and did not contact her employer.

A Domestic Assistant in a large general hospital, there had been other occurrences of non-contact. “When I’m depressed I find it difficult to contact my employer even though I know I should do,” Jenny says. This culminated in a disciplinary hearing at which both Jenny and her employer were supported by an NHS vocational service. The hearing and other meetings enabled Jenny to talk about the various factors that had caused these events to affect her.

Through regular reviews and meetings with Tim, her manager, and supported by HR, her supervisors and the vocational service, Jenny was able to address some interpersonal conflicts in the workplace and make lifestyle changes, all of which have led to a vast improvement and no further absences or timekeeping problems.

“Jenny has come through a difficult period and learnt to talk about issues before they get out of hand,” Tim says. “She’s done really well and I’m pleased that all seems to be OK now.”

Names have been changed

Are there things you need to talk to your manager about?

Use the space below to make some notes…

RETURNING TO WORK

A short period of time off may be helpful & it's important to stay in touch

Some people may not want to be contacted while they are off sick because they feel anxious, embarrassed or ashamed about the way that they feel – and sometimes it's because the manager has been part of the reason why they've become unwell. We've already considered the importance of communication – but managers worry that contacting someone who is off sick may be seen as harassment. However, lack of contact can actually make staff feel less valued and less able to return. The overwhelming view from people who have experienced a mental health condition is that appropriate contact is essential.

People who are off sick also have a responsibility to keep in contact and if the employer has made all reasonable efforts to communicate they cannot be expected to anticipate what might help the staff member to return to work.

If you are off sick, early and regular contact with your employer can be a key factor in enabling an early return. If the prospect of such contact causes you concern – why not tell your employer your preferred method of keeping in touch such as telephone, letter, e-mail or text. If you can help them, then they can help you.

Most people recover completely & resume work successfully

Talking, keeping in touch and effective planning between you and your employer will maximise the chances of a successful return to work.

Your employer may have an Occupational Health service or an Employee Assistance Programme – if they do, take advantage of that support. Do give your employer permission to contact your Doctor or other healthcare professionals involved in supporting you. It may be helpful for them to see your job description and have a good understanding of the work issues so they can provide an informed response. As mentioned before, you can ask to see their report before it's sent to your employer.

It can also be helpful to involve other support services – for example, the Disability Employment Advisor (DEA) at the local Jobcentre Plus office or a specialist vocational service (such as Workways). They can provide help and support for you and your manager. Some mental health charities and other employment-focused organisations may also be able to assist.

Planning the return to work

Before going back, it's important to meet up with your manager (at a location that feels comfortable for you) to discuss:

- Any factors at work that contributed to your absence that could realistically be changed or accommodated.
- Things that can be changed about the work and the workplace and those that can't.
- What's happening at work – social aspects as well as the work itself.
- The Return to Work Action Plan – see page 9.

Think about whether any of the following may help:

- Reducing hours for a period of time.
- Arranging for job sharing or re-assigning tasks to other colleagues.
- Starting your shift earlier or later or doing work at home.
- Increasing 'personal space' in the working environment.
- Asking for additional time to reach performance milestones.
- A private space to rest, cry, or talk with supportive co-workers.
- Allowing a job coach to come to the workplace.
- Support from others in meetings.
- Other staff to receive mental health awareness training.
- Software that gives prompts throughout the working day.
- Additional supervisory sessions, training or instruction on procedures.

Those are just ideas. Your employer has a duty to consider what is reasonable and practical – but not everything will be possible. Remember also that the 'Fit Note' you get from your Doctor may, with the agreement of your employer, also enable you to return to work gradually.

And remember, you don't have to be 100% well to go back to work.

Still worried?

That's fine – it's only natural. Our survey found that the most common reason for someone not disclosing a mental health condition was fear it would go against them, yet the least common response by their employer was disciplinary action. The second most common reason for not disclosing was the belief that nothing would happen, yet the outcome of 'did not do anything' is low down on the list of responses. Lack of trust is the third most common reason for not disclosing, yet the response of a manager telling other people without permission is second from the bottom. Overwhelmingly, managers responded by listening, supporting and understanding.[5]

- Consider adjustments to ease your return (see page 8 for some ideas).
- Visit the workplace – taking that first step back can be a daunting one: why not pop in simply for a coffee and to say 'hello' to colleagues.
- **A Phased Return** to normal hours within a fixed timescale is a key way of returning to work. There is no single pattern that suits everyone and your employer may have their own policy about the availability, duration and nature of such an arrangement.
  The crucial things are a gradual 'stepped' approach and regular reviews – here's an example for someone who works 30 hours per week:

	At the end of the week…
Week 1 – 3 hours per day for 3 days per week	Meet to Review progress and adjust accordingly
Week 2 – 4 hours per day for 3 days per week	Meet to Review progress and adjust accordingly
Week 3 – 5 hours per day for 3 days per week	
Week 4 – 5 hours per day for 4 days per week	Meet to Review progress and adjust accordingly
Week 5 – 6 hours per day for 4 days per week	
Week 6 – normal hours	Meet to Review progress, discuss overall situation and set next review

  It's important to stick to the agreed days and hours. Hopefully, as you get used to being back at work, you will feel better – but you do need to resist the temptation to work longer hours.

  Discuss any impact a phased return will have on your pay and whether you need to take annual leave to cover the non-working periods.

  Agree duties in the phased return – are there aspects of your work that cause you less difficulty than others?

- Talk about what colleagues will be told about the return and agree how they will know you will not necessarily be doing your full duties – the rest of the team will need to respect that and not make extra demands upon you.
- Recognise that coming back to work will have its difficulties. You may, for example, experience additional fatigue, sleep disturbance or worry about remembering how to do your job. These are natural and normal responses for anyone who's been off for a while – and it doesn't automatically mean you're becoming unwell again.

Five years ago, Carmella Jones was in a car crash that left her with a major back injury. She now has to undergo back surgery every three years for the rest of her life.
She was also diagnosed with post-traumatic stress disorder (PTSD). To help cope with the aftermath, she has used Nationwide's support services, EmployeeCare, Bodycare and Occupational Health (OH).

"I suffer from severe chronic back pain and I'm now limited in what I can and cannot do," Carmella says. "My lifestyle has changed dramatically. My job requires me to speak with customers over the phone, so I spend many hours sitting, which can exacerbate the pain. Bodycare has been very helpful by building a chair to my specification and adding special features, such as moveable arms. Just as importantly, EmployeeCare has provided me with specialised counselling 24/7. It's nice to know I can talk to someone when I am feeling down.
"The OH service also has been valuable in that the OH doctor provided a report explaining why my work hours needed changing. I encourage all to find out more about these services offered through Nationwide as they can be extremely valuable."

Perhaps your employer has access to similar support services?

What if I can't return to my job?

If it's becoming clear that returning to your current job isn't going to possible then there may be some options for you and your employer to consider:

- Redeployment to another role – talk to your employer about other possible jobs within the organisation. But bear in mind that employers can't simply create a job if one doesn't exist.
- Retiring on health grounds – although nowadays a lot of employers can't offer an 'ill health package' it is worth asking what the procedure may be if this is the option that needs to be taken.
- Resignation – you may decide you wish to resign from the job. This may affect a claim for Jobseekers' Allowance (JSA) (often known as 'The Dole') but if you can demonstrate that you left so because of your health (e.g. having a letter from your GP or other health professional) then this may be accepted by Jobcentre Plus. If you continue to have 'Fit Notes' from your GP you may be able to claim Employment & Support Allowance (ESA) (what used to be called Incapacity Benefit).
- Dismissal on grounds of capability – in some cases, the employer will go through a process that determines you are no longer able to do the job for which you are employed on grounds of ill health. In these cases, the word 'dismissal' is used but it doesn't mean you've done anything wrong.

- Settlement (compromise) agreement - this is a legally binding agreement either during or following the termination of your employment, and which brings your employment to an end in return for which you agree not to pursue any claim or grievance you may have in an Employment Tribunal. You must take independent legal advice from a solicitor on the agreement and your employer will normally pay for the cost of this.

It's helpful to get advice when considering any of the above options – contact your local Citizens Advice Bureau, union representative, solicitor or the ACAS helpline at 0300 123 1100

DEALING WITH QUESTIONS FROM COLLEAGUES

Whether or not you've had some time off sick, it's important to think about what you will say in response to the inevitable 'How are you?', 'What's wrong?' type of questions you will be asked by colleagues and customers. It can be helpful to decide on a set phrase to use – as with your manager, they don't need to know everything but it's helpful for colleagues to know something. What you say is up to you but it may be as simple as 'Some good days, some bad days', 'I've had a difficult period – would you mind if I didn't talk about it at the moment?' or 'I had a breakdown but I'm feeling a lot better now.'

It also depends how comfortable you feel about naming anxiety, depression or talking about what you've experienced. You may be surprised how many people will respond to your own disclosure with an insight in to their experience. People who have been off sick because of a mental health condition worry about how their colleagues will react – and are often surprised when they are greeted so warmly.

Been off for a while? What would help you get back to work?

Use the space to make some notes…

THERE'S PLENTY OF HELP OUT THERE…

Visit **mindfulemployer.net/contact** for details of organisations near you who can support both you and your employer.

Contact your local Jobcentre Plus office for help from the Disability Employment Advisor.

Further information about conditions, treatments and recovery at **www.nhs.uk**

Mental health awareness training and information for your manager and colleagues may also be helpful – visit **mindfulemployer.net**

Who else may be able to help you?

And now make a plan…

What do you need to do? When do you want to do it by? Who can help?

DOES YOUR EMPLOYER USE THIS LOGO?

MINDFUL EMPLOYER® provides employers with easier access to information and support in relation to supporting staff who experience stress, anxiety, depression and other mental health conditions.

The logo shows that an employer is a signatory to the Charter for Employers who are Positive About Mental Health. The Charter is completely voluntary. It is not an accreditation nor is it a set of quality standards but using the logo shows they want to build on existing good practice and improve those areas which need to be done better. It doesn't mean they're getting everything right – but it does show a willingness to work towards better practice.

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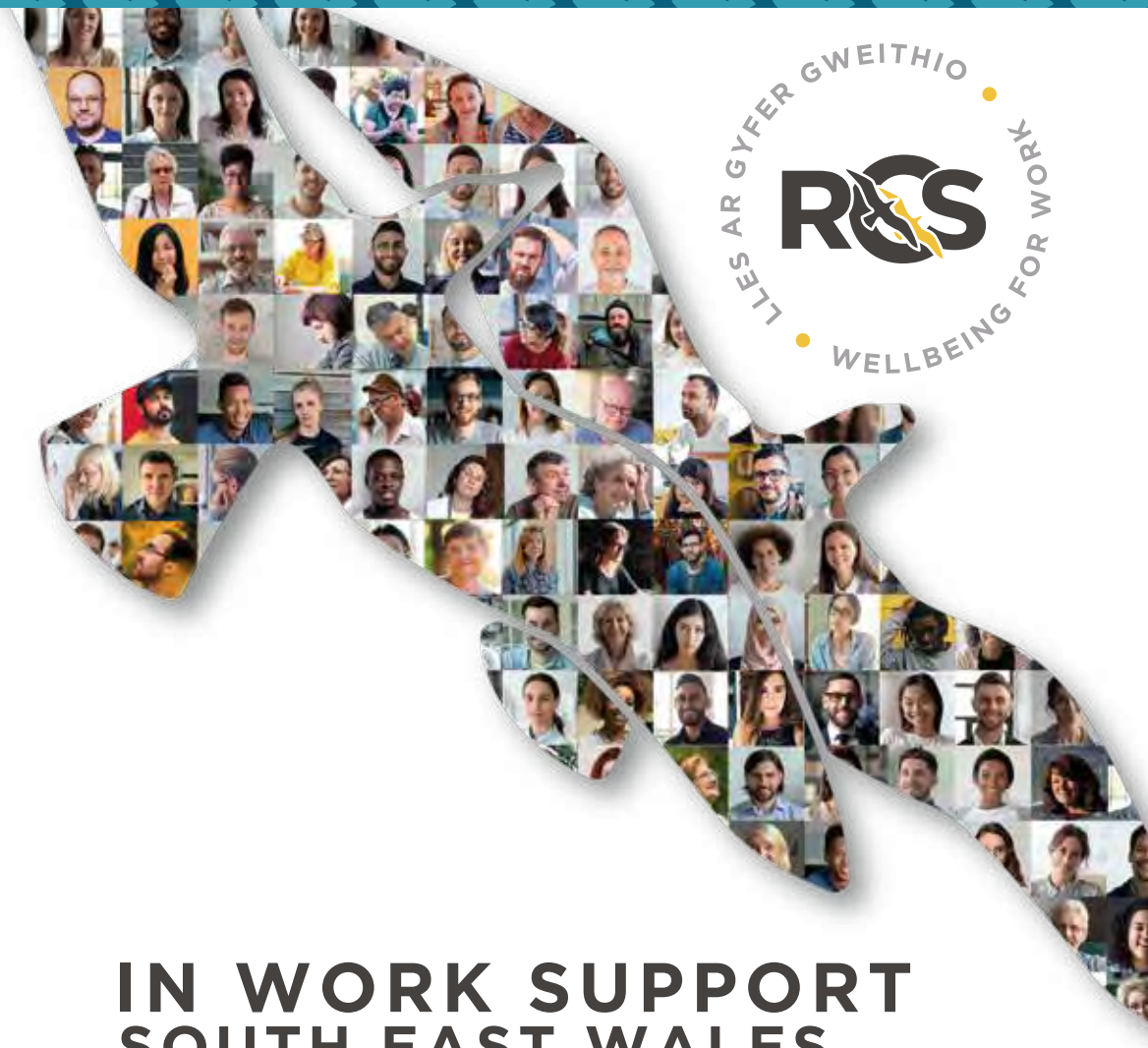

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Reduce anxiety

Improve your physical health

Make changes at work

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Funded by **Welsh Government**

FULL COUNCIL	22 FEBRUARY 2021	AGENDA ITEM: 23

LEARNING FROM THE COVID-19 PANDEMIC AND POST-CRISIS STRATEGIC DIRECTION

Report Author

Emily Forbes, Chief Officer

Purpose of Report

This report has been prepared for members to consider the Council's future strategic direction considering changes to ways of working due to the Covid-19 Pandemic and delivering the final year of its 5-year Corporate Plan.

Background Information

The Chief Officer recently (virtually) attended the One Welsh Public Service Leaders' Winter School, which was themed 'Leading for All – Leading in times of Complexity and Uncertainty'. As part of the programme of learning, there were a number of keynote speakers and sessions on leadership in crisis, frameworks for change, systems leadership and facilitated group work. The Chief Officer has based some of this paper on this useful learning to bring back to Council and implement a strategic leadership approach to moving out of the crisis period of the last 12 months.

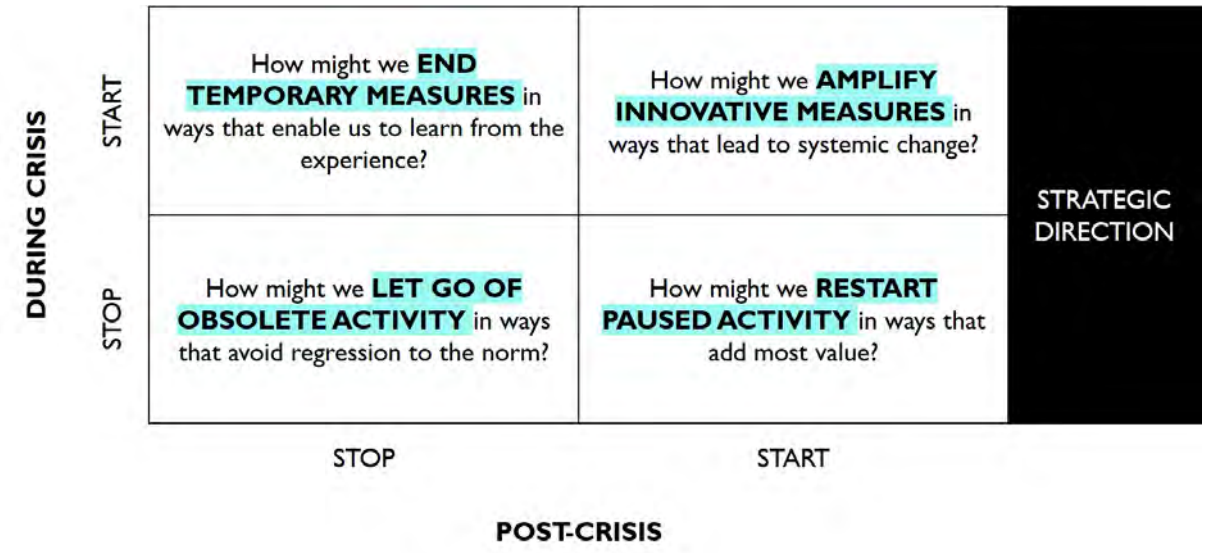
Detailed Information

As members are aware, Barry Town Council has itself adapted throughout the last 12 months, changing its focus of delivery, reducing its priority workstreams, and repurposing over £200,000 of funding to support local groups and businesses throughout the unpredicted crisis of the Covid-19 pandemic. The Council has had to put a number of new ways of working and delivering services in place in reaction to the pandemic, to changes in legislation and to abide by Welsh Government Guidance in a constantly changing context.

As we move closer to a point where we are no longer in crisis. some of these temporary measures will naturally end, some might be amplified, some may stop and some may critically restart (where we have paused activity). For example, social distancing and use of face coverings is likely to remain the norm for some time, legislation in place to continue virtual Council meetings, hybrid methods of home based / office based working to be further explored with staff and paused events and engagement to resume (even if through different guises).

As an organisation, Barry Town Council must explore how it can best use the recovery from Covid-19 to create real, lasting change, both organisationally and more widely, for community benefits. This is important in terms of meeting our Wellbeing Goals, our Sustainable Development duties, our Climate Change ambitions, our service delivery, our budget provisions and understanding how the crisis has affected our delivery and how it will reshape our future delivery. It is now timely to review our purpose, to let go of obsolete activity and to sharpen our focus on our role in the town.

The RSA Future Change Framework is one way to think about how we respond to crisis and how that can drive positive change.



The framework can help us to think through what we've stopped, what we've paused, what we've put in place temporarily, and how we've innovated. Reflecting on these areas can help us to see what is most valuable for an unknown, ever-changing future and clarify our strategic direction so that we stay relevant and committed to our vision of *Bringing Together Communities* and our mission of *Creating an inclusive community for the wellbeing of all residents in Barry.*

Along with Team representatives, the Chief Officer has considered the Council's old practice, continuing practice and new practice to set out how we may move forward as a Council. Using the adapted tool below, officer's views on building our future strategic direction are set out within this paper for Council approval.

A desktop exercise to understand our current and future positioning has been undertaken using the RSA Framework set out above:

End (things we started as an immediate response which need to stop)	**Amplify (things which show sign of promise which we should do more of)**
• Increased Senior Officer hours and reduced work-home-life balance • Closure of community halls • Changes to Funerals / Burials (no's and social distancing**)** • Cemetery Team rotas • Covid-19 Recovery Fund Grant set up and administration • Reacting to Government Guidelines and legislation in 'crisis' mode	• Homeworking • Flexible Working • Communicating digitally • Electronic summons, agendas • Virtual meetings • Increased focus on staff mental health and wellbeing • Closer working with VOGC Regeneration Team and officers to lead to a More Prosperous Barry • Opportunities for delivering Town Centre Regen projects • Focus on Sustainability, Climate Change Emergency, Biodiversity and engaging the public in this stream of work • Increased Business Grants to support a thriving economy
Let Go (things we should stop)	**Restart (things we should start that were paused)**
• Regular travel and time to attend face to face meetings • Regular use of buildings (heat / light / staffing) for face to face meetings • Hard copy agendas and papers • Stationery and postage costs • Use of cheques (move to BACS transfer)	• Bookable appointments for the public • Youth Engagement and Barry Youth Council • Public Participation in local democracy and decision making - Community Engagement Strategy finding new ways of engaging • Marketing and Communications Strategy inclusive of website finalisation • Digital payments for bookings through the new website when Community Halls reopen • Events programme – with possible inclusion of digital means for future? • Community Grants • Dementia Friendly Grants • Future of Arts Central discussions • Community Plan

From this initial analysis, a number of areas have been identified where we can amplify new practice and restart paused activity which are set out in more detail below.

1. Remote Working

Covid-19 has changed the way we live, work, travel and socialise. A significant shift in working practice has seen more of our staff working remotely. The Welsh Government has set out its ambitions to work with organisations to support a long term shift to more people working remotely, citing the benefits for local economies, businesses, individuals and the environment as:

- a reduction in travel time and expense and less or no commuting
- more flexibility and better work - life balance
- increased productivity
- less traffic, especially at peak times
- less congestion, air and noise pollution
- the opportunity to redesign our towns and city centres
- economic and social benefits for the high street

The Welsh Government would like to see a workplace model where staff can choose to work in the office, at home or in a hub location and to see people working outside of a traditional office or 'central' place of work. It includes working at home and close to home in your local community. Nationally, the ambition is to have 30% of Welsh workers working from home or close to home. Many people and businesses will want to continue to work in this more flexible way. This might mean a mixture of working in the office and at home or in the local community.

It is recommended that Council formally adopt a hybrid workplace model where staff work certain days in the office and certain days at home, with an aim to work at least 50% of the time remote working. Staff are supportive of a hybrid model of working, allowing the flexibility to both be in the office to communicate and connect with their colleagues, and to work remotely from home. Over the last year, online working, sharing of information electronically, data management, remote meetings and responding to enquiries either by phone or email has become the norm. Most Council administrative processes are able to be delivered through this remote / digital means. Where face to face appointments are required, a bookable appointment process can be put back in place. This has previously worked (when we were temporarily open to the public) which allowed for dedicated and bookable time to discuss sensitive issues; though the overwhelming public response was to engage remotely.

The Council already has an Agile Working Policy in place which allows this arrangement to be agreed between an individual and their line manager. The Council also has a Flexible Working policy in place, allowing line managers to agree flexible working arrangements within the legislative guidelines. Adopting a Hybrid Workplace model would require staff consultation and changes to staff contracts to embed this new way of working. Depending on the split of Remote: Office working,

considerations will need to be made regarding access to equipment as there have been problems with printing and mobile connectivity during the Pandemic.

Recommendation 1: that Council considers formally adopting a hybrid workplace model where office staff are able to choose to share working time between the office and remotely; that staff consultation is undertaken to move forward a contractual change and that an appointment system for public appointments is put in place when Welsh Government Guidance allows face to face appointments at the office.

2. Virtual / Remote Meetings

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

We started the process using a Hybrid model of actual and remote attendance, to protect those shielding whilst allowing a full meeting to take place. As time moved on and further lockdowns ensued, Council decided to move to fully remote meetings scheduled until 31 January. Group Leaders and the Chief Officer agreed via Urgent Action that this would continue until 22 February 2201 where Full Council would review this, depending on latest Government announcements. Following some initial Zoom “Netiquette” and getting used to the technology, this platform has worked well and meetings have been held successfully on a remote basis.

It would be helpful for Council to consider if it wishes to operate on a Remote Meetings basis more permanently, now that the Local Government and Elections (Wales) Act 2021 received Royal Assent on 20 January 2021. It may wish to consider public participation, possibly through the use of the Webinar Function on Zoom to allow a wider audience to participate in Council meetings (this is already being considered as a way forward for more engagement by the Community Engagement Officer).

The Scheme of Delegation has worked well for Planning, reducing the need for remote Committee meetings and the Committee have recommended this continues. Some Councillors have fed back that full debate at larger meetings with larger agendas has been more difficult through remote meetings. Council may therefore wish to consider that all Committee meetings and Working Groups are held remotely, but Full Council meetings and the Annual Meeting are held face to face. In respect of any face to face meeting decisions, these approaches would need to be considered in light of any movement in Alert Tiers for Wales; i.e., these could not take place in Tier 4, but may be possible as Tiers are stepped down.

Recommendation 2: That Council considers its forward stance on remote meetings including ambitions for the Annual Meeting of Council on 17 May 2021.

3. Marketing, Communications and Digitalisation

Since the outset of the pandemic, the Council has been using its social media platforms to communicate key messages, share information, highlight good news stories and seek public opinion, on for example, the Council's budget. This has renewed our focus on developing a Marketing and Communications Strategy which is fit for purpose in a more digitalised world. Crucially, this includes website finalisation which was paused throughout the period. This is nearing completion now with some amendments required on content due to changes over the 12 months as well as embedding digital payments for halls bookings. The team has recently received training and web developer's access to enable editing and to make amendments and updates. Once all updates have been completed, the site is being translated into Welsh. The new website will be a key tool in our communication with the public and will provide easy access to public information.

Recommendation 3: that a Marketing and Communication strategy is prepared for the Annual meeting on 17 May 2021

4. Community Engagement, Youth Engagement and Public Participation

We have made some good progress with engaging with local businesses through Shop Local, Town Centre Regeneration a strong focus on A Prosperous Barry and A Resilient Barry in the last year. The Covid-19 Recovery Fund made a huge impact to local traders, small businesses and organisations. The newly developed Climate Change Strategy has also been a key area of work. All these streams of work around remote working, working more sustainably, supporting town centre regeneration, focusing on the environment and reducing our carbon footprint all come together to not only deliver our Wellbeing Goals, but our Engagement Strategy too which is themed to reflect the Corporate Plan. This area of work will be amplified.

However, it is noted that much of the paused activity through the crisis period has centred on how we engage with the people of our town. Our significant events programme was cancelled and the action plan agreed for delivering our Community Engagement Strategy was largely stilted. The focus moving forward is how to better incorporate public participation in local democracy and decision making, increasing youth engagement and finding new ways of engaging, essentially via digital means, in the interim period at least.

The development of the Community Plan was paused, with its first meeting now set for 26 April 2021 where the group can consider a way forward. Given the wellbeing of people and communities being more significant than ever, and the reduced access to community facilities and events, this will be an important way of us supporting community wellbeing moving out of crisis.

The Community Engagement Officer is currently focusing on how the Council's Engagement Strategy can be delivered post-crisis, and the links with the marketing and communications approach. The events programme will be reassessed to explore what the next 12 months might look like.

Recommendation 4: that the Community Engagement Officer prioritises youth engagement, new modes of public participation and developing a Community Plan over the next 12 months

5. Grant Programme

The grant allocation for 2020-21 was repurposed and significantly increased in response to the crisis. In total £195,276 was awarded in grants via the Covid-19 Recovery Fund which provided support to 151 individual organisations.

The Grant Programme budgeted for 2021-2022 is £45,000. Prior to the Covid-19 changes made this was allocated as follows:

- Community Grants £25,000
- Green Grants £4,300
- Small Business Grants £3,000
- Books for schools £10,000
- Christmas meals £2,700

Additionally, in terms of special projects, £3,000 is separately ring fenced for Dementia Friendly Grants.

- Council is asked to consider the Grants programme moving forward and where the priority areas of spend should be for the next financial year.
- Given the well-received support to local business, should this allocation be increased?
- Given the likely tough recovery position for many local community groups, what does this mean for a relevant grant programme?
- Given anticipated community participation in the Climate Change Strategy, does this area need to be tested further?

Council is asked to consider what a fit for purpose Grant Programme might look like post-crisis.

Recommendation 5: that members feed back their views to officers on the Grant allocation for 2021-22 to inform a report detailing the Grant Programme for the next financial year, to be considered at the meeting of the Finance, Policy and General Purposes Committee on 19 April 2021.

6. Corporate Services

Though not visible, the Council's administration and corporate services have of course continued in the background with an increased emphasis in many areas which has been reported to the Personnel Committee. It is envisaged that as we move out of crisis, some of this additional workload will recede.

- Health and Safety issues have been very much at the forefront over the last 12 months, with new ways of working, new Risk Assessments and rigorous

adherence to guidance and legislation. A full update has been proved to Council. Health surveillance of Cemetery staff was undertaken via questionnaire this year, but will be undertaken face to face in May/June when the providers resume site visits.

- Staff training / refreshing knowledge has been limited in terms of face of face delivery, but essential training and skills have been accessed via e-learning and a number of staff have continued with distance learning for their ILMs. Cemetery training for machinery will increase over the next few months as we are able to.
- HR / Personnel issues have been heightened throughout the pandemic, not only in terms of staff mental and health and wellbeing, but also in terms of the percentage makeup of senior management workload. Learning from this, moving forward the Personnel Committee will be reviewing the Council's Mental Health and Wellbeing Strategy, Absence Policy and routes to Occupational Health.

Recommendation 6: to note the Corporate Services update, with actions being taken forward via the Personnel Committee

Barry Town Council
Climate Change Strategy
and Action Plan

Recommendations from the
SUSTAINABLE BARRY WORKING PARTY

Contents page here

Commitment

Barry Town Council (BTC) previously acknowledged the Climate Emergency and that it is under a duty pursuant to the Well-being of Future Generations (Wales) Act 2015 to ensure its decision making assists to develop a resilient Wales whilst understanding the need to be globally responsible.

Within its Corporate Plan, BTC already commits to creating a more resilient Barry by developing a green strategy for the Council, reviewing waste management and recycling, upholding the Council's duty under the Environment (Wales) Act 2016 to maintain and enhance biodiversity and promote the resilience of ecosystems and helping to keep Barry Tidy.

Within this Climate Change Strategy, BTC sets out ways in which the Council will make its contribution to the effort to reduce carbon emissions, avoid the degradation of the environment and combat climate change. The ambition is to make the Council's operations carbon neutral by 2030 as part of the wider commitment across Wales to become a carbon neutral public sector. The Council is committed to the Public Services Board Climate Emergency Charter (see Appendix one). All future Council plans and strategies will take account of the need to reduce emissions and to take account of climate changes that occur.

BTC will consider all matters in relation to climate change by ensuring that it makes all connections between the environment and health, between waste and procurement, ensuring that it looks at the full picture when recommending any changes in practice.

BTC is thinking and planning long-term; looking to ensure that it complies fully with the Well-being of Future Generations (Wales) Act and the Environment Act 2016.

BTC recognises that development within our town uses much green space and could be detrimental to compliance with these Acts; biodiversity is lost and may not be fully recoverable. BTC will make representations (in its role as a statutory consultee) in respect of each new development that intends to replace green spaces in order to raise issues over the need to maintain biodiversity of natural resources and hold planning authorities to account over any further loss of green space.

Change Making

In order to drive changes forward BTC will ensure that leadership on this issue is clear and visible with a single point of contact for staff and others. BTC's single point of contact will be the Community Engagement Officer who will report directly to the Council's Sustainable Barry Working Party via a standing agenda item at each meeting.

BTC will need to look at its finances and priorities; the Council will have to rely upon outside experts to ensure maximum benefit from all expenditure; BTC will (as part of this process) consider what other savings can be made in order to help to pay for the necessary works and transitions.

BTC will take every opportunity to call to account those other authorities with decision making powers that have the potential to affect emissions in our town if their decisions are not seen to have been taken for the benefit of the town, the environment and in accordance with the Act by reacting appropriately to the climate emergency.

BTC understands that it must react positively to climate change, recognising that this is a community obligation. BTC will do what it can to support and promote green industries, consider how the wider community, including businesses, organisations and individuals, can be encouraged to make their own contributions, and be ready to assist to its maximum. The Vale of Glamorgan Council and the Welsh Government are expected to help to achieve the goal to make our Town carbon neutral by 2030.

BTC understands the need to involve everybody in the making of changes and shaping the way this works for the future. It is hoped that everybody connected with BTC will be prepared to make recommendations. No recommendation is too small. No recommendation will be ignored. All recommendations will be considered. Residents are also encouraged to consider ways in which zero nett emissions may be achieved by 2030. BTC wants to involve residents and businesses in the process as Climate change will have implications for generations to come. Steps should be taken to proactively include young people in the process, ensuring that they have a voice in shaping the future of their Town and the Council's Engagement Strategy will seek to improve levels of engagement with all residents and businesses.

Delivery

The BTC Climate Change Action Plan (CCAP) sets out BTC's ambitions to reduce carbon emissions and to improve the environment, whilst protecting the working conditions for its staff. It is a document that begins a process and will evolve; it is a document that will be reviewed at least annually by the Sustainability Barry Working Party and by Full Council and as circumstances change, as new options develop, and as other priorities are identified that may impact BTC's climate change ambitions for the Town.

BTC will have clear lines of authority and decision-making with a view to demonstrating its commitment to the well-being of future generations. BTC expects to be a leader for its community, to encourage its community to adopt practices that will help to reduce carbon emissions significantly and help with climate control. The BTC Sustainable Barry Working Party together with Council's dedicated staff will continue to proactively monitor the BTC ambitions and processes.

BTC understands that its ambitions set out in the CCAP will benefit from collaboration with others including all relevant public authorities and the local community, businesses, contractors. The Vale of Glamorgan Council (the Vale) is considering such matters as the delivery of a green infrastructure strategy, encouraging and supporting sustainable changes to travel patterns, encouraging recycling and reducing waste, digital service delivery and involving residents in redesigning services. BTC will be fully aware of what the Vale is looking to achieve in order to ensure that BTC's message supports the Vale's actions and avoids confusion for residents and others.

Legal context

This section is included to remind us of the local (Welsh) legislation that tells us that we must make plans and act to safeguard the environment. There are international obligations as well; the local legislation probably goes beyond the international obligations which are not, therefore, considered relevant for this section (this is only a snapshot of the ambitious legislation to protect Welsh Natural Resources). The legal requirements are made plain by these excerpts.

The Well-being of Future Generations (Wales) Act 2015

3 Well-being duty on public bodies

(1) Each public body must carry out sustainable development.

4 The well-being goals

The well-being goals are listed and described in Table 1—

TABLE 1

Relevant Goals	***Description of the goal***
A prosperous Wales.	An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
A resilient Wales.	A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).
A healthier Wales.	A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

Relevant Goals	*Description of the goal*
A globally responsible Wales.	A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

5 The Sustainable Development Principle

(1) … the body must 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.

(2) … 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-

(i) Wales (where the body exercises functions in relation to the whole of Wales), or

(ii) 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.

The Environment (Wales) Act 2016

3 Sustainable management of natural resources

(1) In this Part, "sustainable management of natural resources" means-
(a) using natural resources in a way and at a rate that promotes achievement of the objective in subsection (2),
(b) taking other action that promotes achievement of that objective, and
(c) not taking action that hinders achievement of that objective.

(2) The objective is to maintain and enhance the resilience of ecosystems and the benefits they provide and, in so doing-
(a)meet the needs of present generations of people without compromising the ability of future generations to meet their needs, and
(b)contribute to the achievement of the well-being goals in section 4 of the Well-being of Future Generations (Wales) Act 2015

4 Principles of sustainable management of natural resources

In this Part, the "principles of sustainable management of natural resources" are—

(a) manage adaptively, by planning, monitoring, reviewing and, where appropriate, changing action;
(b) consider the appropriate spatial scale for action;
(c) promote and engage in collaboration and co-operation;
(d) make appropriate arrangements for public participation in decision-making;
(e) take account of all relevant evidence and gather evidence in respect of uncertainties;
(f) take account of the benefits and intrinsic value of natural resources and ecosystems;
(g) take account of the short, medium and long term consequences of actions;
(h) take action to prevent significant damage to ecosystems;
(i) take account of the resilience of ecosystems, in particular the following aspects—
    (i) diversity between and within ecosystems;
    (ii) the connections between and within ecosystems;
    (iii) the scale of ecosystems;
    (iv) the condition of ecosystems (including their structure and functioning);
    (v) the adaptability of ecosystems.

Current position (what is the Council already doing?)

Staff have already addressed many of the issues that Climate Change requires. Things move on, more issues are identified, solutions lead us to fresh considerations. Staff having carried out such an impressive audit means that the way is pointed out to us to see what can be achieved and where more savings can be made. This is a case of building on what has gone before, developing and not rejecting anything already achieved.

The audit (at Appendix Two) demonstrates the commitment shown by BTC staff to ensure the green credentials of BTC are developed and protected. The audit also shows the husbandry at the Merthyr Dyfan Cemetery (MDC) has already produced advantages in terms of bio-diversity. It is always possible to do more but we do need to consider the practicalities of doing more. BTC and its staff has finite resources to achieve its ambitions and needs to accept that further work needs to be conducted in a way that ensures it has full regard to staff welfare while pursuing the worthwhile ambition of further greening, of doing what it can to address climate change and to comply with environmental law.

When considering what should be prioritised the Sustainable Barry Working Party has recommended that BTC identifies those areas where not only can reductions be achieved in our carbon footprint but will also achieve efficiency savings that will assist with this work going forward.

There will be overlaps between what is suggested should be addressed and what has been addressed previously. We may now be looking at greater detail, at time scales, at costings. There may be easy wins to find and these may be banked early on. The task is not easily dealt with overall. When you think it is coming to an end we will find we need to increase our expectations, to reconsider what has been achieved, to consider what additional scientific advancements have occurred, how we can build on a task well done. How BTC can improve further to protect future generations.

Strategic Themes

In considering this strategy preparation, the Council has identified nine key areas which require focus in order to deliver the ambitions of the Climate Change Strategy as follows:.

1. Workforce
2. Green Spaces
3. Community Buildings and Facilities

4. Vehicle, Plant and Machinery
5. Office routines
6. Office equipment
7. Meetings
8. Online Presence
9. Working with others

The Council's thinking and overall ambitions within these key areas are set out below followed by a Climate Change Strategy Action Plan which specifies how these objectives will be delivered.

1. Workforce

BTC's staff is a valuable and valued resource. BTC recognises the importance of involving staff in the identification of areas where improvements are possible. Their input is respected, requested, and invaluable.

Covid-19 has already reactively moved BTC towards:-

- increased working from home,
- greater use of and reliance upon technology,
- supporting online meetings,
- less travel by staff and councillors.

What has been learned from these past few months will help to inform BTC as to the more permanent changes that could be embraced. BTC does not make the mistake of thinking that the changes forced upon us by Covid-19 are the optimum ways of working. With staff working from home we do not necessarily achieve a reduction in emissions. However, we recognise that this can be explored further.

For example, staff working from home could be encouraged to adopt such energy saving recommendations as BTC considers to be helpful in reducing its carbon emissions at its buildings and in its methods of working.

To first understand the impact of these new and different ways of working, an audit is required of how the ways in which staff may be required to work will impact on the likely carbon footprint of the council. When considering the impact on the carbon footprint for such remote working, we understand that the task will be complex as it takes in possible tax implications, health and safety, increased cost, data protection issues, remote management, contract terms, insurance cover, reviewing the Staff Handbook, ensuring as far as possible that ways of working are efficient, effective, safe for staff, resilient, and consistent with the BTC ambition to be carbon neutral by 2030 whilst complying with the Act and the Environment Act 2016.

An initial audit will provide an indicator of the impact of likely changes on the BTC carbon footprint which would assist with the planning that must be undertaken to achieve the ambition of zero nett impact by 2030.

2. Green Spaces

Merthyr Dyfan Cemetery is a significant green space in the town covering in excess of 55 acres. Consideration must be given to ensuring that the cemetery offers a 'greening' environment, able to offer an area where insect and wildlife will prosper. The audit already carried out shows the level of bio-diversity that already exists. This must be protected and the bio-diversity increased.

When replacing trees at MDC it is recommended that local species are planted but that priority is given to those trees that are seen as most beneficial to local fauna, will attract more fauna, and will play a significant part in capturing carbon from the atmosphere.

MDC should also be developing other areas of the site to encourage maximum bio-diversity and consider where e.g. hedgerows may be added to enhance the living areas for fauna as well as adding to carbon capture.

Where MDC has land that is not in use, all efforts should be taken to 'wild' it and include such plants that increased bio-diversity will be a natural result.

The addition of bee hives at MDC is seen as a significant positive. It is a beginning to increase the diversity of the environment at the cemetery. This is expected to influence flora and fauna over a wider area. BTC positively encourages and expects plans to be developed to take diversity further. MDC is expected to build on its experience whilst bearing in mind staff and visitor safety.

BTC expects future plans to take account of the changing climate and consider new ways of tending the area to take account of the altered climate. Traditional planting schemes may not be appropriate and we may need to look to provide adequate shaded areas to ensure open spaces are resilient to the changing climate. More research needs to be carried out to ensure a proper understanding of the way in which climate change could bring 'advantages' as well as disadvantages to the land.

MDC has great potential to be an influential catalyst for the town when its full potential is achieved and the town is encouraged to visit the MDC in order to enjoy the bio-diversity that has been achieved as well as visiting for its more traditional role.

An audit is required to set out the MDC carbon footprint as it stands, and then the ways in which MDC has addressed bio-diversity, and what plans are in place and/or under consideration to increase bio-diversity, reduce carbon emissions, maximise the locking down of carbon from the atmosphere, and understand the impact on bio-diversity and plant growth going forward. Considerations should also be taken into account for Porthkerry Cemetery to assist with both bio-diversity and carbon reduction/capture.

Cemetery Approach Gardens is soon to be within the control of Barry Town Council (on a long-term lease basis). The Gardens provide further opportunities for biodiversity, noting the hibernaculum that is protected on site and the opportunities for wildflower areas. Due to the demolition of the Air Raid Shelter on the site, there is scope to consult with others on what this area should be used for in a sustainable way. There is also scope to apply for a Green Flag Award for the Gardens which is already held for the grounds of Merthyr Dyfan Cemetery.

3. Community Buildings and Facilities

BTC has responsibility for:

- Pioneer Hall
- Cemetery Approach Community Centre
- Chapel, Merthyr Dyfan Cemetery
- Lodge, Merthyr Dyfan Cemetary

BTC will have all of its buildings checked to determine how energy efficient each is. BTC will want to ensure that each building is as energy efficient as possible.

BTC will satisfy itself that the state of its buildings is sufficient for the well-being of its staff and visitors as well as having the greatest efficiency reasonably possible to help with the climate change emergency.

BTC's aim is to have all of its buildings carbon neutral. To achieve this BTC will thoroughly understand the current emissions in order to plan how these may be reduced.

BTC, if given the opportunity, will prioritise suppliers of electricity who can demonstrate a commitment to the production of genuinely green/renewable electricity. Some suppliers may already run an offset scheme making them suppliers of choice for overall nett emission reductions.

BTC will consider the installation of smart meters where these are not yet installed to enable efficient monitoring of energy use in its buildings.

BTC will also consider:-

- motion-sense lights to avoid electricity being used for no purpose;
- encouraging staff to open windows rather than use a fan or air conditioning;
- encouraging staff to consider putting on a jumper rather than turning the heating up;
- grouping staff together according to who prefer hot or cold temperatures for their working environment;
- encouraging staff to turn off the lights and equipment when not in use, including over lunchtime;
- its relationship with energy suppliers to e.g. explore the potential for employees to benefit for their domestic use;
- reviewing office opening times, especially during winter months;
- ways to reduce water use in its buildings and in the services offered ; check the Waterwise website to see what advice they give that may be of use to BTC and staff and consider whether an application for a checkmark would be a benefit as an ongoing reminder of BTC's commitment in this area;

- heating water is a significant use of energy, adjust the temperature and conserve hot water;

Other recommendations already highlighted in the early audit is for BTC offices, other buildings, and elsewhere to continue to consider:-

- ensuring that its level of waste,
- its use of single use plastic, and
- the amount of energy used remains at a minimum level.

Leadership must remain clear and vigilant on these issues and be ready to raise awareness about climate change, procurement policies (see below), valuing the environment, and making it clear that this is a Charter for change for the whole organisation, its staff and all those that BTC interacts with.

An audit is required to understand the present carbon footprint for each building referred to above, issues identified relating to the carbon footprint together with all other issues identified by the committee together with a calculation of the likely carbon footprint for each building following all remedial works.

The Council will review the suppliers to each of its buildings (within contractual timeframes) to identify if the suppliers purport to have the same culture that BTC wishes to encourage with regard to the environment and to ensure that BTC pays no more for its services than is necessary. Savings will make changes more affordable.

4. Vehicles, plant and machinery

BTC to give consideration to the replacement of petrol/diesel vehicles and machinery. Not all equipment will be susceptible to change at this time or soon, but BTC will seek to replace petrol/diesel vehicles and machinery with electrical items rather than petrol/diesel. There are government subsidies at present and a government imperative to stop new petrol/diesel driven vehicles being sold from 2030.

An audit of the vehicles and equipment that contribute towards greenhouse emissions is required, noting the amount of greenhouse emissions per item (if possible), setting out the plans for amelioration of emissions with proposals for alternative technology, timescales, cost, and other issues identified.

5. Office routines

Officers will be asked to audit the way work is carried out and determine if there are efficiencies that can be made that will assist with energy saving.

The recording of processes often highlights inefficiencies and ways in which changes can be introduced to benefit staff, BTC, energy use, and therefore greenhouse emissions.

Efficiencies may also be available by reviewing the document management systems to add more templates that will allow quicker and accurate production of documents; staff members are a significant source of information as they will know when documents are being created afresh on regular occasions and will be able to consider the methods of working to see what recommendations they can make leading to energy savings.

With increased remote working, BTC is moving toward a more paperless environment and it is recorded that work has already been undertaken to reduce paper use. The Council recognises that there are some records which are required to be produced and kept in hard copy to satisfy legislation. The notion of a paperless office can be examined further with plans drawn up to advance this ambition.

6. Office equipment

BTC recognises that online working is an imperative in this digital world but further recognises that not everybody has the skill and/or the resources to access information online. BTC will consider the extent to which it is possible to deliver its services digitally. This will dictate, to a significant extent, the equipment that needs to be acquired, maintained, and replaced at its offices as well as for the use of its employees working remotely. Climate change considerations will lead our demands for appropriate equipment. Energy efficiency will be a significant driver of choice.

An audit is required of the IT equipment presently in use, what IT equipment might be considered for additional savings (explaining the advantages of such equipment, cost and savings). The report needs to confirm any protocol operated by BTC for updating and improving IT including e.g. how often the telephone and broadband services are reviewed with suppliers to ensure maximum advantages from these services, and including how changes will assist BTC to reduce its carbon footprint as well as achieving reduced cost. BTC will need consideration of all of its systems for delivery of services to determine the most energy efficient route(s) to follow.

7. Meetings

BTC has adapted its working systems and due to the requirements of the Coronavirus Pandemic, Committee meetings now take place virtually. It should be noted that this is possible due to a temporary change in legislation, which may or may not be extended from May 2021.

Virtual meetings have created savings in emissions from travel and from heating / lighting venues. However, there is an 'emissions' expense when using the internet as the internet and using a computer both contribute to global emissions. Server farms are a very significant contributor to global emissions due to the amount of electricity they consume and the heat they dissipate.

BTC, its councillors and officers will ensure that meetings are conducted efficiently with a view to keeping time spent online to a minimum whilst accepting that proper debate will continue to be encouraged for the benefit of the town.

It would be helpful if a protocol was produced to ensure the efficient running of all remote meetings (from the Climate Change context of efficiencies).

8. Online presence

BTC will continue to ensure that its online presence is efficient and comprehensive. All information that members of the public might require should be within the BTC website. The website will be used to offer as many of the council's services online as possible so as to make accessing material as easy as possible and thereby avoiding the need for many people to travel to the Town Hall for assistance.

BTC will consider the extent to which it is possible to deliver some of its services digitally. Whatever can be delivered digitally will be implemented as this will save energy for BTC, will allow greater efficiencies for staff, reduce the need for heating some areas in winter, and avoid unnecessary trips on the part of customers of BTC.

BTC will audit/list all of its services and analyse which of them may be deliverable digitally, in whole or in part. This will be designed and implemented around the BTC website. However, with regard to all initiatives taken by BTC that will affect its residents, consideration should be given to engagement with residents to ensure changes are appropriate, whilst ensuring that such engagement is as energy-efficient as possible.

A position paper will be requested from officers to provide a website update, to explore what advantages are likely to follow the new update with an audit of BTC services to ensure all relevant matters are included within the online presence to ensure maximum efficiency, lower carbon implications for the Council and residents.

9. Working with others

BTC will seek to ensure supply chains used by it are ethical, sustainable, reflect the ethics of BTC, and give good value for money.

When BTC has a “work partner”, and/or a sub-contractor, reassurances will be sought that the partner/sub-contractor is working in a way that complements the ambitions of BTC in dealing with climate change and is compliant with all other ethical ambitions of BTC.

BTC will prioritise working with people and organisations who demonstrate a complementary philosophy and will not work with others who either appear to have methods of working that conflict with some of the BTC ambitions.

A review of the Council’s procurement processes and methods for seeking quotations from suppliers is required to ensure that BTC does not inadvertently support suppliers whose systems do not complement the ambitions of BTC.

BTC’s ambition includes the need to procure goods and services in ways that support long-term economic, social, environmental, and cultural well-being for Barry, its residents and the wider community.

Barry Town Council
Climate Change Strategy Action Plan

Theme	Action required	How will we do it?	When will we do it?	Who will have responsibility?
Public Engagement	Create an easy read public consultation document and consult with public and partners	Digitally, Virtual meetings, surveys, comment opportunities, social media	1 – 31 March 2021	Sustainable Barry Projects Officer (*managed by Community Engagement Officer)*
Workforce	Audit of remote working, new ways of working and likely impact on carbon footprint	Desk top exercise, conversations with staff, research	May 2021	Personnel Committee
Green Spaces	Research need to be carried out to ensure a proper understanding of the way in which climate change could bring 'advantages' as well as disadvantages to the land.	Research costs and commission external research through specialist professional	April 2021	Halls, Cemeteries and Community Facilities Committee
Green Spaces	Audit of the likely annual carbon capture we have already at MDC and how this will be affected by	Commission external research through specialist professional	May 2021	Halls, Cemeteries and Community Facilities Committee

	imminent replanting ambitions			
Green Spaces	Assessment of Cemetery Approach Gardens and opportunities for growing biodiversity	Commission external research through specialist professional	May 2021	Halls, Cemeteries and Community Facilities Committee
Green Spaces	Develop ideas for Air Raid Shelter area through public consultation	Virtual conversation / survey / public engagement	May 2021	Community Engagement Officer
Community Buildings and Facilities	Assess energy efficiency of all community buildings	Commission external specialist	April 2021	Via BTC's Technical Advisor
Community Buildings and Facilities	Audit carbon footprint for each building	Commission external specialist	May 2021	Via BTC's Technical Advisor
Community Buildings and Facilities	In order to consider utility supplies, review when contracts are due for renewal on each supply for each premises	Undertake desktop exercise to ascertain when contracts are due for renewal	May 2021	Administration Team
Community Buildings and Facilities	Consider the installation of smart meters where these are not yet installed to enable efficient monitoring of energy use in its buildings.	Feasibility study and costed project plan to be prepared by officers	June 2021	Facilities and Cemeteries Manager

Vehicle, Plant and Machinery	Undertake an audit of the vehicles and equipment that contribute towards greenhouse emissions	Desktop exercise / preparation of report	April 2021	Facilities and Cemeteries Manager
Office routines	Review document management systems, templates and and possible IT systems	Desktop exercise and findings to be reported to Committee	June 2021	Chief Officer / Administration Team
Office routines	Review paperless working and the extent to which this can be advanced further	Desktop exercise and findings to be reported to Committee	June 2021	Chief Officer / Administration Team
Office equipment	Audit of IT equipment, future needs and programme of costed future improvements	Desktop exercise and findings to be reported to Committee	June 2021	Deputy Chief Officer / RFO
Meetings	If virtual meetings legislation is extended, a new meetings protocol to be produced to ensure the efficient running of all remote meetings	Protocol to be developed using best practice from WLGA / OVW	July 2021	Chief Officer
Online Presence	Desktop review of how the Council can maximise its digital	Link to the new Marketing and Communications Strategy and Digitalisation of	Summer 2021	Community Engagement Officer / Chief Officer

	presence and delivery of services online with report to Committee	the Engagement Strategy		
Working with others	A review of the Council's procurement processes	Desktop practice review exercise and report back to Committee		Deputy Chief Officer / RFO

Current Actions	Any statistical information	Potential ways for improvements
Paper is collected and sent to an external confidential waste company to be shredded and recycled	17.01.2019 – 10 bags collected 21.03.2019 – 16 bags collected 16.05.2019 – 5 bags collected 17.10.2019 – 12 bags collected 19.12.2019 – 17 bags collected Total (over the year) 60 bags of paper	Council may wish to consider setting a goal to reduce the number of paper waste, to be reviewed at the end of the year to see if progress has been made.
Council currently recycles batteries, plastic, paper and cardboard	37% of Council's overall waste is recycled	Council may wish to consider setting a goal to increase the amount that Council recycles, through the purchase of additional recycling bins.
Talking bins installed at Barry Island	No data available. However, through social media monitoring – the bins have been received well.	Do Council want to consider more novelty bins? If so, where?
Free Litter Picking Equipment Loan Service	Last year, in total the scheme worked with a variety of businesses who together, collected over 70 bags of rubbish at various sites across Barry.	Continue to promote scheme and its benefits/encourage more residents to take advantage (rather than just businesses)
Small Business Grants	£1000 awarded to a Barry based business to help the reduce the use of single use plastic items.	Special emphasis could be made for businesses encouraging them to apply if they have an idea/project to reduce single-use plastic or a project with environment benefits.
Floral Displays at Holton Road	Planters have been well received and are planted seasonally all year round	
Phased out plastic cups, replacing them with mugs and biodegradable cups	Reduced single-use plastic	Encourage community organisations who are organising events to consider using plastic alternatives for beverages

Working towards less plastic use at Council run events	Santa Fun Run – wooden medals, canned water, recycling was collected and returned to the office to ensure proper disposal, cotton bags were used for the goody bags Council no longer allow the use or distribution of balloons at Council events or at the Council stand when Council attend an event they are not organising. Council have also reconsidered the way in which they engage and will determine another way to engage with young people that does not involve the use of glitter and beads etc.	It should be understood that as far as reasonably practical all efforts to reduce the use of plastic should be made and in doing so, Council accept that this may incur additional costs.
Five Beehives placed at Merthyr Dyfan Cemetery	The positive effects of this project have not yet been fully realised as they have not been insitu long enough to collect quality data.	Once the beehives are established, Council could work to promote them, especially with schools.
Bio-diversity pond at Merthyr Dyfan Cemetery	The following fauna were purchased to encourage the natural growth of the wildlife in the area; Cowslip Cuckoo Flower Jacobs Ladder	The Council commissioned a Habitat Study and Associated Environmental Improvement Study in 2006 which members may wish to consider repeating to allow a more reliable baseline to be worked from. Using the results of such a study, could inform Council whether the pond has had the desired effect

	Meadow Cranesbill Meadowsweet Ox-Eye Daisy Soapwort St John's Wort Tansy Water Aven Welsh Poppy The following species have been spotted within the pond; Pond Skaters, dragon flies, frogs, tadpoles and small fish.	and whether work needs to be undertaken to improve the bio-diversity of it.
Tree works prohibited between March and 31 August	To protect nesting birds	That this practice continues.
Bird & Bat boxes are in place throughout the cemetery	5 x bird boxes 5 x bat boxes	A future external study may indicate whether the boxes are being utilised as the Council wished. Staff have indicated sightings of bats at the Cemetery.
Wildflowers at Merthyr Dyfan Cemetery	59 species of wildflower and grasses were observed	According to the 2006 Habitat Study and Associated Environmental Improvement Study
Trees at Merthyr Dyfan Cemetery	673 trees were tagged within the grounds comprising of 34 species. The species found were Ash, Corsican Pine, Cypress, Lime, Beech Oak, Poplar, Scots Pine, Yew and Western Red Cedar, Indian Bean Tree, Blue Atlantic Cedar and the Norway Maple	According to the 2006 Habitat Study and Associated Environmental Improvement Study

Birds at MDC	Unmanaged hedgerows were suited to both nesting and foraging birds. Birds that were observed included Tree Sparrows, Blackbirds, Coal Tits, Robins, Jackdaw, Collared Doves, Carrion Crows, Magpies and Seagulls. There have also been reports of sightings of Green Woodpeckers, a Sparrow Hawk and a Jay.	According to the 2006 Habitat Study and Associated Environmental Improvement Study
Badgers at MDC	No signs of badgers were found. However, given the dense cover of bramble and ruderals, it was possible outlying setts could have been overlooked.	According to the 2006 Habitat Study and Associated Environmental Improvement Study
Reptiles at MDC	The dense grassland associated with the site provides optimal conditions for basking	According to the 2006 Habitat Study and Associated Environmental Improvement Study
Insects at MDC	Many butterflies were observed including Small Tortoiseshell, Red Admiral, Browns and Whites. The presence of Red Clover, Tufted Vetch and Bramble Patches attracts moths, butterflies and bees; whereas the white clover attracts butterflies and bees. A parasitic wasp was also	According to the 2006 Habitat Study and Associated Environmental Improvement Study

	observed among the coniferous trees.	
Hedgehogs	Observed by staff	
Only permit biodegradable materials to be used for the purpose of burials at MDC		That this practice continues
The Council introduced bios urns as an alternative method of burial (cremated remains buried in a biodegradable urn with seeds of a chosen tree).	This has been a popular mode of burial since its introduction, with many people opting for it due to its environmental benefits.	The Council reviewed this process and determined that the purchase of bios urns was negatively impacting upon the Council's carbon footprint (the Bios Urns were ordered from a company in the UK who sourced them from South America). As a result, this practice was modified to purchasing saplings from a local nursery, known as Memory Trees and continues to be a popular choice of burial.
Leaves and flowers are left to decompose and used as compost.	No data available.	That this practice continues.
Logs are kept and used as a habitat (bug hotel) for a variety of insects.	No data available.	
Logs are also recycled within the community to local organisations who use them to make Christmas decorations.	Started last year, one charity took advantage of this opportunity.	That this practice continues and is advertised to the wider community more throughout the year.
Grass in older sections of the Cemetery is being deliberately mown less frequently.	No data available.	Recommendation from the 2006 Biodiversity Report.
All Planning consultations received consider the impacts to biodiversity that developments may have.	Practice started January 2020	
Water fountain at the Cemetery has been determined as drinkable	Welsh Water confirmation	Council may wish to consider registering this fountain as part of the Refill Scheme, as well as registering the Town Council Offices as part of this scheme.
Landfill Waste	67% of all Council waste is currently transferred to Landfill.	The Council's current Corporate Plan notes that this Council will begin a waste reduction programme.

Council Cars	Currently, the Council has 2 diesel vans.	Long Term – do Council wish to consider electric vans in the future?
Surplus Office furniture		
Lighting	No data	At the previous Council Offices, signs were put up to remind staff to switch lights off – suggest that this is repeated in the new offices.
Herbicides at the Cemetery	Non-harmful herbicides only are permitted at the Cemetery	That this continues and a review is taken periodically to ensure the current herbicides have maintained their non-harmful rating
Printing		Double sided printing is encouraged, and all computers are set to automatically do this. Staff are encouraged to "think before they print" and this is included on the Council's email signatures.
Agendas – Printing	85 reams in the last year (since tablets have been introduced)	The Council's current Corporate Plan notes that this Council will begin a waste reduction programme.
Cemetery Approach	Council have worked with VofGC to create a garden in keeping with its surrounding and provided a green space for the people of Barry.	Council's Corporate Plan states "To protect the hibernaculum and plant wildflowers at Cemetery Approach Gardens".
Section 6 – Environment Wales Act	First Report produced December 2019	That a future repot is provided in December 2020.
Vale of Glamorgan Council – Refuse & Recycling Department	Town Council has hosted a seminar in which members of the public were invited to hear from people with a range of experiences, including officers from the Vale.	The Corporate Plan states that this Town Council will work in partnership with the Vale of Glamorgan Council Waste Departments to promote recycling and appropriate waste reduction.
Fairtrade Status	This has been maintained since 2006	Next renewal date is June 2020.
Fairtrade Tea, Coffee & Sugar	Since Council's first commitment to becoming	

	Fairtrade, this practice of only using FT Tea, Coffee & Sugar has been in practice.	
Supply Chains		As per the Corporate Plan, this Council considers its supply chain when entering into purchasing goods or services and will shop locally wherever possible.

Vale of Glamorgan PSB Climate Emergency Charter

Working together across the Vale of Glamorgan, we commit to..

Lead by Example

- Promote a wider understanding of climate change and how our actions impact on the environment - listen, learn and act
- Embed sustainability within our procurement policies and practices buy less and buy local
- Value, protect and enhance our biodiversity and the natural environment
- Divest from fossil fuel related industries
- Take action ourselves as local citizens

Take Positive Action

- Promote walking, cycling and the use of public transport
- Plant more trees and create more woodland and hedgerows
- Increase the number of electric/ low carbon vehicles in our fleet and create a network of EV charging points across the Vale
- Make our buildings more energy and water efficient and explore opportunities for renewable energy
- Increase the network of water refill stations
- Manage peatland and soils to reduce emissions and improve carbon storage
- Work towards new buildings within our estate being net zero carbon

Our Vale · Ein Bro
Vale of Glamorgan Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Bro Morgannwg

Reduce our Impact

Reduce the need to travel

Reduce the amount of paper and single use plastics we use

Reduce the amount of office space we need

Reduce the amount of waste we produce and improve our recycling

By our actions we will:

Reduce our emissions to mitigate the effects of climate change whilst adapting to its impacts

Be kinder to our environment

Be healthier

Become a Carbon Neutral Public Sector by 2030

Our Vale · Ein Bro
Vale of Glamorgan
Public Services Board
Bwrdd Gwasanaethau
Cyhoeddus Bro Morgannwg

Panel Annibynnol Cymru
ar Gydnabyddiaeth Ariannol
Independent Remuneration
Panel for Wales

To: Clerks to Community & Town Councils

15 February 2021

Dear Clerk

Review of the Remuneration Framework for Community and Town Councils

The Panel has decided that it is an appropriate time to undertake a review of the framework for the remuneration of community and town councils. The intention is to complete the review by early autumn so that any changes can be incorporated into the Annual Report for 2022/2023 and will be effective following the elections to new councils in May 2022.

Our intention is to work closely with the sector in the process of the review and we have agreed this approach with One Voice Wales and the Society of Local Council Clerks. We will be inviting other representative organisations to participate. However, the Panel considers that it is important to have an input from a range of councils reflecting size, geography, rural and urban. Therefore, we are looking for expressions of interest from individual councils to participate in the process of the review so that we can select an inclusive range.

We will be consulting on the outcome of the review so all councils will have the opportunity to comment before the revised arrangements are put in place.

If your council is willing to participate, I would appreciate a response by 1 March.

Yours sincerely,

John Bader
Chair