



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF FULL COUNCIL TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 27 SEPTEMBER 2021 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

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

Yours faithfully

A handwritten signature in black ink that reads 'Emily Forbes'.

Emily Forbes
Chief Officer

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

AGENDA

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

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

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

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

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

(To note)

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

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

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

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

4. **To approve and sign the minutes of Full Council held on Monday 19 July 2021**
(Pages 5516-5524)
5. **To receive communications from the Mayor**
(Verbal)
6. **To consider questions from Councillors in accordance with the provisions of Standing Order 3(e)** (none received)
7. **To consider questions/comments from Members of the public in accordance with the provisions of Standing Order 3(f)**
(none received)

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

8. **To consider motions submitted by Councillors**
(None received)

MINUTES OF STANDING COMMITTEES AND WORKING PARTIES

9. **To receive the notes of an informal discussion of the Shop Local Barry Advisory Committee held on 2 August 2021 and to give consideration to any recommendations therein**
(Pages 5525-5530)
10. **To receive and note the minutes of the Planning Committee held on 20 July and 1 September 2021 and to give consideration to any recommendations therein**
(Pages 5531-5540)
11. **To receive and note the minutes of the Halls, Cemeteries and Community Facilities Committee held on 6 September 2021 and to give considerations to any recommendations therein.**

(Pages 5541-5550)
12. **To receive and note the minutes of the Sustainable Barry Working Group held on 22 September 2021 (to follow) and to give considerations to any recommendations therein. Also to note that the meeting held on 6 September 2021 (attached) was inquorate and did not go ahead**

(Page 5551 and to follow)

13. **To receive and note the minutes of the Community Plan Working Group held on 13 September 2021 and to give consideration to any recommendations therein (Pages 5552-5556)**
14. **To receive and note the minutes of the Personnel Committee held on 13 September 2021 and to give consideration to any recommendations therein (Pages 5557-5561)**
15. **To receive and note the minutes of the Innovation Working Party held on 14 September 2021 and to give consideration to any recommendations therein (Pages 5562-5566)**
16. **Fairtrade Advisory Committee Reschedule of Meeting (Page 5567)**

FINANCE

17. **To approve the Schedule of Payments for September (Final) (Pages 5568-5573)**

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
18. **To receive and note the Budget Monitoring Report to 31 August 2021 (Pages 5574-5578)**

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

POLICIES

19. **To review and approve new policy recommendations from other Committees**
 - a) Draft Hybrid Meetings Protocol (Pages 5579-5584)

20. **Date of Next Meeting**

To note that the next meeting of Full Council is scheduled to be held on Monday 13 December 2021

21. **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.

- 22. **Urgent Actions** (Pages 5585-5589)
- 23. **Variation to Cemetery Staff Contracts Update**
(Pages 5590-5598)
- 24. **Memorial Hall and Theatre (MHT) Grant Funding Agreement**
(Pages 5599-5612)

Distribution

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

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

MINUTES OF THE VIRTUAL MEETING OF COUNCIL HELD ON MONDAY 19 JULY 2021 AT 7PM

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

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

Before the meeting began, the Mayor wished to congratulate Councillor Bailey on the arrival of his new born baby and wished the couple well and also sent his best wishes to the Chief Officer who is currently absent from work.

944. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bailey and Nugent-Finn

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

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

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

946. **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.

947. **TO APPROVE AND SIGN THE MINUTES OF FULL COUNCIL HELD ON MONDAY 28 JUNE 2021**

RESOLVED: That the minutes of Full Council held on Monday 28 June 2021 are approved and signed as a correct record.

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

The Mayor advised that he had a busy start since the last meeting and advised he had held two Mayor on the Square in which he meets members of the public with a hope to de-mystify the role of Mayor. He had also attended a garden party hosted by the Llantwit Major Town Council Mayor. He thanked the Deputy Town Mayor for attending the unveiling of the Philadelphia Plaque in his absence, to which the Deputy Town mayor advised that she encourage people to go there. The Mayor continued to update members and advised he had attended the unveiling of Historical Plaques at Merthyr Dyfan Cemetery and

found it incredibly humbling. He thanked Councillor N Hodges for his information about the Cemetery which helped locate the graves and provided information on them. Finally, he advised members that he had attended a 'Thank You' ceremony for the Town Council staff and wanted the team to know how important they are and appreciate the hard work they do, in addition he thanked the Community Engagement Officer for arranging the beach cleans and also thanked the Community Engagement Officer and the Civic Events and Engagement Administrator for the organisation of the Mayor on the Square events and the impromptu litter pick that happened after.

RESOLVED that communications from the Mayor be received and noted.

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

None were received.

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

None were received.

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

None were received.

952. **TO RECEIVE AND NOTE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 5 JULY 2021 AND TO GIVE CONSIDERATIONS TO ANY RECOMMENDATIONS THEREIN**

Councillor N Hodges provided members with an update in relation to the recommendations within the minutes from the Halls, Cemeteries and Community Facilities Committee. He advised that the cost of the repair to the King William Public House will not be required as there are minor repairs, land dispute has been rectified and the other two recommendations are under part 2 of the agenda, to be discussed later.

Councillor Johnson requested a change to the wording within the minutes under minute number A.296 as it does not reflect the process and discussion that was had.

RESOLVED: That the minutes of the Halls, Cemeteries and Community Facilities Committee be received and noted, subject to the amendments being made.

953. **TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING PARTY HELD ON 5 JULY 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Sustainable Barry Working Group held on 5 July 2021 be received and noted.

954. **TO RECEIVE AND NOTE THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON 12 JULY 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Finance, Policy and General Purposes Committee held on 12 July 2021 be received and noted.

955. **TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 12 JULY 2021 AND TO GIVE ANY CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED:

1. That the minutes of the Personnel Committee held on 12 July be received and noted
2. That members approve the request for a new Part-Time Finance Administrator post, initially for a temporary period of 6 months, at a cost of £5,000 which will come from the M&S/ Salaries Budget already agreed by Council
3. That a further review takes place to evaluate the impact of the role and to outline any future requirements

956. **TO APPROVE THE SCHEDULE OF PAYMENTS FOR JULY 2021**

Members were provided with the schedule of payments for July 2021 for approval consisting of BACS payments and direct debits, in the amount of £22,251.44

RESOLVED:

1. That the information set out within the Schedule of Payments relating to salary payments for July 2021 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted;
2. That the schedule of payments for July 2021 consisting of BACS payments and direct debits, in the amount of £22,251.44 be approved, subject to the relevant papers being in order.

957. **TO RECEIVE AND NOTE THE BUDGET MONITORING REPORT TO 30 JUNE 2021**

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

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

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

a) Draft Hybrid Meetings Protocol

Members were provided with the Draft Hybrid Meetings Protocol which was reported to a meeting of the Personnel Committee held on 12 July 2021.

Councillor Lloyd-Selby requested clarification in relation to point 7(b) where it states that '*Wear a mask in public places and at the meeting except when speaking*'. She agreed to wearing a mask in public places and upon entry to the meeting but wished for clarity on wearing a mask during a meeting. Members discussed to remove the wording '*and at the meeting except when speaking*' from the policy but to check the risk assessment first.

RESOLVED: That the Draft Hybrid Meetings Protocol be noted with the Chief Officer reviewing point 7(b) 'Mask wearing in public places and at meetings' and bring back to the next meeting of Council in September for approval.

959. **BARRY YOUTH COUNCIL**

The Community Engagement Officer gave members an overview of the report and advised that the ideas within came from the young people. She also advised that the first meeting will be held in September. Councillor Charles thanked the Community Engagement Office for her hard work and felt that the numbers will increase and become popular. Councillor Payne noted that it was a great foundation for the Youth Council.

RESOLVED:

1. That members received and noted the Barry Youth Council report

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

960. **DATE OF NEXT MEETING**

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

961. **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

962. **TO CONSIDER RECOMMENDATIONS FROM OTHER COMMITTEES**

- a) Headstones – Recommendation from Halls, cemeteries and Community Facilities Committee – 5 July 2021

Members received a report which provided information in regard to the on-going headstone programme within Merthyr Dyfan Cemetery.

Councillor N Hodges advised the situation with the older headstones which would be classed as orphan headstones as there is no contactable relatives to make the headstone safe. He also advised that repairing the memorials instead of leaving them flat would help towards the heritage of the Cemetery. Councillor Brooks asked if there would be an incentive for the families if they were to make the headstone safe and what happens if they don't wish to pay to make the headstone safe. Councillor N Hodges advised that if they don't wish to pay to make the headstone safe, it will remain laid flat but a small number will make the arrangements to make the headstone safe. He also advised that a number of cemeteries have applied for Lottery Heritage Funding to repair historic and interesting headstones.

Councillor Lloyd-Selby asked if there were any criteria when identifying which headstones would be classed as having an historic interest. Councillor N Hodges advised of the process of testing memorials and advised that the cost provided to repair the 64 unsafe headstones is reasonable. The Community Engagement Officer offered clarity on the process and advised that the newer

headstones are fitted in compliance with NAMM/BRAMM and has futureproofed headstones in the newer section.

Councillor Charles asked that when it is laid flat, how long will it remain that way. Councillor N Hodges advised that they would remain laid flat.

Councillor S Hodges wished to bring member's attention that the Facilities and Cemeteries Manger was concerned about the safety of visitors and staff over the instability of the headstones and requested that staff and visitor safety be taken into consideration.

Councillor Johnson highlighted the safety issue at the Cemetery and to build the repair fees into the budgets when they are being considered and to move away from repairing on an ad-hoc basis.

Discussions continued around criteria being in place, votes were cast to agree the recommendations with the results being unanimous for all with some amendments.

RESOLVED:

- 1. That Full Council agree to the laying down of headstones as standard and consider making safe headstones in the older sections of the cemetery for a risk 1 as an alternative action when family members cannot be traced.**
- 2. That Full Council agree to the cost of making safe the 64 currently identified failed headstones**
 - i. By approving £6,000 from General Reserves to create a new expenditure heading MD Cemetery/Memorial Inspection Maintenance Programme, under the control of the Halls, Cemeteries and Community Facilities Committee.**
 - ii. That a further £10,000 be approved from the General Reserve for MD Cemetery/Memorial Inspection Maintenance Programme throughout this financial year, under the control of the Halls, Cemeteries and Community Facilities Committee.**
- 3. That Full Council agree to allocate a budget each year for the MD Cemetery/Memorial Inspection Maintenance Programme of unsafe headstones subject to the correct criteria for identifying which headstone to make safe being in place.**

b) Party Packages – Recommendation from Halls, Cemeteries and Community Facilities Committee – 5 July 2021

Members were asked to consider which party packages they would like to offer at the Cemetery Approach Community Centre. Concerns were raised in relation to milestone birthdays and the provision of alcohol due to the close proximity to residents. It was suggested that no hire exceeds 9pm and alcohol be permitted for wakes, legitimate fundraising events and other hirers at the discretion of the Chief Officer.

RESOLVED:

1. That members agree to the consumption of alcohol at wakes, legitimate fundraising events and at the discretion of the Chief Officer.
2. That the Community Centre be available for hire from 8am to 9pm.

963. **MEMORIAL HALL AND THEATRE (MHT) GRANT FUNDING AGREEMENT – TO RECEIVE A REPORT FROM ONE VOICE WALES**

Members had a lengthy and detailed discussion in relation to the report received from One Voice Wales. A confidential note of the meeting is on record with the Chief Officer.

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

RESOLVED: That Standing Order 3(aa) be suspended for a period of 10 minutes

965. **MEMORIAL HALL AND THEATRE (MHT) GRANT FUNDING AGREEMENT – TO RECEIVE A REPORT FROM ONE VOICE WALES (CONTINUED)**

RESOLVED: That the Council follows due process as outlined within the Grant Funding Agreement (Section 19.3) and authorises the Chief Officer to propose to the Memorial Hall and Theatre that both parties seek to resolve the dispute through mediation under the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure.

The meeting closed at 8.35 pm

Signed Dated
(Town Mayor)

ACTION SHEET - FULL COUNCIL - 19 JULY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
955 (3)	That a further review takes place to evaluate the impact of the role and to outline any future requirements	DCO	Mar-22	In Progress
958	That the Draft Hybrid Meetings Protocol be noted with the Chief Officer reviewing point 7(b) 'Mask wearing in public places and at meetings' and bring back to the next meeting of Council in September for approval.	CO	Sep-21	Complete - On FC Agenda
962 (1)	That Full Council agree to the laying down of headstones as standard and consider making safe headstones in the older sections of the cemetery for a risk 1 as an alternative action when family members cannot be traced.	CO	20.07.21	Complete
962 (2) i	That Full Council agree to the cost of making safe the 64 currently identified failed headstones i. By approving £6,000 from General Reserves to create a new expenditure heading MD Cemetery/Memorial Inspection Maintenance Programme, under the control of the Halls, Cemeteries and Community Facilities Committee.	DCO	20.07.21	Complete
962 (2) ii	ii. That a further £10,000 be approved from the General Reserve for MD Cemetery/Memorial Inspection Maintenance Programme throughout this financial year, under the control of the Halls, Cemeteries and Community Facilities Committee.	DCO	Feb-22	In Progress - For draft budget 2022/23
962 (3)	That Full Council agree to allocate a budget each year for the MD Cemetery/Memorial Inspection Maintenance Programme of unsafe headstones subject to the correct criteria for identifying which headstone to make safe being in place.	DCO	Feb-22	In Progress - For draft budget 2022/23
965	That the Council follows due process as outlined within the Grant Funding Agreement (Section 19.3) and authorises the Chief Officer to propose to the Memorial Hall and Theatre that both parties seek to resolve the dispute through mediation under the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure.	CO	Sep-22	In Progress - On FC Agenda

BARRY TOWN COUNCIL

DRAFT NOTES OF AN INFORMAL DISCUSSION OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON 2 AUGUST 2021, AT 6PM

PRESENT: Councillor Perkes (Chairperson) together with, Councillor S Hodges.

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

SL 189. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Collins, Hawkins and Payne.

Councillors Perkes and S Hodges agreed that as there were not enough members present that the discussion would be informal.

SL 190. EXTRACT FROM THE DRAFT MINUTES OF THE LAST MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON WEDNESDAY, 21 JULY 2021 – DISCUSSION RELATING TO THE SOCIAL MEDIA REVIEW

Members were provided with details surrounding the discussion held at the last meeting of Shop Local Barry Advisory Committee so that members understood the current position and the reasons behind calling this meeting.

The Community Engagement Officer requested that members clarify the resolved items as there had been uncertainty post meeting. Members clarified that all resolved items aside from point 1 were not relevant and should be removed

NOTED: That the extract from the draft minutes of the last meeting of the Shop Local Advisory Committee held on Wednesday, 21 July 2021 be noted.

SL 191. SOCIAL MEDIA REVIEW

Members were provided a report with the annual social media review from HI Communications.

NOTED: That the members received and noted the social media review.

SL 192. SOCIAL MEDIA – CURRENT CONTRACT

Members were provided with details relating to the current contract entered in between Barry Town Council and HI Communications for the purpose of managing the Shop Local Barry social media accounts (Instagram, Twitter & Facebook).

NOTED: That members received and noted the social media – current contract.

SL 193. SOCIAL MEDIA- FUTURE EXPECTATIONS

Members discussed the future expectations and whether the current the current contract should be extended.

The Chair considered the option of reappointing the contract to HI Communications with structured direction specifying exactly what the Shop Local Barry Advisory Committee expect from the contract and invite all Councillor's for their input on the decision.

Councillor Johnson noted that the Shop Local Barry Advisory Committee had been unable to make a decision regarding the extension of the current social media contract as the costings would have been over the 25% threshold permitted for that Committee to make and would have had to be forwarded to a meeting of the Finance, Policy & General Purposes Committee for their approval.

The Chair pointed out that the Shop Local budget for the 2022/23 financial year is unknown and suggested that the contract to HI Communications be extended a further 6 months, noting that a review would be required at the end of the contract, whereby Council could retender for the contract whilst providing potential companies with a more detailed brief.

Councillor S Hodges noted that there was vocal criticism over the Shop Local Barry social media in the last meeting of Shop Local I.e. Lack of original content. She agreed with the Chair that more information and a structure contract be provided.

Councillor Johnson suggested a short term extension on the contract with HI Communications while holding a tendering period for a longer contract going forward.

The Chair concluded that all Councillors were in agreement with the extension of HI Communications for a further 6 months until 31 March 2022, at which time the contract will be open to tender.

The Community Engagement Officer provided members with a proposal from Matthew Lock at Beautiful Barry, who suggested the £400 monthly cost of the Shop Local Barry social media contract could be used on funding, grants or events. He also suggested that Beautiful Barry's eight founders could look after the Shop Local Barry social media.

Councillor Johnson suggested they could apply for the tender.

The Chair noted that HI Communications had been working throughout the lockdown and restrictions which had vastly effected the content, and so extending the contract would give HI Communications an opportunity

to show her capabilities. The Chair also stated she would prefer the post be covered with a contract rather than volunteers.

Councillor N Hodges suggested including a referee on the tendering as it is included on grant applications and also Councillors have to declare any interests in meetings, this would mean no biased outcomes from tendering.

The Community Engagement Officer noted that in terms of the costings, it would decrease due to not having the Shop Local Barry twitter account in operation and a new contract can clarify what is expected from HI Communications.

Councillor Johnson noted that if HI Communications no longer operated the twitter account it creates more capacity for other areas, and so the overall cost may not change and that this should be clarified.

Councillor Clarke suggested instead of social media presence that a directory for local traders be created and kept up-to-date by the Committee.

The Chair noted that Bro Radio had already created a directory for local traders in the Vale of Glamorgan, which is free to register and update. She suggested boosting posts on the Shop Local Barry Facebook to reach more people around the area.

Councillor S Hodges stated that a directory would be hard to keep up-to-date with businesses closing / opening and would need to be outsourced due to the Council's capacity. She also noted that the costing for a directory would be too much and not necessary when one had already been created and launched in the area.

Councillor Johnson questioned who would draw up the tender and whether Councillor's would be providing their input.

The Chair suggested creating a brief for the tender to be sent out to all Councillor's to provide comments.

The Community Engagement Officer confirmed that the brief be provided to the Council members of the Shop Local Barry Advisory Committee to then be emailed to all Councillor's for consultation.

The Chair suggested including two original posts a week to be boosted to reach more people in the local and surrounding areas.

The Chair suggested that Councillors could create posts of shopping areas they visit for more original content for HI Communications to promote. She also suggested a meeting with HI Communications to see how she is doing and whether she may require additional support.

The Community Engagement Officer suggested a business breakfast with HI Communications and various other local traders to discuss the

Shop Local social media in an informal setting and give traders the opportunity to ask questions.

The Community Engagement Officer suggested that for future discussions contracts should not be discussed at the Shop Local Advisory Committee meetings and should be reserved for discussions with all Councillor's at a sub-committee and reported to the Shop Local Advisory Committee.

Councillor S Hodges agreed with the suggestion to not discuss contracts at the Shop Local Advisory Committee meetings and just provide figures and engagement with a verbal report.

The Community Engagement Officer pointed out that events are started up again and proposed that HI Communications be invited to all future events (as suggested in HI Communications original proposal).

Councillor Johnson queried what and who would create the tender for future social media contracts.

Councillor S Hodges noted that the updated contract for HI Communications would be the basis for future social media tenders.

Councillor Johnson noted that the extension of 6 months wouldn't require going to the Finance Committee as it would be under the 25% threshold and could be agreed at the Shop Local Advisory Committee and/or via Urgent Action.

Councillor S Hodges urged that the updated contract for HI Communications be put through to urgent action to be approved by the end of the month.

Members discussed HI Communications current proposal, providing clearer expectations as follows;

- Social Media management for the Shop Local social media pages.
- Daily posts on Facebook and Instagram, with at least 1 – 2 of these posts being original content on a weekly basis.
- Daily Instagram Stories.
- A combination of organic content such as events and promotions, shared trader content and user generated content from customers.
- Creation of branded content including infographics, animations, graphics and photography.
- Speaking to traders for the "Meet the Trader" campaign and that this should be done once a month.
- Attending events supported by the Town Council and covering them on social media.
- Produce 2 reels a month for Instagram.

- Provide a monthly budget of £20 - £30 for the purpose of boosting posts on Facebook and Instagram with the success of these being reviewed after 3 months.

The Chair thanked all Councillor's for attending the informal discussion.

RECOMMENDATIONS TO BE MADE VIA URJENT ACTION:

- 1) That the contract for the Shop Local Barry social media with HI Communications is extended for a further 6 months ending on March 31.
- 2) That the Community Engagement Officer update the contract for HI Communications to include the points above.
- 3) That the Community Engagement Officer create a brief based on discussions which will be put out to tender, for the future Shop Local Barry social media contract.
- 4) That a budget of £20-£30 be set aside to boost Shop Local Barry posts on Facebook and Instagram.
- 5) That the Community Engagement Officer organise a date for a meeting with HI Communications to discuss the contract and discussions from this meeting.

Meeting closed at 19:12pm

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SHOP LOCAL INFORMAL DISCUSSION - 2 AUGUST 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL 193 (1)	RECOMMENDATION Via Urgent Action :- That the contract for the Shop Local Barry social media with HI Communications is extended for a further 6 months ending on March 31.	CEO	26.08.2021	Complete
SL 193 (2)	RECOMMENDATION Via Urgent Action :- That the Community Engagement Officer update the contract for HI Communications to include the points above.	CEO	26.08.2021	Complete
SL 193 (3)	RECOMMENDATION Via Urgent Action :- That the Community Engagement Officer create a brief based on discussions which will be put out to tender for the future Shop Local Barry social media contract.	CEO	26.08.2021	Complete
SL 193 (4)	RECOMMENDATION Via Urgent Action :- That the budget of £20-£30 be set aside to boost Shop Local Barry post on Facebook and Instagram.	CEO	26.08.2021	Complete
SL 193 (5)	That the Community Engagement Officer organise a date for a meeting with HI Communications to discuss the contract and discussions from this meeting.	CEO	26.08.2021	Complete

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 20 JULY 2021 AT 7PM

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

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

PL566. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bailey.

PL567. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCIL'S CODE OF CONDUCT**

None received

PL568. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL569. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE'S
MEETING HELD ON 8 JUNE 2021**

RESOLVED: That the minutes of the Planning Committees meeting held on Tuesday 8 June 2021 be approved and signed as a correct record.

PL570. **TO CONSIDER PLANNING APPLICATIONS**

a) **Planning Application No. 2021/00156/FUL**

Location: 65, Fford Pentre, Barry

Development: Single storey side extension with balcony above

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

b) **Planning Application No. 2021/00744/FUL**

Location: 76, Broad Street, Barry

Development: Renovation of existing outbuilding, including replacement of roof damaged in storm

RESOLVED: No objections

c) Planning Application No. 2021/00753/FUL

Location: 72, St. Pauls Avenue, Barry

Development: Decking and associated structures to the rear of the property – to also include a change of use of land to the rear for use as garden.

RESOLVED: Barry Town Council reiterate its original comments dated June 2021:

No objections in principle but subject to the satisfaction and agreement of the Vale of Glamorgan Councils Planning Department

d) Planning Application No. 2021/00770/RG3

Location: Golf Hut, Porthkerry Country Park, Park Road, Barry

Development: Refurbishment of existing golf hut, increasing the height to 5.2m and re-cladding the exterior shell of the building. The building will be used to provide extra tourism opportunities.

Members raised concerns to the proposed development being used as a holiday let.

RESOLVED:

1. That Barry Town Council are consulted on any further proposals and uses for the refurbished Golf Hut, Porthkerry Park

2. That the refurbished Golf Hut is not used for holiday accommodation.

e) Planning Application No. 2021/00819/FUL

Location: 8, Norwood Crescent, Barry

Development: Single storey rear extension and use of disused garage as part of dwelling and loft conversion with rear dormer and external alterations

RESOLVED: No objections

f) Planning Application No. 2021/00822/FUL

Location: 49, Pontypridd Road, Barry

Development: Alter the flat roof design to get an improved finish between the roof and the main building. French windows to the upper rear bedrooms. Flat roof as a roof terrace. Retention of a games room at the bottom of the garden.

RESOLVED: No objections subject to the erection of glazed panels on top of the privacy screen between 49 and 51 Pontypridd Road being opaque in nature and the details of these proposed glazed panels are approved in writing by the Vale of Glamorgan Council's Planning Department.

g) Planning Application No. 2021/00825/RG3

Location: 7, St. Pauls Avenue, Barry

Development: Change of use from existing dwelling house (C3) into a young person's social care home (C2) – with external alterations including the formation of a new off-street car parking space

Members had concerns over the limited off-street car parking

RESOLVED: No objections subject to the following requirements;

1. The proposed use of the building is for young person's social care only and no other use under Class C2 of the Town and Country (Use Classes) Order 1987 (as amended).
2. That two (2) off street car parking places be constructed on site prior to occupation of the building due (a) to the staffing requirements and (b) the on street parking issues associated with St. Pauls Avenue.

h) Planning Application No. 2021/00870/FUL

Location: Briscoe Retail park, Cardiff Road, Barry

Development: Increase the overall parking on site by 7 car parking spaces with the creation of 10 new overflow car parking spaces accessed via the conversion of existing car parking spaces (losing 3 exiting spaces)

RESOLVED: No objections

i) Planning Application No. 2021/00871/FUL

Location: 1, Pendoylan Close, Barry

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

RESOLVED: No objections

j) Planning Application No. 2021/00874/FUL

Location: 17 Whitmore Park Drive, Barry

Development: Single storey side extension for utility area and downstairs WC

RESOLVED: No objections

k) Planning Application No. 2021/00878/FUL

Location: 34a, Tynewydd Road, Barry

Development: Proposed single storey side extension, with change of use from garage to B1 office use with associated external works

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

- **The conversion and extension of the existing single garage to office accommodation appears inappropriate for the area due to the detrimental impact upon the amenity of local residents; the lack of off street parking and probable existence of suitable alternative existing office accommodation within the Barry area.**

l) Planning Application No. 2021/00925/FUL

Location: 11, Dyfrig Street, Barry

Development: Proposed rear extension and rear dormer loft conversion

RESOLVED: No objections

m) Planning Application No. 2021/00931/FUL

Location: Ty Creigiau, 1 Cwrt Dyfed, Barry

Development: Single storey side and first floor side extensions and replacement canopy

RESOLVED: Barry Town Council objects to the development and requests the Vale of Glamorgan Planning Department review the proposed finishes and materials to the elevational treatment of the new extensions which are not aesthetically pleasing nor sympathetic to the predominant use of traditional brick and tile within this part of the estate.

n) **Planning Application No. 2021/00932/FUL**

Location: 46, Clos Yr Wylan, Barry

Development: Retrospective application for a timber outbuilding, used as a home gymnasium, located at the rear of the property

RESOLVED: No objections subject to the gym being for personal and family use only

PL571. **TO CONSIDER PLANNING APPLICATIONS TABLED**

RESOLVED: None

PL572. **LOCAL PLANNING AUTHORITY DECISIONS**

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

PL573. **APPLICATION FOR A PREMISES LICENCE – THE LICENCING ACT 2003**

a) 96, High Street, Barry

RESOLVED: That members had no objections in relation to the application for a premises licence.

b) Lounge, Unit 2, Nells Point, Barry

RESOLVED: That members had no objections in relation to the application for a premises licence.

PL574. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS-FOR INFORMATION ONLY**

RESOLVED: That members received and noted the applications that had been dealt with under delegated powers between June to July 2021

PL575. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting be held on Wednesday 1 September 2021

Meeting closed at 7.35 pm

Signed
(Chairperson)

Dated.....

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 1 SEPTEMBER 2021 AT 7PM

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

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

PL576. **APOLOGIES FOR ABSENCE**

None were received.

PL577. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

None were received.

PL578. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL579. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEES MEETING HELD ON 20 JULY 2021**

RESOLVED: That the minutes of the Planning Committees meeting held on 20 July 2021 be approved and signed as a correct record.

PL 580. **TO CONSIDER PLANNING APPLICATIONS**

a) **Planning Application No. 2021/00695/FUL**

Location: Barry Docks, Barry Biomass Facility, David Davies Road, Barry.

Development: A retrospective (S73A) planning permission for the erection and use of a cylindrical fire water tank at its biomass fired renewable energy generation facility at Barry Docks.

RESOLVED: Barry Town Council reinforce and support the Vale of Glamorgan Planning Department in their enforcement action against the Barry Biomass site.

b) **Planning Application No. 2021/00704/FUL**

Location: 1 Lakeside, Barry.

Development: Amended plans: Demolish existing garage. Proposed part single/part two storey side and rear extensions.

RESOLVED: No objections.

c) Planning Application No. 2021/00770/RG3

Location: Golf Hut, Porthkerry Country Park, Park Road, Barry.

Development: Tourism uses which may include A3 food and drink/takeaway, bike hire, recreational activity centre, small scale retails (A1).

RESOLVED: No objections subject to the following comments;

- 1. Barry Town Council are consulted on any further proposals and uses for the refurbished Golf Hut.**
- 2. The refurbished Golf Hut is not used for holiday accommodation.**
- 3. Any proposed retail use shall be appropriate in nature and scale to the character of the local environment associated with Porthkerry Park.**

d) Planning Application No. 2021/00900/FUL

Location: Scout Hall at 11th Barry Sea Cadets, Illminster Street, Barry.

Development: Proposed single storey extension.

RESOLVED: No objections.

e) Planning Application No. 2021/01105/RG3

Location: Court Road Depot, Barry Road, Barry.

Development: Proposed Pupil Referral Unit (PRU) School and Associated works.

RESOLVED: No objections subject to the satisfaction of the Vale of Glamorgan Planning and Highway departments in terms of both highway and pedestrian safety.

f) Planning Application No. 2021/01123/FUL

Location: The Goodsheds, Barry.

Development: Proposed development of 34 affordable residential apartments, tourist accommodation, employment spaces, outdoor gym and associated works of land South and West.

RESOLVED: Barry Town Council strongly objects to the current proposals for the following reasons;

1. The provision of 10 employment containers will be detrimental to the amenity of the occupants of the proposed/existing residential units by virtue of noise and general disturbance.
2. There is no additional off street parking provision to cater for the proposed 34 new flats; 5 toad carriages and also no commercial loading/unloading bays for the 10 employment containers.
3. There is no detailed landscaping scheme for the site.
4. No details of the open air gym area to be relocated to the eastern end of the site and this could be detrimental to the amenity enjoyed by existing/proposed flats at this location.
5. The proposals are an over development of the site and unsatisfactory in terms of poor design; lack of off street parking and loading/unloading areas; disruption to the amenity of existing/proposed residents within the overall site.

g) **Planning Application No. 2021/01131/FUL**

Location: 50 Brookfield Avenue, Barry.

Development: Proposed single storey rear extension with first floor side extension over garage.

RESOLVED: No objections.

h) **Planning Application No. 2021/01143/FUL**

Location: 39 Clos Maes Dyfan, Barry.

Development: Single storey extension to include living room and shower room.

RESOLVED: No objections.

PL581. **TO CONSIDER TABLED APPLICATIONS**

a) **Planning Application No. 2021/01103/FUL**

Location: 291 Gladstone Road, Barry.

Development: Demolition of existing rear flat roof structure. Proposed single storey rear extension(s) with hip to gable roof extension and alterations to fenestration design and all associated external works

RESOLVED: No objections.

b) **Planning Application No. 2021/01235/FUL**

Location: 23 Ffordd Cwm Cidi, Barry

Development: Proposed single storey mono-pitch rear extension, garage conversion to habitable room and new Porch arrangement

RESOLVED: No objections.

PL582. **LOCAL PLANNING AUTHORITY DECISIONS**

Members requested clarification on Planning Application 2016/00355/FUL in relation to the observation from Barry Town Council. The Planning Officer advised it should read Objection.

RESOLVED: That the Local Planning Authority Decisions be received noting that observation for Planning Application No. 2016/00355/FUL should read objection.

PL583. **APPLICATION FOR A PREMISES LICENCE – THE LICENCING ACT 2003**

a) Sea View Convenience Store, Unit 1, Esplanade Buildings, Friars Road, Barry, CF62 5TJ.

RESOLVED: That the Planning Officer investigate the restrictions due to the alcohol free zone in the area and the hours stated on application.

PL584. **PROPOSED PROHIBITATION OF WAITING AT ANY TIME TRAFFIC REGULATION ORDER – IF 941 CARDIFF ROAD, BARRY**

Members were provided with a proposed prohibition of waiting at any time traffic regulation order – IF 941 Cardiff Road, Barry.

RESOLVED: That the proposed prohibition of waiting at any time traffic regulation order – IF 941 Cardiff Road, Barry be received and noted.

PL585. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

Members were updated with the applications that had been dealt with under the Planning Committee's Scheme of Delegation since its last meeting held on 20 July 2021.

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

PL586. **DATE OF NEXT MEETING**

**RESOLVED: That the date of the next meeting will be held on 12
October 2021.**

Meeting closed at 7.34 pm.

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

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 6 SEPTEMBER 2021, AT 7:00 PM

PRESENT: Councillors N Hodges (Chairperson), Aviet, Clarke, Richardson and Johnson

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

A 301. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Nugent-Finn.

A 302. **DECLARATIONS OF INTEREST**

None were received.

A303. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

A 304. **TO APPROVE THE MINUTES OF A MEETING OF HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 5 JULY 2021**

RESOLVED that the minutes of the meeting of Halls, Cemeteries and Community Facilities Committee held on 5 July 2021 be approved and signed as a correct record.

A 305. **CEMETERIES**

A. Merthyr Dyfan Cemetery

i. **Merthyr Dyfan Cemetery Update**

Members were provided a report from the Facilities and Cemeteries Manager regarding an update on Merthyr Dyfan Cemetery.

The Facilities and Cemeteries Manager asked Members what they would like Barry Town Council to do with the 25 jars of honey that was collected on the first Harvest, noting that the Council were unable to sell or donate at this current time. She also noted that the 5MPH speed limited has been better received and Cemetery team have noticed a reduction in speed from visitors.

Councillor S Hodges suggested that all Councillors could collect a pot of honey to try whilst the Facilities and Cemeteries Manager looks into other options.

The Facilities and Cemeteries Manager noted that work was due to start on headstones and on-going roadwork/path improvements, and also stated that a new leaflets notice board had been erected outside the Team Leaders Office. She also informed members, which was well received, on the ICCM awarding Barry Town Council the silver award for the ICCM bereavement charter.

The Facilities and Cemeteries Manager informed members that the older Kubota's currently in use at the Cemetery would need updated due to the age and use, she noted the estimated costing of a new Kubota would be between £11,000 and £14,000.

RESOLVED:

- 1. That the Facilities and Cemeteries Manager obtain different options in regards to future honey harvest.**
- 2. That all Councillors are emailed to be offered a jar of honey**
- 3. That the 5MPH speed limit at Merthyr Dyfan Cemetery stay in place.**
- 4. That the Facilities and Cemeteries Manager will provide the Committee with costings for new Kabota's in November 2021.**

ii. Heritage Notice Board

Members were provided a report with an update on the Jimmy Wilde famous notice board and the Heritage board timeline for Merthyr Dyfan Cemetery in support of the Heritage status.

The Chair began and noted the large attendance to the CADW cemetery event and the interest in the famous boards, and the great response from the visitors in regards to the new additions.

The Facilities and Cemeteries Manager advised that a name had been put forward for consideration, Hinds-Payne and asked the members for any recommendations they had for new additions to the famous notice boards.

Councillor S Hodges inquired whether the Race Riots of 1919 could be incorporated and introduce a few places of importance. The Councillor also queries whether the Council abided by the 20-year rule for the famous notice boards (Hinds-Payne died in 2007).

The Facilities and Cemeteries Manager noted that the Race Riots were incorporated on the Heritage Notice Board (timeline).

Councillor Johnson advised that the Vale of Glamorgan Council Committee for statues were looking into erecting a statue for Councillor Hinds-Payne and wanted to work with the local Town Council's on this going forward.

The Facilities and Cemeteries Manager also noted that the Council have already confirmed a Commemorative Wall and Hinds-Payne was being considered for this.

Councillor S Hodges stated she had a few names in mind and would create dialogue to go with her suggestions and forward them onto the Facilities and Cemeteries Manager.

The Chair suggested the next to be honoured should be a sailor as Barry is a Dock Town, and noted it would create a good mix of honoured people.

The Facilities and Cemeteries Manager noted that the Heritage Notice Board timeline would be updated in Welsh once the committee approved the draft, and also noted that the blank space above on the timeline would be where the Welsh translation would sit and would include the Barry Town Council crest.

Councillor Johnson queried the large 60-year gap between WW2 and the refurbishment of the Chapel in 2005.

The Deputy Chief Officer suggested including in 1974 Barry Town Council was formed, and the Chair also suggested adding dialogue to the WW2 section that states the graves of all service men and women.

RESOLVED:

- 1. That the Halls, Cemeteries and Community Facilities Committee approved the Jimmy Wilde famous notice board plaque and for the dialogue to be translated into Welsh.**
- 2. That the Heritage Notice Board timeline be updated to include the Barry Town Council crest, the information of Barry Town Council in 1974 and update the dialogue for the WW2 section, then translate into Welsh.**
- 3. That the Halls, Cemeteries and Community Facilities Committee approve the Heritage Notice Board timeline to be translated into Welsh.**

iii. Grassland Management Proposal

Members were provided with a report in regards to the proposal to work with the Local Nature Partnership to collaborate on the management of our grasslands and meadows.

The Sustainable Project Officer reported due to the cancellation of the Sustainable Barry Working Party meeting was cancelled due to technical difficulties, they were not able to get suggestions from members to bring forward in this meeting. She noted that the Local Nature Partnership had received funding for this project, and they wanted to work with local Town Councils which included Merthyr Dyfan Cemetery. She reported that taking away the grass clippings would help the wild flowers flourish and also help with the native bee's in the area.

The Chair asked if the proposal was agreed upon, would Local Nature Partnership be able to complete the work before the end of September.

The Sustainable Project Officer noted that Local Nature Partnership were able to accommodate the Council, once it has been approved by the Sustainable Barry Working Party Committee. She continued to note the recommendation for the Woodland Regeneration margin to be extended to allow further wildlife habitat growth.

The Chair also suggested looking into managing the areas around the ponds better.

The Sustainable Project Officer concurred and noted she would include the suggestion into her report going forward.

The Sustainable Project Officer left the meeting.

RESOLVED that the Halls, Cemeteries and Facilities Committee approve the two recommendations provided;

- 1. That a Grassland Management Plan be developed with the Local Nature Partnership and that the Cut and Collect Services offered by the Local Nature Partnership are utilised for Merthyr Dyfan Cemetery and Cemetery Approach Gardens.**
- 2. That the woodland margin section highlighted in blue be extended to create more habitats for wildlife.**

B. Porthkerry Cemetery

i. Porthkerry Cemetery Update

Members were provided a report from the Facilities and Cemeteries Manager regarding an update on Porthkerry Cemetery.

The Facilities and Cemeteries Manager noted that Porthkerry Cemetery only had three full burial plots left, she informed the Vale of Glamorgan Council of this and had a response that stated the issue would be raised at their next Leadership meeting. The Facilities and Cemeteries Manager also stated her concern due to the possibility of running out before the completion of any extension.

RECOMMENDED:

- 1. That the Facilities and Cemeteries Manager contact the Vale of Glamorgan Council to discuss costings of the non-resident fees for Merthyr Dyfan Cemetery, if Porthkerry Cemetery is no longer available, as it currently stands at triple the charge for non-residents of Barry.**
- 2. That the Facilities and Cemeteries Manager to keep the Vale of Glamorgan Council updated in relation to burials and fees should the Cemetery become full and the need to use Merthyr Dyfan Cemetery, with full backing of committee members.**

A 306.

FACILITIES

a. Update on Pioneer Hall and Cemetery Approach Community Centre

Members were provided a report from the Facilities and Cemeteries Manager regarding an update on both Pioneer Hall and the Cemetery Approach Community Centre.

The Facilities and Cemeteries Manager sort out clarification on what times regular and private party hirers at the Cemetery Approach Community Centre needed to be finished by, 22:30pm for regular hirers and 21:00pm for private party hirers.

The Chair confirmed that the times the Facilities and Cemeteries Manager gave were correct.

A discussion over the Bouncy Castle in Pioneer Hall was had, the Facilities and Cemeteries Manager noted that party hirers are enquiring on whether or not private hire bouncy castles were allowed. She also stated that the insurance company has been checked, and the Council will not be liable for any accidents from a private hire bouncy castle.

Councillor Richardson noted her concern with the parties booking private hire bouncy castles, she stated that priority should be on health and safety, and negative press would come back to the Council as the building owners.

The Chair agreed with Councillor Richardson's objections to the bouncy castle and noted it would make Cemetery Approach Community Centre a target for outdoor bouncy castles during the summer months, if the Council were to allow private hires.

Councillor Clarke stated that liability could be shifted onto the Council as building owners.

RESOLVED that the Halls, Cemeteries and Community Facilities Committee denies private party hirers from using outsourced bouncy castle companies in the Pioneer Hall and Cemetery Approach Community Centre.

A 307. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1246 – 1266 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 1246 – 1266 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 308. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13819 – 13826 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 13819 – 13826 inclusive, granting the Exclusive Right of Burial to those named on the interment form.

A 309. **TO APPROVE THE SCHEDULE OF PAYMENTS FOR SEPTEMBER 2021 (INTERIM)**

Members received a report in relation to the schedule of payments for September 2021 consisting of cheque number 2976, direct debits and BACS payments, in the amount of £17,392.70.

RESOLVED that the Halls, Cemeteries and Community Facilities Committee approve the schedule of payments for September 2021 (Interim).

A 310. **TO RECEIVE AND NOTE THE BUDGET MONITORING REPORT TO 31 AUGUST 2021**

Members received a report with the Committee's income and expenditure in the 2021/22 financial year as at the end of August 2021.

The Deputy Chief Officer informed members that the Merthyr Dyfan Cemetery are continuing to see a large amount of rock being removed from the new section, and taking up a large amount of space within the compound / tip area. He advised that officers are arranging to have up to thirty loads to be cleared and then going forward would look at one load per month for the remainder of the year. The Deputy Chief Officer advised that one load would consist of approx. 8 tonnes and cost £180 resulting in a total cost of £6,300.

The Chair concurred that the compound / tip area would need clearing and also the continuation of clearing the new section. He noted his concern in regards to the on-going financial obligation, and stated that the Cemetery was already over subsidised and rightly so for burials.

The Deputy Chief Officer advised that the new section would provide graves for a further 3-4 years and it is uncertain on whether the ground rock will improve as we move up the section. Officers will continue to monitor the budget and inform members accordingly if an overspend is anticipated later in the financial year.

RESOLVED:

- 1. That the Halls, Cemeteries and Community Facilities Committee received and noted the budget monitoring report to 31 August 2021.**
- 2. That the rock from the new section at Merthyr Dyfan Cemetery continue to be emptied and monitored.**

A 311. **DATE OF NEXT MEETING**

RESOLVED that the date of the next Halls, Cemeteries and Community Facilities meeting will be held on 8 November 2021.

A 312. **EXCLUSION OF PRESS AND PUBLIC**

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

A 313. **CEMETERY FENCING**

Members received a report from the Facilities and Cemeteries Manager with an update as to the complaint from the resident at St Teilo Avenue.

The Facilities and Cemeteries Manager confirmed with members the expectations from the resident at St Teilo Avenue.

The Chair noted that the tyres had already been removed and the rock had been scrapped back from the property line.

The Facilities and Cemeteries Manager noted that the issue continued with the trees roots growing into the resident's garden and also the stumps remaining pushing against the fencing.

Councillor Clarke stated he was not keen on removing the trees in that area with Councillor Richardson agreeing and noting that the trees were within boundary lines and also perfectly healthy.

The Facilities and Cemeteries Manager informed Committee members that the fence had been braced, however was still leaning back.

The Chair stated that the stumps were now dead/dormant and would no longer continue to grow or cause any damage.

The Facilities and Cemeteries Manager concurred and expressed that the tree expert explained that the stumps have not been able to grow for several years and that they have already been poisoned. She also noted that the removal of both fencing and stumps might be an option and would obtain costs, and seek advice as to what can safely be considered.

Councillor S Hodges stated it was hard to make a decision and suggested looking into more options.

The Chair recommended notifying the resident that the trees were to remain, as they are fit and healthy, and also explain that the Council are exploring more options in regards to the fencing and stumps.

RESOLVED:

- 1. That the Facilities and Cemeteries Manager notify the resident of St Teilo Avenue that the trees were to remain, and that the Council are exploring more options in regards to the fencing and stumps.**
- 2. That the Facilities and Cemeteries Manager explores more options and contacts the tree expert and fencing contractors for recommendations**

A 314.

KING WILLIAM PUBLIC HOUSE

Members were provided a report with further information received with regards to the damp at the King William Public House.

RESOLVED

- 1. That the Council continue with their maintenance programme at Philadelphia Cemetery.**
- 2. That the Facilities and Cemeteries Manager contact the Council's Technical Officer to clarify the situation with the damp at the King William Public House.**

Meeting closed at 20:17pm

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE -5 JULY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A 305 i (1)	That the Facilities and Cemeteries Manager obtain different options in regards to future honey harvest.	FCM	8.11.2021	
A 305 A i(2)	That all Councillors are emailed to be offered a jar of honey	FCM	Sep-21	
A 305 i (4)	The the Facilities and Cemeteries Manager will provide the committee with costings for new Kabota's in November 2021.	FCM	8.11.2021	
A 305 A ii (1)	The the Halls, Cemeteries and Community Facilities Committee approved the Jimmy Wilde famous notice board plaque and for the dialogue to be translated into Welsh.	FCM		Completed
A 305 A ii (2)	That the Heritage Notice Board timeline be updated to include the Barry Town Council crest, the information of Barry Town Council in 1974 and update the dialogue for the WW2 section, then translate into Welsh	FCM	Nov-21	
A 305 A iii (1)	That the Grassland Management Plan be developed with the Local Nature Partnership and that the Cut and Collect Services offered by the LNP are utilised for Merthyr Dyfan Cemetery and Cemetery Approach Gardens.	SPO		
A 305 A iii (2)	That the woodland margin section highlighted in blue be extended to create more habitats for wildlife.	SPO		

A 305 B i (1)	That the Facilities and Cemeteries Manager contact the Vale of Glamorgan Council to discuss costings of the non-resident fees for Merthyr Dyfan Cemetery, if Porthkerry Cemetery is no longer available, as it currently stands at triple the charge for non-residents of Barry.	FCM	ASAP	Completed
A 305 B i (2)	That the Facilities and Cemeteries Manager to keep the Vale of Glamorgan Council updated in relation to burials and fees should the Cemetery become full and the need to use Merthyr Dyfan Cemetery, with full backing of committee members.	FCM		On-Going
A 310 (2)	That the rock from the new section at Merthyr Dyfan Cemetery continue to be emptied and monitored.	FCM		On-Going
A 313 (1)	That the Facilities and Cemeteries Manager notify the resident of St Teilo Avenue that the trees were to remain, and that the Council are exploring more options in regards to the fencing and stumps.	FCM	8.11.2021	Completed
A 313 (2)	That the Facilities and Cemeteries Manager explores more options and contacts the tree expert and fencing contractors for recommendations.	FCM	8.11.2021	On -Going
A 314 (1)	That the Council continue with their maintenance programme at Philadelphia Cemetery.	FCM		On-Going
A 314 (2)	That the Facilities and Cemeteries Manager contact the Council's Technical Officer to clarify the situation with the damp at the King William Public House.	FCM	8.11.2021	Completed

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SUSTAINABLE BARRY WORKING PARTY HELD ON 6 SEPTEMBER 2021, AT 6PM

PRESENT: Councillor Clarke (Chairperson) together with, Councillors Drake and S Hodges

ALSO PRESENT: Robyn Walsh - Community Engagement Officer
Beth Hillier – Sustainable Barry Project Officer
Hannah Linton – Trainee Administrator
Councillor N Hodges – Observer

This meeting was not quorate and did not go ahead due to technical difficulties.

Closed at 18.22 pm

BARRY TOWN COUNCIL

DRAFT NOTES OF AN INFORMAL MEETING OF THE COMMUNITY PLAN WORKING PARTY HELD ON MONDAY 13 SEPTEMBER 2021 AT 6.00 PM

PRESENT: Councillors Brooks and S Hodges

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Maxine Hadley - Administrator
Councillor N Hodges – Observer
Councillor Johnson - Observer

1. APOLOGIES FOR ABSENCE

No apologies were received.

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

None were received.

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

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

4. TO APPROVE THE MINUTES OF THE COMMUNITY PLAN WORKING GROUP HELD ON TUESDAY, 18TH FEBRUARY 2021

NOTED: That the minutes of a meeting of the Community Plan Working Group held on 18 February 2021 be approved and signed as a correct record.

5. COMMUNITY PLAN - INTRODUCTION

Members were provided with a brief introduction to what a Community Plan is and an overview of what members should be in a position to agree by the end of the meeting.

Councillor Johnson suggested the purpose of the Community Plan was to understand the needs of the community and to ascertain what projects / developments would work and where. It was also noted that it would be beneficial to the project if the Vale of Glamorgan Council were invited into the discussions early so that Council can ensure the end product is appropriate and will be in the best position to be used by the Vale of Glamorgan Council to aid in their planning / section 106 distribution plans.

NOTED: That members received and noted the information on the report.

6. COMMUNITY PLAN - PROCESS

Members were provided a report detailing the process for developing and implementing a Community Plan and the stages involved.

The Community Engagement Officer advised members that currently Council were at stage two of the process.

The chair suggested that the Community Engagement Officer contact One Voice Wales and other Town & Community Councils to ascertain if similar Community Plans had been compiled and if so, whether any knowledge and experience could be shared.

Councillor S Hodges suggested that in order for the Community Plan to be accepted and utilised as a tool to support funding applications and section 106 discussions that the Officers from the Vale of Glamorgan Council would need to be involved in the process at an early stage. Members agreed that the Community Plan would need to be produced to an “acceptable standard” and this could only be ascertained through discussions with the Vale of Glamorgan Council.

Members suggested inviting Tom Bowring, Marcus Goldsworthy and Phil Chappel to the next meeting, also advising that members would be flexible if required.

The Community Engagement Officer informed members that she had been in contact with an online community engagement platform called ‘Bang The Table’. She advised members that this platform may be worth exploring further, potentially in partnership with the Vale of Glamorgan Council as many of its features / the tools it provides complement the concept of a Community Plan.

Councillor Johnson advised that the Vale of Glamorgan Council use a similar system called Common Space.

RECOMMENDED:

To a meeting of Full Council to be held on Monday, 27 September 2021:

The Community Engagement Officer invite representatives from the Vale of Glamorgan Council, such as Tom Bowring, Marcus Goldsworthy and Phil Chappel noting that members are flexible in meeting dates.

7. COMMUNITY PLAN – THEMES AND WHAT WE HOPE TO ACHIEVE

Members were provided with a discussion paper to establish what the Community Plan can achieve and potential themes.

Members agreed that it was premature (based on previous discussions) to begin this exercise and resolved to defer this report to a future meeting.

NOTED: That agenda item 7 be deferred for discussion at a future meeting.

8. Potential Partners

Members were provided with a discussion paper to consider which partner organisations should be invited to work with the Town Council to produce the Community Plan.

Members agreed that it was premature (based on previous discussions) to begin this exercise and resolved to defer this report to a future meeting.

NOTED: That agenda item 8 be deferred for discussion at a future meeting.

9. COMMUNITY PLAN – DRAFT TERMS OF REFERENCE

Members were provided with a Draft Terms of reference based on discussions held at the last meeting of the Community Plan Working Party held on Monday, 18 February 2021, noting that the Draft Terms of Reference may require amending based on any discussions held at this meeting.

The Chair noted that although the Terms of Reference allow substitutes to attend, that member should agree to attend the meetings as regularly as possible due to the nature of discussions and that continuity would be key in the progression of this project. She suggested that if any one Group Leader was not able to attend the meetings on a regular basis that they should nominate a substitute early so that continuity can be established.

RECOMMENDED:

To a meeting of Full Council to be held on Monday, 27 September 2021:

- 1. That if any one Group Leader was not able to attend the meetings of the Community Plan Working Group on a regular basis that they should nominate a substitute early so that continuity can be established.**
- 2. That the Draft Terms of Reference be received and noted, noting that these may require amending once partner organisations had been established.**

10. DATE OF NEXT MEETING

NOTED: That the date of the next meeting of the Community Plan working Group is scheduled to be held on Tuesday, 15 November 2021 at 6pm. Members will be notified of Vale of Glamorgan Council Officer availability which may impact this date.

The meeting closed at 6.25 pm

Signed Dated
(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - COMMUNITY PLAN WORKING PARTY - 13 SEPTEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
6	RECOMMENDED to FC 27.09.2021 - The Community Engagement Officer invite representatives from the Vale of Glamorgan Council, such as Tom Bowring, Marcus Goldsworthy and Phil Chappel noting that members are flexible in meeting dates.	CEO	27.09.2021	Minutes on FC agenda
9(1)	RECOMMENDED to a meeting of Full Council to be held on Monday, 27 September 2021 that if any one Group Leader was not able to attend the meetings of the Community Plan Working Group on a regular basis that they should nominate a substitute early so that continuity can be established.	CEO	27.09.2021	Minutes on FC agenda
9(2)	RECOMMENDED to a meeting of Full Council to be held on Monday, 27 September 2021 that the Draft Terms of Reference be received and noted, noting that these may require amending once partner organisations had been established.	CEO	27.09.2021	Minutes on FC agenda

BARRY TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 13 SEPTEMBER 2021 AT 7PM

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

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

R304. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wright

R305. **DECLARATIONS OF INTEREST**

Declaration of Interest was received from the Deputy Chief Officer for item 12b as he is an MAR applicant.

R306. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R307. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 12 JULY 2021**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 12 July 2021 be approved and signed as a correct record.

R308. **BUDGET MONITORING REPORT TO 31 AUGUST 2021**

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

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

R309. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 15 November 2021 at 7pm

R310. **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.

R311. **NJC PAY AWARD FOR 2021/22**

Members were provided with a report in relation to an update on the NJC Pay Award for 2021/22.

RESOLVED: That members receive and note the update provided in the report.

R312. **TOIL**

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

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

R313. **STAFF WELL BEING SURVEY AUGUST 2021**

Members were provided with a report outlining the results of a Staff Wellbeing Survey undertaken during August 2021.

Members raised concerns with the results from the 'My Manager' and 'Health & Wellbeing' sections suggesting that more information be requested in future surveys for clarity.

RESOLVED: That members receive and note the Staff Wellbeing Survey results for August 2021 and note that the survey will be repeated quarterly to check in with staff on their wellbeing with the addition of questions being added to the survey.

R314. **SUSTAINABLE BARRY PROJECT OFFICER**

Members were provided with a report evaluating the role of the Temporary Sustainable Barry Project Officer which also made members aware that the contract was due to terminate on 30 September 2021.

Members discussed that the role should be extended for an extra 4-6 months to allow for projects to be completed and to cover temporary staff shortages.

Councillor Payne wished to commend the Sustainable Barry projects Officer for their work to date.

The Community Engagement Officer advised that a review of the job description is required to look at the scope of the post and suggested to encompass Fairtrade and Shop Local.

The discussion continued with members suggesting a 6-month extension to the temporary contract and a review of the job description.

RESOLVED: That the role of the Sustainable Barry Project Officer be extended to 31 March 2022 and that the job description be reviewed and submitted to the next Personnel Committee scheduled to be held on 15 November 2021

RECOMMENDATION: To a meeting of Full Council being held on 27 September 2021 that an additional amount of £8,000 be added to the Sustainable Barry Initiative expenditure heading from the General Reserve to fund the role of the Sustainable Barry Project Officer to be extended to 31 March 2022.

The Deputy Chief Officer left the meeting

R315.

MINOR AUTHORITY REPRESENTATIVES

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

a) Ysgol Sant Curig

Members were advised that one application had been received in relation to the vacancy at Ysgol Sant Curig

Members considered the application received and agreed that Ms Caroline Fouracre is appointed as Minor Authority Representative for the Town Council at Ysgol Sant Curig

RESOLVED: That Jeffery David Mitchell is appointed the Minor Authority Representative for Ysgol Sant Curig and that Jeffery David Mitchell be advised that they had been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.

a) All Saints CIW Primary School

Members were provided with one application in relation to the vacancy at All Saints CIW Primary School

Members considered the application received and decided that Mark Sims is appointed as Minor Authority Representative for the Town Council at All Saints CIW Primary School.

RESOLVED: That Mark Sims is appointed the Minor Authority Representative for All Saints CIW Primary School and that Mark Sims be advised that they had been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.

The meeting closed at 7.25 pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - PERSONNEL COMMITTEE - 13 SEPTEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R 313	That members receive and note the Staff Wellbeing Survey results for August 2021 and note that the survey will be repeated quarterly to check in with staff on their wellbeing with the addition of questions being added to the survey.	DCO	Dec-21	Ongoing every quarter
R 314 (i)	That the role of the Sustainable Barry project Officer be extended to 31 March 2022 and that the job description be reviewed and submitted to the next Personnel Committee scheduled to be held on 15 November 2021	DCO/CEO	Nov-21	In progress
R 314 (ii)	To a meeting of Full Council being held on 27 September 2021 that an additional amount of £8,000 be added to the Sustainable Barry Initiative expenditure heading from the General Reserve to fund the role of the Sustainable Barry Project Officer to be extended to 31 March 2022.	DCO	21.09.21	Complete - On FC Agenda
R 315 (a)	That Jeffery David Mitchell is appointed the Minor Authority Representative for Ysgol Sant Curig and that Jeffery David Mitchell be advised that they had been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.	OTL	14.09.21	Complete
R 315 (b)	That Mark Sims is appointed the Minor Authority Representative for All Saints CIW Primary School and that Mark Sims be advised that they had been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.	OTL	14.09.21	Complete

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE INNOVATION WORKING PARTY HELD ON TUESDAY 14 SEPTEMBER 2021 AT 6PM

PRESENT: Councillor Brooks (Chairperson) together with, Councillors Drake, N Hodges.

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Maxine Hadley – Trainee Administrator
Councillor Clarke – Observer
Councillor S Hodges – Observer
Councillor Wiliam – Observer

112. **APOLOGIES FOR ABSENCE**

None were received.

113. **DECLARATIONS OF INTEREST**

None were received.

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 INNOVATION WORKING PARTY MEETING HELD ON TUESDAY 06 JULY 2021**

RESOLVED that the minutes of the Innovation Working Party meeting held on Tuesday, 6 July 2021 be received and signed as a correct record.

116. **CEMETERY APPROACH COMMUNITY CENTRE DEFIBRILLATOR**

Members were provided with a report outlining research regarding a proposal received from Councillor Drake for the installation of a defibrillator at Cemetery Approach Community Centre.

The Chair suggested the defibrillator needed to be placed externally to be easily accessible to the public. It was also suggested that a defibrillator be explored for the Pioneer hall and if a grant from Cymru Hearts could be obtained for this also.

Members discussed which budget could be utilised for this project as currently there is no budgetary provision. The Chair suggested that should there not be available funds within the Corporate Events Budget that the funds should be drawn down from the General reserve.

The Community Engagement Officer advised members that the public would be informed of the new location of the defibrillator and that all staff would receive full training provided by Cymru Hearts.

Councillor Drake also suggested the Officer research “Cariad” as they also offer grant funding towards defibrillators.

RECOMMENDED:

To a meeting of Full Council to be held on Monday, 27 September 2021:-

That a defibrillator be installed externally at both Pioneer Hall and Cemetery Approach Community Centre at a cost of approximately £3,000 and that Officers explore a grant towards the cost of this, noting that it is recommended that budgetary provision for this project is sourced from either the Corporate Events Budget or General reserves.

117. **SANTA FUN RUN**

Members were provided with a report in relation to Barry Town Council’s Annual Santa Fun Run to determine whether this event will need to be cancelled for Christmas 2021 due to the ongoing Coronavirus Pandemic.

The Community Engagement Officer advised members that she had met with Sarah Jones of the Vale of Glamorgan Council who had suggested that as the event takes place entirely outside and usually attracts 450 participants that the Vale of Glamorgan Council would be inclined to allow the event to proceed with the following restrictions / recommendations;

- There would be no opportunity to register for the Santa Fun Run on the same day
- All participants must register prior to the event and there would need to be a cap on how many participants Council would permit to take part
- Social-distancing reminders would need to be scheduled for the tannoy and across the PA system
- A Covid-19 Risk Assessment would need to be in place

Councillor Wiliam noted that the public would need to be informed in advance that there would not be a doggie dash this year.

RECOMMENDED:

To a meeting of Full Council to be held on Monday, 27 September 2021:

That the Annul Santa Fun Run does go ahead for Christmas 2021, subject to the above restrictions / recommendations as outlined by the Vale of Glamorgan Council are adhered to.

118. **GREEN FLAG APPLICATION – BROCK STREET**

Members were provided with a report regarding potentially submitting a planning application to the Vale of Glamorgan Council on behalf of Cadoxton Conservation Group for the erection of a flag pole at Brock Street.

Members were informed that Cadoxton Conservation Group had been informed by the Planning Department at the Vale of Glamorgan Council who had confirmed that if the planning application (to erect the flagpole) is submitted by

Barry Town Council on behalf of the group, that the Council would receive a 50% reduction in the usual fee (the usual planning application fee is £460).

Members unanimously agreed that should Council support this request that a certain precedence would be set which could result in any number of organisations / members of the public contacting the Town Council to submit planning applications on their behalf which would negatively impact the capacity of the Council's Planning Officer.

RECOMMENDED:

To a meeting of Full Council to be held on Monday, 27 September 2021:

That Barry Town Council does not submit the planning application to erect a flagpole at Brock Street on behalf of Cadoxton Conservation Group for the reasons outlined above.

119. **MIND OUR FUTURE - NATIONAL LOTTERY FUNDING**

Members were provided with a report regarding the Mind Our Future, National Lottery Fund and a potential idea that members may wish the Community Engagement Officer to explore further.

The Community Engagement Officer advised members that the Mind Our Future fund is a £10 million grant programme to put young people in the lead so that they can imagine and create a more resilient and mentally healthy future for young people in the wake of Covid-19 and the global pandemic.

However, in order to access the funding, the Town Council would need to create a partnership with an organisation from the Third Sector.

The Community Engagement Officer advised members that the original proposal was ambitious and that if the Town Council was operating at full capacity then it may have been viable to explore. However, the Officer advised that it would still be beneficial to explore the funding further and to work with members of Barry Youth Council to develop an idea with them.

The Officer also advised that it may be worth contacting the Vale of Glamorgan Council to enquire if they were aware of the funding and if so, whether the Town Council could partner with them to provide a voice for young people living in Barry.

Members agreed that the fund should be explored further and thanked the Officer for identifying the funding.

RECOMMENDED:

To a meeting of Full Council to be held on Monday, 27 September 2021:

- 1. That the Officer explore the Mind Our Future fund further and is authorised to express the Town Council's interest in this grant opportunity, no later than 30 September 2021.**

2. That the Officer contacts the Vale of Glamorgan Council to enquire if they are aware of the funding and if so, whether the Town Council could partner with them to provide a voice for young people living in Barry.

120. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Innovation Working Party will be scheduled as and when required.

Meeting closed at 18:30pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - INNOVATION WORKING PARTY 14 SEPTEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
116	To a meeting of Full Council to be held on Monday, 27 September 2021:- That a defibrillator be installed externally at both Pioneer Hall and Cemetery Approach Community Centre at a cost of approximately £3,000 and that Officers explore a grant towards the cost of this, noting that it is recommended that budgetary provision for this project is sourced from either the Corporate Events Budget or General reserves.	CEO	27.09.2021	In progress
117	To a meeting of Full Council to be held on Monday, 27 September 2021: That the Annul Santa Fun Run does go ahead for Christmas 2021, subject to the above restrictions / recommendations as outlined by the Vale of Glamorgan Council are adhered to.	CEO	27.09.2021	In progress
118	To a meeting of Full Council to be held on Monday, 27 September 2021: That Barry Town Council does not submit the planning application to erect a flagpole at Brock Street on behalf of Cadoxton Conservation Group for the reasons outlined above.	CEO	27.09.2021	In progress
119 (1)	To a meeting of Full Council to be held on Monday, 27 September 2021: That the Officer explore the Mind Our Future fund further and is authorised to express the Town Council's interest in this grant opportunity, no later than 30 September 2021.	CEO	27.09.2021	In progress
119 (2)	That the Officer contacts the Vale of Glamorgan Council to enquire if they are aware of the funding and if so, whether the Town Council could partner with them to provide a voice for young people living in Barry.	CEO	27.09.2021	Emailed Vale Youth Service - no response received as yet.

FULL COUNCIL	27 SEPTEMBER 2021	AGENDA ITEM: 16
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FAIRTRADE ADVISORY COMMITTEE – RESCHEDULE OF MEETING

Report Author

Beth Hillier, Sustainable Barry Projects Officer

Purpose of Report

To present alternative meeting dates for the Fairtrade Advisory Committee to the Council.

Background Information

A special meeting of the Vale of Glamorgan Council has been called for 11 October 2021, which clashes with a meeting of the Fairtrade Advisory Committee to be held on the same date. As a number of members are also Vale Councillors it is prudent to reschedule the meeting date. It should be added that the meeting of the Fairtrade Advisory Committee that was to be held on 11 October 2021 would be considering draft estimates for the 2022/2023 budget. The new proposed meeting dates have been selected to allow enough time for estimates to be included on the agenda for the Finance, Policy and General Purposes Committee to be held on 22 November 2021.

Proposed dates:

Monday 1 November 2021
Wednesday 3 November 2021
Thursday 4 November 2021

The selected meeting will still take place at the usual time of 6pm.

Recommendation

That members select a new date for the meeting of the Fairtrade Advisory Committee from the above proposed options.

FULL COUNCIL	27 SEPTEMBER 2021	AGENDA ITEM: 17
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SCHEDULE OF PAYMENTS FOR SEPTEMBER 2021 (FINAL)

Report Author

Mark Sims, Deputy Chief Officer

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

Purpose of Report

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

Detailed Information

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

The schedule of payments for September 2021 (Final) comprising of BACS payments and direct debits in the amount of £20,732.67 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 August and September 2021.

	<u>August</u>	<u>September</u>
Lloyds Banking Online (Net Pay)	38,572.16	39,420.28
HMRC	11,738.32	12,337.17
Cardiff Council (LGPS)	12,069.74	12,708.88
GMB	72.85	72.85
Unison	7.85	7.85
Prudential	250.00	250.00
	<u>62,710.92</u>	<u>64,797.03</u>

Recommendations

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

Schedule of Payments of Accounts For September 2021 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	BT plc	Broadband bill 20.05.21 - 30.09.21	253.57	50.71	304.28	Cemetery/Broadband
DD	BT plc	Telephone bill 01.07.21 - 30.09.21	50.24	10.05	60.29	Cemetery/Telephone
BACS	Dragon Fire and Security	Six monthly maintenance of Fire Alarm system	62.00	12.40	74.40	Cemetery/Property Maint
BACS	Vale of Glamorgan Council	Intruder alarm call out re activation 12.06.21 and 30.05.21	40.20	8.04	48.24	Cemetery/Property Maint
BACS	Teleshore UK Ltd	Two security packs and six hoses for shoring	291.00	58.20	349.20	Cemetery/Equipment
BACS	Hook Signs	Watering can signs and posts	168.00	0.00	168.00	Corporate/Sustainable Barry
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - August	36.00	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - August	896.00	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - August	177.00	0.00	177.00	Pioneer/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - August	203.00	0.00	203.00	CA Com Centre/Rates
DD	PHS	Hygiene services 19.09.21 - 18.12.21	55.74	11.15	66.89	M&S/Personel Hygiene
DD	PHS	Hygiene services 19.09.21 - 18.12.21	140.93	28.19	169.12	Cemetery/Personal Hygiene
DD	PHS	Hygiene services 19.09.21 - 18.12.21	179.56	35.91	215.47	Pioneer/Personal Hygiene
DD	PHS	Hygiene services 19.09.21 - 18.12.21	37.61	7.52	45.13	CACC/Personal Hygiene
DD	Viking	Twenty five reams of copier paper	63.75	12.75	76.50	M&S/Stationery
DD	Viking	Green refuse sacks and black refuse sacks	29.48	5.90	35.38	Corporate/Comm Engage
DD	Viking	Two receipt books, waste bin and mouse mat	34.26	6.85	41.11	M&S/Stationery
DD	Screwfix	LED light bulbs	42.86	8.57	51.43	Cemetery/Property Maint
DD	Screwfix	Twenty pairs of black gloves and one pair safety boots	65.82	4.17	69.99	Cemetery/PPE
DD	Lloyds Credit Card	Refund re Duplicate Howdens invoice	-309.25	-61.85	371.10	CACC/Equipment
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	66.44	13.28	79.72	Cemetery/Fuel
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	52.76	10.55	63.31	Cemetery/Fuel
BACS	Hi Speed Training	E-learning modules for new employee	145.00	29.00	174.00	Corporate/Staff Training
DD	Cariad Cool Water	Spring Water for Water Cooler (4 x 19L) less empties	36.18	7.24	43.42	Cemetery/Equipment
DD	Lloyds Credit Card	Replacement UV light for fly killer zappers	16.98	3.40	20.38	Cemetery/Property Maint
DD	Lloyds Credit Card	Hozelock 60m hose cart with 50m hose	58.33	11.67	70.00	CACC/Property Maint
DD	Lloyds Credit Card	Facebook boost for Fairtrade 5K	0.28	0.06	0.34	Corporate/Fairtrade
DD	Lloyds Credit Card	Pizzas and desserts for Youth Council 'Pizza & a Chat'	62.86	12.57	75.43	Corporate/Comm Engage
DD	Lloyds Credit Card	Six metal watering cans	89.94	18.00	107.94	Corporate/Sustainable Barry

Schedule of Payments of Accounts For September 2021 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Lloyds Credit Card	Foamex charity cheque	55.00	11.00	66.00	M&S/Stationery
DD	Lloyds Credit Card	Four Abus Titalium padlocks	43.68	8.74	52.42	Cemetery/Property Maint
DD	Lloyds Credit Card	Dry cleaning Mayoral robes and table cloths	75.00	15.00	90.00	M&S/Cleaning
DD	Lloyds Credit Card	Two heavy duty storage trunks	20.00	4.00	24.00	Corporate/Comm Engage
DD	Lloyds Credit Card	Dell Inspiron 15 3501 Laptop i3, 256 GB SSD	831.67	166.33	998.00	M&S/Equipment
DD	Lloyds Credit Card	Weed treatment	16.67	3.33	20.00	Cemetery/Property Maint
DD	Lloyds Credit Card	Credit card annual fee	32.00	0.00	32.00	M&S/Bank Charges
DD	Lloyds Credit Card	Twenty six litterpicks	334.48	66.90	401.38	Corporate/Comm Engage
DD	Lloyds Credit Card	Flowers to employee re family bereavement	19.58	3.92	23.50	M&S/Miscellaneous
BACS	JV Tree Services	Removal of one mature Scots Pine	1,365.00	273.00	1,638.00	Cemetery/Tree Work
BACS	Digital Systems Ltd	Photocopier copy charges 31.07.21 - 26.08.21	79.89	15.98	95.87	M&S/Photocopier
BACS	Vale of Glamorgan Council	Treatment of wasp nest	41.67	8.33	50.00	Cemetery/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 03.08.21	105.75	21.15	126.90	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 27.08.21	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 26.08.21	109.20	21.84	131.04	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemeterry 09-13.08.21	226.85	45.37	272.22	Porthkerry/Property Maint
BACS	Masons Moving Group	Storage charge for one container for August 2021	28.44	4.87	33.31	M&S/Property Maintenance
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.08.21 - 31.08.21)	97.43	19.49	116.92	Porthkerry/Property Maint
BACS	Employee No. 185	Mileage claim for July 2021 - August 2021	45.45	1.35	46.80	M&S/Officers Travel
BACS	Employee No. 196	Mileage claim for May 2021 - August 2021	64.38	1.92	66.30	M&S/Officers Travel
DD	BT plc	Broadband bill 01.07.21 - 31.07.21	33.45	6.69	40.14	CACC/Broadband
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	74.05	14.81	88.86	Cemetery/Fuel
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	57.44	11.49	68.93	Cemetery/Fuel
DD	Biffa Waste Services Ltd	Skip Rental 24.07.21 - 20.08.21	440.75	88.15	528.90	Cemetery/Property Maint
DD	Dwr Cymru	Water bill for 05.02.21 - 16.08.21	107.88	0.00	107.88	Pioneer/Water
DD	Dwr Cymru	Water bill for 10.02.21 - 23.08.21	68.08	0.00	68.08	Cemetery/Water
DD	Screwfix	One pair of Stanley Fatmax Ontario safety boots (size 9)	49.16	0.83	49.99	Cemetery/PPE
DD	British Gas Plc	Electricity supply for 20.07.21 - 21.08.21	41.38	2.06	43.44	Pioneer/Electricity
DD	British Gas Plc	Gas supply for 15.07.21 - 14.08.21	13.20	0.66	13.86	Pioneer/Gas

Schedule of Payments of Accounts For September 2021 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Barry Advertiser	One hundred Notice of Interment forms	140.00	28.00	168.00	M&S/Stationery
BACS	Microshade VSM	Annual fee for Kaspersky Managed Endpoint security	720.00	144.00	864.00	Corporate/Cllr Tablets
BACS	Microshade VSM	Citrix hosting service & Microsoft office for August 2021	683.89	136.78	820.67	M&S/Citrix
BACS	Gold Crest Security	Security support July (Thursday & Friday evenings)	871.20	174.24	1,045.44	Cemetery/External Security
BACS	Masons Moving Group	Storage charge for one container for September 2021	27.52	4.71	32.23	M&S/Property Maintenance
BACS	Hi Communications	Shop Local social media management	400.00	0.00	400.00	Corporate/Shop Local
BACS	Aqua Air Jetting Equipment	Ten litres RM780 wipecare, yellow rollers, red rollers	305.46	61.10	366.56	Pioneer/Cleaning
BACS	ICCM	ICCM online training - EROB for two staff	270.00	54.00	324.00	Corporate/Staff Training
DD	Dwr Cymru	Water bill for 10.02.21 - 27.08.21	1,237.53	0.00	1,237.53	Cemetery/Water
DD	Datakom	Telephone calls for 01446 738633 for September 2021	86.66	17.34	104.00	M&S/Telephone
DD	Datakom	Broadband costs for September 2021	248.32	49.66	297.98	M&S/Broadband Internet
DD	Datakom	Telephone maintenance contract for September 2021	35.00	7.00	42.00	M&S/Equipment Maint
DD	BNP Paribas	Town Hall telecoms system lease 07.10.21 - 06.01.22	384.57	76.91	461.48	M&S/Telephone
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.09.21 - 30.09.21	87.20	17.44	104.64	M&S/Equipment Maint
DD	Vodafone	Monthly rental of six mobile phones & calls for September 2	55.04	11.01	66.05	M&S/Telephone
DD	Vodafone	Monthly rental of mobile WI-Fi for September 2021	13.64	2.73	16.37	Cemetery/Telephone
DD	Vodafone	Monthly rental of one mobile phone & calls for September 2	31.26	6.25	37.51	Cemetery/Broadband
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - Septemb	36.00	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - September	896.00	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - September	177.00	0.00	177.00	Pioneer/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - September	203.00	0.00	203.00	CA Com Centre/Rates
BACS	Dops Paint Merchants	JSP Stains blocker	9.53	1.91	11.44	Cemetery/Property Maint
DD	Lloyds Cardnet	Cardnet service charges August 2021	23.24	0.00	23.24	M&S/Bank Charges
DD	Cariad Cool Water	CM Glacier R BWC C/A Water Cooler charges	37.80	7.56	45.36	Cemetery/Equipment
DD	British Gas Plc	Electricity bill for 29.07.21 - 28.08.21	53.51	2.67	56.18	Cemetery/Electricity
BACS	Npower	Electricity bill 01.08.21 - 31.08.21	56.74	2.84	59.58	CACC/Electricity
BACS	Office Furniture	One Ergo 2-Lever Operator Chair	57.00	11.40	68.40	M&S/Equipment
BACS	Neal Soils	Removal of eleven loads from compound / tip	1,980.00	396.00	2,376.00	Cemetery/Property Maint
DD	Certas Energy UK Ltd	601 litres of red diesel oil	503.16	25.16	528.32	Cemetery/Fuel

Schedule of Payments of Accounts For September 2021 (Final)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Viking	Twenty five reams of copier paper & pack of dust bags	74.24	14.85	89.09	M&S/Stationery
DD	Pitney Bowes Ltd	Lease payment for franking machine	111.19	22.24	133.43	M&S/Equipment
DD	Pitney Bowes Ltd	Reset franking machine	810.00	0.00	810.00	M&S/Postage
DD	Nisbets	Two insulated coffee jugs	37.98	7.59	45.57	CACC/Equipment
DD	Cariad Cool Water	Spring Water for Water Cooler (4 x 19L) less empties	16.68	3.34	20.02	M&S/Equipment
Total For This Period			18,304.43	2,428.24	20,732.67	
Total For Previous Periods			123,164.44	24,379.59	145,567.12	
Total to 30 September 2021			141,468.87	26,807.83	166,299.79	

FULL COUNCIL	27 SEPTEMBER 2021	AGENDA ITEM: 18
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BUDGET MONITORING REPORT 31 AUGUST 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report August 2021 (2 pages)
 B. Projected Reserves at 31 March 2022 (as at 20 September 2021) (1 page)

Purpose of Report

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

Background Information

On the following pages is the budget monitoring report August 2021, indicating actual income and expenditure up to the end of month five in the 2021/22 financial year. In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net underspend of **£1,349** that will result in a net amount of £58,651 being transferred from reserves rather than an amount of £58,000 in the original budget for 2021/22.

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

Reduction in hire income from Pioneer Hall and Cemetery Approach Community Centre	<u>£6,000</u>
Total	<u>£6,000</u>

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

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

Also included is a current projection of the Council's reserves at 31 March 2022 based on the Budget Monitoring Report August 2021 (prepared on 20 September 2021).

Recommendation

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

Budget Monitoring Report August 2021 for FC 27.09.21

Description	Item No.	Gross Expenditure						
		Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	5 Months	Expenditure	£	For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	772,137	293,947	478,190	0	772,137	772,137	0
Pension Added Years Costs	2	9,320	2,245	7,075	0	9,320	9,320	0
Personal Hygiene Facilities	3	2,100	847	1,253	0	2,100	2,100	0
Personal Protective Equipment / Clothing	3	3,750	942	2,808	0	3,750	3,750	0
Cleaning Products	3	2,200	293	1,907	0	2,200	2,200	0
Officers Travel and Subsistence	4	3,000	242	2,908	-150	3,000	3,150	-150
Rates	5	13,312	6,559	6,560	193	13,312	13,119	193
Water	6	4,050	69	3,981	0	4,050	4,050	0
Rent	7	36,256	17,252	19,004	0	36,256	36,256	0
Electricity	8	8,570	1,777	6,793	0	8,570	8,570	0
Gas	9	1,250	221	1,029	0	1,250	1,250	0
Telephone	10	3,550	2,383	1,553	-386	3,550	3,936	-386
Postage	11	2,000	342	1,658	0	2,000	2,000	0
Printing and Stationery	12	2,500	727	1,773	0	2,500	2,500	0
Insurance	13	5,000	5,156	0	-156	5,000	5,156	-156
Photocopier Costs	14	5,000	975	4,025	0	5,000	5,000	0
Property Maintenance and Improvements	15	35,490	12,597	23,893	-1,000	35,490	36,490	-1,000
Equipment	16	14,125	3,665	10,460	0	14,125	14,125	0
Equipment Maintenance	17	13,700	3,210	10,490	0	13,700	13,700	0
Bank Charges	18	800	261	539	0	800	800	0
Audit Fees - Internal	19	1,425	0	1,425	0	1,425	1,425	0
Legal Fees	20	6,000	0	6,000	0	6,000	6,000	0
Audit Fees - External	21	460	0	460	0	460	460	0
Professional Fees	22	6,000	2,127	3,873	0	6,000	6,000	0
General Salaries Contingency	23	30,000	10,043	19,957	0	30,000	30,000	0
Health and Safety	24	5,000	644	4,356	0	5,000	5,000	0
Internet Broadband	25	4,072	1,291	3,329	-548	4,072	4,620	-548
Election Costs	28	0	0	0	0	0	0	0
BACAS Burials System Annual Maintenance	29	2,550	0	2,550	0	2,550	2,550	0
Microshade Citrix	30	7,703	2,937	4,766	0	7,703	7,703	0
Welsh Translation Service	31	4,000	640	3,360	0	4,000	4,000	0
Horticulture	8	800	97	703	0	800	800	0
Vehicle Maintenance	11	1,200	937	263	0	1,200	1,200	0
Haulage and Fuel	12	4,375	1,943	2,432	0	4,375	4,375	0
Vehicle Tax and Insurance	13	552	555	0	-3	552	555	-3
Philadelphia Cemetery	14	500	110	390	0	500	500	0
Interest on PWLB Loan	15	2,077	973	1,104	0	2,077	2,077	0
Capital Repayment on PWLB Loan	16	16,921	5,232	11,689	0	16,921	16,921	0
Treework Maintenance	17	6,195	3,132	3,063	0	6,195	6,195	0
Cemetery Roads Maintenance	19	3,000	0	3,000	0	3,000	3,000	0
Memorial Safety Advertising	20	250	0	250	0	250	250	0
Subscriptions	21	850	405	445	0	850	850	0
External Security at Cemetery	23	0	1,544	2,060	-3,604	0	3,604	-3,604
Memorial Inspection Maintenance Programme	24	16,000	0	16,000	0	16,000	16,000	0
New Play Equipment	11	1,000	0	1,000	0	1,000	1,000	0
Civic Hospitality	1	2,200	0	2,200	0	2,200	2,200	0
Mayor's Hospitality	2	500	41	459	0	500	500	0
Mayor's Medallions and Plaques	3	2,000	0	2,000	0	2,000	2,000	0
Photographical Services	4	250	0	250	0	250	250	0
Mayor's Allowance inc. On Cost	5	1,619	1,606	0	13	1,619	1,606	13
Deputy Mayor's Allowance inc. On Cost	5	500	0	0	500	500	0	500
Mayor's Travel	6	500	0	500	0	500	500	0
Mayor's Donations	7	750	12	738	0	750	750	0
Mayor's Advertising	8	750	100	650	0	750	750	0
Civic Gifts	9	500	0	500	0	500	500	0
Restricted Grant Funding to Memorial Hall Theatre	1	150,000	0	150,000	0	150,000	150,000	0
Corporate Events	3	34,000	0	34,000	0	34,000	34,000	0
Corporate Advertising and Marketing	4	4,000	2,876	1,124	0	4,000	4,000	0
Corporate Engagement Strategy	5	7,000	761	6,239	0	7,000	7,000	0
Shop Local Campaign	6	15,000	2,082	12,918	0	15,000	15,000	0
Community Grants	7	65,000	50,247	14,753	0	65,000	65,000	0
Grant to Pioneers Club re use of hall	8	1,270	0	1,270	0	1,270	1,270	0
Website Costs	9	2,000	450	1,550	0	2,000	2,000	0
Fairtrade Campaign	10	1,000	0	1,000	0	1,000	1,000	0
Subscriptions	11	9,371	8,664	707	0	9,371	9,371	0
Councillor Training	12	2,000	0	2,000	0	2,000	2,000	0
Staff Training	13	20,000	5,596	14,404	0	20,000	20,000	0
Councillor Allowances	14	2,000	1,200	800	0	2,000	2,000	0
Councillor Tablets	15	792	0	792	0	792	792	0
Councillor Emails	16	380	363	17	0	380	380	0
Staff Wellbeing Fund	17	500	0	500	0	500	500	0
Sustainable Barry Initiative (Minute number 654(2))	18	15,500	7,258	8,242	0	15,500	15,500	0
Place Plan (Minute number 673(4) refers)	19	3,000	0	3,000	0	3,000	3,000	0
Barry Youth Action	1	3,000	0	3,000	0	3,000	3,000	0
Dementia Friendly Project	2	3,000	0	3,000	0	3,000	3,000	0
Cemetery Fencing	3	0	0	0	0	0	0	0
Cemetery Roads Improvement	4	20,000	0	20,000	0	20,000	20,000	0
Cemetery Benches	5	2,000	1,766	0	234	2,000	1,766	234
Cemetery Treework	6	0	0	0	0	0	0	0
COVID-19 Recovery Fund	7	0	0	0	0	0	0	0
Cemetery Approach Building (Prev Yr Reserves)	8	0	0	0	0	0	0	0
COVID-19 EXPENDITURE	1	13,000	2,066	10,934	0	13,000	13,000	0
Total Expenditure		1,442,422	471,408	975,921	-4,907	1,442,422	1,447,329	-4,907

Budget Monitoring Report August 2021 for FC 27.09.21

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	5 Months	Expenditure	£	For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	500	19	0	-481	500	100	-400
Interment Fees	1	73,050	33,876	0	-39,174	73,050	77,798	4,748
Exclusive Right of Burials	2	29,774	13,734	0	-16,040	29,774	31,102	1,328
Memorial Fees	3	12,044	11,914	0	-130	12,044	19,068	7,024
Transfer of Exclusive Right of Burials	4	1,800	1,170	0	-630	1,800	2,220	420
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	5,574	2,283	0	-3,291	5,574	5,480	-94
Other Miscellaneous Income	8	2,000	677	0	-1,323	2,000	2,000	0
Cemetery Improvement Fee	9	2,000	1,537	0	-463	2,000	2,000	0
Grants Receivable	10	0	0	0	0	0	0	0
Portnkerry Agreement	3	13,146	6,573	0	-6,573	13,146	13,146	0
Lettings	1	12,000	2,768	0	-9,232	12,000	6,000	-6,000
Lettings - Old Pioneers Club via S137	2	0	0	0	0	0	0	0
Total Income		152,736	74,551	0	-78,185	152,736	158,992	6,256
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	5 Months	Expenditure	£	For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,289,686	396,857	975,921	-83,092	1,289,686	1,288,337	1,349
Transfer to / (from) reserves		(58,000)				(58,000)	(56,651)	
Amount to be met from Precept		1,231,686				1,231,686	1,231,686	
Our revised net budget for the year is £1,289,686 with actual expenditure for the 5 months to 31 August 2021 of £396,857 and committed expenditure of £975,921 with an amount of budgeted income yet to be received of £978,185 noting that a revised amount of £58,000 will be drawn down from reserves.								
Our projected out-turn for the year produces an underspend of £1,349 (£4,907 more expenditure with £6,256 more income). This will result in a net amount of £56,651 being transferred from reserves rather than transferring £58,000 from reserves.								

Projected Reserves for 31 March 2022 (as at 20 September 2021)

Description of Reserves	Balance at 01.04.21	Contribution to reserve	Contribution from reserve	Balance at 31.03.22
Cemetery Improvement Reserve	2,957	2,000	(1,766)	3,191
Acquisition Reserve	17,566	-	-	17,566
Plant and Machinery Reserve	21,850	-	-	21,850
Shop Local Reserve	6,477	-	-	6,477
Election Reserve	26,771	-	-	26,771
Place Plan Reserve	3,000	-	(3,000)	-
Cemetery Roads Reserve	5,000	-	-	5,000
Staff Training Reserve	6,000	-	-	6,000
General Reserve	409,186	-	(53,885)	355,301
Total	498,807	2,000	(58,651)	442,156

FULL COUNCIL	27 SEPTEMBER 2021	AGENDA ITEM: 19(a)
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DRAFT HYBRID MEETING PROTOCOL

Purpose of Report

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

Report Author

Emily Forbes (Chief Officer) and Mark Sims (Deputy Chief Officer)

DRAFT HYBRID MEETING PROTOCOL

1. Introduction

Virtual (Remote) Council and Committee meetings via Zoom have been used during the Covid-19 pandemic due to Government Guidelines and legislation which allowed the framework for Council to meet remotely. This has legally allowed for Summons, Agendas and Papers to be delivered electronically and meetings to be held via a remote platform as per the requirements of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

The Local Government and Elections (Wales) Act 2021 received Royal Assent on 20 January 2021 and makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

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

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

2. Hybrid arrangements – how will they work?

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

The Council will use Zoom to enable Members, officers and the Public to attend and participate in meetings safely. Those attending the meeting physically will be able to see and hear Zoom participants via the existing large TV screen in the meeting room and through the use of the 360-degree camera which has been purchased for this purpose.

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

3. Zoom

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

4. Access to documents

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

5. Setting up the Meeting for Zoom attendance

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

6. Public Access and Participation

(a) Public Access:

Members of the Public will be able to use a web link and standard internet browser to attend a meeting via Zoom and, currently, will not be invited in person unless in

exceptional circumstances requiring further risk assessment.

(b) Public Participation (speaking):

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

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

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

7. Arrangements for any person attending meetings at Town Hall

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

- (a) Do not attend if you: have any symptoms of Covid-19; are self-isolating (with or without a positive Covid-19 test); or are in a period of post-travel quarantine.
- (b) Wear a mask in public places
- (c) Use the hand sanitiser which is available in the building.
- (d) Follow the directions for entering, moving around and exiting the building. Follow the instructions of any Officer present to manage the safety of the meeting.
- (e) If not on the Council contact database, you will be asked to sign into the meeting and leave your contact details
- (f) Enter and leave the building promptly – do not gather inside after the meeting has finished, or during any break in the meeting
- (g) Bring your own water/refreshments, as these will not be available for the time being.
- (h) Maintain social distancing throughout – this is 2 metres apart, and closer with additional safeguards (facemasks / evidence of double vaccination).

8. Starting the Meeting

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

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

9. Declaration of Interests

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

10. The Meeting and Debate

(a) For Members and Officers physically present

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

(b) For any person attending via Zoom

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

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

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

11. Voting

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

12. Meeting Etiquette Reminder for Zoom attendees

- Mute your microphone – you will still be able to hear what is being said.
- Only speak when invited to do so by the Chair.
- Speak clearly

- If you're referring to a specific page, mention the page number.

13. Confidential Reports and Debate

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

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

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

14. Disorderly Conduct by Members

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

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

15. Disturbance from Members of the Public

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

16. Technical issues – meeting management

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

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

Where any Member, Officer or the Public experience their own technical problems during the course of a meeting e.g. through internet connectivity or otherwise, the

meeting will not be automatically suspended or adjourned.

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

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

- Join public Zoom meetings by telephone if there is a problem with the internet. Before all meetings, note down the Zoom telephone login details.
- Consider an alternative location from which to join the meeting, but staying safe and keeping confidential information secure. For officers, this may mean considering whether to come into the office, subject to this being safe and practicable (childcare etc.)
- Have to hand the telephone number of someone attending the meeting – and contact them if necessary to explain the problem in connecting
- Officers should have an ‘understudy’ or deputy briefed and on standby to attend and present as needed (and their telephone numbers to hand)