



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

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

**PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY
PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF BARRY
TOWN COUNCIL IS TO BE HELD ON WEDNESDAY 28 APRIL 2021 AT
7.00 PM VIRTUALLY ON FOR THE PURPOSE OF TRANSACTING THE
BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

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

Yours faithfully

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

**Emily Forbes
Chief Officer (Town Clerk)**

***Please note: A Police Representative will be in attendance at 18:30 to
provide a public update (awaiting confirmation)***

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 the Extraordinary meeting of Council held on 18 March 2021 (Pages 4875-4879)
5. To receive communications from the Mayor (Verbal)
6. To consider questions from Councillors in accordance with the provisions of Standing Order 3(e)
7. To consider questions/comments from Members of the public in accordance with the provisions of Standing Order 3(f)

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

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

GOVERNANCE

9. To nominate the Mayor Elect for the Council Year 2021 / 22
10. To nominate the Deputy Mayor Elect for the Council Year 2021 / 22

MINUTES OF STANDING COMMITTEES AND WORKING PARTIES

11. To receive and note the minutes of the Consultations Working Party held on 25 February 2021 and to give considerations to any recommendations therein. (Pages 4880-4882)
12. To receive and note the minutes of the Halls, Cemeteries and Community Facilities Committee held on 8 March 2021 and the minutes of the Extraordinary meeting of the Halls, Cemeteries and Community Facilities Committee held on 12 April 2021 and to give consideration to any recommendations therein (Pages 4883-4893)
13. To receive and note the minutes of the Finance, Policy and General Purposes Committee held on 19 April 2021 and to give consideration to any recommendations therein (Pages 4894-4889)
14. To consider a Draft Schedule of Meetings 2021/22 (Page 4900)

FINANCE

15. **To approve the Schedule of Payments for April 2021**
(Pages 4901-4906)
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
16. **To receive and note the Budget Monitoring Report / Provisional Out-Turn for the Year Ending 31 March 2021 (Prior to Year End Closedown)**
(Pages 4907-4911)
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
17. **Grant Programmes 2021/22** **(Pages 4912- 4939)**

CORRESPONDENCE

18. **Membership of One Voice Wales 2021-2022 – Renewal of Membership details**
(Pages 4940-4974)
19. **Date of Next Meeting**
To note that the next meeting of Full Council will be the Annual Meeting of Council scheduled to Monday 17 May 2021 at 6 pm
20. **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.
21. **Memorial Hall and Theatre (MHT) Grant Funding Agreement**
(Pages 4975-4980)
a) Letter sent by the Council on 26 March 2021
b) Response received from the Memo 9 April 2021

Distribution

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

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

**DRAFT MINUTES OF THE VIRTUAL EXTRAORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 18 MARCH 2021 AT 6PM**

PRESENT: The Mayor (Councillor Wilkinson) together with Councillors Aviet, Brooks, Charles, Clarke, Collins, Drake, Hawkins, N Hodges, S Hodges, Hooper, Johnson, Lloyd-Selby, Payne, Perkes, Richardson, Rowlands and Wiliam (Arrived at 6.05 pm)

ALSO PRESENT: Emily Forbes - Chief Officer (Town Clerk)
Mark Sims - Deputy Chief Officer
Rebecca Blackwell - Office Team Leader

854. **APOLOGIES FOR ABSENCE**

None were received.

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

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

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

856. **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.

857. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 22 FEBRUARY 2021**

RESOLVED: That the minutes of the meeting of Full Council held on 22 February 2021 are approved and signed as a correct record.

858. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of Full Council is scheduled to be held on Wednesday 28 April 2021 at 7.00pm.

859. **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.

860.

TO REVIEW A RESPONSE FROM THE MEMORIAL HALL AND THEATRE RE: BTC GRANT FUNDING AGREEMENT AND TO DISCUSS A WAY FORWARD

Members were provided with the following information in relation to the Memorial Hall and Theatre.

- i) Letter sent to Trustees on 23 February 2021
- ii) Response received from Trustees on 9 March 2021
- iii) 2019-2022 Grant Funding Agreement for reference

Members had a lengthy and detailed discussion in relation to the Grant Funding Agreement held between Barry Town Council and the Memorial Hall Theatre. There were a number of concerns that were raised in relation to financial accountability and governance and members felt that the correspondence received from the memorial hall and Theatre Trust had resolved the concerns raised.

Councillor Johnson made a suggestion that a small group with a member of each party could meet to go through the financial concerns in order to form a detailed response to the Memorial Hall and Theatre.

It was noted that Councillor Rowlands had left the meeting prior to the first vote.

Discussions continued in relation to the concerns members had and a vote was taken to withhold any further funding until the Town Council can be assured that the grant funding is being used in accordance to the grant agreement 2019-2022.

The result of the vote was unanimous and it was agreed that funding will be withheld until the Council is assured that the Memorial Hall and Theatre can assure the Council that the Grant Funding is being spent in accordance with the 2019-2022 Grant Agreement.

It was noted that Councillor Hooper had left the meeting prior to the second vote

Members were requested to vote on the suggestion of a small group of Councillors, one from each party in order to discuss the detail of the grant claim form with the response being agreed via Urgent Action with Group Leaders.

A vote was taken and it was unanimous that a small group be arranged to meet in order to discuss the details of the Grant Claim Form received from the Memorial Hall and Theatre.

Members were asked to nominate a member from each party and the results were:

Councillor Charles – Conservative
Councillor Brooks – Labour
Councillor Johnson – Plaid

The Chief Officer advised that she would contact the three members in order to set up a meeting as soon as possible.

RESOLVED:

- 1. That any further funding payments be suspended until assurances can be met in relation to the Grant Funding Agreement 2019-2022**
- 2. That a meeting of the smaller working group is arranged to discuss the Grant Claim Form submitted by the Memorial Hall and Theatre in detail and to draft a response setting out the Council's requirements**
- 3. That correspondence is agreed via Group Leaders and sent to the Memorial Hall and Theatre Trust Chairperson to advise of the outcome of this meeting.**

The meeting closed at 7.25pm.

Signed Dated

(Town Mayor)

ACTION SHEET - EXTRAORDINARY FULL COUNCIL - 18 MARCH 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
860(1)	That any further funding payments be suspended until assurances can be met in relation to the Grant Funding Agreement 2019-2022	RFO	18.03.21	Completed
860(2)	That a meeting of the smaller working group is arranged to discuss the Grant Claim Form submitted by the Memorial Hall and Theatre in detail and to draft a response setting out the Council's requirements	CO	24.03.21	Completed
860(3)	That correspondence is agreed via Group Leaders and sent to the Memorial Hall and Theatre Trust Chairperson to advise of the outcome of this meeting.	CO	26.03.21	Completed

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE WORKING PARTY TO CONSIDER CONSULTATIONS RECEIVED HELD ON THURSDAY 25 FEBRUARY 2021, AT 4PM

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

ALSO PRESENT: Mark Sims – Deputy Chief Officer

Hannah Linton – Trainee Administrator

118. **APOLOGIES FOR ABSENCE**

None were received.

119. **DECLARATIONS OF INTEREST**

None were received.

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

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

121. **TO APPROVE THE MINUTES OF THE WORKING PARTY TO CONSIDER CONSULTATIONS MEETING HELD ON WEDNESDAY 20 JANUARY 2021**

RESOLVED: That the minutes of the Working Party to Consider Consultations meeting held on 20 January 2021 be approved and signed as a correct record.

122. **TO CONSIDER THE FOLLOW CONSULTATIONS**

- i. New draft Guidance on the Code of Conduct for members of County and Community/Town Councils– Deadline 21 March 2021

The Deputy Chief Officer informed the Committee of the new deadline date for the reviews on the report being extended to 21 March 2021.

Councillor Drake expressed the need for intermediate training for all Councillors to keep up-to-date.

The Chair noted that Barry Town Council could arrange training for all Councillors themselves and could be requested at any time. The Chair also noted that on page 3636 of the report it states 'Community Councillors do not have a prejudicial interest in decisions in respect of grants', and that Barry Town Council already have in place that Councillors declare any interest with grant applicants and recommended querying that 'value does not exceed £500' as Barry Town Council have larger grant funding.

Councillor Clarke agreed that Councillors declare any interest for all amounts on applications, and suggested changing the wording from 'do not' to 'may not'.

The Chair suggested that small community councils may deem £500 as a big grant compared to what Barry Town Council offer with the budget of £15,000. The Chair expressed a general comment in regards to how quickly the reports take to action, and would recommend speeding up the procedure.

Councillor Clarke suggested distributing the report to all Councillors who may be interested.

The Deputy Chief Officer noted that the report is a draft and concurred that the document could be issued to all Councillors for information.

Councillor Clarke requested getting confirmation of any changes made from the draft document to the final report.

RESOLVED:

- 1) That officers respond to the consultation advising that this Council disagree with the comment that Community Councillors do not have a prejudicial interest in decisions made by the Council in respect of grants, loans or other financial assistance to community groups or voluntary organisations where the value does not exceed £500, whilst accepting that this may be related to a cost / benefit analysis relating to capacity / workload etc. in investigating complaints on grants with a value below £500, and that Barry Town Councillors will continue to declare an interest regardless of value if they consider an interest exists.
- 2) That the report be distributed to all Councillors for their information.

123. **DATE OF NEXT MEETING**

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

Meeting closed at 16:21 pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - CONSULTATION WORKING PARTY - 25 FEBRUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
122 (1)	That officers respond to the consultation advising that this Council disagree with the comment that Community Councillors do not have a prejudicial interest in decisions made by the Council in respect of grants, loans or other financial assistance to community groups or voluntary organisations where the value does not exceed £500, whilst accepting that this may be related to a cost / benefit analysis relating to capacity / workload etc. in investigating complaints on grants with a value below £500, and that Barry Town Councillors will continue to declare an interest regardless of value if they consider an interest exists.	DCO	19.03.21	Completed
122 (2)	That the report be distributed to all Councillors for their information	DCO	19.03.21	Completed

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 8 MARCH 2021 AT 7.00 PM

PRESENT: Councillors N P Hodges (Chair), Aviet, Clarke, Johnson, Richardson (Vice Chair) and Wilkinson (Ex Officio)

ALSO PRESENT: Amanda Evans – Facilities and Cemeteries Manager
Rhian Burns – Administrator

A261. **APOLOGIES FOR ABSENCE**

None were received.

A262. **DECLARATIONS OF INTEREST**

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

A263. **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.**

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- (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.

A264.

TO APPROVE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 11 JANUARY 2021

RESOLVED: That the minutes of the Extraordinary Meeting of the Halls, Cemeteries and Community Facilities Committee's meeting held on 11 January 2021 be approved and signed as a correct record.

A265.

BUDGET MONITORING REPORT DECEMBER 2020

Members received the Committee's income and expenditure in the 2020/21 financial year as at the end of February. The Facilities and Cemeteries Manager advised that the net overspend of £5,855 was largely due to costs incurred in laying flat four large memorials for safety and extra costs incurred due to the Covid-19 pandemic.

Councillor Johnson noted that under the circumstances of the last year, the overspend was understandable, especially given the loss of income from the hire of the community halls.

Members wished to record their thanks to staff for their work in ensuring the budget was adhered to as much as possible.

RESOLVED: That the budget monitoring report for February 2021 noting the projected net overspend (deficit for the year) of £5,855 in 2020/21.

A266.

TREES/FENCE UPDATE

The Facilities and Cemeteries Manager advised that two new members of staff had been recruited to join the Cemetery Team – a Trainee Cemetery Operative and a Gardener, who would largely be responsible for Cemetery Approach Gardens.

She advised Members that the trees along the boundary with St Andrews Road had now been removed and the ground restored. She asked members to advise their availability for a site visit with the fence contractor.

RESOLVED:

1. That the verbal update be received and noted.
2. That the Facilities and Cemeteries Manager arranges a site visit for Members with the fencing contractor.

A 267. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1212 - 1221 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 1212 - 1221 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 268. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13788 - 13799 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 13788 - 13799 inclusive, granting the Exclusive Right of Burial to those named.

A 269. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Halls, Cemeteries & Community Facilities Committee will be confirmed at the Annual Meeting of Full Council to be held on 17 and 18 May 2021.

A 270. **EXCLUSION OF THE PRESS AND PUBLIC**

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

A271. **ENHANCED SERVICES**

Members were provided with an update on providing extra services at Merthyr Dyfan Cemetery. The Cemetery and Facilities Manager provided members with costings and quotes from florists for the supply of flowers.

Members discussed the various options for pricing with the Facilities and Cemeteries Manager noting that it had been her intention to keep the pricing structure as cost neutral as possible in providing this service.

RECOMMENDED:

- 1. To a meeting of the Finance, Policy and General Purposes Committee to be held on 19 April 2021 that an enhanced service is introduced based on the costings provided.**
- 2. That both flower laying and grave care services be introduced.**
- 3. That the supplier of quote number three be approached a first choice and supplier of quote number four be second choice.**

RESOLVED:

- 1. That the services be introduced for a trial period of one year and that take up and feasibility is reviewed at the end of this period.**
- 2. That the service be allowed to grow slowly to allow feasibility to be monitored.**

A272.

TREES

Members received an update on the tree enquiries from the members of the public. The Facilities and Cemeteries Manager advised that she had created a leaflet to distribute to households neighbouring Merthyr Dyfan Cemetery in order to highlight the Councils responsibilities and householders' rights concerning boundary trees.

Councillor Johnson requested that a small section regarding tree roots be added to the leaflet. Councillor Clarke raised a concern that if tree roots were cut by householders it could potentially render the tree concerned unstable.

Members received a request from Barry and District Soroptomist group requesting that they be involved in the planting of the trees along the boundary with St Andrews Road. Members felt that this work should be undertaken by the Cemetery Team. Members noted that the Barry and District Soroptomist group would be very welcome to plant a tree commemorating the 100th anniversary of the Soroptomist International of Great Britain and Ireland organisation.

RESOLVED:

1. That the leaflet be approved for distribution to residents living in properties on the boundary with Merthyr Dyfan Cemetery in order to highlight the Councils responsibilities and householders' rights concerning boundary trees, subject to the above amendment.
2. That the request from the Barry and District Soroptomist Group to assist in planting trees along the boundary with St Andrews Road be declined.
3. That the Barry and District Soroptomist Group be invited to plant a commemorative tree in Merthyr Dyfan Cemetery to mark the 100th anniversary of the Soroptomist International of Great Britain and Ireland organisation on the proviso that the Barry Town Mayor be invited to attend the planting.

A273.

PHILADELPHIA CEMETERY PLAQUE

Members received an example plaque to be placed on the wall outside the Philadelphia Cemetery. Members suggested an amendment to the wording and requested that the Facilities and Cemeteries Manager circulate the finalised wording to members before purchasing the plaque.

Councillor Johnson noted that it would be useful for himself and Councillor Wiliam - as fluent Welsh speakers – to have sight of the translated text as well as the English.

RESOLVED: That the wording be amended and that the final proof including Welsh translation be circulated to Members and Councillor Wiliam.

The meeting ended at 7.41 pm

SignedDate

FOR INFORMATION ONLY

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

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A 266 (2)	That the Facilities and Cemeteries Manager arranges a site visit for Members with the fencing contractor.	FCM	01/03/2021	Completed
A 271 (1)	RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee to be held on 19 April 2021 that an enhanced service is introduced based on the costings provided.	FCM	Apr-21	Completed
A 271 (2)	RECOMMENDED: That both flower laying and grave care services be introduced.	FCM	Apr-21	Completed
A 271 (3)	RECOMMENDED: That the supplier of quote number three be approached a first choice and supplier of quote number four be second choice.	FCM	Mar-21	Completed
A 271 (1)	That the services be introduced for a trial period of one year and that take up and feasibility is reviewed at the end of this period.	FCM		Review 2022
A 271 (2)	That the service be allowed to grow slowly to allow feasibility to be monitored.	FCM		Review 2022
A 272 (1)	That the leaflet be approved for distribution to residents living in properties on the boundary with Merthyr Dyfan Cemetery in order to highlight the Councils responsibilities and householders' rights concerning boundary trees, subject to the above amendment.	FCM	Mar-21	Completed
A 272 (2)	That the request from the Barry and District Soroptomist Group to assist in planting trees along the boundary with St Andrews Road be declined.	FCM	Mar-21	Completed
A 272 (3)	That the Barry and District Soroptomist Group be invited to plant a commemorative tree in Merthyr Dyfan Cemetery to mark the 100th anniversary of the Soroptomist International of Great Britain and Ireland organisation on the proviso that the Barry Town Mayor be invited to attend the planting.	FCM/Events	Mar-21	Nov-21
A 273	That the wording for the Philidelphina Plaque be amended and that the final proof including the welsh translation be circulated to memebbers and councilor Wiliam	FCM		on-going

BARRY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 12 APRIL 2021 AT 7.00 PM

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

ALSO PRESENT: Amanda Evans – Facilities and Cemeteries Manager
Rhian Burns – Administrator
Councillor Payne - Observer

A minutes silence was held for the Duke of Edinburgh who passed away on 9 April 2021.

A274. **APOLOGIES FOR ABSENCE**

None were received.

A275. **DECLARATIONS OF INTEREST**

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

A276. **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:

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- (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.

A277. **TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 8 MARCH 2021**

RESOLVED: That the minutes of the Meeting of the Halls, Cemeteries and Community Facilities Committee's meeting held on 8 March 2021 be approved and signed as a correct record.

A278. **COMMUNITY CENTRE UPDATE**

Members received an update on the Community Centres closure due to the pandemic.

Councillor Johnson queried whether the Pioneer Hall would be used as a polling station for the upcoming Senedd elections. The Cemeteries and Facilities Manager advised that the Pioneer Hall would be in use and that she was liaising with the Vale of Glamorgan Council to make arrangements for this.

RESOLVED: That the update be received and noted.

A 279. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Halls, Cemeteries & Community Facilities Committee will be confirmed at the Annual Meeting of Full Council to be held on 17 and 18 May 2021.

A 280. **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential

nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

A281.

MERTHYR DYFAN CEMETERY FENCING

Members were provided with an update on the fence needed to the boundary of Merthyr Dyfan Cemetery and St Andrews Road.

The Cemetery and Facilities Manager advised Members that there were two options for the installation of the new fence. The first was to remove the existing fencing, completely remove the remaining tree stumps and replace the fencing in the same location. The second option was to install the new fencing approximately 2 metres inside the existing fencing and carry out the tree planting in between the two fence lines.

The Cemetery and Facilities Manager noted that residents of neighbouring properties had in many cases attached their own fencing and outbuildings to the existing fencing and that removal of this fence could result in damage to their properties. She also noted that should option 2 be chosen as a way forward that gates would need to be installed along the new fence line to allow staff access for tree maintenance work to be carried out. She also advised Members of the financial implications of each option.

Members discussed the proposals and agreed that installing a secondary fence line inside the existing fence line would be the preferred option.

Members felt it was important to ensure the existing boundary line was maintained and it was suggested photographs or video should be taken as a record of the boundary.

Members also agreed a letter should be sent to neighbouring residents to outline both their and this Council's rights and responsibilities regarding the trees and fencing.

RECOMMENDED:

- 1. That the fence be erected approximately 2 metres inside the existing fence line.**
- 2. To a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 19 April 2021 that, eight gates be installed at an additional cost of £6,800 to be taken from the Cemetery Improvement Fund.**

RESOLVED:

- 3. That a letter be sent to neighbouring residents outlining rights and responsibilities of residents and this Council relating to the boundary.**

The meeting ended at 7.30 pm

SignedDate

FOR INFORMATION ONLY

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

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A281 (1)	That the fence be erected approximately 2 metres inside the existing fence line.	FCM	May-21	In Progress
A281 (2)	To a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 19 April 2021 that, eight gates be installed at an additional cost of £6,800 to be taken from the Cemetery Improvement Fund.	FCM	Apr-21	Completed
A281 (3)	That a letter be sent to neighbouring residents outlining rights and responsibilities of residents and this Council relating to the boundary.	FCM	Apr-21	Completed

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 19 APRIL 2021 AT 7.00 PM

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

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Rhian Burns – Administrator
Councillor Clarke - Observer
Councillor Johnson – Observer

F269. APOLOGIES FOR ABSENCE

None were received.

F270. DECLARATIONS OF INTEREST

None were received.

F271. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

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

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

(b) the need to take an integrated approach, by considering how—
(i) the body's well-being objectives may impact upon each of the well-being goals;
(ii) the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

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

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

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

F272. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 8 FEBRUARY 2021

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 8 February 2021 be approved and signed as a correct record.

F273. TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING GROUP'S MEETINGS HELD ON 23 FEBRUARY, 15 MARCH AND 12 APRIL 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED: That the minutes of the Sustainable Barry Working Group's meetings held on 23 February, 15 March and 12 April 2021 be received and noted.

F274. TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 22 MARCH 2021 AND TO GIVE CONSIDERATION TO RECOMMENDATIONS THEREIN AT R276 AND R282, NOTING THAT POLICY RECOMMENDATIONS APPEAR LATER ON THIS AGENDA AT ITEM 11

RESOLVED:

1. That the minutes of the meeting of the Personnel Committee held on 22 March 2021 be received and noted.
2. That £6,000 of committed expenditure for Cemetery Training be earmarked by transferring to a Staff Training Reserve at the year end.
3. That the Staff Suggestion Scheme is replaced with a Staff Wellbeing Fund where staff can make suggestions to utilise the funding each year for promoting their mental and physical health and wellbeing in the Workplace.

F275. TO RECEIVE AND NOTE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 25 MARCH 2021 AND TO GIVE CONSIDERATION TO RECOMMENDATIONS THEREIN

RESOLVED:

1. That the minutes of the meeting of the Innovation Working Party held on 25 March 2021 be received and noted.

2. That the Council formally adopts a hybrid workplace model (where office staff are able to choose to share working time between the office and remotely balancing the needs of the individual with the needs of the business.
3. That an appointment system for public appointments is put in place when Welsh Government allows face to face appointments to resume at the office.

F276. BUDGET MONITORING REPORT / PROVISIONAL OUT-TURN

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

Councillor S Hodges requested that the budget heading named 'Core Funding to Memorial Theatre' be renamed 'Grant Agreement Funding to Memorial Theatre' for clarity.

Councillor Johnson queried how the grant funding that had not been awarded to the Memorial Hall Theatre would be presented in the accounts. The Deputy Chief Officer advised that from an accounting perspective this money would be classed as a provision and would be included as such.

RESOLVED: That the budget monitoring report for March 2021 / provisional out-turn to 31 March 2021, be received noting the projected overspend of £67,965 that will result in a net amount of £212,081 being transferred from reserves.

F277. INTERNAL AUDIT REPORT 2020/21 (SECOND INTERIM)

Members received the internal auditor's report (second interim) for 2020/21. The Deputy Chief Officer noted that the audit had been carried out on a remote basis and that the process had gone smoothly.

Members thanked the Deputy Chief Officer for his work in ensuring there were no issues to be addressed.

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

F278. GDPR UPDATE

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

RESOLVED: That the update be received and noted.

F279. TO REVIEW AND APPROVE NEW POLICY RECOMMENDATIONS FROM OTHER COMMITTEES

- i. Sickness Absence Policy Review and Redraft**
- ii. NEW Draft Bereavement Policy**
- iii. NEW Draft Covid-19 Vaccinations Policy**
- iv. NEW Draft Workplace Mental Wellbeing Strategy**

Members noted that the Covid-19 Vaccinations Policy would need to be regularly reviewed and updated as necessary as government guidance was updated. They also felt that the approach of encouraging and supporting vaccination for staff members could be expanded to also include the flu vaccine.

Members highlighted that lateral flow testing kits were now available for free from the testing centre at Colcot Sports Centre and suggested staff should be encouraged to utilise this facility. The Chief Officer advised that some staff had already accessed the test kits and that she would raise this at team meeting and ask line managers to cascade this information to their teams.

The Chief Officer advised that Mental Health First Aider training was being planned as well as an informal 'buddying system' being set up to help promote wellbeing among staff.

Members welcomed the proposals in the policy. Councillor Johnson noted that he had contacts at both MIND and Time to Change Wales who may be able to assist.

RESOLVED:

- 1. That this Council approves the following policies subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2 week period where necessary:**

**Reviewed and redrafted Sickness Absence Policy
Bereavement Policy**

**Covid-19 Vaccinations Policy
Workplace Mental Wellbeing Strategy**

2. To the next meeting of the Personnel Committee Meeting (date to be agreed at the Annual Meeting on 17&18 May) that a strategy for flu vaccinations be discussed.

F280. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be agreed at the Annual Meeting scheduled to be held on 17/18 May 2021.

F281. EXCLUSION OF THE PRESS AND PUBLIC

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

F282. TO CONSIDER RECOMMENDATIONS FROM OTHER COMMITTEES

- a) **Enhanced Services at Merthyr Dyfan Cemetery– Recommendation from Halls, Cemeteries and Community Facilities Committee - 8 March 2021**

RESOLVED: That the Facilities and Cemeteries Manager be authorised to implement the enhanced services based on the costings provided.

- b) **Fence and Gates - Recommendation from Halls, Cemeteries and Community Facilities Committee – 12 April 2021**

RESOLVED: That an additional £5,535 be spent from the Cemetery Improvement Reserve to complete the Cemetery Fencing project.

The meeting closed at 7.45pm.

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

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 19 APRIL 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F 274 (2)	That £6,000 of committed expenditure for Cemetery Training be earmarked by transferring to a Staff Training Reserve at the year end.	DCO	Apr-21	In Progress
F 274 (3)	That the Staff Suggestion Scheme is replaced with a Staff Wellbeing Fund where staff can make suggestions to utilise the funding each year for promoting their mental and physical health and wellbeing in the Workplace.	CO	2021/2022	In Progress
F 275 (2)	That the Council formally adopts a hybrid workplace model (where office staff are able to choose to share working time between the office and remotely balancing the needs of the individual with the needs of the business.	CO	2021/2022	In Progress
F 275 (3)	That an appointment system for public appointments is put in place when Welsh Government allows face to face appointments to resume at the office.	CO	2021/2022	In Progress
F 279 (1)	That this Council approves the following policies subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2 week period where necessary: Reviewed and redrafted Sickness Absence Policy Bereavement Policy Covid-19 Vaccinations Policy Workplace Mental Wellbeing Strategy	CO	04-May-21	In Progress

**BARRY TOWN COUNCIL
DRAFT SCHEDULE OF MEETINGS FOR 2021/22**

COMMITTEE	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
FULL COUNCIL	*17/ 18	28 (AC)	19	R	27			13 (C)		7 (D)			*16/ 17
HALLS, CEMETERIES AND COMMUNITY FACILITIES			5	E	6		8 (B)		17				
PERSONNEL			12	C	13		15 (B)		24				
FINANCE, POLICY & GENERAL PURPOSES		2 (G) Wed 21 (G)	12 (G) (6pm)	E			22 (B)		31				
PLANNING	19	8	20	S	1	12	2	14	25	15	8	19	10
SHOP LOCAL (all meetings start at 6pm)		10		S		7 (B)				3			
MHT WORKING PARTY (all meetings start at 6pm)				-									
FAIRTRADE (all meetings start at 6pm)		2		-		11 (B)				7			
SUSTAINABLE BARRY WORKING PARTY (all meetings start at 6pm)			5	-	6		8 (B)		17				
COMMUNITY PLAN WORKING PARTY (all meetings start at 6pm)		28		-	13		15 (B)		24				

Commented [EF1]: Clash with VSJLC

Commented [EF2]: Clash with VOG Audit

Commented [EF3]: 3 meetings included for Awarding Grants in June and July to enable quick turnaround for Covid-10 recovery Funding

Commented [EF4]: Suggest monthly mtg with use of SoD – for discussion?

Commented [EF5]: Note VOG L&C Scrutiny at 5pm

*ANNUAL MEETING

(B)=Meeting will include consideration of Committee's draft estimates for 2022/23

(C)=Meeting will include consideration of draft estimates for 2022/23 that will then go out for public consultation

(D)=Meeting will include consideration of draft estimates for 2022/23 following public consultation and to determine Precept for 2020/21

(G) = Meeting to consider Grant Applications for 2021/22

NB: All other Working Parties or Sub Committees which are arranged on a needs basis throughout the year will be scheduled for a Monday or Tuesday at 6pm prior to those Standing Committees already scheduled.

FULL COUNCIL	28 APRIL 2021	AGENDA ITEM: 15
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SCHEDULE OF PAYMENTS FOR APRIL 2021

Report Author

Mark Sims, Deputy Chief Officer

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

Purpose of Report

To provide members with the schedule of payments for April 2021 consisting of cheque number 002974, direct debits and BACS payments, in the amount of £47,613.69.

Background Information

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

The schedule of payments for April 2021 consisting of cheque number 002974, direct debits and BACS payments, in the amount of £47,613.69 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 February and March 2021.

	<u>February</u>	<u>March</u>
Lloyds Commercial Banking Online (Net Pay)	34,217.23	34,380.51
Inland Revenue	10,888.46	10,991.97
Cardiff Council (LGPS)	10,876.07	10,939.54
GMB	72.85	72.85
Unison	14.45	14.45
Prudential	150.00	150.00
	<u>56,219.06</u>	<u>56,549.32</u>

Recommendations

1. That the information set out above relating to salary payments for February and March 2021 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order19(c), be received and noted;
2. That the attached schedule of payments for April 2021 consisting of cheque number 002974, direct debits and BACS payments, in the amount of £47,613.69 be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For April 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Ask Frank Ltd	Installation of Notice Board at Town Hall	190.00	38.00	228.00	M&S/Property Maintenance
BACS	Go Pak Ltd	Thirty stacking chairs for Community Centre	498.75	99.75	598.50	CA Building/Equipment
BACS	Hook Signs	Design and supply Memorial danger signs	90.00	0.00	90.00	Cemetery/Property Maint
BACS	David Evans Agriculture	Replace battery and repairs to JCB Excavator	205.45	41.09	246.54	Cemetery/Equipment Maint
BACS	AFP Ltd	Service of Fire Equipment at Town Hall	63.11	12.61	75.72	M&S/Property Maintenance
BACS	Green Circle	Twenty tonnes Sub Soil	200.00	40.00	240.00	Cemetery/Property Maint
DD	BNP Paribas Leasing Soluti	Town Hall telecoms system lease 07.04.21 - 06.07.21	384.57	76.91	461.48	M&S/Telephone
DD	Virgin Media	Broadband service for March 2021	32.00	6.40	38.40	Pioneer/Broadband
DD	Virgin Media	Alarm line rental and calls for March 2021	17.63	3.53	21.16	Pioneer Hall/Alarm Line
DD	BT	BT Business Broadband internet for February 2021	33.84	6.77	40.61	CA Building/Broadband
DD	BT	BT Business Broadband internet for March 2021	33.45	6.69	40.14	CA Building/Broadband
BACS	Costco Wholesale	Annual membership fee	22.00	4.40	26.40	Corporate/Subscriptions
DD	Datakom	Telephone line & calls for 01446 738663 March 2021	41.81	8.36	50.17	M&S/Telephone
DD	Datakom	Broadband internet for March 2021	239.00	47.80	286.80	M&S/Broadband Internet
DD	Vodafone	Monthly rental of four mobile phones & calls for March 2021	78.60	15.75	94.35	M&S/Telephone
DD	Vodafone	Monthly rental of mobile WI-Fi for February 2021	30.83	6.17	37.00	Cemetery/Broadband
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	34.40	6.88	41.28	Cemetery/Fuel
DD	Lloyds Bank Cardnet	Cardnet service charges February 2021	5.50	0.00	5.50	M&S/Bank Charges
DD	British Gas Plc	Electricity supply for 22.01.21 - 21.02.21	255.56	51.11	306.67	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for 29.01.21 - 28.02.21	547.58	109.51	657.09	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for 22.07.20 - 21.08.20	76.55	3.82	80.37	Cemetery/Electricity
BACS	Hi Speed Training	E-Learning Course for two new starters	315.00	63.00	378.00	Corporate/Training
DD	Pitney Bowes Ltd	Lease payment for franking machine	111.19	22.24	133.43	M&S/Equipment
BACS	CM Jackson	Reimbursement of prizes for Fairtrade Fortnight competition	40.77	0.00	40.77	Corporate/Fairtrade
BACS	Vale Plumbing	Fit tea urn at Pioneer Hall & Fix leak on cold water pipe	270.00	0.00	270.00	Pioneer/Property Maint
BACS	JV Tree	Removal of storm damaged tree limbs	420.00	84.00	504.00	Cemetery/Treework

Schedule of Payments of Accounts For April 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Vale of Glamorgan Council	Security services retainer charges 2020/21	100.00	20.00	120.00	Cemetery/Property Maint
BACS	Vale of Glamorgan Council	Security services retainer charges 2020/21	100.00	20.00	120.00	Pioneer/Property Maint
BACS	Employee No. 059	Two pairs of workwear trousers	20.00	0.00	20.00	Cemetery/PPE
BACS	Employee No. 012	Mileage claim for February 2021	6.32	0.18	6.50	Cemetery/Covid-19 Exp.
BACS	Employee No. 048	Mileage claim for February and March 2021	31.56	0.94	32.50	Cemetery/Covid-19 Exp.
BACS	Project Landscape	To erect a 3ft feather edge fence x 23 meters	1,570.00	0.00	1,570.00	CA Building/Equipment
DD	Viking Direct Plc	Twenty five reams copier paper & ten lever arch files	101.14	20.23	121.37	M&S/Stationery
DD	Screwfix	Two Helmets and two Bump Caps for new starters	52.13	0.83	52.96	Cemetery/PPE
DD	Screwfix	Two Rakes and Two Shovels	119.95	23.99	143.94	Cemetery/Equipment
BACS	Auditing Solutions Ltd	Provision of internal audit 2020/21 (Day 2)	445.00	89.00	534.00	M&S/Internal Audit
BACS	ELAS	Health and Safety Audit	995.00	199.00	1,194.00	M&S/Health & Safety
BACS	Gates n Railings	Seven mesh bin inserts	1,750.00	350.00	2,100.00	Cemetery/Property Maint
BACS	MemSafe	Testing 163 Memorials	489.00	97.80	586.80	Cemetery/Property Maint
BACS	HI Communications	Shop Local social media Management	400.00	0.00	400.00	Corporate/Shop Local
BACS	Tip Top Toilets	Hire of Portaloo (01.03.21 - 31.03.21)	97.43	19.49	116.92	Porthkerry/Property Maint
BACS	Employee No. 062	Mileage claim for January to March 2021	20.20	0.60	20.80	M&S/Officers Travel & Subs
BACS	Digital Systems Ltd	Photocopier copy charges 01.03.21 - 31.03.21	16.92	3.38	20.30	M&S/Photocopier
BACS	Ran Hire and Sales Ltd	Hire of excavator for training at Barry Cemetry 30.03.21	100.00	20.00	120.00	Corporate/Staff Training
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetry 22.03.21	100.00	20.00	120.00	Porthkerry/Property Maint
BACS	Ran Hire and Sales Ltd	Hire of excavator at Porthkerry Cemetry 23.03.21	125.30	25.06	150.36	Porthkerry/Property Maint
BACS	Crosshands Training	In house Skid Steer training on 23rd & 24th March 2021	750.40	150.08	900.48	Corporate/Staff Training
BACS	Employee No. 063	Reimbursement of purchase of tree for Bios Urn	39.99	0.00	39.99	Cemetery/Horticulture
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	47.50	9.50	57.00	Cemetery/Fuel
DD	Biffa Waste Services Ltd	Skip Rental 20.02.21 - 26.03.21	877.19	175.44	1,052.63	Cemetery/Property Maint
DD	British Gas Plc	Gas supply for Pioneer Hall 03.02.21 - 13.03.21	127.40	6.37	133.77	Pioneer Hall/Gas
BACS	T Jones	Welsh translation costs	1,000.00	0.00	1,000.00	M&S/Welsh Translation

Schedule of Payments of Accounts For April 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	West Quay Medical Centre	Medical Report	89.50	0.00	89.50	M&S/Professional Fees
BACS	Newsquest Wales & West	Recruitment Advert for New CACC Caretaker	671.08	134.23	805.31	Corporate/Recruitment Adv
BACS	Newbold Solicitors	Payment on Account re legal issues	519.00	0.00	519.00	M&S/Legal Fees
BACS	JV Tree	Removal of all trees along boundary fence line	22,445.00	4,489.00	26,934.00	Spec Proj/Treework
DD	Screwfix	Two Hi-Vis Bomber Jackets and Two pairs safety boots	139.96	10.00	149.96	Cemetery/PPE
DD	Screwfix	Two pairs of Wellington boots	34.15	0.83	34.98	Cemetery/PPE
DD	Screwfix	Six pairs of Site trousers	74.95	14.99	89.94	Cemetery/PPE
DD	Screwfix	Three H&S Posters	49.98	9.99	59.97	M&S/Stationery
DD	Screwfix	One pair of Builders Gloves	1.24	0.25	1.49	Cemetery/PPE
DD	Screwfix	Thirty pairs of Builders Gloves & Thirty pairs of Dip Gloves	64.75	12.95	77.70	Cemetery/PPE
DD	Screwfix	Twenty hook key cabinet	8.33	1.66	9.99	Cemetery/Property Maint
DD	Screwfix	One pair of Safety boots (Size 8)	49.16	0.83	49.99	Cemetery/PPE
DD	Screwfix	One pair of Safety boots (Size 8)	29.98	0.00	29.98	Cemetery/PPE
DD	Screwfix	Two packs of Cable Ties	5.31	1.06	6.37	Cemetery/Property Maint
DD	Screwfix	One pack of Cable Ties	6.07	1.21	7.28	Cemetery/Property Maint
DD	Screwfix	Telescopic loppers	16.66	3.33	19.99	Cemetery/Equipment
DD	British Gas Plc	Electricity supply for 21.02.21 - 21.03.21	43.79	2.18	45.97	Pioneer/Electricity
DD	British Gas Plc	Electricity supply for 21.02.21 - 21.03.21	188.57	37.71	226.28	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for 01.03.21 - 28.03.21	436.39	87.27	523.66	Cemetery/Electricity
BACS	NHS Devon Partnership	Mindful Employer Online Training Workshop 17.03.21	430.00	0.00	430.00	Corporate/Staff Training
2974	Petty Cash	Petty Cash Account	472.80	0.00	472.80	Petty Cash Account
DD	Lloyds Credit Card	Ink cartridges	19.76	3.95	23.71	M&S/Stationery
DD	Lloyds Credit Card	CIPD Training Course	98.00	19.60	117.60	Corporate/Staff Training
DD	Lloyds Credit Card	Webbing for Memorial Inspections	22.47	4.49	26.96	Cemetery/Property Maint
DD	Lloyds Credit Card	Covid-19 E-Learning training course	20.00	4.00	24.00	Corporate/Staff Training
DD	Lloyds Credit Card	Von Haus Garden Tipping Cart Dump Truck Wheelbarrow	179.64	35.94	215.58	CA Building/Equipment

Schedule of Payments of Accounts For April 2021

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Lloyds Credit Card	Uniform / Protective Clothing for new starters	65.41	13.08	78.49	Cemetery/PPE
DD	Lloyds Credit Card	Fifty bags of Tarmac ready mixed Macadam	307.08	61.42	368.50	Cemetery/Property Maint
DD	Lloyds Credit Card	Double Oven Electric Cooker	373.33	74.67	448.00	Cemetery/Property Maint
DD	Lloyds Bank Cardnet	Cardnet service charges March 2021	0.00	0.00	-	M&S/Bank Charges
Total to 28 April 2021			40,582.38	7,031.31	47,613.69	

FULL COUNCIL	28 APRIL 2021	AGENDA ITEM: 16
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BUDGET MONITORING REPORT / PROVISIONAL OUT-TURN REPORT FOR THE YEAR ENDING 31 MARCH 2021

Report Author

Mark Sims, Deputy Chief Officer

- Attached:**
- A. Budget Monitoring Report / Provisional Out-Turn for Year Ending 31 March 2021 (2 pages)
 - B. Projected Reserves at 31 March 2021 (Prior to Year End Closedown) (1 page)

Purpose of Report

To inform members about the Council's provisional out-turn for the year ending 31 March 2021 (Prior to Year End Closedown).

Background Information

On the following pages is the budget monitoring report / provisional out-turn for year ending 31 March 2021, indicating actual income and expenditure up to the end of month twelve in the 2020/21 financial year. The projected out turn for the financial year is currently projecting a net overspend of **£69,091** that will result in a net amount of **£213,207** being transferred from reserves rather than an amount of £23,615 in the original budget for 2020/21.

Members are requested to note that the attached report was prepared on 22 April 2021 and that further invoices relating to the financial year 2020/21 may be received that will result in a change to the final out turn for the financial year.

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

New money from General Reserve for Covid-19 Recovery Fund	£120,500
Cemetery Approach Building (Previous Yr in Acquisition Reserve)	£131,632
Cemetery Approach Building F&F (Previous Yr in Acq Reserve)	£12,633
Additional expenditure re Covid-19	£18,961
Loss of income from Pioneer Hall	£21,598
Loss of burial income	<u>£14,999</u>
Total	<u>£320,323</u>

Also included is a current projection of the Council's reserves at 31 March 2021 based on the attached provisional draft out-turn report.

Recommendation

Members are requested to receive the budget monitoring report / provisional out-turn report for year ending 31 March 2021, noting the projected overspend of **£69,091** for 2020/21 that will result in a net amount of **£213,207** being transferred from reserves.

Budget Monitoring Report / Provisional Out-Turn March 2021 For FC 28.04.21

Description	Item No.	Gross Expenditure						
		Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	12 Months	Expenditure	£	For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	726,990	674,072	0	52,918	726,990	674,072	52,918
Pension Added Years Costs	2	9,049	6,705	2,235	109	9,049	8,940	109
Personal Hygiene Facilities	3	2,100	1,448	0	652	2,100	1,448	652
Personal Protective Equipment / Clothing	3	2,750	1,231	0	1,519	2,750	1,231	1,519
Cleaning Products	3	1,650	399	0	1,251	1,650	399	1,251
Officers Travel and Subsistence	4	3,000	741	0	2,259	3,000	741	2,259
Rates	5	13,283	12,456	0	827	13,283	12,456	827
Water	6	3,050	2,268	155	627	3,050	2,423	627
Rent	7	31,000	36,256	0	-5,256	31,000	36,256	-5,256
Electricity	8	7,570	5,038	444	2,088	7,570	5,482	2,088
Gas	9	1,250	824	0	426	1,250	824	426
Telephone	10	3,550	3,685	0	-135	3,550	3,685	-135
Postage	11	1,000	40	0	960	1,000	40	960
Printing and Stationery	12	1,500	919	0	581	1,500	919	581
Insurance	13	5,000	4,850	0	150	5,000	4,850	150
Photocopier Costs	14	3,000	1,688	0	1,312	3,000	1,688	1,312
Property Maintenance and Improvements	15	33,490	35,577	0	-2,087	33,490	35,577	-2,087
Equipment	16	9,000	21,661	0	-12,661	9,000	21,661	-12,661
Equipment Maintenance	17	12,700	10,050	0	2,650	12,700	10,050	2,650
Bank Charges	18	800	464	0	336	800	464	336
Audit Fees - Internal	19	1,380	890	445	45	1,380	1,335	45
Legal Fees	20	6,000	2,033	0	3,967	6,000	2,033	3,967
Audit Fees - External	21	460	0	460	0	460	460	0
Professional Fees	22	6,000	11,417	0	-5,417	6,000	11,417	-5,417
General Salaries Contingency	23	30,000	16,680	0	13,320	30,000	16,680	13,320
Health and Safety	24	5,000	1,478	0	3,522	5,000	1,478	3,522
Internet Broadband	25	3,596	2,927	0	669	3,596	2,927	669
Election Costs	28	0	0	0	0	0	0	0
BACAS Burials System Annual Maintenance	29	2,550	2,200	0	350	2,550	2,200	350
Microshade Citrix	30	7,440	7,645	0	-205	7,440	7,645	-205
Welsh Translation Service	31	2,000	2,115	0	-115	2,000	2,115	-115
Horticulture	8	800	69	0	731	800	69	731
Vehicle Maintenance	11	1,200	697	0	503	1,200	697	503
Haulage and Fuel	12	3,375	2,812	0	563	3,375	2,812	563
Vehicle Tax and Insurance	13	549	535	0	14	549	535	14
Philadelphia Cemetery	14	500	0	0	500	500	0	500
Interest on PWLB Loan	15	2,899	2,899	0	0	2,899	2,899	0
Capital Repayment on PWLB Loan	16	16,921	16,921	0	0	16,921	16,921	0
Treework Maintenance	17	6,195	4,375	0	1,820	6,195	4,375	1,820
Cemetery Roads Maintenance	19	3,000	0	0	3,000	3,000	0	3,000
Memorial Safety Advertising	20	250	0	0	250	250	0	250
Subscriptions	21	850	625	0	225	850	625	225
New Play Equipment	11	3,000	116	0	2,884	3,000	116	2,884
Civic Hospitality	1	0	0	0	0	0	0	0
Mayor's Hospitality	2	500	0	0	500	500	0	500
Mayor's Medallions and Plaques	3	0	0	0	0	0	0	0
Photographical Services	4	0	0	0	0	0	0	0
Mayor's Allowance inc. On Cost	5	0	0	0	0	0	0	0
Deputy Mayor's Allowance inc. On Cost	5	500	519	0	-19	500	519	-19
Mayor's Travel	6	200	0	0	200	200	0	200
Mayor's Donations	7	642	188	0	454	642	188	454
Mayor's Advertising	8	750	100	0	650	750	100	650
Civic Gifts	9	500	0	0	500	500	0	500
Restricted Grant Funding to Memorial Hall Theatre	1	150,000	112,500	37,500*	0	150,000	150,000	0
Capital Grant Funding to Memorial Hall Theatre	2	22,800	22,800	0	0	22,800	22,800	0
Corporate Events	3	19,000	7,335	11,665	0	19,000	19,000	0
Corporate Advertising and Marketing	4	3,250	3,861	0	-611	3,250	3,861	-611
Corporate Engagement Strategy	5	7,000	849	300	5,851	7,000	1,149	5,851
Shop Local Campaign	6	14,000	3,203	10,797	0	14,000	14,000	0
Community Grants	7	0	0	0	0	0	0	0
Grant to Pioneers Club re use of hall	8	1,270	0	0	1,270	1,270	0	1,270
Website Costs	9	2,000	230	0	1,770	2,000	230	1,770
Fairtrade Campaign	10	1,000	63	0	937	1,000	63	937
Subscriptions	11	8,925	8,388	0	537	8,925	8,388	537
Councillor Training	12	2,000	0	0	2,000	2,000	0	2,000
Staff Training	13	16,000	6,156	6,000	3,844	16,000	12,156	3,844
Councillor Allowances	14	3,300	1,200	0	2,100	3,300	1,200	2,100
Councillor Tablets	15	792	792	0	0	792	792	0
Councillor Emails	16	380	363	0	17	380	363	17
Staff Suggestion Scheme	17	500	0	0	500	500	0	500
Sustainable Barry Initiative (Minute number 654(2) r	18	500	0	0	500	500	0	500
Place Plan (Minute number 673(4) refers)	19	3,000	0	0	3,000	3,000	0	3,000
Barry Youth Action	1	1,500	0	0	1,500	1,500	0	1,500
Dementia Friendly Project	2	3,000	0	0	3,000	3,000	0	3,000
Cemetery Fencing	3	27,000	6,835	25,700	-5,535	27,000	32,535	-5,535
Cemetery Roads Improvement	4	20,000	13,527	0	6,473	20,000	13,527	6,473
Cemetery Benches	5	2,000	1,916	0	84	2,000	1,916	84
Cemetery Treework	6	20,000	22,445	0	-2,445	20,000	22,445	-2,445
COVID-19 Recovery Fund	7	208,278	196,696	3,242	8,340	208,278	199,938	8,340
Cemetery Approach Building (Prev Yr Reserves)	8	0	120,949	10,683	-131,632	0	131,632	-131,632
COVID-19 EXPENDITURE	1	0	18,961	0	-18,961	0	18,961	-18,961
Total Expenditure		1,516,284	1,446,682	109,626	-40,024	1,516,284	1,556,308	-40,024

Budget Monitoring Report / Provisional Out-Turn March 2021 For FC 28.04.21

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	12 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	2,000	553	0	-1,447	2,000	553	-1,447
Interment Fees	1	75,141	70,644	0	-4,497	75,141	70,644	-4,497
Exclusive Right of Burials	2	27,557	27,837	0	280	27,557	27,837	280
Memorial Fees	3	23,616	17,633	0	-5,983	23,616	17,633	-5,983
Transfer of Exclusive Right of Burials	4	1,800	1,710	0	-90	1,800	1,710	-90
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	5,465	5,398	0	-67	5,465	5,398	-67
Other Miscellaneous Income	8	2,000	1,587	0	-413	2,000	1,587	-413
Cemetery Improvement Fee	9	0	3,056	0	3,056	0	3,056	3,056
Grants Receivable	10	0	6,713	0	6,713	0	6,713	6,713
Porthkerry Agreement	3	10,781	12,888	0	2,107	10,781	12,888	2,107
Lettings	1	26,826	140	0	-26,686	26,826	140	-26,686
Lettings - Old Pioneers Club via S137	2	1,270	0	0	-1,270	1,270	0	-1,270
Total Income		177,304	148,237	0	-29,067	177,304	148,237	-29,067
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	12 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,338,980	1,298,445	109,626	-69,091	1,338,980	1,408,071	-69,091
Transfer to / (from) reserves		(144,116)				(144,116)	(213,207)	
Amount to be met from Precept		1,194,864				1,194,864	1,194,864	
Our revised net budget for the year is £1,338,980 with actual expenditure for the 12 months to 31 March 2021 of £1,298,445 and committed expenditure of £109,626 noting that an amount of £144,116 will be drawn down from reserves.								
Our projected out-turn for the year produces an overspend of £69,091 (£40,024 more expenditure with £29,067 less income). This will result in a net amount of £213,207 being transferred from reserves rather than transferring £144,116 from reserves noting that an additional amount of £80,500 was approved from the General Reserve during the year to add with £69,500 of repurposed existing budgets to create the COVID-19 Recovery Fund and a further £40,000 from reserves for the COVID-19 Recovery Fund.								
* Note - Restricted Grant Funding to the Memorial Hall Theatre in the amount of £37,500 for quarter four is to be included in the Council's Accounts as a provision at year end 31 March 2021 as Council resolved that any further funding payments be suspended until assurances can be met in relation to the Grant Funding Agreement 2019-2022 (Minute No. 860 (1) - Extraordinary meeting of Full Council held on 18 March 2021)								

Budget Monitoring Report / Provisional Out-Turn March 2021 For FC 28.04.21

Description of Reserves	Balance at 01.04.20	Contribution to reserve	Contribution from reserve	Balance at 31.03.21
Cemetery Improvement Reserve	34,341	3,056	(34,451)	2,946
Acquisition Reserve	154,923	7,000	(144,265)	17,658
Plant and Machinery Reserve	11,850	10,000	-	21,850
Shop Local Reserve (Min 836)	-	5,500	-	5,500
Election Reserve	16,771	10,000	-	26,771
Place Plan Reserve	3,000	-	-	3,000
Cemetery Roads Reserve	2,000	3,000	-	5,000
Staff Training Reserve (NEW Min R276)	-	6,000	-	6,000
General Reserve	473,803	-	(79,047)	394,756
Total	696,688	44,556	(257,763)	483,481

FULL COUNCIL	28 APRIL 2021	AGENDA ITEM: 17
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GRANTS 2021/2022

Report Author

Mark Sims, Deputy Chief Officer and Robyn Walsh, Community Engagement Officer.

- Attached:**
- A. Covid-19 Recovery Fund Application Form, Guidance Notes and Step by Step instructions
 - B. Community Grants to Voluntary Organisations Application Form, Grants Criteria, Monitoring Form and Wellbeing Goals Guidance

Purpose of Report

To request members to approve the Grants Programme for 2021/2022.

Legislative Implications

Councils have a number of powers which enable them to financially support local organisations including:

- Section 137 of the Local Government Act 1972, to hold an annual grants giving exercise to assist local organisations who bring a direct benefit to the area of part of its area or to some or all of its inhabitants.
- Power of Wellbeing, Sections 1 – 5 of the Local Government Act 2000, Power to do anything to promote the economic, social and environmental wellbeing of the council's area or anyone in the area

Background Information

At the meeting of Full Council held on 22 February 2021 the Council agreed its budget for 2021/2022 that included the following provisions for grants:

- Green grants - £4,000
- Christmas meals - £2,000
- Community grants for voluntary groups - £15,000
- Covid-19 Recovery Fund grant - £44,000
- Total Grants for 2021/2022 being £65,000

Members are requested to consider the way forward for the Grants Programme for 2021/2022.

Attached is the Application Form, Guidance Notes and Step by Step instructions for the Covid-19 Recovery Fund, for members' consideration (updated from 2020/2021).

In addition, attached is a Grant Application Form, Grants Criteria, Monitoring Form and Wellbeing Goals Guidance for the Community Grants to Voluntary Organisations for consideration (updated from 2020/21).

With regards to applications for the Green Grants it is suggested that projects would need to evidence that they can meet the Resilient Barry Wellbeing Goal being:

- Maintains and enhances biodiversity (a wide range of plant and animal species)
- Healthy functioning local environment
- Adapts to change (e.g. climate change)

With typical examples of projects being to:

- Protect environment
- Enhance environment
- Climate change
- Nature
- Encouraging different species

The Christmas Lunches Grants 2021 will be available from November in conjunction with Welsh Government guidance and regulations at that time relating to any Covid-19 restrictions being in place.

The availability of these grants will be promoted on the Council's website and social media platforms.

Members are requested to consider advertising in the local press with costs estimated to be in the region of £500 for one week.

Officers suggest that the Covid-19 Recovery Fund Grants, Green Grants and the Community Grants to Voluntary Organisations open from 30 April 2021 with a closing date of 2 July 2021 or until the grant funding has been fully committed with applications received being submitted to the Finance, Policy and General Purposes (FPGP) Committee for consideration.

FPGP Committee Meetings have been scheduled on Wednesday 2 June 2021, Monday 21 June 2021 and Monday 12 July 2021 for a quick turnaround of the grant applications.

Recommendation

1. Members are requested to approve the application forms and associated paperwork for the Covid-19 Recovery Fund and the Community Grants to Voluntary Organisation and that grant funding opens from Friday 30 April 2021 until Friday 2 July 2021 or until the grant funding has been fully committed.
2. Members are requested to approve the Green Grants with the added criteria of being able to demonstrate achieving the Resilient Barry Wellbeing Goal.
3. Members are requested to approve the Christmas Lunches Grants for 2021 with grant funding open from November 2021, subject to Welsh Government guidance and regulations at that time relating to any Covid-19 restrictions being in place.
4. Members are requested to determine if to advertise the grants for 2021/2021 in a local paper for one week at a cost of approx. £500.
5. Members are requested to approve that grant applications are submitted to the Finance, Policy and General Purposes Committee for consideration.



**Barry
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COVID-19 RECOVERY FUND



In the last year, Barry Town Council awarded over £194,000 to 150 businesses and organisations to aid in the town's recovery from the Covid-19 global pandemic. Barry Town Council was overwhelmed with the response to the fund, and as a result has committed a further £44,000 to the fund which is available to local businesses.

All application forms should be submitted online to info@barrytowncouncil.gov.uk. If you would like to discuss your project before you apply contact Robyn Walsh (Community Engagement Officer) robynwalsh@barrytowncouncil.gov.uk / (01446) 738663.

Applications will be reviewed on a monthly basis. However, the fund will close on Friday, 2 July 2021.

SECTION 2. PROJECT SUMMARY

Please provide detail of your project, include the following information:

- *Describe what currently exists, what it is you want to do and what the end product(s) will be.*
- *Specify the location of your project if it relates to particular property or land.*
- *Tell us who will manage your project and describe their relevant experience.*
- *Explain the need for the project (include any evidence of need if you have this)*
- *Provide any other information that will help us fully understand your project and its benefits*
- *Tell us when you anticipate starting and completing your project*

SECTION 5. PROJECT OUTCOMES

What do you hope to achieve through your project? Please list any specific outcomes and refer to the Guidance notes here.

Are all consents and permissions in place to allow the project to proceed? You should be able to provide details and evidence of ownership/land agreement for the project any other relevant consents, where applicable.

SECTION 6. YOUR SIGNATURE

I confirm that the answers given on this application form are true and accurate to the best of my knowledge and belief. I understand that Barry Town Council may collect corroborating information at any time during the application process.

I further confirm that this information is made on the basis that I shall agree to the following conditions, should the application be successful:

- **To use the grant for the purpose agreed in the Grant Contract**
- **To prepare any reports as required relating to the work for which funding is received.**
- **To agree to any additional monitoring as required.**
- **In the event of the organisation/business terminating before completion of the work for which the grant is received, any part of the grant which is unspent/unused shall be returned to, including the return or transfer to Barry Town Council of any assets purchased with the grant**
- **In the event that the organisation/business terminate, the applicant is expected to return or transfer to Barry Town Council any assets purchased with the grant.**
- **You may be asked to partake in promotional interviews, press releases, and social media posts to promote the fund.**

Please be aware that images and information on your organisation/business or group may be used to publicise the scheme in the press, and in marketing materials.

As an administrator of Public Funds, and to meet its due diligence practices, Barry Town Council may require sight of your Governing Document / latest accounts / specific policies. We will be in touch with you if we require this information.

The information that you provide to Barry Town Council will be held for the purpose of monitoring and evaluation.

We would also like to add you to our database of community organisations / businesses in order to receive information on other sources of funding and support that may be of benefit to you.

Please circle "YES" if you would like to be added to Barry Town Council's database;

YES / NO

Please sign below to confirm that you consent to all of the above and that the information that you have provided is accurate and true

Signature:

Name in BLOCK CAPITALS:

Date:

Your completed application along with supporting evidence and checklist should be sent electronically to info@barrytowncouncil.gov.uk .

Pre application enquiries should be made to Robyn Walsh (Community Engagement Officer) robynwalsh@barrytowncouncil.gov.uk / (01446) 738663.

If unavoidable, an application may be sent in hard copy to Barry Town Council, Town Hall, King Square, Holton Road, Barry, CF63 4RW.

APPLICATION CHECKLIST

	Yes	No
I have read and understood the guidelines / notes for applicants. (This will help you complete your application correctly and avoid delays in processing)		
I have fully completed and signed the application form (either electronically or in hard copy)		
I have provided evidence of land owner's consent, land agreement and other permissions or licenses, where applicable		
I have included a scanned copy of quotations for each item in accordance with tender guidelines		



**Barry
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COVID-19 RECOVERY FUND



Guidance Notes for Applicants

Please refer to these notes when completing your application form.

For further information and advice contact Robyn Walsh (Community Engagement Officer) – robynwalsh@barrytowncouncil.gov.uk / (01446) 738663

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What is the Covid-19 Recovery Fund?

Barry Town Council's Covid-19 Recovery Fund will offer grants to local Independent Traders towards the cost of initiatives within Barry to enable them to meet the costs of Covid-19 inflicted changes and to provide funding to enable these traders to continue operating post Covid-19 and to work towards a recovery.

The fund aims to:

1. Meet the cost of purchasing equipment, machinery, and other assets necessary for the continuation of services or to be able to trial new and improved services.
2. Offer support to test new initiatives which help address residents' needs and which have the potential to achieve impacts in the longer term and / or be replicated in communities across Barry.
3. Fund projects which will bring the community together and support the well-being of residents, especially those that will improve the public's confidence.
4. Support Barry's economy post Covid-19 and offer independent traders the opportunity to apply for additional support to enable them to continue operating or improve their own business during the recovery period of Covid-19 change.

How do I apply?

Applicants must complete a Covid-19 Recovery Fund Application Form and submit this electronically via email. Anyone considering making an application should contact the Community Engagement Officer before completing an application form, to discuss your idea and for advice on eligibility.

Enquiries should be sent to Robyn Walsh (Community Engagement Officer) robynwalsh@barrytowncouncil.gov.uk

Completed application forms should be sent to info@barrytowncouncil.gov.uk

Additional information will normally be required in support of your application. In particular, evidence of any consents, permissions or licenses needed to allow you to carry out your project will be required. If possible, quotations should be provided with your application.

Who can apply?

The following categories of organisations are eligible to apply;

- Independent Traders

N.B.: All applicants must have a direct link to Barry, operate within Barry or serve a large proportion of the community of Barry.

How much can we apply for?

There is no minimum grant. There is a maximum grant limit of £1,000 order to maximise the number of grants awarded. Funding applications are invited for the current financial year and projects must be completed before 31 March 2022.

Commented [RW1]: Are members happy with this? Used to be £1,500

Please do not be discouraged from applying by the application form – the Council is here to support you through the application process. Before you make your application, talk through your idea with a member of our team.

The main details we want to know are what you want to spend the grant on, what you hope to achieve, who will benefit and how this will help the community.

You can apply for 100% of the cost of your project up to £1,000 maximum grant.

What can be funded?

Here are some examples of things that could be supported. (This list is not exhaustive);

- Purchase and hire of equipment (including IT equipment), tools, furniture, machinery, fixtures and fittings or other materials needed for the project or to deliver identified services.
- New cleaning or signage costs
- Marketing, printing, translation and cost of other materials required for the project.
- Minor works to land and premises and adaptation of premises to allow a service to be delivered.
- Adaptation of vehicles
- Website costs
- Project staff costs
- Training

What can't be funded?

The following are examples of things that would not generally be supported (this list is not exhaustive);

- Day-to-day running costs (e.g. Core staff, utility bills, council tax, rent and insurance)
- Projects that cannot demonstrate need
- One off fundraising events
- Religious or political activities, including campaign groups
- Hospitality (e.g. purchase of alcohol)
- Projects that do not take place in Barry
- Recoverable VAT

Do I include VAT in my application?

You can only include VAT in the application if you cannot claim it back from HM Revenue and Customs. Applicants are responsible for taking advice on VAT.

How long does a grant last?

Funding is available until Friday, 2 July 2021 or until the grant funding has been fully committed.

How will the grant be paid?

The grant will be paid once the application has been agreed and can be administered prior to a project starting.

What is the application timetable?

Applications are welcome from 30 April 2021 until 2 July 2021 and will be reviewed on a monthly basis to ensure speedy delivery.

You can submit your application at any point during this window until all funds have been fully administered. Keep in touch with us and don't hesitate to ask any questions. If your application is successful, you will be issued with a funding letter and associated documents to sign and return.

Who makes the decision?

Your application will be examined by the Finance, Policy & General Purposes Committee.

Marketing / Promotional Materials

Your grant offer is conditional upon the use of the funding partners' logos on associated marketing / promotional products e.g. flyers, website etc. If you are successful with your grant application, we will supply all of this as part of your funding letter.

You may also be asked to undertake promotional interviews, press releases to demonstrate the impact of the fund on your organisation / business.

Will I need to monitor the project?

As part of your application you will have set out what you hope to achieve with your funding. This might be the number of individuals benefitting, receiving training, or physical projects completed. We will put these in your funding agreement and we will ask you to report to us in due course on the impacts of your project.

Barry Town Council must be notified if you propose to change the use, or sell any building or equipment acquired, reclaimed or altered using this grant. If this does not continue to reflect the objectives of the grant scheme, Barry Town Council may recover from you funds up to the total amount of grant paid in respect of that project for a period of up to 5 years from final payment of the grant.

Date of disposal of asset (s)	Amount to be paid
Within 1 year	Funding to be repaid in full
Within 2 years	80% of funding to be repaid
Within 3 years	60% of funding to be repaid
Within 4 years	40% of funding to be repaid
Within 5 years	20% of funding to be repaid
After 5 years	No funding to be repaid

How many quotes do I need to provide?

Below £250 – One written quote
£250 - £1,500 – Two written quotes



**Barry
Town
Council**

COVID-19 RECOVERY FUND



**Step-by-step Guide to completing the
Grant Application Form**

Section. 1 Your Business Details

Name of your business

Project title – Give a short, meaningful title for your project (if applicable)

Contact Name – someone in the business that we can contact during office hours and who is familiar with both the application and the project.

Address for correspondence – where we will send paperwork for the project if you are successful. All applications should be submitted online info@barrytowncouncil.gov.uk

Telephone Number – please provide a daytime contact number for the contact person

Mobile Number – for the contact person

Email address – for contact person

Your business – briefly tell us about the aims and objectives of your business, your sector and how long it has been established.

Section 2. Project Summary

Tell us about your project, as follows;

- Describe what currently exists, what it is that you want to do and what the end product(s) will be.
- Specify the location of your project if it relates to particular property or land.
- Tell us who will manage your project and their relevant experience.
- Explain the need of the project and how you have determined this need.
- Provide any other information that will help us to fully understand your project and its benefits.
- Provide us with a realistic assumption of when you anticipate starting and completing your project.

Section 3. Well-being Goals

WELLBEING GOAL	DESCRIPTION	EXAMPLES
A Prosperous Barry	Low carbon society / acting on climate change Skilled and well educated people Generates wealth for local economy Provides employment opportunities Secures decent jobs	Climate change Skills Learning Income Jobs Local economy Tackling Poverty
	Maintains and enhances biodiversity (a wide range	Protect environment Enhance environment

A Resilient Barry	of plant and animal species) Healthy functioning local environment Adapts to change (e.g. climate change)	Climate change Nature Encouraging different species
A Healthier Barry	Enhance physical wellbeing Enhance mental wellbeing Understanding choices about health Understanding behaviours that benefit future health	Physical activity Health and wellbeing Mental health Reduce isolation and loneliness Making choices Public health Understanding behaviours
A More Equal Barry	People can fulfil their potential no matter what their background or circumstances This includes their social and economic background	Ensuring equality of opportunities for all Helping people to reach their potential
A Barry of Cohesive Communities	Attractive communities Viable communities Safe communities Well-connected communities	Community development Engagement Transport Intergenerational projects Social interaction and networks
A Barry of Vibrant Culture and Thriving Welsh Language	Promotes and protects culture, heritage and the Welsh Language Participation in Arts Participation in Sports Participation in Recreation	Culture History Arts Sports Recreation
A Globally Responsible Barry	Anything to improve the economic, social, environmental or cultural wellbeing of Barry	Anything that makes a positive contribution to wellbeing in Barry and / or globally

Section 4. Project Costs

Give an itemised breakdown of how much funding you are seeking from the Covid-19 Recovery Fund. Total the amounts at the bottom of the column. Include VAT, only if applicable. You must only include VAT in the amount requested from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant, you must repay this amount to us.

Total project cost – please state the total project cost – which is the sum of the grant you are requesting plus any other costs which make up the total overall cost of the project.

Section 5. Project Outcomes

In this section, you should provide details of the measurable outcomes that you anticipate your project will achieve. It would also be helpful if you could set out where you are now so that we can measure the improvement at the end of your project. Examples are as follows;

The project will result in:

- xx number of stakeholders engaged
- xx new services or facilities being available to the population of x
- xx number of new people accessing services
- xx increased revenue
- xx increased number of customers
- xx new products improved or launches

You may refer to your own / other outcomes that are relevant to your project. You should explain how you will monitor and record the outcomes.

Ownership / land agreement

You must provide details and evidence of ownership or a land agreement for the project if this is required. Tell us whether or not you own the building or land (if your project relates to changing the exterior of a building for example).

Section 6. Signature

Please read the terms and conditions of under which you are applying for the grant and ensure that these are acceptable to your business. Please state your role within the business.



BARRY TOWN COUNCIL

APPLICATION FOR GRANTS FOR LOCAL ORGANISATIONS

All sections of this form must be completed and returned to the Chief Officer (Town Clerk), Barry Town Council, Town Hall, Kings Square, Barry, CF63 4RW **by Friday 2 July 2021**. Please ensure that the application is accompanied by the supporting documentation required (see attached eligibility criteria). **Incomplete applications will not be considered.**

Please read the attached Criteria notes in conjunction with this application form. Please continue on a separate sheet of paper to answer any of the following questions if required,

THIS FORM IS AVAILABLE IN LARGE PRINT ON REQUEST

1. **Organisation/Group Details**

Name

Name of your project if this is different

Main contact for this application

This must be someone from your organisation/group who knows about your project and can be contacted during office hours. This is normally the person completing the form.

Title

First Name

Surname

--	--	--

Position held in the group

Contact address, including full postcode

	Postcode:

Email Address

--

Telephone

--

2. When was your organisation established?

--

3. Briefly describe the aims and objectives of your organisation, including details of services/projects/activities you currently run

--

Please give details of events your organisation has held throughout the past 12 months

--

Please explain how your project fits with the above?

6. What is the timescale of your project or activity?

Dates

7. How many people do you expect to benefit directly from your project/service/activity?

How many of these would be Barry Residents?

8. How will the success of the project/service/activity be measured?

9. What are the main risks for the success of the project/activity and how will these risks be managed e.g. health and safety, financial challenges?

10. **Financial Information**

Tell us how much money you need for your project/activity providing a breakdown of what the money is for

	A	B
Item or Activity	Amount Requested from this Council	Total Cost
	£	£
	£	£
	£	£
	£	£
Totals	£	£

Please describe what contribution you will be making towards the cost of the project/activity?

If your organisation/group has received a grant from Barry Town Council in the last five years, please give details

Please provide details of other organisations you are applying to for this project/activity or have already received grants in support of this

--

If your organisation/group has financial reserves, for what purpose are they held?

--

If your reserves are more than the amount you are requesting, please explain why you are making this application

--

Please indicate whether you have a direct or indirect personal interest with any Member of Barry Town Council (elected member or officer)

YES	NO
------------	-----------

(Please tick accordingly)

If yes, please provide details (i.e. who, why and in what respect)

--

11. Barry Town Council has a robust Safeguarding Children, Young People and Vulnerable Adults Protection Policy which they would expect any successful organisation to adhere to, a copy of which is available on request. Alternatively, if you have a similar policy in place Barry Town Council would be grateful if you could advise that you have such a policy in place and that it is adhered to.

We have a Safeguarding Policy in place which is adhered to by all our employees/volunteers

In the absence of a Safeguarding Policy of our own we.....
.....agree to adhere to Barry Town Council's Safeguarding Children, Young People and Vulnerable Adults Protection Policy

(Complete as appropriate)

12. Declaration

I confirm that to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signature

Name

Position

Date.....

If an application is knowingly submitted with false information it will be disqualified and will be withdrawn

The Council reserves the right to claim back any grant monies not used for the specific purpose as outlined in this application.

Please let us know if you are happy for Barry Town Council to hold your personal information for the purpose of staying in contact with you relating to future grants, events and news.

Yes please! I want you to keep my personal information.

No thank you.

Using your personal information - we will not share your personal information with any other organisations. Your personal information will be used for the purpose as stated and will not be used for any other purposes. You have the right to access personal information we may hold on you and can request this in writing to Barry Town Council, Town Hall, Kings Square, Barry, CF63 4RW. If you have any further questions, our Data Protection Officer is Mark Sims and can be contacted on info@barrytowncouncil.gov.uk

BARRY TOWN COUNCIL

APPLICATIONS FOR GRANTS FOR LOCAL ORGANISATIONS

ELIGIBILITY CRITERIA

1. All sections of the application form must be completed and **returned to the Town Clerk**, Town Hall, Kings Square, Barry, CF63 4RW not later than Friday, 2 July 2021. Applications received after this date will **not** be considered.
2. **Applications must be supported with a copy of the organisations most recent audited statement of accounts plus a copy of its constitution. Newly established organisations who have yet to complete their first year in existence and thus unable to provide a full years audited accounts, should submit a business plan, together with a copy of the organisations formal constitution.**
3. All projects / services / activities must meet at least one of the seven Wellbeing Goals set out below:
 - A prosperous Barry
 - A resilient Barry
 - A healthier Barry
 - A more equal Barry
 - A Barry of cohesive communities
 - A Barry of vibrant culture and thriving Welsh Language
 - A globally responsible Barry
4. The organisation must either be based within Barry, or be able to demonstrate that it benefits a significant number of people living in Barry. As Section 137 of the Local Government Act 1972 states that any financial assistance given to a local organisation must bring direct benefit to a local authority's area or any part of it or all or some of its inhabitants, by virtue of the very definition used in the 1972 Act applications from or on behalf of individuals cannot be considered.
5. Where the grant is for a long term, capital project it may be necessary to stagger payments.
6. Where a grant is awarded for a capital project Barry Town Council are not responsible for any future maintenance costs related to that project.
7. All applications complying with the above criteria will be considered on their merits with no guarantee of an award.
8. Organisations should submit the following documentation with their application:-
 - **Current constitution**
 - **Most recent balance sheet or audit statement**
9. The Council reserves the right to require the successful organisation to allow the Chair of Finance, Policy & General Purposes Committee or his/her representative to inspect the finished project or purchased equipment in the case of a grant required for capital purposes.
10. Exclusions – The Council are not permitted, under Section 137 of the Local Government Act 1972, to award grants to assist individuals.

WELLBEING GOAL	DESCRIPTION	EXAMPLES
1. A Prosperous Barry	<ul style="list-style-type: none"> • Low carbon society / acting on climate change • Skilled and well educated people • Generates wealth for local economy • Provides employment opportunities • Secures decent jobs 	<ul style="list-style-type: none"> • Climate change • Skills • Learning • Income • Jobs • Local economy • Tackling Poverty
2. A Resilient Barry	<ul style="list-style-type: none"> • Maintains and enhances biodiversity (a wide range of plant and animal species) • Healthy functioning local environment • Adapts to change (e.g. climate change) 	<ul style="list-style-type: none"> • Protect environment • Enhance environment • Climate change • Nature • Encouraging different species
3. A Healthier Barry	<ul style="list-style-type: none"> • Enhance physical wellbeing • Enhance mental wellbeing • Understanding choices about health • Understanding behaviours that benefit future health 	<ul style="list-style-type: none"> • Physical activity • Health and wellbeing • Mental health • Reduce isolation and loneliness • Making choices • Public health • Understanding behaviours
4. A More Equal Barry	<ul style="list-style-type: none"> • People can fulfil their potential no matter what their background or circumstances • This includes their social and economic background 	<ul style="list-style-type: none"> • Ensuring equality of opportunities for all • Helping people to reach their potential
5. A Barry of Cohesive Communities	<ul style="list-style-type: none"> • Attractive communities • Viable communities • Safe communities • Well-connected communities 	<ul style="list-style-type: none"> • Community development • Engagement • Transport • Intergenerational projects • Social interaction and networks
6. A Barry of Vibrant Culture and Thriving Welsh Language	<ul style="list-style-type: none"> • Promotes and protects culture, heritage and the Welsh Language • Participation in Arts • Participation in Sports • Participation in Recreation 	<ul style="list-style-type: none"> • Culture • History • Arts • Sports • Recreation
7. A Globally Responsible Barry	<ul style="list-style-type: none"> • Anything to improve the economic, social, environmental or cultural wellbeing of Barry 	<ul style="list-style-type: none"> • Anything that makes a positive contribution to wellbeing in Barry and / or globally



Un Llais Cymru



One Voice Wales

One Voice Wales
A Guide to our Services

Un Llais Cymru



One Voice Wales

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ABOUT ONE VOICE WALES

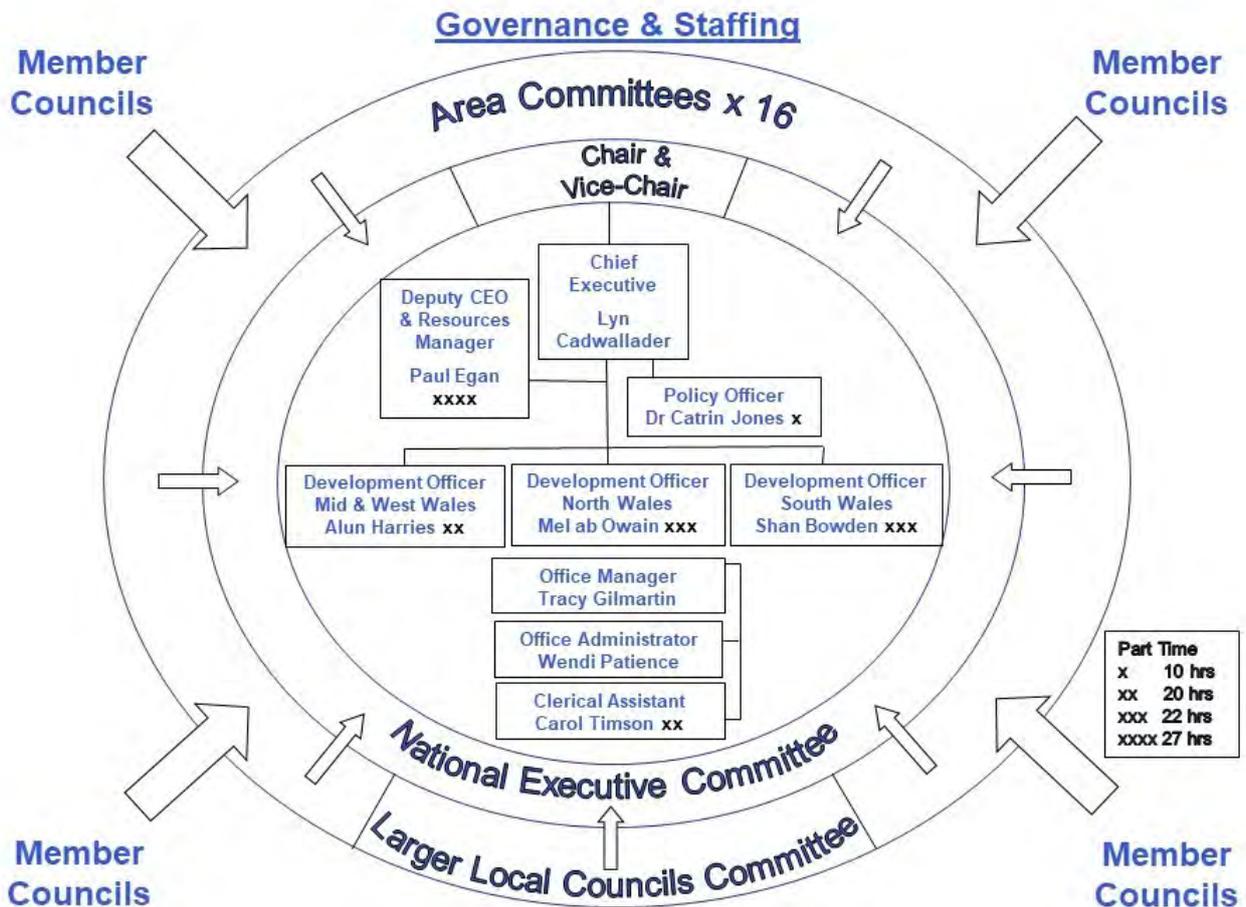
One Voice Wales is the national representative membership organisation for Community and Town Councils throughout Wales. There are 735 Community and Town Councils in Wales and around 87% are currently in membership.

The vision subscribed to by One Voice Wales is:

“Working with Local Councils in Wales to shape places communities want to live in”

One Voice Wales aims to support Community and Town Councils in achieving this vision and has adopted the following Mission Statement to guide its work:

“To represent the interests of Community and Town Councils; raise awareness and understanding of this primary tier of government; and work collaboratively with our partners to ensure the sector contributes fully to the goal of developing dynamic and sustainable communities in Wales.”



We are a small dedicated team with every member committed to and enthusiastic about what the sector can achieve in improving the lives of people in Wales

Full staff details available on the website: www.onevoicewales.org.uk

National Executive Committee (NEC)

There are 34 Councillors serving on the NEC, who have been voted on from each of the 16 Area Committees (2 per Area). There are also two members who have been voted on from the Larger Councils Committee.

The NEC meets 4 times a year and is the governing body of One Voice Wales, it focusses its attention on the internal workings of the organisation, responding to major consultations, development of the training strategy and methods of communication with member Councils and external organisations. The detailed business of the NEC is managed through the following Committees:-

Finance and Resources Committee - Deals with the financial issues affecting the organisation, co-ordination of the training programme and responses to financial and audit matters affecting community and town councils

Policy Committee - Develops responses to policy consultations of relevance to Community and Town councils

Commercial & Communications Committee - Deals with sponsorship opportunities, conference organisation as well as communication matters both internally and with external organisations.

The NEC receives reports from each of the Committees for consideration as well as considering business that overlaps the work of all Committees where it is important for all NEC members to be directly involved.

Chairs and Vice Chairs

The Chair and Vice Chair of One Voice Wales are elected by the National Executive Committee at the Annual General Meeting which takes place every year at either the end of September or beginning of October. Self nominations are accepted but all nominations must be seconded by another committee member

NEC Committee: The Chair is Cllr Mike Theodoulou, Pembrey & Burry Port Town Council and the Vice Chair is Cllr Marjorie Thomson, Gwernymynydd Community Council

Finance and Resources Committee: The Chair is Cllr John Egryn Lewis, Llangristiolus & Cerrigceinwen Community Council and the Vice-Chair is to be confirmed

Policy Committee: The Chair is Cllr Gareth Evans, Gowerton Community Council and the Vice-Chair is to be confirmed

Commercial & Communications Committee: The Chair is Cllr Peter Games, Crickhowell Town Council and the Vice Chair is Josephine Rao, Maesycwmmmer Community Council

Larger Councils Representatives on the NEC: Bryan Grew Mold Town Council and Mike Theodoulou Pembrey & Burry Port Town Council

Larger Councils Committee

The Larger Councils Committee meets four times a year and the criteria for a Larger Council has recently been revised from 3000 dwellings and above to 2500 dwellings and above.

There are currently 106 Larger Councils in Wales with 78 Councils (73.6%) currently in membership

Member Councils can nominate one representative to attend the meetings although many Councils nominate both the representative and the Clerk to attend the meetings.

The aims and objectives of the Larger Local Councils Committee are set out in its constitution which was agreed in early 2015. The Committee was established to meet the particular needs of larger Community and Town Councils, these being defined as councils serving an area with more than 2500 dwellings, i.e. approximately 14% of all councils in Wales. The work of the committee will be guided by an annual work plan which will set out key areas of concern to Larger Councils, e.g. urban regeneration. However, as set out in the committee's constitution, smaller Councils will also be able to participate in any events organised by the committee. In this way all member Councils will be able to benefit from the establishment of the committee.

A Chair and Vice Chair are elected at the Larger Councils October Meeting. The term of office is for one year. Self nominations are accepted but all nominations must be seconded by another committee member

The Chair is to be confirmed and the Vice Chair is Cllr Mike Cuddy, Penarth Town Council.



Area Committee Meetings

There are 16 area committees split up as follows:

Mid and West Wales: Brecon/Radnor, Carmarthen, Ceredigion , Montgomery and Pembrokeshire.

The Development Officer post for this area is Alun Harries.

North Wales: Anglesey, Arfon/Dwyfor, Conwy/Denbigh, Meirionnydd and Wrexham/Flint.

The Development Officer for this area is Mel ab Owain.

South West Wales: Swansea, Neath Port Talbot.

The Officer for this area is Paul Egan.

South East Wales: Bridgend/Vale/Cardiff, RCT/Merthyr/Caerphilly, Gwent Valleys and Monmouth/Newport.

The Development Officer for this area is Shan Bowden.

Member councils can nominate up to two representatives to attend but only one vote per council is permitted.

The Area Committees meet four times a year and provide an ideal opportunity for member councils to be updated on latest developments, share local issues of concern and best practice and benefit from networking with other local councils and from the input from a range of speakers on topics of relevance to the sector.

There is also an opportunity for member councils to raise matters that can be passed on to the National Executive Committee (NEC) for consideration.

At the Area Committees a Chair and Vice Chair are elected each year and each Area Committee nominates two representatives to sit on the NEC. These two members will be invited to attend the quarterly meetings - the two nominees do not necessarily have to be the Councils Chair or Vice Chair.

Agendas and minutes are sent out to councils nominated representatives and a copy is also sent to clerks



Representation

One Voice Wales currently works in Partnership and Collaboration with many organisations and is represented on a number of working groups, committees and partnerships:-

Welsh Government - representatives of One Voice Wales including the Chair, Vice Chair and the Chief Executive meet formally twice per annum with the Cabinet Secretary with responsibility for Local Government.



Partnership Council for Wales - One Voice Wales is a member of this statutory partnership group which is chaired by the Cabinet Secretary for Local Government and Public Services with representatives including Welsh Local Government

Association, National Parks, NHS, Police and Crime Commissioner representative

Independent Remuneration Panel for Wales (IRPW) - One Voice Wales meets at least annually with the IRPW and works closely with the IRPW on annual consultation activities.

National Training Advisory Group (NTAG) - One Voice Wales acts as the secretariat to this group which consists of representatives of One Voice Wales, Welsh Government, Society of Local Council Clerks, Welsh Local Government Association and National Association of Local Councils

Welsh Government National Assets Working Group — the Chief Executive is the Community and Town Council sector representative on this group and has lead responsibility for Community Asset Transfers.

Wales Audit Office - OVW represents the sector on the Local Councils Liaison Group which discusses matters relating to audit and governance of Community and Town councils.



Welsh Local Government Association (WLGA) - One Voice Wales agreed a Memorandum of Understanding with the WLGA in December 2013 and close working relationships exist on training and development and best practice case studies

National Association of Local Councils (NALC) - One Voice Wales works closely with its sister body in England and has a Service Level Agreement with

them on the provision of specialist legal advice. We regularly make representations to both Westminster and the National Assembly on behalf of Community and Town Councils.

Society of Local Council Clerks (SLCC) - we work closely with the SLCC on a range of matters relating to local Councils and run a joint training and development conference with them annually

Information Commissioners Office on training, for example, Freedom of Information and Data Protection

Collaboration / Partnership Working

One Voice Wales also works in collaboration with other organisations such as :-

Cynnal Cymru — One Voice Wales members have received Sustainability Training

Welsh Government on Asset Transfers and Youth Engagement

Public Service Ombudsman for Wales - Representatives of One Voice Wales meet with Public Services Ombudsman to discuss issues/ complaints being brought to the Ombudsman's attention. Benefits of this working relationship include the development of the Model Local Resolution Protocol by One Voice Wales.

Wales Council for Voluntary Associations (WCVA)

Planning Aid Wales (PAW)

Centre for Regeneration Excellence (CREW)

PLANED

As part of our representation activities we have supported the **development of the following national guidance:**

- ◆ WAO & Audit Good Practice Guide
- ◆ Revised Good Councillor Guide
- ◆ Information Commissioner Wales – recent audits and practice advice
- ◆ Climate Adaptation Case Studies – best practice examples
- ◆ Community Asset Transfer Guidance
- ◆ Youth Representation and Youth Council Guidance
- ◆ Being a Local Councillor Guidance



Advice to Community and Town Councils on Working with Young People



Be a Local Councillor in 2017

A Guide to Community and Town Councils and the Role of community and Town Councillors

Free Legal Advice and Support

Clerks and Chairs from members councils are authorised to seek advice via Development Officers. Our staff can normally deal directly with the issues or questions raised but in matters requiring legal advice we have access to a team of highly experienced lawyers who will be engaged to provide the advice required. The advisory service is highly regarded by member councils and there is no additional cost beyond that of the annual membership subscription.

Within the members area of the website (www.onevoicewales.org.uk) you will find a whole range of useful documents and information that helps to support the work of Community and Town Councillors

To access the members area you will need a password which is given to your Clerk. If the Clerk doesn't have the password please ask them to contact the main office where one will be issued.

Should you need legal advice and/or support the contact details are as follows:

Main office tel no: 01269 595400 Email: tgilmartinward@onevoicewales.wales

Development Officers can be contacted via the Main Office on 01269 595400 or as follows:-

Paul Egan	pegan@onevoicewales.wales	01269 595400
Shan Bowden	sbowden@onevoicewales.wales	07917 846511
Alun Harries	aharries@onevoicewales.wales	07917 846512
Mel ab Owain	mabowain@onevoicewales.wales	07917 846513



Training

We currently have 24 training modules which are listed below.

Our training has been developed especially for Councillors but Clerks are welcome to attend and many do.

Each module runs from 6.30pm to 9.00pm

£40 members (£30 under 200 dwellings) £60 non members (£50 under 200 dwellings)

Training is limited to 20 attendees per session

All of our training modules have been designed to meet the needs of Community and Town councils in Wales. We are always looking to see how we can introduce new training programmes as the demands on the sector change.

New Councillor Induction (only scheduled during election years)

- 1 The Council**
- 2 The Councillor**
- 3 The Council as an Employer**
- 4 Understanding the Law**
- 5 The Council Meeting**
- 6 Local Government Finance**
- 7 Health & Safety**
- 8 Introduction to Community Engagement**
- 9 Code of Conduct**
- 10 Charing Skills**
- 11 Emergency Planning**
- 12 Creating a Community Plan**
- 13 Community Engagement Part II (Tools & Techniques)**
- 14 Equality & Diversity**
- 15 Information Management**
- 16 Use of IT, Websites and Social Media**
- 17 Making Effective Grant Applications**
- 18 Effective Management of Staff**
- 19 Devolution of Services / Community Asset Transfer**
- 20 Well-being of Future Generations Act 2015 / Sustainability**
- 21 Local Government Finance - ADVANCED**
- 22 Mediation and Conciliation**
- 23 Successfully Undertaking a Community Transfer**

If you would like more details of any of the training sessions above see the Training Section on our website: www.onevoicewales.org.uk or contact wpatience@onevoicewales.wales to request a full overview and a schedule of courses set to run.



Bespoke Training Packages for Councils

All of our training modules can be delivered to any council on a bespoke basis in both English and Welsh. You provide the venue and the refreshments and we will come to you at a time and location of your choice

The cost for a maximum of 20 attendees is £399 plus trainers travel @45p per mile. You may invite other councils to participate and charge them for their places to off set against your costs - we can assist you with this process and invoice Councils individually for you if required.

Please contact Paul Egan if you would like to discuss this option further:

01269 595400 or email pegan@onevoicewales.wales

Welsh Government offer a bursary of up to £50 per council per financial year if your annual budgeted income is £40,000 or less - the form is available on our website or email Wendi Patience for a copy at : wpatience@onevoicewales.wales



Consultancy Services

One Voice Wales is able to offer member Councils a range of consultancy services provided by fully qualified professionals. The services available are listed as follows:

- ◆ **Human Resources and Employment Law**
- ◆ **Value Added Tax Legislation**
- ◆ **Property Management (Service to North Wales Councils only)**
- ◆ **Community Regeneration**
- ◆ **Community Engagement, Asset Transfer, Partnership Working and Funding and Project Monitoring and Evaluation**
- ◆ **Health, Safety and Welfare**

Full details about each of these services are available on the One Voice Wales Website www.onevoicewales.org.uk under consultancy

Our fees are significantly lower than what is offered by other organisations reflecting our commitment to provide value for money for our member councils

Please contact Paul Egan if you would like to discuss this option further:

01269 595400 or email pegan@onevoicewales.wales

Conferences and Events

Innovative Practice Awards Conference

The Awards are an opportunity to showcase Community and Town Councils, the services they provide for their local communities and the commitment and work of Community and Town Councillors, Clerks and staff.

This is an opportunity for Community and Town Councils to receive the recognition they deserve.

The innovative practice recognised will play a key part as an evidence base to Welsh Government, Unitary Authorities, the third sector and other key partners to highlight the good work local councils are doing in their communities.

Innovative Practice Conference

This event is run every year in July. All Councils are welcome to attend where there will be the opportunity to listen to a range of speakers on relevant topics, workshop sessions and an opportunity to learn about good practice from selected Councils.

One Voice Wales Conference and AGM

This is held every year at the end of September or the beginning of October. The conference is held in the morning with guest speakers and the afternoon is dedicated to the Annual General Meeting where in addition to dealing with internal governance matters, consideration is given to approved motions submitted by member Councils where a formal vote is taken. Approved motions are then pursued by the Chief Executive and his staff.

Joint One Voice Wales/SLCC

Held annually this is a significant opportunity for Councillors and Clerks to come together to hear about the latest developments in the sector.



For conference programmes please check out the One Voice Wales website www.onevoicewales.org.uk or contact the Office on tjilmartinward@onevoicewales.wales Tel no : 01269 595400

Communications

E- Bulletin

Distributed monthly to all member Councils and stakeholders including third sector and public sector partners. (Total circulation circa 1200) – the E-bulletin contains latest information, consultations affecting the sector, examples of good practice and good news stories.

Website

The website gives access to advice and information, policy and best practice, training opportunities, conferences, committees and it also has a suppliers directory.

Email correspondence

One Voice Wales circulates lots of information and it is for each council to determine how it wishes to process that information.

Website Log In Details

For log in details to the One Voice Wales website please contact your Clerk. If your Clerk hasn't registered please ask them to contact the office where they will be issued with a password that all members of the council can use to access the members area. There is only one set issued per council.

Commercial Opportunities

One Voice Wales offers a range of cost effective advertising and promotional opportunities to enable organisations to maximise their exposure to this hard to reach sector of local government.

87% of Community and Town Councils in Wales are in membership of One Voice Wales and we have access to a database of those Councils.

Please contact Shân Bowden if you would like to discuss the opportunities available:
01269 595400 or email sbowden@onevoicewales.wales



Un Llais Cymru



One Voice Wales



ONE VOICE WALES
The Voice of Community & Town Councils

Invoice / Membership Form

Please enter all details in block letters and return original form for our records

I write to inform you that my Council has decided to join One Voice Wales for 2020/21

Clerk to the Council Mr / Mrs / Ms / Miss (Delete as applicable)

Signed: Please print name:

Name & Address of Council - Enter any amendments clearly alongside.

Emily Forbes, Clerk
Barry Town Council
Town Hall
King Square
Holton Road
Barry CF63 4RW

Tel No's: 01446 704920 / 07493 939559

E-mail address: emilyforbes@barrytowncouncil.gov.uk; marksims@barrytowncouncil.gov.uk

Website: www.barrytowncouncil.gov.uk

Please inform us if any of the above details change

Please tick the preferred language for future correspondence:

Welsh English Bilingual

Membership Fee: **£8439**

Based on 24391 chargeable dwellings @ **£0.346p** per dwelling
(Based on Valuation List, not Electoral Register)

Please make cheque payable to One Voice Wales
Bank details - Account number: 16689360 Sort code: 30-94-85

Please return the form to the following address:
One Voice Wales, 24c College Street, Ammanford, Carmarthenshire, SA18 3AF

e-mail: tjilmartinward@onevoicewales.wales Tel: 01269 595400 Fax: 01269 598510



Un Llais Cymru



One Voice Wales

Member Survey 2020

Member Survey

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Executive Summary

This report was commissioned by One Voice Wales to obtain the views and opinions of Community and Town Councils throughout Wales to ensure that its work and priorities are in line with the views and expectations of its members and to provide a means for member Councils to suggest improvements in service delivery and ways of achieving its vision of : *“Working with local councils in Wales to shape places communities want to live in.”*

The results are based on an analysis of a questionnaire sent by email to all member Councils. Detailed results are available in the Appendix. The report finds a very positive response to the work undertaken by One Voice Wales and confirms that it is considered an excellent and necessary service for Community and Town Councils, providing vital support for Clerks. Respondents consistently praised One Voice Wales for:

- the approachability of staff, their availability and excellent professional advice given promptly
- its good practice guidance
- its information on new legislation
- its information on current developments in the sector

- the training opportunities provided which are open to Councillors and Clerks
- its role in representing Community and Town Councils in Wales

It also has a number of recommendations for further consideration by One Voice Wales:

- considering how it can lead on the delivery of the Future Generations Act and Environment Wales Act
- continuing to develop good practice guidance
- developing a suite of templates for policies
- considering suggestions for increased resource capacity
- continuing to promote partnership working
- continuing to communicate achievements in the sector
- reviewing and considering best working practices for Councils due to the impact of Covid-19
- considering ways of improving attendance at national meetings and conferences/events
- how to improve on attendance at already well-attended area meetings
- considering ways of promoting the importance of being a Councillor and developing a recruitment programme
- seeking feedback on the new webinar training available from September 2020
- reviewing the design and layout of the much valued and regularly read ebulletin
- considering improvements to the website which is regularly consulted by members as a source of key information
- continuing its consultation process with Community and Town Councils across Wales

Background and Objectives

This report contains the results of One Voice Wales's first membership survey undertaken in order to obtain the views and opinions of Community and Town Councils throughout Wales to ensure that its work and priorities are in line with the views and expectations of its members. Membership is on an annual basis, and at the year end of 2019/20, 625 of the 735 local councils were members, comprising nearly 85% of all Community and Town Councils. The objective of One Voice Wales in undertaking the survey was to ensure that it is providing the service that members require, communicating in the right way and that Councils are happy with the way they are treated as a member and to seek means of improving service delivery. The survey was undertaken during a period of lockdown in response to Covid-19. In

response to the resulting changed circumstances, One Voice Wales has re-aligned some of its services to include the launch of webinar training to all Councils in September 2020.

Methodology

A bilingual survey on survey monkey was undertaken via an email sent to all member Councils in May. A reminder email was sent mid-way through the survey window to encourage more responses which were requested by 12th June 2020. The survey asked 34 questions and collected factual information about those responding in addition to opinions. Councils completing the survey were offered the chance to win two free places on any One Voice Wales Training Session/Conference in 2021. The detailed results of the survey are available in Appendix 1 to the report.

Results

1. Respondent Information

A total of 332 member Community and Town Councils responded to the survey which is 52% of the current membership. This is an excellent response rate for a survey of its kind, since email surveys usually secure between 25-33% response rates. It is a good reflection on the level of engagement of member Community and Town Councils with One Voice Wales and the service it provides. It also gives an assurance that the results are reliable indicators of the views and opinions of member Councils about One Voice Wales and what it offers. However, it should be noted that while the survey secured a wide geographical spread of respondents from across Wales (Q2 Appendix 1) the response from rural areas was significantly higher than from urban areas. Over two thirds of responses (72%) came from the following rural areas: Powys (17%), Carmarthenshire (11%), Pembrokeshire (11%), Gwynedd (10%), Ceredigion (7%), Anglesey (4%), Vale of Glamorgan (4%) and Denbighshire (3%). Of those Councils responding:

- Almost a third (32%) had been members since the beginning, a further third (39%) for over six years and just under a third (29%) being more recent members (less than 6 years). (Q3 Appendix 1).
- A significant number operated either through the medium of Welsh (13%) or Bilingually (24%) while the majority (63%) operated through the medium of English (Q34 Appendix 1).
- The spending power of respondents varies significantly from small rural communities to large towns as reflected in the precept received (Q 33 Appendix 1):
 - 15% having less than £5,000
 - 39% £5,000 - £30,000
 - 25% £30,000 - £100,000
 - 18% £100,000 - £500,000
 - 3% Over £500,000

2. Overall satisfaction with membership

The survey results (Q4 Appendix 1) confirmed an overwhelming satisfaction (93%) of member Councils with their membership of One Voice Wales, with the majority (51%) being very satisfied. A very small minority (6%) were neutral and less than 1% somewhat dissatisfied (0.3%).

Respondents were given the opportunity to provide comments in support of their overall satisfaction with membership (Q 5 Appendix 1). Responses indicated an overwhelming satisfaction with the service, particularly the access to excellent professional advice by friendly staff in a prompt manner, the accessibility of One Voice Wales and initial contact with the office, how it acts as an umbrella organisation responding to government changes and developments, provides an opportunity for Councils to showcase good practice via the awards scheme, regular committee meetings being a good source of information and the comprehensive and good value training offered. With reference to Covid-19 and lockdown respondents mentioned the usefulness of newsletters and updates in guiding and ensuring Councils do not act *ultra vires*. One Voice Wales is considered an excellent and necessary service for Councils and a source of vital support for clerks. One new clerk referred to the information provided as being invaluable. Of the very small minority who were neutral or somewhat dissatisfied with membership, comments included an issue with the quality of some of the training modules and that it would be beneficial for more training to be available locally. Also mentioned was the need for more 'plain English/Welsh' guides, sample documents/policies for new legislation etc, templates and training for tenders/contracts. An easier to navigate website and upgrading of the members' advice area would be a great improvement. Regarding meetings, it was mentioned that accessibility of national meetings would be improved by holding them in South, Mid and North Wales, while area meetings could be improved by a better response and input from member councils. The cost of being a member was raised as an issue by three Councils. While one Council considered that One Voice Wales supports larger Community and Town Councils another referred to the fact that One Voice Wales is an excellent source of support for small Councils.

3. Reasons for Membership of One Voice Wales

Respondents were asked to prioritise their reasons for membership of One Voice Wales from a list of seven areas (Q11 Appendix 1).

The following results are in priority mean score order:

Networking opportunities for Councillors and Clerks –	4.42
Training access –	4.04
Being part of a representative group for the local council sector –	4.01
Improvements of the governance of the Council –	3.92
Access to advice-	3.90
To be kept abreast of developments –	3.86
Assurance of correct practice –	3.38

4. Support for different aspects of One Voice Wales' Working and Achievements

Respondents were given the chance to state whether they agreed with seven statements about One Voice Wales (OVW) (Q32 Appendix 1). Results indicate strong agreement with:

OVW Staff are approachable – 91%

OVW Staff are knowledgeable – 90%

OVW is the representative body for Community and Town Councils in Wales – 89%

OVW is dedicated to Community and Town Councils - 87%

The Council Values its membership of OVW – 81%

OVW can access a wide range of people and organisations – 70%

OVW achieves a lot on behalf of its members – 61%

5. Prioritisation of One Voice Wales' Work to Achieve its Vision

- Respondents were asked to rank in importance which aspects of work from a list of ten help One Voice Wales in achieving its vision of working with local councils in Wales to shape places communities want to live in. (Q30 Appendix 1)

Five areas stood out as priorities for over two thirds of respondents:

Supporting the Council with advice – 92%

Providing information on latest developments/legislation – 81%

Representing Town and Community Councils in Wales – 79%

Providing examples of good practice – 77%

Providing training for Councillors – 70%

Around a third of respondents prioritised the following three areas:

Providing networking opportunities – 33%

Working with partner organisations – 30%

Providing opportunities for the Council's work to be recognised and rewarded – 28%

Less than 20% considered the following two areas to be a priority:

Promoting membership – 19%

Attracting commercial support – 17%

- Respondents were given the opportunity to suggest anything else they considered One Voice Wales should be doing to achieve its vision (Q31). 144 responses were received; many of the responses said that no change was necessary and that within the resources available One Voice Wales was working at full-capacity and achieving excellent results. A number of respondents considered that One Voice Wales should be better funded and that this would help in achieving the

vision. It was suggested that harnessing Clerks on an ad-hoc basis had benefits for both extending its resource and would assist in the development of Clerks. The availability of a central list of experienced former Clerks would help Councils in the absence of their Clerk, particularly with the pressures of audit. Another suggestion in relation to Clerks was to explore options with a view to ensuring equitable salaries and duties across Wales. Promoting the importance of being a Councillor was suggested with support and a recruitment programme to encourage young councillors to become involved. Promoting collaborative working, cooperation and networking at a local level between councils, (including partnership meetings with County Councils) and clerks was considered important and seeking ways of how to encourage more councillors to attend regional meetings. Having more regional events for information and support would also be welcomed. Some suggested that it would be beneficial for One Voice Wales staff to attend Council meetings across Wales to give a short presentation on the benefits of membership and how by working together Councils can be part of the vision. It was appreciated that this would have resource implications for the office, which could be addressed by holding virtual/online meetings. Continuing to communicate achievements would encourage a growth in membership. Some considered that One Voice Wales focussed on serving large councils and that different approaches should be used for large and small councils, including helping smaller councils with no IT expertise and assisting them to balance an increased workload. A comprehensive 2-3 day induction course for clerks and councillors was suggested. Mention was made of the importance of volunteering and that training and policies do not currently cover this area. Smaller Councils would also value more locally based training venues and information on Place Planning for those with limited staff resources. Having suites of policy templates for all would save duplication of efforts across councils. It would also be beneficial to review and consider best working practices for councils in light of the impact of Covid-19, to seek information from both Community and Town and Councils and work with Welsh Government to agree on new guidance and recommendations on new working practices. It was further suggested that One Voice Wales should lead on the delivery of the Future Generations Act and Environment Wales Act. Other possibilities included working with organisations which are part of the Welsh Government Rural Development Programme to deliver projects and pursuing green economy to financially support the work of councils. Another suggestion was to have a “good Council” grading structure similar to England. Finally, to continue with the consultation process to seek the views of Community and Town Councils across Wales.

6. Attendance at One Voice Wales Committees

One Voice Wales organises a number of committees during the calendar year, ranging from those which are regionally based (area meetings) to national meetings. These provide opportunities for members to come together to discuss matters and share experiences.

- Almost two thirds of respondents attended area committee meetings (65%). (Q6). These meetings:
 - are held on a regional basis and the 16 are split up as follows geographically:
North Wales: Ynys Môn, Meirionnydd, Arfon/Dwyfor, Conwy and Denbighshire, Wrexham and Flint;
Mid Wales: Maldwyn, Brecon and Radnor, Ceredigion, Carmarthenshire, Pembrokeshire;
South Wales: Swansea, Neath Port Talbot, Monmouth and Newport, Bridgend/Vale of Glamorgan/Cardiff, Rhondda Cynon Taff/Merthyr Tydfil/Caerphilly, Blaenau Gwent/Torfaen;
 - are usually held four times a year
 - provide opportunities for two members of each Council to attend
 - are business focussed to enable as much exchange of information between local councils, the identification of good practice initiatives and consideration of issues relating to the Community and Town Councils to occur, including feedback/comments on national developments.
 - provide an opportunity for specific topics to be addressed by guest speakers and for member councils to raise matters that can be passed on to the National Executive Committee (NEC) for consideration.
 - are serviced by regional Development Officers who are the primary point of contact for member councils and are actively involved in the delivery of services and in promoting One Voice Wales at a local level.
- The Larger Councils Committee meets four times a year and the criteria for membership is for Councils with 2500 dwellings or above, comprising 14% of all councils in Wales. Member Councils can nominate one representative to attend the meetings although many Councils nominate both the representative and the Clerk to attend the meetings. While the Committee was established to meet the particular needs of larger Community and Town Councils, smaller Councils are also able to participate in any events organised by the committee, thereby ensuring that all member Councils can benefit from it. The work of the committee is guided by an annual work plan setting out key areas of concern to Larger Council. In terms of attendance, less than 20% of respondents (16%) who qualified to attend due to their size threshold attended the nationally organised Large Councils meeting (Q9). There is lack of complete clarity as to why this should be the

case with a significant minority citing location of meetings (22%), lack of member availability (23.%), content of agendas and relevance (6%) and day of the week (5%), while the majority said it was for “other” reasons (61%). (Q 10 Appendix 1) This indicates an area for potential improvement to ensure that meetings are better attended, as is evidenced by the interest shown in future attendance.

- Just over a quarter of respondents (27%) said their Council was usually represented at the Annual General Meeting (AGM) (Q12 Appendix 1), with only a small minority considering that it was a good way of: finding out about current developments (13%) and driving national policy (10%). A third did not attend because they considered the location of the meeting was difficult (35%), just over a quarter said it did not interest their Council (26%) and a very small number attributed it to speakers not being of interest (2%). A minority said that the day of the week (Saturday) was inconvenient for them (14%) and would be more likely to be represented on a weekday (13%). The AGM is scheduled to coincide with the OVW Annual Conference in September, and 21% had attended in 2018/19, with a further 45% being interested in attending in future. (Q26 Appendix 1) This indicates an area for potential improvement to ensure that meetings better attended.

7. Attendance at One Voice Wales Conferences and Events

A number of conferences are organised annually and a third of respondents indicated that they have attended One Voice Wales Conferences (35%) (Q7 Appendix 1). Attendance however, varies from conference to conference:

- The Innovative Practice Awards Conference provides an opportunity to showcase Community and Town Councils, the services they provide for their local communities and the commitment and work of Community and Town Councillors, Clerks and staff. The innovative practice recognised plays a key part as evidence base to Welsh Government, Unitary Authorities, the third sector and other key partners to highlight the good work local councils are doing in their communities. The results of the survey show that a minority of Councils had attended the Innovative Practice Awards Conference and Ceremony in 2018/19 (12%) while over a third were interested in attending in the future (38%) (Q24 Appendix 1). This indicates an area for potential improvement in attendance at the conference, as is evidenced by the interest shown in future attendance.
- The Innovative Practice Conference runs every year in July. This conference provides an opportunity to listen to a range of speakers on relevant topics, workshop sessions and learning about good practice from selected Councils. The results of the survey show that a minority

of Councils had attended the Innovative Practice Conference in 2018/19 (12%) while 40% were interested in attending in the future. (Q25 Appendix 1). This indicates an area for potential improvement in attendance at the conference, as is evidenced by the interest shown in future attendance.

- The Annual Conference and Annual General Meeting (AGM) for the sector is held at the end of September or beginning of October. The conference with guest speakers is held in the morning, and the afternoon is dedicated to the Annual General Meeting where in addition to dealing with internal governance matters, consideration is given to approved motions submitted by member Councils where a formal vote is taken. Approved motions are then pursued by the Chief Executive and staff of One Voice Wales. The day enables councillors to hear directly about developing policy and service delivery agendas. The survey results show that a minority of Councils (21%) had attended the Annual Conference and Annual General Meeting in 2018/19 while 45% were interested in attending in future. (Q26 Appendix 1). This indicates an area for potential improvement in attendance at the conference, as is evidenced by the interest shown in future attendance.
- A Joint One Voice Wales/Society of Local Clerks Council Conference is held annually which provides a significant opportunity for Councillors and Clerks to come together to hear about developments in the sector. The survey results show that just over a quarter of respondents (27%) had attended the conference in 2018/19 while a further half (49%) were interested in attending in future. (Q28 Appendix 1) This indicates an area for potential improvement in attendance at the conference, as is evidenced by the interest shown in future attendance.
- Respondents were also asked whether they had attended the Joint One Voice Wales Conference with Planning Aid Wales. (Q29 Appendix 1) While a minority of 16% had attended in 2018/19, a further 45% indicated that they would be interested in attending in future. This indicates an area for potential improvement in attendance at the conference, as is evidenced by the interest shown in future attendance.

8. Attendance at One Voice Wales Training Sessions

One Voice Wales currently has 22 training modules offered on a regional basis. While they have been developed especially for Councillors, Clerks are also welcomed to attend. All the training modules have been designed to meet the needs of Community and Town Councils in Wales and new training programmes are introduced as the demands on the sector change. Since the survey was conducted, and in response to Covid-19 One Voice Wales has decided to offer webinar training to all Councils from September 2020.

- Over two thirds of member Councils responding had attended One Voice Wales Training Sessions (71%) (Q8 Appendix 1).

- A majority (54%) said that members of their Councils had attended training courses in 2018/19 and the same number (54%) said they would be interested in attending in the future. A minority indicated that they would not be interested in doing so (12%). (Q27 Appendix 1)

9. Communications

The survey included an opportunity to collect the views of respondents on different forms of communications from One Voice Wales: the E-Bulletin, the Website and Social Media.

E-Bulletin

The E-Bulletin is distributed monthly to all member Councils and stakeholders including third sector and public sector partners. It contains the latest information of relevance to Community and Town Councils, including consultations affecting the sector, examples of good practice and good news stories.

- A high majority of Clerks (87%) said that they received and read the bulletin regularly, with over a half always reading it (53%) (Q13 Appendix 1). A small minority sometimes read it (9%), while 5% said they did not receive a copy.
- A majority of Councillors (60%) received and read the bulletin regularly, with almost a third always reading it (31%) (Q14 Appendix 1). A quarter sometimes read it (26%), while 5% did not receive a copy.
- Over three quarters of respondents (79%) were pleased with the content and design of the bulletin, with a further 14% considering it to be fair.
- Respondents were given the chance to elaborate in an open question to comment on its content. (Q16 Appendix 1) While a majority were pleased with the content as noted above expressing that it was both interesting and informative, constructive comments were suggested for further consideration by One Voice Wales. Suggested changes included: reviewing the design and layout, including how it is presented bilingually, reducing the number of advertisements, categorisation of the content to draw attention to essential information, having a format which would make it easy to print hard copies to circulate to councillors without email, including more information on community enterprise solutions to local challenges. Some suggestions conflicted each other, with a suggestion both to publish more often and less often.
- Of particular interest to respondents reading the Bulletin was news about new legislation (86%) and good practice (71%). Just over a half were interested in current developments in the sector (54%) while a further third were also interested in news from other Community and

Town Councils (38.30%) and details of up-coming training courses (37%). Of least interest was news from partner organisations (11%).

Social Media

There is minimal following of One Voice Wales on social media by respondents to the survey (Q18 Appendix 1) : 5% followed on Facebook and 4% on Twitter, while 91% did not follow any posts on social media.

Website

The One Voice Wales website gives access to advice and information, policy and best practice, training opportunities, conferences, committees and it also has a supplier's directory. Three quarter of respondents to the survey regularly visited the website (75%) with 9% using it at least on a weekly basis (Q19 Appendix 1). A quarter (25%) did not make use of the website.

Users were asked to indicate for what purpose they accessed the website and invited to comment on what they liked most and least about the website and what other information they would like to see on it.

- A majority of respondents indicated that they accessed the website for information on good practice (69%), new legislation (62%) and current developments in the sector (52%). A quarter accessed it to obtain information on upcoming training courses (27%), while a smaller minority visited to obtain news about other Community and Town Councils (13%) and partner organisations (6%). (Q20 Appendix 1)
- In answer to the open question on what they liked most about the website (Q21), respondents provided varied responses, including up to date information on legislation, the availability of model policy templates, good practice guides, support and guidance, online basic training, the 'contact us' form. It was also considered to be user friendly, accessible and easy to navigate by many.
- In answer to the open question on what they least liked about the website (Q22), respondents mentioned the lack of search function, that the home page had too much information, needed modernising and that one possible improvement would be having the menu listed on the left of the page rather than on the right. Many would like more draft template policies, more information on audit and a better categorisation of information while others mentioned that case studies of good practice and video/clips would be welcomed. Some disliked the need to remember the password for the site.
- In answer to the open question on what other information they would like to see on website (Q23) there were a number of interesting ideas for further consideration, which in some areas replicated the responses to Q22 above. Answers included requests

for more information on good practice, template model policies and procedures to ensure coverage of all areas within the responsibility of Community and Town Councils, a specific section for small community councils, best practice case studies in a concise format on a template provided for this, examples of innovative projects and grant sources, and ideas for revenue making in the community. Expansion of supplier information was mentioned and again the need for a comprehensive search function. It would also be useful to have a news archive of important information from the e-bulletins, a news section for the latest legislation and differences between England and Wales and copies of One Voice Wales press releases. Information on national pay scales would be welcomed. An interesting idea was to introduce a Clerks Diary, with pointers as to what activities should be undertaken monthly, information on the financial cycle and a list of what Councils can and cannot do. A further suggestion was the establishment of an email facility which could be sent out to all Community and Town Councils for any issues arising.

Conclusions and Recommendations

The results of this first members survey provides clear and strong evidence that member Councils are satisfied with the services that One Voice Wales provides, the means of communication used and how members are treated. The survey has also given members a chance to suggest ways that One Voice Wales can make improvements. Respondents have welcomed the chance to be consulted in this way and that this should continue.

Respondents consistently praised One Voice Wales for:

- the approachability of staff, their availability and excellent professional advice given promptly
- its good practice guidance
- its information on new legislation
- its information on current developments in the sector
- the training opportunities provided which are open to Councillors and Clerks
- its role in representing Community and Town Councils in Wales

One Voice Wales is considered an excellent and necessary service for Councils, providing vital support for Clerks.

Based on the survey's results it is recommended that One Voice Wales:

- considers how it can lead on the delivery of the Future Generations Act and Environment Wales Act

- continues to develop good practice guidance to ensure comprehensive cover
- develops a suite of templates for policies to save duplication of effort across Councils
- considers suggestions for increased resource capacity e.g. through funding opportunities and harnessing Council Clerks on an ad-hoc basis
- continuing to promote partnership working
- continuing to communicate achievements in the sector
- reviews and considers best working practices for Councils due to the impact of Covid-19
- considers how to improve on attendance at national meetings and conferences/events due to the interest shown in future attendance
- can improve on already well-attended area meetings by encouraging even more Councillors to attend
- considers ways of promoting the importance of being a Councillor and developing a recruitment programme
- once up and running to seek feedback on the new webinar training available from September 2020
- reviews the design and layout of the ebulletin, a much valued resource which is read regularly by the majority of respondents
- considers improvements to modernise and enhance the content of the website which is regularly consulted by members as a source of key information
- continues its consultation process with Community and Town Councils across Wales

Thanks

One Voice Wales is very appreciative of the time member Councils have taken in responding to the questionnaire survey and the suggestions received. It is committed to utilising the information gained, seriously to consider the results and implement improvements.

Appendix



ABOUT ONE VOICE WALES

One Voice Wales is the national representative organisation for Community and Town Councils throughout Wales. The vision subscribed to by One Voice Wales is:

“Working with local councils in Wales to shape places communities want to live in”

One Voice Wales aims to support Community and Town Councils in achieving this vision and has adopted the following Mission Statement to guide its work:

“To represent the interests of Community and Town Councils; raise awareness and understanding of this primary tier of government; and work collaboratively with our partners to ensure the sector contributes fully to the goal of developing dynamic and sustainable communities in Wales.”

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Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

Membership of One Voice Wales 2021-22

I am writing to invite your council to renew its membership to join One Voice Wales from April 2021. Once again - whilst taking account of the challenges presented by the Covid pandemic the past year has seen many positive developments to our services, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meeting with the Minister for Housing and Local Government and we continue to represent the sector on the **Local Government Partnership Council**. During 2020-21 we have made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda – indeed we played a significant role working with Welsh Government colleagues in getting the regulations in place to enable community and town councils to work remotely during the Covid pandemic. We have continued to develop even stronger working relationships with the Welsh Local Government Association (WLGA) strengthening the voice of the sector within the public services family in Wales – we signed a joint working protocol regarding the Covid pandemic and collaborated with the WLGA and WCVA ensuring our members were regularly provided information and advice during this challenging year. One Voice Wales continued to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **WG Covid Recovery Group, Ystadau Cymru Working Group**, the **External Advisory Group on Community Asset Transfer, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageism, Welsh Government Diversity in Democracy Working Group, NAFW Cross Party Group on Fuel Poverty** and **the National Training and Advisory Group**. One Voice Wales is playing an ever-increasing role in the development resources for the sector and during the year has represented the sector on the **Understanding Welsh Places** Advisory Group which has delivered a data and information website resource for community and town councils with a population greater than 1,000 people – launched in October 2019 and the updated second version going live in December 2020. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel - who will be undertaking an important review of the sector in 2021, Public Services Ombudsman and Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow year on year.

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections (Wales) Act 2021**. Work has already begun with Welsh Government colleagues in developing actions to address the new

requirements facing community and town councils and this will continue into our 2021/22 work programme.

Our representational role means that ***we have direct interface not only with the Minister for Local Government and Housing but other Ministers*** where our sector's remit extends. During 2020-21 we made several representations to the ***Minister for Housing and Local Government*** on a range of matters but importantly on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2020-21 we have extended our ***representational role*** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and ***influence government and stakeholder organisations*** in their decision-making. This includes representation on health trust stakeholder forums and several ***Public Services Boards***. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2021-22.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 87% of all councils in membership of One Voice Wales, or 639 out of the 735 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2021-22.
- Joint project with Keep Wales Tidy on Local Places for nature programme with over 200 community and town councils receiving £1,000 capital grant awards.

As current members are aware, we provide the following services, and we are aware from feedback from our ***Members Survey 2020*** by our members that all aspects of the service are highly valued.

- ***Provision of free legal advice*** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- ***Quality and timely advice and support service*** on topics relevant to member councils.
- ***Training*** for members and staff, including policy seminars and new working opportunities.
- ***General information via our website including a members' area.***
- ***Monthly*** editions of our new '***E- Newsletter***'
- ***Representation*** of the sector on the Local Government Partnership Council.
- Creating ***new opportunities for collaboration*** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2020-21 with the development of webinar-based training. Under the auspices of the ***National Training Advisory Group***, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. During 2020-21 we provided over 1,400 units of training to the sector.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2020-21 – **at year end we had 639 local councils in membership or 87% of all community and town councils**.

I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high-class information and support service for our members.

In order for your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please complete the Membership Form which will come to you in the post in the next few working days and return to Tracy Gilmartin-Ward at our office in Ammanford.

If you have any further queries relating to membership, please contact the office on 01269 595400 or email: admin@onevoicewales.org.uk

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2021-22.

Yours sincerely,



Lyn Cadwallader
Chief Executive

One Voice Wales



Schedule of Frequently Asked Questions

- a) How many member councils are in our membership?
(The current membership of OVW is 638 which represent 87% of all Councils in Wales)
- b) On average what do you think the provision of one piece of legal advice would cost the Council if it were to use its own solicitor?
(This will vary depending on the complexity of the issue – it can range from £350 to £700. This needs to be considered when deciding to join OVW).
- c) Did you know that we have a library of legal topic notes and a wealth of intelligence which is vital to Councils?
(As well as a wide range of information available to Councils we also have access to legal topic notes and legal briefings which are available to Councils in relation to specific requests for advice)
- d) You only know what you know, but what are the consequences of not knowing what you should know?
(It is vital that Councils are well informed in order to avoid major pitfalls relating to actions taken without the benefit of appropriate advice).
- e) Did you know that our training and conference fees are cheaper for member councils?
(Member Councils are able to book our training courses at a much reduced price and can benefit considerably from bespoke courses which can be arranged at a much lower price).
- f) Our consultancy fees for HR, Governance, Health and Safety and Community Planning are significantly lower than you will be offered from other providers. Were you aware of this?
(As well as being a lower cost service, we offer the added advantage of having an in depth knowledge of the work of local councils and our work is appropriately tailored to your needs).
- g) How many subject areas do OVW training sessions cover? i.e. not just Code of Conduct so many others
(We offer 23 training modules and are expanding the range of courses as required to meet the needs of our members).
- h) How long does it take on average to provide you with the advice you require?
(The majority of requests for advice are dealt with within 3 working days and in many cases on the same day).

i) Did you know that OVW has a service level agreement with NALC and that we pay an annual fee to enable member councils to gain access to all of their resources including legal advice?

(One Voice Wales pays an annual subscription to NALC that enables us to have access to the legal advice service and legal topic notes/briefings which are essential to provide member councils with a high quality service which is fully appreciated by member councils).

j) Did you know that OVW is in a position to influence the Welsh Government and other public bodies to assist member councils?

(The Chair and Chief Executive are regularly in contact with the Welsh Government and other public bodies giving them a major opportunity to reflect the views of the sector on a wide range of policy areas. They also meet the Local Government Minister on a number of occasions during the year. They have been highly successful in enabling the sector to be prominent in the development and implementation of public policy in Wales).

k) Did you know that Member Councils receive circulation of all relevant documents from other bodies that use OVW as a source for circulation?

(One Voice Wales is widely regarded as the place to go by a wide range of organisations in Wales who wish to gain contact with Councils in Wales. Being a member ensures that you are kept fully informed of all developments and consultations that will be of importance. We send an e-mail bulletin to Councils on a monthly basis containing relevant information for consideration).

l) We organise three Conferences each year with preferential rates for member councils – this provides the opportunity for Councils to meet up with a range of suppliers to the sector)

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