



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

24 July 2020

**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 TO BE HELD AT 7.00 PM ON WEDNESDAY, 29 JULY
2020 AT THE COMMUNITY BUILDING, CEMETERY APPROACH
GARDENS, BARRY FOR THE PURPOSE OF TRANSACTING THE
BUSINESS SHOWN IN THE AGENDA SET OUT BELOW. FULL SET OF
PAPERS CAN BE ACCESSED ON OUR WEBSITE VIA
WWW.BARRYTOWNCOUNCIL.GOV.UK**

**THE MEETING WILL BE HELD 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
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

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. **To approve and sign the minutes of Full Council held on 29 June 2020**
(Pages 4092 - 4102)
4. **To receive communications from the Mayor** (Verbal)
5. **To consider questions from Councillors in accordance with the provisions of Standing Order 3(e)**
6. **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).
7. **To consider motions submitted by Councillors** (None received)

MINUTES OF STANDING COMMITTEES AND WORKING PARTIES

8. **To receive and note the minutes of the Halls, Cemeteries and Community Facilities Committee held on 6 July 2020 and to give consideration to any recommendations therein**
(Pages 4103 - 4109)
9. **To receive and note the minutes of the Planning Committee held on 7 July 2020 and to give consideration to any recommendations therein**
(Pages 4110 - 4113)
10. **To receive and note the minutes of the Sustainable Barry Working Party held on 13 July and 20 July 2020 noting that consideration of recommendations therein will be discussed in full at **Item 15****
(Pages 4114 - 4132)

11. **To receive and note the minutes of the Personnel Committee held on 13 July 2020 and to give considerations to any recommendations therein, noting that recommendations from an Extraordinary meeting of the Personnel Committee held on 28 July 2020 appear at **Item 20****
(Pages 4133 - 4137)
12. **To receive and note the minutes of the Shop Local Barry Advisory Committee held on 16 July 2020 and to give considerations to any recommendations therein**
(Pages 4138 - 4142)

FINANCE

13. **Schedule of Payments of Accounts for July 2020**
(Pages 4143 - 4148)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
14. **Budget Monitoring Reports as at 30 June 2020**
(Pages 4149 - 4151)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
15. **To approve a Covid-19 Recovery Fund as recommended by the Sustainable Barry Working Group**
(Pages 4152 - 4157)

POLICY

16. **To discuss the re-opening of the Pioneer Hall considering Covid-19 requirements and referring to the latest Welsh Government Announcement and Guidance**
(To Follow)
17. **Date of Next Meeting**

To note that the next meeting of Full Council will be its Annual Meeting and this scheduled for **Monday 28 September 2020 at 7pm**
18. **Exclusion of the Press & Public**

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

19. To receive the minutes of the Innovation Working Party held on 7 July 2020 and consider recommendations therein regarding naming of the Community Building at Cemetery Approach following community feedback (Pages 4158 - 4162)
20. To receive recommendations from an Extraordinary meeting of the Personnel Committee held on 28 July 2020 regarding Cemetery Staff Consultation on service change (To follow)
21. To review and agree a response to J.D. Wetherspoon's correspondence regarding Barry Town Council's Coat of Arms (Pages 4163 - 4164)
22. Cemetery Trees (Pages - 4165 - 4166)

Distribution

The Mayor (Councillor Margaret Wilkinson) plus all other Town Councillors (22)
Others (Barry & District News, Glamorgan Gem, Barry Police and Barry Library) (4)

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

MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY, 29 JUNE AT 7 PM

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

ALSO PRESENT: Emily Forbes - Chief Officer (Town Clerk)
Mark Sims - Deputy Chief Officer
Robyn Walsh - Community Engagement Officer
Rhian Burns - Administrator

713. **APOLOGIES FOR ABSENCE**

None were received.

714. **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.

A minutes silence was held to remember all those who had passed away during the Coronavirus pandemic.

715. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 10 FEBRUARY 2020**

Councillor S Hodges queried whether there had been any response to the letters sent out following the meeting of Council on 2 December 2019 (minute number 649). The Chief Officer advised that no responses had been received. Councillor S Hodges requested that these letters be resent.

RESOLVED:

1. That the minutes of the meeting of Full Council held on 10 February 2020 are approved and signed as a correct record, subject to the amendment above.
2. That the following letters are resent -
 - a. That the Mayor of Barry writes on behalf of this Council to the Vale of Glamorgan Council, Welsh Government and Natural Resources Wales and ask for an update on the full EIA process and outstanding planning permission needed for the Barry Biomass incinerator.
 - b. That the Mayor of Barry on behalf of this Council writes to the First Minister and our elected Assembly Members condemning the commissioning of the biomass incinerator in Barry without the full EIA process and planning permission.

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

The Mayor advised members that the planned event for the VE Day celebrations had had to be cancelled due to the restrictions in place.

She noted that she had issued statements on the following occasions –

- VE Day
- Windrush Day
- Black Lives Matter protest in Barry
- Armed Forces Day

The Mayor noted her hope that events would be able to continue in future but that if it was not safe to do so she would continue to issue statements on social media with the next notable date being the anniversary of the end of the World War II campaign in Burma.

RESOLVED that communications from the Mayor be received and noted.

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

None were received.

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

None were received. Councillor S Hodges queried how the rules around public participation at meetings would work going forward. The

Chief Officer advised that under current Welsh Government Regulations Councillors were allowed to attend Council meetings as it was deemed essential business, however, it was not deemed essential for members of the public to attend. She advised that other Councils had reported various issues with allowing members of the public to attend remotely. The Chief Officer advised that members of the press were able to attend remotely and that the agendas and minutes would be available on the Council website. She also noted that members of the public could submit questions prior to the meeting.

RESOLVED that the information be received and noted.

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

None were received.

720. **TO NOMINATE MAYOR ELECT AND DEPUTY MAYOR ELECT FOR THE COUNCIL YEAR 2020/21. (NOTING THAT THE NEW REGULATIONS PROVIDE FOR THE COUNCIL TO DETERMINE NOT TO ELECT A NEW MAYOR WITH THE SERVING MAYOR AND DEPUTY MAYOR CONTINUING IN OFFICE UNTIL MAY 2021)**

Councillor Brooks proposed that the serving Mayor and Deputy Mayor should remain in office until May 2021. She noted that the current Mayor had not been able to complete planned fundraising for the year and that it would not be possible for a new Mayor to start their year in the normal manner. Members agreed that this was the best way forward.

A vote was taken on whether the serving Mayor and Deputy Mayor should remain in office until May 2021. The results of the vote were –

For – 20

Against – 0

Abstained - 0

RESOLVED that the serving Mayor and Deputy Mayor continue in office until May 2021.

721. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE'S MEETING HELD ON 18 FEBRUARY 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Planning Committee meetings held on 18 February 2020 be received and noted.

722. **TO RECEIVE AND NOTE THE MINUTES OF THE CONSULTATIONS WORKING PARTY MEETING HELD ON 5 MARCH 2020 AND TO**

GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN

RESOLVED that the minutes of the Consultations Working Party's meeting held on 5 March 2020 be received and noted.

723. **TO RECEIVE AND NOTE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE MEETING HELD ON 2 MARCH 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 2 March 2020 be received and noted.

724. **TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING GROUP MEETING HELD ON 2 MARCH 2020 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED that the minutes of the Sustainable Barry Working Group meeting held on 2 March 2020 be received and noted.

725. **SCHEDULE OF PAYMENTS OF ACCOUNTS FOR MARCH 2020 (FINAL) AND APRIL 2020 TO JUNE 2020**

Members received the schedule of payments for March 2020 (Final) and April 2020 to June 2020 for approval consisting of BACS payments and direct debits in the amount of £65,351.21 and £160,248.62.

RESOLVED:

1. That the information relating to salary payments for February 2020 to June 2020 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order 19(c), be received and noted.
2. That the schedule of payments for March 2020 (Final) consisting of BACS payments and direct debits in the amount of £65,351.21 be approved.
3. That the schedule of payments for April 2020 to June 2020 consisting of BACS payments and direct debits in the amount of £160,248.62 be approved.

726. **BUDGET OUT-TURN REPORT 31 MARCH 2020**

Members received a report informing them about the Council's income and expenditure in the 2019/20 financial year as at the end of March 2020.

RESOLVED that the budget monitoring report for March 2020, indicating actual income and expenditure up to the end of month twelve in the 2019/20 financial year be received, noting the net underspend of £107,160 for 2019/20.

727. **DRAFT TOWN COUNCIL ACCOUNTS FOR YEAR ENDING 31 MARCH 2020**

Members received the draft Town Council accounts and the Annual Return for the year ending 31 March 2020 for approval prior to their submission to the external auditors, Grant Thornton.

RESOLVED that the draft financial statements and annual return for the year ending 31 March 2020 be approved prior to their submission to the external auditors, Grant Thornton.

728. **TO ADOPT AN INTERNAL CONTROLS STATEMENT**

Members received the annual review of internal controls.

RESOLVED that the information be received and the annual review of internal controls be adopted.

729. **TO RECEIVE AND ACTION THE INDEPENDENT RENUMERATION PANEL WALES ANNUAL REPORT 2020/21**

Members received the Independent Remuneration Panel for Wales' Annual Report 2020/21 which provides for Payments to Members of Town and Community Councils.

Councillor Brooks requested that the Councillor Allowance opt out forms be emailed to Members.

RESOLVED that:

- 1. Payment of the senior salary payment of £500 for specific responsibilities be agreed for the Leader of Council (Determination 43)**
- 2. Payment in respect of travel costs for attending approved duties be agreed (Determination 45)**

3. Reimbursement of subsistence expenses where an overnight stay has been approved, be agreed (Determination 46)
4. Payment of financial loss compensation for attending approved duties be agreed (Determination 47)
5. Payment to Mayor/Chair of the Council up to a maximum of £1,500 be agreed (Determination 49)
6. Payment to Deputy Mayor/Deputy Chair of the Council up to a maximum of £500 be agreed (Determination 50)
7. That the Councillor Allowance opt-out forms be emailed to all Members.

730. **TO APPROVE BARRY TOWN COUNCIL ANNUAL REPORT 2019-2020**

Members received the draft Barry Town Council Annual Report. Members noted their thanks to staff for the production of the Annual Report.

Members also wished to take the opportunity to thank the staff of Barry Town Council for their work during the emergency period.

RESOLVED that the Annual Report be approved.

731. **TO DISCUSS THE IMPACT OF CORONAVIRUS/COVID-19 ON THE COUNCIL'S FINANCES, SERVICES AND ENGAGEMENT AND CONSIDER THE COUNCIL'S PRIORITIES FOR 2020/21**

Councillor Brooks noted that it was important to consider how priorities had changed and how the Council could look to the future in the wake of the Coronavirus pandemic. She suggested the best way forward would be for a working group to hold initial discussions and bring suggestions back to a meeting of Council on 29 July 2020. Members agreed with this proposal and felt that the Sustainable Barry Working Party would be an appropriate forum for this discussion to take place.

Councillor S Hodges noted that it would be helpful for planning and decision making purposes if there was more information available from Welsh Government on what longer terms restrictions would be in place, particularly in respect of events.

Councillor Lloyd-Selby noted that she felt it made sense to broaden the remit of the Council's priorities and that whilst plans would be dependent on Welsh Government decisions being announced that the broad themes could be discussed and agreed upon. She also noted that local risk and impact of the pandemic should be considered.

Councillor Clarke requested that Members consider the impact on their own wards and input their ideas to the committee.

Councillor Perkes noted that whilst she agreed with the general consensus she wished to query what impact there would be on the Shop Local Barry Advisory Group and their associated budget. Members agreed that whilst wider sustainability would be considered there would be some cross over with the Shop Local Barry Advisory Group's remit and it was agreed that Councillors from this group should attend the Sustainable Barry Working Party's initial meeting to agree a way forward.

Councillor Payne noted that it was important to factor in how the landscape of community engagement had changed since the start of the pandemic in terms of groups and communication chains that had been set up.

RESOLVED:

- 1. That a meeting of the Sustainable Barry Working Party be convened prior to the meeting of Council on 29 July 2020.**
- 2. That Members of the Shop Local Barry Advisory Group (Council Members only) be invited to attend the meeting.**
- 3. That any recommendations be brought to the meeting of Council on 29 July 2020 for further discussion and approval.**

732.

TO CONSIDER NAMING OF THE COMMUNITY BUILDING AT CEMETERY APPROACH FOLLOWING COMMUNITY FEEDBACK

The Chief Officer advised Members that the Cemetery Approach Community Building was now complete and would be handed over to the Council on Friday 3 July 2020. She noted that the public had been asked for suggestions - via social media – for naming the building. She advised that a number of options had been received with the most popular suggestion being that the hall be named in tribute to Bryan Foley who had sadly passed away recently.

Councillor S Hodges noted that there had been a lot of interest from the public surrounding this matter. She proposed further discussion by a working group to narrow down the suggestions to a small number of names and then ask the public to choose their preferred option. She added that she felt it was important that this decision was made in a public forum – particularly as members of the public were not able to attend Council meetings due to the restrictions in place.

Councillor Brooks noted that there was currently a petition in place to have the building named after Gwyneth Payne who was the first black female councillor in Wales.

Councillor Bailey noted that there were equally powerful arguments for the building to be named after many different individuals but that there had been a clear response from the public in favour of naming the building after Bryan Foley. He proposed that a suitable compromise may be found by finding another way to mark the significance of Gwyneth Payne's accomplishments.

Members agreed that it would be a challenge to ensure those voting for naming the building would be Barry residents.

Councillor S Hodges noted that it would be beneficial to have a policy in place to agree on the procedure for naming any assets the Council may have in the future. She noted that it was important to be sensitive to issues that had been made in recent weeks and noted that the naming of the building should not be rushed.

Councillor Bailey advised that he was happy to withdraw his motion in order for the matter to be discussed in more detail at a working party.

Members agreed that this matter should be discussed at a meeting of the Innovation Working Party with their recommendation brought back to a meeting of Council for a final decision on the best way forward.

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

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

734. **CONTINUATION OF ITEM -
TO CONSIDER NAMING OF THE COMMUNITY BUILDING AT
CEMETERY APPROACH FOLLOWING COMMUNITY FEEDBACK**

The Community Engagement Officer queried whether she should prepare a statement to update the public on the decision taken. Members agreed that a statement noting that the matter had been discussed and that an update would be available in due course should be issued.

RESOLVED that the matter be deferred to a meeting of the Innovation Working Party.

735. **DATE OF NEXT MEETING**

RESOLVED that the next ordinary meeting of Full Council will be held on Wednesday, 29 July 2020 at 7 pm.

736. **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.

737. **TO REVIEW AND ENDORSE URGENT ACTIONS AND DECISIONS TAKEN WITHIN THE SCHEME OF DELEGATION SINCE MARCH 2020**

Members were advised of the decisions taken since week commencing 16 March 2020 during the Emergency period of the Coronavirus Pandemic.

Members thanked officers for their work during this period.

Members also wished to note their thanks to the Cemetery staff for all their work in maintaining the cemetery operations.

RESOLVED that Council receives and endorses the decisions made during the Emergency Period by the Chief Officer and Group Leaders as per the Scheme of Delegation and Urgent Action process.

738. **TO REVIEW CORRESPONDENCE WITH J.D. WETHERSPOON REGARDING BARRY TOWN COUNCIL'S COAT OF ARMS AND CONSIDER THE COUNCIL'S RESPONSE**

Members were provided with a letter received from Nigel Connor (solicitor acting on behalf of JD Wetherspoon) dated 27 February 2020 which contained the response to the letter sent on behalf of the Council on 13 February 2020.

A detailed discussion took place and Members expressed a range of views regarding the response.

Councillor S Hodges proposed that a response to the letter be sent expressing this Council's disappointment at the offer and made a number of suggestions to be contained within.

A vote was taken on the above proposal. The result of which was that the proposal was **CARRIED** by way of a majority vote.

For	-	15
Against	-	7

Members also agreed that it was essential that the Town Council's Arms be registered as a Trademark in order to protect the Council's position and prevent this situation occurring in the future.

RESOLVED:

1. That the Chief Officer contacts the Council's solicitor to draft a response to JD Wetherspoon's solicitor based on the Council's detailed discussion;
2. That the Chief Officer arranges for the Barry Town Council Arms be registered as a Trademark as a matter of urgency.

739.

TO APPROVE AND GIVE AUTHORITY TO THE CHIEF OFFICER (TOWN CLERK) TO SEAL THE PORKHERRY CEMETERY AGENCY AGREEMENT 2020 - 2023

RESOLVED:

1. That the Porthkerry Cemetery Agency Agreement be approved.
2. That the Chief Officer be given authority to seal the Porthkerry Cemetery Agency Agreement.

The meeting closed at 9.00 pm.

Signed Dated
(Town Mayor)

ACTION SHEET - FULL COUNCIL - 29 June 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
715 (2)	That the following letters are resent - a. That the Mayor of Barry writes on behalf of this Council to the Vale of Glamorgan Council, Welsh Government and Natural Resources Wales and ask for an update on the full EIA process and outstanding planning permission needed for the Barry Biomass incinerator. b. That the Mayor of Barry on behalf of this Council writes to the First Minister and our elected Assembly Members condemning the commissioning of the biomass incinerator in Barry without the full EIA process and planning permission.	CO	23.07.20	Completed
729 (7)	That the Councillor Allowance opt-out forms be emailed to all Members.	DCO	02.07.20	Completed
731 (1)	That a meeting of the Sustainable Barry Working Party be convened prior to the meeting of Council on 29 July 2020.	CEO	08.07.20	Completed
731 (2)	That Members of the Shop Local Barry Advisory Group (Council Members only) be invited to attend the meeting.	CEO	08.07.20	Completed
731 (3)	That any recommendations be brought to the meeting of Council on 29 July 2020 for further discussion and approval.	CEO	23.07.20	Completed
732	That the matter be deferred to a meeting of the Innovation Working Party. (Naming of the Community Building at Cemetery Approach)	CO	01.07.20	Completed
738 (1)	That the Chief Officer contacts the Council's solicitor to draft a response to JD Wetherspoon's solicitor based on the Council's detailed discussion;	CO	30.06.20	Completed
738 (2)	That the Chief Officer arranges for the Barry Town Council Arms be registered as a Trademark as a matter of urgency.	CO	30.06.20	In Progress

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 6 JULY 2020

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

ALSO PRESENT: Amanda Evans – Facilities and Cemeteries Manager
Rhian Burns – Administrator
Councillor S Hodges – Observer
Councillor H Payne – Observer
JV Tree Services
Fencing Contractor

A213. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Nugent-Finn.

A214. **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.

A215. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 2 MARCH 2020**

RESOLVED: That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 2 March 2020 be approved and signed as a correct record.

The Chair requested that Agenda Item 8a be brought forward for discussion with the invited guests.

A 216. **EXCLUSION OF THE PRESS AND PUBLIC**

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

A 217. **CEMETERY**

a. Fence and trees

The representatives from JV Tree Services noted that there were three options for dealing with the Leylandi Cypress trees on the boundary of Merthyr Dyfan Cemetery – they could be reduced in height, thinned out or removed entirely. They advised that in their opinion the best course of action financially, for safety and for the biodiversity of the area would be to remove the Leyland Cypress row and replant native species.

They advised that if the height were reduced the trees would still grow rapidly from the lower branches and become unbalanced. As the trees had been planted so closely they were dependent on each other for support and thinning out the trees would leave them at a much higher risk of falling. They noted that here was a high target rate on all sides of the trees and that their advice may be different if they were situated on open remote farmland for example.

The practicalities of replacing the fencing were discussed with it being advised by the fencing contractor that this would be virtually impossible to replace the fence along the current boundary. JV tree services also advised that should any of the trees fail they would likely pull out the fencing if they fell.

JV Tree Services noted that changes in weather conditions and the increase in the severity of storms meant that they were increasingly seeing otherwise healthy trees failing due to this. They also advised that trees have a finite lifespan and all trees will need to be replaced at some point. The species of trees they suggested replacement with were all smaller, native species such as Hawthorne, Rowan and Crab Apple.

It was noted that Members attending the meeting remotely had not been able to fully hear the advice given due to technical issues.

JV Tree Services advised that they could supply a list of advantages and disadvantages to each of the options which could be presented for public consultation. Members agreed that it was important to gather feedback from the public and requested JV Tree Services attend a meeting of Full Council in order to agree a way forward with the involvement of all Councillors.

RESOLVED: That JV Tree Services be invited to attend a future meeting of Full Council in order to agree a way forward with the involvement of all Councillors.

A218. **INCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That the press and public were able to attend for the remainder of the meeting.

JV Tree Services and Fencing contractor left the meeting. Councillor Rowlands left the meeting.

The Chair requested that the update report be discussed prior to the Budget Monitoring Report June 2020 being received

A219.

UPDATE REPORT

Members were provided with an update on developments and changes made since the last meeting of the Halls, Cemeteries and Community Facilities Committee met on 2 March 2020.

Members discussed the report and the recommendations. It was felt that the recommended increase in the speed limit from 5mph to 10mph was not desirable and that the 5mph speed limit should be maintained.

RESOLVED:

- 1. That the historic notice boards be installed at Merthyr Dyfan Cemetery in order to prevent them becoming damaged whilst in storage and that these are highlighted through the press and a possible event when regulations allow.**
- 2. That Welsh Government regulations are followed in respect of the number of mourners allowed at graveside and in the chapel.**
- 3. That the 5mph speed limit at Merthyr Dyfan Cemetery be reinforced with signage and stencilling on the road.**
- 4. That this speed limit be reviewed in one years' time.**
- 5. That narrower roads be identified with a view to blocking them to car traffic.**
- 6. That an information board be placed outside the Philadelphia Cemetery and a talk be held there when regulations allow.**
- 7. That a report be submitted to the next meeting of Halls, Cemeteries and Community Facilities (to be reviewed on 20 September) outlining feedback from staff and members of the public on the Councils' actions in response to the Covid-19 pandemic.**

A 220.

BUDGET MONITORING REPORT JUNE 2020

Members received the Committee's income and expenditure in the 2020/21 financial year as at the end of June 2020. It was noted that the main reason of the overspend was due to Covid-19 additional expenditure of circa £9,000 with an associated loss of income projected to be circa £26,000.

Members requested clarification on what some of the budget heading covered and felt it would be useful to have a separate budget heading for Covid-19 related expenses in order to better understand the costs.

RESOLVED:

1. That the schedule of payments for June 2020 noting the projected overspend of £35,015 in 2020/21.
2. That a separate budget heading be included for costs relating to Covid-19.

A 221. **SUSPENSION OF STANDING ORDER 3(aa)**

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

A 222. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Halls, Cemeteries and Community Facilities Committee will be reviewed on 20 September 2020.

A 223. **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.

A224. **CEMETERY**

b. Ground conditions

Members were provided with an update on the ground conditions on new sections at Merthyr Dyfan Cemetery in order to allow for a temporary hold on three depth graves.

RESOLVED:

1. That the costings for a geological survey of the area be investigated.
2. That test holes further up the section be dug in order to identify whether it will be possible to offer three depth graves there in the future.
3. That it be identified whether there is another area of the cemetery where it would be possible to offer three depth graves in the meantime.

c. Road works

Members received an update on the proposed repair works to the roads at Merthyr Dyfan Cemetery.

RESOLVED: That the Facilities and Cemeteries Manager be given authorisation to make the necessary arrangements for the necessary roadworks to take place at a cost of £13,313.90.

A 225.

CEMETERY LODGE

Members received an update on the Merthyr Dyfan Cemetery Lodge.

RESOLVED: That a business plan be prepared including costings for the preferred option.

The meeting ended at 8.42 pm

SignedDate

FOR INFORMATION ONLY

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 7 JULY 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A 217	That JV Tree Services be invited to attend a future meeting of Full Council in order to agree a way forward with the involvement of all Councillors.	FCM	29/07/2020	Completed
A 219 (1)	That the historic notice boards be installed at Merthyr Dyfan Cemetery in order to prevent them becoming damaged whilst in storage and that these are highlighted through the press and a possible event when regulations allow.	FCM	July	In Progress
A 219 (2)	That Welsh Government regulations are followed in respect of the number of mourners allowed at graveside and in the chapel.	FCM	ON-GOING	
A 219 (3)	That the 5mph speed limit at Merthyr Dyfan Cemetery be reinforced with signage and stencilling on the road.	FCM		In Progress
A 219 (4)	That this speed limit be reviewed in one years' time.	All	Jul-21	
A 219 (5)	That narrower roads be identified with a view to blocking them to car traffic.	FCM		IN Progress
A 219 (6)	That an information board be placed outside the Philadelphia Cemetery and a talk be held there when regulations allow.	FCM/Chair		
A 219 (7)	That a report be submitted to the next meeting of Halls, Cemeteries and Community Facilities (to be reviewed on 20 September) outlining feedback from staff and members of the public on the Councils' actions in response to the Covid-19 pandemic.	FCM	Sept	In-progress
A 220 (2)	That a separate budget heading be included for costs relating to Covid-19.	RFO		In-Progress
A 224 (b) (1)	That the costings for a geological survey of the area be investigated.	FCM		In-progress
A 224 (b) (2)	That test holes further up the section be dug in order to identify whether it will be possible to offer three depth graves there in the future.	FCM	July	Completed

A 224 (b) (3)	That it be identified whether there is another area of the cemetery where it would be possible to offer three depth graves in the meantime.	FCM	July	Completed
A 224 (c)	That the Facilities and Cemeteries Manager be given authorisation to make the necessary arrangements for the necessary roadworks to take place at a cost of £13,313.90.	FCM	July	Road works in progress
A 225	That a business plan be prepared including costings for the preferred option.	FCM	2020/2021	

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 7 JULY 2020 AT 7PM

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

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

PL508. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bailey and Charles

PL509. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

None received

PL510. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE'S MEETING HELD ON TUESDAY 18 FEBRUARY 2020**

Councillor S Hodges requested an update from the Planning Officer in relation to the Conservation Areas item on the previous agenda. The Planning Officer advised that he would look into this and respond to Councillor S Hodges.

RESOLVED: That the minutes of the Planning Committee's meeting held on Tuesday 18 February 2020 be approved and signed as a correct record.

PL511. **TO CONSIDER PLANNING APPLICATIONS**

a) **Planning Application No. 2020/00492/FUL**

Location: Robertsons Solicitors, 2-4. Buttrills Road, Barry
Development: Change of use of number 2, Buttrills Road from Office B1 Use back of Residential C3 use.

RESOLVED: No objections

b) **Planning Application No. 2020/00571/FUL**

Location: 40, Broad Street, Barry
Development: Construction of four apartments on site of former restaurant building.

Councillor S Hodges advised that the committee previously objected to the development due to the site being overdeveloped with residential units and further advised the committee that she had seen the applicant dumping household building materials and items on the site. Councillor S Hodges questioned the applicant through concern of Environmental Health and asked the Planning Officer if this could be enforced through the Vale of Glamorgan Council. The Planning Officer advised that he would contact the Vale of Glamorgan Council in relation to the dumping of waste on site raising concerns of Environmental Health.

Councillor Collins also stated that it is an overdevelopment of the site which has no amenity or car parking provisions.

RESOLVED: Strong Objection

- 1. It is considered to be an overdevelopment of the application site**
- 2. The application site does not have adequate off road car parking and amenity space provision.**

c) Planning Application No. 2020/00583/FUL

Location: 21, Gwalch Y Penwaig, Barry
Development: Erection of new fence

RESOLVED: No objection

d) Planning Application No. 2020/00589/FUL

Location: 2, Blyth Close, Barry
Development: Rear single storey extension

RESOLVED: No objections subject to the extension having matching finishes and materials to that of the existing dwelling.

e) Planning Application No. 2020/00630/FUL

Location: 12, Newgale Close, Barry
Development: Two storey extension to side and single storey extension to rear of existing domestic dwelling.

RESOLVED: No objections

f) Planning Application No. 2020/00634/FUL

Location: 7, Atlantic Place, Barry

Development: Construction of two-bedroom house with existing garden with associated parking

RESOLVED: Barry Town Council objects to the proposed development for the following reasons:

- The proposed new dwelling is considered to be an overdevelopment of a residential plot which is detrimental to the privacy and amenity of neighbours
- The proposed new dwelling by virtue of design and location is an unacceptable and incongruous feature in the existing street scene.

PL512. **TO CONSIDER PLANNING APPLICATIONS TABLED**

a) **Pre-consultation Application**

Location: Barry Fire Station, Port Road West, Barry

Development: Upgrade to existing radio base station installation.

Councillor Payne commented that masts should not be placed in residential areas or within a close proximity to a school as they are known to cause a number of health problems. Councillor S Hodges agreed with Councillor Payne's sentiments and advised that our comments may not hold its weight as a mast was erected in a residential area in Dinas Powys.

RESOLVED: Strong Objections to the proposed introduction of 3 additional antennae due to adverse effects upon the health and safety of the local population.

PL513. **LOCAL PLANNING AUTHORITY DECISIONS**

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

PL514. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS-FOR INFORMATION ONLY**

None

PL515. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Planning Committee is scheduled for Tuesday, 28 July 2020

Meeting closed at 7.30 pm

Signed
(Chairperson)

Dated.....

BARRY TOWN COUNCIL

DRAFT MINUTES SUSTAINABLE BARRY WORKING GROUP MEETING HELD ON MONDAY 13 JULY 2020 at 6PM

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

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Hannah Linton – Trainee Administrator
Councillor Johnson – Observer
Councillor Perkes - Observer

24. **APOLOGIES FOR ASBSENCE**

None received

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

None were received.

26. **TO NOTE THE WELLBEING OF FUTURE GENERATIONS WALES ACT 2015 SUSTAINABLE DEVELOPMENT PRINCIPLE IS THE DECISION MAKING FRAMEWORK TO IMPROVE THE ECONOMIC, SOCIAL ENVIRONMENTAL AND CULTURAL WELL-BEING OF BARRY**

*Sustainable Barry Working Group 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;

(b) 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;

(c) 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.

Members were asked to note the extract above from the front page of the agenda. The Chair advised that he had asked for it to be placed on the front page of the agenda for reference when making decisions and recommending them. The Chair suggested that this be placed on all committee agendas as a resource for Councillors when making Council decisions and it will enhance the public's perception of the Council.

RECOMMENDATION: That a recommendation to Full Council that the extract related to the Wellbeing of Future Generations Wales Act 2015 Sustainable Development Principle is the Decision Making Framework to Improve the Economic, Social Environmental and Cultural Well-Being of Barry is placed on every future committee agenda for reference.

27.

TERMS OF REFERENCE

Members were provided with an updated version of the Sustainable Barry Working Party Terms of Reference. Councillor Lloyd-Selby commented that while there will be an impact on the workforce following the COVID-19 pandemic and that this working party should have an overview of decisions being made, she felt that it was not the place of this working party to make recommendations on workforce planning and that should be left to the Personnel Committee.

Councillor S Hodges agreed and advised to remove the additional wording in relation to the Council's workforce or to re-word it to "receive recommendations from other committees".

The Chair advised members that the change came from a meeting of Full Council held on 29 June 2020 where it was decided that this working party could make recommendations to the relevant committees based on its findings / discussions. Councillor S Hodges said that she would not feel comfortable making HR decisions when it is the responsibility of

the Personnel Committee to do so and suggested to take out that wording completely.

Councillor Payne added that the workforce element does not align with the Acts listed within the terms of reference and suggested the wording be removed. It was noted that the Acts described in the group's Terms of Reference were Acts relating to the Group's previous remit.

The discussion continued and the Chief Officer suggested to members to re-word the section regarding workforce planning to relate to staff well-being following the COVID-19 pandemic.

RESOLVED: That the Chief Officer re-words item 3 on the Terms of Reference for the Sustainable Barry Working Party to include staff well-being.

28. **MINUTES OF A MEETING HELD ON MONDAY 2 MARCH 2020**

Councillor Lloyd-Selby asked if her apologies could be recorded for the last meeting as they were sent across and wishes for them to be noted.

RESOLVED: That the minutes of the previous meeting held on 2 March 2020, be approved and signed as a correct record, subject to the amended being made.

29. **THE IMPACT OF CORONAVIRUS/COVID-19 ON THE COUNCIL'S FINANCES, SERVICES AND ENGAGEMENT AND THE IMPACT ON THE COUNCIL'S PRIORITIES FOR 2020/21**

Members were provided with a report that summarised the main points that need to be assessed due to the impact of the Coronavirus Pandemic on the Council's finances, services, engagement and priorities.

Councillor S Hodges advised that there was a lot to get through on this item and made a suggestion of creating a COVID-19 pot of £100,000 to be made available for outside organisations and the Council (subject to the appropriate projects being identified) with a view to monitoring guidance received from Welsh Government. The suggestion also included that if agreed, the money from each heading be placed into the pot with a potential to be used at a later date, subject to guidance.

Councillor Lloyd-Selby agreed to recommending that a fund is created, but was unsure if it was viable to place £100,000 into the pot initially and would need more information about the responsibilities of the fund before confirming an amount. Councillor S Hodges noted that she had been able to base this figure on monies she believe could be repurposed from events, as well as reserves.

Christmas Lights

Members discussed the option to place £3,000 into the COVID-19 fund. Councillor S Hodges agreed that £3,000 should be placed into the fund to be re-purposed. Councillor Payne raised concerns about taking the £3,000 from Christmas Lights and requested clarification from the Community Engagement Officer. The Community Engagement Officer advised members that due to the success of securing money from the Economic Stimulus Fund last year, the Council were able to purchase the Christmas Lights outright instead of renting them on contract. She advised that the Christmas Lights will not be affected this year and the suggested £3,000 was to enhance those lights we currently own, which can take place next year.

Members agreed to recommend that £3,000 from the Christmas Lights budget is placed into the COVID-19 fund.

Santa Fun Run

Members were advised that there was uncertainty regarding whether this event would go ahead in its usual format for 2020. Officers had suggested that this event may still take place, but in a virtual format instead. The Community Engagement Officer advised members that there is surplus stock in storage from last year's Santa Fun Run meaning that the £2,000 wouldn't be required to purchase any new stock (if the event were to be held virtually due to the fact that we would anticipate less participants).

Councillor S Hodges suggested to place the full £2,000 into the COVID-19 fund for re-purposing. Councillor Payne advised that the Council would be missing out on crucial community engagement and suggested to continue with the idea of a virtual Santa Fun Run. The Community Engagement Officer advised that she believed the event could be hosted virtually without the requirement of the proposed £2,000 budget, due to the surplus stock available from the event held last year.

The Chief Officer asked members if they would wish to consider another figure to re-purpose. Councillor Lloyd-Selby advised that she was conscious about outside organisations relying on the event each year for fundraising and agreed the event should be virtual with a suggestion of putting £1,000 into the COVID-19 fund.

Councillor S Hodges requested clarification of working party members. The Chief Officer listed the members of the Sustainable Barry Working Party.

Members agreed to recommend a figure of £1,000 from the Santa Fun Run budget (Corporate Events) to be repurposed to the COVID-19 fund.

Fireworks

The Chair advised that he felt that Council shouldn't be seen to encourage large gatherings during the current pandemic. The Chief Officer advised that the Vale of Glamorgan Council have cancelled all events until October 2020, noting the difficulties in planning such a large scale event with such short timescales.

Councillor Rowlands asked if the event organisers had been contacted as they may be planning a socially distanced event which could require funding. Councillor S Hodges advised that the Council has to follow Government guidelines and that the purpose of the fund is to have access when it is required if an event in the future can be held.

Members agreed to recommend that £10,000 from the Fireworks budget is placed into the COVID-19 fund with a view that if a future event can take place within Government Guidelines then this money can be made available.

Corporate Events

The Chief Officer advised members that due to the current situation it will be unlikely that any events will take place for the remainder of 2020/21 but if this were to change then the COVID-19 fund could be utilised.

Councillor S Hodges suggested to put £2,000 into the COVID-19 fund.

Members agreed to recommend that £2,000 from the Corporate Events budget is placed into the COVID-19 fund.

Corporate Advertising and Marketing

The Chief Officer suggested that £3,000 - £4,000 could be placed into the COVID-19 fund, noting the Officers recommendation that the remainder of this budget could be repurposed and offered to Traders who could use it for advertising. Councillor S Hodges queried if the item could be discussed at the next Shop Local meeting scheduled for Thursday 16 July at 6pm.

Members agreed that Shop Local will be consulted to ascertain whether there is a need for Traders to receive financial help towards their marketing.

Councillor Perkes also made the suggestion that with social media becoming even more powerful throughout these times that Council / Shop Local may wish to suggest that this money is repurposed to finance an external company to manage social media on behalf of Shop Local and this could be extended to other social medias that the Council manages.

Barry Youth Council

The Chief Officer suggested to members to postpone the launch of the Youth Council and to re-purpose £3,000 into the COVID-19 fund.

Councillor Payne asked if some activity could be sought to engage with the young people and to those who will be unemployed due to the pandemic.

Members agreed to recommend that £1,500 be placed into the COVID-19 fund with £1,500 being made available for youth engagement.

Dementia Friendly Projects

The Community Engagement Officer advised members that prior to the pandemic two organisations had applied for the grants and that she would contact those to see if their priorities have changed.

Councillor Lloyd-Selby said that it was more important than ever to retain funding for the support of Dementia Friendly Projects and that if the £3,000 was to go into the fund that £3,000 should be ring-fenced for such projects if required.

Members agreed to recommend that £3,000 be placed into the COVID-19 fund with that £3,000 being ring-fenced for Dementia Friendly Projects.

Books for Schools

Councillor S Hodges suggested to contact the schools to see what their priorities are as they may have changed since the pandemic. Councillor Payne advised that they are struggling with access for technology for some children to learn from home and also suggested to work with school to find out their needs.

Members agreed to recommend that £10,000 is placed into the COVID-19 fund with that £10,000 being ring-fenced for the Books for Schools scheme depending on the priorities of the schools.

Business Support

The Chief Officer advised members that the funding for business support may need to be increased due to the changes required in relation to the pandemic and that it may be worth completing an exercise to determine if the applications already received to this fund would still be required/viable. Councillor Perkes advised that business will still need support especially at this time but may not necessarily need it for events or projects that they had previously had in mind pre COVID-19. She suggested that a discussion should take place at Shop Local to determine if this fund should be increased and whether there would be

an appetite from traders to request support from this fund if it were to be increased.

The Chief Officer advised that the meeting would have to be adjourned to reconvene week commencing 20 July 2020. Members will be notified of a date for the reconvened meeting.

Meeting adjourned 7 pm.

Signed (Chairperson) Dated

BARRY TOWN COUNCIL

DRAFT MINUTES OF A RECONVENED MEETING OF THE ADJOURNED SUSTAINABLE BARRY WORKING GROUP HELD ON MONDAY 20 JULY 2020 at 6PM

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

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Hannah Linton – Trainee Administrator
Councillor Johnson – Observer
Councillor N Hodges – Observer
Councillor Perkes - Observer

30. **APOLOGIES FOR ASBSENCE**

Apologies were received from Councillor Wright

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

None were received.

32. **THE IMPACT OF CORONAVIRUS/COVID-19 ON THE COUNCIL'S FINANCES, SERVICES AND ENGAGEMENT AND THE IMPACT ON THE COUNCIL'S PRIORITIES FOR 2020/21**

The Chair reconvened the meeting and began on agenda item 3 under the heading Christmas Meals.

Councillor S Hodges asked if there had been any changes in the rules since the working party last met.

The Chief Officer advised members that Welsh Government have now advised a date for re-opening of Community Halls but suggested that a discussion at Full Council is had due to the fact that the regulations may vary in terms of whether parties would be authorised under the new guidelines.

The Community Engagement Officer provided an update for members in which she advised that she had been in contact with the Vale of Glamorgan Council Events team and the Rotary Club in which the Vale of Glamorgan Council Events Team responded that they did not have any updates in terms of events. However, the Rotary Club advised that the Firework Fiesta will not go ahead in its traditional format but they are exploring other alternatives such as a drive in event.

The Community Engagement Officer informed members that's upon the request of the Shop Local Advisory Group that she had contacted local traders to request some ideas of how the Council could support them. The Community Engagement Officer read out the suggestions to members.

The Community Engagement Officer also advised members that at the recent meeting of Shop Local held on 16 July, members recommended that the Sustainable Barry Working Party consider allocating £4,000 from the Corporate Advertising budget to facilitate the needs for Shop Local social media page management. The Community Engagement Officer added that due to the urgency members consider recommending the solution via Urgent Action, noting that the amount requested will require Officers to obtain three quotes prior to making the appointment.

Councillor S Hodges agreed with the suggestions made by the Community Engagement Officer. Councillor Perkes advised members of the importance of the Shop Local social media management and presence.

Councillor S Hodges also agreed with the idea of Shop Local / Love Barry banners or bunting, utilising the infrastructure that is already in place within the shopping areas and suggested a figure of £5,000 for the purchase of advertising bunting.

Councillor Lloyd-Selby said that she could not hear the meeting and felt that she was unable to participate. She asked why there was not the sufficient equipment in place such as microphones as per the meeting of Full Council held on 29 June. The Chief Officer advised members that the cost of hiring such equipment for one meeting was £500 and would not be viable for every committee meeting. The Chair read out the recommendation to the Zoom participants. Councillor Lloyd-Selby advised that she could not hear the rationale behind the recommendation and felt that she could not participate and suggested that the technology be considered for future meetings.

The Community Engagement Officer advised that Technological Impact is on the agenda and suggested that it be discussed there.

The Chief Officer advised that the possibility of purchasing or hiring of equipment could be explored.

Councillor Drake then advised that both herself and Councillor Rowlands could not hear what was being said at the other end of the hall.

Councillor Rowlands advised that the legislation is clear that if all participants cannot take part in a meeting or make an informed decision then the meeting cannot take place. He suggested to have a single microphone which could be passed around the room and said that he

was unsure how the meeting could continue if all participants could not hear. The Chief Officer advised that the suggestion would not be possible due to contamination of the microphone being passed from one person to another. Councillor Drake suggested that members were gloves when handling the microphone.

The Chief Officer advised members of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 in which it states that if members have problems with the technology, for example the internet loses connection, then as long as the meeting was quorate then it could continue. Councillor Lloyd-Selby asked for the problem to be looked into for future meetings and suggested that all meetings are via zoom with the exception of the Chair, Lead Officer and minute taker in the chamber. The Chief Officer advised that this meeting was suggested to be held in the Pioneer Hall due to the limitations that Zoom gave during the last discussion on this item. Councillor Lloyd-Selby asked if the option of using the Vale of Glamorgan Council Chamber would be viable. Councillor N Hodges said that the Vale of Glamorgan Council are not using their own chamber for meetings as all meetings are virtual and advised that social distancing could not be maintained there.

Councillor S Hodges suggested that if members wished to speak they could move closer to the laptop in order for the Zoom participants to hear. The Chief Officer moved the laptop to another table.

Councillor S Hodges advised the Zoom participants that the recommendation was made to allow £5,000 from to purchase Shop Local bunting to be placed at the shopping areas using the infrastructure already in place.

RECOMMENDATION to a meeting of Full Council to be held on Wednesday, 29 July 2020:

- 1. That a budget of £5,000 is allocated for the purchase of Shop Local / Love Barry bunting to be displayed at both Holton Road and High Street, utilising the existing infrastructure at both areas from the Christmas Lights, subject to the necessary approvals being obtained from the Vale of Glamorgan Council Highways Department.**
- 2. That a budget of £4,000 is repurposed from the Corporate Advertising budget for the purpose of Barry Town Council entering into a 12-month contract with an external social media management company to promote shopping locally and the town across Facebook, Instagram and Twitter, noting that Officers will obtain 3 separate quotes to demonstrate best value for money.**

Christmas Meals

Members were advised within the report that the Council were not in a position to determine whether events involving large numbers of people would be allowed this year and a suggestion of placing £2,700 of the Christmas Meals budget be placed into the COVID-19 fund.

Members agreed to recommend that £2,700 of the Christmas Meals budget be placed into the COVID-19 fund.

Green Grants

Councillor Lloyd-Selby advised that people could be more confident about outdoor activities and suggested that groups should be encouraged to apply. Councillor Payne agreed with Councillor Lloyd-Selby and added that there are a lot of plastic around in the form of tape and social distancing stickers and said that there should be some greener solutions that could be looked into. The Chair advised that this working party could be in danger of creating too many pots in relation to COVID-19. Councillor S Hodges suggested to put all the proposed re-purposed money into one COVID-19 fund which would make the fund purposeful for when people are making applications, noting that environmentally friendly applications should be encouraged.

Members agreed to recommend that £4,300 of the Green Grants budget be placed into the COVID-19 fund.

Community Grants

The Chief Officer advised members that a list had been collated of grants applications received to date which had been highlighted in either red, amber or green to show which applications could be grants, those that could be granted in part or those that would not likely be granted due to them requesting a grant for things such as events / trips.

Councillor Drake asked if the grant applications were still available and if the closing date had passed as Castleland Community Centre would like to apply. The Chief Officer responded that during the pandemic there was no cut-off date and organisations could still apply. The Chief Officer suggested that the grant application process could be advertised again with no definite closing date.

Councillor S Hodges suggested that the organisations highlighted in red are written to advising them of the situation as they may have new suggestions for funding for their groups. Councillor S Hodges also suggested that the COVID-19 pot be increased under this heading and suggested to top up the Community Grant heading to £40,000. The Chief Officer advised that this would be a sensible recommendation as already £37,000 had been applied for to date.

Councillor Lloyd-Selby raised concerns about the timescales for delivery as many organisations may not be able to deliver on their timescales due to COVID-19 and may need to turn some organisations into red applications and re-purpose that money.

Councillor S Hodges suggested to write to all applicants requesting information into changes in circumstances due to COVID-19 and increase the Community Grant budget heading to £40,000.

The Chief Officer advised that the Financial Assistance Grants would normally be dealt with via the Finance, Policy and General Purposes Committee and advised that the next meeting isn't until September. She suggested that an extraordinary meeting of the Finance, Policy and General Purposes Committee may need to be called to deal with the Financial Assistance Grant applications received with the recommendations being forwarded to the Full Council meeting scheduled for September.

The Deputy Chief Officer asked if the Business Support heading was resolved as his notes state that it was partly discussed but not resolved due to the last meeting being adjourned.

Councillor S Hodges suggested that the £3,000 of the Business Support budget heading be placed into the COVID-19 fund.

Councillor Perkes requested that something is explored in relation to people queuing outside shops during the autumn and winter months. She suggested that marquees be purchased to help with the queuing system. Councillor S Hodges agreed and suggested that officers look into marquees for use at events in Central Park.

Councillor Payne suggested that shops be fitted with awnings as they had them historically on Holton Road. The Chair advised that there could be other funding available to access via the Vale of Glamorgan Council for improvements to Holton Road.

The Chief Officer advised members that funding could be explored via the Vale of Glamorgan Council in particular funding discussed at a recent Barry Resilience Forum.

Members agreed to recommend that £25,000 of the Community Grants budget be placed into the COVID-19 fund. Members also agreed to recommend that the budget heading for Community Groups be increased to £40,000 and all applicants are written to determine if their needs have changed due to COVID-19.

Members also agreed to recommended that £3,000 of the Business Support budget heading is placed into the COVID-19 fund and that Officers explore funding via the Vale of Glamorgan Resilience Forum.

Community Plan

Members were advised that it had been suggested to postpone the Community Plan for at least three months due to the pandemic.

Members agreed to postpone the Community Plan for at least three months, supporting the review of the Community Engagement Strategy to determine the public's priorities during the pandemic, noting that the results of the engagement will feed back into the Sustainable Barry Working Party for consideration.

Social Impact

Members were provided with information within the report that outlined that the Community Engagement Strategy review will address the social impact of COVID-19 on the community.

Members noted the update within the report.

Technological Impact

The Chief Officer advised members that office staff are part working from home and part working within the offices on a rota and socially distanced basis. She also advised that there is a view to re-open to the public in September to coincide with the re-opening of schools. It was also mentioned that the full zoom package had been purchased for committee meetings but will investigate technology to accommodate the zoom meetings for members' full participation and that committee agendas are being uploaded to the website in full, asking members of the public to submit questions prior to the meeting to retain public participation. The Chief Officer ended the update stating that all of the new technology and how we engage has been a learning curve for all staff and Councillors and asked if training was required for both staff and Councillors in terms of Zoom.

The Chair suggested if the local supplier could attend and do a presentation of how the technology would work prior to purchasing.

The Chief Officer advised that this could be explored and utilise JPL's knowledge of such equipment to help with the purchasing of sound and microphones.

Councillor Payne suggested to contact One Voice Wales for advice as they must have helped smaller community councils with their limitations around virtual meetings during the pandemic.

Members agreed to allow the Chief Officer to explore options in relation to the limitations surrounding virtual meetings.

Environmental Impact

The Community Engagement Officer advised members that this had been covered within the update provided at the beginning of the meeting.

Members noted the update provided in the meeting and moved the recommendations made at the beginning.

Councillor Lloyd-Selby advised that there are challenges the Council are facing and there is an opportunity to strengthen our democracy as a Council. She further advised that if the technology was in place it would allow the Council to widen the relationship within the community. Councillor S Hodges suggested that training on Zoom would be beneficial for staff and Councillors.

Discussions around the use of zoom continued. The Chief Officer advised that the limitations are not to participation but to the Chairing of meetings. She advised that a written brief could be prepared whereby the Chair of each committee is advised of the etiquette around zoom meetings and how to draw people into the conversation.

Councillor Rowlands agreed with the Chief Officer suggesting that guidelines are laid out for each Chair and Councillors who will participate meetings via zoom. He also suggested that Zoom Webinar be explored to allow those who cannot attend a meeting to watch it back at a later date. The Chief Officer advised that the Council's current Standing Orders do not allow for meetings to be recorded but this could be reviewed, if members wanted meetings to be recorded, at the Annual meeting where the Standing Orders are set out.

Legal Impact

Members were asked to note that any changes in acts or framework which may affect the Council and its operations will be reported to the Sustainable Barry working Group for their information and/or consideration.

The Chief Officer advised that a questionnaire had been sent via One Voice Wales on the impact of Covid-19 for Town & Community Council's and advised that she wasn't sure if this would have an impact on changes to legalisation in the future.

Members noted the update provided.

Councillor S Hodges advised members that Penarth Town Council had set up a Traders Fund to the value of £25,000.. She suggested to create an Independent Traders Fund of £30,000 to support them. Councillor Perkes suggested the amount be increased to £50,000. Councillor Payne commented that this should be dealt with under the remit of Shop Local Barry Advisory Committee. Councillor S Hodges advised that this would be a one off in a reaction to an event that has happened.

The Chief Officer advised that the COVID-19 Fund would create a larger impact if the fund was one large pot of money and it not be ring-fenced for certain categories.

Discussions continued with points being raised about focusing on sole traders and empty shops being turned into pop up shops for local crafters.

The Chair asked for the amount that has been placed into the fund. The Deputy Chief Officer advised that £69,500 has been repurposed from this committees' recommendation with an additional £50,000 being taken from reserves to support Independent Traders, making the total COVID-19 fund £119,500. Members suggested to increase the fund to £150,000 with the shortfall being taken from Council general reserves.

RECOMMENDATION: To a meeting of Full Council that all re-purposed monies discussed within this item be placed into a COVID-19 Recovery Fund totalling £69,500 with £80,500 shortfall being transferred from the Councils General Reserves to help with the Recovery of COVID-19 for Community Groups and Traders to access within the Town and for the purpose of relevant projects.

33.

COMMUNITY IMPACT ASSESSMENT/PUBLIC CONSULTATION

Members were provided with a draft Community Impact Assessment that is proposed for circulation to the public for consultation.

Councillor Payne raised concerns in relation into asking questions about people's mental health and what would the need of this be in relation to the impact of the COVID-19 pandemic. The Community Engagement Officer advised that the questionnaire would be anonymous and the aim was to provide the Sustainable Barry Working Party with a post COVID response from the Community. The Community Engagement Officer also asked if members wish to give input into the public consultation then this would need to be received before Friday to enable her to put a new one together, ready for Full Council which is being held on 29 July 2020.

Councillor Lloyd-Selby agreed with Councillor Payne in relation to asking some questions and what would the result show.

Councillor Johnson suggested shorter and sharper polls or questionnaires would yield a better response than a lengthy poll or questionnaire. He also suggested to use social media and zoom meetings to gather more data. Councillor S Hodges agreed to promote the questionnaire on social media.

Councillor S Hodges said that she would be interested in finding out about people confidence when going outside and suggested a way to help encourage those people who would be lacking in confidence to leave their homes due to the pandemic.

The Chair made a suggestion of using the Community mapping directory as a point of contacts when sending out the survey.

Councillor Lloyd-Selby agreed to the use of social media and an open zoom session but there needs to be clear direct questions. She also commented that she was unsure that all the community groups were on the Community Mapping database and advised that certain groups have been set up to cover gaps.

Councillor N Hodges agreed with gaining knowledge about people's confidence during the pandemic and also suggested that when it is agreed the COVID-19 Fund should be advertised as much as possible as it will have a positive focus on the Council. He also advised caution about asking general questions which could generate suggestions from the public on services we cannot provide.

The Chief Officer advised members that the exercise was to see how the community were feeling following on from the pandemic and to obtain ways in which the Council could help via the COVID-19 fund. The Chief Officer also requested if members would allow the Community Engagement Officer to create a new questionnaire with the help of members input with a deadline of Friday 24 July.

Councillor Payne asked if the questions incorporate with the seven well-being goals. The Community Engagement Officer advised that they do incorporate those seven well-being goals.

RESOLVED: That the Community Engagement Officer re-visits the Community Impact Assessment and reports back to members via email in order to have it ready for distribution following the meeting of Full Council.

34.

COMMUNITY MAPPING

Councillor Johnson asked for clarification in relation to the Community mapping database as some groups are not listed on there. The Community Engagement Officer advised that the list is not exhaustive

and that she only had a few days to put the list together and it will be added to in order to incorporate those who are not on the list.

RESOLVED:

- 1. That the Sustainable Barry Working Group consider the implications of being able to complete a community mapping exercise for Barry as a whole, noting that once the group have determined the priorities that community mapping could be utilised for specific areas.**

- 2. That the list of Community Organisations operating in Barry is received, noting that the list will be continually updated to ensure it remains current.**

Meeting Closed 7.30pm

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - SUSTAINABLE BARRY WORKING PARTY - 13 JULY & 20 JULY 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
26	That a recommendation to a meeting of Full Council to be held on Wednesday, 29 July 2020 that the extract related to the Wellbeing of Future Generations Wales Act 2015 Sustainable Development Principle is the Decision Making Framework to Improve the Economic, Social Environmental and Cultural Well-Being of Barry is placed on every future committee agenda for reference.	OTL	29.07.2020	On agenda
27	That a recommendation to a meeting of Full Council to be held on Wednesday, 29 July 2020 that the Chief Officer re-words item 3 on the Terms of Reference for the Sustainable Barry Working Party to include staff well-being.	CO	29.07.2020	On agenda
32 (1)	That a recommendation to a meeting of Full Council to be held on Wednesday, 29 July 2020, that a budget of £5,000 is allocated for the purchase of Shop Local / Love Barry bunting to be displayed at both Holton Road and High Street, utilising the existing infrastructure at both areas from the Christmas Lights, subject to the necessary approvals being obtained from the Vale of Glamorgan Council Highways Department.	CEO	29.07.2020	On agenda
32(2)	That a budget of £4,000 is repurposed from the Corporate Advertising budget for the purpose of Barry Town Council entering into a 12 month contract with an external social media management company to promote shopping locally and the town across Facebook, Instagram and Twitter, noting that Officers will obtain 3 separate quotes to demonstrate best value for money.	CEO	29.07.2020	On agenda

32 (3)	That a recommendation to a meeting of Full Council to be held on Wednesday, 29 July 2020 that all re-purposed monies discussed within this item be placed into a COVID-19 Recovery Fund totalling £69,500 with £80,500 shortfall being transferred from the Councils General Reserves to help with the Recovery of COVID-19 for Community Groups and Traders to access within the Town and for the purpose of relevant projects.	CEO	29.07.2020	On agenda
33	That a recommendation to a meeting of Full Council to be held on Wednesday, 29 July 2020 that the Community Engagement Officer re-visits the Community Impact Assessment and reports back to members via email in order to have it ready for distribution following approval at Full Council.	CEO	29.07.2020	On agenda

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 13 JULY 2020 AT 7.00PM

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

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Deputy Chief Officer
Rebecca Blackwell – Office Team Leader
Hannah Linton – Trainee Administrator
Councillor Johnson – Observer

R228. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wiliam

R229. **DECLARATIONS OF INTEREST**

None

R230. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 20 JANUARY 2020**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 20 January 2020 be approved and signed as a correct record.

R231. **NJC JOINT TRADE UNIONS PAY CLAIM 2020-21 FOR INFORMATION**

The Chief Officer advised the committee of the information within the report appendices advising how it will have an impact on staffing budgets.

RESOLVED: That members receive and note the information provided within the report and appendices.

R232. **BUDGET OUT-TURN REPORT 31 MARCH 2020**

Members were provided with a report informing them of the Council's income and expenditure in the 2019/20 financial year as at the end of March 2020.

RESOLVED: That the budget out-turn report for March 2020 be received and noting the net underspend (surplus for the year) of £49,129 for 2019/20

R233. **BUDGET MONITORING REPORT JUNE 2020**

Members were provided with a report outlining the Committee's income and expenditure in the 2020/21 financial year as at the end of June 2020.

RESOLVED: That members receive the budget monitoring report for June 2020 noting the projected out-turn for the year is to be overspent by £1,000

R234. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Personnel Committee will be reviewed in September 2020

R235. **EXCLUSION OF PRESS AND PUBLIC**

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

R236. **COSTS ASSOCIATED WITH INCREASING PLANNING FUNCTION**

Members were provided with a report to inform them of the costs associated with increasing the Planning function of the Council as per previous instruction from Committee at the last meeting.

The Chief Officer discussed three options with members as explained the financial costs of each of them.

Councillor Wilkinson asked for the views of those who sat on the Planning Committee as to which increase would be suitable. The Chief Officer advised members that the Planning Officers workload has increased and more hours would be beneficial. Councillor Johnson added that Planning is an important function of the Council and asked how many hours was the Planning Officer working over his current contracted hours. The Chief Officer advised that the Planning Officer is currently 12 hours over his contractual hours with no annual leave taken. The Chief Officer also advised members that they had agreed to pay hours owed to the Planning Officer previously and this is how the discussion of increasing hours occurred. Councillor Payne advised to go with an increase of 5 hours.

RESOLVED: That members of the Personnel Committee agree to an increase of 5 hours per week making the Planning function total hours of 15 hours per week.

R237.

**STAFF CONSULTATION RE: CHANGE OF HOURS DUE TO LATER
SUMMER OPENING OF CEMETERY**

Members were provided with a report advising them of communication which had taken place with Cemetery staff in relation to increasing contractual hours during the summer months.

The Chief Officer advised members that all cemetery staff members had received correspondence in relation to the change of the contractual hours and have had a team meeting which was held in March 2020. The Chief Officer also advised that there is a formal staff consultation being held on 16 July 2020 in which cemetery staff and Union representatives will be in attendance in order to have a full engaged and informed discussion.

Councillor Payne asked about the lone working implications. The Chief Officer advised that currently the lone worker has to ensure that all members of the public have vacated the cemetery, lock the gates and then do a full sweep of the cemetery alone, to ensure that there are no members of the public left in the Cemetery. To ensure the safety of the staff it would require two members of staff being present.

The Chief Officer also advised members that an extraordinary meeting of the Personnel Committee would need to be held following the outcome of the Consultation with Cemetery staff members.

RESOLVED: That members of the Personnel Committee receive the report and communication noting that the consultation process is underway.

R238.

WORKFORCE PLANNING

Members were provided with an update report in relation to the workforce within the team at Merthyr Dyfan Cemetery with a request for the continuation of the Trainee Programme.

The Chief Officer discussed the report with members outlining the need for additional trainee members of staff following the notification of retirement for three members of staff over the next two years.

RESOLVED:

- 1. That members of the Personnel Committee agree to the recruitment of a new trainee member of the Cemetery team to begin in September 2020.**
- 2. That members of the Personnel Committee agree to employing a second trainee to cover both spaces made by the retiree's and for the recruitment process to proceed earlier than**

planned to support the team through a possible second infection of Covid-19 and possible lock down if infection rate R moves above 1.

The meeting closed at 7.25 pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - PERSONNEL COMMITTEE -13 JULY 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R236	That members of the Personnel Committee agree to an increase of 5 hours per week making the Planning function total hours of 15 hours per week.	CO	Aug-20	In progress
R238 (1)	That members of the Personnel Committee agree to the recruitment of a new trainee member of the Cemetery team to begin in September 2020.	FCM	Sep-20	In progress
R238 (2)	That members of the Personnel Committee agree to employing a second trainee to cover both spaces made by the retiree's and for the recruitment process to proceed earlier than planned to support the team through a possible second infection of Covid-19 and possible lock down if infection rate R moves above 1.	FCM	Sep-20	In progress

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON THURSDAY 16 JULY, 2020, AT 6.00 PM

PRESENT: Councillor Perkes (Chairperson) together with Councillors Collins, Hawkins, S Hodges and Payne;
Along with S Burnell (Awesome Wales – joined at 7.06pm), Amy Greenfield (Awesome Wales – joined at 7.06pm), H Isted (HI Communications)

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Rhian Burns – Administrator
Hannah Linton - Administrator
Councillor Clarke - Observer

SL144. **APOLIGIES FOR ABSENCE**

No apologies were received.

SL145. **DECLARATIONS OF INTEREST**

None were received.

SL146. **MINUTES OF A MEETING HELD ON 6 FEBRUARY 2020**

RESOLVED that the minutes of the Shop Local Barry Advisory Committee held on 6 February 2020 be approved and signed as a correct record.

SL147. **SOCIAL MEDIA UPDATE AND DISCUSSION**

Members received an update on the Shop Local social media.

Hannah Isted advised that the response to the Shop Local social media had been good and that it had been covered on the ITV News. She noted that whether the social media continued to be maintained by HI Communications or was taken over in-house she felt it was an important tool to support local businesses that was well received by the traders.

Councillor Payne noted that she felt the videos explaining how traders had put social distancing measures in place in their businesses were very useful.

Councillor Clarke noted that he was unaware of the Shop Local social media output and queried whether there was another way to communicate with people who did not access social media.

Stuart Burnell and Amy Greenfield joined the meeting.

The Community Engagement Officer advised that she was working on a Marketing and Communications Strategy which would identify different ways to communicate with the community. She added that social media was a powerful communication tool with a relatively low cost to reach comparison.

Councillor Perkes noted that the Shop Local social media pages were the most successful of all the Barry own Council social media streams.

Councillor S Hodges noted that she felt social media was very important at the moment. She added that many people were unsure of how safe it is to return to the high street and that businesses with a digital presence were better placed to survive the situation. She further noted that she felt natural growth on social media could not be relied upon and that a larger budget should be procured in order to advertise the town both through social media and through the press.

The Community Engagement Officer advised that she had received feedback from traders that the Shop Local social media pages were appreciated by them and were found to be beneficial.

Hannah Isted noted that there was a lot of support for older people to assist them in becoming more digital. She added that she had worked with a trader to make sure the businesses website was suitable for the older demographic of customers who had been reliant on deliveries during the lockdown period and beyond.

Councillor Perkes noted that the Vale of Glamorgan Council ran projects to assist older people to use digital communication and suggested linking in with any of their projects where possible.

Councillor Payne advised that she would be interested in finding out which businesses in Barry had not survived this period.

Councillor S Hodges noted that she felt it was important for any information to be gathered as quickly as possible in order that action could be taken swiftly.

RECOMMENDED:

- 1. To a meeting of the Sustainable Barry Working Group on Monday 20 July 2020 that an increased budget be sought for promotion of the town both on social media and through the press.**
- 2. That any resolutions from this item are agreed through the Urgent Action process with Group Leaders in order to ensure a swift response.**

CHAIR UPDATE – DISCUSSION AT SUSTAINABLE BARRY WORKING GROUP

The Chair advised that it had been very useful for Members of the Shop Local Barry Advisory Group to attend the Sustainable Barry Working Group. She felt that it was important for the Shop Local Group to feedback on how best budgets could be repurposed in order to support the traders in the recovery.

Councillor S Hodges noted that ideas from the traders were necessary in the decision making process and that budgets needed to be identified. She reiterated that this must be done swiftly with decisions agreed by Urgent Action if necessary.

Councillor Clarke advised that he had attended a Vale of Glamorgan Council Resilience Meeting and had felt there had been a lack of cohesion between the approaches of the Vale of Glamorgan Council, the wishes of the traders and the needs of the public.

Amy Greenfield noted that she felt communication from the Vale of Glamorgan Council regarding what measures would be put in place and when had been poor. She advised that the traders would be behind any measures that would help to create a safe shopping environment but felt they had been put in a situation where they were struggling to support measures they did not agree with.

Councillor S Hodges queried whether there was any way to quickly survey traders for ideas on what response they would favour. She also noted it would be helpful to have guidance from Welsh Government on what could feasibly be done in terms of outdoor events.

Councillor Payne suggested signage be placed in the shopping areas outlining the rules and restrictions in place.

Councillor Clarke advised that it may be possible to access funds through the Vale of Glamorgan Resilience Committee for any projects that were put forward.

The Community Engagement Officer noted that with regulations changing and updating so rapidly it was difficult to plan for future events.

RESOLVED:

- 1. That the Community Engagement Officer contacts traders to survey their ideas and feedback on what response would be most beneficial.**
- 2. That the Shop Local Barry Advisory Group makes representation on behalf of traders to the Vale of Glamorgan**

Council requesting the most up to date information is provided to businesses.

SL149 **OPEN DISCUSSION**

Members agreed that all topics for discussion had already been covered and actions agreed.

SL150 **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Shop Local Barry Advisory Committee is to be confirmed.

The meeting ended at 6.42 pm.

Signed (Chairperson)

Date

FOR INFORMATION ONLY

ACTION SHEET - SHOP LOCAL - 16 JULY 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL129(2)	That C Edwards contact M Velios regarding point 120(4) on the action sheet.	C. Edwards	30.04.2020	Not started
SL 138(2)	That the White Ribbon campaign link be forwarded to members of Shop Local Barry Advisory Committee.	CEO	30.04.2020	Not started
SL 140(3)	That Shop Local Barry Advisory committee purchase the domain names 'Shop Local Barry' and 'Barry Shop Local' and be allocated a budget of up to £100 from the Shop Local Barry budget 2019/20.	CEO	21.07.2020	Complete - purchased www.shoplocalbarry.com
SL 147 (1)	RECOMMENDED - To a meeting of the Sustainable Barry Working Group on Monday 20 July 2020 that an increased budget be sought for promotion of the town both on social media and through the press.	CEO	20.07.2020	Complete - FC to agree
SL 147 (2)	RECOMMENDED - That any resolutions from this item are agreed through the Urgent Action process with Group Leaders in order to ensure a swift response.	CEO	29.07.2020	Item on FC agenda for discussion
SL 148 (1)	That the Community Engagement Officer contacts traders to survey their ideas and feedback on what response would be most beneficial.	CEO	17.07.2020	Complete
SL 148 (2)	That the Shop Local Barry Advisory Group makes representation on behalf of traders to the Vale of Glamorgan Council requesting the most up to date information is provided to businesses.	CEO	23.07.2020	

FULL COUNCIL	29 JULY 2020	AGENDA ITEM:
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SCHEDULE OF PAYMENTS FOR JULY 2020

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Schedule of Payments of Accounts July 2020 (4 pages)

Purpose of Report

To provide members with the schedule of payments for July 2020 for approval consisting of BACS payments and direct debits in the amount of £56,373.55.

Detailed Information

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

The schedule of payments for July 2020 comprising BACS payments and direct debits, in the amount of £56,373.55 is attached for approval.

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

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

	<u>July</u>
Lloyds Commercial Banking Online (Net Pay)	33,855.95
Inland Revenue	10,210.69
Cardiff Council (LGPS)	10,669.58
GMB	70.70
Unison	14.45
Prudential	<u>150.00</u>
	<u>54,971.37</u>

Recommendations

1. That the information set out above relating to salary payments for July 2020 inclusive, which has been certified and authorised by the appropriate officers in accordance with the requirements of Standing Order19(c), be received and noted;
2. That the attached schedule of payments for July 2020 consisting of BACS payments and direct debits in the amount of £56,373.55, be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For July 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Sarah Lima	Refund of deposit paid for Pioneer Hall 04.07.20	28.50	0.00	28.50	Pioneer/Childrens Parties
BACS	Samantha Scott	Refund of deposit paid for Pioneer Hall 25.07.20	28.50	0.00	28.50	Pioneer/Childrens Parties
BACS	Chloe Downs	Refund of deposit paid for Pioneer Hall 26.07.20	28.50	0.00	28.50	Pioneer/Childrens Parties
BACS	GCSSC Ltd	Disinfectant Spray Cleaner	79.80	15.96	95.76	Cemetery/Cleaning
BACS	GCSSC Ltd	Static Guarding at Cemetery 11th- 29th May 2020	1,755.45	351.09	2,106.54	Cemetery/Mobile Security
BACS	GCSSC Ltd	Static Guarding at Cemetery 1st - 15th June 2020	611.01	122.20	733.21	Porthkerry/Mobile Security
BACS	GCSSC Ltd	Static Guarding at Cemetery 1st - 12th June 2020	885.36	177.07	1,062.43	Cemetery/Mobile Security
BACS	CIPD	Membership renewal 1 July 2020 - 1 July 2021	163.00	0.00	163.00	Corporate/Staff Training
BACS	Jewsons	Twenty large bags of sand	734.80	146.96	881.76	M&S/Rent
BACS	Dops Paint Merchants	Eggshell paint	26.23	5.25	31.48	M&S/Property Maint
BACS	Tip Top Toilets Ltd	Hire of Portaloo (01.06.20 - 30.06.20)	94.29	18.86	113.15	Porthkerry/Property Maint
BACS	High Speed Training	COVID-19 Essentials E-Learning course for 8 staff	160.00	32.00	192.00	Corporate/Staff Training
BACS	Teleshore UK Ltd	One hundred surgical face masks	107.00	21.40	128.40	Cemetery/PPE
BACS	Newhall Janitorial Ltd	Ten litres D10 SUMA BAC Cleaner/Sanitiser	51.72	10.34	62.06	Cemetery/Cleaning
BACS	ICCM	Corporate membership renewal for 2020/21	95.00	0.00	95.00	Cemetery/Subscriptions
BACS	Celtic Mowers Ltd	Two belts for Kubota ride on mower	58.00	11.60	69.60	Cemetery/Equipment Maint
BACS	Hook Signs	COVID-19 signs	130.00	0.00	130.00	Cemetery/Property Maint
BACS	Hook Signs	COVID-19 signs	92.00	0.00	92.00	Cemetery/Property Maint
BACS	Hook Signs	COVID-19 signs	99.00	0.00	99.00	Cemetery/Property Maint
BACS	R Burniston	Purchase of new bees	195.00	0.00	195.00	Cemetery/Property Maint
BACS	Green Circle	Ten tonne screened soil grade 1	350.00	70.00	420.00	Cemetery/Property Maint
BACS	Masons Moving Group	Storage of Mayor Making Furniture April 2020	27.52	4.71	32.23	M&S/Property Maintenance
BACS	Masons Moving Group	Storage of Mayor Making Furniture May 2020	28.44	4.87	33.31	M&S/Property Maintenance
BACS	Masons Moving Group	Storage of Mayor Making Furniture June 2020	27.52	4.71	32.23	M&S/Property Maintenance
DD	British Gas Plc	Electricity supply for Cemetery 01.03.20 - 28.03.20	878.26	175.65	1,053.91	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for Cemetery 29.03.20 - 27.04.20	459.18	91.83	551.01	Cemetery/Electricity
DD	British Gas Plc	Electricity supply for Cemetery 28.04.20 - 28.05.20	400.33	80.06	480.39	Cemetery/Electricity
DD	British Gas Plc	Cedit note re Electricity for Pioneer 22.05.19 - 29.02.20	-1,039.27	-51.93	1,091.20	Pioneer/Electricity
DD	British Gas Plc	Electricity supply for Pioneer 22.05.19 - 30.04.20	493.42	24.64	518.06	Pioneer/Electricity
DD	British Gas Plc	Electricity supply for Cemetery 22.02.20 - 21.05.20	334.30	16.70	351.00	Cemetery/Electricity

Schedule of Payments of Accounts For July 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	British Gas Plc	Gas supply at Pioneer 28.01.20 - 27.04.20	321.93	16.09	338.02	Pioneer/Gas
DD	BP Direct Fuels	Fuel for cemetery mowers and vehicles	71.69	14.33	86.02	Cemetery/Fuel
DD	Lloyds Bank	Internet banking charges incurred 01.03.20 - 31.03.20	24.00	0.00	24.00	M&S/Bank Charges
DD	Lloyds Bank Cardnet	Cardnet service charges 01.03.20 - 31.03.20	23.90	0.00	23.90	M&S/Bank Charges
DD	Certas Energy Ltd	Six hundred and one litres red diesel	366.73	18.34	385.07	Cemetery/Fuel
DD	Biffa Waste Services Ltd	Skip Rental 28.03.20 - 24.04.20	60.76	12.15	72.91	Cemetery/Property Maint
DD	Biffa Waste Services Ltd	Skip Rental 25.04.20 - 22.05.20	60.76	12.15	72.91	Cemetery/Property Maint
DD	Screwfix Direct	Safety boots and trousers	33.65	3.33	36.98	Cemetery/PPE
DD	Screwfix Direct	Three Hi-vis bomber jackets	63.32	12.65	75.97	Cemetery/PPE
DD	Screwfix Direct	Credit note for builders gloves	-37.25	-7.45	44.70	Cemetery/PPE
BACS	Dragon Fire and Security	Six monthly maintenance visit of Fire Alarm at chapel	62.00	12.40	74.40	Cemetery/Property Maint
BACS	GCSSC Ltd	Static Guarding at Cemetery 17th - 19th June 2020	182.70	36.54	219.24	Porthkerry/Mobile Security
BACS	GCSSC Ltd	Mobile Lock Up Patrols at Cemetery 15th - 30th June 2020	222.75	44.55	267.30	Cemetery/Mobile Security
BACS	Microshade Business Cons	Annual subscription for Acrobat Pro for Teams	507.87	101.57	609.44	M&S/Microshade Citrix
BACS	Microshade Business Cons	Citrix hosting service & Microsoft office for June 2020	587.15	117.43	704.58	M&S/Microshade Citrix
DD	Lloyds Bank Credit Card	H20 HD Pro all in one steam mop & handheld cleaner	124.26	24.85	149.11	Cemetery/Equipment
DD	Lloyds Bank Credit Card	Mountain Ash saplings	28.98	0.00	28.98	Cemetery/Horticulture
DD	Lloyds Bank Credit Card	H20 HD super clean cloth pack	20.30	4.06	24.36	Cemetery/Equipment
DD	Lloyds Bank Credit Card	Disposable gloves	48.96	9.78	58.74	Cemetery/PPE
DD	Lloyds Bank Credit Card	Disposable gloves	24.96	5.01	29.97	Cemetery/PPE
DD	Lloyds Bank Credit Card	Face shield anti fog cover protection	20.82	4.16	24.98	Cemetery/PPE
DD	Lloyds Bank Credit Card	Disposable gloves	37.50	7.50	45.00	Cemetery/PPE
DD	Lloyds Bank Credit Card	Disposable gloves	25.44	5.10	30.54	Cemetery/PPE
DD	Lloyds Bank Credit Card	Disposable gloves	42.00	8.40	50.40	Cemetery/PPE
DD	Lloyds Bank Credit Card	Ten pack of surgical face masks	23.46	4.71	28.17	Cemetery/PPE
DD	Lloyds Bank Credit Card	Face shield anti fog cover protection	21.65	4.33	25.98	Cemetery/PPE
DD	Lloyds Bank Credit Card	Twenty four packs of antibacterial wipes	40.00	8.00	48.00	Cemetery/Cleaning
DD	Lloyds Bank Credit Card	Face masks	69.90	13.98	83.88	Cemetery/PPE
DD	Lloyds Bank Credit Card	Face masks	96.95	19.39	116.34	Cemetery/PPE
DD	Lloyds Bank Credit Card	Face masks	21.62	4.32	25.94	Cemetery/PPE

Schedule of Payments of Accounts For July 2020

<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 Bank Credit Card	Dell Inspiron 15 5593 15.6" Intel Core i3 Laptop Silver	399.17	79.83	479.00	M&S/Equipment
DD	Lloyds Bank Credit Card	Face masks	58.25	11.65	69.90	Cemetery/PPE
DD	Lloyds Bank Credit Card	Manual Handling, First Aid & Equality E-Learning courses	80.00	16.00	96.00	Corporate/Staff Training
DD	Lloyds Bank Credit Card	Five packs of warning tape	31.62	6.32	37.94	Cemetery/Property Maint
DD	Lloyds Bank Credit Card	Twelve packs of 126 Dettol antibacterial wipes	33.00	6.60	39.60	Cemetery/Cleaning
DD	Lloyds Bank Credit Card	Five packs of warning tape	27.04	5.45	32.49	Cemetery/Property Maint
BACS	Ran Hire and Sales	Hire of excavator at Porthkerry Cemeterry 01.06.20-23.06.20	443.40	88.68	532.08	Porthkerry/Property Maint
BACS	Vale of Glamorgan Council	Annual Retainer charges for Security Service 2019/20	337.70	20.00	357.70	All/Property Maintenance
BACS	T Jones	Welsh translation costs	102.25	0.00	102.25	M&S/Welsh Translation
BACS	Employee No. 0185	Mileage claim 01.06.20 - 03.07.20	26.33	10.72	37.05	M&S/Officers Travel
BACS	JPL Sound	Audio frequency induction loop system in Council Chamber	457.49	0.00	457.49	M&S/Property Maintenance
BACS	JPL Sound	Sound system hire for Council meeting 29.06.20 at Hall	500.00	100.00	600.00	M&S/Property Maintenance
BACS	Masons Moving Group	Storage of Mayor Making Furniture July 2020	28.44	4.87	33.31	M&S/Property Maintenance
BACS	Hook Signs	COVID-19 signs	50.00	0.00	50.00	Cemetery/Property Maint
DD	Datakom	Telephone line & calls for 01446 738663 June 2020	29.00	5.80	34.80	M&S/Telephone
DD	Sage UK Ltd	Sage Payroll maintenance cover 01.07.20 - 31.07.20	85.50	17.10	102.60	M&S/Equipment Maint
DD	Vodafone	Monthly rental of four mobile phones & calls for June 2020	40.88	8.20	49.08	M&S/Telephone
DD	Nisbets Ltd	Tea cups, saucers, mugs, tea pots and glass jugs	216.41	43.28	259.69	CA Building/Equipment
DD	Nisbets Ltd	Box of 6 glass jugs	10.99	2.19	13.18	CA Building/Equipment
DD	Virgin Media	Broadband service for June 2020	51.50	10.30	61.80	Pioneer/Broadband
BACS	Happy Embroidery	Three Polo t-shirts and one fleece	50.00	10.00	60.00	Cemetery/PPE
BACS	Hook Signs	COVID-19 signs	40.00	0.00	40.00	Pioneer/Property Maint
BACS	SLCC	Dealing with Challenging People & Situations webinar	60.00	12.00	72.00	M&S/Professional Fees
BACS	David Evans Agricultural	One RTP Lawnmower	508.00	101.60	609.60	Cemetery/Equipment
DD	Biffa Waste Services Ltd	Skip Rental 23.05.20 - 26.06.20	610.11	122.02	732.13	Cemetery/Property Maint
BACS	Employee No. 001	WFH allowance for June 2020	26.00	0.00	26.00	M&S/Officers Travel & Subs
BACS	Employee No. 008	WFH allowance for June 2020	26.00	0.00	26.00	M&S/Officers Travel & Subs
BACS	Employee No. 185	WFH allowance for June 2020	26.00	0.00	26.00	M&S/Officers Travel & Subs
BACS	Employee No. 158	WFH allowance for June 2020	26.00	0.00	26.00	M&S/Officers Travel & Subs
BACS	Employee No. 162	WFH allowance for June 2020	26.00	0.00	26.00	M&S/Officers Travel & Subs

Schedule of Payments of Accounts For July 2020

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	Employee No. 156	WFH allowance for June 2020	26.00	0.00	26.00	M&S/Officers Travel & Subs
BACS	Employee No. 190	WFH allowance for June 2020	26.00	0.00	26.00	M&S/Officers Travel & Subs
BACS	Employee No. 188	WFH allowance for June 2020	15.60	0.00	15.60	M&S/Officers Travel & Subs
BACS	Memo Arts Centre	Core Funding Grant - Section 145 Expenditure 2 of 4	37,500.00	0.00	37,500.00	Corp/Core Funding to MHT
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery Office - July	36.00	0.00	36.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Cemetery - July	896.00	0.00	896.00	Cemetery/Rates
DD	Vale of Glamorgan Council	Non domestic rates demand for Pioneer Hall - July	177.00	0.00	177.00	Pioneer/Rates
BACS	Employee No.173	Reimbursement of nine keys cut	25.00	5.00	30.00	Cemetery/Property Maint
BACS	Living Wage Foundation	Accreditation 2020/21	120.00	24.00	144.00	Corporate/Subscriptions
Total For This Period			53,810.30	2,563.25	56,373.55	
Total For Previous Periods			154,657.44	5,591.18	160,248.62	
Total to 31 July 2020			208,467.74	8,154.43	216,622.17	

FULL COUNCIL	29 JULY 2020	AGENDA ITEM: 14
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BUDGET MONITORING REPORT 1 APRIL TO 30 JUNE 2020

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report June 2020 (2 pages)

Purpose of Report

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

Background Information

On the following pages is the budget monitoring report June 2020, indicating actual income and expenditure up to the end of month three in the 2020/21 financial year.

In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net overspend of **£19,413** (£9,826 less expenditure with £29,239 less income).

Recommendation

Members are requested to receive the budget monitoring report for June 2020, indicating actual income and expenditure up to the end of month three in the 2020/21 financial year, noting the projected overspend of **£19,413** for 2020/21.

Budget Monitoring Report to 30th June 2020.

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	3 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Bank Interest	1	2,000	172	0	-1,828	2,000	650	-1,350
Interment Fees	1	75,141	19,350	0	-55,791	75,141	75,141	0
Exclusive Right of Burials	2	27,557	10,240	0	-17,317	27,557	27,557	0
Memorial Fees	3	23,616	0	0	-23,616	23,616	11,861	-11,755
Transfer of Exclusive Right of Burials	4	1,800	0	0	-1,800	1,800	1,800	0
Hire of Chapel	5	770	0	0	-770	770	385	-385
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	5,465	1,314	0	-4,151	5,465	5,465	0
Other Miscellaneous Income	8	2,000	0	0	-2,000	2,000	2,000	0
Porthkerry Agreement	3	10,781	0	0	-10,781	10,781	10,781	0
Lettings	1	26,826	0	0	-26,826	26,826	12,130	-14,696
Lettings - Old Pioneers Club via S137	2	1,270	0	0	-1,270	1,270	217	-1,053
Total Income		177,304	31,076	0	-146,228	177,304	148,065	-29,239
Net Expenditure								
Description	Item No.	Budget	Expenditure	Expenditure	Balance	Budget	Year End	Projected
		12 Months	3 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		1,218,479	259,693	1,095,188	-136,402	1,218,479	1,237,892	-19,413
Transfer to / (from) reserves		(23,615)				(23,615)	(43,028)	
Amount to be met from Precept		1,194,864				1,194,864	1,194,864	
Our net budget for the year is £1,218,479 with actual expenditure for the 3 months to 30 June 2020 of £259,693 and committed expenditure of £1,095,188 with an amount of budgeted income yet to be received of £146,228 noting that an amount of £23,615 will be drawn down from reserves.								
Our projected out-turn for the year produces an overspend of £19,413 (£9,826 less expenditure with £29,239 less income). This will result in a net amount of £43,028 being transferred from reserves rather than transferring £23,615 from reserves.								

FULL COUNCIL	29 JULY 2020	AGENDA ITEM: 15
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TO APPROVE A COVID-19 RECOVERY FUND AS RECOMMENDED BY THE SUSTAINABLE BARRY WORKING GROUP

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

The purpose of this report is to provide members with a clear overview of the recommendations discussed at the meetings of the Sustainable Barry Working Group held on 13 and 20 July.

Please note the discussions of these recommendations are noted in the minutes of both meetings (agenda item 10 relates).

Detailed Information

Members discussed and agreed early on that in order to fully show the Town Council's support and intentions that a Covid-19 budget heading should be created.

Members carefully reviewed the budgets associated with the Chief Officer's Covid-19 Impact Report (received at Full Council on 29 June 2020), considering which budgets were likely to be underspent and could potentially be repurposed into this new budget heading.

The Shop Local Barry Advisory Group were also consulted, with their views fed back to this Working Group in order for recommendations to be based on research and consultation, specifically recommendations that involved Traders and the economy.

Wherever possible, Officers tried to make contact with partners of events to ensure clear communication and that members were fully up to date when making recommendations relating to certain town events of which the Council is usually the main sponsor.

Financial Implications

RECOMMENDATIONS for consideration at a meeting of Full Council to be held on Wednesday, 29 July 2020:

1. That the extract relating to the Wellbeing of Future Generations Wales Act 2015 Sustainable Development Principle is the Decision Making Framework to Improve the Economic, Social Environmental and Cultural Well-Being of Barry and is placed on all future committee agendas for reference. (Appendix 1 relates)

2. That the Terms of Reference for the Sustainable Barry Working Group are approved, subject to the amendment discussed at the meeting held on 13 July 2020. (Appendix 2 relates)
3. That a new budget heading entitled "Covid-19 Fund" is approved and the following budgets are considered for repurposing either in full or part to this new budget heading for the purpose of administering financial aid to both Traders and Community Groups and for potential projects derived from consultation with members of the public:
4. That £3,000 from the Christmas Lights budget is repurposed into the Covid-19 Fund, noting that this will not affect the current provision of Christmas Lights across the town.
5. That £1,000 of the £2,000 budget from Corporate Events (earmarked to host the Annual Santa Fun Run) is repurposed into the Covid-19 Fund, noting that this recommendation allows for £1,000 to remain so the event can be hosted remotely.
6. That the £10,000 set aside for the purpose of purchasing Fireworks is repurposed to the Covid-19 Fund, noting that this budget will be ring-fenced should the event organisers approach the Town Council will alternative ways in which to host the Firework Fiesta this year.
7. That £2,000 from Corporate Events earmarked to host Family Fun Days and an official opening of Town Hall is repurposed to the Covid-19 Fund budget.
8. That £4,000 from the Corporate Advertising budget is repurposed to allow the appointment of an external social media management company to aid in the promotion of Shop Local and the town, noting that due to the length and potential financial implications of this contract that Officers will obtain 3 separate quotations to demonstrate best value for money.
9. That £1,500 of the budget set aside to begin a Youth Council is repurposed to the Covid-19 Fund, noting that this recommendation allows for a budget of £1,500 to remain to allow the Community Engagement officer to explore ways in which Council can engage with young people.
10. That £3,000 set aside for Dementia Friendly Projects is repurposed to the Covid-19 Fund, noting that this will be ring-fenced specifically for dementia friendly projects.
11. That £10,000 usually set aside for the Books 4 Schools initiative is repurposed to the Covid-19 Fund, noting that Officers will contact schools to enquire if their priorities have changed post-Covid with a further discussion surrounding this budget being held at a later date.
12. That £5,000 is approved from the Covid-19 fund for the purpose of purchasing Love Barry / Shop Local bunting using the existing infrastructure at both Holton Road and High Street from the Christmas Lights, subject to approval from the Vale of Glamorgan Highways department.
13. That £2,700 usually earmarked for the Christmas Lunches is repurposed to the Covid-19 Fund.
14. That £4,300 usually earmarked for the Green Grants is repurposed to the Covid-19 Fund.
15. That £25,000 of the Community Grants budget be placed into the COVID-19 fund. Members also agreed to recommend that the budget heading for Community Groups be increased to £40,000 and all applicants are written to determine if their needs have changed due to COVID-19.

16. That the £3,000 usually earmarked for business support is repurposed to the Covid-19 Fund, noting the recommendation (below) that £50,000 of the Covid-19 fund is earmarked for independent traders to access.
17. That Officers are authorised to explore purchasing an industrial size marquee for the purpose of allowing more outdoor shopping to be utilised by traders and this is allowed a budget of up to £5,000 from the Covid-19 fund..
18. That the Community Plan is placed on hold for a further 3 months and is reviewed at a later stage, noting that this project may be postponed again.
19. That £50,000 of the Covid-19 fund is earmarked for independent traders to access, through an application process.

The above recommendations amount to the following:

RECOMMENDATION: To a meeting of Full Council that all re-purposed monies discussed within this item be placed into a Covid-19 Fund totalling £69,500 with £80,500 shortfall being transferred from the Council’s General Reserves to held with the recovery of Covid-19 for Community Groups and Traders to access within the Town and for the purpose of relevant projects.

RECOMMENDATIONS IN BRIEF

Please note, these recommendations only relate to any recommendations regarding expenditure relating to the proposed Covid-19 Fund.

Proposed re-purposed budgets	Proposed re-purchased monies	Proposed recommendations for consideration (NB these recommendations only relate to the Covid-19 Fund)
Christmas Lights - £3,000	£3,000	That a new budget heading entitled “Covid-19 Fund” is approved and the following budgets are considered for repurposing either in full or part to this new budget heading for the purpose of administering financial aid to both Traders and Community Groups and for potential projects derived from consultation with members of the public:
Santa Fun Run - £2,000	£1,000	That £4,000 from the Corporate Advertising budget is repurposed to allow the appointment of an external social media management company to aid in the promotion of Shop Local and the town, noting that due to the length and potential financial implications of this contract that Officers will obtain 3 separate quotations to demonstrate best value for money.
Fireworks - £10,000	£10,000	That £5,000 is approved from the Covid-19 fund for the purpose of purchasing Love Barry / Shop Local bunting using the existing infrastructure at both Holton Road and High Street from the Christmas Lights, subject to approval from the Vale of Glamorgan Highways department.

Family Fun Day / Town Hall opening - £2,000	£2,000	That £25,000 of the Community Grants budget be placed into the COVID-19 fund and that the budget heading for Community Groups be increased to £40,000 and all applicants are written to determine if their needs have changed due to COVID-19.
Youth Council - £3,000	£1,500	That £50,000 of the Covid-19 fund is earmarked for independent traders to access, through an application process.
Dementia Friendly Projects - £6,000	£3,000	That Officers are authorised to explore purchasing an industrial size marquee for the purpose of allowing more outdoor shopping to be utilised by traders and this is allowed a budget of up to £5,000 from the Covid-19 fund.
Books Schools - £10,000	£10,000	That the Community Plan is placed on hold for a further 3 months and is reviewed at a later stage, noting that this project may be postponed again.
Christmas Lunches - £2,700	£2,700	That all re-purposed monies discussed within this item be placed into a Covid-19 Fund totalling £69,500 with £80,500 shortfall being transferred from the Council's General Reserves to held with the recovery of Covid-19 for Community Groups and Traders to access within the Town and for the purpose of relevant projects.
Green Grants - £4,300	£4,300	
Community Groups - £25,000	£25,000	
Business Grants - £3,000	£3,000	
Corporate Advertising - £7,000	£4,000	
General Reserves	£80,500	
Total Covid-19 Fund	£150,000	

Recommendations

That members note the report and discuss the Sustainable Barry Working Group's recommendations and agree a way forward.

APPENDIX 1 – AGENDA ITEM 15

Proposed extract to be placed on all future Committee agendas for reference;

*[Committee name inserted here] 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;**
- (b) 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;*
- (c) 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.*

APPENDIX 2 – AGENDA ITEM 15

SUSTAINABLE BARRY WORKING GROUP TERMS OF REFERENCE

PLEASE NOTE: IF A NOMINATED REPRESENTATIVE OF THIS WORKING PARTY IS UNABLE TO ATTEND A MEETING SUBSTITUTES CAN BE NOMINATED

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR ANY OTHER RELEVANT COMMITTEE

1. To review the management and performance of the Council's operations and commitments in relation to;
 - The Council's Sustainability Duty under the Future Generations of Well-being Act
 - The Council's Biodiversity Duty under the Environment Act and;
 - The Town Council's own goals for a Resilient and Globally Responsible Barry within the Council's Corporate Plan.
2. To deliver, monitor, review and make recommendations regarding the Council's own duties as a Corporate Body under the above mentioned Acts.
3. **To explore the social, environmental and economic impact of Covid-19 on:**
 - **The Council's services;**
 - **The Council's priorities;**
 - **The Council's staff's well-being and;**
 - **The wider community and town of Barry as a whole**
4. To report the Working Party's proceedings via the minutes of each of its meetings to the next meeting of Finance, Policy & General Purposes Committee or Full Council.
5. To have delegated responsibility for managing the Working Group's budget of £500
6. To recommend to Full Council or any other relevant committee expenditure relating to the Working Party's goals.