



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE TO BE HELD REMOTELY ON THURSDAY 3 FEBRUARY 2022 COMMENCING AT 6.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mark Sims', is written over a horizontal line.

Mark Sims
Deputy 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)
3. **Well-being of Future Generations (Wales) Act 2015**
(To note)

*Shop Local Barry Advisory 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;**
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

- 4. **To approve the minutes of the Extraordinary meeting held on 16 November 2021** (Pages 216 - 219)
- 5. **Shop Local Budget Update** (Pages 220 - 221)
- 6. **Shop Local – Events Report** (Pages 222 - 224)
- 7. **St. Valentine's Day** (Pages 225 - 226)
- 8. **St. David's Day – Kings Square** (Page 227)
- 9. **Shop Local – Light Fixture** (Pages 228 - 229)
- 10. **Shop Local Barry Grant Application Form** (Pages 230 - 236)
- 11. **Date of next meeting**

The date of the next meeting is will be approved following the Annual Meeting scheduled to be held on Tuesday, 17 May 2022.

Distribution – All Councillors and members of the public recorded as confirming they would like to retain membership.

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

(a) the names of the members who attended the meeting, and any apologies for absence;

(b) any declarations of interest;

(c) any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

DRAFT MINUTES OF AN EXTRAORDINARY MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY, 16 NOVEMBER 2021 AT 6PM

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

ALSO PRESENT: Robyn Walsh – Community Engagement Officer

SL205. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Wiliam (Town Mayor).

SL206. DECLARATIONS OF INTEREST

None were received.

SL207. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

SL208. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 7 OCTOBER 2021

RESOLVED that the minutes of the last meeting of the Shop Local Barry Advisory Committee held on 7 October 2021 be approved and signed as correct record.

SL209. BUDGET MONITORING REPORT

Members were provided with the Committee's expenditure in the 2021/22 financial year as at the end of September 2021.

Councillor S Hodges queried the balance available as it was lower than the Shop Local reserve of £6,477. The Community Engagement Officer confirmed that the Committee were now in the Shop Local reserve.

RESOLVED that the report be received and noted.

SL210. TO CONSIDER REQUESTS FOR FINANCIAL ASSISTANCE RECEIVED FROM VARIOUS TRADERS

- i. The Tracks - amount requested £174.93

Members discussed and agreed that as this application had been received from a shopping district as a whole (rather than individual traders) that they would be mindful to support in principle. However, members felt that it was not within the Committee's remit to approve and so recommended that the grant request be forwarded to a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 22 November 2021 for their consideration.

- ii. Various Traders (The Bees Knees, Cocoa Therapy, Allen and Harris, Beauty Basics, Beautiful Lilly, Knights) – amount requested £100 per trader

Members discussed the various applications received in depth and determined that to award grants of £100 each when a formal grant round had not been approved would be unfair to other Traders within Barry. Members also noted that High Street Traders had recently been awarded £3,660 as a collective to host a Christmas Light Switch-On event which was a considerable amount from the Shop Local budget.

- iii. Holton Road Traders Association – amount requested £2,000

Members discussed this application and determined that there was not sufficient information available to make an informed decision. They also expressed concerns that the proposed use of the grant did not align with the ethos of Shop Local.

Members requested that the Community Engagement Officer request the following information and that an update is provided to a meeting of the Finance, Policy & General Purposes Committee, as well as the Chair of Shop Local and Group Leaders.

- Which company is being used to provide security?
- What do HRTA intend to use the grant from Shop Local for specifically?
- What do HRTA intend to use the Transforming Towns grant received from the Vale of Glamorgan Council specifically?

- Who is providing the Marquee and weights?
- What income are HRTA expecting from the event?
- Members also requested that the Community Engagement Officer explain to HRTA what Shop Local can and can't fund.

RECOMMENDED:

To a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 22 November;

1. That a grant of £174.93 is awarded to The Tracks (traders at the Goodshed development) for the purpose of purchasing Christmas trees.
2. That providing the Community Engagement Officer is able to provide Committee (and the Chair of Shop Local and Group Leaders) with the requested information, that members determine whether to award the Holton Road Traders Association a grant of £2,000 for the purpose of hosting a Christmas Market at King Square, Barry.

RESOLVED that the grant applications received from; The Bees Knees (£100), Cocoa Therapy (£200), Allen and Harris (£100), Beauty Basics (£100), Beautiful Lilly (£100) and Knights (£100) are not approved due to the reasons outlined above.

SL211. DATE OF NEXT MEETING

RESOLVED that the date of the next Shop Local Barry Advisory meeting will be held on Thursday 3 February 2022, at 6pm.

Meeting closed at 18:40 pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY SHOP LOCAL BARRY ADVISORY COMMITTEE - 16 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL 210 (1) (Rec)	Committee to be held on Monday, 22 November that a grant of £174.93 is awarded to The Tracks (traders at the Goodshed development) for the purpose of purchasing Christmas trees.	CEO	17.11.2021	Complete
SL 210 (2) (Rec)	RECOMMENDED to a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 22 November 2 that providing the Community Engagement Officer is able to provide Committee (and the Chair of Shop Local and Group Leaders) with the requested information, that members determine whether to award the Holton Road Traders Association a grant of £2,000 for the purpose of hosting a Christmas Market at King Square, Barry.	CEO	17.11.2021	Complete
SL 210 (3)	That the grant applications received from; The Bees Knees (£100), Cocoa Therapy (£200), Allen and Harris (£100), Beauty Basics (£100), Beautiful Lilly (£100) and Knights (£100) are not approved due to the reasons outlined above.	CEO	18.11.2021	<i>Complete</i>

SHOP LOCAL BUDGET UPDATE

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with an update in relation to the 2021/22 Shop Local budget and the Shop Local 2022/23 budget request.

Background Information

Shop Local 2021/22 Budget Update

Members will note that the Shop Local 2021/22 budget was **£15,000** (and a Shop Local Reserve of **£6,477**).

To date, for the 2021/22 financial year the total spent is **£17,202**. This means that there is £0 available in the Shop Local budget for 2021/22 and **£4,275** remains in the Shop Local Reserve.

Shop Local 2022/23 Budget Request Update

At a meeting of Shop Local held on 7 October 2021 members were provided with the Committee's expenditure for the 2021/22 financial year as at the end of September 2021, and the Committee's requirements for inclusion in the draft budget for 2022/23.

At this meeting, all members agreed a budget request of £20,000 be made for inclusion in the 2022/23 draft budget.

Since this meeting, the Finance, Policy & General Purposes Committee have met on 22 November 2021 and **RESOLVED** the following;

- 1. That £10,000 be included in the draft budget for 2022/23 for the Shop Local Advisory Committee and that any balance remaining in the Shop Local Reserve continues to be 'ring-fenced' for the Shop Local Advisory Committee to use in future years.**

Members will note that the group's original request of £20,000 has not been approved.

As members will see further on in this agenda, in 2021/22, **£13,076.80** was used from the Shop Local Barry budget for the purpose of supporting Shop Local events across Barry. Members will need to be mindful when considering future applications for financial assistance due to the potential decrease in budget (if the recommended budget is approved at Full Council on 7 February 2022).

In summary, the draft Shop Local Barry budget for 2022/23 is **£10,000** plus **£4,275** (remaining in the Shop Local Reserve), this is a total of **£14,275**.

The final budget for the Shop Local Barry Advisory Group will be determined at a meeting of Full Council scheduled to be held on Monday,7 February 2022.

Recommendation

Members are requested to receive and note the report.

SHOP LOCAL BARRY ADVISORY COMMITTEE	3 FEBRUARY 2022	AGENDA ITEM: 6
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SHOP LOCAL – EVENTS REPORT

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with a report detailing events that Shop Local Barry financially contributed towards in 2021/22 and details of potential events for 2022/23 that Shop Local could be approached to fund.

Detailed Information

The purpose of this report is to provide members with an overview of expenditure in 2021/22 in relation to events.

This report will also detail proposed events for 2022/23. This is to give members an idea of how much of the Shop Local budget may be set aside for the purpose of supporting shop local events across the town.

NB. The Shop Local budget in 2021/22 was £21,477 (this figure includes the amount of £6,477 from the Shop Local Reserve).

However, members should note that the Committee's budget request to the Finance, Policy & General Purposes Committee of £20,000 for the 2022/23 financial year was not approved and that the recommendation to Full Council on 7 February will be a budget of £10,000 (plus £4,275 Shop Local Reserve) bringing a total budget for 2022/23 of **£14,275**.

2022/23 Proposed Events

Event	Organiser	Shop Local financial contribution in 2021/22	Potential that Shop Local will be approached for funding in 2022/23?
Easter Bonnet Parade	High Street Traders	-	Potentially
Jubilee Celebration / Summer Event	High Street Traders	-	Potentially
Festival of Flowers	Vale of Glamorgan Council	£1,682 (out of a £2,000 grant pot)	In 2021, Shop Local supported this with a grant pot so that Traders could get

			involved with the Festival and decorate their shops, purchase floral materials etc. Early talks with the Vale have indicated that this event will likely be held again in 2022.
Pumpkins in the Park	Barry Shop Local organised a Pumpkin Carving event in 2021. However Holton Road Traders Association may replicate the larger Pumpkins in the Park event they previously held for 2022.	£260	Potentially
Santa's Post Office	Barry Shop Local worked in partnership with the Vale of Glamorgan Council to deliver this event.	£5,586	<p>Potentially (Shop Local contributed £5,586 towards this in 2021)</p> <p>Feedback from survey:-</p> <p>When you visited the Town Centre for this event – did you also shop local?</p> <p>60% answered YES to this Q.</p> <p>Events like Vale Town Centres' Santa's Post Office are initiatives to encourage residents to shop on their local high streets. Do events like these encourage you to Shop Local?</p>

			95% answered YES to this Q.
High Street Christmas Light Switch On & Christmas Shopping Event	High Street Traders	£3,660	Potentially
Holton Road Christmas Market	Holton Road Traders Association	£1,888.80	Potentially
		Total Shop Local Financial Contribution for 2021/22 - £13,076.80	Draft budget for 2022/23 financial year is £14,275 (including Shop Local Reserve)

Recommendation

1. That members receive and note the report, noting the potential events Shop Local Barry may be asked to support financially.
2. That members consider an amount to set aside in the 2022/23 for the purpose of supporting / hosting Shop Local events.
3. That members note that the provision of social media services for the year is £4,800, meaning the 2022/23 budget (including potential on going costs) is £5,200 (plus the Shop Local Reserve of £4,275) – bringing a total of £9,475.

VALENTINE'S DAY

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with potential ways in which Shop Local can celebrate Valentine's Day this year.

Background Information

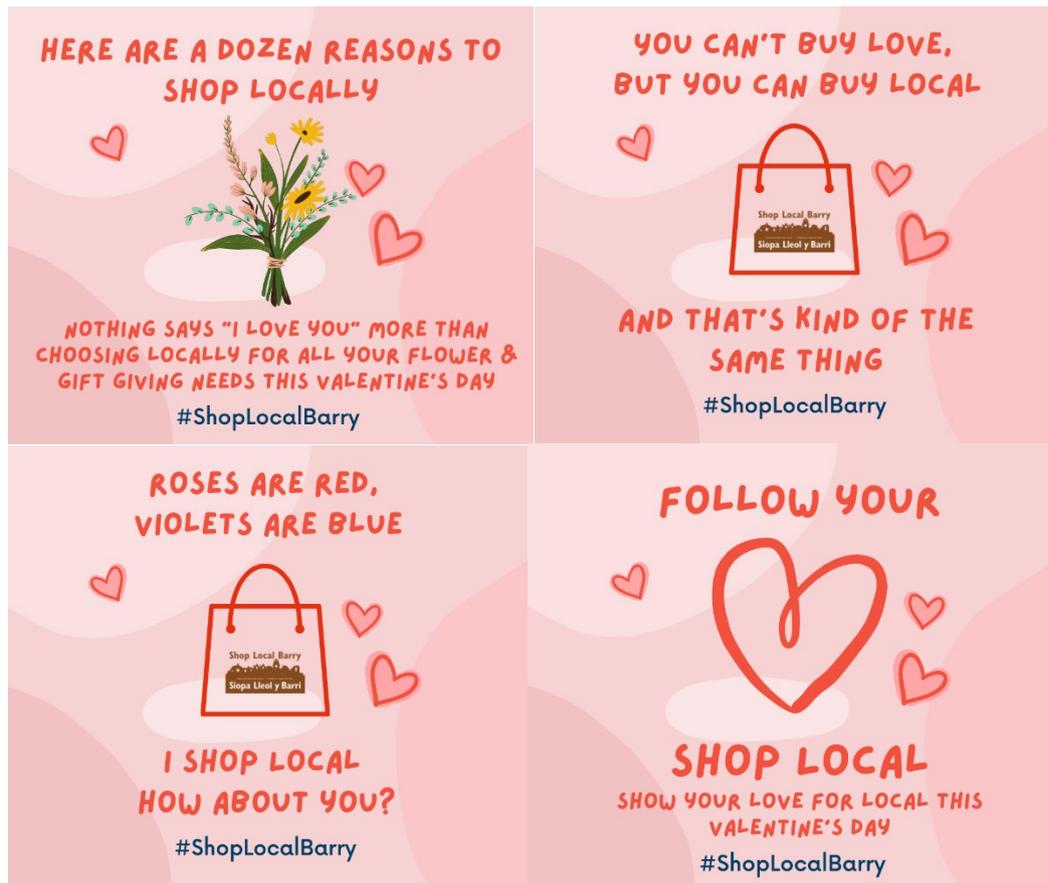
Social Media Campaign

The Community Engagement Officer has designed the following posts which Shop Local's Social Media Manager (HI Communications) could use in the run up to Valentine's Day. The Community Engagement Officer could also send these files to all members so they can also use them alongside any Valentine's Day promotions.

All Shop Local members will also be contacted and asked to get in touch with HI Communications to let them know what their Valentine special offers will be so that they can be advertised across the Shop Local social medias.

If members wish, these images can also be printed into a poster format for local traders to display in their shops. However, traders would be required to collect the posters from the Town Hall.

(Images overleaf)



Recommendation

That members determine whether they would like to proceed with Officers Suggestion for a Valentine’s Campaign.

ST. DAVID'S DAY – KINGS SQUARE

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with information regarding St. David's Day Celebrations planned for Holton Road / King Square on 1 March 2022.

Detailed Information

Holton Road Traders Association are working with the Vale of Glamorgan Council to assist in the planning of a St. David's Day event, to be held on King Square, Barry.

There will be street entertainment, a stage with music and more to be confirmed.

The Community Engagement Officer received an email from Emma Thorne on behalf of the Holton Road Trader's Association inviting applications from those wishing to take part in the event as a food trader or stall holder.

The email states that all traders are able to register but the chosen ones will be made on what items are being sold and their welsh significance (plus other criteria).

Date: Tuesday 1st March 2022

Times: TBC but looking at 10am - 5pm

Where: King Square, Barry

Cost: TBC but looking at roughly £20+ per stall [3m x 3m]

Recommendation

That members receive and note the report.

SHOP LOCAL – LIGHT FIXTURE

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with a potential light fixture which could be (permissions allowing) installed at either Holton Road or High Street.

Attached:- Example of visual

Detailed Information

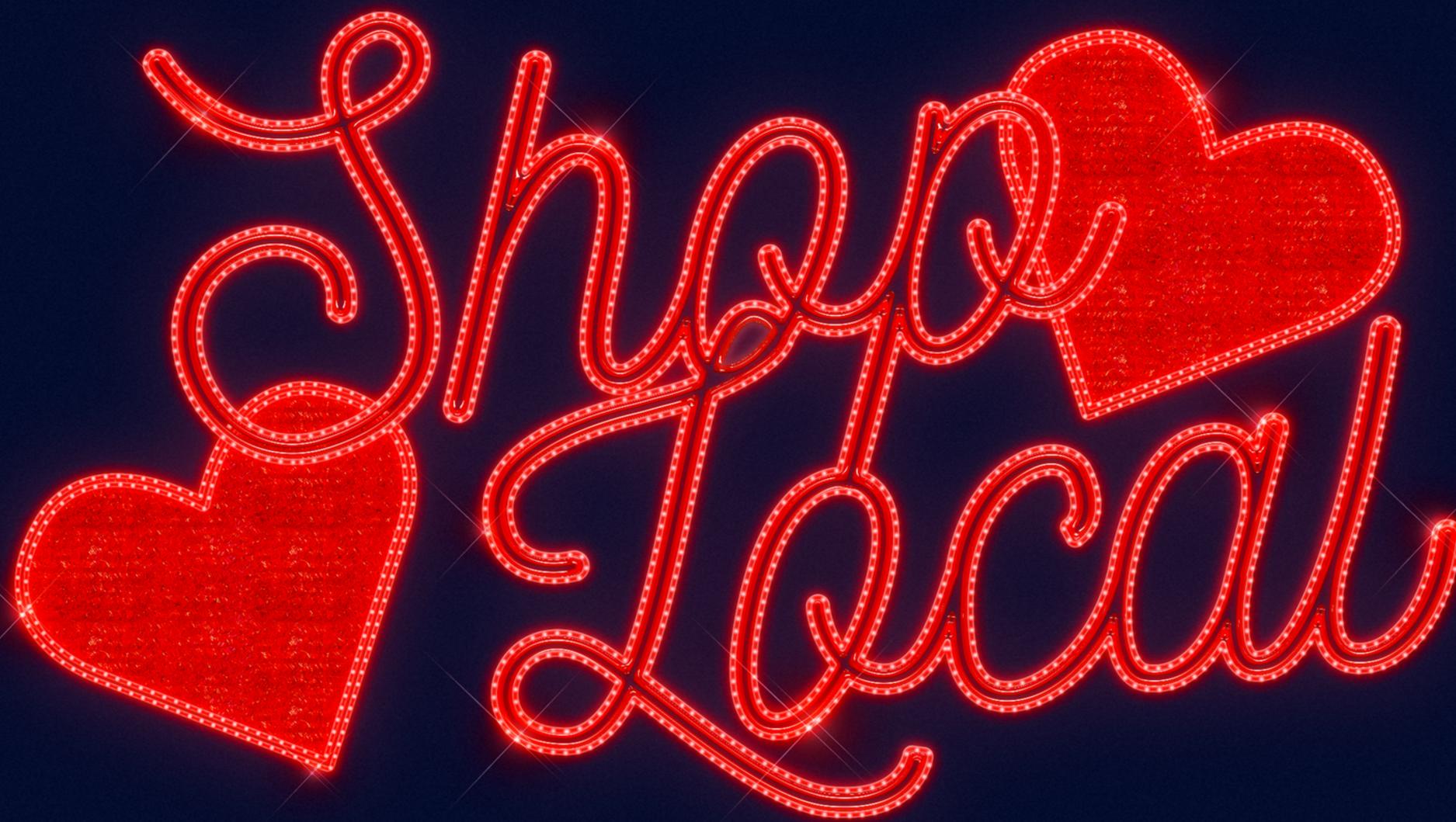
The attached could be produced at a cost of £1,550 (exc VAT and carriage).

Other cost implications to consider would be the cost to erect the light at the desired location.

NB. The design is 3m.

Recommendation

That members determine whether they wish the Community Engagement Officer to explore this further and agree a budget and location, if so.



H : 1,60 m – L : 3,00 m

Tous droits réservés sur le projet. Modèles déposés à l'INPI. Simulations non contractuelles.

SHOP LOCAL BARRY ADVISORY COMMITTEE	3 FEBRUARY 2022	AGENDA ITEM: 10
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SHOP LOCAL BARRY GRANT APPLICATION FORM

Report Author

Robyn Walsh, Community Engagement Officer

Purpose of Report

To provide members with an application form to consider asking traders / organisations to complete why applying to Shop Local Barry for financial assistance.

Appendix 1 – Shop Local Barry Grants Application Form

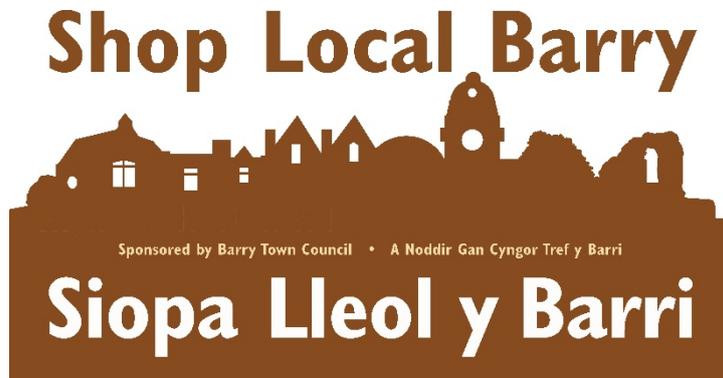
Detailed Information

At a previous meeting of Shop Local, members asked the Community Engagement Officer to produce an application pack which could be used by Traders / Organisations when applying to Shop Local Barry for financial assistance.

Recommendation

That members consider the proposed Shop Local Barry Grant Application Pack and determine whether this will be used for future applications from organisation / traders when requesting financial assistance from Shop Local Barry.

Shop Local Barry
Grant Application Form



To request an application form please email info@barrytowncouncil.gov.uk

If you would like to discuss your event before you apply drop us an email (robynwalsh@barrytowncouncil.gov.uk) and we will aim to contact you within 24 hours (during normal office hours).

Applications will be considered at the next ordinary meeting of the Shop Local Barry Advisory Group. Applicants will be advised of the outcome of their application within 5 days of the group having met.

NB. If the amount requested is over a certain threshold, the Shop Local Barry Advisory Group will not be able to make the final decision. All applicants that exceed this threshold will be submitted to either a meeting of the Finance, Policy & General Purposes Committee or Full Council for their approval, whichever meets first.

APPLICATION FORM

SECTION 1. YOUR BUSINESS DETAILS

Name of Business / Organisation	
Event title	
Contact Name	
Address for correspondence	
Phone Number	
Mobile Number	
Email	
Briefly tell us what your business/organisation does:	

SECTION 2. PROJECT SUMMARY

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

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

SECTION 3. WELL-BEING GOALS (please refer to the Guidance)

Which of the following outcomes do you think your project or activity contributes to? (you can tick more than one)

- A prosperous Barry
- A resilient Barry
- A healthier Barry
- A more equal Barry
- A Barry of cohesive communities
- A Barry of vibrant culture and thriving Welsh Language
- A globally responsible Barry

Please explain how your event fits with the above

SECTION 4. GRANT PROJECT COSTS

Item or Activity <i>List all individual project costs below</i>	Amount required from BTC	Total Cost
	£	£
Amount requested from Barry Town Council		

Total Project Cost		
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Please provide further details of any other grants applied for

Please provide details of how you intend to finance this event if you are unsuccessful in obtaining any / or some of the grants you have applied for above

SECTION 5. PROJECT OUTCOMES

What do you hope to achieve through your event? Please list any specific outcomes

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

SECTION 6. YOUR SIGNATURE

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

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

- **To use the grant for the purpose agreed in the Grant Contract**

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

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

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

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

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

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

YES / NO

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

Signature:

Name in BLOCK CAPITALS:

Date:

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

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

APPLICATION CHECKLIST

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