

AN/slc

28 September 2016

An inaugural meeting of the **Shop Local Advisory Group** will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 3 October 2016 commencing at 6.00pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting Town Clerk

AGENDA

1. **Introductions**
2. **Election of Chairperson**
3. **Apologies for absence**
4. **Election of Vice Chairperson**
5. **Notes of informal meeting held on 7 September 2016**
6. **Aims and objectives of Group**

7. Terms of Reference

- 1. To promote the shop local campaign within Barry**
- 2. To provide support to local traders by encouraging local residents and visitors to Barry to buy from local independent traders**
- 3. To encourage shop local to help create employment for local people in the local areas**

8. To discuss ways in which the shop local campaign should be launched

- Shop Local Saturday – December 2016**

9. To discuss ways in which the shop local campaign can be promoted

- Social Media**
- Barry Town Forum**
- Advertising in local shops**
- Loyalty schemes**
- Bus/train stations and vehicles**
- Advertising materials**

10. Signage

Improvements that could be made to make local residents and visitors aware of the existence of shops in Park Crescent, High Street, Broad Street and any other areas

11. Introduction of Christmas Lights in Park Crescent Shops

12. Consideration of possible budget

13. Items for future discussion

14. Date of next meeting

AN/slc

31 October 2016

You are invited to a meeting of the **Shop Local Advisory Group** will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Monday, 7 November 2016 commencing at 6.00pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Town Clerk

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 3 October 2016** (Pages 5-14)
3. **Feedback from Chair, Councillor Hamilton, following meeting with Park Crescent Traders held on 26 October 2016 – to include update of Christmas lights for Park Crescent Shops**
(Page 15)
4. **Update on budget request** (Pages 16-17)
5. **Dedicated Enforcement Officer – High Street** (Page 18)
6. **Future progression of Shop Local Campaign**
7. **Correspondence** (Pages 19-28)
8. **Date of next meeting**

AN/slc

4 January 2017

You are invited to a meeting of the **Shop Local Barry Advisory Group** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Thursday, 12 January 2017 commencing at 6.00pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Town Clerk

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 7 November 2016 (Pages 29 - 42)**
3. **Update on budget request (Pages 43 - 44)**
4. **Christmas lights at Park Crescent (Page 45)**
5. **Update on parking concerns and dedicated Enforcement Officer – High Street (Pages 46 - 82)**
6. **Roundabout Signage (Page 83)**
7. **Future progression of Shop Local Campaign (Pages 84 - 105)**
 - Totally Locally
 - Marketing Options discussion:-
 - To set up Marketing & Communications Task Group
 - Events Programme
 - Integration of Shop Local Logo on new car park construction signage

8. **Correspondence**

(Pages 106 - 108)

- Green Links

9. **Date of next meeting**

Distribution: All Councillors and members of public recorded as having attended previous meetings

AN/slc

24 March 2017

You are invited to a meeting of the **Shop Local Barry Advisory Group** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Thursday, 30 March 2017 commencing at 6.00pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Town Clerk

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 12 January 2017 (Pages 109 - 123)**
3. **Clarification of process for Budget Expenditure
(Verbal Report)**
4. **Totally Locally Costs for presentation (Pages 124 - 126)**
5. **Feedback from Marketing Sub Group and update on Roundabout Signage
(Verbal Report)**
6. **Feedback on Civil Enforcement Officer enquiry
(Pages 127 - 128)**
7. **Shop Local in Bloom project proposal (Pages 129 - 130)**
8. **Ideas from Traders (Page 131)**

9. **Progressing these ideas into an action plan for Summer/Christmas Period**
10. **Round up of any items to be put forward to Finance, Policy & General Purposes Committee on 10 April (Verbal Summary)**
11. **Proposed dates for future Shop Local meetings
(Page 132)**

Distribution:-All Councillors and members of public recorded as having attended previous meetings

AN/slc

19 May 2017

You are invited to a meeting of the **Shop Local Barry Advisory Group** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Thursday, 25 May 2017 commencing at 6.00pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Town Clerk

AGENDA

1. **Election of Chair**
2. **Election of Vice Chair**
3. **Apologies for absence**
4. **Notes of meeting held on 30 March 2017 (Pages 1-11)**
5. **Parking enforcement and potential recruitment of dedicated Enforcement Officer with Mike Clogg, Visible Services & Housing Vale of Glamorgan Council**
6. **New Shop Local Logo (Pages 12)**
7. **Update on Marketing Items (Verbal Report)**
8. **Budget Expenditure to date (Verbal Report)**

9. **Discussion re: Summer events and proposal from High Street Traders**
10. **Any items to be put forward to Council's Finance, Policy & General Purposes Committee (24 July 2017)**

Distribution:-All Councillors and members of public recorded as having attended previous meetings

AN/slc

17 July 2017

You are invited to a meeting of the **Shop Local Barry Advisory Group** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Thursday, 20 July 2017 commencing at 6.00pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 25 May 2017** (Pages 13-21)
3. **Marketing Items purchased to date** (Verbal Report)
4. **Planning for Shop Local Launch 12 August 2017** (Discussion)
5. **Independent shops leaflet proposal, Fay Blakely** (Pages 22-23)
6. **Proposals from other group members** (Discussion)
7. **Budget Expenditure to date** (Verbal Report)
8. **Any items to be put forward to Council's Finance, Policy & General Purposes Committee (24 July 2017)**
9. **Date of next meeting scheduled for 14 September 2017**

Distribution:-All Councillors and members of public recorded having attended previous meetings

RW/slc

8 September 2017

You are invited to a meeting of the **Shop Local Barry Advisory Group** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Thursday, 14 September 2017 commencing at 6.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 20 July 2017** (Pages 24 - 35)
3. **Presentation from Kevin Moore re photography project: A Year in Barry**
(Pages 36 - 38)
4. **Planning for Shop Local Launch at Holton Road – 23 September 2017**
(Discussion)
5. **Feedback from Shop Local Launch event at High Street – 12 August 2017)**
(Pages 38 - 44)
6. **Shop Local Roundabout Signage** (Page 45)
7. **Shop Local promotional maps** (Pages 46 - 50)
8. **Park Crescent Christmas Lights** (Verbal Update)
9. **Christmas Events/Campaign** (Discussion)

10. **Marketing Stock Levels** (Pages 51 - 56)
11. **Small Business Saturday (02.12.2017)** (Pages 57 - 58)
12. **Date of next meeting scheduled for 9 November 2017**

Distribution – All Councillors and members of the public recorded as having attended previous meetings.

RW/slc

2 November 2017

You are invited to a meeting of the **Shop Local Barry Advisory Group** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Thursday, 9 November 2017 commencing at 6.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 14 September 2017** (Pages 59-68)
3. **Shop Local Budget Update** (Page 69-)
4. **Feedback from Shop Local Launch event at Holton Road – 23 September 2017**
(Pages 70-72)
5. **High Street Christmas Light Switch On** (Verbal Update)
6. **Park Crescent Christmas Lights** (Verbal Update)
7. **Christmas Fayre at Holton Road – Funding Request**
(Pages 73-74)
8. **Shop Local promotional maps** (Page 75)
9. **Train Station Signage** (Pages 76-87)

10. **Out of Date Signage at High Street** (Pages 88-89)
11. **Vacant Shop Windows** (Pages 90-91)
13. **Date of next meeting scheduled for 4 January 2018.**

Distribution – All Councillors and members of the public recorded as having attended previous meetings.

RW/slc

21 December 2017

You are invited to a meeting of the **Shop Local Barry Advisory Group** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Thursday, 4 January 2018 commencing at 6.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 9 November 2017** (Pages 92-99)
3. **Terms of reference** (Page 100)
4. **Shop Local Strategic Vision 2018/19** (Pages 101-104)
5. **Date of next meeting scheduled for 1 March 2018 at 6 pm.**

Distribution – All Councillors and members of the public recorded as having attended previous meetings.

RW/slc

6 March 2018

You are invited to a meeting of the **Shop Local Barry Advisory Group** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Wednesday, 14 March 2018 commencing at 6.00 pm** for the purpose of transacting the business specified below.

Yours faithfully



Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 4 January 2018** (Pages 105-112)
3. **Budget Update** (Page 113)
4. **Results of Shop Local Survey** (Pages 114-119)
5. **Shop Local Strategic Vision 2018/19** (Pages 120-122)
6. **Shop Local – Ditch The Plastic Discussion** (Page 123)
7. **Shop Local Promotional Maps** (Pages 124-125)
8. **Shop Local in Bloom** (Pages 126-127)

9. **Date of next meeting**

Please note the date of the next meeting is provisionally scheduled for 24 May 2018 at 6 pm.

Distribution – All Councillors (except the Town Mayor) and members of the public recorded as having attended previous meetings.



BARRY TOWN COUNCIL

CYNGOR TREF Y BARRI

Our Ref: RW/slc

Your Ref:

Please reply to: TOWN CLERK

When calling please ask for:

Thursday, 17 May 2018

You are invited to a meeting of the **Shop Local Barry Advisory Committee** which will be held in the Council Chamber, 7 Gladstone Road, Barry, on **Thursday, 24 May 2018 commencing at 6.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Election of Chairperson**
2. **Election of Vice-Chairperson**
3. **Apologies for absence**
4. **Terms of Reference – Revised at Council's Annual Meeting held on 15 May 2018**
(To Follow)
5. **Notes of meeting held on 14 March 2018** (Pages 127-137)
6. **Budget Update** (Pages 138-139)
7. **Shop Local Walking Campaign** (Pages 140-147)
8. **Shop Local – Progress Report** (Pages 148-150)

*The Council welcomes correspondence in English or Welsh
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg*

7 GLADSTONE ROAD, BARRY,
VALE OF GLAMORGAN CF62 8NA

7 HEOL GLADSTONE, Y BARRI,
BRO MORGANNWG CF62 8NA

Tel: (01446) 738663

Ffôn: (01446) 738663

Fax: (01446) 704929

Ffacs: (01446) 704929

Email: info@barrytowncouncil.gov.uk

Ebost: info@barrytowncouncil.gov.uk

9. **Shop Local Wales** (Pages 151-152)
10. **Shop Local – Moving Forward** (Pages 153-154)
11. **High Street Proposal**
12. **Date of next meeting**

Please note the date of the next meeting is scheduled for 19 July 2018 at 6 pm in the Council Chamber.

Distribution

Agenda summons to all non-committee members. A full copy of the agenda papers for this meeting will be available in the Council offices for inspection.

Agenda papers (with the exception of confidential items) also to: -
Barry and District News, Glamorgan Gem and Barry Library (3)

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

6 September 2018

**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 Shop Local Barry Advisory Committee will be held on Thursday, 13 September 2018 commencing at 6.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Notes of meeting held on 24 May 2018** (Pages 155-163)
3. **Dementia Friendly Presentation – Jane Weldon** (Presentation)
4. **Shop Local in Bloom** (Page 164)
5. **Walking Campaign** (Page 165)

6. **Shop Local Merchandise** (Pages 166-167)
7. **High Street Fete Consultation Feedback** (Page 168)
8. **Christmas Events** (Discussion)

9. **Date of next meeting**

Please note the date of the next meeting is provisionally scheduled for 22 November 2018 at 6 pm.

Distribution – All Councillors (except the Town Mayor) and members of the public recorded as having attended previous meetings.



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

16 November 2018

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 Shop Local Barry Advisory Committee will be held on Thursday, 22 November 2018 commencing at 6.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes of meeting held on 13 September 2018 (Pages 169 - 175)**
4. **Budget Monitoring Report October 2018 (Page 176)**
5. **Draft Shop Local Committee Estimates for 2019/20 (Page 177)**
6. **Barry Town Centre Summit (Update) (Page 178)**

7. **Shop Local Christmas Competition** (Page 179)
8. **Shop Local Promotional Maps** (Page 180)
9. **BID Feasibility Study** (Pages 181 - 184)
10. **Celebration of Park Crescent Christmas Lights** (Page 185)
11. **Date of next meeting**

Please note the date of the next meeting is scheduled for 10 January 2019 at 6 pm in the Council Chamber.

Distribution

Agenda summons to all non-committee members. A full copy of the agenda papers for this meeting will be available in the Council offices for inspection.

Agenda papers (with the exception of confidential items) also to: -
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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

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

Pursuant to the requirements of the above statutory provisions, **NOTICE IS HEREBY GIVEN** that a meeting of Shop Local Barry Advisory Committee will be held on Thursday, 10 January 2019 commencing at 6.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes of meeting held on 22 November 2018** (Pages 186-192)
4. **Presentations**
 - a. **Claire Davies – Employer Engagement Officer**
 - b. **Owen Davies – BID Feasibility Study**
5. **Social Media** (Pages 193-194)
6. **Barry Town Centre Summit (Update)** (Pages 195-198)

7. **Shop Local Events 2019**

(Page 199)

8. **Date of next meeting**

Please note the date of the next meeting is scheduled for 21 March 2019 at 6 pm in the Council Chamber.

Distribution

Agenda summons to all non-committee members. A full copy of the agenda papers for this meeting will be available in the Council offices for inspection.

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**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 Shop Local Barry Advisory Committee will be held on Thursday, 21 March 2019 commencing at 6.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 10 January 2019 (200 - 206)**
4. **Mererid Velios – Sense of Place Officer (VofGC) (Presentation)**
5. **Budget Update (207)**
6. **Shop Local Survey results (208 - 212)**
7. **Walking Campaign (213)**

8. **2019 Events** (214)
9. **Date of next meeting - TBC**

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



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

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

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a meeting of Shop Local Barry Advisory Committee will be held on Thursday, 6 June 2019 commencing at 6.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'Emily Forbes'.

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Election of Chairperson for 2019/20 municipal year**
2. **Election of Vice-Chairperson for 2019/20 municipal year**
3. **Apologies**
4. **Declarations of Interest**
5. **Terms of Reference** (Page 215)
6. **Minutes of the meeting held on 21 March 2019** (Pages 216-222)
7. **Cyber Crime - Barclays Bank** (Presentation)

8. **Social Media Update** (Pages 223-224)
9. **Walking Campaign** (Verbal Update)
10. **Open Discussion – 2019/20 planning** (Discussion)
11. **Date of next meeting – Thursday, 5 September 2019**

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

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

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a meeting of Shop Local Barry Advisory Committee will be held on Thursday, 5 September 2019 commencing at 6.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'Emily Forbes'.

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 6 June 2019** (Pages 225-229)
4. **Social Media Update** (Pages 230-231)
5. **Open Discussion – 2019/20 planning** (Pages 232-242)
7. **Date of next meeting – Thursday, 14 November 2019**

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



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

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

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that an Extraordinary meeting of Shop Local Barry Advisory Committee will be held on Monday, 7 October 2019 commencing at 6.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

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

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 5 September 2019 (Pages 243-249)**
4. **Funding Requests (Pages 250-251)**
 - i. **Holton Road Traders Funding Request (Page 252)**
 - ii. **High Street Traders Funding Request (Page 253)**
5. **Date of next ordinary meeting – Thursday, 14 November 2019**

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

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

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a meeting of Shop Local Barry Advisory Committee will be held on Thursday, 21 November 2019 commencing at 6.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'Emily Forbes'.

Emily Forbes
Chief Officer (Town Clerk)

AGENDA

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the Extraordinary meeting held on 7 October 2019
(Pages 245-258)**
4. **Shop Local Social Media Proposal & Presentation
(Pages 259-264)**
5. **Shop Local Christmas Competition
(Page 265)**
6. **Funding Requests – Formal Application Process (Pages 266-270)**
7. **Draft Budget 2020/21
(Pages 271-272)**
8. **Date of next meeting – Thursday, 6 February 2020**

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