

MINUTES OF THE ADJOURNED ANNUAL MEETING OF THE COUNCIL HELD ON TUESDAY, 17 MAY 2022 AT 6 PM

PRESENT: The Mayor (Councillor Payne) together with Councillors Aviet, Ball, Collins, Davies-Powell, Dancey, Drake, E Goodjohn, E S Goodjohn, N Hodges, S Hodges, Iannucci, Johnson, Marshall, McKinney, Perkes, Thomas, Wiliam and Wilkinson.

ALSO PRESENT:

Emily Forbes	-	Chief Officer
Mark Sims	-	Deputy Chief Officer
Amanda Evans	-	Facilities and Cemeteries Manager
Robyn Walsh	-	Community Engagement Officer
Rebecca Blackwell	-	Office Team Leader

12. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Brooks, Charles and Hennessy

13. **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)**

It was noted that the following members are Councillors of both the Town Council and the Vale of Glamorgan Council.

Councillor Aviet, Brooks, Collins, Charles, Drake, E Goodjohn, E S Goodjohn, N Hodges, Iannucci, Johnson, Perkes, Payne, Wiliam and Wilkinson.

The Chief Officer advised members to seek dispensation from the Vale of Glamorgan Council to discuss conflicting items, such as Reshaping of Services.

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

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

15. **TO APPROVE AND SIGN THE MINUTES OF FULL COUNCIL HELD ON 7 FEBRUARY 2022 AS A CORRECT RECORD**

Councillor S Hodges requested clarification as to who will be responsible for exploring an improvement to technology for hybrid meetings and an improvement for inclusion. The Chief Officer advised that JPL Sound had been contacted to explore options for improved technology with Officers exploring options.

RESOLVED: That the minutes of a meeting of Full Council held on 7 February 2022 are approved and signed as a correct record.

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

None were received.

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

None were received

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

None were received.

19. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE'S MEETING HELD ON 15 FEBRUARY 2022 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED: That the minutes of the Planning Committee's meetings held on 15 February 2022 be received and noted.

20. **TO RECEIVE AND NOTE THE MINUTES OF THE INNOVATION WORKING PARTY MEETING HELD ON 8 MARCH 2022 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN, NOTING THAT THE DRAFT MARKETING AND COMMUNICATIONS STRATEGY CAN BE FOUND AS A SEPARATE DOCUMENT**

RESOLVED:

1. That the minutes of the Innovation Working Party are received and noted
2. That the Merthyr Dyfan Cemetery Facebook and Twitter pages are removed.
3. That the Barry Town Council Mayor Facebook page is removed.
4. That Barry Town Council signs up to the social media platform; LinkedIn.
5. That the Draft Marketing and Communications Strategy be approved for full implementation across the organisation.
6. That a budget of £500 for the purpose of delivering the Marketing and Communications Strategy be approved, noting

that a further report will be submitted at a later date which may highlight further budgetary requirements.

21. **TO RECEIVE AND NOTE THE MINUTES OF THE EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 14 MARCH 2022 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Councillor S Hodges requested an update in relation to the review of the Planning Function. The Chief Officer advised that a report will be presents to the next meeting of the Personnel Committee scheduled to be held on 13 June 2022 subject to the Schedule of Meetings being approved.

RESOLVED: That the minutes of the Extraordinary meeting of the Personnel Committee held on 14 March 2022 be received and noted.

22. **TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING PARTY HELD ON 21 MARCH 2022 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

RESOLVED: That the minutes of the Sustainable Barry Working Party held on 21 March 2022 be received and noted.

23. **TO ELECT A LEADER OF THE COUNCIL FOR 2022/23 NOTING THAT AS THERE IS NO OVERALL MAJORITY PARTY THE LEADER OF THE COUNCIL WILL BE ELECTED BY THE COUNCIL IN ACCORDANCE WITH STANDING ORDER 33 (1)(B)**

Members were asked to elect a Leader noting that as there was no overall majority party that the Leader of the Council will be elected by the Council in accordance with Standing Order 33 (1)(b).

Councillor Brooks was nominated by Councillor Wilkinson and seconded by Councillor Iannucci.
A vote took place and the result was unanimous.

RESOLVED: That Councillor Brooks be elected as Leader of the Council for the 2022/23 municipal year.

24. **TO APPOINT THE FOLLOWING COUNCIL COMMITTEES FOR THE ENSURING MUNICIPAL YEAR AND APPROVE THEIR TERMS OF REFERENCE**

1. **To appoint to the Council's Standing Committees**
 - a. **Finance, Policy & General Purposes**

Councillors Brooks, Davies-Powell, Drake, E S Goodjohn, N Hodges, S Hodges, McKinney

b. Halls, Cemeteries & Community Facilities

Councillors Aviet, Dancey, E Goodjohn, Hennessy, N Hodges, Iannucci, McKinney,

c. Personnel

Councillors Charles, Johnson, Marshall, Perkes, Thomas, Wiliam and Wilkinson

d. Planning

Councillors Ball (Illtyd), Collins (Castleland), Davies-Powell (Cadoc) E Goodjohn (Court), E S Goodjohn (Gibbonsdown), Hennessy (Dyfan), S Hodges (Baruc), Payne (Cadoc).

2. To appoint to Working Parties and non-standing committees

e. Fairtrade Advisory Committee

Councillors Aviet, Davies-Powell, S Hodges, Iannucci, Johnson and McKinney

(Noting that members of the public with voting rights are permitted for the Fairtrade Advisory Committee.)

f. Shop Local Barry Advisory Committee

Councillors E Goodjohn, S Hodges, Marshall, Payne, Perkes, Thomas and Wiliam

(Noting that members of the public with voting rights are permitted for the Shop Local Advisory Committee)

g. Working Party to Consider Consultations Received

Councillors Davies-Powell, Drake, N Hodges, Johnson and Wilkinson.

h. Innovation Working Party

Councillors Brooks, Collins, E S Goodjohn and N Hodges.

i. Community Plan Working Party

Councillors Aviet, Brooks and S Hodges

j. Sustainable Barry Working Party

Councillors Dancey, Drake, S Hodges, Iannucci, McKinney and Perkes

k. Commemorative Naming Advisory Committee

Councillors Ball, N Hodges, Johnson, Payne, Perkes and Thomas

l Barry Youth Council

Councillors Dancey, E S Goodjohn and Payne

RESOLVED:

- 1. That the above members be appointed to Committees for the ensuing municipal year as per Standing Order 4(g) appendix 1.**
- 2. That the Terms of Reference for each Committee be approved.**

Councillor Wiliam arrived 6.12 pm

25. TO ELECT THE CHAIRPERSONS AND VICE-CHAIRPERSONS OF THE COMMITTEES LISTED ABOVE

In accordance with the provisions of Standing Order 4 (f) (vi) the Council was asked to elect the Chairpersons and Vice-Chairpersons of its various Committees the results of which are as follows:

Finance Policy & General Purposes

Councillor Brooks was nominated as Chairperson of the Finance, Policy & General Purposes Committee.

RESOLVED: That Councillor Brooks be elected Chairperson of the Finance, Policy & General Purposes Committee for the municipal year of 2022/23.

Councillor E S Goodjohn was nominated as Vice-Chairperson of the Finance, Policy & General Purposes Committee.

RESOLVED: That Councillor E S Goodjohn be elected Vice-Chairperson of the Finance, Policy & General Purposes Committee for the municipal year of 2022/23.

Halls, Cemeteries & Community Facilities

Councillor N Hodges was nominated as Chairperson of the Halls, Cemeteries & Community Facilities Committee.

RESOLVED: That Councillor N Hodges be elected as Chair of the Halls, Cemeteries & Community Facilities Committee for the municipal year of 2022/23

Councillor Aviet was nominated as Vice-Chairperson of the Halls, Cemeteries & Community Facilities Committee.

RESOLVED: That Councillor Aviet be elected as Vice-Chairperson of the Halls, Cemeteries & Community Facilities Committee for the municipal year of 2022/23.

Personnel

Councillor Perkes was nominated as Chairperson of the Personnel Committee.

RESOLVED: That Councillor Perkes be elected as Chair of the Personnel Committee for the municipal year of 2022/23.

Councillor Johnson was nominated as Vice-Chairperson of the Personnel Committee.

RESOLVED: That Councillor Johnson be elected as Vice-Chairperson of the Personnel Committee for the municipal year of 2022/23.

Planning

Councillor S Hodges was nominated as Chairperson of the Planning Committee.

RESOLVED: That Councillor S Hodges be elected as Chairperson of the Planning Committee for the municipal year of 2022/23.

Councillor Ball was nominated as Vice-Chairperson of the Planning Committee.

RESOLVED: That Councillor Ball be elected as Vice-Chairperson of the Planning Committee for the municipal year of 2022/23.

26.

TO APPOINT REPRESENTATIVES ONTO OUTSIDE BODIES

Members were requested to elect representatives to serve on a number of outside bodies as follows: -

Barry YMCA

Councillor Perkes

Councillor E S Goodjohn

Gibbonsdown Children's Centre

Councillor Payne (Town Mayor)

Councillor Marshall

Councillor Perkes

Society of Local Council Clerks - Larger Local Council Forum

Councillor Payne (Town Mayor)

One Voice Wales

Councillor S Hodges (Representative)

Councillor Brooks (Representative)

Councillor Hennessy (Substitute)

One Voice Wales - Larger Local Council

Councillor E S Goodjohn

Public Service Board Workshops/Events

Councillor Drake (Representative)

Councillor S Hodges (Substitute)

Barry Sense of Place Board

Councillor S Hodges (Representative)

Councillor Payne (Substitute)

Town Centre Forum

Councillor Perkes (Representative)

Councillor Payne (Substitute)

Glamorgan Voluntary Service Network

Councillor Payne (Town Mayor)

Vale of Glamorgan Biodiversity Partnership

Councillor N Hodges (Chair of Halls, Cemeteries & Community Facilities Committee)

Councillor Aviet (Vice-chairperson of Halls, Cemeteries & Community Facilities Committee)

Vale of Glamorgan Destination Management Partnership

Councillor N Hodges (Representative)

Vale of Glamorgan Community Liaison Committee

Councillor S Hodges (Representative)

Councillor Perkes (Substitute)

RESOLVED:

1. That the above appointments be agreed
2. That letters are sent to each organisation to notify them of the Council's representatives and request that future notifications of meetings be forwarded to the relevant representative(s) and the Chief Officer.

27. **SCHEDULE OF TOWN COUNCIL MEETINGS FOR 2022/23**

Members were requested to consider the schedule of Town Council meetings for 2022/23.

The Chief Officer advised that at the time of writing there had been no clashes with Vale of Glamorgan Full Council meetings and that Officers were unaware of Committee allocation, therefore there could be potential for clashes with other Vale of Glamorgan Committee meetings

RESOLVED: That the Schedule of Town Council meetings for 2022/23 be approved.

28. **TO RE-ADOPT THE COUNCILS STANDING ORDERS FOR 2022/23**

Members were provided with the Council's Standing Orders for re-adoption.

RESOLVED: That the Councils Standing Orders be re-adopted for 2022/23.

29. **TO RE-ADOPT THE COUNCIL'S FINANCIAL REGULATIONS FOR 2022/23**

Members were provided with the Council's Financial regulations for re-adoption.

RESOLVED: That the Council's Financial regulations be re-adopted for 2022/23.

30. **TO RE-ADOPT THE COUNCIL'S SCHEME OF DELEGATION FOR 2022/23**

Members were provided with the Council's Scheme of Delegation for re-adoption.

RESOLVED: That the Council's Scheme of Delegation be re-adopted for 2022/23.

Members were provided with a report containing the Town Council's Risk Assessments Register.

RESOLVED: That the Town Council's Risk Assessment Register be received and approved, noting that there are separate risk assessments in relation to work related stress and conflict management.

34. **TO REVIEW AND ADOPT THE TOWN COUNCIL'S STAFF HANDBOOK**

Members were asked to consider the Town Council's Staff Handbook which had been provided to all Councillors electronically prior to the meeting, due to it being a larger document.

RESOLVED: That the Staff Handbook be noted and adopted.

35. **TO REVIEW AND ADOPT THE TOWN COUNCIL PROTOCOLS (WHICH HAVE BEEN SEPARATED FROM THE COUNCILS POLICIES)**

Members were provided with the Town Council's Protocols which had been separated from the Council's Policies for ease and clarity.

RESOLVED: That the Town Council's Protocols be noted and adopted.

36. **TO CONSIDER THE COUNCIL'S ELIGIBILITY TO USE THE GENERAL POWER OF COMPETENCE (GPoC)**

Members were provided with detailed information on the General Power of Competence provided by One Voice Wales and they were requested to consider the eligibility of the Council to resolve itself as competent, under the General Power of Competence introduced on 5 May 2022 through the Local Government and Elections (Wales) Act 2021.

Councillor S Hodges requested clarification that if the Chief Officer was to leave the Council would the Council still qualify. The Chief Officer advised that it has to be resolved every year and projects that had started could continue.

RESOLVED: That the Council resolves itself to be an eligible Council under the General Power of Competence as it meets all the criteria set out in legislation being:

- **At least two-thirds of the total number of members of the council have been declared to be elected whether at an ordinary election or at a by-election**

- The Clerk to the council holds such qualification or description of qualification as may be specified by the Welsh ministers by regulations, and
- The council satisfies the audit condition.

37.

INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2022/23

Members were provided with a report to advise them of the Independent Remuneration Panel for Wales' Annual Report for 2022/23, that provides for Payments for Members of Community and Town Councils.

Councillor S Hodges suggested to reject determination 49 – Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

Councillor Johnson agreed to the rejection advising that it would not be appropriate for the level of the Town Council and budget.

Councillor S Hodges suggested to remain status quo with the exception of determination 49.

RESOLVED:

1. That members agree to accept the following: -

- the number of Councillor positions to receive senior salary payment of £500 for specific responsibilities, Minimum of 1 (Mandated) up to maximum of 7 (Determination 45)
- payment in respect of travel costs for attending approved duties be agreed (Determination 46)
- reimbursement of subsistence expenses where an overnight stay has been approved, be agreed (Determination 47)
- payment of financial loss compensation for attending approved duties to be agreed (Determination 48)
- payment to Mayor/Chair of the Council up to a maximum of £1,500 be agreed (Determination 50)
- payment to Deputy Mayor/Deputy Chair of the Council up to a maximum of £500 be agreed (Determination 51)

2. That determination 49 – the introduction of an attendance allowance payment be rejected.

38. **EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 AND THE POWER OF WELLBEING**

Members were provided with the amount of expenditure incurred in 2021/22 under the Section 137 of the Local Government Act 1972 and the Power of Wellbeing (2011).

RESOLVED: That members note that an amount of £116,784 was incurred during 2021/22 under Section 137 of the Local Government Act 1972 and the Power of Wellbeing (Section 126, The Local Government (Wales) Measure 2011).

39. **SCHEDULE OF PAYMENTS FOR FEBRUARY 2022 TO MAY 2022**

Members were provided with the schedule of payments for February, March, April and May 2022 for approval, consisting of BACS payments and direct debits, in the amount of £102,059.98

RESOLVED:

- 1. That the information set out in the report relating to salary payments for February, March and April 2022 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 February, March, April and May 2022 consisting of BACS payments and direct debits in the amount of £102,059.89 be approved, subject to the relevant papers being in order.**

40. **GRANTS AND DONATIONS**

Members were provided with a report that requested a review of the Council's Annual Grant Giving exercise prior to launching the Council's 2022/23 Grants.

The Deputy Chief Officer advised members that the Queens Platinum Jubilee Street Party Grants had been well received and is now oversubscribed. He noted that the original budget was £5,000, however the total amount requested to date was £11,072.

Councillor S Hodges suggested to agree the applications via Urgent Action as the applications should not be controversial and it is not a surprise that the grant had been oversubscribed. Councillor S Hodges asked if the budget could be increased and where would the additional funds come from.

The Chief Officer advised that the Grant breakdown could be re-allocated to allow for the additional funds to be added to the Queens Jubilee budget.

Councillor Johnson advised that the breakdown should be discussed at a meeting of Finance, Policy and General Purposes Committee to deliberate the wider context of the grants.

The Chief Officer noted that the Queens Platinum Jubilee Street Party Grants are now closed and the total budget is capped at £12,000 with a view to discuss the breakdown of the remaining £38,000 of the Annual Grant Giving exercise budget for 2022/23 at a meeting of the finance, Policy and General Purposes Committee.

RESOLVED:

1. That grant applications received relating to the Queen's Platinum Jubilee be considered by Group Leaders (via Standing Order 31 Urgent Business), with a budget of £12,000 and the amount of people be capped at 400 per application.
2. That the 2022/23 Community Grants budget allocation remaining is therefore £38,000 and that the breakdown is discussed at the next meeting of the Finance, Policy and General Purposes Committee.
3. That the Grant Criteria for 2022/23 includes a requirement that all projects and activities must show their fit within the seven Wellbeing Goals framework as set out.
4. That launching the 2022/23 Community Grants Scheme be deferred to the next meeting of the Finance, Policy and General Purposes Committee on 20 June 2022 to discuss the breakdown and allocation of funding.
5. That further details relating to the budget provision for arts and entertainment (£150,000) be discussed at the next meeting of the Finance, Policy and General Purposes Committee for consideration on how this will be spent.

41.

TO RECEIVE AND NOTE THE ANNUAL STAFF AND COUNCILLOR TRAINING REPORT

Members were provided with a report outlining the training provided to both staff and Councillors from May 2021 to May 2022. The Chief Officer asked councillors to complete the training needs assessment and return to her,

RESOLVED: That members receive and note the report.

42. **TO RECEIVE AND NOTE THE ANNUAL UPDATE REPORT ON CEMETERIES AND FACILITIES**

Members were provided with an update in relation to Cemeteries and Facilities.

Councillor S Hodges thanked the officer for the report and the wider team for their hard work.

RESOLVED: That the Annual update report on Cemeteries and Facilities be received and noted.

43. **TO RECEIVE AND NOTE THE ANNUAL UPDATE FROM THE ENGAGEMENT AND EVENTS TEAM**

Members were provided with an annual update of the Engagement and Events Team activities and key achievements for 2021/22.

Councillor S Hodges thanked the officer for the report and the wider team for their hard work.

RESOLVED: That the Annual Update from the engagement and Events Team be received and noted.

44. **TO APPROVE THE COUNCILS DRAFT ANNUAL REPORT PRESENTED BY THE CHIEF OFFICER**

The Chief Officer presented the Council's Draft Annual Report noting that the financial figures need updating.

Councillor Perkes thanked all the staff for their hard work over the 5 years and throughout Covid. Members gave a round of applause and accepted the final draft, subject to the amendments being made to the financial figures.

The Mayor noted that the Annual Report was well presented and shows how the Council has grown and developed.

RESOLVED: That the Council's Draft Annual Report be received and noted.

45. **TO NOTE REPORTS FROM REPRESENTATIVES SERVING ON OUTSIDE BODIES ARE AVAILABLE FOR INSPECTION IN THE LEVER ARCH FILE KEPT IN THE MAIN OFFICE**

RESOLVED: That reports from representatives serving on Outside Bodies are available for inspection noting that if any councillor

attends a meeting on behalf of the Council, that papers are sent to the office for information.

46. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of Full Council will be held on Monday, 27 June 2022.

47. **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.

48. **URGENT ACTIONS**

Members were provided with the Urgent Actions that had been undertaken by the Chief Officer in conjunction with Group Leaders since the last meeting of Council held on 7 February 2022.

RESOLVED: That the Urgent Actions be received and noted.

The meeting closed at 7.05 pm.

Signed

Dated
(Town Mayor)