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 TUESDAY 19 JULY 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

Amy Greenfield
Chair of Shop Local

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 Shop Local Barry Advisory Committee held on Thursday 9 June 2022**
(Pages 13-20)

5. **Barry Summer Festival Grant Applications Received**
(Pages 21-87)

6. **Date of next meeting**

The date of the next meeting of the Shop Local Barry Advisory Committee will be held on 6 October 2022 at 6pm

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

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON THURSDAY 9 JUNE 2022 AT 6PM

PRESENT: Councillors E Goodjohn, S Hodges, Marshall, Perkes, Thomas and Wiliam, together with Traders: S Burnell (Awesome Wales), A Greenfield (Awesome Wales), Hevs (Coast to Coast Clothing), C Edwards (Vale of Glamorgan Council-Town Centre Manager), D Elliott, H Isted (Hi Communications) Karri (Karri's Deli), G Robertson (Crafted Arts), K Young (Wild Meadow Floral), N Bolan (Dimensional Art)

ALSO PRESENT: Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
N Spackman – Bro Radio
Graeme – Num Nums
Craft Republic
Mererid Vellios – Place Manager
Councillor Johnson – Observer

SL1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Payne and N Hodges together with Aldene Thomas of Secret Garden of Beauty.

SL2. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT

None received.

SL3. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

SL4. ELECTION OF CHAIRPERSON FOR 2022/23 MUNICIPAL YEAR

The Community Engagement Officer requested nominations from members for the Election of Chairperson for 2022/23 Municipal Year.

Councillor S Hodges nominated A Greenfield with D Elliott seconding the nomination.

Councillor Thomas nominated Councillor Perkes with Councillor Perkes seconding the nomination.

A vote was taken, the results of which were;

7 votes for A Greenfield
3 votes for Councillor Perkes

RESOLVED that Amy Greenfield is elected as the Chairperson for the Shop Local Barry Advisory Committee for the 2022/23 Municipal Year.

SL5. TO NOTE THE SHOP LOCAL BARRY ADVISORY COMMITTEE TERMS OF REFERENCE

Members were provided with the Shop Local Terms of Reference that were adopted at the Annual Meeting held on 17 May 2022.

RESOLVED: That the Terms of Reference be received and noted.

SL6. ELECTION OF VICE-CHAIRPERSON FOR 2022/23 MUNICIPAL YEAR

The Chair requested nominations from members for the election of Vice-Chairperson for 2022/23 Municipal Year.

Councillor S Hodges nominated Councillor Perkes with S Burnell seconding the nomination.

RESOLVED: That Councillor Perkes be elected as Vice-Chairperson for the Shop Local Barry Advisory Committee for the 2022/23 Municipal Year.

SL7. TO APPROVE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON THURSDAY 3 FEBRUARY 2022

Members were provided with the minutes from the last Shop Local Barry Advisory Committee held on Thursday 3 February 2022.

Councillor S Hodges requested an update in relation to Shop Local applying for a grant from the Town Council through its usual grant programme.

The Community Engagement Officer advised that the Shop Local Barry Advisory Committee would not be able to apply for a Town Council grant due to a conflict of interest.

RESOLVED: That the minutes of the Shop Local Barry Advisory Committee held on Thursday 3 February 2022 be received and noted.

SL8. TWITCHY CURTAINS PROJECT – MERERID VELIOS

Mererid Velios provided members an update in relation to a Vale of Glamorgan Council led project named “Twitchy Curtains.”

Mererid advised that a number of shops throughout the town have QR codes displayed on the shop front so people can scan and listen to the stories which range from 1899 to the current day.

Mererid explained that they had been created to be entertaining rather than educational. Mererid noted that she had not been able to focus on the Social Media Marketing and asked how the Shop Local Barry Advisory Committee could help support, market and promote the project.

Councillor S Hodges advised that she would be able to promote the project when taking people on the Victorian Barry Experience Tours throughout the Town.

The Chair suggested creating promotional videos as people could be unsure with regard to how the QR codes work and need encouragement.

Hannah Isted agreed and suggested to have videos to show people how to use the QR codes. Hannah asked if Mererid could tag Barry Shop Local so their content could be shared on the Barry Shop Local social media pages.

The Community Engagement Officer suggested that a tour could take place in conjunction with the Council's Family Fun Day.

RESOLVED:

1. **That members receive and note the Project Update received from Mererid Velios.**

2. **That the Community Engagement Officer liaise with Mererid Velios to determine if a tour could be arranged to take place at the Council's Family Fun Day.**

SL9. **SHOP LOCAL BUDGET 2022/23**

The Community Engagement Officer provided an update in relation to the Shop Local Budget for 2022/23.

Councillor Perkes asked the Community Engagement Officer to confirm the allocated outgoings for the year. The Community Engagement Officer confirmed that there is £3,200 committed expenditure for Social Media.

D Elliot queried the Shop Local reserves. The Community Engagement Officer explained that in the last financial year, Council agreed that the unspent budget of 2019/20 could be placed into a reserve for 2021/22.

Council agreed that this reserve would remain in place for the 2022/23 financial year. At present, this reserve stands at £4,763 and is available

to be used by the group to fund special projects and in case of extra funds being required.

D Elliot noted that the Shop Local budget had been reduced from £20,000 to £10,000 (in comparison to the 2021/22 budget).

Councillor Perkes advised that the Committee is usually allocated £10,000 each year. However, in the 2021/22 financial year, the Shop Local Barry Advisory Committee were allocated a larger budget of £20,000 to help towards the recovery from the Pandemic.

The Community Engagement Officer advised that if additional money is needed for a specific project that the Shop Local budget cannot cover, that the group could always consider making a recommendation for Council to consider.

RESOLVED: That members receive and note the Shop Local Budget for 2022/23.

SL10. SHOP LOCAL WORK PLAN (JUNE – OCTOBER)

Members were provided a report with suggestions for members to consider in relation to the groups June to October work programme.

S Burnell advised that a meeting in June is too late to discuss Christmas events, suggesting that a meeting should be held in April or May to discuss Christmas.

The Community Engagement Officer advised that due to the elections in May, meetings could not be held during the Pre-Election Period and the schedule of meetings is set at the annual meeting in May.

H Isted queried if the meeting scheduled for October could be brought forward to September. The Officer advised that members could choose to hold an extra-ordinary meeting if they wished.

The Chair informed members that herself and H Isted were currently in the process of organising a “Barry Summer Festival” and that the concept had received a lot of support and backing from traders across the various shopping areas. The aim of the festival was to join up all parts of the town by encouraging independent businesses to host workshops throughout the festival to encourage people to explore what is on their doorstep.

The Community Engagement Officer queried when the Festival would take place and whether they had spoken to the Vale of Glamorgan Council. H Isted responded that it would be trader led and trader owned, advising that they don’t require money from the Vale Council just the enthusiasm from Traders.

Councillor S Hodges suggested that the Shop Local Committee could help and suggested to set a budget along with a Sub-Committee to aid in the organisation.

Councillor S Hodges suggested a budget of £2,500 with £300 being allocated for "Fiver Fest" and encouraged Traders to invite the Mayor or Deputy Mayor to attend any events / workshops that are organised.

H Isted queried whether the allocated budget of £2500 would be open for Traders to apply for help towards the costs of being involved in the campaign. The group agreed that this would be acceptable.

RESOLVED:

1. **That members receive and note the report**

2. **That a budget of £2,500 is set aside for Barry Summer Festival.**

3. **That a Sub-Committee be arranged to discuss the Barry Summer Festival.**

4. **That members note if there are applications from Traders for a grant to enable them to be involved in the festival that an Extra-ordinary meeting will need to be called so the applications can be discussed.**

5. **That an Extra-ordinary meeting of Shop Local is arranged to take place in September.**

SL11. **SHOP LOCAL - CHRISTMAS EVENTS**

The Community Engagement Officer advised that the Santa's Post Office (held in December 2020) had been a hugely successful event (in partnership with the Vale of Glamorgan Council) and that members may wish to consider how the event will be financially supported in the future if it were to be repeated as it was a large proportion of the Shop Local budget.

She also advised that she had informed the Vale of Glamorgan Council Events Team that should the event be repeated in 2022 that the group would be favourable to the Post office being supported in Barry this year.

The Community Engagement Officer also advised that the purpose of the report was to gain authorisation for her to approach trader areas who traditionally host Christmas Events throughout the town to encourage them to submit an application for funding early so that members can consider them at the next meeting of Shop Local scheduled to be held in October.

The Chair asked if the Vale of Glamorgan Council have any events planned. The Community Engagement Officer advised members of the events that she was aware of that the Vale of Glamorgan Council are holding. The Chair asked if a representative could attend the next meeting of Shop Local. The Community Engagement Officer said that she would invite Sarah Jones from the Vale of Glamorgan Council Events Team to the next meeting.

RESOLVED:

1. **That the report be received and noted**

2. **That members agree to receiving grants for Christmas events at the next meeting of Shop Local scheduled to be held on 6 October 2022.**

3. **That the Community Engagement Officer invite Sarah Jones to the next meeting of Shop Local.**

RECOMMENDATION

To a meeting of Full Council scheduled to be held on Monday, 27 June 2022;

That Barry Town Council consider setting aside a budget of £7,000 to ensure that Barry continues to be a host for the Santa's Post Office, noting that this budget may not be required should the Vale of Glamorgan Council choose to host it in Barry for 2022.

SL12. DATE OF NEXT MEETING

RESOLVED: That the date of the next meeting of the Shop Local Advisory Committee will be held on 6 October 2022 at 6pm

The meeting closed at 6.50pm

Signed …… Dated ……
(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - SHOP LOCAL BARRY ADIVSORY COMMITTEE - 9 JUNE 2022

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL8 (2)	That the Community Engagement Officer liaise with Mererid Velios to determine if a tour could be arranged to take place at the Council's Family Fun Day.	EETM	Before Family Fun Day	Not started
SL10 (2)	That a budget of £2,500 is set aside for Barry Summer Festival.	Committee	Before Summer Festival	Complete
SL10(3)	That a Sub-Committee be arranged to discuss the Barry Summer Festival.	EETM	21.06.2022	Not required
SL10 (4)	That an Extra-ordinary meeting of Shop Local is arranged to take place in September.	EETM	September	In Progress
SL11 (2)	That members agree to receiving grants for Christmas events at the next meeting of Shop Local scheduled to be held on 6 October 2022.	Committee	06.10.2022	In Progress
SL11(3)	That the Community Engagement Officer invite Sarah Jones to the next meeting of Shop Local.	EETM	Next meeting	Not started

SL11(4)	That Barry Town Council consider setting aside a budget of £7000 to ensure that Barry continues to be a host for the Santa's Post Office, noting that this budget may not be required should the Vale of Glamorgan Council choose to host it in Barry for 2022.	FC	27.06.2022	RESOLVED at FC that 2. That a budget of £7,000 be agreed (£4,000 from the Shop Local Reserve and £3,000 from the General Reserve) to ensure that Barry continues to be a host for the Santa's Post Office, noting that this budget may not be required should the Vale of Glamorgan Council choose to host it in Barry for 2022.

EXTRA-ORDINARY MEETING OF SHOP LOCAL BARRY ADVISORY COMMITTEE	19 JULY 2022	AGENDA ITEM: 5

BARRY SUMMER FESTIVAL GRANT APPLICATIONS RECEIVED

Report Author

Robyn Walsh, Engagement and Events Team Manager

Purpose of Report

To provide members grant applications received in relation to the Barry Summer Festival.

Background Information

At the last meeting of the Shop Local Barry Advisory Committee held on 6 June 2022, members were provided a report with suggestions for members to consider in relation to the groups June to October work programme.

At this meeting, the Chair informed members that herself and H Isted were currently in the process of organising a "Barry Summer Festival" and that the concept had received a lot of support and backing from traders across the various shopping areas and that the aim of the festival was to join up all parts of the town by encouraging independent businesses to host workshops throughout the festival to encourage people to explore what is on their doorstep.

As a result of discussions, it was **RESOLVED that a budget of £2,500 is set aside for Barry Summer Festival.**

As a result of resolved point 2, members will find attached the following grant applications;

a. Awesome Wales
b. Bloomin Barry
c. Box Edit Boutique
d. Cake and Cwtch
e. Cowshed Flowers
f. Crafted Arts
g. Dimensional Art
h. Fussy Home
i. HI Communications
j. Karry's Deli
k. Majestic Essentials
l. Wild Botanic

Members will find full applications attached to this report. However, the Officer has broken down the applications below for ease of reference;

Business Name	Purpose of Grant	Amount Requested	Other Info
a. Awesome Wales	Kids Healthy Smoothie workshop	£50	Blender Cups - £25 Fresh Ingredients - £25
b. Bloomin' Barry	Wreath Making Workshop	£100	Wreath Making - £50 Dried Basket Arrangement - £50
c. Box Edit Boutique	Summer themed party/shopping evening in support of the charity Welsh Women's Aid on 26 July 2022.	£50	Total event cost - £200 (Business to cover remaining £150 should they be successful in securing the £50 grant from Shop Local)
d. Cake and Cwtch	Cookie and Cup cake workshops	£50	Ingredients - £25 Supplies - £25 Has requested that should more funding be available they would like to be considered to put on more workshops.
e. Cowshed Flowers	Pick Your Own Flowers event at Glebe Farm in Porthkerry, Barry, CF62 3BZ.	£50	Total event cost - £90 (Business to cover remaining £40 should they be successful in securing the £50 grant from Shop Local)
f. Crafted Arts	Pop-up jewellery making workshops for children during the summer holidays in their outdoor space.	£50	Total event cost - £70 (Business to cover remaining £20 should they be successful in securing the £50 grant from Shop Local)
g. Dimensional Art	As part of the Summer of Fun, the traders at the Goodsheds are	£50	Total event cost - £120 (Businesses and Goodshed Management to

	planning to hold a start of the summer party on Saturday 23rd July. The event is being led by Dimensional Art, supported by Goodsheds management and fellow traders. As part of the event and to be used over the summer period, we are requesting £50 towards large outdoor games for the new children's area. These will be utilised for the event, then made available to those visiting the site over the summer period. Following the summer, the plan would be to make these available to other community groups via the Benthyg project.		cover remaining £70 should they be successful in securing the £50 grant from Shop Local)
h. Fussy Home	Vintage pick and mix Market on Sunday, 31 July between 10 am and 4 pm.	£50	Trader has asked if members may consider issuing a grant for the full cost of the event which is £170. However, Trader will finance this herself if not available.
i. HI Communications	In person social media workshop for small businesses in	£50	Refreshments - £25

	Barry called 'Get Your Summer Content Sorted.' Grant to be used to grant to subsidise the cost so that it can be as affordable as possible		Subsiding the cost of the workshop - £25
j. Karry's Deli	Pop-Up Event	£50	Supplies - £50
k. Majestic Essentials	Bath bomb workshop to offer 5 people for free.	£50	If a higher grant was available, Trader has indicated they would be able to offer more workshops and more free spaces for people to attend.
l. Wild Botanic	Plants workshops	£50	Duck Pond - £15 Kids Packs - £35

Members will note that the total amount requested is £650. However, some applications have made requests for additional support which members may wish to consider.

NB. Please note that Traders present who have submitted a grant application will not be allowed to remain in the meeting whilst their application is discussed and this should be disclosed at the beginning of the meeting under agenda item 2.

<u>Recommendation</u>

That members consider the Barry Summer Festival Grant Applications received.