



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF FULL COUNCIL IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 29 JULY 2024 COMMENCING AT 7:00PM 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

This is a public meeting and any resident of Barry may attend in person or remotely; for remote access details, please contact info@barrytowncouncil.gov.uk

Yours faithfully

Emily Forbes
Chief Officer

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

TOWN HALL, KING SQUARE, HOLTON ROAD, BARRY, CF63 4RW Tel: (01446) 738663 Email: info@barrytowncouncil.gov.uk	NEUADD Y DREF, SGWÂR Y BRENIN, HEOL HOLTON, Y BARRI, CF63 4RW Ffôn: (01446) 738663 Eboost: info@barrytowncouncil.gov.uk
--	---

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, Brooks, Charles, Collins, Drake, E Goodjohn, E J Goodjohn, Hennessy, Iannucci, Johnson, Payne, Perkes, Wilkinson have received dispensation from the Vale of Glamorgan Council to speak and vote on any item on this agenda relating to Reshaping of Services

Councillor Johnson has been granted Dispensation to allow them to speak and vote on future matters appertaining to community centres, sports facilities and matters relating to arts and events within the Vale of Glamorgan.

Councillor Wilkinson has been granted Dispensation to allow them to speak and vote on future matters relating to the Local Development Plan.

Councillor Hennessy has been granted Dispensation to allow them to speak and vote on future matters appertaining to community centres within the Vale of Glamorgan.

Councillor E J Goodjohn has been granted Dispensation to allow them to speak and vote on future matters appertaining to community centres within the Vale of Glamorgan.

3. **Well-being of Future Generations (Wales) Act 2015**

(To note)

*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*
- (b) long-term effect;*
- (c) 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;

(d) 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;

(e) 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;

(f) 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 and sign the minutes of the Full Council meeting held on Monday 24 June 2024**

(Pages 2001 - 2007)

- 5. To receive communications from the Mayor (Verbal)**

- 6. To consider questions from Councillors in accordance with the provisions of Standing Order 3(e) (none received)**

- 7. To consider questions/comments from Members of the public in accordance with the provisions of Standing Order 3(f) (none received)**

(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).

- 8. To consider motions submitted by Councillors (None received)**

MINUTES OF STANDING COMMITTEES AND WORKING PARTIES

- 9. To receive and note the minutes of the Planning Committee meetings held on 2 July 2024 and consider any recommendations therein. (Pages 2008 – 2014)**

- 10. To receive and note the minutes of the Halls, Cemeteries and Community Facilities Meeting held on 8 July 2024 and to consider any recommendations therein. (Pages 2015 - 2021)**

- 11. To receive and note the minutes of the Shop Local Barry Advisory Committee held on 16 July 2024 and to consider any recommendations therein (Pages 2022 - 2029)**

12. To receive and note the minutes of the Vibrant Culture Committee held on 22 July 2024 and to consider any recommendations therein.
(Pages 2030 - 2037)

FINANCE

13. To receive Budget Monitoring Report to 30 June 2024
(To Follow)

(If Councillors have any queries please contact the Deputy Chief Officer prior to the meeting)

14. To approve the Schedule of Payments for July 2024
(Pages 2038 - 2043)

(If Councillors have any queries please contact the Finance Administrator prior to the meeting)

GOVERNANCE

15. To agree the revised Schedule of Town Council Meetings for 2024/25 inclusive of Barry Youth Council dates
(Page 2044)

16. To review and approve Team Plans for 2024 / 25
(Pages 2045 - 2087)

17. To review and approve a new Safeguarding Policy based on a model template
(Pages 2088 - 2097)

PROJECTS / UPDATES

18. Barry Youth Council Update
(Page 2098)

19. Shop Local Halloween Trail Application
(Pages 2099 - 2107)

20. **Date of Next Meeting**

The next scheduled meeting of the Full Council will be held on Monday 14 October 2024.

21. 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

22. To receive and note Urgent Actions

(Pages 2108 – 2109)

Distribution

The Mayor (Councillor Catherine Iannucci-Williams) plus all other Town Councillors (22)

Others (Barry & District News, Barry Police, Glamorgan Star 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 FULL COUNCIL HELD ON MONDAY 24 JUNE 2024 AT 7PM

PRESENT: The Mayor (Councillor Iannucci-Williams) together with Councillors Aviet, Ball, Brooks, Charles, Clarke, Collins, Drake, EJ Goodjohn, ES Goodjohn, Hennessy, N Hodges, S Hodges, McKinney, Perkes, and Wilkinson

ALSO PRESENT:

Mark Sims Deputy Chief Officer
Kathryn Thomas Office Team Leader

422. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Dancey, Davies-Powell, Johnson, Payne, Thomas and Wiliam

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

None were received

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

RESOLVED: That the Wellbeing of Future Generations (Wales) Act 2015 be noted.

425. **TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL MEETING OF FULL COUNCIL HELD ON MONDAY 13 AND TUESDAY 14 MAY 2024**

The Deputy Chief Officer advised that there were a few amendments to be made:

- a) Page 1906 Councillor S Hodges was omitted from the Shop Local Barry Advisory Committee but has now been added
- b) Page 1907 Councillor Charles was omitted from the Governance Working Party but has now been added

RESOLVED: That the minutes of the Annual Meeting of Full Council held on Monday 13 May and Tuesday 14 May 2024 be approved and signed as a correct record subject to the amendments above.

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

The Mayor expressed her thanks to everyone for all their help with Events that she has attended recently including she recently led the Pride March and laid a wreath on D-Day.

She also paid her condolences to Councillor Helen Payne and her family after the death of her Mother

Councillors Brooks, S Hodges, Charles and Wilkinson all gave a short tribute to the late Maggie Payne who was Mayor 2007/2008 saying what a wonderful lady she was and was like a Matriarch of Barry Town Council.

Councillor S Hodges asked if the Mayor could send a condolence card on behalf of Barry Town Council

RESOLVED: That communications from the Mayor be received and noted.

427. **TO CONSIDER QUESTIONS FROM COUNCILLORS IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDER 3 (E)**

None were received.

428. **TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDER 3 (F)**

None were received.

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

None were received.

430. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 21 MAY 2024 AND 11 JUNE 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

RESOLVED: That the minutes of the Planning Committee meetings held on 21 May 2024 and 11 June 2024 be received and noted.

431. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING FOR BARRY SUB-COMMITTEE MEETING HELD ON 11 JUNE 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED:

1. That the minutes of the Planning for Barry Sub-Committee meeting held on 11 June 2024 be received and noted.

2. That the recommendation for a new Planning Clinic is approved, whereby the Planning Officer would provide free, impartial planning advice to the residents of Barry.

432.

TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 10 JUNE 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN INCLUDING POLICIES ATTACHED TO THE MINUTES

- a) Carer's Leave Policy
- b) Menstruation, Menopause and Endometriosis Policy
- c) Flag Flying protocol update

Councillor Perkes asked for the recommendations from the Personnel Agenda above be approved

Councillor S Hodges said that as a Welsh Town, the Welsh flag was only flown 2 days

RESOLVED:

- a) That the Carer's Leave Policy be approved and adopted with the Council offering 1 weeks paid leave in a 12-month period for Carer's Leave, and if necessary, unpaid leave at the discretion of the Chief Officer
- b) That the Menstruation, Menopause and Endometriosis Policy be approved and adopted and if time off is requested for Menstruation or Menopause, then its up to the discretion of the managers regarding working from home, but Endometriosis is slightly different and is classed as a disability, so reasonable adjustments may need to be considered further.
- c) That the Flag Flying Policy (Option 2) be approved and adopted with the Welsh Flag be flown as a default at Town Hall and the Town's Crest be flown at Merthyr Dyfan Cemetery.

433.

TO RECEIVE AND NOTE THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON 17 JUNE 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

The Deputy Chief Officer said there was one amendment to be made:

P 1954 – There was no award of £200 to Pet Food Bank and this has now been removed.

RESOLVED: that the Minutes of the Finance, Policy and General Purposes Committee held on 17 June 2024 be received and noted subject to the amendment above

434. **TO RECEIVE AND NOTE THE MINUTES OF THE GLOBALLY RESPONSIBLE COMMITTEE HELD ON 3 JUNE 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

Councillor Clarke received feedback from the school children that visited the Cemetery. The visit went really well and is fully supported.

RESOLVED:

1. That the minutes of the Globally Responsible Committee held on 3 June 2024 be received and noted.
2. The Council offer 5 sessions to schools to begin with, funded by the Council and if any savings can be made on the costs (i.e. through grants) look to increase this number.
3. Councillor Dancey to assist/advise as required.

435. **TO RECEIVE AND NOTE THE MINUTES OF THE COMMEMORATIVE NAMING ADVISORY COMMITTEE HELD ON 17 JUNE 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.**

Councillor S Hodges commented on extending the Bryan Foley award to a wider audience with 2 awards.

Councillor Perkes said the nomination period will be from 1 September 2024 – 31 October 2024.

RESOLVED:

1. That the minutes of the Commemorative Naming Advisory Committee held on 17 June 2024 be received and noted.
2. That the guidelines for the criteria be amended to include individuals and non-uniformed organisations be agreed.
3. That two additional awards be created in addition to the Bryan Foley Award for Services to the Community Champion, being:
 - a. Bryan Foley Young Person's Award for Services to the Community (Under 16's years)
 - b. Bryan Foley Young Person's Award for Services to the Community (17-25 years)
4. That the nomination period runs from 1 September to 31 October 2024.
5. That shortlisting takes place at the next advisory committee to be scheduled for 25 November 2024.

6. That the Awards Ceremony is held in either January or February 2025 (date to be confirmed).

436. **TO RECEIVE BUDGET MONITORING REPORT TO 31 MAY 2024**

Members were provided with a report outlining the Council's income and expenditure in the 2024/25 financial year as at the end of May 2024.

RESOLVED: That the budget monitoring report to 31 May 2024 indicating actual income and expenditure up to the end of month two in the 2024/25 financial year, be received noting the projected underspend of £11,292 for 2024/25 that will result in a net amount of £177,845 being transferred from reserves.

437. **TO APPROVE THE SCHEDULE OF PAYMENTS FOR JUNE 2024 (FINAL)**

Members were provided with the Schedule of Payments for June 2024 (Final) for approval, consisting of BACS payments and direct debits in the amount of £51,643.72

RESOLVED:

- 1. That the information set out above relating to salary payments for May and June 2024 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 June 2024 (Final) consisting of BACS payments and direct debits in the amount of £51,643.72 be approved.**

438. **TO APPROVE THE DRAFT TOWN COUNCIL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2024**

Members were provided with the draft Town Council accounts and the Annual Return for the year ending 31 March 2024 for approval prior to their submission to the external auditors, Audit Wales

RESOLVED: That the draft Town Council Accounts and Annual Return for the year ending 31 March 2024 be approved.

439. **TO ADOPT THE INTERNAL CONTROL STATEMENT**

Members were provided with the annual review of the effectiveness of the council's system of internal control.

RESOLVED That the Annual Review of Internal Controls be approved.

440. **TO AGREE THE SCHEDULE OF TOWN COUNCIL MEETINGS FOR 2024/25**

Members were provided with a revised Schedule of Meetings for 2024/25.

The Deputy Chief Officer advised a clash occurs on 15 July 2024 with the Town Council's Vibrant Culture Committee at 7pm as the Vale of Glamorgan's Full Council meeting is scheduled at 6pm.

Therefore, the date of the Vibrant Culture Committee has been amended from 15 July 2024 to 22 July 2024, and this then pushes back the meeting of Full Council from 22 July 2024 to 29 July 2024.

In addition, the meeting of the Planning Committee in May 2025 has been brought forward one week to 20 May 2025, as originally been scheduled 4 weeks after the previous meeting, when the meeting should cycle be every 21 days

RESOLVED: That the Schedule of Town Council meetings for 2024/25 be approved noting that the Vibrant Culture Meeting be changed to 22 July 2024, the Full Council be changed to 29 July 2024 and the Planning Committee in May 2025 be brought forward to 20 May 2025.

441. **CORRESPONDENCE RECEIVED REGARDING BARRY BIOMASS INCINERATOR APPEAL**

Councillor Brooks said that we are in pre-election period and have received no information about the Barry Biomass Incinerator Appeal.

The Deputy Chief Officer had asked the Planning Officer for an update however there was no update available as the appeal is not live.

RESOLVED: That the Correspondence received relating to the Barry Biomass Incinerator Appeal be referred to the Planning Committee meeting being held on 30 July 2024.

442. **DATE OF NEXT MEETING**

RESOLVED: The next scheduled meeting of the Full Council will to be held on Monday 29 July 2024.

The meeting closed at 7.35pm

**SignedDated.....
(Town Mayor)**

ACTION SHEET - FULL COUNCIL - 24 JUNE 2024

Minute No	Action to be taken	Action to be taken by	Date action to be carried out	Progress
425	Amendments to the Extraordinary Full Council on 13/14 May as follows: a)Page 1906 Councillor S Hodges was omitted from the Shop Local Barry Advisory Committee but has now been added b)Page 1907 Councillor Charles was omitted from the Governance Working Party but has now been added	OTL	27/06/2024	Complete
431	That a new Planning Clinic is approved, whereby the Planning Officer would provide free, impartial planning advice to the residents of Barry.	Planning Officer	01/09/2024	in progress
432	That the following new Policies are adopted and added to the staff handbook a) Carer's Leave Policy b)Menstruation, Menopause and Endometriosis Policy	OTL	27/06/2024	sent for consultation with Unions
432	c)That the Flag Flying Policy (Option 2) be approved and adopted with the Welsh Flag be flown as a default at Town Hall and the Town's Crest be flown at Merthyr Dyfan Cemetery.	OTL	24/06/2024	Complete
433	Amendment to the Minutes of Finance, Policy & General Purposes Committee held on 17 June 2024 made as follows: P 1954 – There was no award of £200 to Pet Food Bank and this has now been removed.	OTL	27/06/2024	Complete
434	That the Council offer 5 sessions to schools to begin with, funded by the Council and if any savings can be made on the costs (i.e. through grants) look to increase this number.	WBGO		in progress
435	That the guidelines for the criteria be amended to include individuals and non-uniformed organisations be agreed. That two additional awards be created in addition to the Bryan Foley Award for Services to the Community Champion, being: a. Bryan Foley Young Person's Award for Services to the Community (Under 16's years) b. Bryan Foley Young Person's Award for Services to the Community (17-25 years) 4. That the nomination period runs from 1 September to 31 October 2024. 5. That shortlisting takes place at the next advisory committee to be scheduled for 25 November 2024. 6. That the Awards Ceremony is held in either January or February 2025 (date to be confirmed).	E&E Team		in progress
440	Amendments for Schedule of Town Council Meetings for 24/25 be amended as follows: - Vibrant Culture Meeting be changed to 22 July 2024 - Full Council be changed to 29 July 2024 - Planning Committee in May 2025 be brought forward to 20 May 2025	OTL	27/06/2024	Complete
441	That the Correspondence received relating to the Barry Biomass Incinerator Appeal be referred to the Planning Committee meeting being held on 30 July 2024.	Admin Team	24/07/2024	in progress

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 02 JULY 2024 AT 7:00PM

PRESENT: Councillor S Hodges (Chair) together with Councillors Ball (Vice-Chair) Collins, E Goodjohn, E S Goodjohn, Hennessy, Thomas

ALSO PRESENT: Greg Smart – Planning Officer
Kathryn Thomas – Office Team Leader
Councillor N Hodges – Observer
Mrs Medhurst - Observer
Jodie Barber – Observer
Liz Ryland – Observer
Matthew Lundrigan – Observer
Joey – Observer
Matt - Observer

PL221. **APOLOGIES FOR ABSENCE**

Councillor Davies-Powell.

PL222. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE
COUNCIL'S CODE OF CONDUCT**

Councillor Hennessy declared an interest with regards to the Vale of Glamorgan's Local Access Forum.

Councillor N Hodges is not a member of the Barry Town Council Planning Committee however he was a member of the deciding PROW at the Vale of Glamorgan Council and he was named in the documents by the speaker.

Councillor Ball declared in interest in Agenda Item 6d as has a personal interest in 24 Tan Y Fron, Barry.

Councillor S Hodges declared an interest in the matter of Footpath 73. She previously stated her position that hasn't changed.

PL223. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL224. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE
MEETING HELD ON 25 JUNE 2024**

Councillor S Hodges said as the second part of the Minutes were to follow (on the agenda), therefore, members can approve at the next Planning Meeting on 30 July 2024.

RESOLVED: That the minutes of the Planning Committee meeting held on 25 June 2024 be approved at the next Planning Committee meeting on 30 July 2024.

PL225.

TO NOTE THE MINUTES OF THE PLANNING FOR SUB-COMMITTEE'S MEETING HELD ON 11 JUNE 2024 AND CONSIDER RECOMMENDATIONS THEREIN

The sub-committee provided the following recommendations for the Planning Committee's consideration:

a) Draft Priorities for Culture in Wales 2024-2030

RESOLVED that Planning Officer responds to the consultation with the suggestion that Ambition 2 Question 3 is removed

b) The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill.

RESOLVED That the Planning Officer respond and note Barry Town Council support for the Bill.

c) Supplementary Planning Guidance re: Affordable Housing

RESOLVED:

- That Barry Town Council supports the updates to the Supplementary Planning Guidance and the Vale of Glamorgan Councils continued commitment to providing affordable housing stock to its residents are put forward.
- That Barry Town Councillors wish to highlight the need for the creation of Council Housing stock as a priority

RESOLVED: That the minutes of the Planning for Sub-Committee's Meeting held on 11 June 2024 be approved and recommended responses and actions agreed by the Planning Committee.

The Chair brought forward agenda item 8 as a member of the public was present to discuss Footpath 73.

PL226.

APPEAL APPLICATION TO DELETE FOOTPATH 73 -CAS-03326-4R8J0

Councillors S Hodges, N Hodges and Hennessy left the room at 19:05

Councillor Ball welcomed Mrs Medhurst who gave a full report on the Appeal for Footpath 73.

Councillor Ball thanked her for her detailed report and evidence on her appeal regarding Footpath 73. This is a footpath in Clos Cwm Barri that provides access into Porthkerry Country Park.

The key points that were made by the appellant were as follows:

- The Public Right of Way (PROW) in its current form never existed and the Vale of Glamorgan Council and the developer failed in their duty to ensure one was retained.
- The now retained Public Right of Way was not in the correct position.
- Mrs Medhurst alleges that the new evidence submitted proves that Footpath 73 has not been in situ for the required period to have been approved by the Vale of Glamorgan Council as a Public Right of Way.
- Mrs Medhurst reiterated that the Barry Town Council Planning Committee decision in 2009/2010, where the original application to delete Footpath 73 was disputed, was incorrect.
- Mrs Medhurst strongly disputes that the removal of Footpath 73 has anything to do with financial gain for the occupiers of the adjacent dwellings.
- Mrs Medhurst asked that Barry Town Council look into how such claims were made.

Councillor Thomas explained that the Planning Committee was unable to do much and does not have the authority to change anything but will consider the reports come back from Planning and Environment Decisions Wales (PEDW).

Councillor E Goodjohn suggested that Mrs Medhurst awaits the Freedom of Information Request which included requests for the Council's Scheme of Delegation, Standing Orders, Officer's Code of Conduct and Concerns and Complaints Policy.

Members cannot make any recommendations at this stage but welcomed Mrs. Medhurst to come back in the future.

Councillor ES Goodjohn agreed with her fellow officers' statement and to not make any recommendations at this time.

RESOLVED: That there were no comments to make on the PEDW appeal request

Councillors S Hodges, N Hodges and Hennessy came back into the room at 19:19.

PL227.

TO CONSIDER PLANNING APPLICATIONS

a) Planning Application No. 2024/00499/FUL

Location: Cold Knap Sewage Pumping Station, Barry

Development: Retention of 2 storage containers and installation of 1 welfare container (changing facilities and first aid) in association with voluntary Rhondda Cold Knap Lifeguard Club.

The Chair expressed this was a good thing but to put a condition on to ensure it is kept in good order.

Councillor Collins agreed with the Chair.

RESOLVED: No objection providing it is kept in good order

b) Planning Application No. 2024/000426/FUL

Location: 73 Trinity Street, Barry

Development: Proposed ground floor rear/side extension, proposed dormer loft conversion, proposed internal remodelling to maintain 2 flats.

Members agreed that they are happy to proceed with the officer's recommendations

RESOLVED: No objection

c) Planning Application No. 2024/00441/FUL

Location: 43 Tynwydd Road Barry

Development: Convert the property back into a single dwelling house. This would involve the removal of the 1st floor flat kitchen and boiler, convert the 2 utility supplies to 1 supply. Remove the internal entrance doors to each of the flats.

Members agreed that they are happy to proceed with the officer's recommendations.

RESOLVED: No objection

d) Planning Application No. 2023/01274/FUL

Councillor Ball left the room at 19:25

Location: 24 Tan y Fron, Barry

Development: Rear two storey extension, side extension for new staircase to access the upper floor and front porch.

Councillor Hennessy asked the Planning officer if he could see the plans.

Members agreed that they are happy to proceed with the officer's recommendations.

RESOLVED: No objection

Councillor Ball came back into the room at 19:27

e) Planning Application No. 2024/00472/FUL

Location: 7 Heol Dewi Sant, Barry

Development: Proposed new second storey flat roof extension to the rear of the property, above existing single rear extension. Dormer bedroom with Juliet balcony in attic at the rear of the property. Adjustment to existing windows at the side of the property.

Members agreed that they are happy to proceed with the officer's recommendations.

RESOLVED: No objection

f) Planning Application No. 2024/00492/FUL

Location: 19 Lakeside, Barry

Development: Alteration to enclose front balcony off master bedroom, extension to existing pitched roof to extend over flat roof

Members agreed that they are happy to proceed with the officer's recommendations.

RESOLVED: No objection

g) Planning Application No. 2024/00475/FUL

Location: 33 Maes y Cwm Street, Barry

Development: Replacement of existing lean to at rear of domestic dwelling with new flat roof and new bi-folds

Members agreed that they are happy to proceed with the officer's recommendations.

RESOLVED: No objection

h) Planning Application No. 2024/00496/FUL

Location: 24, Pontypridd Road, Barry

Development: Proposed dormer loft conversion with Juliet balcony to rear elevation at existing domestic dwelling house. Alterations to existing rear ground floor extension.

Councillor S Hodges has looked at the plans and feel it is quite big however is at the back of the property.

Councillor Ball commented that he cannot see it being a problem especially when there is a similar house 2 doors up.

Members agreed that they are happy to proceed with the officer's recommendations.

RESOLVED: No objection

i) Planning Application No. 2024/00508/FUL

Location: 13 St Andrews Road, Barry

Development: One and two storey side and rear extension with front porch

Councillor Hennessy visited the area, and so many properties already have porches built.

Members agreed that they are happy to proceed with the officer's recommendations.

RESOLVED: No objection

j) Planning Application No. CAS-02112-T2N0G8

Location: Land East of Dyffryn, approximately 5 km North-West of Barry Town Centre

Development: Proposed Solar Farm with an installed generation capacity of 42MW and associated ancillary infrastructure, including a 132-kV substation.

Councillor S Hodges asked the members of the public that were online if they wanted to make any comments however there were no comments made.

The Planning Officer said further information had been requested but there were no issues. Only new submitted documentation was under review.

Councillor Collins had no objections. She said it was mainly agricultural land, however sheep would still be able to graze.

Councillor Hennessy said he had spoken to residents and to Ward Councillors. The roads to the area are really narrow and he cannot justify supporting this.

Councillors ES Goodjohn and Hennessy were happy to support the Barn Owl Survey Report.

Councillor S Hodges supports the Barn Owl and Landscaping

There was a vote and all were in favour of the Barn Owl Survey Report.

Members agreed that they are happy to proceed with the officer's recommendations.

RESOLVED: No objection

PL228. **TO CONSIDER TABLED APPLICATIONS**

None Received.

PL229. **APPEAL NOTIFICATION 20 PLYMOUTH ROAD – CAS-03326-V4R8J0**

Councillor S Hodges was not happy originally with the living space and highway

RESOLVED: That the appeal notification for 20 Plymouth Road be noted.

PL230. **LOCAL PLANNING AUTHORITY DECISIONS**

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

PL231. **NOTIFICATION OF PREMISES LICENCE APPLICATIONS**

None received.

PL232. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None Received

PL233. **DATE OF NEXT MEETING**

The date of the next Planning Committee is scheduled for Tuesday 30 July 2024.

Meeting closed at 19:42.

Signed.....(Chairperson) Dated.....

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 8 JULY 2024 AT 7PM

PRESENT: Councillor N Hodges (Chairperson) together with, Councillors Aviet, Dancey and McKinney.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Kathryn Thomas – Office Team Leader
Jason Harvey – Engagements and Events Team Manager
Councillor S Hodges – Observer
Councillor Clarke - Observer

A98. APOLOGIES FOR ABSENCE

Councillors ES Goodjohn, Payne and Hennessy.

A99. DECLARATIONS OF INTEREST

None were received.

**A100. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015
RESOLVED: that the Well-Being of Future Generations (Wales) Act 2015 be received and noted.**

A101. TO NOTE THE TERMS OF REFERENCE FOR THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE

RESOLVED: That the Terms of Reference for the Halls, Cemeteries and Community Facilities Committee be received and noted.

A102. TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 11 MARCH 2024

RESOLVED: That the Minutes of the meeting of the Halls, Cemeteries and Community Facilities Committee held on 11 March 2024 be approved and signed as a correct record.

A103. BUDGET MONITORING REPORT TO 30 JUNE 2024

Members were provided with a report outlining the Committee's income and expenditure in the 2024/25 financial year as at the end of June 2024.

RESOLVED: That the Budget Monitoring Report for June 2024 be received, noting the projected net underspend (surplus for the year) of £3,872 in 2024/25.

A104. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED: that the Transfer of Exclusive Right of Burial (1492 – 1521 inclusive) be granted to those named on each transfer request.

A105. GRANTS OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED: That the Grants of Exclusive Right of Burial (14006 – 14019 inclusive) be granted to those named on the interment forms.

A106. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Halls, Cemeteries and Community Facilities Committee will be held on Monday 7 October 2024 at 7.00pm.

A107. 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.

A108. ORCHARD UPDATE

Members were provided with an update regarding the Cadoxton Community Orchard including a response received from the Vale of Glamorgan Council as requested by resolution at a meeting of Full Council dated 12 February 2024.

The Chair asked members how they would like to proceed.

Due to the confidential nature of the item, confidential notes will be held on file with the Chief Officer.

RESOLVED: That a site visit be arranged preferably this month so its before our summer break and ALL members be invited with this item being brought back to the Halls, Cemeteries and Community Facilities next meeting on 7 October 2024.

The E&E Team Manager will inform the Vale of Glamorgan that we are not making any decision at this point.

A109. PH AND CC HIRE CHARGES

Members were provided with a report to consider an additional charge following the introduction of the new Workplace Recycling Regulations that came into effect on 6 April 2024. The report went to Full Council on

15 April but was decided to bring back to Halls, Cemeteries and Community Facilities Committee.

The Deputy Chief Officer gave an update on behalf of the Cemeteries Manager to say there have been a few instances where the hirer's have damaged the shutters and left such a mess that the caretakers had to work extra hours to clean the hall. Extra hours were also required to clean windows due to banners and posters being stuck on windows

The Chair asked if members want to implement a change. There were 3 options:

1. To add an additional £50 refundable deposit to the cost of the hiring the hall for a Children's Party which would increase from £60 to £110 (to include the refundable £50 fee)
2. Instead of introducing an additional charge as detailed in Option 1, to amend the Terms and Conditions of Hire to clearly state that failure to comply with the Recycling Regulations would incur an additional charge that would be invoiced after the hire.
3. To amend the Terms and Conditions advising that all children's party hirers **MUST** remove all of their waste/rubbish with them at the end of their hire and not use the bins provided in the hall, otherwise a 'cleaning fee' will be charged and invoiced to them afterwards.

The Chair suggested for simplicity to go for Option 3 and review after 1 year, but to also to include a statement in the Terms and Conditions to say 'Failure to comply could result in a ban from the future use of our premises'

RESOLVED:

1. **To go with option 3 amending the Terms and Conditions advising that all Children's Party Hirers MUST remove all of their waste/rubbish with them at the end of their hire and not use the bins provided in the hall, otherwise a 'cleaning fee' will be charged and invoice to them afterwards**
2. **To add a clause into the Terms and Conditions to say 'Any damages to the building or to the equipment or excessive mess may result in a further charge'**

A110. CEMETERY LODGE

Members were provided with an update on the Cemetery Lodge following this item being deferred from the Committee's previous meeting held on 11 March 2024

Due to the confidential nature of the item, confidential notes will be held on file with the Chief Officer.

RESOLVED: That we do not proceed with any work on the Lodge at this time.

A111. FIXED ASSET REGISTER

Members were provided with information on the council's fixed asset register for the Cemetery and Community Centres.

The report details a list of vehicles and equipment, including the New Electric Van, the Electric Mower and the Electric Charging points, demonstrating the Council's progress towards achieving their objectives within the Climate Change Action Plan.

RESOLVED: that the fixed asset register be received and noted.

A112. FLOOR CLEANER

Members were given information for a new Floor Cleaner needed for the Pioneer Hall.

It was suggested that funds be requested from the General Reserve however it was noticed from the Budget Monitoring Report figures to June 2024 and the proposed underspend, that a virement of £1,000 from Merthyr Dyfan Cemeteries Salaries expenditure heading could be added to the Pioneer Hall Equipment expenditure heading instead of requesting further funds from the General Reserve.

RESOLVED: That the floor cleaner for the Pioneer Hall be purchased with a virement of £1,000 from the Merthyr Dyfan Cemeteries Salaries expenditure heading being added to the Pioneer Hall Equipment expenditure heading.

A113. CEMETERY GATES

Members were provided with a report with regards replacing the double gates at Merthyr Dyfan Cemetery by the waste tip.

Members were given 2 options:

- Palisade design
- Spike and spear double leaf design

The chair said he was happy that if the gates were going to last that we go for the slightly more expensive gates which is Option 2 – Spike and spear double leaf design.

Councillor Aviet agreed and said if we have the money in the budget then go for Option 2

The Deputy Chief Officer confirmed that as per the Budget Monitoring Report figures to June 2024 and the proposed underspend, that sufficient funds exist within the Merthyr Dyfan Cemetery Property Maintenance expenditure heading, to spend on the Spike and Spear double leaf design gates.

RESOLVED: that the Spike and Spear Double Leaf Design gates be purchased at a cost of £2,955.00 being allocated against the Merthyr Dyfan Cemetery Property Maintenance expenditure heading.

Meeting Closed at 19:46

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 2 JULY 2024

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A108	The E&E Team Manager will inform the Vale of Glamorgan that we are not making any decision at this point.	E&E TM	09-Jul-24	Completed
A108	A site visit be arranged preferably this month so its before our summer break and ALL members be invited. This will be brought back to Halls, Cemeteries and Community Facilities next meeting on 7th October 2024.	E&E TM	End of July 2024	On-going
A109	To amend the terms and conditions advising that all Children's Party Hirers MUST remove all of their waste/rubbish with them at the end of their hire and not use the bins provided in the hall, otherwise a 'cleaning fee' will be charged and invoice to them afterwards	Facilities Team Leader	End of July 2024	On-going
A109	To add a clause into the Terms and Conditions to say 'Failure to comply could result in a ban from the future use of our premises'	Facilities Team Leader	End of July 2024	On-going
A112	Floor Cleaner be purchased using the virement of £1,000 from the Merthry Dyfan Cemeteries Salaries Budget and the remainder from the PH equipment budget	C&F Mgr		On-going
A113	The Spike and Spear Double Leaf Design gates be purchased and the money to come from the Property Maintenance Budget.	C&F Mgr		On-going

BARRY TOWN COUNCIL

MINUTES OF AN MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY 16 JULY 2024 AT 6PM

PRESENT: Councillors Johnson, Hennessy, N Hodges (substitute for S Hodges), S Hodges (arrived 6.13pm), Collins, Payne, and Aviet, together with Traders: D Elliott (TL Computer Systems arrived at 6.06pm), P Martin (Vodafone).

ALSO PRESENT: Jason Harvey – Engagement and Events Manager
Emma Thorne – Engagement and Events Officer
Jo John – Engagement and Events Administrator
Councillor N Hodges – Observer (6.13pm onwards)
A Greenfield (ETO joined at 6.18pm)

SL59. APOLOGIES FOR ABSENCE

Councillor Perkes, R Armstrong (Doctor Bob's Balloons)

SL60. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT

None Received

RESOLVED: That no declarations of interest were received.

SL61. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

SL62. ELECTION OF CHAIRPERSON FOR 2024/25 MUNICIPAL YEAR

The Events and Engagement Officer requested nominations from members for the Election of Chairperson for 2024/25 Municipal Year.

Councillor N Hodges nominated Councillor Johnson with Councillor Collins seconding the nomination.

No other nominations were received.

RESOLVED: that Councillor Johnson is elected as the Chairperson for the Shop Local Barry Advisory Committee for the 2024/25 Municipal Year.

SL63. ELECTION OF VICE-CHAIRPERSON FOR 2024/25 MUNICIPAL YEAR

The Chair requested nominations from members for the election of Vice-Chairperson for 2024/25 Municipal Year. The Chair advised that this should be a trader, as a Councillor is in position of Chairperson.

Councillor H Payne nominated D Elliott, with Councillor Hennesy seconding the nomination.

RESOLVED: That D Elliott be elected as Vice-Chairperson for the Shop Local Barry Advisory Committee for the 2024/25 Municipal Year.

SL64. TO NOTE THE SHOP LOCAL BARRY ADVISORY COMMITTEE TERMS OF REFERENCE

Members were provided with the Shop Local Terms of Reference. The Chair clarified that substitutes can attend, and that there are currently 20 members consisting of 7 Councillors and 13 registered traders. Members were reminded that in order to be quorate (having the necessary number of people present for decisions to be allowed to be made) a third of the membership is required to attend.

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

Councillor S Hodges arrived at 6.13pm, apologised for late arrival due to attending another meeting.

SL65. TO NOTE THE SHOP LOCAL BARRY ADVISORY COMMITTEE TRADERS APPLICATION FORM AND CODE OF CONDUCT REQUIREMENT FOR MEMBERSHIP

The E&EO advised that the traders application form has been updated, along with the Terms of Reference. The officer reminded members, that traders need to complete the Code of Conduct training in order to vote during the meetings. The Chair noted that a reminder should be sent advising that training must be completed if they wish to continue being a member.

It was asked if the training required was available online and free of charge. The E&EO clarified that this was correct, and the online training is usually from 6.30pm – 8.00pm.

A Greenfield arrived at 6.18pm

D Elliott queried why the training had to be completed, as he felt it wasn't applicable to the committee and of no benefit. He commented

that the committee has met previously with no issues, and queried why the training was a new requirement. The Chair explained that the Council are bound by certain rules, and it is only possible to be a voting member on the committee if the training has been completed. The Chair advised that this is the same training the Councillors have to complete, and in the past, it hasn't been followed correctly. The Chair advised there has been a break in the meetings whilst this issue was resolved, and now it is time to restart with the purpose of the committee still to provide support to the local shopping areas.

The question was raised if any other traders had given a reason why they had not completed the training. The E&EO advised that no reasons had been given, but a number of reminders had been sent via email. The Chair suggested that a final reminder is sent, and if no responses, it should be raised at Full Council.

D Elliott asked if traders are able to still attend the meetings without voting. The E&EO clarified that it would be possible for them to attend as an observer, but would have to request to speak.

D Elliott asked if it would be possible to arrange for an instructional video to cover the training, when it could be organised so that everybody was in the same room to train at the same time.

P Martin advised from a trader's point of view the application from was fine, but suggested that we should reevaluate the process of how we invite new members, but ensure that we exit inactive members.

Members agreed that a photo should be taken of the Chair and Vice Chair at the end of the meeting that can be used to promote a call out for members.

RECOMMENDATIONS:

- 1. That the Council explore how traders are recruited, and how non-active members are removed from membership**
- 2. That the Council look to organise in person Code of Conduct Training for traders**

RESOLVED:

- 1. That a reminder is sent to all Shop Local members to complete online Code of Conduct Training**

SL66. TO APPROVE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY 25 JULY 2023

Members were provided with the minutes from the last Shop Local Barry Advisory Committee held on Tuesday 25 July 2023.

The question was raised if all the budgets that were allocated last year were spent. The E&EO advised that percentage of the funds were returned, and allocated back into general reserves. The Chair commented that it was more than expected, but will have been due to the break in the meetings.

RESOLVED: That the minutes of the Shop Local Barry Advisory Committee held on Tuesday 25 July 2023 be approved

SL67. SHOP LOCAL BUDGET 2024/2025 (UPDATE FOR INFORMATION)

The Chair confirmed the budget this year is £10,000. The E&EO confirmed that none of this has yet been allocated.

The traders wanted clarification that any unspent budget goes into general reserves, but voiced it should come back to Shop Local. The Chair advised that funds had been allocated but wasn't able to be spent due to the break in the meetings. The Chair explained that an external review had taken place, and there was no provision for funds to roll from one year to the next. P Martin questioned if the budget was allocated in April, why the first meeting wasn't being held until July. The Chair advised it can depend on where Easter falls, but there would ordinarily have been a meeting held in the Spring.

RESOLVED: That members receive and note the Shop Local Budget for 2024/25.

SL68. BARRY TOWN COUNCIL'S EVENTS UPDATE

The E&EO provided an update on the upcoming events, and confirmed that local traders can apply for a trading space at the events. Halloween will be similar to last year. The Christmas event will have the traditional light switch on, grotto and market. The wooden huts were too small last year, so this year we will be providing marquees again.

Councillor Payne asked if there are any trading spaces left for the Summer Family Fun Day. The E&EO confirmed there are no spaces left, and applications were open from January to April. She also advised that the event has now been signed off ESAG (Event Safety Advisory Group).

D Elliott wanted clarification on when the budget started. The Chair confirmed that the budget was for this financial year. D Elliott commented that previously it had been discussed to buy wooden huts

that we could keep, store flat, and reuse each year. The E&EO confirmed that this was looked at, however there were a number of issues why it wasn't possible. The Chair requested that the reasons be sent following the meeting to D Elliott.

The E&EO explained the trader application process for the Christmas event, and advised that local shops had been contacted with details of how to apply. She advised there has been a two-week extension on the deadline to apply, and was hoping to close the application process at the end of this week. D Elliott raised concerns that Shop Local traders may not be aware they can apply and requested that the deadline be extended until the end of August. Members discussed this, and agreed that the deadline should be extended until 16th August. Councillors suggested an email is sent to the mailing list. The Chair confirmed with the E&EO that this has already been actioned.

The E&EO advised that we will be holding a Mayor's Christmas Market again this year, and hoping to build it as an annual event. Applications are open, and there have already been a number of applications received.

There are also plans for St David's Day and Easter events, but details for these are to be confirmed.

RESOLVED:

- 1. That members receive and note the report**
- 2. That the E&EO will send details of previous wooden huts conversation to D Elliott.**

RECOMMENDATION:

- 1. That the deadline for Christmas trader applications be extended to 16 August.**

SL69.

TOTALLY LOCALLY CAMPAIGN UPDATE

The E&EO confirmed there have been no further correspondence received with regards to the scheme. The Chair commented that it should be considered as a promotional tool in the future.

RESOLVED: That the report be received and noted

SL70.

SHOP LOCAL PRIORITIES FOR 2024/25

The Chair commented that last years meeting was heartening with the different shopping areas in Barry discussing their Christmas marketing campaigns. The challenge this year is how to engage new members and relaunch the committee, along with the work that had begun last year, so this will be another opportunity. The Chair suggested we hold a relaunch event where local traders can be invited and the process of how to become a member can be explained, along with an opportunity to receive feedback and ideas on how to increase footfall in the shopping areas.

The Chair suggested that around £300 - £350 is allocated for the relaunch event. Members discussed advertising of the event, and the current mailing list. D Elliott advised there is a trader WhatsApp group. The E&EO confirmed that the current mailing list only contains those who are members of the shop local committee. Members discussed having a flyer to promote the relaunch and the E&EO confirmed this could be done in house. Councillors were happy to distribute in their areas. The Chair suggested the event took place in the chamber, and confirmed the Mayor should be invited.

A Greenfield advised there is a Facebook group and a WhatsApp group that could be used to inform traders of the event. The E&EO confirmed that BTC would be unable to use these marketing tools, but would be good if traders could cascade through these channels. The Chair agreed.

Members discussed the budget and advertising for the relaunch event. The E&EO advised that approx. £170 was spent on a buffet the previous time. Members agreed that it shouldn't be advertised in the newspapers, and efforts should be concentrated online and with flyers. It was suggested the Chair and Vice Chair are interviewed by Bro Radio. Both were happy to do this.

Members discussed dates and budget for the relaunch event. The E&EO offered to send out three options for dates, and see which one was preferred. It was agreed that flyers would be created in house using the design from last year. A budget of £250 was agreed for the relaunch event.

7pm – The Chair asked if everybody was happy to continue with the Meeting, which members agreed.

Cllr S Hodges asked if A Greenfield had any plans for an event this year. A Greenfield had Wi-Fi issues so continued to communicate via the chat function of Zoom, and through D Elliott (trader WhatsApp group). A Greenfield confirmed that as yet they hadn't held any meetings to organise anything. Cllr S Hodges asked if some of the budget could be

reserved for an event organised by A Greenfield. A Greenfield was happy to put together a proposal.

The E&EO advised members that the grant awarded for the 2023 event was £1500. A Greenfield (via WhatsApp) requested £2000 for a Halloween event 2024. Members recommended that £2000 be allocated. The E&EO raised that the Council are still awaiting receipt of a completed grant return relating to last year's Halloween Event from A Greenfield. The committee noted this and recommended that the allocation be made pending successful receipt of the grant return form, to be received by 22 August.

The Chair queried the budget for the general shop local promotion campaign. Members suggested this was discussed again following the relaunch event. The E&EO advised that she will revisit the marketing action plan, and bring it to the next meeting in October. The Chair confirmed he will raise the unspent budget query with Full Council.

RESOLVED:

- 1. That the E&EO will arrange for the Chair and Vice Chair to be interviewed on Bro Radio.**
- 2. That the Chair will raise the unspent budget query with Full Council.**

RECOMMENDATIONS:

- 1. That a relaunch event is held in the chamber where local traders can be invited with a budget of £250**
- 2. That A Greenfield completes the Council's Grant Application Monitoring form to submit to the E&EO by the 22nd July, so that a report can be submitted to Full Council on the 29th July for the £2000 proposed.**
- 3. That funds relating to the Shop Local Halloween Event are held until a completed grant monitoring form is received and accepted.**

SL71. DATE OF NEXT MEETING

The date of the next meeting of the Shop Local Barry Advisory Committee will be held on 1 October 2024 at 6pm.

The meeting closed at 7.25pm

Signed Dated(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - MEETING OF SHOP LOCAL BARRY ADVISORY COMMITTEE -16 July 2024

MINUTE NO.	ACTION TO BE TAKEN	TO BE TAKEN BY	ACTION TO BE	PROGRESS
SL 65	That a reminder is sent to all Shop Local members to complete online Code of Conduct Training	E&E	End of August 24	In progress
SL 68	That the E&EO will send details of previous wooden huts conversation to D Elliott	E&E	End of August 24	In progress
SL 70	That the E&EO will arrange for the Chair and Vice Chair to be interviewed on Bro Radio.	E&E	End of August 24	In progress
SL 70	That a relaunch event is held in the chamber where local traders can be invited with a budget of £250	E&E	End of August 24	In progress
SL 70	That A Greenfield completes the Council's Grant Application Monitoring form to submit to the E&EO by the 22 nd July, so that a report can be submitted to Full Council on the 29 th July for the £2000 proposed.	E&E	22nd July 2024	In progress

BARRY TOWN COUNCIL

MINUTES OF THE VIBRANT CULTURE COMMITTEE MEETING HELD ON MONDAY 22 JULY AT 7PM

PRESENT: Councillors Brooks (Chairperson), S Hodges, N Hodges, D Ball, S Perkes, together with J Aviet.

ALSO PRESENT: Gregory Smart – Planning Officer
Jason Harvey – Engagement and Events Team Manager
Joanne John – Engagement and Events Administrator
Councillor I Johnson - Observer
Councillor D Clarke - Observer

1. **APOLOGIES FOR ABSENCE**

None received

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

The Chair noted that Barry Town Councillors who are also Vale of Glamorgan Councillors have been given dispensation to speak and vote on matters discussed in the Vibrant Culture Committee meetings in relation to Reshaping Services.

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

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

4. **TO NOTE THE VIBRANT CULTURE COMMITTEE'S TERMS OF REFERENCE.**

RESOLVED: That the Vibrant Culture Committee's terms of reference are received and noted.

5. **TO APPROVE THE MINUTES OF THE VIBRANT CULTURE WORKING PARTY HELD 22 FEBRUARY 2023**

RESOLVED: that the minutes of the meeting of the Vibrant Culture working party held on 22 February 2023 be approved and signed as a correct record.

6. **TO RECEIVE AND NOTE THE BUDGET MONITORING REPORT AND DISCUSS BUDGET ALLOCATION FOR 2024-25**

This was not available for the meeting.

7. **TO RECEIVE AND NOTE THE FAMILY FUN DAY EVENT MANAGEMENT PLAN**

Members received and noted the Event Management Plan.

The Engagement and Events Team Manager advised that there were no amendments after the plan was submitted to ESAG (Event Safety Advisory Group). There were no further questions on the plan from Councillors, and the E&E Team Manager was thanked for the team's work on the plan.

RESOLVED that the report is received and noted

8. **REMEMBRANCE SUNDAY 2024 (VERBAL UPDATE)**

The E&E Team Manager advised that no update has been received from either the HR team or the membership of the Royal British Legion even though the matter been followed up by the Chief Officer.

The Chair queried how we should move forward and was concerned how Councillors would attend an event, and remain protected

The E&E Team Manager advised that in terms of the 2024 event, a draft Event Management Plan is prepared, and our website is set up ready for groups to sign up to joining the parade. A portal will be made live on the website for groups and individuals to register to attend, at which time organised groups will be able to submit risk assessments and insurance documentation. All groups including the RBL will be required to follow this, whereas individuals will be covered under our H&S policy and insurance.

Councillors asked if RBL could choose to march in the parade as a group and if organisations have to apply in advance to parade, to which is was confirmed they will be required to follow BTC protocol.

In order to be insured, Barry Town Council will lead this event, and all decisions relating the health and safety will be made by Council. Barry Town Council would work with the RBL, who would support the event, with their roles including the leading of the parade on the day as in previous years, facilitating the outdoor service and coordinating the wreath laying in line with the order of precedence.

Councillors asked who would provide the First Aid Provision, and if it was BTC would it only cover the parade? The E&E Team Manager confirmed

that BTC would provide First Aid Provision and that it would include the cenotaph location as that is the final point of the parade.

Councillors commented that the correct Order of Precedence should be followed this year, and it should be clear BTC is responsible for certain elements.

It was raised that any further meetings with regards to this event should be with the Vibrant Culture committee attending, and would need be recorded with minutes taken.

Councillors were happy to hold and attend an Extra-Ordinary meeting in September.

The Chair proposed that we move forward with the suggestions above, and requested that the E&E Team Manager contact RBL to begin with.

RESOLVED:

- 1. That the E&E Team Manager contacts RBL to commence work and invite to a meeting of the Vibrant Culture Committee**
- 2. That an Extraordinary meeting is planned for September – date TBC**

9. WELSH LANGUAGE PROVISION UPDATE

The E&E Team Manager summarised the report, and asked if Councillors would like to look at funding and provision going forward.

Councillor Johnson discussed the corporate plan for Welsh Language lessons, saying previously there was a meeting planned with other organisations and youth council to see where gaps were, but it didn't go ahead, although the Chief Officer may have begun conversations with some of the groups. He highlighted there is no current scheme for promoting Welsh Language culture / activities for adults and children, and felt that meeting should be revisited.

Cllr Johnson stated that as a Council we work universally through the English medium, but there are a number of Welsh speaking staff. He highlighted that Menter Iaith and Vale Voices have received funding for projects.

Cllr Johnson confirmed that although not a Committee member, he would be happy to be involved with the Welsh Language provision.

The Chair agreed that we don't want to duplicate any work, and would be better to channelled alongside the organisations.

Councillor N Hodges brought to the attention of the committee that in 1977 Barry was host to the Eisteddfod, and the next available date is 2029. He asked if the committee could work with the Vale of Glamorgan Council to hold the Eisteddfod once again in Barry. The Chair agreed and requested the E&E Team Manager should begin initial conversations with the Vale.

RESOLVED:

- 1. That a meeting is set up with the Welsh language organisations in the Autumn to discuss how we can assist.**
- 2. E&E Team Manager to contact the Vale of Glamorgan Council with regards to the 2029 Eisteddfod.**

10. SETTING THE VIBRANT CULTURE PRIORITIES FOR THE MUNICIPAL YEAR AHEAD

The E&E Team Manager summarised the report, and asked if Councillors would like to consider setting budgets for the projects they wish to explore. The Chair commented that there are a few to begin working on, but reminded members they must link into the corporate plan.

The Chair stated that other priorities should include the Heritage Centre, which is to be discussed later in the meeting, and the Town of Sanctuary. The E&E Team Manager advised that the Town of Sanctuary had been discussed by the Globally Responsible committee, and a suggestion was made for a multi-cultural event, but queried which budget this event would come under.

The Chair asked if they could have more details on what the event may look like. Cllr Johnson advised that a similar idea originally came from Cllr Payne which incorporated making Ukrainian families feel welcome and a wider celebration of Barry's multi culture town, and there may be someone at the Vale of Glamorgan Council who can assist with contacting refugee groups. He continued to mention there is a large Carola Community, along with Polish and Filipino. The Chair raised the issues of timescales, and to consider if it were to be an indoor event, to be mindful of the size of the groups being invited. The Chair stated that the event should mean something to everybody.

The E&E Team manager suggested that a conversation is started with the Vale of Glamorgan Council, and a report with regards to a multi-cultural event is written for a future Committee meeting.

RESOLVED:

1. That the priority projects are: Welsh Language, Remembrance Day, Heritage Centre, Multicultural Event and Youth Council
2. That the E&E Team Manager will contact the Vale of Glamorgan with regards to contacting multi-cultural groups.

11. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Vibrant Culture Committee is scheduled to be held on 18 November 2024 at 7pm. However, Councillors agreed that an Extraordinary meeting will be required in September to discuss Remembrance Day – date TBC.

12. **EXCLUSION OF PRESS AND 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.

Meeting closed at 8:06pm.

Signed (Chairperson) Dated

FOR INFORMATION ONLY

ACTION SHEET - VIBRANT CULTURE WORKING PARTY -

MINUTE N	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED
8	That the E&E Team Manager contacts RBL to commence work and invite to a meeting of the Vibrant Culture Committee	E&E	01/09/2024
8	That an Extraordinary meeting is planned for September – date TBC	E&E	01/09/2024
9	That a meeting is set up with the Welsh language organisations in the Autumn to discuss how we can assist.	E&E	01/09/2024
9	E&E Team Manager to contact the Vale of Glamorgan Council with regards to the 2029 Eistefddod	E&E	01/09/2024
10	That the E&E Team Manager will contact the Vale of Glamorgan with regards to contacting multi-cultural groups.	E&E	01/09/2024
13	That the Planning Officer contacts Paul Egan from One Voice Wales, and continue liaising with established Heritage Centres	PO	01/09/2024
13	That the Planning Officer will discuss possible locations with the Chief Officer	PO	01/09/2024
13	That Group Leaders will meet and discuss options following return from annual leave.	PO	01/09/2024

22 JULY 2024

PROGRESS
In Progress
In Progress
In Progress
In Progress
In Progress
In Progress
In Progress
In Progress
In Progress

FULL COUNCIL	29 JULY 2024	AGENDA ITEM: 14
---------------------	---------------------	------------------------

SCHEDULE OF PAYMENTS FOR JULY 2024

Report Author

Rachel Williams, Finance Administrator

Attached: A. Schedule of Payments for July 2024 (4 pages)

Purpose of Report

To provide members with the schedule of payments for July 2024 for approval consisting of BACS payments and direct debits in the amount of £46,950.49

Background Information

Financial Regulation 5.2 states “The RFO shall prepare a schedule of payments 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 schedule of payments for July 2024 consisting BACS payments and direct debits in the amount of £46,950.49 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 2024.

	<u>July 2024</u>
Lloyds Banking Online (Net Pay)	62,894.53
HMRC	15,076.00
Cardiff Council (LGPS)	15,536.17
GMB	58.28
Unison	7.85
DWP DEA	23.55
Prudential	<u>100.00</u>
	<u>93,696.38</u>

Recommendations

1. That the information set out above relating to salary payments for July 2024 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 attached schedule of payments for July 2024 consisting of BACS payments and direct debits in the amount of £46,950.49 be approved, subject to the relevant papers being in order.

Schedule of Payments of Accounts For July 2024

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	Grenke	Quarterly fee for the period of 01/07/2024 - 30/09/2024	234.27	46.85	281.12	M&S/Photocopier
BACS	Employee 185	Staff mileage claim	99.73	2.97	102.70	M&S/Officer Travel
BACS	Employee 196	Staff mileage claim	90.26	2.69	92.95	M&S/Officer Travel
BACS	Glamorgan Star	Memorial headstones advert	500.00	100.00	600.00	Cemetery/Memorial Testing Advertising
BACS	Vale of Glamorgan Cour	Standard RBL wreath for Armed Forces Day	20.00	0.00	20.00	Civic/Mayor Donations
BACS	FJ Tyres	New tyres for skid loader	510.00	0.00	510.00	Cemetery/Vehicle Maintenance
DD	Lloyds Credit Card	Credit card annual fee	32.00	0.00	32.00	M&S/Bank Charges
DD	Lloyds Credit Card	Sun cream for use at cemetery	11.00	2.20	13.20	Cemetery/PPE
DD	Lloyds Credit Card	Sun cream for use at cemetery	13.00	2.59	15.59	Cemetery/PPE
DD	Lloyds Credit Card	Laptop bag	23.32	4.66	27.98	M&S/Equipment
DD	Lloyds Credit Card	Office Chair	95.83	19.17	115.00	M&S/Equipment
DD	Lloyds Credit Card	Electric standing desk	91.66	18.33	109.99	M&S/Equipment
DD	Lloyds Credit Card	Emergency key box	22.63	4.52	27.15	Pioneer Hall/Equipment
DD	Lloyds Credit Card	Padded kneeling mat x3	49.98	9.99	59.97	Cemetery/PPE
DD	Lloyds Credit Card	First aid kit	32.39	6.50	38.89	Cemetery/Equipment
DD	Lloyds Credit Card	Thermal roller blind	22.49	4.50	26.99	Cemetery/Property Maintenance
DD	Lloyds Credit Card	Ink cartridge	18.32	3.66	21.98	M&S/Stationary
DD	Lloyds Credit Card	First aid supplies	70.28	14.02	84.30	M&S/Health and Safety
DD	Lloyds Credit Card	Printer ribbon	58.32	11.67	69.99	M&S/Stationary
DD	Lloyds Credit Card	Refund	-45.82	-9.17	-54.99	Cemetery/Equipment
DD	Lloyds Credit Card	Print photograph	2.6	0.00	2.60	M&S/Property Maintenance
DD	Lloyds Credit Card	21 frames for Mayor making photos	87.5	17.50	105.00	M&S/Property Maintenance
DD	Lloyds Credit Card	Scrapbook for past Mayor photo's	4.17	0.83	5.00	M&S/Equipment
DD	Lloyds Credit Card	Building log book	150	0.00	150.00	M&S/Stationary
DD	Lloyds Credit Card	Dummy CCTV camera with floodlight	14.88	2.98	17.86	Pioneer Hall/Property Maintenance
DD	Lloyds Credit Card	Printer for cemetery	45.82	9.17	54.99	Cemetery/Equipment
DD	Lloyds Credit Card	New flag	57.6	0.00	57.60	Corporate/Corporate Events
DD	Lloyds Credit Card	Mares Tail Herbicide	54.94	10.99	65.93	Cemetery/Cemetery Approach Gardens
DD	Lloyds Credit Card	Union Jack flag	25.62	4.33	29.95	M&S/Equipment
DD	Lloyds Credit Card	Multiple flags for new flag pole	251.04	50.21	301.25	M&S/Equipment
DD	Lloyds Credit Card	Sympathy bouquet for bereavement	48.5	0.00	48.50	M&S/Miscellaneous
DD	Lloyds Credit Card	Upfront fee for new handset	16.67	3.33	20.00	M&S/Telephone
DD	Lloyds Credit Card	Staff activity afternoon out	133.33	26.67	160.00	Corporate/Staff Training
DD	Lloyds Credit Card	PAT tester calibrated	66	0.00	66.00	M&S/Equipment Maintenance
DD	British Gas	Electricity bill	116.30	5.82	122.12	CACC/Electricity
DD	British Gas	Electricity bill	127.01	6.35	133.36	Cemetery/Electricity
DD	British Gas	Electricity bill	147.20	7.36	154.56	Pioneer Hall/Electricity
DD	British Gas	Electricity bill	132.69	6.63	139.32	CACC/Electricity

Schedule of Payments of Accounts For July 2024

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	British Gas	Electricity bill	450.84	90.16	541.00	Cemetery/Electricity
BACS	Microshade VSM	Annual subscription for Acrobat Pro for Teams	601.92	120.38	722.30	M&S/Citrix
BACS	Microshade VSM	Credit invoice	-601.92	-120.38	-722.30	M&S/Citrix
DD	British Telecom	Broadband charges	41.90	8.38	50.28	Cemetery/Broadband
DD	Viking	Various stationary supplies	69.24	13.85	83.09	M&S/Stationary
DD	SCG	Monthly call charges for June 2024	5.88	1.18	7.06	M&S/Telephone
DD	SCG	Monthly broadband charges for June 2024	318.43	63.69	382.12	M&S/Broadband
DD	SCG	Support service for the month of June 2024	51.35	10.27	61.62	M&S/Equipment Maintenance
DD	Culligan	Water cooler charges at Town Hall	43.32	8.66	51.98	M&S/Equipment Maintenance
DD	British Gas	Gas bill	36.88	1.84	38.72	Pioneer Hall/Gas
DD	Lloyds Cardnet	Cardnet charges for the month of May 2024	43.88	0.00	43.88	M&S/Bank Charges
DD	BNP	Office telecoms 07/07/2024 - 06/10/2024	384.57	76.91	461.48	M&S/Telephone
BACS	Ran Hire	Nylium Line-Star & Strimmer Line	143.15	28.63	171.78	Cemetery/Equipment
BACS	Tip Top Toilets	Portaloo Hire at Porthkerry Cemetery	110.71	22.14	132.85	Porthkerry Cemetery/Property Maintenance
BACS	High Speed Training	Various training courses for staff	319.50	63.90	383.40	Corporate/Training
BACS	Microshade VSM	Citrix hosting service & Microsoft Office for June 2024	897.98	179.60	1,077.58	M&S/Citrix
BACS	Microshade VSM	Annual subscription for Acrobat Pro for Teams	1,077.04	215.41	1,292.45	M&S/Citrix
BACS	Masons	Storage charge for one container and insurance	40.02	6.86	46.88	M&S/Property Maintenance
BACS	SLCC	ILCA qualification fee	120.00	24.00	144.00	Corporate/Training
BACS	T Jones	Welsh translation service	446.55	0.00	446.55	M&S/Welsh translation
BACS	Overt Security	Security at Cemetery	249.00	49.80	298.90	Cemetery/Professional Fees
BACS	ACAS	Training course for staff member	200.00	0.00	200.00	Corporate/Training
BACS	Worksafe PAT	One Day PAT testing training course	350.00	70.00	420.00	Corporate/Training
BACS	Auditing Solutions	End of year internal auditing service for 23/24	500.00	100.00	600.00	M&S/Internal Audit
BACS	Lenovo	3 x ThinkPad Laptops	1,819.98	364.00	2,183.98	M&S/Equipment
BACS	Girl & Boy	Annual website hosting April 2024 - 2025	300.00	60.00	360.00	M&S/Website
BACS	Employee 215	Staff lunch allowance whilst working at event	10.00	0.00	10.00	Corporate/Corporate Events
BACS	Future CCTV	Replace seven external cameras at Community Centre	720.80	144.16	864.96	CACC/Property Maintenance
BACS	Employee 210	Staff lunch allowance whilst working at event	9.00	0.00	9.00	Corporate/Corporate Events
BACS	Overt Security	Security at Cemetery	249.00	49.80	298.80	Cemetery/Professional Fees
BACS	Lapider	Project management fees for resurfacing roads	1,780.50	356.10	2,136.60	Cemetery/Professional Fees
BACS	Overt Security	Security at Cemetery	249.00	49.80	298.80	Cemetery/Professional Fees
BACS	Newhall	Black sacks	16.58	3.32	19.90	Cemetery/Cleaning
BACS	Memsafe	Repairs to headstones	440.00	88.00	528.00	Cemetery/Property Maintenance
BACS	One Voice Wales	Provision of professional Health & Safety services	2,474.00	0.00	2,474.00	M&S/Health & Safety
BACS	One Voice Wales	One Voice Wales Innovative Practice Conference	130.00	0.00	130.00	Corporate/Staff Training
BACS	Virgin Media	Broadband Charges for June	67.00	13.40	80.40	Pioneer Hall/Broadband
BACS	Virgin Media	Broadband Charges for May	67.00	13.40	80.40	Pioneer Hall/Broadband

Schedule of Payments of Accounts For July 2024

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
BACS	St Johns Ambulance	First Aid at Work training course	320.00	64.00	384.00	Corporate/Staff Training
BACS	Employee 008	Staff mileage claim	47.97	1.43	49.40	M&S/Officer Travel
BACS	Employee 219	Staff mileage claim	27.14	0.81	27.95	M&S/Officer Travel
BACS	Employee 217	Staff mileage claim	8.21	0.24	8.45	M&S/Officer Travel
BACS	Cook Stars	Family fun day cookie decorating workshop	400.00	0.00	400.00	Corporate/Corporate Events
BACS	Employee 219	Staff reimbursement of goods bought for event	36.53	0.00	36.53	Corporate/Corporate Events
BACS	96 Lounge Bar	Cadstock Victoria Park costs for 2024	11,225.00	0.00	11,225.00	Special Projects/Grants
BACS	Scouts	Half page advert	70.00	0.00	70.00	Corporate/Advertising
BACS	ABC Designs	Updating of existing Mayors board in gold leaf	145.15	29.03	174.18	M&S/Property Maintenance
BACS	Glamorgan Star	Barry Scouts & Guides advert	52.00	10.40	62.40	Civic/Mayors Advertising
BACS	Auditel	Carbon Foot printing project 2023	465.00	93.00	558.00	Corporate/Globally Responsible
BACS	UK Fuels	Fuel for use at Cemetery	144.91	28.98	173.89	Cemetery/Fuel
BACS	Overt Security	Security at Cemetery	83.00	16.60	99.60	Cemetery/Professional Fees
DD	Biffa Waste	Hire of skip at Cemetery plus excess tonnage	175.89	35.18	211.07	Cemetery/Property Maintenance
DD	UK Fuels	Fleet control and insights card	1.00	0.20	1.20	Cemetery/Fuel
BACS	Tip Top Toilets	Portaloo Hire at Porthkerry Cemetery	107.14	21.43	128.57	Porthkerry Cemetery/Property Maintenance
BACS	Overt Security	Security at Cemetery	249.00	49.80	298.80	Cemetery/Professional Fees
BACS	Integrated Graphics	Banners for event	130.00	26.00	156.00	Corporate/Corporate Events
BACS	Green Circle	Concrete for use at Cemetery	798.00	153.60	921.60	Cemetery/Property Maintenance
BACS	Green Circle	Granular Sub-Base One	210.67	42.13	252.80	Cemetery/Property Maintenance
DD	British Gas	Electricity bill	152.85	7.64	160.49	Pioneer Hall/Electricity
DD	British Gas	Electricity bill	241.82	12.09	253.91	Cemetery/Electricity
BACS	Vale Plumbing	Repairs to Cemetery and Chapel plumbing	300.00	0.00	300.00	Cemetery/Property Maintenance
BACS	Utility Site Services	Provision of a LV single phase electricity meter	300.00	60.00	360.00	Special Projects/Electric Vehicle
BACS	Employee 196	Reimbursement of payment for purchase of bees	200.00	0.00	200.00	Cemetery/Bees
BACS	Cardiff First Aid	First aid provision for Family Fun Day event	955	0.00	955.00	Corporate/Corporate Events
BACS	SLS	LED uplighters - June 2024	574.40	114.88	689.28	Corporate/Corporate Events
BACS	One Voice Wales	Chairing skills training course	40.00	0.00	40.00	Corporate/Councillor Training
BACS	Churches Fire	Fire alarm service	76.37	15.27	91.64	Cemetery/Property Maintenance
BACS	Churches Fire	Emergency lighting service	209.95	41.99	251.94	CACC/Property Maintenance
BACS	Churches Fire	Fire alarm service & fire safety log book	157.95	31.59	19.54	Pioneer Hall/Property Maintenance
BACS	Churches Fire	Emergency lighting service	209.95	41.99	251.94	Pioneer Hall/Property Maintenance
BACS	ICCM	EROB training course	145.00	29.00	174.00	Corporate/Training
BACS	Hook Signs	3x Mayors photos and titles including new header to frame	90.00	0.00	90.00	M&S/Property Maintenance
BACS	Microshade VSM	Citrix hosting service & Microsoft Office for July 2024	897.98	179.60	1,077.58	M&S/Citrix
BACS	Masons	Storage charge for one container and insurance	41.36	7.09	48.45	M&S/Property Maintenance
BACS	96 Lounge Bar	Over night security for Cadstock	550.00	0.00	550.00	Special Projects/Grants
BACS	Ace Site Services	Supply labour to hang pictures and supply scaffold access	350.00	70.00	420.00	M&S/Property Maintenance

Schedule of Payments of Accounts For July 2024

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Onstage	Stage, stage management & site power management for FFD	2,500.00	500.00	3,000.00	Corporate/Corporate Events
BACS	Overt Security	Security at Cemetery	249.00	49.80	498.80	Cemetery/Professional Fees
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	25.00	5.00	30.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	SLCC	GDPR eLearning for staff member	30.00	6.00	36.00	Corporate/Training
BACS	Overt Security	Security at Cemetery	249.00	49.80	298.80	Cemetery/Professional Fees
BACS	St Johns Ambulance	First Aid at Work training course	320.00	64.00	384.00	Corporate/Training
BACS	One Voice Wales	Training course for councillor	40.00	0.00	40.00	Corporate/Councillor Training
BACS	T Jones	Welsh translation service	181.40	0.00	181.40	M&S/Welsh Translation
BACS	Employee 217	Staff mileage claim	8.21	0.24	8.45	M&S/Officer Travel
DD	SCG	Monthly call charges for July 2024	4.29	0.86	5.15	M&S/Telephone
DD	SCG	Monthly broadband charges for July 2024	318.43	63.69	382.12	M&S/Broadband
DD	SCG	Support service for the month of July 2024	51.35	10.27	61.62	M&S/Equipment Maintenance
DD	Lloyds Bank	Charges incurred 1 June to 30 June 2024	31.90	0.00	31.90	M&S/Bank Charges
2987	Petty Cash	Reimburse petty cash account	255.74	0.00	255.74	M&S/Petty Cash
Total For This Period			42,388.19	4,562.20	46,950.49	
Total from previous period			250554.73	40683.20	293145.96	
Total to July 29 2024			292,942.92	45,245.39	340,096.44	

BARRY TOWN COUNCIL
SCHEDULE OF MEETINGS FOR 2024/25

COMMITTEE (<i>S = Standing</i>)	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
FULL COUNCIL	13/14*	24	29	R		14		9 (C)		10 (D)			12/13*
BARRY YOUTH COUNCIL			17		4, 25	23	20	18	8	19	19		
HALLS, CEMETERIES AND COMMUNITY FACILITIES (S)			8	E		7(B)			20		10		
PERSONNEL (S)		10		C	2		11(B)			3			
FINANCE, POLICY & GENERAL PURPOSES (S)		17 (G1)		E	9		25(B)		27 (G2)			7	
PLANNING (S)	21	11	2 & 30	S	03 & 24	15	5 & 26	17	14	4 & 25	18	08 & 29	20
PLANNING FOR BARRY (SUB) (6PM)		11		S		15				25			
GLOBALLY RESPONSIBLE (S)		3			16				13				
VIBRANT CULTURE (S)			22				18				17		
SHOP LOCAL (ADVISORY) (all meetings start at 6pm)			16			1			21				

***ANNUAL MEETING**

(B)=Meeting will include consideration of Committee's draft estimates for 2024/25

(C)=Meeting will include consideration of draft estimates for 2024/25 that will then go out for public consultation

(D)=Meeting will include consideration of draft estimates for 2024/25 following public consultation and to determine Precept for 2024/25

(G1) = Meeting to consider first round of Grant Applications for 2024/25

(G2) = Meeting to consider second round of Grant Applications for 2024/25

NB: Working Parties are arranged on a needs basis throughout the year will be scheduled for a Monday or Tuesday at 6pm prior to those Standing Committees already scheduled. These currently include: Innovation WP, Governance WP and Wellbeing WP which are internal advisory working groups of Council



Barry Town Council

Facilities and Bereavement Team Plan 2022/27

Team Manager	Amanda Evans
Team Leaders	Don Reynolds & Thomas Thorne
Team	Facilities & Bereavement
Service Plan	Corporate Plan
Date Signed Off	9 July 2024
Signed Off By	Chief Officer

1. Introduction

The Facilities and Bereavement teams undertake a number of key roles within supporting the Community of Barry from supporting Funeral Directors and grieving family members when saying their final farewell to loved ones by ensuring a smooth and peaceful time when laying their love ones to rest, to ensuring that our facilities are clean, user friendly and have the equipment that both our staff and members of the public require when celebrating families birthdays or attending one of the many groups or activities hosted in our halls.

1.1 Who we are

Amanda Evans – Facilities & Bereavement Services Manager

Thomas Thorne – Bereavement Team Leader

Don Reynolds – Facilities Team Leader

Sammy Lai – Cleaning operative

Jason Parsons – Cemetery Approach Community Centre Caretaker/ Maintenance Operative

Alan Linton – Pioneer Hall Caretaker/ Maintenance Operative

Sheik Karim – Pioneer Hall Caretaker/ Maintenance Operative

Lewis Tiley – Grounds Maintenance /Gardener

Mark Gerhardt – Cemetery Maintenance Operative (Weekend)

Jon Nolan – Cemetery Maintenance Operative (Weekend)

Colin Boffy - Maintenance Operative/ Grave Digger

Chay Lewis - Maintenance Operative/ Grave Digger

Carl Walsh - Maintenance Operative/ Grave Digger

Darren Cooper - Maintenance Operative/ Grave Digger

Haydn Finn - Maintenance Operative/ Grave Digger

Mike Kerlake - Maintenance Operative/ Grave Digger

1.2 What we do

Facilities & Bereavement Services Manager

The Facility & Bereavement Services Manager will provide day to day management and control of all Town Council assets and facilities, managing all associated staff inclusive of the Bereavement Team Leader and Facilities Team Leader. The post holder will act as Lead Officer for the Council's Halls, Cemeteries & Community Facilities Committee, preparing reports to Council.

Bereavement Team Leader

To ensure that cemeteries, associated land and buildings owned or run by the Council are maintained to the standard expected by Barry Town Council and the general public; to ensure that all burials are conducted within adopted procedures and are carried out lawfully, and to the satisfaction of the families concerned; to effectively line manage all cemetery staff and ensure the safety of all staff, visitors and contractors.

Facilities Team Leader

To ensure all Barry Town Council's premises are maintained in the best possible order and are always fit for the purpose intended for all staff, Councillor and the general public. All premises are cleaned to a high standard ensuring a clean and

welcoming environment for all staff, Councillors and members of the public and staff are effectively line managed and trained to deliver a high level of service and standards expected and ensure all legal aspects are adhered to.

Cleaning Operative

To ensure all Barry Town Council's Council Offices and the buildings at Merthyr Dyfan Cemetery are cleaned to a high standard and ensuring a clean and welcoming environment for all staff, Councillors and members of the public

Caretaker/ Maintenance Operative

To ensure all Barry Town Council's premises are maintained in the best possible order and are always fit for the purpose intended for all staff and the general public. To ensure that the hall and Centre are set up to the standard expected by each hirer. To provide cover for the cleaner at the Council offices and Merthyr Dyfan Chapel, when deemed necessary as a result of annual leave or sickness absence.

Grounds Maintenance /Gardener

As part of an established team at Barry Town Council who is independently responsible for maintaining the Community Cemetery Approach Gardens to a high standard, as set by the Council. To play a key role in providing a positive image to visitors, contractors and staff. To provide support across all our sites, at the direction of the Cemetery Supervisor.

Cemetery Maintenance Operative

To provide maintenance support at Merthyr Dyfan Cemetery at weekends, bank holidays and occasional days to ensure that the cemetery is maintained to a standard set by Barry Town Council. Ensure that Porthkerry Cemetery is kept up to the standards as set out in the Porthkerry contract and as guided by the Cemetery Team leader.

Maintenance Operative/ Grave Digger

To ensure that Merthyr Dyfan & Porthkerry Cemetery Grounds and buildings are maintained to a standard set by Barry Town Council. To dig graves at the direction of the cemetery supervisor. To prepare graves as directed and within legislative and Health & Safety guidelines. To Communicate and provide support to the Community of Barry, Funeral Directors and Memorial Masons.

Team

- To ensure all Barry Town Council's premises are maintained to a high standard and ensuring a clean, safe, secure and welcoming environment for all staff, Councillors and members of the public
- To assist in the development of any new community facilities and uphold existing facilities in the community in line with the Town Council's policies
- Management, development and maintenance of both working cemeteries and the Philadelphia closed cemetery
- Ensure all the Council's equipment and machinery are serviced, repaired and replaced, fulfilling statutory requirements
- To represent the Town Council in the best light, always striving to deliver the best service
- To understand the needs of the community through feedback
- To assist in ensuring that the Town Councils policies are adhered to by everyone on the team
- To ensure all health and safety issues are dealt with in a timely manner ie PAT testing, use of shoring,
- To ensure that all burials are conducted within adopted procedures and to the satisfaction of the families concerned
- To communicate with members of the public, Funeral Directors and Stone Masons
- To undertake a programme of regular inspections of memorials at Merthyr Dyfan Cemetery and Porthkerry Cemetery, identifying any risks to safety and as necessary, implement a 'make safe' programme of work in line with best practice in Memorial Safety and with legislation.
- To maintain clear, up to date and timely records of inspections using the priority of action classification system and liaise with office administrators to report findings, and upload information onto the BACAS system.
- Inspections of all buildings and equipment to be completed and any faults reported and recorded
- To always look for new ways to improve on ways of working and value for money
- Looking at how we impact the environment and looking at better ways of working
- Ensure we look after and nurture our environment by the plants we grow and our actions to encourage the wildlife
- To ensure our management and schedule of work plan are adhered to

Key Legislation that our team works to:

Local Authorities Cemeteries Order 1977
Local Government Act 2000
Health and Safety at Work Act 1974
The Management of Health and Safety at work (MHSW) Regulations 1999
Equality Act 2010
Renting Homes (Wales) Act 2023
Fire Safety Act 2021
Control of Substances Hazardous to Health Regulations 1994
Asbestos Regulations 2012
Workplace recycling – Waste Separation Requirement (Wales) Regulations 2023

Guidelines and Standards that we work towards

ICCM, including Charter for the Bereaved
Green-flag & Green-flag Heritage
Health & Safety Executive
Tree Charter – Woodland trust
Keep Wales Tidy
ACAS
Officers Code of Conduct

External Professionals that Support our team

Lapider – Chartered Surveyors
Arborists

2. Our Priorities for 2024/25

2.1 Purpose of our Team Plan

Our Team Plan outlines our key priorities and how we will manage our resources to deliver these. The plan provides an overview of our team, what we aim to achieve, why this is important, how we will achieve it, how we will monitor progress and what success will look like.

Our team’s contribution to the Council’s Well-being goals are highlighted below in green in our Team Plan Summary.

The summary also highlights the way we work to challenge ourselves to deliver the sustainable development principle which forms an integral part of the Well-being of Future Generations (Wales) Act. The sustainable development principle states that *“you must 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, by taking account of the sustainable development principle.”*

Our Team Plan Summary							
Delivering our vision for Barry “Bringing Together Communities”							
Our Council Values							
<u>People</u> <i>Every day we will go further to make a difference to the lives of the people of Barry. We will treat colleagues, partners, customers and residents with the respect they deserve and believe only our best is good enough.</i>		<u>Pride</u> <i>We are proud of the role we play in making Barry a success. We will accept the responsibility invested in us and rise to meet the challenges we need to overcome.</i>			<u>Place</u> <i>We will celebrate all things Barry and strive to make our streets, communities and town even greater places to live, work and visit.</i>		
	1	2	3	4	5	6	7

	A Healthier Barry	A Prosperous Barry	A Resilient Barry	A Barry of Cohesive Communities	A More Equal Barry	A Barry of Vibrant Culture & Thriving Welsh Language	A Globally Responsible Barry
a	To raise the profile of mental health and wellbeing across the Council's workforce and the community and signpost to additional support	To provide a mechanism to support Barry residents with cost of living increases and rising bills	To work towards an all-electric fleet in our Cemeteries, exploring renewable and further improving energy resources in our Cemeteries and Facilities	To engage local people in Council decisions and decision making through webinars, virtual and face to face options	To lead on Barry as a Dementia Friendly Town	To establish a Vibrant Culture Working Group and budget to bring forward and streamline projects strategically	To create a new Globally Responsible Committee to have overarching strategic responsibility for projects such as Fairtrade, Town of Sanctuary & Sustainable Barry
b	To work more closely with partners and Public Health Wales to support campaigns and public messaging through our media platforms and communication with the public.	To provide Annual Grant Programmes to support private and third sectors to be innovative and sustainable with that help to deliver Barry's Wellbeing Goals	To deliver the Council's Climate Change Strategy and report on annual progress and against the requirements of the Environment (Wales) Act	To provide an annual programme of community events which are well resourced and accessible to families and young people	To reduce inequalities in the town by supporting more local initiatives / events which actively include more historically excluded groups	To increase promotion of the Welsh Language in the community and increase opportunities for learning the language	To deliver lasting change through the Council's Sustainability agenda including wildlife and its food sources and the Council's approach to waste and purchasing / procurement.
c	To enhance the Council's role in local Bereavement	To Review Shop Local and look towards floating off the Council	To explore options to reduce Food Poverty / food or support	To develop a Community Plan for Barry with partners and the	To increase support to Barry Youth Council to	To deliver a Heritage Centre / Museum Project for Barry	To pursue Council of Sanctuary and Town of Sanctuary Status for Barry

	services – including Charter for the Bereaved and Bereavement café in Chapel	project to become a Chamber of Commerce for the Town in its own right	community growing initiatives and working with partners	public to protect and further develop community facilities and access to services	enable flow through to Full Council and engagement with young people		
--	--	---	---	---	--	--	--

Team Action Plan 2022/27

Well-being Outcome: A Healthier Barry	Objective(s): 1. To raise the profile of mental health and wellbeing across the Council's workforce and the community and signpost to additional support
	2. To enhance the Council's role in local Bereavement services – including Charter for the Bereaved and Bereavement café in Chapel

Team Action	Outcome & Key Milestones 2022/27	Officer Responsible	Wellbeing Objective	Progress / Deadline
<i>Ensure Website has the most up to date links available to signpost people to support groups & organisations</i>	<i>Regular Reviews/checking to ensure engagement team have the most update information</i>	<i>E&E/Amanda</i>	<i>1a</i>	<i>Completed however will continue to revisit</i>

<i>Use Social media to promote and support bereavement awareness week in December and baby loss awareness week etc.</i>	<i>Continue to raise awareness through social media. Continue to support candle lighting in chapel on key dates. Use the chapel to light up events as & when needed.</i>	<i>E&E/Amanda</i>	<i>1a</i>	<i>Yes, E&E and Cemetery have these dates and more, of events to support in 2024 using social media and lighting of the chapel.</i>
<i>Hold a bereavement cafe in the chapel for the community to come together</i>	<i>Engage & promote a bereavement café event in the chapel looking at feedback from all to ensure its needs are met.</i>	<i>E&E/Amanda</i>	<i>1c</i>	<i>Information obtained and passed to E&E. Waiting on date from E&E team as to when event will go ahead</i>
<i>Silver Standard in the charter for bereaved is continued to be met.</i>	<i>Review and ensure everything is in place and continue to look at ways to grow the service.</i>	<i>Amanda</i>	<i>1c</i>	<i>Yes, however revisiting due to changes in team 2024</i>

Well-being Outcome A RESILLIENT BARRY	1. To work towards an all-electric fleet in our Cemeteries, exploring renewable and further improving energy resources in our Cemeteries and Facilities
2. To deliver the Council's Climate Change Strategy and report on annual progress and against the requirements of the Environment (Wales) Act	

Team Action	Outcome & Key Milestones 2022/27	Officer Responsible	Wellbeing Objective	Progress / Deadline
<i>Continue to find & roll out the replacement of equipment changing to Electrical items whenever possible.</i>	<i>Look at of current assets/equipment when needing to be replaced what are our best options Inventory completed with all items currently in use and not in use Are any grants available to support changes discuss with WBO</i>	<i>Amanda</i>	<i>3a</i>	<i>Small van purchased March 2024 and installation points in w/shop to be completed April 2024</i>
<i>Regular inspect buildings to ensure maintenance issues are addressed and resolved.</i>	<i>Continue to complete Inspections of all buildings and addressing any urgent issues within a timely manner Timesheet of works/inspections on the HUB</i>	<i>Amanda</i>	<i>3a</i>	<i>Last carried out Nov 23 Due May 2024</i>
<i>Look at the use of Solar panels</i>	<i>Is this an option that we can explore and which buildings would best house/support this.</i>	<i>WBO/Amanda</i>	<i>3a</i>	<i>On-going</i>
<i>Look at how we collect, store and use water</i>	<i>Currently we have a couple of water collection containers that are used by the Gardner. Look at ways to grow the use of recycling rain water</i>	<i>Amanda</i>	<i>3a</i>	<i>Some, further work required</i>
Well-being Outcome A BARRY OF COHESIVE COMMUNITIES	1.To engage local people in Council decisions and decision making through webinars, virtual and face to face options	2.To develop a Community Plan for Barry with partners and the public to protect and further develop community facilities and access to services		
Team Action	Outcome & Key Milestones 2022/27	Officer Responsible	Wellbeing Objective	Progress / Deadline

<i>Hold an Open date in the chapel and promote council services and facilities</i>	<i>Look at a date in 2023 with events team to support an Open day at the Chapel, promoting Barry Town Council and the services available</i>	<i>E&E/Amanda</i>	<i>4c</i>	<i>Completed 2023 Next planned: August 2024</i>
<i>Engage with local groups and organisations and invite them to an open day</i>	<i>Discuss with the events team the best use of the open day and ensure buy-in from the Team to deliver</i>	<i>E&E</i>	<i>4c</i>	<i>Completed</i>

Well-being Outcome A MORE EQUAL BARRY	1. Lead on Barry as a Dementia Friendly Town
--	--

Team Action	Outcome & Key Milestones 2022/27	Officer Responsible	Wellbeing Objective	Progress / Deadline
<i>Ensure all staff have completed dementia training</i>	<i>Ensure all new members of the team are trained and any refresher training required by existing staff</i>	<i>E&E</i>	<i>5a</i>	<i>Once date has been set all staff to attend</i>

Well-being Outcome A BARRY OF VIBRANT CULTURE AND THRIVING WELSH LANGUAGE	2. To increase promotion of the Welsh Language in the community and increase opportunities for learning the language
	3. To deliver a Heritage Centre/ Museum Project for Barry

Team Action	Outcome & Key Milestones 2022/27	Officer Responsible	Wellbeing Objective	Progress / Deadline
<p><i>Ensure all signage used within cemetery and facilities promote and use the welsh language</i></p> <p><i>Replacement of Bird, Plant and Pond-life signs to ensure that the Welsh is placed first as is the required standard</i></p>	<p><i>All signs and posters that are displayed in the Cemetery, Hall and Community Centre will have both the Welsh and English version</i></p> <p><i>New wooden signs to replace the current</i></p>	Amanda	6b	<p><i>All signs/poster show Welsh than English as required</i></p> <p><i>Signs are now insitu</i></p>
<p><i>Provide welsh lessons to all staff</i></p>	<p><i>Support any member of the team with resource (If they wish) and paid time for them to complete lessons</i></p>	Amanda	6b	<p><i>The Bereavement Team Leader is interested and will look at including this as part of his development 24/25</i></p>
<p><i>Continue to achieve the heritage award</i></p>	<p><i>Review and ensure everything is in place and continue to look at ways to grow the service. Look at introducing a section on the website that shouts</i></p>	Amanda	6c	<p><i>Completed 2023</i></p>

	<i>about the Cemeteries Heritage and continue to display Notice broads of Interest</i>			<i>Review 2024 judging took place on May 13</i>
<i>Ensure that Headstones of Heritage value are repaired</i>	<i>Review Headstones of possible heritage value and ensure best outcome to repair of lay flat</i>	<i>Amanda/BTL</i>	<i>6c</i>	<i>On-going</i>
<i>Complete the change from Air-Raid shelter into Mindfulness and Remembrance Garden</i>	<i>Oversee the agreed works and engage the Events to Promote/communicate new space to residents</i>	<i>Amanda</i>	<i>6c</i>	<i>Completed 2023</i>

Well-being Outcome A GLOBALLY RESPONSIBLE BARRY	2. To deliver lasting change through the Council's Sustainability agenda including wildlife and its food sources and the Council's approach to waste and purchasing / procurement.
--	--

Team Action	Outcome & Key Milestones 2020/22	Officer Responsible	Wellbeing Objective	Progress / Deadline
<i>Continue with the cut and collect grass programme.</i>	<i>Bereavement Team Leader to ensure this is actioned yearly</i>	<i>Amanda/BTL</i>	<i>7b</i>	<i>Stalled due to absence/vacancy. Back in place 2024</i>
<i>No Mow May</i>	<i>Identify areas for "No Mow May" and ensure signage supplied by WBO is visible</i>	<i>Amanda/BTL</i>	<i>7b</i>	<i>May 2024</i>
<i>Continue to plant native trees</i>	<i>Another 30 Saplings with be delivered to the Cemetery in March 2023. Continue to work with the</i>	<i>Amanda/BTL</i>	<i>7b</i>	<i>Order, received and planted</i>

	<i>Tree trust to replace any trees lost in storms and Plant in new areas of the Cemetery</i>			<i>An order to be placed in 2024</i>
<i>Use Mulch generated from leaves and chipped branches to supress weeds where appropriate</i>	<i>Cemetery Team will recycle the waste and use this within the Cemetery and Approach garden grounds</i>	<i>Amanda/BTL</i>	<i>7b</i>	<i>Yes, also support local community groups as and when needed</i>
<i>Grow our own flowers using seeds and cuttings from existing plant stock</i>	<i>The Gardner will drive this using the green house provided to him</i>	<i>Amanda/BTL</i>	<i>7b</i>	<i>On-going</i>
<i>Encourage and support the wildlife on our sites</i>	<i>Continue to grow wildlife animal habitats, include training on food sources</i>	<i>Amanda/BTL</i>	<i>7b</i>	<i>On-going- Lewis has received training to support food sources for wildlife</i>
<i>Clear signage to promote recycling on all bins</i> <i>All bins, signage and communication meet that of the New Legislation.</i>	<i>Bins at both the Community Centre and Halls will have clear signage.</i> <i>All staff areas have bins provided for new legislations and Managers have received communication to support staff in complying</i> <i>Look at the new sections in the Cemetery too Introduce recycling bin and ensure this is Promoted at every opportunity</i>	<i>Amanda and SLT</i>	<i>7b</i>	<i>New bins and signage in place ready to deliver 6th April changes</i> <i>All managers have received communication March 24</i> <i>(Cemetery waste does not fall under the new changes</i>

				<i>however, staff room does)</i>
--	--	--	--	----------------------------------

Cemetery Team's Action Plan reviewed 2022 for 2022/2023

Key Issue	Action	Timescale	Result/outcome	Status	Comments
Are we fit for purpose for RC section of Cemetery	How many grave spaces left to continue to carry out Roman Catholic Burials 6 per year on avg, 20 spaces left	2022	Introduce a RC section into the New area and include on map	Area Identified	Agreed and completed Area showing on map and team committed with. Plan in place for head strips 2024/25
Porthkerry – Lack of Burial Space	Due to on-going conversation, the Vale of Glamorgan are now actively looking at the Neighbouring field for the extension to the Cemetery	2022/23/24	Vale Of Glamorgan council have now agreed to an extension and are exploring what is required to make this happen	On-going	Regular contact with Vale Of Glamorgan and Councillors with concerns and spaces available Next meeting with Vale officer, Cllrs on 14 th Feb 2024 one space left. No fund is being provided for an extension 24/25
ICCM award	Retain the Silver award obtained in 2021 by the Charter	On-going	Review Questions and improve standing	On-going	Completed and Silver Awarded from ICCM

	for the Bereaved look at reviewing all action steps and ensure these are in place		Ensure the new Website has all the relevant information required as per the charter to ensure Maximum points are obtained	On-going	again in 2022/23 & 2023/2024 All current links are live Meeting to take place to ensure standards are met due to new team in place A review took place in June 2024
Green Flag and Heritage Award	Retain both awards	On-going	Work on all standards and recommendations	On-going	Completed and awarded both awards again in 2022/23 Application sent in January 2024 and included Green Flag application for community gardens – judging will take place Spring/Summer 2024 Judging took place on May 13 awaiting report
Roads/Pathways	Renewal of roads and paths Identify all paths and roads that require resurfacing, obtain	On-going	3 areas identified on Walk and talk with	Completed Jan 2024	1 area of pathway started in March 2024

	<p>quotes, agree phase plan and instruct who will carry out the work</p> <p>Complete a review of all roads and pathways with the view of introducing a rolling programme of Roads/Pathways to be replaced/repared over the next 2 years</p>		Cemetery team and technical experts	3 quotes obtained and best quote agreed	2 areas of roads to be completed 2024/25
Signage	<p>Renewal and update all signage. Replace were needed all damaged and broken section signage. New notice boards informing Members of the public garden set rules are placed in new sections</p> <p><i>Replacement of Bird, Plant and Pond-life signs to ensure that the Welsh is present and placed first as is the required standard</i></p>	2022/2023/24	<p>Signs replaced that are damaged or missing signage replaced</p> <p>Ensuring the Welsh is now present and all three signs</p>	<p>On-going</p> <p>Completed June 24</p>	<p>Inspection in place to ensure all issues addressed New sections now have boards in place. Replacing Nature boards costs agreed waiting on installation</p> <p>All 3 signs are new and replay the welsh wording, followed by English.</p>
Benches	Renewal of all old and damage benches. Agree a phased plan and look at sustainable materials	2019/2021 Extended to include 2022/23	Purchased recyclable material benches sourced in 2021	All on track for Completion	5 benches purchased in 2023. Waiting on whether to install



Barry Town Council

Engagement & Events Team Plan 2024/25

Team Manager	Jason Harvey
Team	Engagement & Events
Service Plan	Corporate Plan
Date Signed Off	9 July 2024
Signed Off By	Chief Officer

1. Introduction

The Engagement & Events Team undertakes a number of key roles within the Council and is a key component for the delivery of the Council's objectives in terms of engagement, events, sustainability and the Mayoral function. The team is also largely responsible for the delivery of the Council's Corporate Plan with the team having some degree of input into the delivery of all 7 wellbeing goals.

The team's objectives are based primarily around the delivery of the Council's Community Engagement Strategy, Marketing & Communications Strategy and the Climate Change Strategy. The overall delivery of this team is guided by the Council's Corporate Plan.

1.1 Who we are

Jason Harvey – Engagement and Events Team Manager

The Engagement and Events Team Manager is a member of the Senior Leadership Team and has overall responsibility for the delivery of the Teams Projects as detailed above and team members, as well as playing a key role in supporting the Council to build strong, vibrant and sustainable communities within Barry. This Officer is responsible for assisting the Town Council to achieve its strategic aims, the 7 wellbeing goals for Barry. This role plans, develops, co-ordinates, implements and evaluates a range of community / social initiatives as determined by the Council. As well as providing support to the relevant Committees of Council, preparing reports and papers and delivering actions, providing relevant community development policy advice on appropriate initiatives and issues to the Council.

Emma Thorne – Engagement and Events Officer

The Engagement and Events Officer plays a key role in supporting the Council to build strong, vibrant and sustainable communities within Barry and is responsible (under the direction of the Engagement and Events Team Manager) for the Council's events, engagement and communications. A key function of this role is to deliver the Council's youth engagement, specifically taking responsibility of Barry Youth Council (non-statutory).

Amanda Webb – Wellbeing Goals Projects Officer

The Well-being Goals Projects Officer supports the Engagement and Events Team to deliver a range of projects to support the Council's priorities which focus on the 7 Wellbeing goals for Barry. The Project Officer works in partnership with a range of key stakeholders; internally with Councillors / staff and externally with the Vale of Glamorgan Council, local traders, voluntary and community groups to deliver projects within the Council's priority areas for action, including the Council's Climate Change Strategy and Action Plan.

Joanne John – Engagement & Events Administrator

The Engagement & Corporate Events Administrator's primary role is to support the office of the Town Mayor, responsible for managing the Mayor's diary, organising events, and promoting civic engagement and the Mayoral role through effective publicity and marketing. This role sits within the Engagement and Events Department of the Council and also provides support towards corporate engagement and corporate events as well as those of the Town Mayor.

John Voss – Mace Bearer

Key Legislation that our team works to:

Wellbeing Future Generations (Wales) Act 2015

Health & Safety at Work Act 1974

The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils

Local Government Act 1972

Environment (Wales) Act 2016

United Nations Convention Rights of a Child (UNCRC)

Local Government (Wales) Measure 2011

Guidelines and Standards we work towards

All Wales Safeguarding Procedures

National Participation Standards

Community Development NOS

Officers Code of Conduct

External Professionals that Support our team

Vale of Glamorgan Events Officer
Vale of Glamorgan Placemaking Team

1.2 What we do

- Support Barry Town Council to deliver its Corporate Plan with attention to the Wellbeing of Future Generations Act
- Working with communities in Barry to ascertain needs and priorities.
- Work with elected members, other staff, organisations and individuals within communities to bring forward projects that will bring tangible benefits to those communities.
- Responsible for the development, introduction and review of the Council's Community Engagement Strategy to support and encourage local residents to actively participate in their local community.
- Leading on the delivery of Globally Responsible, Vibrant Cultures, Shop Local Advisory Group & Barry Youth Council committees
- Responsible for the development, introduction and review of the Council's Marketing & Communications Strategy.
- Responsible for the development, introduction and review of the Council's Climate Change Strategy with the support and direction of the Globally Responsible Committee
- Working with young people to develop a Youth Council and facilitate representation of young people at 6 Council meetings per year
- Overall delivery of the Council's ambitions to deliver a Placemaking Plan.
- Be aware and promote funding opportunities for both the Council and community.
- Manage the Mayoral function and Mayoral events
- Organise and deliver an annual Corporate event programme as directed by the Council and report into the Vibrant Culture Committee.
- Responsible for the Council's ambitions in terms of sustainability and engagement.

2. Our Priorities for 2023/24

2.1 Purpose of our Team Plan

This team plan identifies how we will contribute towards achieving the Council’s vision “Bringing Together Communities,” as set out in our Corporate Plan 2022-27. Our plan identifies the way our team contributes to the Council’s Well-being outcomes and the actions we will take in the next year.

Our Team Plan outlines our key priorities and how we will manage our resources to deliver these. The plan provides an overview of our team, what we aim to achieve, why this is important, how we will achieve it, how we will monitor progress and what success will look like.

The Teams contribution to the Council’s Well-being goals are highlighted below in green in the Team Plan Summary.

The summary also highlights the way we work to challenge ourselves to deliver the sustainable development principle which forms an integral part of the Well-being of Future Generations (Wales) Act. The sustainable development principle states that “*you must 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, by taking account of the sustainable development principle.*”

Our Team Plan Summary							
Delivering our vision for Barry “Bringing Together Communities”							
Our Council Values							
<u>People</u> <i>Every day we will go further to make a difference to the lives of the people of Barry. We will treat colleagues, partners, customers and residents with the respect they deserve and believe only our best is good enough.</i>		<u>Pride</u> <i>We are proud of the role we play in making Barry a success. We will accept the responsibility invested in us and rise to meet the challenges we need to overcome.</i>			<u>Place</u> <i>We will celebrate all things Barry and strive to make our streets, communities and town even greater places to live, work and visit.</i>		
	1	2	3	4	5	6	7

	A Healthier Barry	A Prosperous Barry	A Resilient Barry	A Barry of Cohesive Communities	A More Equal Barry	A Barry of Vibrant Culture and Thriving Welsh Language	A Globally Responsible Barry
a	To raise the profile of mental health and wellbeing across the Council's workforce and the community and signpost to additional support	To provide a mechanism to support Barry residents with cost of living increases and rising bills	To work towards an all-electric fleet in our Cemeteries, exploring renewable and further improving energy resources in our Cemeteries and Facilities	To engage local people in Council decisions and decision making through webinars, virtual and face to face options	To lead on Barry as a Dementia Friendly Town	To establish a Vibrant Culture Working Group and budget to bring forward and streamline projects strategically	To create a new Globally Responsible Committee to have overarching strategic responsibility for projects such as Fairtrade, Town of Sanctuary & Sustainable Barry
b	To work more closely with partners and Public Health Wales to support campaigns and public messaging through our media platforms and communication with the public.	To provide Annual Grant Programmes to support private and third sectors to be innovative and sustainable with that help to deliver Barry's Wellbeing Goals	To deliver the Council's Climate Change Strategy and report on annual progress and against the requirements of the Environment (Wales) Act	To provide an annual programme of community events which are well resourced and accessible to families and young people	To reduce inequalities in the town by supporting more local initiatives / events which actively include more historically excluded groups	To increase promotion of the Welsh Language in the community and increase opportunities for learning the language	To deliver lasting change through the Council's Sustainability agenda including wildlife and its food sources and the Council's approach to waste and purchasing / procurement.
c	To enhance the Council's role in	To Review Shop Local and look	To explore options to reduce	To develop a Community Plan	To increase support to Barry	To deliver a Heritage Centre /	To pursue Council of Sanctuary and

	local Bereavement services – including Charter for the Bereaved and Bereavement café in Chapel	towards floating off the Council project to become a Chamber of Commerce for the Town in its own right	Food Poverty / food or support community growing initiatives and working with partners	for Barry with partners and the public to protect and further develop community facilities and access to services	Youth Council to enable flow through to Full Council and engagement with young people	Museum Project for Barry	Town of Sanctuary Status for Barry
--	--	--	--	---	---	--------------------------	------------------------------------

Team Action Plan 2023/24

Team task	Desired outcomes and milestones	Officer(s) responsible	Progress	Wellbeing Objectives	Deadline
Develop an annual social media calendar.	Promotion of organisation-wide projects, consultations and successes.	EEO		1a, 1b, 1c, 2a, 2b, 3c, 4a, 4b.	January 2025
	Communicate to Barry resident's public health messages signposting to services such as those tackling cost of living, bereavement and food poverty.				Ongoing
	Ensure that Barry Town Council follows the Welsh Language Standards, posting social media messages bi-lingually.		EEO enrolled on Beginners Welsh Language course, EEA is a Welsh Speaker		June 2024 (Ongoing)
	To run a year long campaign celebrating 50 years of BTC		In progress, logo launched and campaign commenced.		Commence April 2024
Deliver a range of local community events within the town.	Family Fun Day	EEO	Planning commenced, event 8 th August	1b, 1c, 4a, 4b, 4c, 7c	8 August
	St David's Day				1 March
	Halloween				31 October
	Christmas Lights		Planning commenced		
	Christmas Charity Event				
	D-Day 80		Complete		6 June
	Remembrance Sunday				10 November
	Remembrance School Event				8 November
135 Years Merthyr Dyfan Cemetery			30 August		
Attend a range of local community events organised by partners within the town	Engage with residents throughout the town to support the development of the community plan, consultations and promotion of services.	EEO	BTC and VoGC working in partnership on Long Term Town and Placemaking projects.	1b, 1c, 4a, 4b, 4c, 7c	
	To build working relationships with community partners.		Partnership building with the VoGC placemaking team		
	To promote the work of Barry Town Council throughout the town				

	To provide Cllrs the opportunity to engage with their constituents				
To arrange Mayoral Civic events throughout the year which fulfil BTC's Civic functions, raise the profile of the Mayor and provide opportunities for the Mayor to raise money for their chosen charities.	Annual Meeting/Mayor Making	CO & E&E Team	Complete	4a, 4b.	14 May
	Civic Service	E&E Team	Planning commenced for November 2024		3 November
	Bryan Foley Award	EEO			
	Carol Service	EEA	Planning commenced		
	Freedom of Town	EEA			
	Mayoral Social Events	EEA			
Maintain the Fairtrade status of town and promote Fairtrade	Promotion of Fairtrade	WBPO	Promoting Fairtrade produce at community events. Work with schools and local businesses	7a	
	Fairtrade Market Fortnight & Quiz				February
Provision of Christmas Lights at Holton Road, High Street & Park Crescent	Christmas Tree	E&ETM, E&EO	Require official notification of tree status to take to FC	4a, 4c.	
	Consultation with Traders		Park Crescent – Shared power arrangements		
	Design & Costings		Met with contactors to adapt High Street and Holton Road		
	Funding Acquisition				
	Purchase & install				
Barry Youth Council	Relaunch BYC	E&EO	BYC has relaunched, E&EO consulting to set regular meeting day.	4a, 5c	Complete
	E&EO to complete youth work training		Training commenced at level 2, level 3 to follow		Meetings to be set, 1 per month July
	BYC to feed into Council Meetings				
	BYC to complete 1 major project throughout the year				
	Achieve National Participation Standards accreditation				May 25
Promote mental health amongst the community and workforce	Time to talk		Next Time to Talk Day 6 Feb 2025	1a	Feb 25
	Staff management				

Develop a new Community Engagement Strategy		E&ETM		1b, 4a, 4b, 6b	
Provide support to local traders	Shop Local advisory committee	EEO		2c	
	To establish, and if directed run 3 x Magic Tenner campaigns		The scheme has been cancelled. EEO to monitor/identify replacement project if it becomes available		
Support the development of mechanisms which tackle food poverty within the town	Development of green spaces which involve community growing initiatives	WPGO		2a, 3c	
	The promotion of affordable meals				
	Promotion of grants				
Support the Council in reaching its climate change goals	Gatekeep the Climate Change Action Plan, engaging with all departments	CO & E&ETM		3b, 7a, 7b	
	Facilitate with Auditel in mapping and addressing BTC's carbon footprint	E&ETM & WPGO			
	Support CFM to promote biodiversity within the Council's lands				
	Organise litter picks	WPGO & EEA			
	Facilitate litter pick hub	EEA			
Challenge and work to address inequalities within the town	Develop the council's strategy in becoming a Town of Sanctuary	CO & E&ETM		3c, 4a, 4c, 7c	
	To support dementia friendly initiatives				



Barry Town Council

Finance Team Plan 2024/25

Team Manager	Mark Sims
Team	Finance
Service Plan	Corporate Plan
Date Signed Off	9 July 2024
Signed Off By	Chief Officer

1. Introduction

The Finance Team is responsible for undertaking a number of key roles within the Council including the effective management and accounting arrangements of the Town Council in accordance with all legal and regulatory requirements and ensuring compliance with the Practitioner's Guide to Governance and Accountability. The Finance Team supports all Council services by providing sound financial management and control that contributes to the delivery of quality and cost-effective services to the residents of Barry.

The team's objectives are based primarily around the Council's legal and regulatory requirements relating to Governance and Accountability, and to support the delivery of the Council's Corporate Plan and other Strategies.

1.1 Who we are

Mark Sims – Deputy Chief Officer and Responsible Finance Officer (Section 151 Officer)

The role of Deputy Chief Officer (DCO) is an additional role to cover the duties of the Proper Officer of the Council and as such the DCO is under a statutory duty to carry out all of its functions, and in particular will on such occasions serve or issue all the notifications required by law of a local authority's Proper Officer. The DCO is a member of the Senior Leadership Team and has overall responsibility for the management of the governance and administrative functions of the Town Council and of the Facilities and Cemeteries Manager.

The Responsible Financial Officer (RFO) has a statutory role under Section 151 of the Local Government Act 1972 and is responsible for the effective management and accounting arrangements of the Town Council in accordance with all legal and regulatory requirements including ensuring compliance with the Practitioner's Guide to Governance and Accountability, financial administration and direct reporting to designated Committees and Working Parties. The RFO is designated as the Council's Data Protection Officer and has overall responsibility for managing the Council's information, website and IT infrastructure and risk management framework.

Rachel Williams – Finance Administrator

- The Finance Administrator's primary role is to support the Deputy Chief Officer and Responsible Finance Officer with processing of all purchase invoice payments ensuring that payment deadlines are met, assist with the collection of all income due to the Town Council ensuring that sales invoices are raised and debtors schedules are regularly reviewed, ensure that all payments made to the Town Council are properly recorded and that income is banked on a regular basis, assist with reconciling all bank accounts, assist with the administration of processing PAYE, NI, VAT and pensions arrangements and to ensure that expenses and petty cash are managed in accordance with Town Council's policies and assist with processing the submission of VAT returns, tax and NI payment to HMRC.

1.2 What we do

- Monitor and effectively manage the Town Council's finances in accordance with its financial regulations and advise the Town Council on a financial strategy that will meet its finance and policy objectives and ensure that the accounts are maintained in accordance with the requirements of the Accounts and Audit Regulations and the Practitioner's Guide on Governance and Accountability 2011
- Manage and administer the processing of PAYE, NI, VAT and pension arrangements and to ensure that expenses (including those claimed by members) and petty cash are managed in accordance with Town Council's policies.
- Process the submission of VAT returns, tax and NI payments to the HMRC
- Maintain the Town Council's assets register and ensure that all entries are properly insured
- Maintain the Council's insurance of all premises, public and employer liability
- Prepare detailed revenue and capital budget estimates and precept assessment for the Town Council's approval having ensured that all appropriate Committees have had the opportunity to engage with the process
- Arrange for the submission of the approved precept to the Vale of Glamorgan Council by the designated date
- Arrange for the processing of all invoice payments ensuring that payment deadlines are met.
- Process grants awarded to local organisations in accordance with Council's Grant awarding scheme.
- Maintain the cash book (including all associated ledgers) and ensure that all supporting documentation is maintained to provide the required audit trail
- Arrange for the collection of all income due to the Town Council ensuring that invoices are raised and debtors schedules are regularly reviewed and action taken to ensure effective debt management and recovery

- Ensure that all payments made to the Town Council are properly recorded and that income is banked on a regular basis
- Reconcile all bank accounts weekly, monthly and annually ensuring that the cash position is subject to ongoing review and suitable short term investments made in accordance with the Town Council's Investment Strategy.
- Manage the Town Council's bank accounts in order to achieve an effective cash flow and to manage the Town Council's investments in accordance with the approved Investment Strategy
- Ensure that the accountancy system is effectively administered and that finances are controlled within the approved budget
- Ensure that appropriate arrangements are in place for internal audit and that an engagement letter has been issued to the appointed individual/company.
- Liaise with the Internal Auditor and External Auditor in relation to the financial affairs of the Town Council
- Ensure that schedules for payment are presented to the Town Council or a designated Committee for approval
- Provide accurate financial information, reports, advice, monitoring information and forecasts to assist the Town Council in making effective decisions.
- Prepare the Council's Annual Accounts in line with best practice reporting
- Complete relevant statistical returns by due deadlines
- Ensure that the Town Council has appropriate policies in place in order to satisfy the requirements of Data Protection legislation, and any associated requirements of the Information Commissioner

2. Our Priorities for 2024/25

2.1 Purpose of our Team Plan

This team plan identifies how we will contribute towards achieving the Council's vision "Bringing Together Communities," as set out in our Corporate Plan 2022-27. Our plan identifies the way our team contributes to the Council's Well-being outcomes and the actions we will take in the next year.

Our Team Plan outlines our key priorities and how we will manage our resources to deliver these. The plan provides an overview of our team, what we aim to achieve, why this is important, how we will achieve it, how we will monitor progress and what success will look like.

The Teams contribution to the Council's Well-being goals are highlighted below in green in the Team Plan Summary.

The summary also highlights the way we work to challenge ourselves to deliver the sustainable development principle which forms an integral part of the Well-being of Future Generations (Wales) Act. The sustainable development principle states that “*you must 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, by taking account of the sustainable development principle.*”

Our Team Plan Summary							
Delivering our vision for Barry “Bringing Together Communities”							
Our Council Values							
<u>People</u> <i>Every day we will go further to make a difference to the lives of the people of Barry. We will treat colleagues, partners, customers and residents with the respect they deserve and believe only our best is good enough.</i>			<u>Pride</u> <i>We are proud of the role we play in making Barry a success. We will accept the responsibility invested in us and rise to meet the challenges we need to overcome.</i>			<u>Place</u> <i>We will celebrate all things Barry and strive to make our streets, communities and town even greater places to live, work and visit.</i>	
	1	2	3	4	5	6	7
	A Healthier Barry	A Prosperous Barry	A Resilient Barry	A Barry of Cohesive Communities	A More Equal Barry	A Barry of Vibrant Culture & Thriving Welsh Language	A Globally Responsible Barry
a	To raise the profile of mental health and wellbeing across the Council’s workforce and the community and signpost to	To provide a mechanism to support Barry residents with cost of living increases and rising bills	To work towards an all-electric fleet in our Cemeteries, exploring renewable and further improving energy resources	To engage local people in Council decisions and decision making through webinars, virtual and face to face options	To lead on Barry as a Dementia Friendly Town	To establish a Vibrant Culture Working Group and budget to bring forward and streamline projects strategically	To create a new Globally Responsible Committee to have overarching strategic responsibility for projects such as Fairtrade, Town of

	additional support		in our Cemeteries and Facilities				Sanctuary & Sustainable Barry
b	To work more closely with partners and Public Health Wales to support campaigns and public messaging through our media platforms and communication with the public.	To provide Annual Grant Programmes to support private and third sectors to be innovative and sustainable with that help to deliver Barry's Wellbeing Goals	To deliver the Council's Climate Change Strategy and report on annual progress and against the requirements of the Environment (Wales) Act	To provide an annual programme of community events which are well resourced and accessible to families and young people	To reduce inequalities in the town by supporting more local initiatives / events which actively include more historically excluded groups	To increase promotion of the Welsh Language in the community and increase opportunities for learning the language	To deliver lasting change through the Council's Sustainability agenda including wildlife and its food sources and the Council's approach to waste and purchasing / procurement.
c	To enhance the Council's role in local Bereavement services – including Charter for the Bereaved and Bereavement café in Chapel	To Review Shop Local and look towards floating off the Council project to become a Chamber of Commerce for the Town in its own right	To explore options to reduce Food Poverty / food or support community growing initiatives and working with partners	To develop a Community Plan for Barry with partners and the public to protect and further develop community facilities and access to services	To increase support to Barry Youth Council to enable flow through to Full Council and engagement with young people	To deliver a Heritage Centre / Museum Project for Barry	To pursue Council of Sanctuary and Town of Sanctuary Status for Barry

Team Action Plan 2024/25

Team task	Desired outcomes and milestones	Officer(s) responsible	Progress	Wellbeing Objectives	Deadline
Increase awareness and support of mental health and wellbeing across the Council's workforce and the community.	Provide staff opportunity of Mental Health First Aider training.	DCO	Training being sourced.	1a	March 2025
Provide support at various events that support Barry residents with cost of living increases and rising bills	Family Fun Day	E&EO with Finance Team staff to provide support.	Event arranged for 8 August 2024	2a, 4b	8 August 2024
	St David's Day				1 March 2025
	Halloween				31 October 2024
	Christmas Lights		Planning commenced		
	Christmas Charity Event				
Process grant applications and obtain grant monitoring forms for audit purposes	Provide grants to support private and third sectors to be innovative and sustainable with that help to deliver Barry's Wellbeing Goals.	DCO (via Finance Committee)	Grants Round 1 complete and reported to FPC 24.06.24. Grants Round 2 planned for 1 November – 31 December.	2b	Ongoing
Provide support to local traders.	Provide grants to support local traders / economy.	E&EO with Finance Team to process grant payments.	To be considered at Shop Local Advisory Committee meetings during the year	2c	Ongoing
Manage Fixed Asset Register and production of financial reports to aid decision making.	Move towards all-electric fleet in our Cemeteries, exploring renewable and further improving energy resources.	DCO	FAR completed for Y/E 31.03.2024 and report submitted to Halls Committee July 2024.	3a	Ongoing

Support the Council in reaching its climate change goals.	Provide E&E Team data to facilitate Auditel in mapping and addressing BTC's carbon footprint.	DCO	Completed	3b	June 2024 and Ongoing
	Ensure fuel records sheets completed and recorded accurately.	DCO	Ongoing for 2025 comparison		
	Support F&BSM to promote biodiversity within the Council's land and buildings.	DCO			
Produce medium / long term financial planning reports to support the delivery of Council's Strategic Projects.	Delivery of Strategic Projects in accordance with the Corporate Plan and Council's Objectives.	DCO		4c, 6a, 6c, 7a, 7b, 7cc	Ongoing



Barry Town Council Planning Team Plan 2024/25

Team Manager	Greg Smart
Team	Planning
Service Plan	Corporate Plan
Date Signed Off	9 July 2024
Signed Off By	Chief Officer

1. Introduction

The Planning Team though small, provides a wide range of services, facilitates the smooth running of several committees and is responsible for assisting with the Council's duties as a statutory consultee.

Town planning helps to improve the quality of life for residents by creating attractive and functional public spaces, and by guiding the development of buildings and other structures to ensure they are well-designed and integrated into the surrounding environment. The Planning Team ensures that the Town Council are engaged with this process and are able to offer insightful and meaningful interactions with the community it serves and the wider principal Council, the Vale of Glamorgan.

1.1 Who we are

Greg Smart – Planning Officer

The Planning Officer reports directly to the Town Council's Chief Officer and takes a lead role in the co-development of a Placemaking Plan for Barry; working closely with the Vale of Glamorgan Council, the Engagement and Events Team Manager, councillors, council officers, and the community. Additionally, the Planning Officer provides professional planning advice to the Town Council on all planning applications (in its role as statutory consultees to the Vale of Glamorgan Council Planning process).

The Planning Officer acts as lead officer to the Council's monthly Planning Committee and supports the Town Council on any planning matters and related project management of new projects or services which require strategic development. This includes heading up the 'Planning for Barry' sub-committee, as well as delivering schemes such as the Barry Heritage Centre from conception to completion.

1.2 What we do

- Provide professional planning advice to the Town Council on all planning matters
- Co-ordinates the workings of the Planning Committee and Planning for Barry sub-committee
- Work to assist in the production of a Placemaking Plan for Barry
- Provide a Duty Officer Planning Clinic service for the residents of Barry

- Deliver major projects, services & schemes as directed by local Councillors
- Instrumental in the establishment of a Heritage Centre for Barry
- Submit applications on behalf of Barry Town Council

2. Our Priorities for 2023/24

2.1 Purpose of our Team Plan

This team plan identifies how we will contribute towards achieving the Council’s vision “Bringing Together Communities,” as set out in our Corporate Plan 2022-27. Our plan identifies the way our team contributes to the Council’s Well-being outcomes and the actions we will take in the next year.

Our Team Plan outlines our key priorities and how we will manage our resources to deliver these. The plan provides an overview of our team, what we aim to achieve, why this is important, how we will achieve it, how we will monitor progress and what success will look like.

Our team’s contribution to the Council’s Well-being goals are highlighted below in GREEN in our Team Plan Summary.

The summary also highlights the way we work to challenge ourselves to deliver the sustainable development principle which forms an integral part of the Well-being of Future Generations (Wales) Act. The sustainable development principle states that *“you must 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, by taking account of the sustainable development principle.”*

Key Legislation that our team works to:

- Planning (Wales) Act 2015
- Future Wales: The National Plan 2040
- The Well Being of Future Generations (Wales) Act (WBFGA) (2015)
- Technical advice notes (TANs) (2-24)
- The Vale of Glamorgan Local Development Plan (LDP) 2011-2026

- The Vale of Glamorgan Replacement Local Development Plan 2021 – 2036
- Vale of Glamorgan Supplementary Planning Guidance (SPG)
- The Welsh Language (Wales) Measure 2011

Guidelines and Standards we work towards

- Barry Town Council Scheme of Delegation
- Officer Code of Conduct

External Professionals that Support our team

- Vale of Glamorgan Council Officers

Our Team Plan Summary						
Delivering our vision for Barry “Bringing Together Communities”						
Our Council Values						
People <i>Every day we will go further to make a difference to the lives of the people of Barry. We will treat colleagues, partners, customers and residents with the respect they deserve and believe only our best is good enough.</i>		Pride <i>We are proud of the role we play in making Barry a success. We will accept the responsibility invested in us and rise to meet the challenges we need to overcome.</i>			Place <i>We will celebrate all things Barry and strive to make our streets, communities and town even greater places to live, work and visit.</i>	
The Well-being Goals our Team contributes to are						
A Healthier Barry	A Prosperous Barry	A Resilient Barry	A Barry of Cohesive Communities	A More Equal Barry	A Barry of Vibrant Culture and Thriving Welsh Language	A Globally Responsible Barry
The Well-being objectives our team contributes to are;						

To raise the profile of mental health and wellbeing across the Council's workforce and the community and signpost to additional support	To provide a mechanism to support Barry residents with cost of living increases and rising bills	To work towards an all-electric fleet in our Cemeteries, exploring renewable and further improving energy resources in our Cemeteries and Facilities	To engage local people in Council decisions and decision making through webinars, virtual and face to face options	To lead on Barry as a Dementia Friendly Town	To establish a Vibrant Culture Working Group and budget to bring forward and streamline projects strategically	To create a new Globally Responsible Committee to have overarching strategic responsibility for projects such as Fairtrade/ Town of Sanctuary / Sustainable Barry
To work more closely with partners and Public Health Wales to support campaigns and public messaging through our media platforms and communication with the public.	To provide Annual Grant Programmes to support private and third sectors to be innovative and sustainable with that help to deliver Barry's Wellbeing Goals	To deliver the Council's Climate Change Strategy and report on annual progress and against the requirements of the Environment (Wales) Act	To provide an annual programme of community events which are well resourced and accessible to families and young people	To reduce inequalities in the town by supporting more local initiatives / events which actively include more historically excluded groups	To increase promotion of the Welsh Language in the community and increase opportunities for learning the language	To deliver lasting change through the Council's Sustainability agenda including wildlife and its food sources and the Council's approach to waste and purchasing / procurement.
To enhance the Council's role in local Bereavement services – including Charter for the Bereaved and Bereavement café in Chapel	To Review Shop Local and look towards floating off the Council project to become a Chamber of Commerce for the Town in its own right	To explore options to reduce Food Poverty / food or support community growing initiatives and working with partners	To develop a Placemaking Plan for Barry with partners and the public to protect and further develop community facilities and access to services	To increase support to Barry Youth Council to enable flow through to Full Council and engagement with young people	To deliver a Heritage Centre / Museum Project for Barry	To pursue Council of Sanctuary and Town of Sanctuary Status for Barry

Team Action Plan 2023/24

Team task	Desired outcomes and milestones	Progress	Wellbeing Objectives	Deadline
Continue to act as an advisor to members of the Planning Committee	Continued engagement with the Vale of Glamorgan Council regarding planning matters.	Ongoing	4a, 5b, 7b.	Ongoing
	Ongoing advice given regarding statutory consultee status, including planning applications, licensing applications, external consultations, legislation changes, policy alterations, SPD proposals, highway applications & appeals.			
Deliver a free Planning Clinic service to the residents of Barry to offer assistance on all relative planning matters.	Develop bonds with the local community by producing a free service to assist residents with the technically challenging world of planning.	Recommended to meeting of Full Council on 24/06/2024	2a, 4a, 5b	Ongoing
Work with officers of Barry Town Council and the Vale of Glamorgan Council as well as private consultancies to produce an adoptable Placemaking Plan for Barry	Engage with residents throughout the town to support the development of the placemaking plan.	Ongoing	2a, 2b, 4a, 4c, 5b, 7b	Ongoing
	Attend meetings and workshops to work towards the creation of the Placemaking Plan.			2024/2025
	Assess the needs of Barry Town Council, in conjunction with the well-being goals of the organisation. Ensure their assimilation within the Placemaking Plan.			Ongoing
	Relay important developments to the Planning for Barry sub-committee and receive instruction from members.			

To bring the major scheme of a Barry Heritage Centre forward from inception to completion	Update members of the Vibrant Culture Working Party regarding the progress of the Heritage Centre	Ongoing	2b, 4a, 7b	First Report to Committee on 22 July 2024
	Visit and review comparable Heritage Projects throughout Wales and England			
	Establish to requirements of the Heritage Centre			
	Evidence the need for the facility			
	Establish a clear system of governance for the management of the Heritage Centre			

FULL COUNCIL	29 JULY 2024	AGENDA ITEM: 17
---------------------	---------------------	------------------------

Safeguarding Policy

Report Author

Jason Harvey, Engagement and Events Team Manager

Purpose of Report

To present an updated safeguarding policy for council to adopt.

Detailed Information

Utilising the Welsh Government's 'Keeping Learners Safe' guidance and model safeguarding policy, the E&ETM has worked with the Chief Officer to write a new policy for the organisation.

This policy follows the latest guidance and legislation including the All Wales Safeguarding Procedures. The Policy has been adapted to fit with the nature of the organisation and services offered.

In addition to this policy, a flowchart has been created to be displayed in staff occupied areas to support staff should they experience a safeguarding concern.

Recommendations:

- Members are requested to consider the policy and flowchart and adopt this as the Council's Safeguarding policy which will then be consulted on with Unions;
- As per the policy, members are requested to designate a councillor as Safeguarding Lead and appropriate training to be sourced for them

Model Safeguarding Policy

Safeguarding policy for Barry Town Council

1. Introduction

Participation in activities arranged or supported by Barry Town Council can provide valuable life experiences and has the potential to offer significant learning opportunities for children and young people that can help develop valuable life skills as well as enhancing self-esteem and confidence. Although the majority of children and young people benefit from participation in these activities, some young people may have experienced abuse and/or poor practice. In addition, some children who are participating in physical activity arranged or supported by Barry Town Council may be experiencing abuse, either at home or within the wider community. Officers, volunteers and Councillors are in the privileged position of having an opportunity to build strong relationships with young people in their care and are therefore ideally placed to recognise signs that a child may be being abused.

Barry Town Council recognises the importance of ensuring there are procedures in place that outline the appropriate steps to take in the event of a concern. In addition, it is essential to ensure there are comprehensive policies and practical guidance that promote the welfare of children, young people and vulnerable adults which minimise any identifiable risks within the activity environment. Our policy is informed by a children's rights-based approach to safeguarding, grounded in the United Nations Convention on the Rights of a Child, Keeping Learners Safe guidance, Wales Safeguarding Procedures and legislative frameworks.

The Welsh Government has adopted the UN Convention on the Rights of the Child as the basis of all work for children and young people in Wales. Seven core aims have been identified, which should inform all activities for children and young people:

- have a flying start in life.
- have a comprehensive range of education and learning opportunities.
- enjoy the best possible health and are free from abuse, victimisation and exploitation.
- have access to play, leisure, sporting and cultural activities.
- are listened to, treated with respect, and have their race and cultural identity recognised.
- have a safe home and a community which supports physical and emotional wellbeing.
- are not disadvantaged by poverty.

Barry Town Council fully recognises the contribution it makes to safeguarding. There are two main elements to our policy:

- procedures for identifying and reporting cases, or suspected cases, of abuse
- support to children, young people and vulnerable adults who may have been abused.

Our policy applies to **all** staff, volunteers and councillors who may come into contact with children, young people or vulnerable adults.

2. Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard service users.

The council will therefore:

- establish and maintain an ethos where children, young people and vulnerable adults feel secure and are encouraged to talk, and are listened to
- ensure children, young people and vulnerable adults know that there are adults in the setting whom they can approach if they are worried or in difficulty
- include in the curriculum material that will help children develop realistic attitudes to the responsibilities of adult life
- build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate
- take a whole-setting approach to well-being which will incorporate safeguarding and preventative measures to support children and families.

3. Procedures

We will follow the Wales Safeguarding Procedures that have been endorsed by

Safeguarding Children Boards (SCBs). The council will:

- ensure it has a DSP for safeguarding who has undertaken the appropriate training
- recognise the role of the DSP and arrange support and training
- ensure every member of staff, volunteer and councillor knows:
 - the name of the DSP and their role
 - the local authority point of contact
 - the Barry Town Councillor responsible for safeguarding
 - that they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police, within the timescales agreed with the Regional Safeguarding Board
 - how to take forward those concerns when the DSP is unavailable
- ensure that all members of staff, volunteers and councillors are aware of the need to be alert to signs of abuse and neglect, and know how to respond to a service user who may disclose abuse or neglect
- ensure that members of staff who are EWC registrants are aware of the Code of Professional Conduct and Practice for registrants with the Education Workforce Council and the expectation within the Code that the registrant has regard to the safety and well-being of service users in their care and related content
- ensure that parents/carers have an understanding of the responsibility placed on the council and staff for safeguarding and child protection
- provide at least level 1 training for all staff, volunteers and councillors and where

relevant level 2 or 3 training for DSP's so that they:

- understand their personal responsibility
- know the agreed local procedures and their duty to respond
- are aware of the need to be vigilant in identifying cases of abuse and neglect
- know how to support a child who discloses abuse or neglect
- understand the role online behaviours may have in each of the above
- work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at initial review as well as child protection conferences and core groups and the submission of written reports to the conferences
- keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to the local authority immediately
- ensure all records are kept secure and in locked locations either as hard copies or digital records
- ensure that recruitment and selection procedures are in place following the Council's Safer Recruitment Policy
- designate a councillor for safeguarding who will champion the council's safeguarding policy and practice.

When a member of staff, volunteer or councillor is alerted to the signs of abuse and/or neglect they should:

- discuss the matter with the DSP, or in their absence the deputy DSP

Emily Forbes, Chief Officer - 07493939559

- If the decision is taken that the incident needs to be referred, the DSP/Deputy DSP will take the following actions:

Situation	Children	Vulnerable Adults
Cases of emergencies	Make an immediate referral to CYPS by calling 01446 725202 or 02920 788570 during out of hours	Make an immediate referral to adult services on 01446 731100 or 02920 788570 during out of hours
Cases of emergencies where the person is at immediate risk of harm	Call the police on 999	
Cases where an immediate referral is not	Submit a MARF to dutymarfs@valeofglamorgan.gov.uk	Submit an AS1 to adultsafeguarding@valeofglamorgan.gov.uk

required	If the 'Child in Need' box is ticked, MARF must be accompanied with parental consent	
----------	--	--

- Advice may be sought from the relevant duty desks to discuss concerns prior to making a referral
- Cases not requiring a referral must be recorded a 'Recording a Safeguarding Concern' form

4. Definitions of Abuse and Neglect

The Children Act 1989 and 2004 and Social Services and Well-being (Wales) Act 2014 defines abuse as follows;

A person 'is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.'

- **Physical Abuse**

Hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions

- Emotional/Psychological Abuse

Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others

- Sexual Abuse

Forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways

- Financial Abuse

This category will be less prevalent for a child but indicators could be:

- not meeting their needs for care and support which are provided through direct payments; or
- complaints that personal property is missing
- Neglect

Failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)
- Child sexual exploitation

- Radicalisation
- Female genital mutilation
- Modern slavery
- Honour Based Abuse

For further information on these types of harm visit the [Safeguarding Wales](#) web site for further explanation in the glossary of terms

5. Council Governance

The Personnel Committee is responsible for ensuring that:

- the council has an effective child protection policy and safeguarding procedures in place
- the council's safeguarding policy and procedures are:
 - available to the public, parents and young people
 - provided in a format appropriate to the understanding of children, young people and vulnerable adults
 - the council operates safer recruitment procedures that take account of the need to safeguard children, young people and vulnerable adults, including arrangements to ensure that all appropriate checks are carried out including relevant DBS checks.
 - That all staff and volunteers who work with children, young people and vulnerable adults undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for safeguarding: and is kept up-to date by refresher training
 - the Personnel Committee addresses any identified areas for improvement in regard to child protection arrangements that are brought to its attention
- the Personnel Committee are to ensure that the DSP and their deputy, designated **councillor** for safeguarding undertake and maintain relevant safeguarding training as agreed by the Regional Safeguarding Board.

6. Supporting those at risk

We recognise that children/young people and vulnerable adults who are at risk, suffer abuse or experience violence may be deeply affected by this.

This council may be the only stable, secure and predictable element in the lives of persons at risk. Nevertheless, when at council settings their behaviour may be challenging and defiant or they may be withdrawn.

The council will endeavour to support the service users through:

- promote a positive, supportive and secure environment which gives service users a sense of being valued
- liaison with other agencies who support the service user
- keeping records and notifying the local authority as soon as there is a recurrence of a

concern.

7. Anti-bullying

Our policy on anti-bullying is set out in a separate document and is reviewed every three years by the council body.

8. Physical intervention

The council has no policy allowing the use of physical intervention

9. Children with additional learning needs

We recognise that statistically persons with additional learning needs are most at risk of abuse. Staff who work with persons with an additional learning need, such as a profound and multiple disabilities, sensory impairment or emotional and behavioural problem, need to be particularly sensitive to signs of abuse.

10. Prevent Duty

Our policy to protect individuals from radicalisation and extremism complies with the Revised Prevent Duty Guidance: for England and Wales (2015)

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

and Welsh Government guidance document No: 045/2011 Respect and resilience

<https://gov.wales/sites/default/files/publications/2018-03/respect-and-resilience-developing-community-cohesion.pdf>

and informed by the Respect and resilience Self-assessment tool 2016

<https://gov.wales/sites/default/files/publications/2018-03/self-assessment-tool-respect-and-resilience.pdf>

We ensure that staff are compliant with Home Office PREVENT E-learning and that service ensures ongoing security and safety measures are in place to help keep the settings and community safe.

11. The use of images

Photographic and video images of children may be recorded for a variety of purposes. Staff will be required to take pictures of individuals for council engagement and event purposes.

Particular care should be taken regarding the use of images which may include children who are looked after or children of other vulnerable groups, for example asylum seekers.

Every parent/carer must give specific written consent for any image of their child to be recorded and reminded this should not be shared.

Staff should never use their own personal equipment to capture images.

It is recommended that when using a photograph the following guidance should be followed:

- If the photograph is used, avoid naming the child
- If the child is named avoid using the photograph
- Establish and record whether the image will be retained for further use
- Images are stored securely and used only by those authorised to do so: they should be available for scrutiny to ensure acceptability.

12. Recruitment and Selection

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all employees, agency workers, contractors and volunteers to share this commitment. Safer Recruitment is the first step to safeguarding and promoting the welfare service users by the implementation of a policy and procedures that help deter, reject, prevent or detect people who might abuse children, young people and vulnerable adults or are otherwise unsuited to working in this environment.

The organisation will determine this in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 (as amended). Before the organisation can employ a candidate in a regulated activity, the organisation will require the candidate to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the candidate is suitable to perform this work and is not barred from doing so. The organisation will make any offer of employment in a regulated activity conditional upon satisfactory background checks, including satisfactory criminal record and barred list checks. The organisation reserves the right not to employ a candidate where these conditions are not satisfied.

13. Allegations Against Employees and Volunteers

Any allegation of abuse made by or on behalf of a child will be taken seriously and the child will be listened to and dealt with sensitively.

The council also has a duty of care to our employees and volunteers and will support individuals subject to an allegation to manage and minimise the stress inherent in the allegations process.

When an allegation has been made against a member of staff the DSP and Chief Officer must be informed immediately, and an investigation will be opened.

When an allegation has been made against the Chief Officer, the Mayor/Chair of Personnel must be informed immediately, and will be taken forward through the Personnel Committee.

<https://gov.wales/sites/default/files/publications/2018-11/safeguarding-children-in-education-handling-allegations-of-abuse-against-teachers-and-other-staff.pdf>

Further guidance is available in the Wales Safeguarding Procedures: Section 5, allegations/concerns about practitioners and those in positions of trust [Safeguarding Wales](#)

14. Venue Hire

Groups and organisations hiring Barry Town Council buildings, and whom work with children or vulnerable adults are required to follow terms and conditions of hire. This includes safeguarding measures requiring hires to:

- Provide the Council with the name of the nominated person responsible for safeguarding
- Ensure the appropriate level of DBS checks have carried out
- Ensure that organisers are appropriately trained/qualified for their activity
- Where applicable, achieve a club/quality mark associated with any national memberships
- Where applicable, organisers and their staff are to be registered with the relevant authority (Education Workforce Council Wales, Care Council Wales, Care Inspectorate Wales, etc.)

- Have an appropriate safeguarding policy in place, where an organisation does not have a safeguarding policy they are required to adopt the policy of Barry Town Council when using council facilities
- Comply with staff to children's ratios
- Hold a valid public liability insurance policy
- Carry out risk assessments for individual activities being carried out

Safeguarding Flowchart

A child/vulnerable adult has disclosed abuse or potential abuse, or someone has reported an incident that may be poor practice or abuse

Is the child/vulnerable adult at risk of immediate harm?

Yes

Immediately report to Social Services or the Police, then inform Designated Safeguarding Person

No

Report to Designated Safeguarding Person and follow instruction given

The Designated Safeguarding Person will then follow up on any actions including completing appropriate referrals, or logging concerns if they do not meet the referral threshold.

Designated Safeguarding Person - Emily Forbes 07493 939559
Children and Young Persons Duty Desk - 01446 725202
Adult Duty Desk - 01446 731100
Out of Hours Duty Desk - 02920 788570

FULL COUNCIL	29 JULY 2024	AGENDA ITEM: 18
---------------------	---------------------	------------------------

BARRY YOUTH COUNCIL

Report Author

Emma Thorne, Engagement and Events Officer

Purpose of Report

This report provides members with an update on Barry Youth Council.

Detailed Information

Since the summer events of 2023, Barry Town Council officers have been promoting and recruiting young people around Barry to join Barry Youth Council. Following a successful campaign, a meeting was held on Wednesday 17 July in the Town Hall.

The mailing list for Barry Youth Council now has 31 contacts, with the first meeting of 2024 welcoming 7 young people, with 3 apologies given. The young people nominated and selected Noah as Chair and Harri as Vice-Chair for Barry Youth Council 2024/25.

The venue for meetings has been selected as Town Hall, timings of the meetings shall be 17:30 – 18:30 and they have chosen following the dates for meetings: 4th September, 25th September, 23rd October, 20th November, 18th December, 8th January, 19th February, 19th March.

The meeting on 17 July allowed the members to voice some opinions about what is important to the young people of Barry, and how this might impact a project(s) that they would take on for the year.

Members of Barry Youth Council also requested permission to choose a “chosen charity” for the year, in which they could fundraise for through any events or projects they pursue.

Recommendations

- That members receive and note the report
- That members consider the request for Barry Youth Council to select a chosen charity for municipal year 2024/25

FULL COUNCIL	26 JUNE 2023	AGENDA ITEM: 19
---------------------	---------------------	------------------------

SHOP LOCAL HALLOWEEN TRAIL

Report Author

Jason Harvey, Engagement and Events Team Manager

Purpose of Report

The purpose of this report is to provide Members with a request from the Shop Local Barry Advisory Committee regarding Halloween 2024.

Background Information

At the Shop Local Barry Advisory Committee's meeting held on 16 July 2024, Traders agreed that they would like to build upon the success of the 2023 Halloween Trail to work together again to host a 2024 Halloween Event. The shop local budget for 2024/25 is at £10,000 and members would like to request £2,000 leaving the Shop Local budget at £8,000.

The Recommendation from the meeting on 16 July 2024 is as follows:

RECOMMENDATION:

To a meeting of Full Council scheduled to be held on Monday, 26 June 2023;

- 1. That A Greenfield completes the Council's Grant Application Monitoring form to submit to the E&EO by the 22nd July, so that a report can be submitted to Full Council on the 29th July for the £2000 proposed.**
- 2. That funds relating to the Shop Local Halloween Event are held until a completed grant monitoring form is received and accepted.**

Recommendation

That members give consideration to the attached application and the recommendations from the Shop Local Advisory Group 16 July 2024 minute SL70.

BARRY TOWN COUNCIL CYNGOR TREF Y BARRI



Dear Applicant,

Barry Town Council offers a number of grant programmes available for either community organisations or local businesses (subject to meeting certain Terms and Conditions) to apply to.

The Grants budget is set every April for the financial year. Grants applications will be considered at a meeting of the Finance, Policy and General Purposes Committee or at a meeting set by the Council, and sometimes on a rolling basis. The application opening dates are as follows; 16 May – 7 June 2024 and 1 November – 31 December 2024.

This grant application form can be used to apply to all Council Grant Programmes. Applicants must specify which grant programme they are submitting their application under in order for it to be considered appropriately.

Please identify which of the following grant programmes you are submitting your application under;

Grant Programme	Please tick which grant programme you are submitting
Vibrant Culture Grants	
Small Business Grants	
Community / Voluntary Organisations Financial Assistance	
Green Grants	
Shop Local – Grant Request	Y
Street Party	<i>The Council welcomes correspondence in English or Welsh</i>
Christmas Lunches	<i>Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg</i>

TOWN HALL, KING SQUARE,
HOLTON ROAD,
BARRY, CF63 4RW
Tel: (01446) 738663
Email: info@barrytowncouncil.gov.uk

NEUADD Y DREF, SGWAR Y
BRENIN, HEOL HOLTON,
Y BARRI, CF63 4RW
Ffôn: (01446) 738663
Ebo: info@barrytowncouncil.gov.uk

www.barrytowncouncil.gov.uk

If you require assistance whilst completing this form, please email info@barrytowncouncil.gov.uk

We wish you the best of luck with your application.

Kind regards,



Emily Forbes
Chief Officer

APPLICATION FORM

SECTION 1. YOUR BUSINESS / ORGANISATION'S DETAILS

Name of Business / Organisation	Barry Shop Local Traders
Project/Event title	Halloween Trick or Treat Trail
Contact Name	
Address for correspondence	
Phone Number	
Mobile Number	
Email	
Briefly tell us what your business/organisation does:	
The Barry Shop Local traders group brings together independent businesses from across the town to collaborate on marketing projects and events. Encouraging more residents in Barry to shop local, championing the 20 minute towns concept.	

SECTION 2. PROJECT SUMMARY

<p>Please provide detail of your project/event, include the following information:</p> <ul style="list-style-type: none">● <i>Describe what currently exists, what it is you want to do and what the end product(s) will be.</i>● <i>Specify the location of your event/project if it relates to particular property or land.</i>

- *Tell us **who will manage your event/project** and describe their relevant experience.*
 - ***Explain the need for the event/project** (include any evidence of need if you have this)*
 - ***Provide any other information that will help us fully understand your project/event and its benefits***
 - *Tell us when you anticipate **starting and completing your project/event***
- Describe how you intend to reflect the bilingual nature of the community and your audience in the activity(ies) for which you require financial support.
 - The Local Mentor lath can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.

Working off the back of the 2021 Vale Town Centres Halloween trail we would like to organise a trick or treat trail event across businesses in Barry on Thursday 31 October 2024. Barry has a unique challenge where the various shopping districts are quite spread across the town centre, which can present challenges when advertising businesses and showcasing offers to shoppers. The trail will help to unite more than 30 traders across Park Crescent, Goodsheds, Broad Street, High Street/Island Road and Holton Road/Thompson Street in delivering a vibrant community project, whilst also encouraging shoppers to visit businesses across the town that they may not have noticed before.

We aim to have 250 families take part on the day, each child will receive a trick or treat bag along with a map of participating locations.

Each participating trader will receive a halloween bucket filled with vegan and plastic free sweets to hand out to the children. They will also receive posters and printed advertising materials ahead of the event.

Each of the shopping districts we will also have a different entertainer or activity to add to the atmosphere on the day, including a walkabout entertainers, spooky face painter, badge making, apple bobbing and selfie stage.

We will host a photo-competition on the event facebook page to build the event for following years and provide an online interactive element. We will provide prizes for the best halloween selfie.

To monitor numbers and ensure participants attend on the day we will charge a nominal fee of £2 per head to register for the event. The online registration will also allow us to communicate with the participants ahead of the event to build anticipation and excitement.

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) Please refer to the Wellbeing Guidance document for further information.

- A prosperous Barry (essential for Shop Local & Small Business Grants)
- A resilient Barry (essential for Green Grants)
- A healthier Barry
- A more equal Barry
- A Barry of cohesive communities (essential for Community/Voluntary Organisations Financial Assistance Grants)
- A Barry of vibrant culture and thriving Welsh Language
- A globally responsible Barry

Please explain how your project/event fits with the above and can help the Council to deliver its wellbeing goals.

A prosperous Barry - this event will expose local families to businesses and shopping areas that they may not have visited before. Getting new customers over the threshold of dozens of local businesses so that they can explore lots of options to shop local and support our high street economy.

A Barry of cohesive communities - this event will allow families to take part in a cross-town community event that will build relationships with other families and local independent traders. Creating the idea has already brought together traders from across the town with positive collaboration outcomes.

A globally responsible Barry - our event will be single-use-plastic free and all trick or treat candy will be vegan to increase accessibility and reduce the carbon footprint of the event. We will also use local suppliers for printing and purchase of consumables to reduce transportation. Advertising for the event will encourage participants to walk, scoot or cycle on the trail.

SECTION 4. GRANT PROJECT COSTS

Item or Activity <i>List all individual project costs below</i>	Amount required from BTC	Total Cost
	£	£
Trick or treat paper bags and tissue paper	100	100
Maps, posters and flyers printing	250	250
Trick or treat candy		800
Apple bobbing	100	100
Glitter tattooist (4 hours)	250	250
Photo competition prize	50	50
Haunted photo booth	100	100

Street entertainers (3 x 45 min sets)	800	800
Face painter (4 hours)	250	250
Ticketing fees	100	100
Amount requested from Barry Town Council	£2000	
Total Project Cost		£2800

Please provide further details of any other grants applied for

No additional grant applied for, the shortfall of £800 will be financed by £300 from local traders (£10 per participating business) and £500 ticket sales.

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

Without funding the event won't be able to take place this year. In future years after we have proven the effectiveness of the concept we would expect traders to contribute to the cost of the event to improve the long-term sustainability of the activity.

SECTION 5. PROJECT OUTCOMES

What do you hope to achieve through your project/event? Please list any specific outcomes and refer to the Guidance notes here.

250 families visiting small businesses across Barry, discovering new shops and shopping districts. A vibrant, family friendly event that will help local residents to feel proud of where they live and choose to shop local in the future.

SECTION 6. REGULATORY

Are all consents and permissions in place to allow the project/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.

Yes

Do you have insurance in place for this project/event/activity? YES

If this grant is in support of an event, please confirm whether Event Insurance has been sought or will be sought: YES/NO

SECTION 7. SAFEGUARDING

Barry Town Council has a robust Safeguarding Children, Young People and Vulnerable Adults Protection Policy which they would expect any successful organisation to adhere to, a copy of which is available on request.

Alternatively, if you have a similar policy in place Barry Town Council would be grateful if you could advise that you have such a policy in place and that it is adhered to.

We Barry Shop Local Traders (name of business / organisation) do not have our own Safeguarding Children, Young People and Vulnerable Adults Protection Policy in place, but confirm we will adhere to Barry Town Council's policy. Please send a copy to (email address)

If this grant is in support of an event, please confirm whether Event Insurance has been sought or will be sought: YES

SECTION 7. 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

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:	23/7/2024

Your completed application along with supporting evidence and checklist should be sent electronically to info@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		
I have the required insurance in place and am able to provide evidence of this.		