

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

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

(b) any declarations of interest;

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

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

BARRY TOWN COUNCIL

DRAFT MINUTES OF THE VIBRANT CULTURE COMMITTEE MEETING HELD ON MONDAY 9 SEPTEMBER AT 7PM

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

ALSO PRESENT: Jason Harvey – Engagement and Events Team Manager
Joanne John – Engagement and Events Administrator
Nicola Burand - RBL Membership Engagement Manager
Alun Williams - RBL District Chair
Jeff Rees - RBL Barry Branch Chair
Councillor D Clarke – Observer
Chloe Atkinson – Observer (Barry and District News)

14. APOLOGIES FOR ABSENCE

Councillor E Davies-Powell, and Payne

15. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT

None Received

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

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

17. TO APPROVE THE MINUTES OF THE VIBRANT CULTURE WORKING PARTY HELD 22 JULY 2024

RESOLVED: that the minutes of the meeting of the Vibrant Culture working party held on 22 July 2024 be approved and signed as a correct record.

18.

THE PLANNING OF REMEMBRANCE SUNDAY 10TH NOVEMBER 2024

The E&E Team Manager summarised the report which outlined what was required to move forward with the event. The E&E Team Mgr informed the committee that he is leaving his post shortly, and that the planning of this event will be handed over to the E&E Officer who will be supported by the Town Clerk. He confirmed that this year's event insurance will be covered by Barry Town Council. First Aid provision has been booked, and the Police have agreed the road closures and are in the process of planning this. An application for this has been submitted to the Vale of Glamorgan Council Highways Department. Councillors asked if there was a charge for the road closures, and the costs of the First Aid provision. The E&E Team Mgr informed the committee that there was no charge for the road closures at present and the First Aid provision was £980, which includes the supply of 6 medics working in two teams and an ambulance.

The E&E Team Manager confirmed that a sign-up form has been created on the BTC website so that organised groups can sign up for the parade. Individuals should also be encouraged to sign up via this method to give an indication of the expected number of participants. Councillors questioned how we would manage who was in the parade. The Chair agreed that controls would need to be in place, and wanted it to be clear that any organised groups who hadn't signed up would not be able to take part in the parade. Jeff Rees advised we wouldn't be able to guarantee attendance of individuals following the sign up and that individuals who attend tend to be veterans who will be at the front of the parade. Family and Friends are advised to wait at the cenotaph and meet there. Alun Williams advised that only veterans who are fit and able will take part in the parade.

Jeff suggested there should be flexibility in place for those who are not confident or want to use technology to still be able to parade. Councillors suggested if there should be specific member of staff that could be approached on the day regarding signing up. The E&E Team Mgr clarified that individual sign ups were to give an indication of the numbers attending in advance, and not an essential requirement for individuals to participate. Organised groups are required to sign up and provide evidence of their public liability insurance and risk assessments.

The E&E Team Mgr queried if RBL would be holding an indoor service this year, and if they would be willing to marshal the parade. Jeff Rees advised the indoor service is to be confirmed due to funding, but they would be happy to marshal the parade if they have the correct number of volunteers required.

Jeff Rees queried if it was necessary to have stewards at an additional expense. Councillors clarified that this was in response to the incident

at a parade a number of years ago, and to ensure the parade was run safely. The E&E Team Mgr added that Volunteers organising events are not subject to the Health and Safety at Work Act, but Barry Town Council would be as an organisation, so these additional measures would need to be in place and processes followed. He confirmed the roles the stewards would undertake would focus mainly around the spectators and public safety, as it is anticipated that around 3000 people may attend. Alun Williams advised that in recent years there has been a greater awareness of security, but there hasn't been much trouble throughout the country previously.

The E&E Team Mgr suggested that if the indoor service does go ahead, the Memo could be approached to support in providing chairs? Jeff Rees clarified that they needed to have a discussion with the Memo as if the indoor service doesn't go ahead they will still require access to the toilets. In the event that there is no indoor service, BTC will look to hire chairs in and provide a dais. The Chair queried the timeframe for confirming the above. Jeff confirmed that it would be clarified as soon as possible.

The E&E Team Mgr informed the committee that the Police have requested the Coastguard will lead the parade with their vehicle, which the E&E Team Mgr will follow up on. Jeff Rees and the E&E Team Mgr confirmed that the parade will end with the police, but the Fire Brigade may also be in attendance and will have an engine at the rear of the parade (subject to no emergency call outs).

Councillors commented that last year was horrendous, with Councillors and Staff of Barry Town Council being made targets. Councillors continued that civic protocols regarding the wreath laying were amended without BTC being informed, that Councillors were not included in press and publicity and that they have never felt so scared due to an intimidating atmosphere on the day with verbal abuse received. Councillors acknowledged that a private apology has been received, however no apology has been received from the local branch, and they would like a joint press release prior to the event which includes an apology. They commented that the matter wouldn't be resolved until the acknowledgment received. The Chair confirmed that councillors would like RBL to acknowledge the part they played in the events that happened last year. Jeff Rees advised that they are unable to give an official apology from the local branch and wasn't aware that the amended protocol hadn't been sent to BTC last year. Alun Williams explained that he wasn't aware of what happened last year, but reassured the committee that the RBL wanted to work towards a successful event this year, as it was possibly one of the biggest in Wales, and as a Civic event it was important Barry Town Council were involved.

Councillors advised that Barry Town Council do not own the locations, but it is an event of historical importance, and respect. The E&E Team Mgr suggested that the matter of apology be taken forward by Nicola,

Alun and the Town Clerk so that the meeting could proceed in working towards planning this years event. Nicola commented that the purpose of this meeting was to try and draw a line under what happened, and ensure that everyone was clear of the roles. Any issues were with individuals rather than RBL as a whole, and these have been dealt with internally. Councillors thanked Nicola for her comments and appreciated that a line should be drawn, but it was important the RBL understood the consequence of the miscommunication, and that Councillors were still receiving abuse. Nicola agreed that Councillors should be protected, but if they were still receiving abuse this was a criminal matter for the police to deal with rather than RBL. Nicola offered her contact details to be shared following the meeting in case there were any issues with RBL members going forward.

The E&E Team Mgr asked those attending if they were happy to move forwards with the event. Councillors suggested that it is looked at year on year, depending on the outcome of each year's event. They suggested that it should be considered if the Mayor requires security due to the high level of threats the previous Mayor received in person and online. Jeff Rees confirmed that the service at the cenotaph will be run as usual by Father Chris with the correct protocol followed. Alun Williams stated he was concerned with what he had heard, and was willing to attend the next RBL Barry meeting to help resolve the matter. Councillors stated that it should be a safe Remembrance Sunday that the people of Barry can feel safe and welcome to attend. The Chair commented it broke her heart not to attend last year, and it was the first year she had missed.

RESOLVED:

- 1. RBL will marshal the parade, and lead the outdoor service.**
- 2. Barry Town Council will lead the event.**
- 3. That the proposed roles and responsibilities (recommendation 1) be adopted by both parties.**
- 4. That members agree the draft event management plan (recommendation 2).**
- 5. The committee members will all support in hand delivering letters to traders and residents regarding road closures at the end of October (recommendation 3) once a date is confirmed.**
- 6. That the Wellbeing Goals Officer work with the RBL to organise the Schools Service at Merthyr Dyfan Cemetery (Recommendation 4), but is to provide feedback directly to the committee on progress.**
- 7. That further meetings regarding Remembrance Sunday are held in full committee, and not a working party (recommendation 5).**

19.

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 additional Extraordinary meetings may be held prior to Remembrance Day – date TBC.

Councillors thanked the E&E Team Mgr for his work for the Council before he leaves for a new position, and commented that there have been a greater number of events that are bigger and better.

Meeting closed at 6:53pm.

Signed (Chairperson) Dated