

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**

#### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 20 JANUARY 2025 AT 7PM**

**PRESENT:** Councillor N Hodges (Chairperson) together with Councillors Aviet, Dancey, EJ Goodjohn, Hennessy and Payne.

**ALSO PRESENT:** Amanda Evans – Facilities and Bereavement Services Manager  
Lyndsey Thomas – Administrator  
Councillor S Hodges – Observer  
Councillor Clarke – Observer

**A130. APOLOGIES FOR ABSENCE**

Cllr McKinney (received after the meeting)

**A131. DECLARATIONS OF INTEREST**

None were received.

**A132. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015  
**RESOLVED:** that the Well-Being of Future Generations (Wales) Act 2015 be received and noted.**

**A133. TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 7 OCTOBER 2024**

**RESOLVED:** that the minutes of the meeting of the Halls, Cemeteries and Community Facilities Committee held on 7 October 2024 be approved and signed as a correct record.

**A134. BUDGET MONITORING REPORT TO 31 DECEMBER 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 December 2024.

The Chair pointed out the report notes a projected net overspend for the year of £27,683 due to income being down, however this could improve, over the next few months before the end of this financial year.

**RESOLVED: that the budget monitoring report for December 2024 be received noting the projected net overspend (deficit for the year) of £27,683 in 2024/25.**

**A135. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL**

**RESOLVED: that the Transfer of Exclusive Right of Burial (1550 – 1570 inclusive) be granted to those named on each transfer request.**

**A136. GRANTS OF EXCLUSIVE RIGHT OF BURIAL**

**RESOLVED: that the Grants of Exclusive Right of Burial (14030 – 14038 inclusive) be granted to those named on the interment forms.**

**A137. NEW HEALTH AND SAFETY FORM**

The Facilities and Bereavement Services Manager told the Committee that the new Health and Safety Form introduced has been designed by looking at previous processes and improving them to show that the Council take their obligations seriously. She said that the form will be used for both the Cemetery and Facilities teams, and is available to all if required.

The Chair said that the form looked good, that it set up the appropriate people for certain responsibilities and would be an ever live and changing document.

**RESOLVED: That the report is received and noted**

**A138. CEMETERY AND FACILITIES UPDATE**

The Facilities and Bereavement Services Manager presented her report detailing the work and updates that have been performed at both

Community Halls and the Cemetery since the last meeting in October to the Committee.

She informed the Committee that the next Tree Survey is due and planned in however, in the recent storm the Cemetery had lost a lot of trees in a concentrated area which is cause for concern around their future stability.

Councillor Hennessy asked if an investigation is being carried out into how deeply the remaining trees are rooted.

The Facilities and Bereavement Services Manager advised that a root depth report is very expensive, but any issues with these trees should be identified in the Tree Survey which should be available 2-3 weeks from the survey date. She added that the Cemetery team or a third party will immediately deal with any risks to the public highlighted in the report.

Councillor Clarke commented that there is no need for a root depth report to be carried out if we are aware of the tree type. The expected root depth can be looked up.

The Chair raised some points from the report. He said that he felt that the receiving of 105 tree saplings was worth a press release as well as the switch to HVO diesel as it shows how well the Council are fulfilling their Corporate Plan.

The Chair asked that a couple of small amendments be made to the Cemetery Events leaflet before it is put into circulation.

He also informed the Facilities and Bereavement Services Manager that he and Councillor S Hodges have extensive research of coxswain Evan Owens that will be beneficial to the planning of the famous history plaque. He said that he will send this over to the team.

The Chair took a moment to thank everyone who had attended the recent candle lighting events at the Cemetery chapel. He said that the event meant that they were able to raise funds for the headstone for Margaret Lindsay Williams for which Dr Johnathan Hicks has been fundraising.

The Chair stated that Dr Hicks has approached him to ask if the fee to erect the memorial could be waived. The Chair said that he fully supports the request as the headstone has been funded by the community. Councillor Hennessy seconded the request.

**RESOLVED:**

- 1) That the report is received and noted.**
- 2) That a press release is issued regarding the 105 saplings received.**

- 3) That a press release is issued regarding the switch to HVO diesel.
- 4) That the Cemetery Events leaflet is amended and then added to the display at the Cemetery.
- 5) That Councillors N & S Hodges supply the office staff with some of their research about coxswain Evan Owens so that a famous person plaque can be drafted.
- 6) That the Acting Chief Officer be requested to consider waiving the memorial fee for the headstone of Margaret Lindsay Williams.

**A139. DATE OF NEXT MEETING**

**RESOLVED:** that the next meeting of the Halls, Cemeteries and Community Facilities Committee will be held on Monday 10 March 2025.

**A140. 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.

**A141. TOWN HALL**

The Committee were presented with a report regarding the tenancy and outstanding maintenance at Town Hall. The Facilities and Bereavement Services Manager was bringing the matter to the Committee's attention for support, as several people have been involved to date, however a number of issues still remain after several years.

Councillor Hennessy asked that as many of the issues raised are basic Health and Safety matters, would our insurance cover if something were to happen.

Councillor Clarke commented that his concern when discussing health and safety is that the obligation is on Barry Town Council as the employer and not the Vale of Glamorgan Council as the landlord. He added that the Chief Officer should look at the lease as a first step, as the document will have it all set out and provide us with information on the way things are to be handled.

Councillor Clarke then suggested the matter should be taken to the legal department of the Vale of Glamorgan Council.

Councillor Payne stated that the Town Hall doors look awful. She suggested that Barry Town Council need to meet with Officers at the Vale of Glamorgan Council to point out these matters and discuss a resolution. She feels that as the Town Hall is in the Town Centre of Barry, the building needs to look the part.

Councillor EJ Goodjohn agreed that the Committee should speak to Officers, check our lease and submit a letter of complaint to the Vale of Glamorgan Council. She added that the Art Central banners on the front of the building look awful and have no helpful information on them anymore.

Councillor S Hodges suggested that Barry Town Council should write to Rob Thomas at the Vale of Glamorgan Council with a list of the issues and he would be able to locate the correct person to assist.

The Chair stated that he does not accept a shortness of funds as an excuse for the matters raised not being dealt with. The Council should expect a certain level of service. He noted that the Art Central banners on the building have been there for approximately eighteen years and need to be removed as they are tatty and faded.

The Facilities and Bereavement Services Manager informed the Committee that the Vale of Glamorgan Council have agreed that Barry Town Council can have the right-hand side, as you look at the building.

The Facilities and Bereavement Services Manager also advised members that Barry Town Council are supposed to have quiet usage of our side of the building, due to the sensitive nature of work that we do.

Councillor Clarke highlighted that further potential problems could occur as Art Central are planning to install a café. He advised again that Barry Town Council examine their lease.

The Facilities and Bereavement Services Manager advised that the lease will be consulted before an email is sent to Rob Thomas, asking that a meeting be arranged.

Councillors N Hodges, Hennessy and EJ Goodjohn all volunteered to participate in any such meeting to meet with officers.

The Chair thanked the Facilities and Bereavement Services Manager for bringing the report and matters raised to the Committee's attention.

**RESOLVED:**

- 1. That members received the report.**
- 2. That the Facilities and Bereavement Services Manager checks Barry Town Council's insurance to confirm what cover there would be if something was to happen due to the Health and Safety problems flagged**
- 3. That the Acting Chief Officer re-examines the lease**
- 4. That a letter of complaint is sent to Rob Thomas at the Vale of Glamorgan Council**
- 5. That a meeting is arranged with Vale of Glamorgan Council officers as well as Councillors N Hodges, Hennessy and EJ Goodjohn**

Meeting Closed at 7:50pm

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