

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 THE GLOBALLY RESPONSIBLE COMMITTEE MEETING HELD ON MONDAY 17 FEBRUARY 2025 AT 7PM

PRESENT: Councillors Clarke (Chairperson), Dancey, Johnson, and Payne.

ALSO PRESENT: Chris Mason – Engagement and Events Team Manager
Amanda Webb – Wellbeing Goals Officer
Joanne John – Engagement and Events Administrator
Councillor S Hodges – Observer

33. APOLOGIES FOR ABSENCE

Councillors Drake and Perkes.

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

None received.

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

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

36. TO APPROVE THE MINUTES OF THE EXTRAORDINARY GLOBALLY RESPONSIBLE BARRY COMMITTEE MEETING HELD ON 11 NOVEMBER 2024.

Members agreed the minutes.

RESOLVED: That the minutes of the Extraordinary Globally Responsible Committee held on 11 November 2024 be approved and signed as a correct record.

37. TO RECEIVE ACTION SHEET UPDATES FROM THE PREVIOUS GLOBALLY RESPONSIBLE BARRY ADVISORY COMMITTEE

Councillor Johnson requested that the action sheets be reviewed to identify outstanding actions that were still relevant, and suggested that this information be discussed at the next meeting.

RESOLVED:

- 1. That the Wellbeing Goals Officer will review the past action sheets and highlight any outstanding relevant actions that are yet to be completed at the next meeting.**
- 2. That members received and noted the report.**

38. BUDGET MONITORING REPORT UPDATE

The Chair asked if the remaining budget will have been used by the end of the financial year. The Wellbeing Goals Officer confirmed that there would be £5430 remaining and the Responsible Finance Officer was aware of this. The Wellbeing Goals Officer confirmed that although there had been plans for a schools' project to utilise some of this budget, there had been no interest from local schools, and she had not received a response from the education contact. The Wellbeing Goals Officer commented that the committee needed to establish what they would like to offer schools going forward, and advised that they often start planning in June / July for the next academic year.

Councillor Johnson asked why there were two separate budgets and questioned if the 'Town Planters' budget should sit within / added to 'Globally Responsibly Barry' main budget. Councillor Johnson also noted there was no Fairtrade spend listed in the budget. The Wellbeing Goals Officer confirmed that this was correct as Fairtrade Refreshments (Tea / Coffee) had already been purchased.

Members agreed that some budget next year will need to be allocated to areas of improvement identified through the Carbon Management Plan (Auditel Report).

RESOLVED: That members received and noted the budget monitoring report.

39. TO DISCUSS THE DEVELOPMENT OF THE GLOBALLY RESPONSIBLE WORKING PARTY FOR TOWN OF SANCTUARY

The Chair advised members that the Vale of Glamorgan Council haven't progressed further with their application to become a County of Sanctuary, but have registered their interest. Councillor Johnson confirmed that the original application was submitted in July 2024, but that may now be out of date. The Wellbeing Goals Officer advised it would be beneficial to understand what they had planned, as staff may be working through issues relating to it. The Wellbeing Goals Officer will contact the Vale of Glamorgan Council for an update.

An initial date for the first meeting of the Working Party for the Barry Town Council application to become a Town of Sanctuary has been set for 13 March 2025.

RESOLVED:

1. That members received and noted the report.
2. That the Wellbeing Goals Officer contact the Vale of Glamorgan Council requesting an update on their application to become a County of Sanctuary.

40. OBJECTIVE FOR WELLBEING GOALS OFFICER

The Chair advised members that the Terms of Reference for this committee are extremely wide ranging, and perhaps the question should be to determine the priorities for the officer. The Engagement and Events Manager clarified that the aim was to discuss how the Wellbeing Goals Officer can support the work of the committee, and what they were hoping to achieve looking into 2026. Councillor Johnson advised there are three main strands as ongoing mission-based issues:

- Fairtrade
- Climate Change
- Town of Sanctuary

Members advised there is already a framework in place. Councillor Hodges advised a number of the strands raised were already embedded within the Council, and suggested that officers should ensure a proper record is kept so we can be confident of continued status with elements such as Fairtrade. Councillor Johnson agreed, and added we needed to ensure we were in line with statutory and regulatory requirements in terms of reporting. Members agreed that key priorities were:

- Maintaining Fairtrade status
- Continuing work towards Town of Sanctuary
- Continuing Climate Change projects

- Improving communication with the public

The Engagement and Events Manager commented this was a helpful start but was concerned that 50% of the budget this year had not been committed, and asked for early thoughts on projects that could make use of this funding. Councillor Johnson clarified that the funds had been originally intended for projects set out in the action plan, including £1000 for Fairtrade, and a Merthyr Dyfan Cemetery awareness project with schools.

The Chair confirmed that the budget can open up prospects for what the committee can achieve. The Chair suggested that perhaps the Wellbeing Goals Officer should be working on specific projects to ensure they can be concluded, rather than trying to work across the range of work covered by the committee. Councillor Hodges commented that members should be mindful of the number of projects given to the staff, and perhaps members should be encouraging external parties to lead on projects (i.e The Green Grant), that Barry Town Council can then assist with. Councillor Hodges noted it was important to help people be able to lead an improved and sustainable lifestyle. Councillor Payne added we should be consulting with the public, and asked whether there is a way this could be incorporated into any work carried out.

The Chair reminded members that P91 of the agenda contained a list of items the committee were looking into, and asked members if they would like to have additional meetings. Councillor Johnson advised there is a date in place for the working party which will cover some of the additional work, but felt that February – May was too much time between meetings.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That an Extraordinary meeting be arranged before May 2025, (date TBC), to consider how the budget can be allocated for the next financial year with members to consider suggestions for projects from both Barry Town Council and external organisations.**
- 3. That the Wellbeing Goals Officer looks at previous public consultations from the last two years for any relevant comments.**

41. AUDITEL UPDATE

The Chair confirmed that the interim Auditel report has been distributed. The Chair noted that wasn't much to learn from it yet, but gave a verbal update that our carbon footprint was looking relatively low. The Chair emphasised the importance of arranging a meeting with Auditel representatives as soon as possible to be able to examine the data. The

Wellbeing Goals Officer confirmed that we should receive verification by 21 March 2025, but we were waiting for some additional information regarding an accurate record of the utility spend at Town Hall from the Vale of Glamorgan Council. This has been delayed due to the necessary contact being on annual leave. The Wellbeing Goals Officer also advised due to the Auditel working hours policy, they could only meet Mon – Fri before 5pm.

Councillor Johnson added it was nice to have received the preliminary report which stated our carbon emissions were 66 tons, and although we are not a direct comparator with a local authority, and would be similar to a small business, the carbon emissions of the Vale of Glamorgan Council are 69,000 tons. Councillor Johnson commented that the full report was important to provide a baseline, but there may be some things that are impossible to reduce, and we would need to look at what could be offset in the future. Councillor Johnson also noted that since the data had been collected there had been some fundamental changes within Barry Town Council, such as cemetery vehicles replaced with electric vehicles. Councillor Johnson felt that it would be interesting to go back through the action plans with the experts, and ask for their guidance in what we should be aiming for.

The Chair agreed with members and suggested we raised the suggestion to swap from gas to electric at Pioneer Hall. The Chair advised members the committee should be fully prepared in order to get the most out of the Auditel meeting.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That a meeting is arranged with Auditel following receipt of the verification report.**
- 3. That the Wellbeing Goals Officer uses the four suggestions detailed in the preliminary report to improve data for 2024.**

42.

FAIRTRADE UPDATE

Councillor Johnson gave a summary of the report, and advised members that the next Fairtrade fortnight will be from 22 September - 5 October 2025. Councillor Johnson suggested that these two weeks be our main focus on Fairtrade for the year, and commented in the past during the fortnight we have held a quiz, coffee morning, attended the football with Fairtrade bananas, and provided hampers as prizes. It was also noted that Barry Town Council uses Fairtrade tea and coffee supplies at functions and events. Councillor Johnson added he would be happy to

contact Fairtrade Wales for a small grant in order to hand out bananas at the end of the Daffodil Dash to participants on 2 March 2025.

Councillor Johnson continued to say that previously members of the committee have been into local schools give talks on Fairtrade, and asked for any comments from Councillor Dancey. Councillor Dancey advised that the curriculum had changed, but schools were still continuing to do a lot of work during Fairtrade fortnight as part of the Humanities curriculum, and often the tea, coffee, snacks supplied at breakfast and after school clubs were Fairtrade products.

Members asked if we could support schools by creating a Fairtrade Information pack. Councillor Johnson advised that this is already available from Fairtrade Wales, but we should look at committee members visiting the schools like previous years. The Chair noted that there are some committee members who are governors of schools, and this could be a suitable way to contact the schools. The Chair also asked if this was being aimed at Primary or Secondary age. Councillor Johnson confirmed talks / projects would usually be aimed at yr 5 and 6.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That members agreed that the Council continue to provide Fairtrade Bananas at various events during the year including the Daffodil Dash event.**
- 3. The Wellbeing Goals Project Officer arrange for a Committee Member to visit various schools during Fairtrade Fortnight to raise awareness of Fairtrade.**
- 4. The Wellbeing Goals Project Officer arrange to contact various Churches in Barry to engage and raise awareness of Fairtrade.**

43. ENVIROMENT (WALES) ACT 2016 – THE BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY – REPORTING, NEW TWEMPLATE

Currently, the Section 6 Biodiversity Report is compiled on an annual basis and published as part of the Annual Report. Having revisited the guidance from Welsh Government, this report is required on a 3- yearly rotation, expected from Dec 2019, then every 3 years thereafter. The next report is therefore due in December 2025. There is also a need to change the format of the current report, to ensure that all relevant information is included.

The Chair queried the decision of Barry Town Council submitting Section 6 Biodiversity reports annually. The Wellbeing Goals Officer confirmed that it was requested by the Chief Officer.

The Wellbeing Projects Officer requested that members agree to delay the production of this year's report to December 2025, to allow for the format changes to be made, and to then submit the report to Welsh Government in line with the expected date of December 2025. A basic report will also be produced for this year's Annual Report and each Annual Report thereafter, to provide residents and councillors with an update on the work carried out during the municipal year, which would then feed into the 3-year report.

The Chair confirmed we should consider using the alternative reporting template as advised by the Wellbeing Goals Officer, and advised this item should be back on the agenda to be reviewed at the beginning of next year.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That members agree to the changes requested, and review this item at the beginning of 2026.**

44. ENGAGING WITH RESIDENTS

Currently, Barry Town Council interacts with residents through Social Media, its Website, and Events held through the year. It has been suggested that an e-newsletter could increase engagement and improve residents' understanding of the work and functions of the Town Council.

Councillor Payne highlighted that the newsletter would be a good way to encourage public understanding of some of the biodiversity schemes, and incorporate explanations of some of the maintenance work carried out at the cemetery that has received negative comments on social media in the past. The Chair highlighted it was an important part of the Terms of Reference to identify ways of working with the public.

The current MailChimp package, which is free, allows a contact list of no more than 500, with the ability to send 1,000 emails (2 x 500) per month. The Chair asked if it would be possible to continue using this free package. The Wellbeing Goals Officer advised that it would be possible but it was very likely we would go over the 500 limit as we already have 344 signed up. Councillor Payne commented that the paid version would be better and provide us with additional features.

The Chair commented that a newsletter would be a good way of highlighted the Council's interests and achievements. Members agreed that a digital newsletter is what we should be doing from a sustainability perspective, but asked if Globally Responsible was the appropriate budget heading to allocate the cost. The Engagement and Events Manager agreed this was a reasonable question, but there may not be room in other allocations for moving the budget at this point in the year.

RESOLVED:

- 1. That members received and noted the report.**

RECOMMENDED:

- 2. Recommend to the meeting of Full Council on 13 May 2025 that members agree to fund the costs to upgrade to the Essentials MailChimp package at a cost of £264 pa (£22 per month) subject to the correct budget allocation being agreed.**

45. KING SQUARE PLANTERS – SPONSORSHIP BY LOCAL BUSINESSES

Barry Town Council currently pay Vale of Glamorgan Council to provide and maintain planters on King Square, at a cost of £8,000 annually. There has been an increasing amount of vandalism and ASB in the Square over the past few months. Vale of Glamorgan Council (VoG) have informed the Acting Chief Officer and Wellbeing Projects Officer that due to the numerous occasions where plants have been pulled out and thrown around the Square by youths, VoG have replanted several times but unfortunately the displays do not look as good as we would wish. Unfortunately, VoG are unlikely to absorb the cost of replanting or replacing plants in forthcoming years if this continues to be a problem.

The committee were asked to consider offering local businesses to sponsor the planters as an advertising opportunity.

Members raised concerns that this was only hypothetical at the moment as new costs have not been confirmed, and should this be taken to the Finance Committee. Concerns were also raised at what material would be used to create the vinyl sticker advertising. Members suggested the Council look into what alternative planter options were available as the current ones have been in place for some time, but also highlighted this was a policing issue, and if the planters were being damaged we should be looking at how to prevent the damage first. Members queried how many planters were covered by the Vale of Glamorgan Council maintenance fee. The Wellbeing Goals Officer will check and confirm. Councillor Johnson asked who was responding to the details received from Vale of Glamorgan Council and felt a wider conversation was required.

The Chair asked if the £8000 fee was good value, and suggested one option to be investigated was if this work could be carried out in-house by our own gardener, but this would need to be considered by the Halls and Cemeteries Committee. The Chair added it would be advisable to include staff thoughts on feasibility, and commented this should be considered irrespective of whether or not the Vale of Glamorgan Council increase the cost. Councillor Johnson added the Senior Leadership

Team should be the first point of contact for feasibility. Members agreed, and added we should consider all options including tendering out to other companies.

RESOLVED:

1. That members received and noted the report.

RECOMMENDED:

2. Recommend to the meeting of the Halls, Cemeteries and Community Facilities Committee being held on 10 May 2025 for members to consider whether the Council has capacity for, and the cost of maintaining the King Square planters in house (to include copy of email received from the VOGC and any alternative options available)

46. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Globally Responsible Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 13 May 2025. However, Councillors agreed that an Extraordinary meeting may be held prior to that – date TBC.

Meeting closed at 8:30pm

Signed (Chairperson) Dated