



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON TUESDAY 17 JUNE 2025 COMMENCING AT 6:00PM 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

A handwritten signature in black ink, appearing to read 'M Sims', written over a horizontal line.

Mark Sims
Acting Chief Officer

MINUTES OF AN EXTRAORDINARY MEETING OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON TUESDAY 15 APRIL 2025 AT 6PM

PRESENT: Councillors Aviet, Collins, Hennessy, S Hodges, Johnson (Chair), Payne and Perkes.

ALSO PRESENT: Chris Mason - Engagement and Events Team Manager
Kathryn Thomas – Office Team Leader
Councillor Clarke – Observer

SL92. APOLOGIES FOR ABSENCE

None received

SL93. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT

None received

SL94. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

SL95. TO APPROVE THE MINUTES OF THE SHOP LOCAL BARRY ADVISORY COMMITTEE HELD ON 21 JANUARY 2025

RESOLVED: That the minutes of the Shop Local Barry Advisory Committee held on 21 January 2025 be approved and signed as a correct record.

SL96. BUDGET MONITORING REPORT TO 31 MARCH 2025

The Engagement and Events Team Manager gave a summary of the report noting that the total spend for the year is £4,148 with a balance of £5,852 dropping back into reserves.

RESOLVED: That members receive and note the report.

SL97. UPDATE ON ACTIONS

Members were provided with an update on the agreed actions since the last Shop Local Barry Advisory Committee meeting on 21 January 2025.

- (i) Several emails have been sent to A Greenfield to request that they return the completed grant monitoring form relating to the Halloween Trail 2024 event. However, to date, no response has been received and therefore we have no accounting records for how the money was spent.

Councillor Perkes said that as we have tried to engage with them via email on several occasions but with no response, should we invite them to come into Town Hall to support them and help them fill in the form.

Councillor Johnson asked members what they thought.

Councillor S Hodges asked what an escalation of this issue looked like. She queried whether this should go to the Finance committee to decide, although she is also happy for officers to invite them in, and at least then we have exhausted all avenues.

Councillor Perkes agreed with Councillor S Hodges.

Councillor Payne said normal practice is firstly to send them a new form, secondly offer support to help them complete the form, and thirdly no further funding is offered.

Councillor Johnson agreed to follow the suggested path with a follow up offer to assist with the completion of the Monitoring Form, and to refer to the next Finance, Policy & General Purposes Meeting so they are formerly aware of the missing Monitoring Form.

- (ii) Nathan Spackman from Bro Radio has returned a completed grant monitoring form relating the Bro Radio Christmas 2024 service.

Councillor S Hodges said that we get really good support from Bro Radio. It is value for money and she would be happy to support them again this year.

- (iii) The Engagement & Events Team Manager contacted the High Street Traders Association regarding the unclaimed grant for Christmas 2024.

The High Street Traders Association confirmed that their contractor was unable to distribute the planned publicity leaflets in the short timeframe, therefore they did not go ahead with the project.

- (iv) The Engagement & Events Team Manager emailed all traders on the council's mailing list on 23 January 2005 to advise them of the availability of grants for use before 31 March 2025.

Unfortunately, no responses, enquiries or applications were received.

- (v) A request has been made for quarterly meetings of the Shop Local Barry Advisory Committee to be scheduled in the 2025/26 municipal year. The schedule of meetings will be formally confirmed at the Annual Meeting on 13 May 2025.

RESOLVED:

- 1. That the report be received and noted.**
- 2. That the Engagement & Events Team Manager send another email to A Greenfield offering support and help to complete the Monitoring Form.**
- 3. That the lack of Monitoring Form be referred to the next meeting of Finance, Policy & General Purposes Meeting, so they are formerly aware of the missing Monitoring Form.**
- 4. The request for quarterly Shop Local Barry Advisory Committee meetings will be formally agreed at the Annual Meeting on 13 May 2025**

SL98.

GRANT APPLICATION SCHEDULE 2025-26

Members were requested to consider grant application windows for the Shop Local Grants which allow for applications to be considered and awarded in good time for key dates.

The grants would be publicised to traders with deadlines to ensure applications are submitted for consideration at committee meetings.

Suggested key dates include Christmas, St David's Day, Easter and School Summer Holidays.

Councillor Johnson said that we have to have a degree of flexibility, but confirmed grant application for any 2025 events to ideally be submitted by July 2025. Grants for activities in Q1 of 2026 would ideally be received by September/October. However, any other applications that come in can be dealt with as and when they are received.

RESOLVED:

- 1. That members receive and note the report.**
- 2. That the availability of Shop Local grants for 2025 events be promoted in May/June to encourage applications ahead of the July meeting.**

SL99. GRANT APPLICATION PROCESS

Members have previously raised concerns about safeguarding at events that are organised by external parties, funded through the Shop Local Grants Scheme.

Councillor Johnson said that we used to have different application forms however they were standardised into one form as members of the public were sending their requests in on the wrong forms.

Councillor Payne said that the Safeguarding Policy should be included in the application form. Those working with young people or vulnerable adults should be using their own safeguarding policy and should have their own DBS checks.

Councillor Johnson confirmed that on the current form, Section 7 refers to Safeguarding, requiring applicants to confirm that they will conform to Barry Town Council's Safeguarding Policy or will provide a copy of their own policy.

All members were happy with the current Grant Application Form.

RESOLVED:

- 1. That members receive and note the report.**
- 2. That the current Grant Application Form be approved for Shop Local Grants.**

SL100. TRADER MEMBERSHIP AND INVOLVEMENT

Members were asked to consider ways to increase trader membership of, and involvement with, the Shop Local Advisory Committee.

Members have previously commented that the ideal situation would be to have a representative from each shopping district attend the committee meetings.

Members have also been informed that some businesses are continuing to contend with post-pandemic recovery and that their available time for activities outside of their core business is limited.

Councillor Collins asked if members have done any work on the training that traders have to do, as this could be considered off-putting.

Councillor Johnson confirmed that traders cannot be members of the Committee until they have completed the Code of Conduct Training, with only six traders having completed their training to date.

The Engagements & Events Team Manager commented that the training for traders might not feel relevant as it is designed specifically for Councillors, and can understand why a trader might not want to do it.

Councillor S Hodges said that we have done Shop Local for a number of years and believe there is nothing else out there for traders to engage with. She suspects that traders are engaging with the Vale of Glamorgan and not Barry Town Council. Traders possibly think that the Vale of Glamorgan Council and Barry Town Council are the same.

Councillor S Hodges suggested contacting the Place Manager (Barry), Mererid Velios, at the Vale of Glamorgan Council to see how we can link in with them and share ideas.

Councillor Perkes agreed and said a face to face meeting with Mererid would be good, and for the Chair to attend one of their trader meetings.

The Engagements & Events Team Manager will contact Mererid Velios to arrange a meeting.

Councillor Aviet asked if Councillors are allowed to go onto the Barry Shop Local Traders discussion group on Facebook. The Engagement & Events Team Manager will look into it.

Councillor Johnson confirmed that traders should come along to engage directly with this committee and lead, rather than Councillors lead. He commented that we are trying to provide money to help their businesses but they don't seem willing to engage.

Councillor Johnson suggested targeting those that have engaged previously, possibly by dropping information around to traders in the form of leaflets telling them about upcoming grants.

Councillor Johnson additionally suggested that officers offer support and guidance to traders in completing the form, and by discussing what could be applied for with interested traders.

RESOLVED:

- 1. That the Engagement & Events Team Manager contact Mererid Velios regarding integrating Shop Local Barry and Placemaking activities, and Councillor Johnson attending one of their Trader meetings.**
- 2. The Engagement & Events Team Manager to offer support and guidance on completing grant application forms where needed.**

SL101. DATE OF NEXT MEETING

The date of the next meeting of the Shop Local Advisory Committee will be agreed at the Council's Annual Meeting on 13 May 2025.

The meeting closed at 6.40pm

Signed Dated
(Chairperson)

FOR INFORMATION ONLY

ACTION SHEET - MEETING OF SHOP LOCAL BARRY ADVISORY COMMITTEE -15 APRIL 25

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
SL 97 1	That the Engagement & Events Team Manager send another email to A Greenfield offering support and help to complete the Monitoring Form.	E&E		Completed - email sent on 24/4/25
SL 97 3	That the lack of Monitoring Form be referred to the next meeting of Finance, Policy & General Purposes Meeting, so they are formerly aware of the missing Monitoring Form	E&E		In Progress
SL 98	That the availability of Shop Local grants for 2025 events be promoted in May/June to encourage applications ahead of the July meeting	E&E		In Progress
SL 99	That the current Grant Application Form be approved for Shop Local Grants	E&E		Completed
SL 100	That the Engagement & Events Team Manager contact Mererid Velios regarding integrating Shop Local Barry and Placemaking activities, and Councillor Johnson attending one of their Trader meetings.	E&E		Completed
SL 100 2	The Engagement & Events Team Manager to offer support and guidance on completing grant application forms where needed.	E&E		In Progress

SHOP LOCAL ADVISORY COMMITTEE	17 JUNE 2025	AGENDA ITEM: 5
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BUDGET MONITORING REPORT 31 MAY 2025

Report Author

Mark Sims, Acting Chief Officer

Attached: A. Budget Monitoring Report May 2025 (1 page)

Purpose of Report

To inform members about the Council's expenditure in the 2025/26 financial year as at the end of May 2025.

Background Information

On the following page is the budget monitoring report May 2025, indicating actual expenditure up to the end of month two in the 2025/26 financial year.

In the 2025/26 budget an amount of £10,000 is included for the Shop Local Advisory Committee.

Members will note that the total spend and committed expenditure to date is £nil with a balance of £10,000 available.

Recommendation

That members receive and note the report.

Shop Local Expenditure Breakdown 2025 / 2026					
Description	Amount	Meeting Date	Minute No.	Approved By	
Spend to Date	-				
Sub Total	-				
Committed to Date					
Total Spend and Committed to Date	-				
Total Spend and Committed from Revenue Budget	-				
<u>SUMMARY</u>					
Budget for Year	10,000.00				
Total Spend and Committed from Revenue Budget	-				
Balance Available	10,000.00				

SHOP LOCAL BARRY ADVISORY COMMITTEE	17 JUNE 2025	AGENDA ITEM: 6
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UPDATE ON ACTIONS

Report Author

Chris Mason – Engagement and Events Team Manager

Purpose of Report

To provide members with an update on agreed actions since the last Shop Local Advisory Committee meeting.

Detailed Information

1. A further correspondence has been sent to A Greenfield to request return of the completed grant monitoring form relating to the Halloween Trail 2024 event, with an offer of assistance to complete the form. To date, the grant monitoring form has not been returned. As agreed at the last meeting, this issue will now be referred to the next meeting of the Finance, Policy and General Purposes Committee.
2. Nathan Spackman has completed the ‘Code of Conduct’ training and can, therefore, now be considered as a full member of this committee.
3. The Engagement & Events Team Manager has liaised with Mererid Velios with regards to the Placemaking Plan for Barry. A meeting with held on 8 May, which was also attended by the Acting Chief Officer, at which the opportunity to link the activities of this committee with Placemaking was included. As work on the plan continues, opportunities for this will be sought. A discussion session for Barry Town Councillors was also held on 9 June.
4. Shop Local Grants will be publicised in the next few weeks, following the end of the application window for other grants. As the schedule of meetings has not fully aligned with the requested dates, any applications will now be considered at the next meeting of the Shop Local Advisory Committee – currently scheduled for 30 September.

Recommendation

1. That members receive and note the report.