CYNGOR TREF Y BARRI
BARRY TOWN COUNCIL

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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 19 OCTOBER 2026 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

Rachel Honey-Jones
Chief Officer

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

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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, EJ Goodjohn, ES 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 Wilkinson has been granted dispensation to speak and vote on matters relating to the Local Development Plan.

   Councillor Wilkinson has been granted dispensation to speak and vote on matters at VOG and BTC meetings where issues are raised (including budgets) relating to Gwenfo and Cadoxton Primary Schools and St Richard Gwyn High School.

   Councillor Johnson has been granted dispensation to speak and vote on matters relating to Arts and Events when being discussed at both VOG and BTC meetings.

   Councillor Johnson has been granted dispensation to allow them to speak and vote on matters relating to Sports Facilities within the VOG when being discussed at both VOG and BTC meetings.

   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 Hennessy has been granted dispensation to speak, vote and remain in meetings when matters relation to Community Centres are to be discussed, and speak only when financial matters relating to Celtic Way Community Centre, Rhoose, are to be discussed at VOG and BTC meetings.

   Councillor EJ Goodjohn has been granted dispensation to speak, vote and remain in meetings when matters relating to Community Centres are to be discussed, and speak only when financial matters relating to Buttrills Community Centre, Barry are to be discussed at VOG and BTC meetings.

   Councillor Brooks has been granted dispensation to speak, vote and remain in meetings of the Vale of Glamorgan and Barry Town Council when matters relating to the Vale of Glamorgan Placemaking Plans are discussed.

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.***

4. Standing Order 3 (o) (To Note)

The use of cameras, camcorders and other recording devices in all Council, Committee and Sub-Committee meetings is expressly forbidden, except for any formal recording of proceedings in accordance with the Council's policy, should the Council instigate such a policy.

5. To approve and sign the minutes of the Full Council meeting held on Monday 27 July 2026

(Pages 3496 - 3500)

6. To receive communications from the Mayor (Verbal)

7. To consider questions from Councillors in accordance with the provisions of Standing Order 3(e)

(none received)

8. 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).

9. To consider motions submitted by Councillors (None received)

MINUTES OF STANDING COMMITTEES AND WORKING PARTIES

10. To receive and note the minutes of the Planning Committee meetings held on 28 July, 2 September, 22 September & 6 October 2026 and to consider any recommendations

(Pages 3501 - 3524)

11. **To receive and note the minutes of the Halls, Cemeteries & Community Facilities Committee meeting held on 7 September 2026 and to consider any recommendations therein**

(Pages 3525 - 3529)

12. **To receive and note the minutes of the Globally Responsible Committee meeting held on 8 September 2026 and to consider any recommendations therein**

(Pages 3530 - 3534)

13. **To receive and note the minutes of the Personnel Committee meeting held on 14 September 2026 and to consider any recommendations therein**

(Pages 3535 - 3538)

14. **To receive and note the minutes of the Finance, Policy & General Purpose Committee meeting held on 12 October 2026 and to consider any recommendations therein.**

(Pages 3539 – 3542)

15. **To receive and note the minutes of the Extraordinary Vibrant Culture Committee meeting held on 5 August 2026 and the Vibrant Culture meeting held on 13 October 2026 (To Follow) and to consider any recommendations therein**

(Pages 3543 – 3545 &To Follow)

FINANCE

16. **To receive Budget Monitoring Report to 30 September 2026**

(Pages 3546 - 3550)

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

GOVERNANCE

17. **Schedule of Meetings 2026/27** **(Page 3551)**

18. **Council and Committee Reports and Minutes** **(Page 3552)**

19. **Exclusion of Public and Press for Confidential Matters / Standing Orders 3 (F)**

(Pages 3553 - 3554)

20. **Review of Meeting Arrangements for Committees and Full Council**

(Pages 3555 - 3561)

21. Recording of Council and Committee Meetings

(Pages 3562 - 3568)

22. <u>Date of Next Meeting</u>

The next scheduled meeting of the Full Council will be held on Monday 14 December 2026.

23. 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.

24. Upgrade of Council Chamber Audio Visual and Meeting Technology Infrastructure

(Pages 3567 - 3592)

25. Appointment of Grievance Panel **(Pages 3593 - 3598)**

26. Heritage Centre Phase 2 Update **(Pages 3599 - 3615)**

<u>Distribution</u>

The Mayor (Councillor Sian Thomas) 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.

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 MEETING OF FULL COUNCIL HELD ON MONDAY 27 JULY 2026 AT 7:02PM

PRESENT: The Mayor (Councillor Thomas) together with Councillors Aviet, Ball, Brooks, Clarke, Charles, Collins, Davies-Powell (joined at 7.27pm), Drake, Hennessy, N Hodges, S Hodges, Iannucci-Williams, Johnson, McKinney, Payne, Perkes, Wilkinson and Wiliam.

ALSO PRESENT:

Rachel Honey-Jones	Chief Officer
Mark Sims	Deputy Chief Officer
Courtney Parker	Administrator

792. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Dancey.

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

Councillors Iannucci-Williams and William submitted a declaration of interest in item 20 – Vale of Glamorgan Council Task and Finish Review Invite.

Councillors Charles and Hennessy joined the meeting at 7.04pm

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

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

795. **STANDING ORDER 3(o)**

RESOLVED: That Standing Order 3(o) be received and noted.

796. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 29 JUNE 2026**

RESOLVED: That the minutes of the Meeting of Full Council held on 29 June 2026 be approved and signed as a correct record.

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

The Mayor reported on the 11 events she had attended throughout July, including the Barry Male Voice Choir performance, the Mayor's Coffee Afternoon at Pioneer Hall, Glastonbarry Juniors, the Bollywood Night, Cadstock, and many other community events. She commented that each event had been thoroughly enjoyable and that it had been an honour to attend and support such a wide range of local activities.

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

None received.

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

None Received.

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

None Received.

801. **TO RECEIVE AND NOTE THE MINUTES OF THE VIBRANT CULTURE COMMITTEE HELD ON 6 JULY 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Vibrant Culture Committee meeting held on 6 July 2026 be received and noted.

802. **TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 30 JUNE 2026 AND 14 JULY 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Planning Committee meetings held on 30 June 2026, and 14 July 2026 be received and noted.

803. **TO RECEIVE AND NOTE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES MEETING HELD ON 20 JULY 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED: That the minutes of the Finance, Policy & General Purposes meeting held on 20 July 2026 be received and noted.

804. **TO RECEIVE A BUDGET MONITORING REPORT TO 30 JUNE 2026**

RESOLVED: That the Budget Monitoring Report to 30 June 2026 be received and noted.

805. **TO APPROVE THE SCHEDULE OF PAYMENTS FOR JULY 2026**

The Deputy Chief Officer gave a brief update on the report.

RESOLVED: That the Schedule of Payments for July 2026 be approved.

806. **SCHEDULE OF MEETINGS 2026/27**

The Chief Officer informed Members that the current schedule of meetings includes the Planning Committee meeting for 1 September 2026. As this follows the Bank Holiday Monday, the meeting has been rescheduled to Wednesday, 2 September 2026, with the agreement of the Chair of the Planning Committee.

Councillor S Hodges noted that Planning Committee meetings are usually held on a Tuesday. However, she acknowledged that the October meeting is currently scheduled for Wednesday, 28 October, and confirmed that she is happy for it to remain as scheduled.

Councillor Brooks commented that the Finance, Policy and General Purposes Committee meeting scheduled for 7 December 2026 clashes with the Vale of Glamorgan Council Full Council meeting.

Councillor Johnson also noted that the Full Council meeting in February is currently scheduled for Tuesday, 16 February, whereas Full Council meetings are usually held on a Monday.

The Deputy Chief Officer advised that the Finance, Policy and General Purposes Committee meeting scheduled for 7 December 2026, together with the Full Council meeting scheduled for 16 February 2027, will be reviewed and any proposed amendments brought back for consideration at the next Full Council meeting on 19 October 2026.

RESOLVED:

1. **That the rescheduling of the Planning Committee meeting from Tuesday, 1 September 2026, to Wednesday, 2 September 2026, be noted and approved.**
2. **That the Planning Committee meeting scheduled for Wednesday, 28 October 2026, remain unchanged.**
3. **That the Deputy Chief Officer review the dates of the Finance, Policy and General Purposes Committee meeting in December**

2026 and the Full Council meeting in February 2027 to resolve the identified scheduling conflicts, and report back with recommendations to the Full Council meeting on 19 October 2026.

807. **BARRY YOUTH COUNCIL**

RESOLVED:

1. **That Members received and noted the report regarding the change of Link Councillor arrangements for Barry Youth Council.**
2. **That Members agreed to the resignation of Councillor Ewan Goodjohn as Link Councillor for Barry Youth Council.**
3. **That Members approved the appointment of Councillor Emma Goodjohn as the new Link Councillor for Barry Youth Council.**

808. **PLANNING COMMITTEE**

The Leader informed members that Councillor Aviet would be unable to continue as a member of the Planning Committee due to being a member of the Vale of Glamorgan Council Planning Committee.

Councillor Brooks suggested that Councillor Aviet be removed from the Planning Committee and that the position remain vacant for the time being.

RESOLVED: That Councillor Aviet be removed from the Planning Committee and that the position remain vacant for the time being.

809. **DATE OF NEXT MEETING**

RESOLVED: The next scheduled meeting of the Full Council will be held on Monday 19 October 2026.

810. **EXCLUSION OF PRESS AND 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 be excluded from the remainder of the meeting.

811. **CEMETERY REVIEW JULY 2026**

The Chief Officer provided an update on the Cemetery Review report and highlighted the proposed recommendations to strengthen the service, improve operational resilience, and support the ongoing delivery of cemetery services.

Members discussed the recommendations and welcomed the work undertaken by the Cemetery Review Working Party. The importance of maintaining service standards, including Green Flag status, was acknowledged.

The Chief Officer confirmed that further information would be shared with Members and advised that an organogram would be presented to the next Personnel Committee meeting.

Members supported the recommendations contained within the report.

RESOLVED:

1. **That Members received and noted the contents of the report.**
2. **That Members approved the recruitment of two full-time Cemetery Operatives on SP5-6.**
3. **That Members approved the formalisation of the current step-up Sexton roles into substantive Sexton positions.**
4. **That Members agreed the expenditure of £40,470 with funding provided from the General Reserve.**
5. **That Members supported the continued development and resourcing of the Cemeteries Service to maintain Green Flag status, protect ICCM Silver accreditation, and support progression towards ICCM Gold Standard.**

Councillor Davies-Powell joined the meeting via Zoom at 7.27pm.

812. **VALE OF GLAMORGAN COUNCIL'S PLACE SCRUTINY COMMITTEE'S TASK AND FINISH REVIEW INVITE**

Councillor Johnson commented that, as the Place Scrutiny Committee Task and Finish Group is involved with beaches and coastal resorts, it would be appropriate for a Councillor representing the ward covering that area to be nominated. He therefore nominated Councillor S Hodges.

Councillor N Hodges seconded the nomination of Councillor S Hodges.

RESOLVED: That Members considered the information provided and appointed Councillor S Hodges as the elected Member representative to attend the Vale Council's Place Scrutiny Committee's Task and Finish Group.

The meeting closed at 7.28pm

Signed ……. Dated……
(Town Mayor)

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—

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BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 28 JULY 2026 AT 7:00PM

PRESENT: Councillor S Hodges (Chair) together with Councillors Ball, E S Goodjohn and Hennessy

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Courtney Parker – Administrator
Councillor Clarke – Observer
Councillor N Hodges – Observer

PL572. **APOLOGIES FOR ABSENCE**

Apologies received from Councillors Collins, E J Goodjohn and Thomas.

PL573. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

Councillor E S Goodjohn declared an interest regarding item 9 Premises Licence Application received due to being a member of the Vale of Glamorgan Council's Licencing Committee.

PL574. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL575. **STANDING ORDER 3(O)**

RESOLVED: That Standing Order 3(o) be received and noted.

PL576. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 30 JUNE 2026 AND 14 JULY 2026**

RESOLVED: That the minutes of the Planning Committee meetings held on 30 June 2026 and 14 July 2026 be approved and signed as a correct record.

PL577. **TO CONSIDER PLANNING APPLICATIONS**

a) **Planning Application No. 2026/00443/FUL**
Location: 1 St Oswald's Road, Barry
Development: Retrospective planning for rear dormer loft conversion

RESOLVED: No objection

b) **Planning Application No. 2026/00528/RG3**
Location: Porthkerry Country Park, Cafe, Barry.
Development: Single storey side extension and decking to the front with alterations

RESOLVED: That No objection raised to the application in principle. However, the Committee considered that the proposed development would represent the maximum extent of development considered appropriate for the property.

c) **Planning Application No. 2026/00464/FUL**
Location: 15 Island View, Barry
Development: Internal alterations to form accessible bedrooms and related facilities and a single storey extension

RESOLVED: No objection

d) **Planning Application No. 2026/00468/ADV**
Location: Barry Island Railway Station, Station Approach Road, Barry
Development: 65" Digital Posters (D6 Screen) for the display of rail information and adverts

RESOLVED: No objection

e) **Planning Application No. 2026/00470/FUL**
Location: Broad Island House, 21, 22, 24 and 25 Broad Street, Barry
Development: Change Of Use, 21, 22, 24 and 25 Broad Street, Barry, CF62 7AD of existing Retail Units from assumed Use Class A1 to Use Class D1 to provide Day Care Facility

Councillor Ball commented that the property had been empty for a long time and considered the proposed development to be a good idea, provided the works are carried out correctly.
The Chair expressed concerns that the proposed development appeared to be of a significant scale and questioned whether it was achievable.

The Chief Officer presented the plans to the Committee.

Councillor Hennessy expressed his concerns about potential parking issues.

Councillor N Hodges suggested that the best option would be for the Vale of Glamorgan Council to undertake a viability study.

RESOLVED:

1. **That no objection is raised to the application in principle.**
2. **That the Committee requests the Case Officer to ensure that the proposal fully complies with the requirements of Policy MG14 – Non-A1 Retail Uses within Town and District Retail Centres, including consideration of the impact on the role and function of the retail centre and compliance with the policy's criteria.**
3. **That the Committee recommends the Vale of Glamorgan Council undertake a viability study to assess the long-term sustainability and feasibility of the proposed use.**

f) Planning Application No. 2026/00476/FUL
Location: 36 Guthrie Street, Barry
Development: Single Storey Side Extension and internal alterations

RESOLVED: No objection.

g) Planning Application No. 2026/00479/FUL
Location: 35 Treharne Road, Barry
Development: Front Entrance Access Ramping Scheme

The Chief Officer presented the plans to the Committee.

RESOLVED: No objection.

h) Planning Application No. 2026/00490/FUL
Location:2 Tan Y Fron, Barry
Development: Single and two storey extensions to the side and rear, including external and internal material alterations

The Chair commented that the properties within the surrounding area were all different in character and considered that a precedent had already been set.

RESOLVED: No objection.

i) Planning Application No. 2026/00481/HAZ

Location: Dow Corning, Cardiff Road, Barry
Development: Changes in the substances stored on site and the quantities present within existing storage infrastructure

Councillor Clarke commented on the limited information that had been provided. He noted that it appeared Dow may be producing chemicals that had previously been imported and questioned why the original source had ceased supplying them, asking whether this could be due to safety concerns, including potential biohazards. He stated that the three chemicals listed were all highly hazardous.

Councillor Clarke also raised concerns that no clear information had been provided regarding the anticipated quantities or frequency of deliveries of these chemicals, questioning why this information was considered commercially sensitive. He noted that one of the chemicals listed was subject to significant concern within the EU.

Councillor Clarke reiterated that his main concern was the lack of information provided. He stated that Members could not comment fully without the necessary expertise and advised that he had prepared a statement on behalf of Barry Town Council setting out some of the outstanding queries, which he read as follows:

“Barry Town Council is not satisfied that sufficient information has been provided demonstrating how the Local Planning Authority's duties under Section 6 of the Environment (Wales) Act 2016 have been discharged. The Council requests clarification as to whether the proposal has been assessed against current Welsh Government policy relating to Net Benefit for Biodiversity and ecosystem resilience, including consideration of risks to coastal habitats, marine environments, the local site, and ecological receptors arising from accidental release, fire or contaminated runoff.

We cannot see compliance with the Planning (Hazardous Substances) (Wales) Regulations 2015. In particular, we would like to see the result of any consultation with the Health and Safety Executive, consideration of the hazards and risks arising from the substances, an assessment of the location and surrounding land uses, and consideration of the likely consequences of a major accident.

We would also like to see how the Local Planning Authority has assessed the proposal against the Well-being Goals, particularly as any pollution appears likely to have long-term implications.
In view of the potential for environmental impact, Barry Town Council needs to see the more technical responses, including, but not limited to, those from the Health and Safety Executive and Natural Resources Wales.

Barry Town Council reserves its right to make further representations after the Local Planning Authority has completed its duties and other consultees have had a realistic opportunity to respond.”

The Chair thanked Councillor Clarke for his comments, adding that once further information had been obtained from the applicant, the Committee would be in a better position to reach a decision. The Chair also requested that the applicant's response be provided in an easy-to-read format for better understanding. She further raised concerns about the potential impact of lorry movements on local residents, questioning why information on the expected number of deliveries could not be made public and why this was considered commercially sensitive.

The Chief Officer raised concerns regarding the proposed development being located within a heavily built-up residential area. She questioned what protocols would be in place in the event of an incident and what measures would be taken to protect and inform members of the public and residents in the immediate surrounding area.

RESOLVED:

1. **That further information and clarification be requested from the Local Planning Authority and the applicant in relation to the matters raised in Councillor Clarke's statement, including compliance with Section 6 of the Environment (Wales) Act 2016, Welsh Government policy relating to Net Benefit for Biodiversity and ecosystem resilience, and potential risks to coastal habitats, marine environments, the local site and ecological receptors arising from accidental release, fire or contaminated runoff.**
2. **That clarification be provided regarding compliance with the Planning (Hazardous Substances) (Wales) Regulations 2015, including the outcome of any consultation with the Health and Safety Executive, consideration of the hazards and risks associated with the substances, an assessment of the site location and surrounding land uses, and the potential consequences of a major accident.**
3. **That further information be provided on how the proposal has been assessed against the Well-being Goals, particularly in relation to any potential long term environmental impacts.**
4. **That the Committee requests sight of the relevant technical responses and consultation comments from the Health and Safety Executive, Natural Resources Wales and any other relevant consultees.**
5. **That the applicant be requested to provide a clear, concise and easy to read response addressing the concerns and queries raised by the Committee, to enable Members to fully understand and consider the information provided.**

6. **That clarification be sought regarding the expected number and frequency of lorry movements associated with the proposal, including why this information is considered commercially sensitive and the potential impact on residents.**
7. **That clarification be sought regarding the protocols and emergency procedures that would be in place in the event of an incident at the site, including measures for protecting the public and residents in the surrounding residential area, and the procedures for communicating with and informing members of the public and affected residents in the event of an emergency.**
8. **That Barry Town Council reserves the right to make further representations once the requested information has been provided and the Local Planning Authority and relevant consultees have completed their consideration of the proposal.**

PL578. **TO CONSIDER TABLED APPLICATIONS**

None Received.

PL579. **LOCAL PLANNING AUTHORITY DECISIONS**

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

The chair moved agenda item 9 to the last item.

PL580. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None Received.

PL581. **EAST QUAY DEVELOPMENT, BARRY WATERFRONT, BARRY - RESPONSE**

None Received.

PL582. **DATE OF NEXT MEETING**

The date of the next Planning Committee is scheduled for Wednesday 2 September 2026.

Councillor E S Goodjohn left the meeting at 7:37pm

PL583. **NOTIFICATION OF PREMISES LICENCE APPLICATIONS**

Applicant – Shell UK Oil Products Limited - Shell Barry, Weycock Cross, Port Road, Barry, Vale of Glamorgan, CF62 7LT

RESOLVED: No objection.

Meeting closed at 7:37 pm.

Signed……. (Chairperson) Dated……..

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BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 2 SEPTEMBER 2026 AT 7:00PM

PRESENT: Councillor S Hodges (Chair) together with Councillors Ball, Collins, and Hennessy

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Kathryn Thomas – Executive Support Lead
Councillor Clarke – Observer
Councillor N Hodges – Observer
Councillor Johnson – Observer
Mr Colin Locke – Member of Public

PL584. **APOLOGIES FOR ABSENCE**

Apologies received from Councillor EJ Goodjohn

PL585. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

None received

PL586. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL587. **STANDING ORDER 3(O)**

RESOLVED: That Standing Order 3(o) be received and noted.

PL588. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 28 JULY 2026**

RESOLVED: That the minutes of the Planning Committee meetings held on 28 July 2026 be approved and signed as a correct record.

PL589. **TO CONSIDER PLANNING APPLICATIONS**

a) Planning Application No. 2026/00545/FUL
Location: 232 Holton Road, Barry
Development: Change of use of Flat 1 from office space back into a residential flat as before. There will be no structural changes to the property.

Councillor S Hodges thanked Mr Colin Locke who attended the meeting as a member of the public regarding this property. Councillor S Hodges asked Mr Locke to address the committee in relation to this application.

Mr Locke currently lives at 35 Lower Morel Street, Barry and has resided there for the past 6 and a half years. He would like to strongly object to the plans as they have a direct line of sight into his kitchen and backdoor / outdoor space.

Mr Locke showed councillors detailed photographs showing the lack of privacy if the planning application was granted. It is already having a detrimental effect on his and his family's health, should the plans be approved, this would significantly worsen if the proposals were approved and the property was tenanted 24 hours a day. Mr Locke pointed out how overlooked his home is, with the ability to see directly into his kitchen from the back of the proposal. Further, the back door of the proposals is currently being used as a fire escape but owing to lack of outdoor space the flat room would undoubtably be used by tenants as outdoor space therefore directly above Mr Locke's kitchen and own outdoor space.

Councillor S Hodges thanked Mr Locke for coming and asked the Chief Officer to present the plans to the Committee on screen.

Councillor Collins supported Mr Lockes concerns and stated that we should consider the privacy issues.

Councillor S Hodges stated that the plans as submitted to the Vale of Glamorgan Council do not reflect the realistic nature of property in the plans. The plans submitted are misleading owing to the size of the windows therefore are not to scale.

Councillor Johnson noted that the overlooking of the property onto Mr Locke's home. Further, Councillor Johnson is concerned at the lack of amenities space afforded to a residential dwelling.

The Chief Officer commented that as the planning use is currently for office space that the Vale of Glamorgan's consideration could potentially be that Mr Locke's property is already overlooked, as there are no structural changes taking place just a change of use application.

Councillor S Hodges concluded that Committee could appreciate the difficulties that Mr Locke is having. Councillor S Hodges reiterated that the submitted plans do not seem accurate, and thanks Mr Locke for

providing comprehensive photographs to highlight the reality of the issue. Councillor S Hodges also noted that Councillor Johnson has made a strong point regarding the lack of amenities.

RESOLVED: Strong objection, due to the lack of amenities space, the lack of privacy and the lack of parking.

b) **Planning Application No. 2026/00297/FUL**
Location: 20 Coed Bach, Barry.
Development: Ground floor rear and side extension

RESOLVED: No Objection

c) **Planning Application No. 2026/00485/FUL**
Location: The Old Chapel, College Fields Place, Barry
Development: Replace the current unstable garden/driveway wall to match existing appearance using red imperial bricks. Resurface the current asphalt driveway with a permeable resin-bound surface.

RESOLVED: No objection however, as it is a Grade II listed building, expect the building work to be of an extremely high standard finish with suitable Heritage trades company undertaking the work.

d) **Planning Application No. 2026/00507/FUL**
Location: 2 The Parade, Barry
Development: Installation of roof windows

RESOLVED: No objection

e) **Planning Application No. 2026/00515/FUL**
Location: 56 Port Road East, Barry
Development: Roof to existing is to be removed and replaced with new extension at first floor level. A new two storey extension is to be constructed to the rear of the property. Existing detached garage to be removed from rear garden and existing soft/hard landscape areas to be re-configured with inclusion of new swimming pool.

The Chief Officer presented the plans to the Committee.

Councillor Hennessy expressed concerns regarding the size and scale of the proposed development, commenting that it appeared excessively large and out of keeping with its surroundings.

Councillor Collins stated that the proposed two-storey development was excessive.

Councillor S. Hodges asked whether Members minded changing the committee's position from no objection to objection. Members agreed.

RESOLVED: Objection on the proposed scale of the extension.

f) **Planning Application No. 2026/00552/FUL**
Location: Land at Pencoedtre Park, St Brides Way, Barry
Development: Construction of toilet block and associated works

RESOLVED: No objection.

g) **Planning Application No. 2026/00557/FUL**
Location: 20 Sycamore Crescent, Barry
Development: Demolition of the existing porch and removal of the hedgerow, with a new porch and extension of the existing hardstanding to the front of the property. Demolition of existing conservatory to the rear of the property. Replacement doors and windows throughout the property.

RESOLVED: No objection but would like the hedgerow to be retained due to Paragraph 6.4.5 of Planning Policy Wales (Edition 12, 2024) states that "Planning authorities must seek to maintain and enhance biodiversity in the exercise of their functions. This means development should not cause any significant loss of habitats or populations of species, locally or nationally and must provide a net benefit for biodiversity……".

h) **Planning Application No. 2026/00542/FUL**
Location: 21 St Andrews Road, Barry
Development: Proposed single storey, flat roof porch to front, and two storey, pitched roof, side extension all finished to match existing.

RESOLVED: No objection.

i) **Planning Application No. 2026/00187/FUL**
Location: 9 Plymouth Road, Barry
Development: Roof terrace to existing structure

RESOLVED: No objection in principle however committee has concerns about privacy.

j) **Planning Application No. 2026/00581/FUL**
Location: 28 Baruc Way, Barry
Development: Conversion of existing integral garage to habitable room. Garage door replaced with window

RESOLVED: **No objection.**

k) **Planning Application No. 2026/00594/FUL**
Location: 25 Westward Rise, Barry
Development: First floor extension at rear of the property sitting on a previous ground floor extension, to provide additional bedroom space

RESOLVED: No objection.

l) Planning Application No: 2026/00597/FUL
Location: 190 Colcot Road, Barry
Development: Demolish existing rear conservatory, construct new single storey, pitched roof kitchen extension. Construct a new garage and garden room on site of existing (previously demolished) garage.

RESOLVED: No objection

m) Planning Application No: 2026/00481/HAZ
Location: Dow Corning, Cardiff Road, Barry
Development: Changes in the substances stored on site and the quantities present within existing storage infrastructure

Councillor S. Hodges noted that the Committee had previously considered the application and had requested further information. Councillor S Hodges advised that this information had not been provided and that the reason for the current application related to a change in the storage area used by Dow, rather than any new considerations.

Councillor Clarke stated that, having reviewed the relevant regulations, he found the application process and associated documentation somewhat unclear. He expressed concerns regarding the limited information provided and advised that Members were unable to comment fully on the proposal without the necessary technical expertise.

Councillor S. Hodges reiterated that additional information was required before Members could make an informed assessment of the application.

Councillor Clarke advised that his response would include reference to information available on the applicant's website relating to the chemicals involved and noted that Health and Safety officers were also considering the preparation of a report. He further commented that the potential effects of hazardous chemicals appeared to be considered by the Health and Safety Executive primarily in relation to workers on site and raised concerns regarding the potential impact on residents living in the surrounding area in the event of an accident.

Councillor N. Hodges suggested that if Members had legitimate concerns regarding the proposal, they should consider submitting an objection to enable the Vale of Glamorgan Council to undertake further consideration of those concerns.

The Chief Officer highlighted the importance of ensuring the safety of Barry residents and sought clarification as to whether any

environmental assessments had been undertaken as part of the application process.

RESOLVED: Strong objection was raised based on the lack of information and lack of answers. We are also concerned about the safety of residents and the local environment.

PL590. **TO CONSIDER TABLED APPLICATIONS**

None Received.

PL591. **LOCAL PLANNING AUTHORITY DECISIONS**

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

PL592. **NOTIFICATION OF A PREMISES LICENCE REVIEW**

None Received.

PL593. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None Received.

PL594. **DATE OF NEXT MEETING**

The date of the next Planning Committee is scheduled for Tuesday 22 September 2026.

Meeting closed at 7:56 pm.

Signed……. (Chairperson) Dated……...

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 seven 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 PLANNING COMMITTEE HELD ON TUESDAY 22 SEPTEMBER 2026 AT 7:00PM

PRESENT: Councillor S Hodges (Chair) together with Councillors Ball, EJ Goodjohn, ES Goodjohn and Hennessy.

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Courtney Parker – Administrator
Councillor N Hodges – Observer
Michael Goode – Member of the Public

PL595. **APOLOGIES FOR ABSENCE**

Apologies received from Councillor Collins.

PL596. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

None received

PL597. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL598. **STANDING ORDER 3(O)**

RESOLVED: That Standing Order 3(o) be received and noted.

PL599. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 2 SEPTEMBER 2026**

RESOLVED: That the minutes of the Planning Committee meeting held on 2 September 2026 be approved and signed as a correct record.

PL600. **TO CONSIDER PLANNING APPLICATIONS**

The Chair brought agenda item 6f forward.

f) Planning Application No. 2026/00627/FUL
Location: 128 Colcot Road, Barry
Development: Demolition of the existing garage and the construction of an additional floor above the existing ground floor accommodation to create a two-storey family dwelling.

Mr Goode who lives at 130 Colcot Road raised concerns regarding the scale and massing of the proposed two-storey dwelling, which he considered overbearing and out of keeping with neighbouring properties. He referred to potential overshadowing, loss of daylight and overlooking of neighbouring gardens and driveways and noted that no neighbourhood survey had been submitted.

Mr Goode questioned whether the proposed four-bedroom dwelling, with its number of bathrooms and facilities, could place additional pressure on existing water and sewage infrastructure owing to the current dwelling servicing a two-bedroom, one-bathroom bungalow therefore the infrastructure could be overwhelmed; and asked whether Welsh Water had been consulted.

Mr Goode also raised concerns regarding the removal of the garage, the increase in the property's footprint and the potential impact on neighbouring properties. Mr Goode referenced a previous application for a sixteen-bed care home from the same applicant for the same site, expressing concern that the current proposal could subsequently be converted to a care home noting the applicant already has another care home in the vicinity. He requested that consideration be given to restricting any future change of use. He also raised concerns regarding additional parking and congestion on Colcot Road.

Mr Goode also expressed concerns regarding the lack of information relating to bats and other protected species within the Green Infrastructure Statement. He noted the absence of a bat survey or ecological assessment and questioned whether a preliminary roost assessment and appropriate mitigation measures should be undertaken.

Mr Goode also presented objections on behalf of Sue and Bill Thomas, residents of 126 Colcot Road, reading out a statement they had prepared. Mr & Mrs Thomas raised concerns regarding the impact of the proposed two-storey dwelling on their bungalow, noting that the property was approximately 4.5 metres from their front door and driveway. They considered the development would create a more enclosed and imposing environment and have a significant impact on their outlook and privacy.

They highlighted that their lounge, dining room and conservatory face the proposed development and asked that consideration be given to

daylight, sunlight, overshadowing, access and privacy, rather than treating the proposal simply as an additional storey.

They also raised concerns regarding the scale and intensity of the development, noting the provision of four bedrooms, five bathrooms, a separate TV room and substantial living and dining accommodation. They considered the proposal out of character with the immediate residential area and larger than nearby two-storey properties, particularly as the existing bungalow forms the end of a row of bungalows before the character of Colcot Road changes to two-storey housing.

Mr Goode further highlighted that the proposed development was having an impact on Sue and Bill Thomas, who are already living with serious health conditions. They expressed concern that the potential loss of privacy, increased sense of enclosure, overshadowing and changes to their outlook could have a detrimental effect on their health and wellbeing.

The Chair requested the to see the proposed plans.

The Chief Officer presented the plans to the committee.

Councillor Hennessy informed the Committee that he had already spoken with neighbouring residents who had raised concerns regarding the proposed development. He summarised the concerns raised, including the size and appearance of the proposed dwelling, which was considered not to be in keeping with the character of the area, privacy concerns, including overlooking of neighbouring properties, potential impacts on bats and other wildlife, parking concerns and drainage and sewage concerns.

Councillor Hennessy also raised concerns regarding whether Welsh Water had been consulted in relation to the increased capacity that would result from the proposed development.

On these grounds, Councillor Hennessy wished to raise a strong objection to the application.

The Chair commented that the scale and internal arrangement of the proposed development appeared more appropriate for a C2 use rather than a C3 use.

The Chief Officer stated that she agreed with the concerns raised by Councillor Hennessy, adding that sewage capacity was a significant concern.

Councillor N Hodges commented that, if the application were to be approved, it should be remembered that the development should not be used as a means of creating a care home.

RESOLVED: Strong objection, due to the scale and appearance of the proposed development being out of keeping with the character of the area, privacy and overlooking concerns, potential impacts on bats and wildlife, inadequate parking provision, drainage and sewage concerns, and concerns regarding whether Welsh Water has been consulted in relation to the increased capacity required by the development. Members also expressed concern that, if approved, the development could potentially facilitate a future change of use or expansion into a care home, and that this could amount to the development being progressed by "stealth" without the full implications of such a use being properly considered through the planning process.

The Chair paused the meeting.

The Chief Officer, Administrator and Mr Goode left the meeting at 7:19pm.

The Chief Officer and Administrator rejoined the meeting at 7:22pm.

The Chair resumed the meeting.

a) Planning Application No. 2026/00447/FUL
Location: 26 Wynd Street, Barry
Development: Retrospective application to replace existing slate roof in poor condition and install 13 no. solar panels, integrated into new slate roofing, panels to be situated on front and rear pitched roof surfaces

RESOLVED: No Objection.

b) Planning Application No. 2026/00559/LBC
Location: Docks Office, Subway Road, Barry
Development: Replace modern rooflights; roof weathering improvements; roof access improvements; localised window renewals; minor localised internal layout alterations; partial mechanical, electrical & (above ground) plumbing (MEP) renewal; new PV installation to inner roofs; fire safety upgrading works; replacement of defective window lintels to WC Block and investigation of a Main Block window head; other/associated minor alterations as part of the refurbishment of the building and the site.

The Chief Officer presented the plans to the Committee.

The Chair commented that the Committee had previously raised no objection to the application, subject to the appearance being satisfactory.

Councillor Hennessy commented that a modern appearance should be avoided due to the building being listed, as modern alterations could negatively impact and detract from the character of the building.

The Chair suggested strengthening the Committee's previous comments to emphasise that the proposed materials and alterations should be in keeping with the listed building, with a suitable finish and appropriate materials.

RESOLVED: No objection, subject to the Conservation Officer being satisfied that the proposed materials, finishes and alterations are in keeping with the character of the listed building and that suitable and appropriate materials are used throughout.

c) Planning Application No. 2026/00588/HAZ
Location: Navigator Terminals Windmill, Hayes Road, Barry
Development: Application to vary the Hazardous Substance Consent for Navigator Terminals Windmill (1997/01187/HAZ)

RESOLVED: The Town Council has considered application 2026/00588/HAZ. Given the specialist nature of hazardous substance consents, the Council would ask that the application is considered in accordance with the advice of the relevant statutory consultees, particularly the Health and Safety Executive and Natural Resources Wales, and that any concerns they identify are fully addressed before consent is granted.

d) Planning Application No. 2026/00607/FUL
Location: 117 High Street, Barry
Development: Mixed-use conversion retaining a ground-floor commercial unit, creating one C3 studio and one four-person C4 HMO with new rear dormer and external staircase.

The Chair commented that there appeared to be limited visual change to the front of the property, with the majority of the proposed development being to the rear.

Councillor Ball commented that it would be positive to see the property brought into use, however, has concerns regarding the scale of the proposed development compared to the size of the property, as well as parking provisions
.
Councillor Hennessy stated that he had concerns regarding potential overlooking of neighbouring properties to the rear.

The Chief Officer also raised concerns regarding the accessibility of the proposed development.

RESOLVED: Objection, due to concerns regarding overlooking of neighbouring properties, the overbearing nature and scale of the proposed development, parking provision, the proposed external staircase, potential drainage issues, the visual impact of the development, and concerns regarding accessibility and the potential implications for persons with protected characteristics under the Equality Act 2010.

e) **Planning Application No. 2026/00615/FUL**
Location: 82 Woodlands Road, Barry
Development: Proposed single-storey rear extension with internal alterations, replacing existing conservatory.

RESOLVED: No objection.

g) **Planning Application No. 2026/00645/FUL**
Location: 77 Port Road East, Barry
Development: Single Storey rear extension, double storey side extension & single storey front extension.

Councillor Hennessy requested to see the proposed plans, noting that the proposed extension appeared to be large in scale.

The Chief Officer presented the plans to the Committee.

The Chair commented that she has concerns regarding the scale of the proposed development.

The Chief Officer informed the Committee that some neighbouring properties had historically undertaken similar extensions.

RESOLVED: No objection in principle to the proposal of an extension however, the Committee wishes to raise concerns regarding the large scale of the proposed development.

h) **Planning Application No: 2026/00611/FUL**
Location: 57 Buttrills Road, Barry
Development: Construction of a granny flat to replace existing garage

RESOLVED: No objection.

i) **Planning Application No. 2026/00618/FUL**
Location: 75 High Street, Barry
Development: The proposal is for the change of use from class A1 to class A3. To create a café with Customer Seating Area to the front facing the High Street, a Servery Area, a Food Preparation area and Kitchen.

RESOLVED: No objection, subject to the Case Officer ensuring that the proposal complies with Policy MG14 of the LDP.

PL601. **TO CONSIDER TABLED APPLICATIONS**

None Received.

PL602. **LOCAL PLANNING AUTHORITY DECISIONS**

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

PL603. **NOTIFICATION OF A PREMISES LICENCE REVIEW**

None Received.

PL604. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None Received.

PL605. **DATE OF NEXT MEETING**

The date of the next Planning Committee is scheduled for Tuesday 6 October 2026.

Meeting closed at 7:51 pm.

Signed……. (Chairperson) Dated……...

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—
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(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 seven 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 PLANNING COMMITTEE HELD ON TUESDAY 06 OCTOBER 2026 AT 7:01PM

PRESENT: Councillor S Hodges (Chair) together with Councillors Collins and Hennessy.

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Courtney Parker – Administrator

PL606. **APOLOGIES FOR ABSENCE**

Apologies received from Councillors Ball and EJ Goodjohn.

PL607. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

Councillor Hennessy stated he did not wish to declare an interest regarding item 9 Premises Licence Application to Barry Town Council. He would alternatively declare an interest to The Vale of Glamorgan Council due to being a member of the Vale of Glamorgan Council's Licencing Committee.

PL608. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL609. **STANDING ORDER 3(O)**

RESOLVED: That Standing Order 3(o) be received and noted.

PL610. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 22 SEPTEMBER 2026**

RESOLVED: That the minutes of the Planning Committee meeting held on 22 September 2026 be deferred, as the minutes included on the agenda were incorrect. The corrected minutes will be presented for approval at the next meeting on 28 October 2026.

PL611. **TO CONSIDER PLANNING APPLICATIONS**

a) Planning Application No. 2026/00470/FUL
Location: Broad Island House, 21, 22, 24 and 25 Broad Street, Barry
Development: Change Of Use, 21, 22, 24 and 25 Broad Street, Barry, CF62 7AD of existing Retail Units from assumed Use Class A1 to Use Class D1 to provide Day Care Facility

RESOLVED: Objection maintained due to concerns regarding overlooking, noise pollution and accessibility issues. The Committee's previous comments remain unchanged, as it is not considered that the submitted amendments or additional information alter the original comments.

b) Planning Application No. 2026/00553/FUL
Location: 11 Baruc Way, Barry
Development: Proposed installation of roof-mounted solar photovoltaic (PV) system and associated battery storage

RESOLVED: No objection.

c) Planning Application No. 2026/00658/FUL
Location: 12 Birch Grove, Barry
Development: Refurbishment and alterations to dwelling with new patio to rear garden.

The Chair commented that the property is set back from the public highway and that the footprint of the property remains unchanged. The Chair therefore did not consider that there were any issues with the proposal.

RESOLVED: No objection.

d) Planning Application No. 2026/00690/FUL
Location: 12 Heol Tapscott, Barry
Development: Conversion of garage to habitable room complete with new window to front

The Chair explained that a previous application had been brought before the Committee, as the legal notice had been issued and the application was not retrospective. She noted that neighbouring properties around the corner had carried out similar works. She also stated that the proposal would still leave two parking spaces available, so she had no concerns regarding parking provisions.

RESOLVED: No objection.

PL612. **TO CONSIDER TABLED APPLICATIONS**

a) Planning Application No. 2026/00673/FUL
Location: 51 Harbour Walk, Barry

Development: Loft conversion with a rear dormer roof extension

RESOLVED: No Objection.

b) Planning Application No. 2026/00598/FUL
Location: Brynhill Golf Club, Little Brynhill Lane, Barry
Development: Earthworks to create a landscaped grass bund immediately in front of and adjoining the existing practice facility. to create a permanent grassed landform. The practice-area bund is to provide shelter from the wind

The Chief Officer presented the plans to the Committee.

Councillor Hennessy commented that he did not consider the proposal acceptable and stated that residents had expressed concerns regarding the obstruction of their views.

The Chair noted that concerns could also be raised regarding the potential for individuals to climb onto the proposed structure, creating potential privacy issues for neighbouring gardens and properties.

RESOLVED: Objection raised due to concerns regarding the visual impact of the proposal, with its length and scale considered overbearing to neighbouring properties.

PL613. **LOCAL PLANNING AUTHORITY DECISIONS**

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

The Chair put to a vote whether Councillor Hennessy could remain in the meeting during Item 9.

Members unanimously agreed.

The meeting was paused at 7:42 pm while the Chief Officer left the meeting.

The Chief Officer rejoined the meeting at 7:48 pm, and the meeting resumed.

PL614. **NOTIFICATION OF A PREMISES LICENCE REVIEW**

Application for a Grant of Premises Licence – The Holton Store, 148 Holton Road, Barry, CF63 4HL

Councillor Collins expressed concerns about the proposed alcohol sales hours due to a significant rise in anti-social behaviour in the area. She suggested that the permitted hours should align with those of other nearby premises.

RESOLVED: No objection, subject to the permitted alcohol sales hours being consistent with those of other nearby premises.

PL615. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None Received.

PL616. **DATE OF NEXT MEETING**

The date of the next Planning Committee is scheduled for Wednesday 28 October 2026.

Meeting closed at 7:52 pm.

Signed……. (Chairperson) Dated……...

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 7 SEPTEMBER 2026 AT 7:02PM

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

ALSO PRESENT: Thomas Thorne - Cemeteries Manager
Courtney Parker - Administrator
Councillor Johnson – Observer
Councillor Payne – Observer
Councillor S Hodges – Observer

A261. APOLOGIES FOR ABSENCE

Councillors E J Goodjohn and Iannucci-Williams.

A262. DECLARATIONS OF INTEREST

None were received.

A263. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

A264. STANDING ORDER 3(o)

RESOLVED: That Standing Order 3(o) be received and noted.

A265. **TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 1 JUNE 2026**

RESOLVED: that the minutes of the meeting of the Halls, Cemeteries and Community Facilities Committee held on 1 June 2026 be approved and signed as a correct record.

A266. **BUDGET MONITORING REPORT TO 31 JULY 2026**

RESOLVED: That the budget monitoring report to 31 July 2026 be received noting the projected net overspend of £3,444 in 2026/27.

A267. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL**

RESOLVED: that the Transfer of Exclusive Right of Burial (1691 – 1708 inclusive) be granted to those named on each transfer request.

A268. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL**

RESOLVED: that the Grants of Exclusive Right of Burial (14107 – 14112 inclusive) be granted to those named on the interment forms.

Councillors Payne and McKinney joined the meeting at 7:12pm

A269. **CEMETERY UPDATE**

The Cemeteries Manager provided a brief update on the report, informing Members that the Sexton roles are now successfully in place. JV Trees have been undertaking works to grind down tree stumps.
The recruitment of two new Cemetery Operatives has also been completed, with both positions now appointed to. The second Cemetery Operative is due to commence on 14 September.

The recent exhumation was completed smoothly and in accordance with all relevant legal requirements.

The Chair then raised concerns regarding the illegal scattering of ashes and emphasised the importance of maintaining accurate records of all interments and burial records, particularly for historical purposes.

RESOLVED: That Members received and noted the report.

Councillor S Hodges joined the meeting at 7:21pm

A270. **FACILITIES UPDATE**

The Cemeteries Manager provided a brief update on the report. He advised Members that, following further building reports being obtained, the Lodge had been confirmed as habitable.

Councillor Hennessy questioned the possible cause of the cracks within the Lodge.

The Cemeteries Manager advised that previous reports had indicated that the cracks may have resulted from historic drainage issues and were not believed to have been caused by problems with the foundations.

RESOLVED: That Members received and noted the report.

A271. **BABY GARDEN MEMORIAL ENHANCEMENT CONSULTATION RESULTS**

The Cemeteries Manager provided Members with a breakdown of the results received from the Baby Garden Memorial Enhancement consultation.

The Cemeteries Manager advised that the next step would be to prepare a financial report for presentation to the Committee. He also advised that the Council would look to undertake the majority of the works internally.

RESOLVED:

1. **That Members received and noted the report.**
2. **That Members noted the results of the public consultation relating to the proposed enhancements to the Baby Memorial Garden at Merthyr Dyfan Cemetery.**
3. **That Members agreed that the enhancement project should proceed using the options that received the greatest level of support through the consultation process.**
4. **That officers be authorised to develop detailed proposals and obtain quotations based upon the consultation outcomes for future consideration by Committee.**

A272. **REPORT ON CHANGING 'NO MOW MAY' TO BIODIVERSITY AREAS**

The Cemeteries Manager provided Members with a breakdown of the report, advising that the cut and collect service undertaken by the Vale is usually carried out around September.

The Cemeteries Manager explained that designated areas would be used for biodiversity purposes, where no interments could take place.

Councillor Dancey queried why the biodiversity areas needed to remain uncut for a period of three months. The Cemeteries Manager advised that when the grass is left for longer than one month, the increased length of the grass makes it more difficult and less productive to cut.

The Chair added that “No Mow May” was simply a title and that the proposal was to introduce designated biodiversity areas. The Chair supported the proposals and was pleased that the arrangements would be reviewed.

Councillor Johnson commented that the outcome was important, not just the process, and that it was important to find a balance between delivering biodiversity and maintaining the cemetery to a high standard.

The Cemeteries Manager added that, in relation to biodiversity, the Globally Responsible Committee had obtained wildlife cameras to be used within the biodiversity areas of the cemetery.

Councillor Dancey commented that it would be a good idea to share footage captured by the wildlife cameras with the public.

Councillor Aviet agreed and emphasised the importance of ensuring that the graves within the cemetery are maintained to a high standard.

RESOLVED:

1. **That Council approves the cessation of participation in the No Mow May, Let It Bloom June and Knee-High July initiatives at Merthyr Dyfan Cemetery.**
2. **That officers be granted discretion to determine the timing and management of biodiversity areas in consultation with the Vale of Glamorgan Council's Cut and Collect programme.**
3. **That the contents of the report be received and noted**
4. **That the proposed arrangements be agreed and reviewed following the first cut and collect cycle.**

A273. <u>DATE OF NEXT MEETING</u>

RESOLVED: that the next meeting of the Halls, Cemeteries and Community Facilities Committee will be agreed at the Annual Meeting on Monday 2 November 2026.

A274. <u>EXCLUSION OF THE PRESS & PUBLIC</u>

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.

A275. **REPORT OF VEHICLE MANAGEMENT MEASURES**

The Cemeteries Manager provided Members with an update following the previous Committee resolution regarding vehicle management measures at Merthyr Dyfan Cemetery.

Members considered the options available, including protective bollards, height restriction barriers and a one-way traffic system.

Following discussion, Members agreed that the proposed height restriction barriers and one way traffic system were not considered suitable. Members supported the use of protective bollards at identified locations within the cemetery and requested that a further quotation be obtained for consideration.

RESOLVED:

1. **That Members received and noted the report.**
2. **That Members approve the installation of protective bollards at the agreed locations within Merthyr Dyfan Cemetery, subject to a further quotation being obtained.**
3. **That the findings of the feasibility assessment relating to height restriction barriers and a one-way traffic system be noted, with neither option to be progressed.**

A276. **1ST CADOXTON RANGERS**

The Chair commented that this is an age group that Members are very happy to support and assist in providing opportunities for.

RESOLVED: That Members agreed that the current hire fee of £11.50 per week for 90 minutes use of the hall be maintained, with the fee to be reviewed in 12 months.

A277. **PORTHKERRY AGREEMENT 1 APRIL 2026 – 31 MARCH 2029**

RESOLVED:

1. **That Members received and noted the report.**
2. **That Members approved the Porthkerry Cemetery Agency Agreement income levels.**
3. **That Members authorise the Chief Officer to seal the Porthkerry Cemetery Agency Agreement 1 April 2026 – 31 March 2029.**

Meeting Closed at 8:04pm

Signed …….. (Chairperson) Dated ……..

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 TUESDAY 8 SEPTEMBER 2026 AT 7PM

PRESENT: Councillors Clarke, Dancey, Johnson (Chair) and Payne

ALSO PRESENT: Mark Sims - Deputy Chief Officer
Manda Webb - Future Generations Project Officer
Tesni Owens - Engagement & Events Support Officer
Councillor N Hodges - Observer
Councillor S Hodges - Observer

132. APOLOGIES FOR ABSENCE

None received.

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

None received.

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

Globally Responsible Committee members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure the needs of the present are met without compromising the ability of future generations to meet their own needs.

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

135. STANDING ORDER 3(O)

The use of cameras, camcorders and other recording devices in all Council, Committee a Sub-Committee meetings is expressly forbidden, with the exception of any formal recording of proceedings in accordance with the Council's policy, should the council instigate such a policy

RESOLVED: That Standing Order 3(o) be received and noted.

136. TO APPROVE THE MINUTES OF THE GLOBALLY RESPONSIBLE COMMITTEE'S MEETING HELD ON 23 JUNE 2026

RESOLVED: **That the minutes of the Globally Responsible Committee held on 23 June 2026 be approved and signed as a correct record**

137. BUDGET MONITORING REPORT TO 31 JULY 2026

The Committee received and noted the Budget Monitoring Report to 31 July 2026.

RESOLVED: That the Budget Monitoring Report to 31 July 2026 be received and noted.

138. AUDITEL

The Future Generations Project Officer presented the Council's 2024/25 carbon footprint report. The report showed a 5.13% reduction in the Council's carbon footprint compared with the 2023 baseline. It was noted that some of the data used continued to rely on estimates.

The Future Generations Project Officer advised that work would continue on improving data collection, including recording waste weights at Council sites, and that she was working on carbon reduction plans for consideration at the next meeting. The Future Generations Project Officer also highlighted the importance of focusing future carbon reduction efforts on the Council's largest sources of emissions.

The Chair noted that, using the same data collection methods across the two reporting periods, a promising reduction had been identified, although improvements to the methodology may affect future figures. The Future Generations Project Officer advised that the 2025/26 report was expected by the end of the calendar year.

The Committee discussed the availability and accuracy of utility data. In relation to Pioneer Hall, it was noted that gas bill information was unavailable for the report and that there was currently no smart meter installed. The Future Generations Project Officer agreed to investigate the possibility of installing a smart meter to enable more accurate and readily available readings.

The Committee also discussed the current Auditel contract and whether the Council was receiving value for money. It was noted that the contract runs until October 2026 and that the Committee had previously agreed to continue the arrangement. Members discussed whether the Council could undertake the work internally, including whether AI could be used to assist with the carbon footprint reporting. Members acknowledged that there were currently insufficient staff capacity and expertise to undertake the work internally. Members also discussed the wider policy implications of the Council's use of AI, and it was suggested that this would be more appropriately considered by the Finance & Policy Committee.

Concerns were also raised regarding the Council's inability to obtain accurate utility data from the Vale of Glamorgan Council, particularly in relation to Town Hall, resulting in estimates being used in the carbon footprint calculations. The Committee agreed that Huw Williams from Auditel should be invited to attend the next meeting to discuss the data, methodology and any limitations arising from the information available.

RESOLVED: That the report be received and noted.

139. FAIRTRADE UPDATE

The Future Generations Project Officer presented the Fairtrade Update, including confirmation that Barry's Fairtrade Town status had been renewed for a further three years. The Committee was advised of ongoing work to promote Fairtrade at local events, including product tastings, showcasing Fairtrade products and the use of new promotional artwork and marketing materials.

An update was also provided on the Council's work with Ysgol y Deri, including a Fairtrade presentation and product samples. The initiative had received very positive feedback, with pupils and schools keen for the work to continue annually and for Fairtrade to remain within the curriculum.

The Committee was advised that a Fairtrade grant had been received, with some funding to be used during Fairtrade Fortnight. The Co-op has donated a hamper for the Fairtrade quiz, with Fairtrade prizes to be

provided for the quiz and raffle. It was noted that the proposed Fairtrade Market would not be proceeding, as although traders had expressed enthusiasm, none were able to commit to attending.

The Chair congratulated the Future Generations Project Officer on the renewal of Barry's Fairtrade Town status and highlighted the Committee's ongoing work in support of Fairtrade. The Chair highlighted a typographical error in the agenda, with the Fairtrade Litter Pick listed as 4 August rather than 4 October 2026.

The Committee discussed the distribution of Fairtrade bananas at Barry Town AFC, and the Chair asked for this to be arranged. The Chair requested that invitations to the Fairtrade Fortnight events be circulated to all relevant parties. An update was provided regarding the cleaning of the Fairtrade Town signs, with the Future Generations Project Officer awaiting confirmation of dates. It was suggested that the cleaning could be recorded for use on social media, and the Future Generations Project Officer agreed to enquire whether this would be possible.

RESOLVED: That the Fairtrade Update be received and noted.

140. SCHOOL BIODIVERSITY PROGRAMME

The Future Generations Project Officer presented the School Biodiversity Programme report and provided an update on the pilot programme at Merthyr Dyfan Cemetery. Schools in the local area had been invited to participate, with further contact to be made at the start of the new school year. A meeting had been arranged with All Saints Primary School, who were interested in delivering the programme across multiple school years. The worksheets would continue to be developed and adapted.

The Chair welcomed the interest from All Saints Primary School in engaging pupils across multiple years and noted the importance of gathering feedback to identify what worked well and where improvements could be made. Councillor N Hodges noted that the programme complemented the Green Flag status of Merthyr Dyfan Cemetery and offered his support with future events, as did Councillor Payne.

The Chair advised the Committee of discussions at the Halls, Cemeteries and Community Facilities Committee regarding biodiversity and No Mow May and noted that the implications of any move away from No Mow May should be considered alongside the Council's biodiversity work at Merthyr Dyfan Cemetery.

The Committee discussed whether financial assistance towards transport costs could be made available to schools visiting Merthyr Dyfan Cemetery. It was noted that the Council had previously funded transport for school visits. Members discussed whether this should be highlighted when contacting schools but noted that no schools had requested financial assistance to date. It was suggested that schools could be asked whether transport or any other barriers were preventing participation. The Chair noted that the programme remained a pilot and that the capacity required to deliver it would need to be considered.

RESOLVED: That the School Biodiversity Programme report be received and noted.

141. DATE OF NEXT MEETING

RESOLVED: That the date of the next meeting of the Globally Responsible Committee be Monday 16 November 2026

Meeting closed at 7:51pm

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

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—

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(b) any declarations of interest;
(c) any decision taken at the meeting, including the outcomes of any votes.

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BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 14 SEPTEMBER 2026 AT 7.00 PM

PRESENT: Councillor Perkes (Chair) together with Councillors S Hodges, Johnson (Vice Chair) and Wiliam.

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Courtney Parker – Administrator
Councillor Clarke – Observer

R293. **APOLGIES FOR ABSENCE**

Apologies were received from Councillor Payne.

R294. **DECLARATIONS OF INTEREST**

None received.

R295. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R296. **STANDING ORDER 3(o)**

RESOLVED: That Standing Order 3(o) be received and noted.

R297. **TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 15 JUNE 2026**

Councillor Johnson noted that there was no action plan included within the agenda and asked for this to be sent onto Members.

RESOLVED: That the minutes of the Personnel Committee held on 15 June 2026 be approved and signed as a correct record.

R298. **TO APPOINT TO RELEVANT PERSONNEL COMMITTEE PANELS REQUIRED AS PER POLICY REQUIREMENTS**

a) Appeals Panel
b) Redundancy Panel
c) Complaints Panel

RESOLVED:

1. **That Councillors Charles, Perkes and Wiliam be appointed to the Appeals Panel.**
2. **That Councillors Johnson, Payne and S Hodges be appointed to the Redundancy Panel, with Councillor S Hodges replacing Councillor Thomas due to Councillor Thomas being Mayor.**
3. **That Councillors Charles, S Hodges and Perkes be appointed to the Complaints Panel, with Councillor Perkes replacing Councillor Thomas due to Councillor Thomas being Mayor.**

R299. **POLICIES REVIEW & APPROVAL**

a) Annual Leave Update
b) Capability Policy
c) Disciplinary Procedure Policy
d) Grievance Policy
e) Neonatal Care Policy
f) Parental Bereavement Leave Policy
g) Probation
h) Sickness Policy
i) Work Permits Policy

The Chief Officer provided Members with a brief update on the work undertaken to bring the employment policies up to date, including changes to terminology and language, amendments reflecting the current Council staffing structure, and clearer provisions regarding Senior Leadership Team accountability. The Chief Officer also informed Councillors that Peninsular, the Council's HR advisors had reviewed all policies being presented to Councillor's today and recommended these changes.

Councillor Johnson queried the proposed changes to the Annual Leave Policy.

The Chief Officer clarified that the existing provision allowing five days of annual leave to be carried forward was out of date and should be amended to provide for four weeks to be carried forward. The Chief Officer explained that the Council has a duty to allow staff to take annual leave, as well as remind them to do so and if this has not happened then staff are entitled to carry over the leave hence the change.

Councillor Johnson requested that the policy review programme be reviewed by the Personnel Committee.

The Chief Officer presented the Committee with a proposed policy review timetable and suggested that the timetable be brought back to the next meeting of the Personnel Committee on 9 November 2026, and thereafter to the first Personnel Committee meeting following the Annual Meeting each year.

RESOLVED:

1. **Members agreed the updated employment policies presented with the report.**
2. **Recommended to the Finance, Policy and General Purposes Committee on 12 October 2026 that the following employment policies be approved:**
    - **Annual Leave Policy**
    - **Capability Policy**
    - **Disciplinary Procedure**
    - **Grievance Policy**
    - **Neonatal Care Leave Policy**
    - **Parental Bereavement Leave Policy**
    - **Probation Policy**
    - **Sickness Absence Policy**
    - **Work Permits Policy**
3. **Members received and noted that the Senior Leadership Team will maintain a central policy review schedule to ensure that employment policies are reviewed within appropriate timescales and updated in response to changes in legislation and good employment practice.**
4. **That the policy review timetable be brought back to the next meeting of the Personnel Committee on 9 November 2026 for consideration by Members and thereafter be presented to the first Personnel Committee meeting following the Annual Meeting each year.**

Councillor Clarke joined the meeting at 7:09pm.

R300. **BUDGET MONITORING REPORT TO 31 AUGUST 2026**

Members received the budget monitoring report to 31 August 2026 with the Committee's expenditure in the 2026/27 financial year at the end of August 2026.

RESOLVED: That the budget monitoring report to 31 August 2026 be received and noted.

R301. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Personnel Committee will be held on 9 November 2026.

R302. EXCLUSION OF PRESS AND 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 be excluded from the remainder of the meeting.

R303. CEMETERY UPDATE

The Chief Officer provided Members with an update on the report, including recent recruitment activity and changes within the cemetery.

The Chief Officer informed Members that the revised recruitment process had been implemented and that positive feedback had been received to date.

RESOLVED: That Members received and noted the Cemetery update.

The Administrator left the meeting at 7.26pm

R304. STAFFING MATTERS

The Chief Officer provided a verbal update to committee members on current staffing matters.

RESOLVED: Members noted the verbal update provided by the Chief Officer on current staffing matters.

The meeting closed at 7:47pm

Signed …….. Dated ……

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 FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON MONDAY 12 OCTOBER 2026 AT 7:00PM

PRESENT: Councillor Brooks (Chair) together with Councillors Clarke, Drake, S Hodges, McKinney and Payne.

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Rachel Williams – Finance Administrator

F293. **APOLOGIES FOR ABSENCE**

Councillors E S Goodjohn.

F294. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCILS CODE OF CONDUCT**

No declarations of interest were received.

F295. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

F296. **TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE MEETING HELD ON 20 JULY 2026**

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee held on Monday 20 July 2026 be approved and signed as a correct record.

F297. **TO RECEIVE A BUDGET MONITORING REPORT TO 30 SEPTEMBER 2026**

The Deputy Chief Officer provided a brief update on the report. Councillor S Hodges expressed concern over South Wales Police no longer providing road closures at the Remembrance Day parade. Members requested that a report be sent to the meeting of the Vibrant Culture Committee in November containing further information, as this may be a significant cost moving forward.

RESOLVED:

1. **Members agreed the budget monitoring report for September 2026, indicating actual income and expenditure up to the end of month six in the 2026/27 financial year, noting the projected overspend of £2,228 for 2026/27 that will result in a net amount of £21,296 being transferred from reserves (deficit for the year).**
2. **Members requested a report be provided to the meeting of the Vibrant Culture Committee in November, with further information on road closures and cost implications for the Remembrance Day parade.**

F298. **TO RECEIVE A SCHEDULE OF PAYMENTS FOR AUGUST AND SEPTEMBER 2026**

RESOLVED: That the Schedule of Payments for August and September 2026, consisting of direct debits and BACS payments in the amount of £64,368.80 be approved.

F299. **REVIEW OF FINANCIAL ASSISTANCE GRANTS CRITERIA**

Members received a report from the Chief Officer to consider amendments to the Town Council's grant funding arrangements. Members discussed the report and queried the criteria weighting as they considered it could be misinterpreted and confusing. Members requested that the report is amended and sent to the next Finance Committee meeting in November for approval.

RESOLVED: That a further report be submitted to the next meeting of the Finance, Policy and General Purposes Committee meeting.

F300. **GDPR UPDATE**

The Deputy Chief Officer advised that there were no GDPR issues or concerns to report to members.

RESOLVED: That the GDPR update be received and noted.

F301. **DATE OF NEXT MEETING**

RESOLVED: That the next scheduled meeting of the Finance, Policy & General Purposes Committee will be held on either Monday 30 November 2026 or Monday 07 December 2026 that will be confirmed at the Full Council meeting on 19 October 2026

Meeting closed at 7.31pm.

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

FOR INFORMATION ONLY

ACTION SHEET - FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - 20 JULY 2026

MINUTE NO.	ACTION TO BE TAKEN BY	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
F297 (2)	Members requested a report be provided to the meeting of the Vibrant Culture Committee in November, with further information on road closures and cost implications for the Remembrance Day parade.	HOCS&F	23-Nov-26	Completed
F299	That a further report be submitted to the next meeting of the Finance, Policy and General Purposes Committee meeting.	CO & DCO/RFO	07-Dec-26	Completed

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:

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BARRY TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY VIBRANT CULTURE COMMITTEE HELD ON WEDNESDAY 5 AUGUST 2026 AT 6PM

PRESENT: Councillors Ball, Brooks (Chair), S Hodges, N Hodges (Vice Chair), Iannucci-Williams, Thomas (ex-officio, joined at 6.15pm)

ALSO PRESENT:

Chris Mason – Head of Community Services & Facilities
Courtney Parker – Administrator
Councillor Clarke – Observer
Dr Jonathan Hicks – Observer
Diane Williams – Observer

143. APOLOGIES FOR ABSENCE

None received

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

Councillors N Hodges and S Hodges declared an interest in agenda item 8, but this was deemed to be neither personal nor prejudicial.

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

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

146. STANDING ORDER 3(O)

The use of cameras, camcorders and other recording devices in all Council, Communities and Sub-Committee meetings is expressly forbidden, with the exception of any formal recording of proceedings in accordance with the Council's policy, should the council instigate such a policy.

RESOLVED: That the Standing Order 3(o) be received and noted.

147. TO APPROVE AND SIGN THE MINUTES OF THE VIBRANT CULTURE COMMITTEE HELD ON MONDAY 6 JULY 2026

RESOLVED: That the minutes of the Vibrant Culture Committee held on 6 July 2026 be approved and signed as a correct record.

148. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Vibrant Culture Committee will be on Monday 5 October 2026.

149. EXCLUSION OF PRESS AND 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 be excluded from the remainder of the meeting, with the exception of Councillor Clarke, Dr Jonathan Hicks and Diane Williams who were granted approval to remain in attendance.

Councillor Thomas joined the meeting at 6.15pm.

150. THE GRACE WILLIAMS MUSIC FESTIVAL - MACK EVENTS PRESENTS LIMITED

The Head of Community Services & Facilities introduced the report and welcomed Dr Jonathan Hicks and Diane Williams to the meeting.

Dr Hicks provided Members with an overview of the proposed Grace Williams Music Festival, which would take place throughout February 2027 to commemorate the 50th anniversary of the death of Barry composer Grace Williams. The proposed programme would include performances of Grace Williams' music, contemporary music events, lectures, a heritage walk, family activities and educational projects.

Members were advised that the festival would seek to raise awareness of Grace Williams' contribution to Welsh and British musical culture, whilst celebrating Barry's cultural heritage and supporting local businesses through increased footfall.

Dr Jonathan Hicks and Diane Williams left the meeting at 6.24pm.

Members discussed the proposed event and expressed strong support for the festival. Members welcomed the opportunity to celebrate the life and achievements of a significant Barry composer and supported the emphasis on female musicians, performers and composers. Members also expressed confidence in the organisers and their ability to deliver a successful and high-quality festival.

Members supported the Council acting as a principal sponsor of the festival and welcomed opportunities for the Mayor and Council to be involved in the programme. Members also supported exploring the use of Council venues.

Members welcomed the opportunity for partnership working and agreed that officers should maintain contact with the organisers throughout the development of the festival to identify opportunities for Council support and involvement.

RESOLVED:

1. **That members agreed to award up to £5,000 to Mack Events Presents from the 2026/27 Corporate Projects/Arts, Culture and Entertainment budget expenditure heading.**
2. **That the funding be provided on an "up to" basis, with any unspent funds being returned to the Council.**
3. **That Barry Town Council be recognised as a principal/headline sponsor of the festival, with appropriate branding and publicity to be agreed with the organisers.**
4. **That officers continue to work with the festival organisers to explore appropriate partnership and in-kind support, and support effective partnership working.**
5. **That the Mayor be invited to attend appropriate events forming part of the festival.**

Meeting closed at 6:46pm

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

FULL COUNCIL	19 OCTOBER 2026	AGENDA ITEM: 14

BUDGET MONITORING REPORT 30 SEPTEMBER 2026

Report Author

Denise McCay, Finance Officer, and Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report September 2026 (2 pages)
B Budget Monitoring Report – Use of Reserves (1 page)

Purpose of Report

To inform members about the Council's income and expenditure in the 2026/27 financial year as at the end of September 2026.

Background Information

On the following pages is the budget monitoring report September 2026, indicating actual income and expenditure up to the end of month six in the 2026/27 financial year. In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings, currently projecting a net overspend of £2,228 (£2,007 more expenditure with £221 less income) that will result in a net amount of £21,296 being transferred from reserves. Also attached is a summary of projected movements on the Council's various Reserves, showing how the net transfer of £21,296 affects the General Reserve.

Of the projected overspends, amounts over £1,000 are included below for information:

Porthkerry Cemetery/Property Maintenance	£ 2,500
M&S/Equipment Maintenance	£ 2,000
MD Cemetery/Equipment Maintenance	£ 4,000
M&S/Cloud Computing-New IT Services	£13,200
MD Cemetery/Memorial Inspection Maintenance	£ 5,000
Civic Hospitality/Remembrance Sunday	£ 2,000
Corporate Events/Christmas Events	£ 1,300
Corporate/Councillor Emails-New IT Services	£ 4,351
Total	**£34,351**

Although there are various projected underspends to offset the above, the net overspend on expenditure is currently projected to be £2,007.

Members of the Senior Leadership Team will be undertaking further scrutiny over the next few weeks to identify any further savings and will report back to the next meeting of the Finance Committee with any corrective actions for members consideration.

Recommendation

1. Members are requested to receive the budget monitoring report for September 2026, indicating actual income and expenditure up to the end of month six in the 2026/27 financial year, noting the projected overspend of £2,228 for 2026/27 that will result in a net amount of £21,296 being transferred from reserves (deficit for the year).

Budget Monitoring Report September 2026

Gross Expenditure									
Description	**Item No.**	**Budget 12 Months**	**Expenditure 6 Month**	**Committed Expenditure**	**Balance**		**Budget For Year**	**Year End Projections**	**Projected Variance**
		£	**£**	**£**	**£**		**£**	**£**	**£**
Salaries	1	1,001,770	477,782	503,904	20,084		1,001,770	981,686	20,084
Pension Added Years Costs	2	9,050	2,255	6,795	0		9,050	9,050	0
Personal Hygiene Facilities	3	2,190	1,026	1,274	-110		2,190	2,300	-110
Personal Protective Equipment / Clothing	3	4,550	1,367	3,183	0		4,550	4,550	0
Cleaning Products	3	3,500	400	3,040	60		3,500	3,440	60
Officers Travel and Subsistence	4	2,000	532	1,468	0		2,000	2,000	0
Rates	5	9,960	5,722	3,816	422		9,960	9,538	422
Water	6	3,235	2,299	1,921	-985		3,235	4,220	-985
Rent	7	42,565	29,031	13,534	0		42,565	42,565	0
Electricity	8	17,900	3,434	6,366	8,100		17,900	9,800	8,100
Gas	9	3,600	911	1,689	1,000		3,600	2,600	1,000
Telephone / Alarm Line	10	3,370	1,605	1,765	0		3,370	3,370	0
Postage	11	1,500	853	647	0		1,500	1,500	0
Printing and Stationery	12	2,300	131	2,169	0		2,300	2,300	0
Insurance	13	7,800	8,304	0	-504		7,800	8,304	-504
Photocopier Costs	14	2,600	1,239	1,361	0		2,600	2,600	0
Property Maintenance and Improvements	15	48,300	21,949	28,851	-2,500		48,300	50,800	-2,500
Equipment	16	17,622	7,534	10,088	0		17,622	17,622	0
Equipment Maintenance	17	42,775	25,541	23,234	-6,000		42,775	48,775	-6,000
Bank Charges	18	1,100	382	718	0		1,100	1,100	0
Audit Fees - Internal	19	1,700	0	1,700	0		1,700	1,700	0
Legal Fees	20	5,000	4,477	523	0		5,000	5,000	0
Audit Fees - External	21	560	0	560	0		560	560	0
Professional Fees	22	62,400	18,606	43,794	0		62,400	62,400	0
HR Costs	23	14,900	4,063	10,837	0		14,900	14,900	0
General Salaries Contingency	24	40,000	21,116	18,455	429		40,000	39,571	429
Health and Safety	25	4,000	1,410	2,590	0		4,000	4,000	0
Internet Broadband	26	7,071	3,573	3,631	-134		7,071	7,204	-134
BACAS Burials System Annual Maintenance	29	5,200	0	5,200	0		5,200	5,200	0
New IT Services SharePoint & Teams	30	15,030	15,101	13,129	-13,200		15,030	28,230	-13,200
Welsh Translation Service	31	2,500	0	1,500	1,000		2,500	1,500	1,000
Horticulture	8	800	381	419	0		800	800	0
Vehicle Maintenance	11	3,400	720	2,680	0		3,400	3,400	0
Haulage and Fuel	12	5,450	1,486	3,964	0		5,450	5,450	0
Vehicle Tax and Insurance	13	800	363	437	0		800	800	0
Philadelphia Cemetery	14	500	0	500	0		500	500	0
Treework Maintenance	17	15,000	0	15,000	0		15,000	15,000	0
Cemetery Roads Maintenance	19	4,000	0	4,000	0		4,000	4,000	0
Memorial Safety Advertising	20	500	0	500	0		500	500	0
Cemetery Subscriptions	21	800	110	690	0		800	800	0
Memorial Inspection Maintenance	1	5,000	4,587	5,413	-5,000		5,000	10,000	-5,000
Cemetery Approach Gardens Property Maintenance	26	3,000	35	2,965	0		3,000	3,000	0
Bees at Cemetery	27	500	80	420	0		500	500	0
New Play Equipment	11	1,000	9	991	0		1,000	1,000	0
Online Charges re Website Bookings	13	480	120	160	200		480	280	200
Community Groups Use of CACC (FOC)	1	1,800	606	1,194	0		1,800	1,800	0
Other Professional Fees (PPL/PRS)	15	1,400	1,371	0	29		1,400	1,371	29
Civic Hospitality - Remembrance Sunday	1	3,000	0	5,000	-2,000		3,000	5,000	-2,000
Civic Hospitality - Civic Service	1	2,000	0	2,000	0		2,000	2,000	0
Civic Hospitality - Annual Meeting	1	1,000	1,114	0	-114		1,000	1,114	-114
Civic Hospitality - Bryan Foley Award	1	400	600	0	-200		400	600	-200
Civic Hospitality - Christmas Candle Service	1	100	0	100	0		100	100	0
Civic Hospitality - Freedom of Town	1	500	0	500	0		500	500	0
Civic Hospitality - Miscellaneous (eg. FOT)	1	0	0	0	0		0	0	0
Mayor's Hospitality	2	500	136	364	0		500	500	0
Mayor's Medallions and Plaques	3	5,000	0	5,000	0		5,000	5,000	0
Civic Regalia - Repairs and Servicing	3	2,000	0	2,000	0		2,000	2,000	0
Mayor's Allowance inc. On Cost	5	1,610	1,662	0	-52		1,610	1,662	-52
Deputy Mayor's Allowance inc. On Cost	5	500	512	0	-12		500	512	-12
Mayor's Travel	6	5,000	815	4,185	0		5,000	5,000	0
Mayor's Donations	7	500	275	225	0		500	500	0
Mayor's Advertising	8	260	60	200	0		260	260	0
Civic Gifts	9	250	145	105	0		250	250	0
Corporate Events - Christmas Lights	3	25,000	0	25,000	0		25,000	25,000	0
Corporate Events - Christmas Events	3	10,000	0	11,300	-1,300		10,000	11,300	-1,300
Corporate Events - Christmas Charity Event	3	2,000	0	2,000	0		2,000	2,000	0
Corporate Events - Community Events	3	30,000	7,850	22,150	0		30,000	30,000	0
Corporate Events - Community Event Attendance	3	500	30	470	0		500	500	0
Corporate Events - Staff Sustenance	3	500	400	100	0		500	500	0
Corporate Events - Equipment and Storage	3	4,000	0	4,000	0		4,000	4,000	0
Corporate Marketing and Communications	3	5,000	3,095	1,905	0		5,000	5,000	0
Website Costs	3	2,000	563	1,437	0		2,000	2,000	0
Corporate Projects - Town Center Planters	4	8,000	0	8,000	0		8,000	8,000	0
Corporate Projects - Barry Youth Action	5	3,000	59	2,941	0		3,000	3,000	0
Corporate Projects - Dementia Friendly Project	7	3,000	0	3,000	0		3,000	3,000	0
Corporate Projects - Shop Local Campaign	8	0	0	0	0		0	0	0
Corporate Projects - Globally Responsible Barry	10	9,000	3,182	5,818	0		9,000	9,000	0
Corporate Projects - Arts, Culture and Entertainment	11	40,000	40,000	0	0		40,000	40,000	0
Community Grants - Green Grants	13	3,750	0	3,750	0		3,750	3,750	0
Community Grants - Christmas Meals	14	3,000	0	3,000	0		3,000	3,000	0
Community Grants - Voluntary Organisations	15	15,000	3,950	11,050	0		15,000	15,000	0
Community Grants - Small Business Grants	16	3,000	1,000	2,000	0		3,000	3,000	0
Community Grants - Books for Schools	17	10,250	0	10,250	0		10,250	10,250	0
Community Grants - Arts, Culture and Entertainment	19	20,000	13,835	6,165	0		20,000	20,000	0
Cemetery Roads Improvement	4	24,650	0	24,650	0		24,650	24,650	0
Subscriptions	9	12,230	12,077	523	-370		12,230	12,600	-370
Councillor Training	10	4,000	650	1,350	2,000		4,000	2,000	2,000
Staff Training	11	20,000	8,336	11,664	0		20,000	20,000	0
Councillor Allowances	12	2,000	464	36	1,500		2,000	500	1,500
Councillor Tablets	13	840	7	833	0		840	840	0
Councillor Emails	14	490	1,409	3,432	-4,351		490	4,841	-4,351
Staff Wellbeing Fund	15	500	0	500	0		500	500	0
Long Service Award	18	0	0	0	0		0	0	0
Cemetery Benches	5	2,100	0	2,100	0		2,100	2,100	0
Total Expenditure		**1,716,908**	**772,737**	**946,177**	**-2,007**		**1,716,908**	**1,718,914**	**-2,007**

Budget Monitoring Report September 2026

Gross Income

Description	Item No.	Budget 12 Months £	Income 6 Month £	Income Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Bank Interest	1	20,000	8,415	0	-11,585	20,000	20,000	0
Interment Fees	1	62,820	32,984	0	-29,836	62,820	62,634	-186
Exclusive Right of Burials	2	21,000	12,920	0	-8,080	21,000	23,420	2,420
Memorial Fees	3	20,160	10,910	0	-9,250	20,160	20,990	830
Transfer of Exclusive Right of Burials	4	2,940	1,575	0	-1,365	2,940	3,185	245
Hire of Chapel	5	680	850	0	170	680	1,190	510
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	8,496	4,000	0	-4,496	8,496	8,496	0
Other Miscellaneous Income	8	500	2,608	0	2,108	500	1,500	1,000
Cemetery Improvement Fee	9	3,400	1,680	0	-1,720	3,400	3,360	-40
Grants Receivable	10	0	0	0	0	0	0	0
Assets Disposal Proceeds	11	0	0	0	0	0	0	0
Porthkerry Agreement	3	16,635	0	0	-16,635	16,635	16,635	0
Lettings	1	38,000	16,595	0	-21,405	38,000	33,000	-5,000
Total Income		**194,709**	**92,537**	**0**	**-102,172**	**194,709**	**194,488**	**-221**

Net Expenditure

Description	Item No.	Budget 12 Months £	Expenditure 6 Month £	Expenditure Expenditure £	Balance £	Budget For Year £	Year End Projections £	Projected Variance £
Total Net Expenditure		**1,522,198**	**680,200**	**946,177**	**-104,179**	**1,522,198**	**1,524,426**	**-2,228**
Transfer to / (from) reserves		**(19,068)**				**(19,068)**	**(21,296)**	
Amount to be met from Precept		**1,503,130**				**1,503,130**	**1,503,130**	

The revised net budget for the year is £1,522,198 with actual expenditure for the 6 months to 30 September 2026 of £680,200 and committed expenditure of £942,177 noting that a revised amount of £19,068 will be transferred from reserves.

Our projected out-turn for the year produces an overspend of £2,228 (£2,007 more expenditure and £221 less income). This will result in a net amount of £21,296 being transferred from reserves rather than a revised amount of £19,068 being transferred from reserves.

Budget Monitoring Report September 2026

Description of Reserves	Balance at 01.04.26	Contribution to reserve	Contribution from reserve	Balance at 30.06.2026
Cemetery Improvement Reserve	12,178	3,360	(2,100)	13,438
Acquisition Reserve	339,841	58,500	-	398,341
Plant and Machinery Reserve	3,004	-	-	3,004
Shop Local Reserve	-	-	-	-
Election Reserve	25,620	12,810	-	38,430
Place Plan Reserve	-	-	-	-
Cemetery Roads Reserve	2,500	-	-	2,500
Staff Training Reserve	-	-	-	-
General Reserve	441,072	-	(93,866)	347,206
Budgeted use of General reserve				
Projected additional use of general reserve				
Total	**824,215**	**74,670**	**(95,966)**	**802,919**

BARRY TOWN COUNCIL
SCHEDULE OF MEETINGS FOR 2026/27

COMMITTEE *(S = Standing)*	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
FULL COUNCIL	11/12*	29	27	R		19		14 (C)		15 ~~16~~ (D)			24/25 *
HALLS, CEMETERIES AND COMMUNITY FACILITIES (S)		1		E	7		2(B)		11		9 (Tues)		
PERSONNEL (S)		15		C	14		9(B)		18		~~24~~ 22		
GLOBALLY RESPONSIBLE (s)		~~22~~ 23		E	~~21~~ 8		16(B)		25		31 (Wed)		
VIBRANT CULTURE (S)			6	S		5	23(B)			1		5	
FINANCE, POLICY & GENERAL PURPOSES (S)			20 (G1)	S		12	30(B)	~~7(B)~~		8(G2)		19	
PLANNING (S)	19	9 & 30	14 & 28		~~1~~ 2 & 22	6 & 28	17	8 & 17	12	2 & 23	16	6 & 27	18**
PLANNING FOR BARRY (SUB) (6PM)		9			22			17			16		
SHOP LOCAL (ADVISORY) (all meetings start at 6pm)		16			29				19			20	
BARRY YOUTH COUNCIL		17	22		9	7 & 28			13	17		21	

* ANNUAL MEETING
** PROVISIONAL
(B) = Meetings will include consideration of Committee's draft estimates for 2026/27
(C) = Meeting will include consideration of draft estimates for 2026/27 that will then go out for public consultation
(D) = Meeting will include consideration of draft estimates for 2026/27 following public consultation and to determine Precept for 2026/27
(G1) = Meeting to consider first round of Grant Applications for 2026/27
(G2) = Meeting to consider second round of Grant Applications for 2026/27

NB: Working Parties are arranged on a needs basis throughout the year and 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

FULL COUNCIL	19 OCTOBER 2026	AGENDA ITEM: 18

COUNCIL AND COMMITTEE REPORTS AND MINUTES

Report Author

Mark Sims, Deputy Chief Officer

Purpose of Report

To request members to consider excluding staff names from Council and Committee reports and minutes.

Background Information

The local newspapers now create “news articles” from almost every single Council or Committee meeting that is taking place by accessing the publicly available minutes and essentially copying and pasting word for word from the minutes. Members of the Senior Leadership Team have discussed whether to include staff names in minutes and reports due to the heightened interest with officers being named plus the adverse reaction of some members of the public towards staff at present.

Councillor’s names are required to be included in the minutes in accordance with the Local Government and Elections (Wales) Act 2021, but officers’ names are not required.

Welsh Government guidance (1) states that individual names should generally not be included or attributed in council reports, minutes, or summaries unless there is a specific, necessary reason to do so. The guidance suggests using generic job titles or roles instead of personal names, keeping in mind that job titles can still count as personal data when tied to a specific person (especially for non-senior staff or where naming them could raise security risks). Including names and work titles in published documents constitutes processing personal data under the UK GDPR. Publication must be transparent, compliant, and legally justified.

Therefore, officers are proposing to only use job titles in Council and Committee reports and minutes. Senior Leadership Team names are available on the website, and therefore with additional work local newspapers could search for these. Other staff member names are not available on the website.

Recommendation

Members are requested to receive the aforementioned information and consider whether to exclude staff names from Council and Committee Reports and Minutes.

FULL COUNCIL	19 OCTOBER 2026	AGENDA ITEM: 19

EXCLUSION OF PUBLIC AND PRESS FOR CONFIDENTIAL MATTERS / STANDING ORDERS 3 (F)

Report Author

Mark Sims, Deputy Chief Officer

Purpose of Report

To consider an addition to Standing Orders 3 (f).

Background Information

Meetings of a local council must be open to the public and the press. They can be excluded only by a resolution if publicity would prejudice the public interest by means of the confidential nature of the business or for some other reason stated in the resolution and arising out of the business to be transacted. The power to exclude (Public Bodies (Admission to Meetings) Act 1960) is not exercisable generally but only for a particular occasion and a particular purpose.

Standing Order number 3 (f) below states:

3 (f). All Council, Committee or Sub-Committee meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be a resolution which shall give reasons for the public's exclusion.

At a recent meeting of the Vibrant Culture Committee held on 3 August 2026 members moved to Part 2 (Exclusion of the Press and Public) to discuss the funding request for the Grace Williams Festival, but members exempted:

- Dr Jonathan Hicks - festival organiser
- Diane Williams - festival organiser
- Councillor Clarke - observer

This allowed the festival organisers to remain in the confidential part of the meeting to present their 'pitch' to members including providing confidential / commercially sensitive information. When that was completed, the Chair asked the two festival organisers to leave the meeting, which they both did.

It has been noted that there is no specific provision for this process to be followed within the Council's Standing Orders, and it has been suggested that

we should have a reference specifically to the fact that Councillors may resolve exceptions to the exclusion of press and public if appropriate to do so.
As stated above publicity would prejudice the public interest when decisions are made however Town Councils could allow other Councillors (non-Committee members) and interested parties e.g. grant applicants or consultants etc. to provide Councillors with additional information to aid their deliberations, which are then done without the interested parties present.

Town and Community Councillors in Wales must follow a mandatory Model Code of Conduct based on the Local Government Act 2000 and the Local Authorities (Model Code of Conduct) (Wales) Order 2008 (as amended).

Incorporating the 7 Nolan Principles of Public Life including Confidentiality: Councillors are not to disclose confidential or exempt information without proper consent or legal authority. This applies to Councillors whether attending as a member of a specific Committee or as a non-member (Observer). All Councillors have access to all agendas including confidential papers via SharePoint.

Therefore, officers are proposing additional wording for Standing Order 3 (f) to be:

Non-Committee Councillors shall be permitted to remain in the meeting, and this shall be included in the minutes. In addition, members of the public, for example, grant applicants, may also be permitted to remain in the meeting that shall be included in the minutes, to provide further information to support the business to be transacted (e.g. confidential / commercially sensitive information) however they will then be requested to leave prior to Councillors deliberations on the business to be transacted.

Recommendation

Members are requested to receive the aforementioned information and consider the addition to Standing Order 3 (f).

FULL COUNCIL	19 OCTOBER 2026	AGENDA ITEM: 20

REVIEW OF MEETING ARRANGEMENTS FOR COMMITTEES AND FULL COUNCIL

Report Author: Rachel Honey-Jones, Chief Officer

Purpose of Report
To consider modernising the Council's meeting arrangements by moving all Committee meetings to an online-only format commencing at 6.00pm, whilst retaining Full Council meetings as hybrid meetings.

Background
The way local authorities conduct meetings has evolved significantly following the introduction of remote meeting legislation during and after the Covid-19 pandemic. Section 47 of the Local Government and Elections (Wales) Act 2021 introduced permanent provisions allowing local authorities, including Town and Community Councils, to hold meetings where participants attend from different locations, including wholly remote meetings. The legislation requires councils to make and publish arrangements enabling multi-location attendance at meetings.

The Welsh Government introduced these permanent arrangements following the success of remote meeting provisions implemented during the pandemic. The principle underpinning the legislation is that modern councils should be able to conduct their business flexibly, efficiently and accessibly whilst maintaining democratic accountability and transparency.

Many councils throughout Wales now routinely conduct committee meetings remotely, with hybrid arrangements retained for principal decision-making meetings such as Full Council. This approach has become increasingly commonplace across local government and reflects the direction of travel encouraged by Welsh Government policy.

Professional guidance and sector good practice
The Council should also have regard to guidance issued by the Society of Local Council Clerks (SLCC), the professional membership body representing Clerks and officers within Town and Community Councils. The following guidance has been issued to Town and Community Councils:

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 made temporary changes to meeting arrangements for community councils, allowing meetings to be held virtually (i.e. multi-location meetings) and requiring meeting documents to be published electronically. These changes allowed meetings to continue during the coronavirus pandemic.

These changes proved popular and beneficial, so the Welsh Government made these changes permanent through the 2021 Act. Many councils have found that attendance, including attendance from the general public, and the productivity of meetings have improved with multi-location meetings. There are also benefits in reducing travel and enabling councillors, members of the public and the press to engage more readily and more conveniently in council meetings.

Physical meetings should not be seen as representing the gold standard, with multi-location meetings being second best. Physical meetings may be convenient and effective for some who are most used to them, but they may be inaccessible or inconvenient to many, including existing councillors.

This guidance reflects the experience of councils across Wales and demonstrates that online meetings are now considered a mainstream and effective method of conducting local government business.

The full briefing note can be found here: Multi-location-meetings-LGE-Act-CTC-briefing-ENGLISH.pdf

Current position

The Council currently operates a mixture of in-person and hybrid meetings. Whilst hybrid meetings provide flexibility, practical experience has demonstrated ongoing difficulties where some participants are physically present in the Chamber and others attend remotely.

Issues experienced include:

- Remote attendees being unable to clearly hear all discussions.
- Difficulties identifying who is speaking during debate.
- Challenges associated with managing contributions between in-person and remote attendees.
- Additional officer resources required to facilitate meetings.
- Technical limitations impacting the quality of participation.

Hybrid meetings can inadvertently create a two-tier meeting environment whereby Members attending remotely may not have the same experience as those physically present in the Chamber. This can affect participation, the management of debate and the overall efficiency of meetings. In practice, the current arrangements can create an unequal experience between those physically present and those attending remotely.

Benefits of online-only Committee, subcommittee and working group meetings

Improved attendance and participation

Experience across local government demonstrates that attendance often improves where all participants attend meetings remotely. An online-only meeting places all Members on an equal footing. Every participant is equally visible on screen, can clearly indicate a wish to speak and can hear all contributions through a consistent platform.

In addition, online meetings provide Chairs with a clearer and more structured method of managing debate. The electronic "raise hand" function allows Members to indicate their wish to speak without interruption and automatically displays the order in which requests have been made. This enables the Chair to manage contributions fairly, transparently and efficiently, ensuring that all Members have an equal opportunity to participate in discussions and reducing the risk of individuals being overlooked or unintentionally speaking over one another.

By contrast, hybrid meetings can create challenges in ensuring that remote attendees are able to fully participate in discussions and can make it more difficult for the Chair to identify Members wishing to contribute, particularly when participants are split between the Chamber and remote attendance. Evidence gathered by Welsh Government and sector organisations has shown that many councils have experienced increased attendance and improved productivity through multi-location meeting arrangements.

Furthermore, public accessibility is enhanced, with residents and members of the press often finding it easier to observe meetings online than travelling to a council office. [slcc.co.uk], [gov.wales]

Having spoken to other Clerks within South Wales as part of the background work into this paper the following was confirmed:

- Town Council 1: Committees are all scheduled at 5pm, and online only. Full Council is at 6pm and is hybrid;
- Town Council 2: Meetings take place at 6pm;
- Community Council 1: All meetings are online only and take place at 6:30pm
- Town Council 3, Community Council 2: Full Council takes place at 6:30pm with mixture of online or hybrid meetings
- Community Council 3: All meetings take place at 7pm with committees online only, and Full Council hybrid
- Town Council 4: All meetings are hybrid with Full Council at 6pm, and committee meetings at 10am
- Town Council 5 & Community Council 4: All meetings are hybrid at 6pm

Improving accessibility and supporting future recruitment of Councillors
Councillors increasingly balance public office with employment, caring responsibilities and family commitments. Holding meetings online at 6.00pm allows Members to:

- Join directly from home following work.
- Avoid additional travel time.
- Better manage childcare and caring responsibilities.
- Participate from an appropriate location when travelling.
- Balance council duties with personal commitments.

The proposal therefore supports a more flexible and inclusive approach to local democracy. The Council must consider not only the needs of its current membership but also the future composition of Barry Town Council.

Several existing Members have indicated that they do not intend to seek re-election at the next local government elections. It is therefore likely that the next administrative term will see several new councillors elected to the Council.

As a modern and progressive organisation, Barry Town Council should seek to remove barriers to participation wherever possible.

Online committee meetings provide greater flexibility for individuals with:

- Employment commitments.
- Caring responsibilities.
- Disabilities or mobility challenges.
- Health conditions.
- Other personal circumstances that may make regular attendance at the Town Hall difficult.

Allowing Members to participate remotely enables them to undertake their civic duties whilst balancing other important aspects of their lives. This creates a more inclusive form of local democracy and recognises that many individuals with valuable skills and experience may be unable to commit to multiple in-person evening meetings each month.

The Council should also consider the message that its meeting arrangements send to prospective candidates. The ability to advertise that:

- Committee meetings are held online.
- Attendance can take place from a suitable location of the Member's choosing.
- In-person attendance is generally only expected for Full Council meetings, which are held approximately six times per year may encourage a wider and more diverse range of residents to consider standing for election.

This could increase participation from:

- Working-age residents.
- Parents and carers.
- Younger residents.
- Individuals with mobility challenges.
- Residents with professional commitments.
- Individuals seeking a better balance between public service and personal responsibilities.

A more flexible meeting structure would help ensure Barry Town Council remains attractive and accessible to future generations of councillors, strengthening local democratic participation and supporting a more representative membership.

The proposal is therefore not simply an operational change but an investment in the long-term sustainability, inclusivity and effectiveness of the Council's democratic arrangements.

Staff & Member welfare and safety

The Council has a duty of care towards its employees. At present, administrative staff are frequently required to remain at the Town Hall until after 8.30pm once meetings have concluded, administrative actions completed and the building secured.

The Council should recognise that:

- The administrative employees supporting evening meetings are currently all female members of staff.
- Staff and Members may be required to leave the building at a late hour.
- During winter months Members and staff are regularly travelling home in darkness.
- Incidents of anti-social behaviour frequently occur within the town centre during these late evening periods.
- The Council has a responsibility to consider employee wellbeing and personal safety when determining working arrangements.

Moving Committee meetings online would significantly reduce these risks by removing the requirement for staff and Members to routinely remain in the Town Hall late into the evening.

Reduced staffing and operational costs

Traditional evening meetings require staff attendance significantly beyond normal office hours. There are costs associated with overtime payments and TOIL.

Moving Committee meetings online would generate efficiency savings and reduce recurring expenditure without diminishing democratic engagement. At a time when local councils face increasing financial pressures, every opportunity to reduce unnecessary expenditure should be explored.

Environmental benefits and carbon reduction
Reducing unnecessary travel and associated costs generates both financial and environmental benefits. Fewer journeys by councillors, officers and members of the public will contribute towards a reduction in the Council's carbon footprint and support wider sustainability objectives.

This approach aligns with the principles of the Well-being of Future Generations (Wales) Act 2015, requiring public bodies to think longer term and adopt more sustainable approaches to service delivery. By reducing travel requirements, the Council would be able to demonstrate practical carbon reduction measures through:

- Reducing vehicle journeys associated with routine Council business.
- Lowering greenhouse gas emissions.
- Making more sustainable use of public resources.
- Supporting the environmental wellbeing of future generations.
- Embedding modern and efficient working practices within the organisation.
- Demonstrating leadership in adopting digital-first approaches where appropriate.

Whilst each individual journey may appear relatively insignificant, the cumulative reduction across multiple committees, officers and councillors throughout the year represents a meaningful contribution towards the Council's sustainability objectives. Furthermore, reduced travel time enables both Members and officers to focus their time more effectively on delivering services and supporting the community.

Future-proofing the Council
Modern organisations increasingly utilise digital technologies to improve accessibility, efficiency and resilience. The Council should embrace modern governance practices and position itself as an organisation that is fit for the future. Online Committee meetings would:

- Increase organisational resilience.
- Ensure continuity during severe weather or unforeseen circumstances.
- Support recruitment and retention of councillors.
- Improve accessibility for future Members.
- Reflect modern expectations of public service delivery.
- Align the Council with practices already adopted by many councils across Wales.

The proposal represents an opportunity to move the Council's governance arrangements firmly into the 21st century.

Retention of hybrid Full Council meetings
It is proposed that Full Council meetings continue to be held on a hybrid basis. Full Council meetings represent:

- The principal decision-making function of the Council.
- The most publicly visible meetings.
- Meetings where ceremonial and civic duties can form part of proceedings.
- Consideration of strategic, policy and budget matters.

Retaining a hybrid option allows Members who value in-person attendance to continue doing so whilst maintaining flexibility for those unable to attend physically.
This approach achieves an appropriate balance between modern working practices and maintaining a physical presence for the Council's principal meetings.

Legislative and policy considerations
The proposal is supported by the provisions contained within the Local Government and Elections (Wales) Act 2021, which established permanent arrangements for multi-location meetings and enabled councils to meet virtually or through hybrid

arrangements.

Welsh Government guidance states that multi-location meetings:

- Increase accessibility.
- Improve engagement.
- Enable councils to become more flexible and efficient.
- Reduce unnecessary travel.
- Increase public attendance and awareness of local government activities.

The proposal is also consistent with the principles of the Well-being of Future Generations (Wales) Act 2015, particularly in relation to:

- Long-term thinking.
- Prevention.
- Integration.
- Efficient use of resources.
- Environmental sustainability.
- Creating better ways of working for future generations.

Financial implications

The proposal is expected to contribute towards:

- Reduced overtime expenditure.
- Reduced utility costs.
- Reduced operational building costs.
- More efficient deployment of officer resources.

Any technology requirements can be met from existing budgets.

Equality implications

The proposal is expected to have positive equality impacts by improving accessibility for:

- Working-age residents.
- Individuals with caring responsibilities.
- Disabled persons.
- Those with mobility limitations.
- Future councillors from a broader range of backgrounds and circumstances.

Conclusion

This proposal presents an opportunity to modernise Barry Town Council's governance arrangements whilst improving accessibility, increasing participation, supporting staff welfare and delivering operational efficiencies.

Online-only Committee meetings commencing at 6.00pm would align the Council with modern local government practice, reduce costs, improve attendance and participation, enhance officer safety, support work-life balance and contribute to the Council's environmental objectives. It will allow Members and Staff who have caring responsibilities to still be able to spend quality time with their loved ones, at a reasonable hour of the evening.

The proposal would also support the Council's obligations under the Well-being of Future Generations (Wales) Act 2015 by reducing unnecessary travel, lowering the Council's carbon footprint and promoting more sustainable ways of working.

Importantly, the proposal looks beyond the needs of the current Council and seeks to ensure that Barry Town Council remains accessible and attractive to future generations of councillors. By reducing barriers associated with travel, employment commitments

and caring responsibilities, the Council can encourage a broader and more diverse range of residents to participate in local democracy.

Retaining hybrid Full Council meetings would preserve the opportunity for face-to-face engagement during the Council's principal decision-making meetings whilst maintaining flexibility for all Members. The proposal represents an opportunity for Barry Town Council to demonstrate leadership in modern local governance, embracing the flexibility and accessibility envisaged by the Local Government and Elections (Wales) Act 2021 whilst creating a sustainable, inclusive and future-focused model of democratic decision-making that is fit for current and future generations.

Recommendations
It is recommended that:

1. Members receive and note the report
2. Approves all Standing Committee meetings being held remotely (online only) with effect from 1 November 2026.
3. Approves a standard commencement time of 6.00pm for all Committee and Full Council meetings.
4. Retains Full Council meetings as hybrid meetings, allowing Members to attend either in person or remotely.
5. Delegates authority to the Chief Officer to implement the necessary procedural, technical and administrative arrangements required to support the revised meeting structure including any amendments to Standing Orders.
6. Notes that the revised arrangements support the Council's commitment to modern, accessible and sustainable local governance in accordance with the principles of the Local Government and Elections (Wales) Act 2021 and the Well-being of Future Generations (Wales) Act 2015.

FULL COUNCIL	19 OCTOBER 2026	AGENDA ITEM: 21

RECORDING OF COUNCIL AND COMMITTEE MEETINGS

Report Author: Rachel Honey-Jones, Chief Officer

Attachments: Appendix A - Recording of Council Meetings Policy 2026

Purpose of report
To consider the adoption of a policy permitting the recording of Full Council, Committee, sub-committees and working group meetings for the sole purpose of supporting the preparation and verification of Council minutes.

Background
The preparation of accurate minutes is one of the Council's most important statutory responsibilities. Minutes form the official legal record of Council decisions and provide transparency, accountability and an auditable record of the Council's decision-making processes.

Under the Council's current arrangements, officers are required to manually take comprehensive notes throughout meetings before subsequently transcribing those notes into draft minutes. This can be a lengthy process, particularly where meetings are complex, involve extensive debate or continue late into the evening.

Technological developments now provide public bodies with the ability to accurately record meetings and utilise recordings solely for the purpose of ensuring minute accuracy. The proposed policy does not alter the status of minutes as the Council's official legal record but instead provides officers and administrators with an additional tool to assist in producing accurate, consistent and timely minutes.

The proposed policy provides that recordings would be made solely for minute-taking purposes and deleted once the relevant minutes have been approved by Council in accordance with the Council's retention arrangements.

Current position
At present, administrators are required to:
- Attend meetings and take extensive handwritten notes.
- Record discussions, motions and amendments manually.
- Subsequently transcribe those notes into draft minutes.
- Check discussions and decisions from handwritten records.
- Complete the process within the statutory timescales applicable to local authorities.
- Send to Lead Officer who must also refer to their own notes to ensure all discussion and resolutions have been captured.

Whilst administrators and officers make every effort to ensure minute accuracy, reliance upon handwritten notetaking can create challenges, particularly where:
- Several Members speak in quick succession.
- Amendments are proposed during debate.
- Technical discussions take place.
- Sensitive part 2 discussions take place in which administrators are asked to leave the room, Officers must present the details and then also minute the discussion of said item.

As the volume and complexity of Council business increases, consideration should be given to modernising the processes used to support minute preparation.

Proposed policy
The Council is asked to adopt the proposed Recording of Council Meetings Policy, under which:

- Full Council and Committee meetings may be recorded.
- Recordings will be used solely for minute accuracy.
- Minutes will remain the official legal record of Council decisions.
- Recordings will not form part of the permanent Council record.
- Recordings will be deleted once the relevant minutes have been formally approved.
- Confidential and exempt business will be managed in accordance with existing legal requirements.
- The policy also requires notification to attendees that recording is taking place and confirms that recordings are being made exclusively to support the preparation of accurate minutes.

Benefits of recording meetings
Improved accuracy of minutes
The primary benefit of recording meetings is improved accuracy. A recording provides an objective record of proceedings which can be referred to where clarification is required regarding:

- Motions and amendments.
- Voting outcomes.
- Actions agreed.
- Statements made during debate.
- Attendance and participation.

Recordings reduce the risk of inadvertent errors arising from reliance solely upon handwritten notes taken during live discussion. Importantly, the proposal is not intended to create verbatim transcripts of meetings. Rather, recordings would be used as a reference tool to assist officers in preparing concise and accurate minutes.

This approach helps protect both officers and Members by ensuring there is an accurate record available should any uncertainty arise regarding the outcome of discussions.

Significant administrative efficiency
One of the most significant advantages of recording meetings is the efficiency it brings to administrative processes. Currently, administrators and Officers spend several hours during a meeting manually recording discussions before spending additional hours transcribing handwritten notes into draft minutes.

Recording meetings allows administrators and Officers to:

- Focus on the administration of the meeting.
- Concentrate on identifying resolutions and actions.
- Reduce the volume of handwritten notes required.
- Verify discussions quickly and accurately.
- Prepare minutes more efficiently.
- Benefit Members significantly in that Officers and administrators will have increased focus upon the proceedings of the meeting and their role in supporting participation and procedural delivery

It is anticipated that the use of recordings could save several hours of administrator and Officer time per meeting. This represents a significant operational improvement and allows administrators and Officer resources to be directed towards supporting service delivery and Council priorities rather than administrative duplication.

Supporting staff wellbeing
The production of minutes often involves considerable work after meetings have concluded, particularly where meetings finish late in the evening. Under current arrangements, administrators frequently undertake extensive note-writing during meetings followed by further transcription work afterwards. Using recordings removes much of this duplication and allows staff to work more efficiently.

As an employer, the Council should actively consider opportunities to modernise working practices, reduce unnecessary administrative burdens and improve staff wellbeing where appropriate. It will also give additional service resilience if an administrator is unfortunately taken ill between the time of the meeting and the legal requirement of minutes having to be in the public realm within 7 working days of said meeting.

Keeping pace with technological developments
The Council has previously demonstrated its willingness to embrace modern working practices through the adoption of hybrid and remote meeting arrangements; it's IT infrastructure upgrade and external HR support. Recording meetings for minute-taking purposes represents a further progression in the Council's modernisation journey.

The use of recordings for governance purposes is now commonplace across the public sector and increasingly forms part of modern democratic administration. The Council should seek to utilise available technology where it provides clear operational benefits whilst maintaining appropriate safeguards and governance controls.

Preparing for future AI-assisted minute taking
The public sector is increasingly exploring the use of artificial intelligence to support administrative functions, including minute preparation. The UK Government has already identified AI-assisted minute taking as an area capable of delivering significant productivity improvements across public services and is actively promoting the use of such technology across government departments and public bodies.

Whilst the current proposal relates only to recording meetings, adoption of recordings now would help prepare the Council for future technological developments in minute preparation and meeting administration. By establishing a governance framework and recording process now, the Council would be better positioned to adopt future technologies responsibly should it choose to do so.

AI-assisted minute taking using recordings is rapidly becoming standard practice within public administration and is being utilised across government settings to improve efficiency and accuracy including being promoted by Welsh Government.

Alignment with practice elsewhere
Discussions with senior democratic services professionals indicate that the recording of meetings for minute accuracy purposes is already a well-established practice. Officers at the Vale of Glamorgan Council have confirmed that recordings are used regularly within non-public meetings for the specific purpose of supporting minute accuracy and governance processes.

The Council has also been advised that concerns relating to information governance can be mitigated through appropriate controls including:

- Clearly defining the purpose of recording.
- Storage controls.
- Restricted access arrangements.
- Retention policies.
- Deletion schedules.
- Data Protection Impact Assessments where appropriate.

These safeguards are already reflected within the proposed policy framework.

Strengthening governance and accountability

Ironically, recordings can often reduce disagreement over minutes rather than create it. Where uncertainty exists regarding a resolution or discussion, the recording provides a reference point for administrators and Officers when drafting the official minutes.

This can:

- Reduce disputes regarding minute wording.
- Improve confidence in the accuracy of records.
- Assist Chairs in confirming decisions reached.
- Support transparency and accountability.
- Improve consistency across different meetings.

The statutory record will remain the approved minutes; recordings simply support the production of that record.

No change to legal status of minutes

Members should note that the proposed policy does not alter the legal position regarding Council minutes. The policy specifically confirms: "The minutes of a council meeting remain the statutory and legally binding formal record of council decisions."

The recording does not replace minutes, create a transcript, or become the formal decision record. It is merely a supporting administrative tool used to improve the quality and accuracy of minute preparation.

Information governance considerations

The proposed policy contains a number of safeguards including:

- Clear notification that recording is taking place.
- Recording solely for minute accuracy purposes.
- Restrictions regarding confidential and exempt business.
- Secure storage arrangements.
- Deletion of recordings once minutes have been approved.
- Continued compliance with data protection legislation.

The Council may also wish to undertake a formal Data Protection Impact Assessment to provide additional assurance regarding data handling and retention arrangements.

Financial implications

The proposal is expected to have no implementation costs. Potential benefits include:

- Reduced administrative time.
- Improved productivity.
- Better use of officer resources.
- Reduced duplication of effort.
- Future opportunities to utilise emerging minute-taking technologies.
- Allow for better alignment with the Welsh Language Standards so the translator

can see exactly what was said, and utilise the correct Welsh language words to reflect this

Overall, the proposal represents a nil-cost operational improvement with significant efficiency benefits.

Equality implications
No adverse equality implications have been identified. The proposal supports staff by reducing administrative burden and improving the efficiency of internal processes.

Conclusion
The recording of all formal Council meetings for the sole purpose of minute accuracy represents a sensible, proportionate and modern approach to supporting democratic administration. The proposal does not alter the legal status of Council minutes, does not create permanent recordings and does not change the way decisions are taken. Rather, it provides Officers with an effective tool to improve accuracy, reduce administrative burden and increase efficiency.

The recording and subsequent deletion of meetings once minutes have been approved strikes an appropriate balance between good governance, transparency and information management.

As public bodies across Wales and the wider UK increasingly utilise technology to support democratic processes, the Council has an opportunity to modernise its own arrangements, improve officer productivity and ensure that minutes continue to be prepared to the highest possible standard. The proposal represents a practical and low-risk improvement to existing arrangements which supports accuracy, efficiency, accountability and the future development of digital democratic services.

Recommendations
It is recommended that:
1. Members receive and note this report
2. Members approve the adoption of the attached Recording of Council Meetings Policy.
3. Members authorise the recording of Full Council and Committee meetings for the sole purpose of supporting the production of accurate minutes.
4. Members understand that recordings shall be deleted once the minutes of the relevant meeting have been formally approved by Council in accordance with Standing Orders and legislation.
5. Members note that the approved minutes shall remain the sole statutory and legally binding record of Council decisions.
6. Members authorise the Chief Officer to implement any necessary administrative, technical and data protection arrangements required to support the Policy.

BARRY TOWN COUNCIL

Recording of Council Meetings

Information for members of the public, Councillors and Council staff attending and recording Full Council and committee meetings

Introduction

The Town Council intends to record Full Council and committee meetings for the sole purpose of minute accuracy.

1. Definition

For the purpose of this policy the term “record” means any form of audio, visual or electronic recording. Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public.

2. Access to Meetings by Members of the Public

Public notice of the time of the meeting must be given electronically at least 3 clear days before the meeting.

The agenda for the meeting must also be published electronically in advance of the meeting.

It is acknowledged that technical difficulties can occur at times and in these situations as long as the meeting notice has been published in the Town Council noticeboard the meeting will still proceed.

3. Conduct of Meetings

A note is included on the agenda informing members of the public, Councillors and Council staff that the proceedings are being recorded.

At the start of each meeting to be recorded the Chair will announce that the meeting is being recorded and that the Chair may also terminate or suspend the recording of the meeting in accordance with this protocol.

The Chair must also state the date and description of the meeting.

4. Rules

Recording by the Town Council

1. The council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.

2. Where a council proposes to record its own meetings for the purposes of minute taking only and once the minutes are formally accepted by council the recording will be deleted.

3. When meetings are private (not open to the public) or when confidential or exempt items of business are transacted (when the press and public are excluded), access to replay/obtain copies will be restricted in accordance with Access to Information Rules.

4. The council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

5. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

6. It should be noted that in the absence of the Chair the responsibilities referred to in this document will be delegated to the Deputy.

Date of policy review: January 2029