

# Public Document Pack

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

### Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Rhowch wybod i ni os mai Cymraeg yw eich  
dewis iaith.*

*We welcome correspondence in Welsh. Please  
let us know if your language choice is Welsh.*



#### **Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services**

Deialu uniongyrchol / Direct line /:  
Gofynnwch am / Ask for:

Ein cyf / Our ref:  
Eich cyf / Your ref:

**Dyddiad/Date:** 6 September 2016

Dear Councillor,

#### **TOWN & COMMUNITY COUNCIL FORUM**

A meeting of the Town & Community Council Forum will be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Monday, 12 September 2016 at 4.00 pm.**

#### **AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008
3. Approval of Minutes 3 - 6  
To receive for approval the Minutes of the meeting of the Town and Community Council Forum of 18 July 2016.
4. Impact of the Medium Term Financial Strategy on the delivery of services provided by the Council and on Town and Community Council Budgets 7 - 12
5. Community Asset Transfer Update 13 - 16
6. Update of the Town and Community Councils' (TCCs) Charter and Action Plan 17 - 22
7. Urgent Items  
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

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We welcome correspondence in Welsh. Please let us know if your language choice is Welsh

Yours faithfully

**P A Jolley**

Corporate Director Operational and Partnership Services

**Distribution:**

Councillors:

S Aspey  
M Butcher  
CA Green  
EM Hughes  
CL Jones  
HE Morgan  
MEJ Nott OBE

Councillors

DG Owen  
G Phillips  
DR Pugh  
CL Reeves  
M Reeves  
D Sage  
CE Smith

Councillors

RL Thomas  
HJ Townsend  
R Williams  
M Winter  
RE Young

Plus a representative from each Town and Community Council

# Agenda Item 3

MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD IN THE COUNCIL CHAMBER, CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB ON MONDAY, 18 JULY 2016 AT 4.00PM

## Present:-

MW Butcher	HE Morgan	CL Reeves	R Williams
EM Hughes	G Phillips	M Reeves	RE Young
CL Jones	DR Pugh	HJ Townsend	R Thomas

In Attendance:

Councillor RC Jones – Deputy Mayor, Bridgend County Borough Council

## Officers:

Lee Jones	Head of Regulatory and Partnerships
Gary Jones	Head of Democratic Services
Mark Galvin	Senior Democratic Services Officer – Committees
Elizabeth Jones	Project Officer

## Town/Community Councillors

Councillor S Baldwin	-	Bridgend Town Council
Councillor N Oram	-	Coychurch Higher Community Council
Councillor B Nash	-	Coychurch Lower Community Council
Councillor PW Jenkins	-	Maesteg Town Council
Councillor S Priday	-	Ogmore Valley Community Council
Councillors LE Jones	-	St. Brides Minor Community Council
Councillors P Williams	-	Ynysawdre Community Council

## Invitees

Councillor R Morgan	-	Mayor Bridgend Town Council
Councillor D Aston	-	Chairperson Brackla Community Council
Councillor C Holmes	-	Chairperson Cefn Cribwr Community Council
Councillor H Thomas	-	Chairperson Coity Higher Community Council
Councillor SM Bennett	-	Chairperson Cornelly Community Council
Councillors K Smith	-	Chairperson Coychurch Lower Community Council
Councillor DT Griffiths	-	Chairperson Garw Valley Community Council
Councillor L Grantham-Brooks	-	Vice-Chairperson Llangynwyd Middle Community Council
Councillor J Terry	-	Mayor Maesteg Town Council
Councillor A John	-	Chairperson Newcastle Higher Community Council
Councillors MJ Jenkins	-	Chairperson Ogmore Valley Community Council
Councillor J McCarthy	-	Mayor Pencoed Town Council
Councillor R Lee	-	Mayor Porthcawl Town Council
Councillor K John	-	Chairperson Pyle Community Council
Councillor F Watkins	-	Chairperson St. Brides Minor Community Council
Councillor J Hutchinson	-	Chairperson Ynysawdre Community Council

## 120 ELECTION OF CHAIRPERSON

### RESOLVED:

Following a motion, which was duly seconded and carried unanimously, Councillor HJ Townsend was elected Chairperson for the meeting, in the absence of the current Chairperson and Vice-Chairperson of the Town and Community Council Forum.

## 121 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:-

Councillor MEJ Nott  
Councillor D Sage  
Councillor S Aspey  
Councillor CA Green  
Councillor CE Smith  
Councillor A Owen

122 DECLARATIONS OF INTEREST

None.

123 APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Town & Community Council Forum dated 21 March 2016, be approved as a true and accurate record.

124 THE TOWN & COMMUNITY COUNCILS' (TCCs) CHARTER

The Head of Regulatory and Partnerships submitted a report to update Members on the development of the Town and Community Councils' Charter; seek approval for the Town and Community Council Charter Action Plan, and to formally sign the Charter as approved by the individual Town, Community and the Borough Council of Bridgend.

At its meeting on 21st September 2015 the Town and Community Council Forum agreed that a TCC Charter Working Group be established to review the current Charter. The working group consisted of 6 Elected Members from Bridgend County Borough Council and 6 Elected Member representatives from the Town and Community Councils.

The Head of Regulatory and Partnerships added, that the Working Group met on 2 previous occasions to undertake the review, which included the circulation of the existing Charter to all Town and Community Councils to identify any opportunities they may have to improve the Charter. The Working Group carried out a research exercise and contacted other Local Authorities to identify and collate examples of best practice to be incorporated into a revised Charter for Bridgend.

A series of proposals were discussed and the amendments were agreed for inclusion in the revised draft Charter, as were outlined in paragraph 3.3 of the report, and the Charter was endorsed by the Forum at its last scheduled meeting.

The Head of Regulatory and Partnerships, advised that the Charter reflected the commitment of all Councils to work in partnership in order to meet future challenges, and would assist in the ongoing delivery of citizen-focused services, and promote Town/Community Councils working together for the benefit of all the residents of the County Borough.

Paragraph 4.2 of the report outlined proposals received from certain Town/Community Councils, to add to the TCC's Action Plan that supported the Charter. Other proposals for the Action Plan were detailed within this at Appendix 1 to the report, and these had been agreed previously.

Finally, the Head of Regulatory and Partnerships, confirmed that the Mayors/Chairpersons of each of the Town and Community Councils had been invited to the meeting to sign the

Charter, thereby confirming their commitment to this document and its accompanying Action Plan.

A Member asked if any adjoining or neighbouring Town/Community Councils in close proximity in terms of their location, could meet-up in order to possibly agree upon or come forward with joint recommendations or views on how to tackle and progress certain projects together in partnership that would incorporate both of their areas.

The Chairperson advised that as far as she was aware, there were no plans for this, and that the Town and Community Council Forum and the supporting Charter including its Action Plan, would tackle projects and resolve issues that were confronted by the two tiers of Authority as a whole. Certain Town and Community Councils however, she added, were aligned with One Voice Wales, an advisory and umbrella body for Town/Community Councils that provided support and advice to these bodies.

A Member had noted that attendance figures at meetings of the Town and Community Council Forum had dwindled the last few years. He hoped that the Charter and the development of integrated working between the local authority and Town/Community Councils through the Action Plan would promote productive and more meaningful meeting agenda's which in turn would improve attendance figures at future meetings of the Forum.

The Chairperson advised that there would be regular meetings between Officers of the Council and Clerks to Town/Community Councils, the first of which was tomorrow, and she would ensure this point was made at this inaugural meeting.

A Member pointed out that even though Town/Community Councils suggested items for placing on the agenda at meetings, these items sometimes did not subsequently get placed on the agenda.

The Head of Democratic Services advised that items had to relate to whole of the County Borough, rather than specific issues in one areas. If this was not the case then they would not satisfy the terms of reference of the Town and Community Council Forum. There may also be a delay before items requested considered by the Forum, as they may have to be considered by Cabinet, Council or the appropriate Overview and Scrutiny Committee before wider consideration is undertaken.

As this concluded questions on the report, Officers proceeded to request the Mayors and/or Chairpersons of Town/Community Councils that were present at the meeting, to formally sign the Charter as a working document.

RESOLVED: That the Town and Community Council Forum approved the Charter Action Plan, and further approved that the Charter document be signed by representatives of all Town/Community Councils within the Bridgend County Borough.

125 URGENT ITEMS

None.

The meeting closed at 4.45pm

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO TOWN AND COMMUNITY COUNCILS' FORUM

12 SEPTEMBER 2016

#### REPORT OF THE SECTION 151 OFFICER

#### IMPACT OF THE MEDIUM TERM FINANCIAL STRATEGY ON THE DELIVERY OF SERVICES PROVIDED BY THE COUNCIL AND ON TOWN AND COMMUNITY COUNCIL BUDGETS

##### 1. Purpose of Report.

- 1.1. The purpose of this report is to update Town and Community Councils forum on the potential impact of budget reductions, as outlined in the Medium Term Financial Strategy (MTFS), on the Council's ability to deliver key services and to clarify the timeline for engagement with Town and Community Councils on the transfer of services.

##### 2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Medium Term Financial strategy identifies the Council's resource priorities for the next four financial years and underpins its ability to deliver its corporate priorities as set out in the Corporate Plan.
- 2.2 The report supports the following corporate priorities:
  - Priority 2- Helping people to be more self- reliant (by working in partnership with Town and Community Councils.)
  - Priority 3 - Smarter use of resources

##### 3. Background.

- 3.1. At a meeting of the Town and Community Forum on 21 September 2015, members of the forum were advised that the Council was experiencing a period of unprecedented financial challenge, and was facing a forecast funding shortfall of approximately £49 million between 2016-17 and 2018-19.
- 3.2. In 2016-17 the Council identified budget reductions of £7.477million across its range of services when setting its budget which are currently being delivered.
- 3.3. In response to the challenging financial climate faced by BCBC and in line with one of the council's stated priorities of helping people to be more self-reliant the authority has been exploring innovative and flexible ways of delivering services, including engagement with Town and Community Councils and the transfer of functions and assets which is intended to offer an opportunity to maintain and preserve services particularly valued by local communities. This will provide Town and Community Councils with the opportunity to play a bigger role in the delivery of local services. However the transfer of functions/ assets to Town and Community Council necessitates the requirement for them to consider the cost of providing future services and in doing so assess their level of future precept.

- 3.4. In January 2016 the Corporate Director Communities provided a report to Members of the Town and Community Forum on the Community Asset Transfer Scheme, the purpose of the scheme being to encourage the transfer of property and other assets to the third sector. As at December 2015, the authority had been approached by 26 organisations regarding 30 assets including interest from one Town and Community Council.
- 3.5. Any engagement with Town and Community Councils on the transfer of assets or service changes will need to consider the budgeting timetable of both parties to ensure that any changes are reflected in the budgets set.
- 3.6. Section 34 of the Local Government Finance Act requires that Bridgend County Borough Council (BCBC) as the billing authority calculates the basic amount of council tax for dwellings in those parts of its area to which one or more special items relate such as a Community/Town Council precept requirement.
- 3.7. Under this requirement Town and Community Councils are contacted at the end of each calendar year and asked to identify the amount required by their council in order to undertake their functions in the forthcoming financial year. The figure they provide is then incorporated into BCBC's council tax calculations for the following year.

#### 4. **Current situation / proposal.**

##### **MTFS Development**

- 4.1. No indicative allocations have been provided by Welsh Government regarding the 2017-18 settlement so the Council will continue to work towards a 'most likely' scenario in the MFTS of a reduction of -3.2% in Aggregate External Financing (AEF). In pursuit of further improvements to its Financial Strategy development, the council has expanded the budget development process to proactively consider how the Council might respond to different settlement scenarios. These are based on a reduction in AEF of -1.5% annually in the best case and -4.5% annually in the worst case. These are as follows:

Year	Best Case £000s	<b>Most Likely</b> <b>£000s</b>	Worst Case £000s
2017-18	6,002	<b>9,190</b>	11,627
2018-19	6,659	9,697	11,947
2019-20	6,274	9,167	11,241
2020-21	6,084	8,839	10,746
<b>Total Reductions</b>	<b>25,019</b>	<b>36,893</b>	<b>45,561</b>

- 4.2. In the best case scenario, the Council will be required to make budget reductions totalling over £25 million. Added to the £34 million which the Council has reduced budgets over the last four years, this totals nearly a quarter of the Council's net budget. Under the worst case scenario, this rises to over 30%. Under the Most Likely scenario, it is highly unlikely that the level of budget reductions can be delivered without changes to the level of scope of discretionary services which the Council provides, involving difficult choices about which to retain versus reduce or remove.



- 4.3. There are a number of areas where the Council is restricted in terms of applying these savings, particularly schools budgets where the Welsh Government in the past has afforded protection to schools' delegated budgets, to a level of 1% above the change in the Welsh Government budget. Under current MTFS assumptions there is no protection offered to schools. The budget reductions presented to Council in March included a 1% efficiency saving from schools delegated budgets from 2017-18 to 2019-20. If Welsh Government continues to afford protection to schools this efficiency saving cannot be met and this will put more pressure on other service area budgets. The value of school protection for 2016-17 was a £1.578 million increase in schools budgets.
- 4.4. As well as developing proposals to meet the different scenarios, Directors are reviewing existing proposals to confirm their current status and achievability, and make necessary changes particularly in respect of timescales and value of reductions.
- 4.5. As reported to Cabinet in July 2016, under the 'most likely' scenario, of the £36.893 million budget reduction requirement over the four year period, savings of £27.371 million had not yet been identified.
- 4.6. Since then, officers have been working with Cabinet members to undertake a detailed review and assessment of proposals with a view to determining a final list of proposals, some of which will be included within the budget consultation which is planned for the autumn to engage with citizens and wider stakeholders.
- 4.7. The 2017-18 draft budget, including savings proposals, will be presented to Cabinet at the end of November following publication of the Provisional Local Government Settlement on the 19 October 2016. The Cabinet Secretary for Finance & Local Government plans to publish the Final Local Government Settlement on 21st December 2016, and a report to Cabinet on the final budget proposed will be considered on 7 February 2017 before presentation to Council for approval on 1 March 2017.

### **Engagement with Town and Community Councils**

- 4.8. At this point detailed savings proposals have not been presented to Cabinet and as such a list of the budget reduction proposals which may impact on Town and Community Council areas is not publically available.
- 4.9. However, in terms of specific activities and challenges facing the Council's departments, the following services have been identified as potential areas where Town and Community Councils may be able to support and work with the Council on meeting the budget reductions, but at the same time endeavoring to ensure continuity of provision for residents:

#### Education & Family Support

The Directorate brings together priorities for delivering Early Help and education services and in doing so maintains 59 schools across the county, with expenditure on schools being the biggest single area of spend as a council. The council has a longer term approach to making the schools system more efficient – for example through reducing the numbers of surplus places in schools whilst maintaining enough capacity for anticipated future increases in school age population.

One of the budget proposals that is being considered in 2017-18 is the Safe Routes to Schools, through the review of school transport routes throughout the borough in line with new legislation.

### Communities

There are a number of budget proposals in the Communities Directorate that potentially could impact on the level and frequency of local service provision and therefore may be things where Town and Community Councils wish to consider taking a greater role and/or financial contribution. These include moves to further rationalise public convenience provision, move towards a more focused and priority based street cleaning service, a comprehensive review of parks and playing fields provision, and reviews of current support for community centres and some subsidised buses.

Some of these proposals link directly to the Council's Community Asset Transfer plans [a separate update report is presented on this to the forum] but clearly there are opportunities to work with the Council to maintain and even enhance specific local services which are deemed a priority by relevant town and community councils.

### Social Services & Wellbeing

After Education, the largest area of council spend is on social care. This includes social care for children and for adults who are vulnerable through infirmity or disability. The Council recently brought the children's and adult social service teams together in order to give a stronger focus on social care as a professional discipline and to identify efficiency savings by helping these two areas to work more closely together. We have also brought the Sport, Active Play and Wellbeing team into the same directorate to better support early intervention approaches. Over the past three years the council has delivered £10m of budget reductions in this area and its strategy for the next few years is to broadly manage growth in demand or act early to help people remain independent.

Much of Social services budgets are demand led and whilst the long term strategy is to enable people to be more self-reliant, the demographics show that people are living longer and live into older life with more complex conditions than ever before. The Council's strategy for managing this pressure is to continue to transform how services are delivered, with transformations designed to both better support people whilst costing less. The Council has identified a number of further transformations that continue this approach and which are reflected in changes to the proposed budget such as development of Extra Care Schemes so that people can be supported to live more independent lives than would be the case in traditional residential care and linking the work on the new assessment framework to the new national eligibility criteria as part of the Social Services and Wellbeing Act.

- 4.10. There are currently 20 Town and Community Councils within the County Borough, whose total precepts currently equate to £1,908,750. However, this ranges from £2,000 for the smallest Community Council to £367,875 for the largest Town Council. It is likely that capacity for the smaller Community Councils to take over some areas of service provision will be significantly more limited than it would for the larger Community and Town Councils.

- 4.11. Town and Community Councils will need to give thought to how they might need to prioritise which services they would wish to support and sustain moving forward and potentially set their budget accordingly.
- 4.12. To ensure that Town and Community Councils can adequately plan for any funding they may need to provide to deliver transferred services/ functions, the authority needs to be put in place a procedure and timeline to work with the Town and Community Councils.
- 4.13. BCBC will therefore work with Town and Community Councils to identify schedules and potential projects for which Town and Community Councils may be required to provide funding during the forthcoming financial year. This will need to be undertaken and completed by 1 December 2016.
- 4.14. Town and Community Councils will need to consider their budget requirements before the precept meetings which are held in December/January to ensure that their budgets are sufficient to carry out their proposed activities and policies.

The Council will require notification of Town and Community Councils precepts by no later than 10 January 2017. This deadline is set to ensure that precepts can be reviewed and checked in the Council's billing system in sufficient time for Council Tax Demands to be produced and the precept requirements to be included in the MTFs and Council Tax Report for 2017-18.

## **5. Effect upon Policy Framework & Procedure Rules.**

- 5.1. The budget setting process is outlined within the Council's Constitution and Financial Procedure Rules.

## **6. Equality Impact Assessment**

- 6.1 All budget reduction proposals identified within the MTFs are subject to separate Equality impact Assessments (EIA). A full EIA on the budget setting process will be presented to Cabinet and Council in January and March 2017.

## **7. Financial Implications.**

- 7.1 These are reflected in the body of the report.

## **8. Recommendation.**

- 8.1 The Town and Community Councils are asked to note the report.

**Randal Hemingway**  
**Head of Finance & Section 151 Officer**  
**September 2016**

**Contact Officer: Frances Mantle**  
**Finance manager Governance & Exchequer**

**Telephone: (01656) 643286**

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**Background documents**

10 March 2016 Council Report-Medium Term Financial Strategy 2016-17 to 2019-20  
6 July 2016 Cabinet Report - Medium Term Financial Strategy 2017-18 to 2020-21

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO TOWN AND COMMUNITY COUNCIL FORUM

12 SEPTEMBER 2016

#### REPORT OF THE CORPORATE DIRECTOR COMMUNITIES

##### COMMUNITY ASSET TRANSFER UPDATE

###### 1. Purpose of Report

- 1.1 The purpose of this report is to provide an update to Town and Community Councils on Community Asset Transfer (CAT).

###### 2. Connection to Corporate Improvement Plan and other Corporate Priority

- 2.1 Helping people to be more self-reliant: Taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
- 2.2 Supporting a successful economy: Showing any links to sustainable jobs and growth.
- 2.3 Smarter use of resources: Ensuring that all our resources (financial, physical, human and technological) are used as effectively and as efficiently as possible and supporting the development of resources throughout the community that can help deliver our aims.

###### 3. Background

- 3.1 In July 2015 Cabinet approved a proposal to improve the pace and extend the number of community asset transfers within the County Borough. This was further supported by the refreshing of the Asset Management Plan 2021, in line with Welsh Government Best Practice Guide. The Forum was made aware of this in a report presented on 21st September 2015.
- 3.2 In October 2015 two letters were sent to Town and Community Councils outlining the CAT priorities, which were based on the Medium Term Financial Strategy (MTFS) proposals and include, in phase 1, Public Toilets, Parks Pavilions, Bus Shelters and Community Centres. Future phases will include Playgrounds, Playing fields and Bowling Greens followed by Miscellaneous Assets.
- 3.3 The letters set out the protocol that needed to be followed in phases to successfully complete a CAT.
- 3.4 In January 2016 the Forum received an update on progress on CAT which included the information that a CAT Officer had been appointed in November 2015 whose role was to support groups through the CAT application process. The Forum was also made aware that for the Rural Development wards in Bridgend that further support including the potential of grant funding could be available to transfer assets and to look at ways of providing non statutory services.

#### 4. Current Situation

- 4.1 There has been a significant amount of interest in CAT from local clubs and organisations, including Town and Community Councils. Up until 17<sup>th</sup> August 2016 56 organisations had approached the CAT officer with 18 applications progressing to the business planning stage. Of these:
- 2 applications have been withdrawn
  - 9 applications are live and are developing their business case
  - 6 applications are dormant
  - 1 application is being dealt with by the Property Section
- 4.2 Interest to date has included 26 enquiries for pavilions, 8 for community centres, 2 for toilets and 1 application for a number of bus stops. Where interest for the same asset has been from different organisations they have been encouraged to work together. There has been interest in assets which are not currently on the list and a few organisations have shown interest in CAT in Bridgend as they need a building in the area, but not focused on a specific asset.
- 4.3 The applications are predominantly being made by sports clubs and associations in relation to self-management of pavilions, but many of the clubs are keen to explore, at this stage, inclusion of playing fields.
- 4.4 Three Town and Community Councils are progressing applications for various amenities including public toilets, pavilions, bus shelters and community centres.
- 4.5 The CAT process has been designed to test an organisation's capacity and the robustness of its business and financial case.
- 4.6 The Rural Development Programme recently commissioned a report compiled by Wales Cooperative Centre (WCC), which has studied the CAT process in Bridgend County Borough Council to date and made a series of recommendations to improve the CAT process, which are due to be considered by Cabinet in October 2016.
- 4.7 However, one recommendation from the WCC report that has already been progressed relates to providing additional support to interested groups and organisations to help them through the CAT process. Bridgend County Borough Council has commissioned independent support to provide detailed advice and guidance to CAT applicants on issues to include:
- Options appraisals and feasibility studies
  - Business and financial planning
  - Legal structures and governance arrangements
  - All aspects of asset management
  - Partnership/consortia working
- 4.8 It is anticipated that the support package will be in place from October 2016 until March 2019 and the Forum will be made aware of how this can be accessed once it is established.

#### 4.9 Funding of Community Asset Transfers

- 4.9.1 The Forum has been informed previously that the £50k per annum capital allocation, reserved for bids from Town and Community Councils, had been increased to £100k per annum between 2016-17 and 2018-19, funded from the Change Fund Earmarked Reserve, and that this fund was now to be refocused to support, as a priority, CAT related applications.
- 4.9.2 Cabinet approved a report on the 7<sup>th</sup> June 2016 supporting seven submissions and allocated total funding of £83k of the available £92k for 2016-17 from the Town and Community Council Capital Fund (£7.5k of the 2016-17 allocation of £100k had already been allocated in 15-16 due to the amount available being oversubscribed). There is £9.5k unallocated from 2016-17 which will be carried over to 2017-18 if no decision to allocate the funding in the current financial year is taken.
- 4.9.3 It was anticipated that from 2016-17 that this fund would only support CAT related projects. However, it became apparent that the first year of these new arrangements would need to also approve the more traditional projects due to the timing of the submissions, which in some cases pre dated this change of emphasis.
- 4.9.4 It is intended from 2017-18 that the Town and Community Council Capital Fund be aligned more closely to the CAT process and that applications for support would initially be assessed by the Communities Directorate before approval by Cabinet. The Communities Directorate hosts a cross authority CAT Steering Group which considers and determines successful CAT applications made through the Business Planning process.
- 4.9.5 The Forum have been informed that any requests for CAT transition revenue funding would be considered by the Council's Programme Management Board (PMB) and if successful then time limited funding should be provided from the Change Management Ear Marked reserve subject to a satisfactory business case and affordability. There have been no applications for CAT Revenue Transition Funding to date.
- 4.9.6 In 2013-14 the Council approved a capital allocation of £1 million of funding from the Council's Capital Programme to provide capital investment to refurbish and improve the Council's sports pavilions. This funding is prioritised where it is proposed to transfer the asset through the CAT process. The purpose of this investment is to invest in the buildings to address the maintenance backlog and to provide incentive for community groups to take on the management of the facilities.
- 4.9.7 There has, to this point, been one successful application from a group who are a user of a pavilion to access funding from the Council's Capital Fund of £1m towards refurbishment of a pavilion, subject to compliance with certain conditions. The money will be granted on production of a robust business plan and evidence that the other conditions have been satisfactorily met.
- 4.10 The Parks Department are currently undertaking a Strategic Review of parks and playing fields which will inform the strategy for future provision, taking into account the likely budget position moving forward, and this in turn will impact on how CAT is implemented. It is inevitable that the findings and recommendations that arise from

this work will impact on timescales and implementation dates for issues such as charging policies and any potential closure of buildings.

## **5. Effect upon Policy Framework and Procedure Rules**

5.1 There is no effect upon the Policy Framework and Procedure Rules

## **6. Equality Impact Assessment**

6.1 An EIA for asset transfers will be prepared as appropriate

## **7. Financial Implications**

7.1 There are a number of capital and revenue streams of funding available to support CAT, as outlined in the report.

## **8. Recommendations**

8.1 That the Town and Community Council Forum note the progress on Community Asset Transfer as outlined in the report.

**Mark Shephard**

**CORPORATE DIRECTOR - COMMUNITIES**

**September 2016**

Contact Officer: Sue Whittaker,  
Skills and Sustainable Development Manager

Telephone No: 01656 815324

E-mail: [Sue.Whittaker@Bridgend.gov.uk](mailto:Sue.Whittaker@Bridgend.gov.uk)

### **Background documents:**

Cabinet Report July 2015

Town and Community Council Report September 2015

Town and Community Council Report January 2016

Cabinet Report June 2016



## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

12 SEPTEMBER 2016

#### REPORT OF THE CORPORATE DIRECTOR - OPERATIONAL AND PARTNERSHIP SERVICES

#### UPDATE OF THE TOWN & COMMUNITY COUNCILS' (TCCs) CHARTER AND ACTION PLAN

##### 1. Purpose of Report.

- 1.1 The purpose of this report is to provide an update on the development of the Action Plan of the Town and Community Councils (TCCs) Charter's, seek approval for the actions proposed for inclusion in the Action Plan and agree the Action Plan going forward.

##### 2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Charter and its supporting Action Plan will provide the opportunity to assist in the achievement of all of the following Corporate Priorities:
1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
  2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
  3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

##### 3. Background.

- 3.1 At the Town & Community Council Forum meeting on 18th July 2016, the Mayors and Chairpersons of each of the Town & Community Councils were invited to sign the new TCC Charter at the official signing ceremony held in the Council Chamber.
- 3.2 During the revision of the Charter, it was agreed that an Action Plan would be reviewed at each meeting of the TCC Forum. This would ensure that priorities could be identified and managed appropriately. All Councils will be able to identify items for inclusion on the Action Plan and monitor the progress made throughout the year.
- 3.3 The TCC Forum has previously agreed that:

- Bridgend CBC will nominate a lead officer for the development and monitoring of the Action Plan.
- The work plans for the relevant service areas in Bridgend CBC will reflect the Action Plan.
- The Action Plan will be discussed and updated at each forum meeting, and the Charter and Action Plan will be reviewed annually in order that it remains a valid tool for the partnership.

3.4 Possible topics for inclusion on the Action Plan were previously identified as follows:

- A list of services to potentially be devolved to TCCs
- SLAs put in place for services transferred supported by a tapering funding scheme from 3 to 5 years
- The Charter should be developed to provide performance/standards of service indicators
- Community Asset Transfer and other programmes and projects

#### **4. Current situation / proposal.**

##### 4.1 Charter Update

4.1.1 The revised Charter has now been officially signed by all Town and Community Councils and Bridgend County Borough Council. The adoption of the new Charter reflects the commitment of all Councils to work in partnership in order to meet the challenges ahead. It is anticipated that the Charter will assist in the ongoing delivery of citizen-focused services and promote Councils working together for the benefit of all of the residents of the County Borough.

4.1.2 Initially the first phase of partnership working will focus on the development of relationships, concentrating on improvements to how the partners communicate with each other and in gaining a greater understanding of the mechanisms involved in partnership working (such as Community Asset Transfers). Work will then follow to develop specific proposals for future service reviews which will be incorporated into the Action Plan.

4.1.3 A Town and Community Council Charter [web page](#) has been created on the BCBC website to explain about the [Charter](#) and [How the Charter is to be reviewed](#).

##### 4.2 Town & Community Clerks Meetings

4.2.1 As part of the agreed revisions to the Charter was the establishment of quarterly meetings with the Town and Community Clerks. The intention of these meetings is to enhance the communication links between all Councils and would provide an opportunity for the clerks to raise issues on behalf of their respective councils.

4.2.2 These meetings would be held a month before the Town and Community Council Forum (TCC) to provide time for BCBC officers to produce the necessary reports to be considered by the TCC Forum.

4.2.3 BCBC and 11 Town and Community Councils were represented at the inaugural TCC Clerks meeting.

4.2.4 At the meeting the following items were discussed:

- Key issues of each Council
  - A selection of key issues included:
    - Dog Fouling
    - Litter and Waste
    - Grass cutting/ overgrown pathways
    - School Crossing patrol
    - Transport
    - Lack of local policing
- Items For Future Meetings Of The Town & Community Council Forum
  - Impact of the Medium Term Financial Strategy(MTFS) on the delivery of services provided by the Council and on Town and Community Council Budgets
  - Community Asset Transfer Update
  - Update of the Town & Community Councils (TCCs) Charter and action plan
- Updates From Democratic Services
  - Modern.gov facilities available on the BCBC website
  - Town & Community Council Contact Details
  - Town and Community Council website grants
  - Scrutiny forward work programme
  - Webcasting of Meetings
  - Improving Communication Between Councils
  - Potential candidate sessions (Local Democracy Week 10-16 October 2016)

4.2.5 Feedback following the meeting was that the meeting was useful and attendees were tentatively positive that progress can continue to be made.

4.2.6 The next meetings of the TCC Forum are 12th December 2016 and 13th March 2017. A TCC Clerks' liaison meeting is scheduled as agreed, one month prior to each forum meeting on 3rd November 2016 and 2nd February 2017.

#### 4.3 Review of the Charter Action Plan.

4.3.1 As outlined above the Charter Action plan is presented to each meeting of the TCC Forum for review.

4.3.2 Members of the Town and Community Council Forum are requested to propose items for inclusion in the action plan on the partnership's objectives and priorities.

#### 4.4 Annual Review of the Charter

4.4.1 The Review of the Charter will be undertaken in July 2017, one year after the date of the signing of the current Charter.

4.4.2 In preparation for the review, legislative changes regarding the Local Service Board becoming a Public Services Board have already been identified for updating. Further legislative changes affecting the Charter document will be identified throughout the year in readiness for the review.

**5. Effect Upon Policy Framework & Procedure Rules.**

5.1 There is no impact on the Council's policy framework or procedure rules.

**6. Equality Impact Assessment**

6.1 There are no equality implications arising from this report.

**7. Financial Implications.**

7.1 There are no financial implications arising directly from this report.

**8. Recommendation.**

8.1 It is recommended that the Town & Community Council Forum:

a. Note:

- the progress made regarding the Charter
- the introduction of TCC Clerks meeting

b. Propose items for inclusion in the action plan

c. Approve the updated Charter Action Plan

**PA Jolley**

**Corporate Director Operational and Partnership Services**

**12 July 2016**

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**Background documents** – None

**BRIDGEND TOWN AND COMMUNITY COUNCIL CHARTER ACTION PLAN**

The actions in the plan will be agreed and monitored by partners at the Town and Community Council Forum.

Ref	Action	Priority/Completion Date	Responsible TCC Partner/ Officer	Comments
1	Town and Community Councils Clerks to have liaison meetings prior to the Forum meeting	As required	BCBC with all TCC Clerks	Initial meeting set for 19 July 2016 at 2:00pm in the Civic Offices
2	The Town & Community Councils Charter to be reviewed annually: <ul style="list-style-type: none"> <li>Changes to LSB to be included in the annual review</li> </ul>	Annual anniversary of formal signing of the Charter	TCC Forum	Charter scheduled for review in July 2017
3	The Action Plan to be reviewed at every meeting of the Town & Community Council Forum.	Every Forum meeting	TCC Forum	
4				
5				

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