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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
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let us know if your language choice is Welsh.*



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

Deialu uniongyrchol / Direct line /: 01656 643148
Gofynnwch am / Ask for: Mr. Mark Anthony Galvin

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

Dyddiad/Date: Tuesday, 10 October 2017

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, 16 October 2017 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 - 10
To receive for approval the Minutes of a meeting of the Town and Community Council Forum dated 10 July 2017.
4. 2018-19 Budget 11 - 14
This item will be accompanied by a Presentation from the Head of Finance and Section 151 Officer.
5. Review the Town and Community Council's (TCC's) Charter 15 - 18
6. 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.

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

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Councillors

Cllr S Aspey
Cllr SE Baldwin
Cllr JPD Blundell
Cllr MC Clarke
Cllr HJ David
Cllr P Davies
Cllr R Davies
Cllr S Dendy
Cllr L Desmond-Williams
Cllr C Evans

Councillors

Cllr D Evans
Cllr RM Granville
Cllr P Gwilliam
Cllr D John
Cllr E Jones
Cllr B Jones
Cllr A Owen
Cllr RL Penhale-Thomas
Cllr AA Pucella
Cllr KL Rowlands

Councillors

Cllr B Sedgebeer
Cllr CE Smith
Cllr SG Smith
Cllr RME Stirman
Cllr T Thomas
Cllr JH Tildesley MBE
Cllr H Townsend
Cllr MC Voisey
Cllr A Williams

MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD
IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB
ON MONDAY, 10 JULY 2017 AT 4.00 PM

Present

Councillor HJ David – Chairperson

S Aspey	JPD Blundell	MC Clarke	P Davies
Cllr R Davies	Cllr C Evans	Cllr D Evans	T Giffard
RM Granville	Cllr P Gwilliam	A Hussain	B Jones
RL Penhale- Thomas	KL Rowlands	B Sedgebeer	CE Smith
RME Stirman	T Thomas	MC Voisey	

Apologies for Absence

Cllr D John and SG Smith

Officers:

Guy Smith – Community Asset Transfer
Gary Jones – Head of Democratic Services
Julie Ellams – Democratic Services Officer

144. DECLARATIONS OF INTEREST

Cllr Davies declared a personal interest in agenda item 4 because he was a Director of a company involved with CAT.

Cllr Bennett declared a personal interest in agenda item 4 because the company she worked for was a provider of advice services under CAT.

S Bennett declared a personal interest as the Chair of Cornelly Community Centre.

145. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Town & Community Council dated 13 March 2017 be approved as a true record of the meeting.

146. COMMUNITY ASSET TRANSFER (CAT) UPDATE

The Community Asset Transfer Officer presented a report with an outline of Bridgend County Borough Council's Community Asset Transfer policy and the opportunities currently available to work with the Council and community groups to achieve the best management arrangements for public sector property assets.

He explained that there had been a number of successful CATs, including the transfer of Carnegie House (the former Bridgend Library) to Bridgend Town Council that was subject to full-scale refurbishment in 2013 which was often used as an exemplar by Welsh Government.

He continued that it was imperative that the public sector continued to work in collaboration to safeguard the services of value to communities, helping to build a prosperous Wales for current and future generations. The transfer of an asset to a Town and Community Council or a community group offered an opportunity to maintain and preserve valuable community services which might otherwise be under threat; or alternatively to improve the provision that was already available.

Welsh Government issued an updated “Best Practice Guide – Community Asset Transfer in Wales” (March 2016) that was designed to help manage the process, minimise risk, ensure that proposals accorded with the Council’s strategy and that community groups were fully aware of the liabilities and responsibilities they would face.

In March 2015 the Council’s Strong Communities Connecting Services (SCCS) Board established a Task and Finish group to review its approach to CAT with the aim of increasing the pace and the number of CATs. The recommendations of the Task and Finish group were approved by Cabinet on 14 July 2015. The Council determined asset groups –

- Priority 1 – Public Toilets, Parks Pavilions, Bus Shelters and Community Centres
- Priority 2 – Playgrounds, Playing fields and Bowling Greens
- Priority 3 – Miscellaneous assets

The Corporate Director (Communities) wrote to clerks of Town and Community Councils and relevant Community Groups and Sports Clubs on 16 October 2015 to invite expressions of interest in transferring council assets under CAT Priority 1.

A full-time CAT Officer was appointed November 2015 to deal with enquiries and to provide advice and guidance. An updated guidance on Community Asset Transfer was issued in October 2015 to reflect best practice, revisions to systems and processes and the establishment of clear roles and responsibilities for a four stage process.

He explained that to facilitate CAT the Council had secured £1M from capital funding to support organisations wishing to take over Sports Pavilions and set aside £200k from the Change Management Earmarked Reserve to fund a dedicated CAT officer for a 3 year period along with specific legal and property support to enable the programme to move forward. Council had also approved an additional £50k capital funding per annum from 2016/17 to 2018/19 to support TCC’s to undertake capital projects. This was in addition to re-focusing the £50k already in the Capital Programme in each of these years for community purposes to support CAT. The sum of £176.5k had been made available from Core and SRF funds until March 2019 for the CAT Business Support Contact to provide community groups with business planning and specialist advice. A CAT Steering Group had been established to primarily oversee the transfer of Priority 1 assets.

Since the creation of the CAT Officer post in November 2015, 71 community organisations had contacted BCBC in respect of 59 different assets, 5 town and community councils were progressing applications including public toilets,

pavilions and playing fields and bus shelters and 23 applications were currently live and subject to the development of a formal expression of interest, business case or seeking final approval.

The Rural Development Programme commissioned a review to determine the impact of CAT upon clubs and societies operating in the rural wards of Bridgend. The review resulted in 4 recommendations whose implementation was presently being considered as part of a wider internal review of systems and processes.

The Community Asset Transfer Officer explained that a report seeking approval for interim changes to the CAT Policy was scheduled to be presented to Cabinet in July 2017. The Policy would be subject to a further review and updating and a further report would be submitted to Cabinet to reflect the changes.

A member of the Forum referred to the £1M secured to support organisations wishing to take over Sports Pavilions and asked how much was available for other priority 1 categories such as public toilets. The member was advised that £100,000 pa was available from the TCC fund which could be used to contribute to any CAT of public toilets. No direct funding had been set aside for the community asset transfer of public toilets. The Council had increased the level of funding that was available from the Town and Community Council Fund by £50K in 2016/17 and a further £50K in both 2017/18 and 2018/19 to assist with CAT transfers that could include public toilets should match funding be made available by Town and Community Councils.

A member of the Forum commented that progress was very slow and that the £1M set aside two years ago remained untouched. The CAT Officer confirmed that to date £110K had been allocated to a rugby club depending on them finding £390,000 for a community hub. Other projects were likely to be completed during 2017/18.

A member of the Forum asked for an update on Porthcawl museum and was advised that it fell outside the remit of CAT and was part of a separate agreement with property and an update would be forwarded to the member.

A member of the Forum commented that Carnegie House was a point of interest. He stated that apart from Newbridge Fields Cricket Pavilion most of the interest seemed to be in public toilets. He asked how the bus station toilets contained wholly within the bus station could be split. The Skills and Sustainable Development Manager confirmed that enquiries regarding this asset would be made.

A member of the Forum suggested that it would be useful for successful applications to be presented to the Forum for information.

A member of the Forum welcomed the report and referred to the financial arrangements with Merthyr Town Council and the ladies toilets which were in need of repair. There was a disagreement as to who was responsible for the costs of repairing the toilets and what BCBC considered as an asset with a value to hand over. The funds set aside could run down quickly so he was keen to know the accepted standard.

A member of the Forum referred to priority three, smarter use of resources and the importance of making use of solar panels and turbines for schools. Some council buildings bordered rivers and there was an opportunity to harness the energy and even sell power.

The Leader of the Council explained that when new schools were built they included solar panels and there were various schemes to generate energy such as the renewable energy project in the Llynfi Valley.

The Skills and Sustainable Development Manager explained that there was an officer looking at ways to reduce costs and a presentation could be made to a future meeting if required.

A member of the Forum commented that it would be useful to harness the energy from some of the fastest flowing rivers in the Borough. A decision had been taken not to allow phone masts in schools and other council buildings but other ways of reducing costs could be considered.

Members also discussed the option of changing the academic year so that holidays were taken during the winter months and brown water capture.

A member of the Forum referred to the recent fire at Caerau Welfare Park and asked if it would be put back to a fit state before being transferred. The CAT Officer explained that he was aware of the fire and that work would probably be covered by insurance and he would update the member concerned.

A member of the Forum commented that certain assets had not been included in the original report and asked for confirmation that all Clerks of TCC's had been contacted to invite expressions of interest. He was advised that the new list circulated at the start of the meeting had been updated in consultation with Property Services. The list was likely to be subject to further updating to reflect changes to community asset transfer priorities as and when the policy review was completed. Clerks of TCC's would be notified when a finalised list was ready for distribution.

RESOLVED: Members of the Town and Community Council Forum noted the Council's:

1. Community Asset Transfer Policy and associated funding that had been set aside to encourage and support the transfer of Priority 1 assets.
2. List of CAT Priority 1 Assets that were available for transfer in the report.
3. Recognition that community owned and managed models of delivery could reinvigorate community assets and ensure that local groups could directly control what happened within the locality in which they operated. The success of community asset

transfer was dependent on the proactive participation of willing participants - Town and Community Councils and community organisations - together with their ability and capacity to manage the asset.

4. Commitment to engage with Town and Community Councils and community groups to progress Community Asset Transfers.
5. Intention to make changes to community asset transfer systems and processes to reflect best practice and reduce bureaucracy which would be confirmed in an updated CAT guidance document when Council strategy and priorities had been approved by Cabinet.

147. ESTABLISHMENT OF A REVIEW PANEL

The Head of Democratic Services presented a report requesting that the Town and Community Council Forum establish a review panel to consider the Bridgend County Borough Charter and the format of meetings of the Town and Community Council Forum to improve engagement and strengthen collaborative working between all Councils.

He explained that in 2007 the Welsh Government published a Local Government Policy Statement "A Shared Responsibility" which set out the expectations of Local Authorities and the support that the Welsh Government aimed to provide.

In response to this policy statement a joint guidance document "A Shared Community - Relationship Building and Charters for Unitary Authorities and Community and Town Councils" was released in 2008 by the Welsh Local Government Association, One Voice Wales and the Welsh Government.

The Head of Democratic Services explained that on 26th May 2009 a Charter for Bridgend County Borough was adopted as the basis for developing positive working relationships between Bridgend County Borough Council and Community and Town Councils within the County Borough.

He explained that the Charter was subsequently reviewed, updated and adopted on 18 July 2016. It was agreed during the review process that the Charter would be reviewed annually to ensure that it remained effective.

The Head of Democratic Services explained that the existing Charter was developed by a working group appointed by the Town and Community Council Forum. It was proposed that a similar working group be established to review the existing Town & Community Council Charter in order to identify opportunities to develop capacity within the communities of the County Borough, minimise the impact of budget reductions to citizens and extend relationships with Third Sector and other organisations

He proposed that the working group should comprise equal representation from Bridgend County Borough Council and the Town and Community Councils. To reflect recent changes to the Forum the working group should be formed by 12 elected representatives of the Town and Community Forum as follows:

- 2 Elected Member representatives from Town Councils,
- 4 Elected Member representatives from Community Councils and
- 6 Elected Member representatives from Bridgend County Borough Council.

In addition 1 Clerk from a Town Council and 1 Clerk from a Community Council not represented by Elected Members would also be invited to participate in the working group.

It was proposed that a meeting of the working group be scheduled for 4 September 2017 at 10:00am in Committee Rooms 1/2/3 Civic Offices Angel Street Bridgend.

In addition to reviewing the Charter, the working group would consider the format of the meetings of the Town and Community Council Forum and be requested to propose possible changes which would support effective collaborative working.

It was anticipated that the review group would complete its review of the Charter and the format of the meetings and report back to the next meeting of the Forum on 16 October 2017.

The Leader stated that he was happy to take nominations at the meeting.

RESOLVED: The Town and Community Council Forum:

1. Noted the content of the report
2. Approved the establishment of a working group as identified in paragraph 4.2 of the report
3. Appointed representatives to the working group as detailed below:

BCBC Representatives:

1. Cllr CE Smith Chairperson
2. Cllr P Davies
3. Cllr A Hussain
4. Cllr T Giffard
5. Cllr R Stirman
6. Cllr B Sedgebeer

Town Council Representatives:

7. Cllr Warren (Bridgend)
8. Cllr Walters (Porthcawl)

Community Council Representatives:

9. Cllr Evans (Cefn Cribwr)
1. Cllr Kay John (replacing Cllr Workman)
2. Cllr R Davies (Laleston)
3. Cllr K Rowlands (Brackla)

Invitees:

Town Clerk Ceri Evans (Porthcawl)
Community Clerk Dawn Evans (Cornelly)

4. Approved that the first meeting of the Working Group be held on 4 September 2017 at 10:00am.

148. URGENT ITEMS

There were no urgent items.

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO TOWN AND COMMUNITY COUNCIL FORUM

16 OCTOBER 2017

REPORT OF THE HEAD OF FINANCE OF BRIDGEND COUNTY BOROUGH COUNCIL

2018-19 BUDGET

1. Purpose of Report

- 1.1 The purpose of this report is to provide the Town and Community Council Forum with an update on progress of the Council's Budget. A presentation will support this report on the day.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 This report links to all of the Council's Corporate priorities. The Council's corporate priorities and areas of focus form the core elements of the Corporate Plan. They are developed to deliver the Council's vision and outcomes that matter most to local citizens.

3. Background

- 3.1 The Council has a four-year Medium-Term Financial Strategy (MTFS), which includes a one year budget. This is updated annually and approved by full Council, most recently on 1 March 2017. The strategy identified the resources to support the delivery of the improvement priorities as well as those required to support 'business as usual' activities. The current MTFS covers the period 2018-19 to 2021-22.
- 3.2 Over the last four years, BCBC, like other councils, has experienced a period of unprecedented financial challenge. During this time, the council has had to identify and deliver approximately £36 million of recurrent budget reductions.

4. Current Situation

- 4.1 On top of the reductions already made, the council is current forecasting a further funding shortfall of approximately £35 million between 2018-19 and 2021-22.
- 4.2 In addition to reducing financial settlements from Welsh Government each year, the council faces additional and increasing financial pressure in future years as a result of:
- Any future unfunded Legislative pressures
 - Upward pressure on staff pay costs as pay restraint is relaxed
 - Structural pay issues driven by compliance with the national living wage

- Rising price Inflation impacting external supply contracts

- 4.3 Councils receive their draft Welsh Government settlement on 10th October, however the full impact of any changes will not be clear until some time thereafter, as the picture emerges on specific grant allocations.
- 4.4 The council's draft budget will be presented to Cabinet on 28th November 2017, after which time the council's overview and scrutiny committees will consider the implications for their own areas of responsibility. A summary of recommendations will then be fed back to cabinet for consideration of any changes made to the final budget, which will then be brought to full Council on 28 February 2018 for approval.
- 4.5 As reported to Cabinet in July 2017, for planning purposes, the council's MTFS assumes an increase of 4.2% to council tax in 2018-19 and 4.5% annually for each year after. Within the wider budget timetable, specific dates related to Council tax are as follows:

Provision local tax base communicated to TCCs	End November
2018-19 Tax base approved by Council	29 November
Deadline for TCC precept submission to BCBC	Early January (provisionally Friday 5 th January)
Report to set council tax	28 th February

5. Effect upon Policy Framework and Procedure Rules

- 5.1 The Council's MTFS allocates resources for the delivery of the Corporate Plan, which provides the general direction for service delivery. Priorities with specific policy implications will be the subject of separate reports in accordance with the requirements of the constitution and legislation.

6. Equality Impact Assessment

- 6.1 The final budget proposals will cover a wide range of services and it is inevitable that the necessary budget reductions in developing these proposals will impact on the local population in different ways. The Equality Impact Assessment will be carried out and included with the final budget and reported to Council in February 2018.

7. Financial Implications

- 7.1 The Council's priorities and corporate plan are supported by its MTFS. The 2018-2022 MTFS is in the process of development and there will be a joint public consultation on the financial priorities and emerging MTFS proposals during October – November.

8. Recommendations

- 8.1 Members are requested to note the report.

Randal Hemingway
Head of Finance
16 October 2017

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Background Documents

Report to Council - Medium Term Financial Strategy 2017-2021 - March 2017 (final)
Report to Cabinet – Medium Term Financial Strategy 2018 – 2022 (planning)

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

16 OCTOBER 2017

REPORT OF THE CORPORATE DIRECTOR - OPERATIONAL AND PARTNERSHIP SERVICES

REVIEW THE TOWN & COMMUNITY COUNCILS' (TCCs) CHARTER

1. Purpose of Report.

- 1.1 The purpose of this report is to provide an update on the review of the Town and Community Councils' (TCCs) Charter and advise the Forum of the plans to complete the review.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Charter 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 The updated Charter include the requirement to undertake a review of the Charter annually. At its meeting on 10 July 2017 the TCC Forum approved the establishment of a working group to undertake a review of the charter and report back to the Forum with their recommendations.
- 3.3 The TCC Charter Working Group met on 4 September to begin its review.

4. Current situation / proposal.

- 4.1 The initial meeting of the Working Group identified a number of changes that were

needed to update the Charter. These included:

- a. the introduction required updating following the elections in 2017
- b. The Community Strategy has now been replaced by the requirements of the [Wellbeing of Future Generations \(Wales\) Act 2015](#) and the relevant sections of the charter needed to be updated
- c. The section relating to the Action Plan required revision to ensure that it complies with current practice
- d. The references required updating to reflect current legislation

4.2 Further proposals were made to update the Charter document but it was agreed that the charter would be circulated to all Town and Community Councils for consultation and comments by 1 December 2017.

4.3 It was agreed that the responses would be collated and the Working Group would be reconvened on 14 December at 2:00pm to consider any proposals that were made before making its recommendations to the Forum.

4.4 It was anticipated that the review would be completed in early January and the recommendations of the Working Group be presented to the Forum at its meeting on 29 Jan 2018.

4.5 Membership of the Working Group

4.5.1 Since the meeting of the TCC Forum in July the membership of the Forum has been revised and two members of the Working Group are now no longer members of the TCC Forum. Councillors T Giffard and A Hussain have been replaced and therefore replacement representatives from BCBC are sought.

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 report and proposals for the completion of the review of the Charter.
- b. Seek two nominations from the Bridgend County Borough Council members to the Working Group and appoint them accordingly

PA Jolley
Corporate Director Operational and Partnership Services
10 October 2017

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Background documents – None

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