

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.*



**Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate**  
Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513  
Gofynnwch am / Ask for: Gwasanaethau Democrataidd

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

**Dyddiad/Date:** Dydd Mercher, 26 Tachwedd 2025

Annwyl Cyngorydd,

**FFORWM CYNGOR TREF A CHYMUNED**

Cynhelir Cyfarfod Fforwm Cyngor Tref a Chymuned o bell drwy Microsoft Teams ar **Dydd Mercher, 3 Rhagfyr 2025** am **13:00**.

**AGENDA**

1 Ymddiheuriadau am absenoldeb

Derbyn ymddiheuriadau am absenoldeb gan Aelodau.

2 Datganiadau o fuddiant

Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau / Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y Cyngor o 1 Medi 2008.

3 Cymeradwyaeth Cofnodion

3 - 6

I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 22/09/25

4 Cronfa Grantiau Cyfalaf y Cyngor Tref a Chymuned

7 - 12

5 Cyfathrebu Rhwng BCBC a Chynghorau Tref a Chymuned

13 - 22

6 Materion Brys

Ffon/Tel: 01656 643643

Facs/Fax: 01656 668126

Ebost/Email: [talktous@bridgend.gov](mailto:talktous@bridgend.gov)

Negeseuon SMS/SMS Messaging: 07581 157014 [Twitter@bridgendCBC](https://twitter.com/bridgendCBC)

Gwefan/Website: [www.bridgend.gov](http://www.bridgend.gov)

Cyfnewid testun: Rhowch 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

Test relay: Put 18001 before any of our phone numbers for the text relay service

Rydym yn croseawu gohebiaeth yn y Gymraeg. Rhowch wybod i ni os yw eich dewis iaith yw'r Gymraeg

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

I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r Rheolau Trefn y Cyngor yn y Cyfansoddiad.

Nodyn: Cyfarfod o bell fydd hwn drwy Microsoft Teams. Bydd y cyfarfod yn cael ei recordio i'w ddarlledu wedyn drwy wefan rhyngwrdd y Cyngor a fydd ar gael cyn gynted â phosibl ar ôl y cyfarfod. Os hoffech wylïo'r cyfarfod hwn yn fyw, cysylltwch â [cabinet\\_committee@bridgend.gov.uk](mailto:cabinet_committee@bridgend.gov.uk) neu ffoniwch 01656 643148 / 643694 / 643513 / 643159.

Yn ddiffuant

**K Watson**

Prif Swyddog, Gwasanaethau Cyfreithiol a Rheoleiddio, AD a Pholisi Corfforaethol

### **Dosbarthiad:**

#### Cynghorwr:

H T Bennett  
S J Bletsoe  
C Davies  
C L C Davies  
M J Evans  
N Farr  
P Ford  
J Gebbie  
RM Granville  
P W Jenkins  
M R John  
M Jones  
JC Spanswick  
I M Spiller  
JH Tildesley MBE  
MJ Williams  
R Williams  
E D Winstanley  
T Wood

Hefyd cynrychiolydd o bob Cyngor Tref a Chymuned

COFNOD O BENDERFYNIAD CYFARFOD O'R FFORWM CYNGOR TREF A CHYMUNED A GYNHALIWYD HYBRID YN SIAMBR Y CYNGOR SWYDDFEYDD DINESIG STRYD YR ANGEL PEN-Y-BONT AR OGWR, CF31 4BW / O BELL TRWY MICROSOFT TEAMS AR DYDD LLUN, 22 MEDI 2025 16:00

Presennol

Y Cynghorydd JC Spanswick – Cadeirydd

H T Bennett	S J Bletsoe	C Davies	M J Evans
N Farr	P Ford	RM Granville	M R John
I M Spiller	MJ Williams	E D Winstanley	J Gebbie
E Davies	G Chappell	E Jones	M Rock
A Le Geyf	Y Walton		

Swyddogion:

Jake Morgan	Prif Weithredwr
Jason Frowen	Swyddog Cyswllt Tref a Chymuned
Rachel Keepins	Rheolwr Gwasanathau Democrataidd
Louise Connolly	Rheolwr Trosglwyddo Asedau Cymunedol
Carys Lord	Prif Swyddog - Cyllid, Tai a Newid
Alex Rawlin	Rheolwr Polisi a Pherfformiad Corfforaethol
Nimi Chandrasena	Swyddog Gwasanathau Democrataidd
Oscar Roberts	Swyddog Gwasanaethau Democrataidd Dros Dro – Pwyllgorau

**36. Ymddiheuriadau am absenoldeb**

Y penderfyniad a wnaed	Derbyniwyd ymddiheuriadau am absenoldeb gan y Cynghorydd T Wood
Dyddiad gwneud y penderfyniad	22 Medi 2025

37. Datganiadau o fuddiant

Y penderfyniad a wnaed	Nid oedd unrhyw ddatganiadau o ddiddordeb.
Dyddiad gwneud y penderfyniad	22 Medi 2025

38. Cymeradwyaeth Cofnodion

Y penderfyniad a wnaed	<u>PENDERFYNWYD:</u> Cymeradwyo cofnodion cyfarfod y Fforwm Cyngor Tref a Chymuned dyddiedig 29 Gorffennaf 2024 fel cofnod gwir a chywir.
Dyddiad gwneud y penderfyniad	22 Medi 2025

39. Perthnasoedd Gwaith yn y Dyfodol gyda Chynghorwyr Tref a Chymuned

Y penderfyniad a wnaed	<p>Diben yr adroddiad hwn, a gyflwynwyd gan y Prif Weithredwr, oedd ystyried a symud ymlaen gyda chydweithio rhwng yr Awdurdod Lleol (yr Awdurdod) a Chynghorau Tref a Chymuned (CTCh) er mwyn sicrhau bod gwasanaeth lleol effeithiol yn cael ei ddarparu yn y dyfodol.</p> <p>Gofynnodd yr aelodau gwestiynau am y canlynol:</p> <ul style="list-style-type: none"><li>• Pa broblemau y dylai'r Pwyllgor ganolbwyntio ar eu datrys.</li><li>• Heriau cyfathrebu rhwng Cynghorau Tref a Chymuned a Chyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr (CBSP).</li></ul> <p>Cafodd y cwestiynau hyn eu hateb gan yr Arweinydd, y Prif Weithredwr a Rheolwr Trosglwyddo Asedau Cymunedol. Codwyd Cytundeb Lefel Gwasanaeth fel awgrym o ffordd bosibl ymlaen er mwyn sicrhau y gall Cynghorau Tref a Chymuned a CBSP gyfathrebu'n effeithiol ac yn fuan.</p> <p><u>PENDERFYNWYD:</u> Bod y Fforwm wedi ystyried a gwneud sylwadau a chynigion ynghylch:</p>
------------------------	--

**FFORWM CYNGOR TREF A CHYMUNED - DYDD LLUN, 22 MEDI 2025**

	a)	darparu gwasanaeth lleol yn y dyfodol a sut i symud ymlaen gyda chydweithio'n effeithiol rhwng yr Awdurdod a Chynghorau Tref a Chymuned.
	b)	dyfodol Fforwm y Cynghorau Tref a Chymuned.
Dyddiad gwneud y penderfyniad	22 Medi 2025	

**40. Diweddariad ar y Strategaeth Ariannol Tymor Canolig 2026-27 i 2029-30**

Y penderfyniad a wnaed	<p>Diben yr adroddiad hwn, a gyflwynwyd gan y Prif Swyddog - Cyllid, Tai a Newid, oedd rhoi'r wybodaeth ddiweddaraf i Fforwm y Cynghorau Tref a Chymuned am y broses a'r amserlenni ar gyfer cymeradwyo'r Strategaeth Ariannol Tymor Canolig (MTFS) 2026-27 i 2029-30, a chyllideb y Cyngor ar gyfer 2026-27 yn neilltuo.</p> <p>Hysbyswyd y Pwyllgor hefyd am yr angen i Gynghorau Tref a Chymuned hysbysu'r Cyngor an eu praesept erbyn 9 Ionawr 2026, gan amlinellu'r angen i'r Cyngor a'r Cynghorau Tref a Chymuned gydweithio'n agosach o fewn amserlen yr ychydig fisoedd nesaf.</p> <p>Gofynnodd yr aelodau gwestiwn ynghylch a allai newidiadau gwleidyddol yn Llywodraeth Cymru effeithio ar y broses o osod y gyllideb. Atebwyd y cwestiwn hwn gan yr Arweinydd a'r Prif Weithredwr.</p> <p><u>PENDERFYNWYD:</u></p> <p>Bod Fforwm y Cynghorau Tref a Chymuned yn nodi'r diweddariad ar Strategaeth Ariannol Tymor Canolig y Cyngor 2026-27 i 2029-30 ac yn ymgysylltu'n weithredol â'r Cyngor ar gyfleoedd i ymgymryd â gwasanaethau'r Cyngor yn y dyfodol i gynorthwyo gyda'r broses o gynllunio'r gyllideb.</p>	
Dyddiad gwneud y penderfyniad	22 Medi 2025	

**41. Hunanasesiad 2024/25**

Y penderfyniad a wnaed	Diben yr adroddiad hwn, a gyflwynwyd gan y Rheolwr Polisi a Pherfformiad Corfforaethol, oedd casglu barn Cynghorau Tref a Chymuned am yr hunanasesiad drafft ar gyfer 2024/25 oedd wedi ei gynnwys yn
------------------------	---

**FFORWM CYNGOR TREF A CHYMUNED - DYDD LLUN, 22 MEDI 2025**

	<p>Atodiad 1 a'r wybodaeth am berfformiad oedd yn gysylltiedig yn Atodiad 2.</p> <p>Rhoddodd yr aelodau sylwadau ar yr adroddiad, gan nodi y gellid cynyddu'r targedau amcangyfrifedig ar gyfer plannu coed er mwyn gosod nodau heriol i'r Cyngor.</p> <p><b><u>PENDERFYNWYD:</u></b> Bod Fforwm y Cyngorau Tref a Chymuned wedi ystyried yr adroddiad am yr Hunanasesiad drafft 2024/25 yn Atodiad 1 ynghyd â'r wybodaeth am berfformiad yn Atodiad 2.</p>
Dyddiad gwneud y penderfyniad	22 Medi 2025

**42. Materion Brys**

Y penderfyniad a wnaed	Dim.
Dyddiad gwneud y penderfyniad	22 Medi 2025

Gofynnodd yr Aelodau gwestiynau am:

- Statws yr Adolygiad Ffiniau ar hyn o bryd ac a ellid paratoi nodyn briffio ar y pwnc i'w ddosbarthu i Gyngorau Tref a Chymuned.

Atebwyd y cwestiynau hyn gan yr Arweinydd. Cytunwyd y dylid ymgynghori â'r Swyddog Monitro i sicrhau bod penderfyniadau yn cael eu gwneud o fewn y cyfnod iawn o amser i gael eu hystyried gan Gomisiwn y Ffiniau.

**PENDERFYNWYD:** Cafodd yr holl eitemau brys a godwyd gan y Fforwm eu hystyried.

I arsylwi dadl bellach a gynhaliwyd ar yr eitemau uchod, cliciwch ar y [ddolen](#) hon

Terfynwyd y cyfarfod yn 16:54

<b>Meeting of:</b>	<b>TOWN AND COMMUNITY COUNCIL FORUM</b>
<b>Date of Meeting:</b>	<b>3 DECEMBER 2025</b>
<b>Report Title:</b>	<b>THE TOWN AND COMMUNITY COUNCIL CAPITAL GRANT FUND</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>CORPORATE DIRECTOR COMMUNITIES</b>
<b>Responsible Officer:</b>	<b>LOUISE CONNOLLY COMMUNITY ASSET TRANSFER OFFICER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the Council's policy framework or procedure rules as a result of this report.</b>
<b>Executive Summary:</b>	<b>The purpose of this report is to outline changes to the Town and Community Council Capital Grant Fund from September 2025.</b>

## 1. Purpose of Report

- 1.1 The purpose of this report is to inform the Town and Community Council Forum of a new model of delivery for the Town and Community Council (T&CC) Capital Grant Fund.

## 2. Background

- 2.1 The T&CC Capital Grant is an annual grant fund that Town and Community Councils can apply to in order to undertake projects that they consider respond to a need they have identified within their communities. It has a recurring annual budget of £50,000 and applications have historically been submitted at the start of each financial year, and, in recent years, in an optional second 'bid window' later in the financial year.
- 2.2 The T&CC Capital Grant prioritises applications that propose projects that directly link to:
  - The Council's Community Asset Transfer (CAT) programme.
  - Bridgend Council Borough Council (BCBC) Decarbonisation agenda.
  - The BCBC Corporate Plan Wellbeing Objectives.
- 2.3 A high-level summary of the Town and Community Councils that have received funding offers, and the value of those offers over the past 4 years is set out in table 1 below:

**Table 1 – T&CC Funding offers**

Allocations - T&CC Fund						
	22/23	23/24	24/25		25/26	
Council			Round 1	Round 2		Total Awarded
Brackla			£10,000.00			£10,000.00
Cefn Cribwr				£8,000.00		£8,000.00
Coity Higher			£13,521.00	£19,428.06		£32,949.06
Cornelly	£7,858.00					£7,858.00
Coychurch Higher	£5,000.00					£5,000.00
Coychurch Lower		£2,814.00			£20,000.00	£22,814.00
Garw Valley			£13,678.10	£15,257.50		£28,935.60
Porthcawl		£20,000.00		£10,000.00	£20,000.00	£50,000.00
Pyle		£40,000.00		£4,000.00		£44,000.00
St Brides Minor				£4,485.70		£4,485.70
<b>Total Awarded</b>	<b>£12,858.00</b>	<b>£62,814.00</b>	<b>£37,199.10</b>	<b>£61,171.26</b>	<b>£40,000.00</b>	<b>£214,042.36</b>

### 3. Current situation

- 3.1 The previous delivery model for the T&CC Capital Grant involved 'bid windows'. During the time windows are open, T&CCs worked on and then submitted applications by a set deadline. Once the deadline has passed, a panel would meet to determine whether applications received meet the criteria as advertised for the grant.
- 3.2 Once applications had been considered by the panel, a report was prepared for Cabinet for consideration. The timings of the windows have been such that all T&CCs are notified of the following year's funding in time for precept decisions (where they can determine what funding, if any, the T&CC can provide as match) and officers have aimed to present the report to Cabinet for the first meeting in each financial year.
- 3.3 In July 2025, the Cabinet member for Climate Change and the Environment requested that the T&CC Capital Grant move to a 'rolling programme' rather than set bid windows.
- 3.4 Having reviewed the situation, it has been agreed by Cabinet Corporate Management Board (CCMB) that the fund will move to a 'rolling programme', instead of set bid windows, with the T&CC Grant opening each year on 1<sup>st</sup> April and closing once all funding available for that year has been allocated. This has already been communicated to all T&CCs in writing. If all funding available for the year is not allocated and spent in line with the terms and conditions of the fund, the remaining sums will be rolled forward within the Capital Programme to the following year, as has historically been the case, subject to Council approval.
- 3.5 Instead of having set panel meetings, officers will take more of an 'as and when required' approach towards panel meetings, i.e. if an application is submitted that meets the criteria then the panel would meet to make a decision.



- 3.6 The returned funding applications and supporting information will be assessed by a funding panel, comprising the Cabinet Member for Climate Change and the Environment, the Head of Operations - Community Services, the Group Manager Economy, Natural Resources and Sustainability, the CAT Officer, the Finance Manager - Communities and the Governance and Compliance Project Officer.
- 3.7 Once the panel has made a decision, the award of grant will be made via the scheme of delegation through powers that already exist, in consultation with Cabinet Member for Climate Change and Environment, rather than through a Cabinet report.
- 3.8 For grant awards that exceed £10,000, but are no greater than £20,000 (the T&CC Capital Grant maximum award value), this will take place via scheme B1 where functions are delegated to Chief Officers, subject to consultation with the Cabinet Member with the relevant function and call in. Specifically, Scheme B1, 1.4 - *"To approve levels of grant funding where the amount of the funding exceeds £10,000 but does not exceed £50,000 and in consultation with the Section 151 Officer and Monitoring Officer enter into any funding agreements and/or any further deeds and documents which are supplemental to the funding arrangement"*.
- 3.9 For grant awards that do not exceed £10,000, provision exists within the scheme of delegations, via Scheme B2 where functions are delegated to Chief Officers without consultation and Call In. Specifically, Scheme B2 1.8 – *"To approve levels of grant funding where the amount of the funding does not exceed £10,000 and in consultation with the Section 151 Officer and Monitoring Officer enter into any funding agreements and/or any further deeds and documents which are supplemental to the funding arrangement"*.
- 3.10 All decisions made via the scheme of delegation are published and notifications of the decisions are therefore public.
- 3.11 It was considered that separate Cabinet reports for every T&CC Grant application may cause unnecessary delays for the TCCs in delivering the projects. It is, however suggested that an annual information report to Cabinet be presented that sets out all the decisions made within the previous 12 months, capturing the positive impact of the T&CC Grant over the year.
- 3.12 As is the case now, the Council's Town and Community Council Liaison Officer and CAT Officer will engage with those T&CCs whose funding applications are unsuccessful, so that appropriate support can be provided to ensure that the proposals achieve better alignment with the T&CC Grant for possible future applications.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

## **5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

5.1 BCBC is committed to promoting sustainable development and to discharge its duties under the Well-being of Future Generations (Wales) Act 2015. A summary of relating to the five ways of working and how they connect to the Corporate Well-being Objectives is listed below:

- Long-term: The projects proposed by T&CCs themselves are in response to current need and therefore propose to implement action that meets the requirements of current generations. A process of local needs identification followed by local led delivery in response to it will enhance the capacity of local organisations to take forward further schemes in the future.
- Prevention: The projects supported by the Fund, if left undelivered, may create a worsening of conditions currently being experienced by local residents. In addition, if the schemes were to be delivered in future years any further deterioration may result in increased costs.
- Integration: The T&CC Capital Grant Fund will achieve this way of working by recognising the projects that are proposed for support are those that have been identified by the T&CCs themselves as best placed to utilise available funding to meet local needs in a holistic way.
- Collaboration: The proposals have been developed and will be delivered through a strong partnership between BCBC and T&CCs.
- Involvement: The T&CC Capital Grant Fund is delivered in close partnership with a range of local stakeholders. Discussions and development with the T&CCs have taken place through BCBC's CAT Officer and information about the funding opportunity will be provided to all T&CCs in the County Borough.

## **6. Climate Change and Nature Implications**

6.1 The T&CC Capital Grant has criteria specifically designed to support BCBC Climate Change, Nature and Decarbonisation ambitions. Assessment of applications considered the relevance of proposals to the criteria and recommendations have been agreed by the Cabinet Member for Climate Change and the Environment.

## **7. Safeguarding and Corporate Parent Implications**

7.1 There are no safeguarding or corporate parent implications arising from this report.

## **8. Financial Implications**

8.1 If all currently approved projects spend as forecast, it is projected that funding of £151,892.89 will roll forward into 2026-27. In addition, there will be the annual allocation of £50,000, meaning that a total of £201,892.89 will be available for allocation under the T&CC Capital Grant in 2026-27. T&CCs can bid for this new allocation from 1 April 2026. If currently approved projects under spend, then this value may increase.

- 8.2 Going forward, any funding offers made will continue to be conditional on compliance with the stated terms and conditions of the T&CC Capital Grant.

**9. Recommendations**

It is recommended that the Town and Community Council Forum:

- 9.1 Note the changes outlined to the T&CC Capital Grant;
- 9.2 Note that Cabinet will receive an annual information report at the end of each financial year on the delivery of the T&CC Capital Grant.

**Background documents: None**

This page is intentionally left blank

<b>Meeting of:</b>	<b>TOWN AND COMMUNITY COUNCIL FORUM</b>
<b>Date of Meeting:</b>	<b>3 DECEMBER 2025</b>
<b>Report Title:</b>	<b>COMMUNICATION BETWEEN BCBC &amp; TOWN &amp; COMMUNITY COUNCILS</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>CORPORATE DIRECTOR COMMUNITIES</b>
<b>Responsible Officer:</b>	<b>TOWN &amp; COMMUNITY COUNCIL LIASON OFFICER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>THERE IS NO EFFECT UPON THE POLICY FRAMEWORK AND PROCEDURE RULES.</b>
<b>Executive Summary:</b>	<b>This report is to inform the Town and Community Council Forum of the work undertaken since the engagement of the Town &amp; Community Council Liaison Officer and for the Forum to note and adopt the Communications Protocol to ensure standardised and effective future communication between Bridgend County Borough Council (BCBC) and Town and Community Councils (T&amp;CCs).</b>

## 1. Purpose of Report

- 1.1 The purpose of this report is to inform the Town and Community Council (T&CC) Forum of the progress achieved to date since the engagement of the Town & Community Council Liaison Officer (T&CCLO) and identifies some of the challenges encountered. Approval is sought from the T&CC Forum for the adoption of the Communications Protocol (**Appendix 1**), which sets out how this will be undertaken and has been developed in conjunction with a working group, including representatives from three T&CCs, Democratic Services and the T&CCLO. The Communications Protocol works in conjunction with the T&CC Charter, which is also currently being reviewed by the working group. It is anticipated that the working group will complete its review of the Charter and report back to the next meeting of the T&CC Forum.

## 2. Background

- 2.1 Collaborative working is encouraged by the Local Government (Wales) Act 2015 and Welsh Government, along with the Welsh Local Government Association

(WLGA) and One Voice Wales. It is a strong ambition of Bridgend County Borough Council. The refresh of the Memorandum of Understanding between the WLGA and One Voice Wales aims to act as a catalyst to bring greater consistency in relationships between the two tiers of government as specified in WLGA and One Voice Wales Agreed Areas of Mutual Interest and Joint Working 2024/26. The specifics of any programme of joint work will be agreed annually, but may include the following exemplars:

- development of charters and communication and consultation between member councils,
- promoting collaboration and joint work within and between the tiers of local government

2.2 The aim of BCBC is to work closely with T&CCs, who represent the interests of their communities and address shared local issues by pooling resources, expertise and influence wherever possible. Effective communication and engagement will underpin a positive working relationship between BCBC and T&CCs. The relationship between T&CCs and BCBC has historically encountered some challenges in terms of communication. Previous reviews of the T&CC Charter had explored ways in which engagement between the two tiers of government could be improved, while attempts to use the T&CC Forum as a means to improve engagement and working relationships between TCC's and BCBC, has at times, become inconsistent. Communication and reporting has been an issue raised recurrently by T&CCs. A request was made through a single letter from 14 of the Town & Community Councils in October 2025, requesting the formalisation and standardisation of communication between BCBC and themselves.

### **3. Current situation / proposal**

3.1 In September 2025, the T&CCLO took up post. The primary purpose of the role is to act as the main point of contact between the Council and T&CCs, providing support, guidance and communication, and the development of strong working relationships. Through efficient and transparent communication, the T&CCLO is working towards the development of strong, collaborative partnerships that support community initiatives, particularly those linked to the Community Asset Transfer (CAT) Programme. The T&CCLO has met with Clerks from 15 of the 20 T&CCs and

visited 13 T&CCs, to inform members of the role and answer questions they may have.

- 3.2 At the time of this report the T&CCLO has dealt with 39 enquiries from 12 T&CC Clerks. Two funding bulletins have been circulated, along with numerous information shares. Engagement has taken place by means of a working group consisting of 5 Clerks representing T&CCs, along with BCBC's Democratic Services, which has resulted in the production of **Appendix 1**, which sets out a standardised communication protocol. A review of the T&CC Charter will also be undertaken. It is proposed that the T&CC Forum also consider future communication between BCBC and T&CCs.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. The activity of the T&CCLO contributes to the achievement of the following Well-Being of future Generations (Wales) Act objectives, both directly and indirectly:
- A prosperous Wales
  - A healthier Wales
  - A more equal Wales
  - Cohesive communities
- 5.2 The activity of the T&CCLO contributes to the achievement of the following corporate well-being objectives both directly and indirectly:
- Modernising - creating modern, seamless public services** – Improving how we engage with people, listening to views, acting on them, modernising, and becoming a more efficient council, as well as improving partnership working with partners, the

third sector and T&CCs. Any future collaborative working between the Authority and T&CCs would need to consider and be based around the achievement of the Council's Well-being Objectives.

## **6. Climate Change and Nature Implications**

- 6.1 There are no climate change or nature implications arising from this report.

## **7. Safeguarding and Corporate Parent Implications**

- 7.1 There are no safeguarding or corporate parent implications as a result of this report.

## **8. Financial Implications**

- 8.1 There are no financial implications arising directly from this report, however any future collaborative working between the Authority and T&CCs may need to consider the budget implications for both parties.

## **9. Recommendations**

It is recommended that the Forum:

- 9.1 notes and adopts the Communications Protocol to ensure standardised and effective future communication between Bridgend County Borough Council (BCBC) and Town and Community Councils (T&CCs):
- 9.2 notes that the T&CC Charter will be updated by the working group and reported back to the Forum.

## **Background documents**

None



# Communication protocol

## Introduction & Objectives

Effective communication and engagement underpin a positive working relationship between Bridgend County Borough Council (BCBC) and Town and Community Councils (T&CCs).

Through efficient and transparent communication, we aim to foster strong, collaborative partnerships that support community initiatives, particularly those linked to the Community Asset Transfer (CAT) Programme.

## Purpose & Target Audience

The purpose of this protocol is to:

- Ensure consistent and timely communication between BCBC and T&CCs
- Promote mutual understanding, respect and accountability
- Strengthen local collaboration and shared decision-making

This protocol applies to all T&CCs within the Bridgend County Borough.

## Roles and Responsibilities:

**Town & Community Council Liaison Officer (T&CCLO)** - the primary BCBC contact for T&CCs.

**T&CC Clerks** - each Clerk will serve as the contact point for their respective council & will liaise directly with the T&CCLO.

All contact from T&CCs must go through the Clerk, which helps to ensure a clear co-ordinated approach and consistent record keeping.

## Initial Procedure

The T&CCLO will make initial contact with the Clerk of each T&CC to introduce the role and establish relationships.

The T&CCLO will then visit each T&CC to outline the purpose of the role and discuss the communication processes and any suggestions made for its implementation.

### **Response Times & Frequency of Contact**

For common issues such as pot holes, street lighting, fly-tipping, dog fouling etc. are not deemed 'a *referral*' and should be reported by the constituent directly via the BCBC website - [Report an issue](#)

Where the above type of issue needs to be reported by the T&CC, the Clerk should use the Organizational Account profile for T&CC Clerks on the BCBC website to report the issue. <https://www.bridgend.gov.uk/council/customer-services/report-an-issue/>

For other enquiries from Clerks sent directly to the T&CCLO, these will be acknowledged upon receipt.

Straight forward enquiries that can be answered easily will be answered directly at the earliest opportunity.

If the enquiry requires a more complex answer or involves more than one BCBC department, it is aimed to provide a response to the requesting Clerk within two weeks. If the request is multifaceted or requires further exploration with additional departments, and the enquiry is likely to take longer than two weeks, the T&CCLO will update the Clerk on a fortnightly basis of the progress of the enquiry until it has been resolved.

Where the same (or very similar) issue has been reported on more than two occasions and BCBC's position is unchanged, following consultation with the relevant officer(s) within BCBC, the T&CCLO will inform the Clerk that the matter is deemed as resolved. The report will still be recorded for monitoring purposes.

If additional information regarding the reported issue is required, the T&CCLO will request the information from the Clerk, who should respond within two weeks. If the information is not forthcoming within this time frame, the enquiry will be considered closed.

### **Communication Goals:**

- Establish strong working relationships with Town and Community Councils.
- Act as first point of contact to the Clerks for queries.
- Facilitate clear, two-way communication to support effective partnership working.

### **Ongoing Communication**

Beyond responding to individual enquiries, the T&CCLO will maintain regular contact with Clerks as required, based on need, available capacity and BCBC priorities.

The T&CCLO will produce and circulate a monthly bulletin to notify Clerks of relevant news, funding opportunities and CAT updates, which will be emailed in a PDF.

In addition to responding to enquiries from the Clerks, the T&CCLO will:

- Represent BCBC at the T&CC Forum and Clerks' meetings and will ensure feedback from meetings in relation to non-cabinet committee functions is captured and actioned.
- Receive agenda items submitted by Clerks for inclusion in the T&CC Forum.
- Attend T&CC meetings as required.
- Provide follow-up reports to the CAT Officer and relevant BCBC directorates where required.
- Support T&CCs in funding and project development, including appraising project ideas and assisting with applications.
- Support T&CCs with project planning and signpost to assistance with business cases, feasibility studies and governance and identify potential training opportunities for the Clerks.
- develop a funding guidance pack for BCBC's funding streams e.g. the Town & Community Capital Grant Fund, the CAT Capital Fund and any

other funding opportunities which arise and provide guidance in preparing and submitting bids.

### **Statutory Reporting**

Some matters fall outside the remit of the T&CCLO, which are noted below:

### **Shared Regulatory Services (SRS)**

Shared Regulatory Services (SRS), serves Bridgend County Borough, Cardiff and the Vale of Glamorgan, delivering services which safeguard the health, safety and economic wellbeing of consumers, businesses and residents covering the main areas of environmental health, trading standards and licensing.

If your concern is in relation to these areas, it should be reported to SRS directly and not the T&CCLO.

You may also notify the T&CCLO of your referral for record-keeping purposes, although it is not required.

You can contact Shared Regulatory Services (SRS) in a variety of ways:

**Phone** [0300 123 6696](tel:03001236696)

**Online** <https://www.srs.wales/en/Home.aspx>

**Office Opening Hours:** **Monday - Thursday:** 8.30am – 5.00pm

**Friday:** 8.30am - 4.30 pm

**Weekends:** Closed

### **Multi-Agency Safeguarding Hub (MASH)**

The Bridgend Multi-Agency Safeguarding Hub, or MASH, provides safeguarding services from both BCBC and our partners across the community in one place.

MASH is the single point of contact for all new safeguarding concerns.

If you have any safeguarding concerns, or need to contact the Bridgend MASH, please contact:

## **MASH Children's Services**

Telephone: [01656 642320](tel:01656 642320)

Email Address: [mashcentra@bridgend.gov.uk](mailto:mashcentra@bridgend.gov.uk)

## **Adult Safeguarding Team**

Telephone: [01656 642477](tel:01656 642477)

Email Address: [adultsafeguardingMASH@bridgend.gov.uk](mailto:adultsafeguardingMASH@bridgend.gov.uk)

## **Early Help**

The Early Help Screening Team is made up of one senior practitioner and three screening officers. The Early Help Team can offer a number of support services to children and their families with a range of support needs.

Email Address: [earlyhelp@bridgend.gov.uk](mailto:earlyhelp@bridgend.gov.uk)

## **South Wales Police MASH (Public Protection Unit)**

Telephone: [01656 815808](tel:01656 815808)

You can find out more about MASH on the web page:

<https://www.bridgend.gov.uk/residents/social-care-and-wellbeing/multi-agency-safeguarding-hub-mash/>

You do not need to inform the T&CCLO of referrals to MASH or the Early Help Team.

## **The Role of the Monitoring Officer**

The Monitoring Officer is employed by BCBC and will endeavor to provide support and guidance to Clerks, which may include the provision of training.

Any guidance must be requested by the Clerk/Responsible Finance Officer (RFO).

## **BCBC Contacts**

<b>Monitoring Officer</b>	Kelly Watson	<a href="mailto:Kelly.watson@bridgend.gov.uk">Kelly.watson@bridgend.gov.uk</a>
<b>T&amp;CCLO</b>	Jason Frowen	<a href="mailto:Jason.frowen@bridgend.gov.uk">Jason.frowen@bridgend.gov.uk</a>

**CAT Officer**

Louise Connolly

[louise.connolly@bridgend.gov.uk](mailto:louise.connolly@bridgend.gov.uk)