

TOWN & COMMUNITY COUNCIL FORUM - WEDNESDAY, 3 DECEMBER 2025

**MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD HYBRID IN THE COUNCIL CHAMBER - CIVIC OFFICES,
ANGEL STREET, BRIDGEND, CF31 4WB ON WEDNESDAY, 3 DECEMBER 2025 AT 13:00**

Present

Councillor JC Spanswick – Chairperson

M J Evans

N Farr

J Gebbie

Present Virtually

H T Bennett
R Williams

S J Bletsoe
T Wood

RM Granville
M Williams

I M Spiller
E Caparros

Officers:

Michael Pitman
Louise Connolly
Jason Frowen
Oscar Roberts

Technical Support Officer – Democratic Services
Community Asset Transfer Officer
Town and Community Liaison Officer
Temporary Democratic Services Officer – Committees

43. Apologies for Absence

Decision Made	Apologies for absence were received from Councillor Chris Davies, Councillor E Winstanley, Councillor P Ford and Councillor M John.
Date Decision Made	3 December 2025

44. Declarations of Interest

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

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Decision Made	<p>The following declarations of interest were made:-</p> <p>Councillor N Farr – Personal Interest – Item 4 – As Porthcawl Town were awarded funding from the grant.</p> <p>Councillor M Williams – Personal Interest – As Chairman of Coity Higher Community Council.</p> <p>Councillor J Spanswick – Personal Interest – Item 4 – As a member of Brackla Community Council, who are mentioned in the report.</p> <p>Councillor J Gebbie – Personal Interest – Item 4 – As the Chair of Newcastle Higher Community Council.</p> <p>Councillor I Spiller – Personal Interest – Item 4 – As a member of Laleston Community Council and Bridgend Town Council.</p> <p>Councillor H Bennett – Personal Interest – Item 4 – As a member of Newcastle Higher Community Council</p> <p>Councillor E Caparros – Personal Interest – Item 4 – As a member of Brackla Community Council and as the Chair of Coychurch Lower Community Council</p> <p>Councillor T Thomas – Personal Interest – Item 4 – As a member of Ynysawdre Community Council and as the Vice-Chair of St Brides Minor Community Council</p> <p>Councillor S Bletsoe – Personal Interest – Item 4 – As a member of Bridgend Town Council and Coity Higher Community Council</p> <p>Councillor M Evans – Personal Interest – Item 4 – As a member of Pencoed Town Council</p> <p>Councillor R Williams – Personal Interest – Item 4 – As a member of Pencoed Town Council</p> <p>Councillor R Granville – Personal Interest – Item 4 – As a member of Cornelly Community Council</p> <p>Councillor T Wood – Personal Interest – Item 4 – As a member of Bridgend Town Council</p>
Date Decision Made	3 December 2025

45. Approval of Minutes

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Decision Made	<u>RESOLVED:</u> That the minutes of the 29 July 2024 be approved as a true and accurate record.
Date Decision Made	3 December 2025

46. The Town and Community Council Capital Grant Fund

Decision Made	<p>The purpose of this report, presented by the Community Asset Transfer Officer, was 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.</p> <p>Members posed questions on:</p> <ul style="list-style-type: none">• The criteria stipulated for funding Community Projects.• The goals of the Grant Fund in supporting communities and complying with agreed-upon objectives.• Whether a line can be added to the policy allowing for further changes where required. <p>These questions were addressed by the Community Asset Transfer Officer.</p> <p><u>RESOLVED:</u> That the Town and Community Council Forum:</p> <p>(A) Noted the changes outlined to the T&CC Capital Grant;</p> <p>(B) Noted that Cabinet will receive an annual information report at the end of each financial year on the delivery of the T&CC Capital Grant.</p>
Date Decision Made	3 December 2025

47. Communication Between BCBC & Town & Community Councils

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Decision Made	<p>The purpose of this report, presented by the Town and Community Liaison Officer, was 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.</p> <p>Approval was also 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.</p> <p>Members posed questions on:</p> <ul style="list-style-type: none">• Minimum contact times for queries between BCBC and Town and Community Council Clerks.• Whether regular contact should be made with clerks on ongoing queries by the Town and Community Liaison Officer.• Whether the two-week requirement for communication should be applied to Town and Community Council Clerks as well as Bridgend County Borough Council. <p>These questions were addressed by the Community Asset Transfer Officer, saying that the proposed Working Group would look at reinstating agreed-upon extensions.</p> <p><u>RESOLVED:</u></p> <p>That the Town and Community Council Forum:</p> <p>(A) Noted and adopted the Communications Protocol to ensure standardised and effective future communication between Bridgend County Borough Council (BCBC) and Town and Community Councils (T&CCs).</p> <p>(B) Noted that the T&CC Charter will be updated by the working group and reported back to the Forum.</p>
Date Decision Made	3 December 2025

48. Urgent Items

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Decision Made	There were no urgent items.
Date Decision Made	3 December 2025

The Chairperson posed a question to the meeting around the timing and attendance to the meeting from non-Borough Councillors, seeking input for future input through relevant Officers.

Members provided input, suggesting that the Town and Community Liaison Officer contact clerks and Councillors to enquire about reasons for not attending and what times and dates may suit them best. Another suggestion was made by Members of polling Town and Community Councils around their preferences for best times of meetings of the Town and Community Council Forum. The Town and Community Liaison Officer agreed to ask these questions to the Town and Community Councils.

To observe further debate that took place on the above items, please click this [link](#)

The meeting closed at 13:39.