

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. Rhwch 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: Democratic Services

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

Dyddiad/Date: Wednesday, 26 November 2025

Dear Councillor,

TOWN & COMMUNITY COUNCIL FORUM

A meeting of the Town & Community Council Forum will be held Hybrid in the Council Chamber, Civic Offices, Angel Street, Bridgend, CF31 4WB/remotely via Microsoft Teams on **Wednesday, 3 December 2025 at 13:00**.

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 22/09/25

4 **The Town and Community Council Capital Grant Fund**

7 - 12

5 **Communication Between BCBC & Town & Community Councils**

13 - 22

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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.

Note: This will be a Remote meeting via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you would like to view this meeting live, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 643513 / 643159.

Yours faithfully

K Watson

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

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

Plus a representative from each Town & Community Council

**MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD HYBRID IN THE COUNCIL CHAMBER – CIVIC OFFICES,
ANGEL ST, BRIDGEND, CF31 4WB ON MONDAY, 22 SEPTEMBER 2025 AT 16:00**

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Present

Councillor JC Spanswick – Chairperson

H T Bennett
N Farr
I M Spiller
E Davies
A Le Geyf

S J Bletsoe
P Ford
MJ Williams
G Chappell
Y Walton

C Davies
RM Granville
E D Winstanley
E Jones

M J Evans
M R John
J Gebbie
M Rock

Officers:

Jake Morgan
Jason Frowen
Rachel Keepins
Louise Connolly
Carys Lord
Alex Rawlin
Nimi Chandrasena
Oscar Roberts

Chief Executive
Town and Community Liaison Officer
Democratic Services Manager
Community Asset Transfer Manager
Chief Officer - Finance, Housing & Change
Corporate Policy & Performance Manager
Democratic Services Officer
Temporary Democratic Services Officer – Committees

36. Apologies for Absence

Decision Made	Apologies for absence were noted from Cllr T Wood.
Date Decision Made	22 September 2025

Declarations of Interest

Decision Made	There were no declarations of interest.
Date Decision Made	22 September 2025

38. Approval of Minutes

Decision Made	<u>RESOLVED:</u> That the minutes of the 29 July 2024 be approved as a true and accurate record.
Date Decision Made	22 September 2025

39. Future Working Relationships With Town And Community Councillors

Decision Made	<p>The purpose of this report, presented by the Chief Executive, was to consider and progress collaborative working between the Local Authority (the Authority) and Town and Community Councils (TCCs) to ensure effective future local service delivery.</p> <p>Members posed questions on:</p> <ul style="list-style-type: none">• What issues the Committee should be focused on solving.• Communication challenges between Town and Community Councils and BCBC. <p>These questions were addressed by the Leader, the Chief Executive and the Community Asset Transfer Manager. The suggestion of a Service Level Agreement was raised as a possible route forward in order to ensure that Town and Community Councils and BCBC can communicate effectively and promptly.</p> <p><u>RESOLVED:</u> That the Forum considered and made comments and proposals in relation to:</p> <p>a) future local service delivery and how to progress effective collaborative working between the Authority and Town and Community Councils;</p>
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	b) the future of the Town and Community Council Forum.
Date Decision Made	22 September 2025

40. Update On The Medium Term Financial Strategy 2026-27 To 2029-30

Decision Made	<p>The purpose of this report, presented by the Chief Officer - Finance, Housing & Change, was to provide the Town and Community Council Forum with an update on the process and timescales for approving the Medium Term Financial Strategy (MTFS) 2026-27 to 2029-30, and specifically the Council's budget for 2026-27.</p> <p>The Committee was also informed of the need for Town and Community Councils to notify the Council of their precept by 9 January 2026, outlining the need for BCBC and T+CCs to work closer together within a timescale of the next few months.</p> <p>Members posed a question on whether political changes in Welsh government could impact the budget-setting process. This question was addressed by the Leader and the Chief Executive.</p> <p><u>RESOLVED:</u> That the Town and Community Council Forum noted the update on the Council's Medium Term Financial Strategy 2026-27 to 2029-30 and actively engaged with the Council on opportunities for taking on Council services going forward to support the budget planning process.</p>
Date Decision Made	22 September 2025

41. Self-Assessment 2024/25

Decision Made	<p>The purpose of this report, presented by the Corporate Policy & Performance Manager, was to seek Town and Community Council's views on the draft self-assessment for 2024/25 included at Appendix 1 and the accompanying performance information at Appendix 2.</p> <p>Members provided comment on the report, noting that tree-planting estimate targets could be increased in order to set challenging goals for the Council.</p>
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	<u>RESOLVED:</u>	that the Town and Community Council Forum considered the draft Self-assessment 2024/25 report in Appendix 1 supported by performance information in Appendix 2.
Date Decision Made	22 September 2025	

42. Urgent Items

Decision Made	None.
Date Decision Made	22 September 2025

Prior to closure of the meeting, Members posed questions on:

- The current status of the Boundary Review and whether a briefing note could be prepared on the subject for distribution to Town and Community Councils.

These questions were addressed by the Leader. It was agreed that the Monitoring Officer should be consulted to ensure that decisions are made in the correct timescale to be considered by the Boundary Commission.

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

The meeting closed at 16:54.

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

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
Total Awarded	£12,858.00	£62,814.00	£37,199.10	£61,171.26	£40,000.00	£214,042.36

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 1st 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

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Meeting of:	TOWN AND COMMUNITY COUNCIL FORUM
Date of Meeting:	3 DECEMBER 2025
Report Title:	COMMUNICATION BETWEEN BCBC & TOWN & COMMUNITY COUNCILS
Report Owner: Responsible Chief Officer / Cabinet Member	CORPORATE DIRECTOR COMMUNITIES
Responsible Officer:	TOWN & COMMUNITY COUNCIL LIASON OFFICER
Policy Framework and Procedure Rules:	THERE IS NO EFFECT UPON THE POLICY FRAMEWORK AND PROCEDURE RULES.
Executive Summary:	This report is to inform the Town and Community Council Forum of the work undertaken since the engagement of the Town & 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&CCs).

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

Adult Safeguarding Team

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

Email Address: 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

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

Monitoring Officer	Kelly Watson	Kelly.watson@bridgend.gov.uk
T&CCLO	Jason Frowen	Jason.frowen@bridgend.gov.uk

CAT Officer

Louise Connolly

louise.connolly@bridgend.gov.uk