

PORTHCAWL TOWN COUNCIL



MINUTES OF THE MEETING OF COUNCIL HELD (ELECTRONICALLY) ON THURSDAY 10 MARCH 2022

PRESENT:

COUNCILLORS:

T Hill

M Chegwen
M Emment-Lewis
B Jones
R Lee

B Lewis

J Perren
J Pratt
M Rock
S Maitland-Thomas

LOCUM CLERK:

C John
K Sutton

FACILITIES MANAGER:

Councillors and members of the public present were advised that the meeting was being recorded.

198. To receive apologies for absence

Apologies received from: Cllr's A Harris, L Desmond-Williams, L Tallon-Morris, J Manley

Absent : Cllrs M Clarke, N Clarke, R Smith

199. To receive Members' Declarations of Interest in respect of the business to be transacted.

Cllr M Emment-Lewis Agenda Item 13, Non-Prejudicial/Pecuniary Interest

200. To confirm and agree the minutes of Full Meeting of Council held on 10th February 2022

Resolved: To approve the amendment to the minutes of the Full Meeting of Council held on 10th February 2022 with the following amendment: -

201. To confirm and agree the minutes of Full Meeting of Council held on 24th February 2022

Resolved: To approve the minutes of the Full Meeting of Council held on 24th February 2022 with the following amendments:

In attendance: Cllrs S Maitland Thomas and M Rock

202. To adjourn if necessary to take Public Question Time

No questions submitted from member of public present.

203. For information – Mayoral Events & Engagements

Noted

204. Update from BCBC Members

205. To consider item- content of Minutes (Locum Town Clerk)

The Locum Town Clerk advised Council that questions had been raised about the content of minutes. It was confirmed that things said outside of a meeting could not be recorded however if a Councillor made a specific request inside a meeting for something to be recorded that would automatically be included in the minutes.

For information:-

“Minutes should be as concise as possible but there is little agreement on the appropriate style for minutes. As a minimum the minutes must record the resolution or the decision but can also include a short summary of important points where this adds value. **A detailed account of who said what is neither necessary nor advisable.**”

Councillors noted the information presented.

206. To consider item – Griffin Park

Cllr J Perren confirmed that there had been a number of meetings to discuss this item at length and he proposed that Council agree in principle to move forward with the Griffin Park project with certain provisos attached:-

Resolved: The Town Council agree in principle to take on the lease at Griffin Park subject to survey and confirmation of all capital costs.

207. To consider item Waste Collection & Toilet Hygiene (Cllr J Perren & KS)

Members were advised that KS had been reviewing the purchase of cleaning materials historically and had sought alternative quotations on a **like for like basis**. It was noted that KS had presented a report to Operations Committee that highlighted that significant savings could be made by changing suppliers with regards cleaning products, commercial waste and disposal of biological waste.

Resolved: To change to alternative suppliers on the grounds of cost effectiveness.

Council thanked KS for the work carried out on this matter.

208. Tree Surveys at Griffin Park and Newton Allotments

Council were asked to consider the costings as presented with Council documents relating to two tree surveys being carried out, one at Griffin Park and the other at Newton Green Allotments. KS advised that the Newton Green survey was a mandatory one and that the Griffin Park survey was being suggested as a precautionary measure. Members were advised that the costs

Following discussion:-

UNANIMOUSLY RESOLVED: That both surveys are carried out at a cost of £590 (excluding VAT)

209. Computer Equipment for Councillors

Cllr M Chegwen proposed that the Town Council should provide all newly elected Councillors with appropriate computer equipment to enable them to carry out their Town Council duties. Members were reminded that it was now a legal requirement that going forward hybrid meetings had to be arranged and the provision of a laptop or chrome book would help facilitate this. Should any Councillor leave for any reason the laptop/chrome book would be returned to the Town Council and wiped in readiness for a new member.

Following discussion, it was felt that the best way forward would be for contact to be made to BCBC IT Department with regards them providing the Town Council with think pads and that the Clerk reports back with relevant information at the next appropriate meeting.

RESOLVED: That the Town Clerk makes appropriate enquiries with BCBC IT Department about provision of Think Pads for the Town Council and report back accordingly.

210. Queens Platinum Jubilee Celebrations

Cllr M Emment-Lewis presented the report to Council. Questions were raised about distribution of cakes and it was noted that the organisers of individual street parties were given the opportunity of writing to the Promoting Porthcawl Committee to request a Platinum Jubilee Celebratory Cake.

Cllr Emment-Lewis confirmed that all receipts and relevant accounting documents would be presented to Council following the event.

The Mayor thanked Cllr Emment-Lewis for presenting the report to Council.

211. Open Spaces Society – Renewal of Annual Subscription

Benefits of remaining a member to Open Spaces Society were discussed.

RESOLVED: To renew the annual subscription at a cost of £45.

Cllr B Jones left the meeting for personal reasons

212. To consider email correspondence received – J Strong, CPO letter to PEDW

Noted that limited information available in relation to this matter and on-going investigations would be made to enable appropriate response to Mr Strong.

Clerk to email Mr Strong to provide update.

213. Permission to use Newton Fayre – 9th July 2022

The Locum Clerk advised that she had received a telephone call advising that the intended date for Newton Fayre would be 9th July 2022.

Agreed that the Clerk should contact the organiser asking that he/she completes relevant documentation which will then be submitted to Town Council for consideration.

214. Verbal report from Promoting Porthcawl Committee

The Mayor Cllr T Hill advised that she had been concerned that as Council were approaching PEP decisions needed to be made about Summer Planting and Christmas Lighting. To ensure that both matters are progressed during PEP an emergency meeting of Promoting Porthcawl was called, and the following recommendations were agreed:-

Recommend: That Kristian Sutton be given plenary powers to pursue options available for 2022 Christmas lighting in readiness for presentation to the newly elected Council in May 2022.

Recommend: That Kristian Sutton and Town Clerk be given plenary powers to ensure Summer Planting goes ahead for 2022.

RESOLVED: That the recommendations of the Promoting Porthcawl Committee are accepted.

215. Town Clerks Report

Clerk advised that all Council policies are being reviewed and Standing Orders had been rewritten in draft in readiness for new Council to consider.

Payments for Authorisation

Clerk advised that Grand Pavilion had contacted the Town Council offices with preliminary request for funding. It was noted that further enquiries needed to be made about whether funding had been given during financial year 2021/22.

Council agreed in principle to support the Grand Pavilion however Clerk to seek further information and present to future meeting of Council for final decision.

Councillors queried invoices relating to Non-Domestic Rates for Drop-in Centre and Lite. It was agreed that further investigation should be made into both these invoices before payment is agreed.

RESOLVED: That payments are authorised with the exception of Lite and BCBC Non-Domestic Rates.

(Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the agenda item.

216. To consider update from Chair of Staffing Committee

Cllr Pratt presented the update to the meeting.

The information as received was noted.

The meeting concluded at 21.05