

PORTHCAWL TOWN COUNCIL



MINUTES OF THE MEETING OF COUNCIL HELD ON THURSDAY, 12TH DECEMBER 2019 7.00pm at The Y Centre, John Street, Porthcawl

PRESENT:

COUNCILLORS: G Walter (Mayor)

S Aspey	R Lee
M Chegwen	B Lewis
M Clarke	S Maitland-Thomas
N Clarke	L Tallon-Morris
L Desmond-Williams	P Winstanley
T Hill	C Wintle
B Jones	

CLERK: Mrs S Watkins

In Attendance: P Bowen (DSO)

133. To receive apologies for absence.

Cllr A Harris	(Personal).
Cllr R Leonard-Davies	(Personal).
Cllr R Smith	(Personal).
Cllr M Emment-Lewis	(Personal).

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

Cllr S Aspey	Agenda Items 8 & 12 – Personal, BCBC Member
Cllr M Clarke	Agenda Items 8 & 12 – Personal, BCBC Member
Cllr N Clarke	Agenda Items 8 & 12 – Personal, BCBC Member
Cllr S Maitland-Thomas	Agenda Item 16 – Personal, Member of Carnival Committee
Cllr B Jones	Agenda Item 12 – Personal, BCBC Member
Cllr T Hill	Agenda Item 16 – Personal, Member of Carnival Committee

135. To confirm and sign the Minutes of the Meeting of Council held on 14th November 2019.

Resolved: To confirm and sign the Minutes of the Meeting of Council held on 14th November 2019 as a true and accurate record.

136. To consider any matters arising from the Minutes of the Meeting of Council held on 14th November 2019 (for information purposes only).

(Cllr S Aspey arrived).

Page 6 – Minute 122

The Mayor queried the work (cutting trees and overgrown hedges) underway at Portway Roundabout stating he had been told that the PTC office had not authorised the work. Members were informed that Council had agreed an additional role for Cllr M Clarke assisting the Projects Officer. Members were informed there had been a mix up in communication, however works to Portway Roundabout had been authorised and is to be completed.

Resolved: **To approve the information provided and recommend to Council that budget provision of £10,000 is ring-fenced in 2020/2021 financial year for the landscape improvement works at Nottage Traffic Island and Portway/Town Traffic Island.**

Members queried if money granted to Porthcawl Chamber of Trade would be returned to PTC as the event [Christmas Cracker, Sunday 8th December 2019] had to be cancelled due to adverse weather conditions. Members were informed the grant of £10k had already been spent on Jingle Bells Parade on 29th November 2019. Members requested a detailed financial breakdown of the event. Detailed invoices will be provided to the Clerk.

Resolved: **To grant the Chamber of Trade £10,000 to support the Christmas Events outlined, with provision that detailed invoices are provided to the Clerk to determine how the money was spent.**

Page 7 – Minute 124

Member queried if the CAT transfer application had been submitted as the deadline was 25th November 2019. Members were informed the CAT transfer application had been submitted in time. Also the expression of interest had been registered along with the submission of two funding applications (one to the Town and Community Council Fund and a second to CAT Fund). A plan had been drawn up.

Resolved: **To draw up a plan.
Submit two funding applications to BCBC, one to the Town and Community Council Fund and a second to CAT fund.
Start initial costings.
Register expression of interest.**

137. To adjourn, if necessary, to take Public Question Time.

No members of the public present.

138. To note for information Mayoral Announcements and Engagements:

Members noted the Mayoral engagements.

The Mayor added a further engagement:

Monday, 16th December, Jenkin Henry Tea, The Grand Pavilion, Porthcawl at 2.30pm.

Members requested they would like more notice to attend Mayoral engagements, in particular the Jenkin Henry Tea. Members stated that Christmas is a particularly busy time of year. The Mayor will ask that adequate notice is given to Members in the future.

The Mayor informed Members it was his pleasure to award a Town Plaque to Porthcawl St. Sebastien Twinning Committee for their 20th Year Anniversary.

139. To approve Annual Return and to note Audit report for information.

The Mayor went through the annual return then the issues raised by the Auditor informing Members the issues raised had now been addressed: Empty boxes in the Accounting Statements of the annual return, no terms of reference for committee meetings at PTC other than Full Council and council minutes not certified as a true copy of the originals.

Members acknowledged the hard work carried out by Mrs A Thomas, former Town Clerk of PTC.

Resolved:

To approve Annual Return for the Year Ended 31 March 2019.

To note Audit Report for the Year Ended 31 March 2019.

140. To consider correspondence received from Gill Lewis, Interim Head of Finance, BCBC – Precept request for 2020/21 – Porthcawl Town Council.

The Mayor went through the correspondence presented by Gill Lewis, Interim Head of Finance, BCBC informing Members the Town Council precept is required by no later than 7th January 2020 in order that it can be incorporated into the Council's budget setting process.

Resolved:

To note correspondence from Gill Lewis, Interim Head of Finance, BCBC.

141. To approve item – Precept for Porthcawl Town Council for the year 2020/21 at £460,000.

Cllr M Clarke presented the draft precept for 2020/2021 at £441,000. Cllr M Clarke explained that this was lower than the earlier draft [£460,000] due to more up-to-date figures being available.

Cllr M Clarke outlined the financial processes he had followed and the background checks he had performed to arrive at the most accurate proposal, these included meetings with Bridgend County Borough Council Senior Officers and a line by line review with the Town Clerk prior to her leaving.

Cllr M Clarke then went through each precept category providing reasons for any changes and commenting on cost areas that had been discontinued and other new items added and the reasons for this. He noted how projects likely to be carried forward from the current year and initiatives from Vision & Budget had been provided for.

Cllr M Clarke reminded councillors that it had been previously agreed that support for events was now classed under 'Sponsorship' (a page in an event programme with PTC logo and other details of sponsorship) and a modest allocation for community grants included under S137 (1) of the Local Government Act 1972. Committee chairs were advised that the structure of the precept and ensuing budget now allowed much more freedom to apply flexibility within the overall budget for their committee. Finally comment was made to update councils grant awarding process with the suggestion that the budget could be divided in two with two grant meetings held in July and January each year.

Members queried the length of time taken to acquire and then sell the van and the inevitable depreciation of the vehicle. Members were informed that the sale of the van is in progress.

Members were informed there is a new legal requirement placed on Councils by Welsh Government which applies to Councils with a precept in excess of £200,000. PTC needs to produce a Wellbeing of Future Generations Report and an Environmental Impact Report. In addition PTC needs to prepare a Community Plan. Members acknowledged that PTC will over the coming year complete the rebuild of Griffin Park toilets and the refurbishment of John Street toilets. PTC will also refurbish the subway to ensure it fulfils its role as a vital link between sections of our business and resident community with CCTV.

Resolved: **The proposal as an amendment became the substantive motion that the Porthcawl Town Council precept would be set as £441,000, a rise of 4.8% producing a new rate £54.80 for a 'D' band property, increase of £2.52 per week.**

142. To consider item – Minutes of the Finance and Governance meeting held on Thursday 28th November 2019.

Cllr M Clarke went through the minutes and recommendations of the meeting.

Agenda Item 3

To approve item Monthly Accounts July, August, September 2019

Resolved: **To approve the Monthly Accounts for July, August and September 2019.**

Agenda Item 4

To consider item Report of the External Auditor and determine any appropriate action.

Resolved: **To note the report for information and approve the action taken by the Clerk.**

Agenda Item 5

To consider item annual approval of Standing Orders and Direct Debits on Town Council accounts.

Members queried the details of direct debits and standing orders on PTC accounts and requested they were checked to ensure accuracy and accountability.

Resolved: **To approve list of standing orders and direct debits on Town Council accounts with the insertion of ‘the list of direct debits and standing orders were reviewed by the committee and are confirmed as accurate’.**

Agenda Item 7

To approve item preparation of accounts and financial compliance in line with statutory requirements at a cost of £3894.00.

Members approved the recommendation however requested a short report to be available at the next meeting to detail the process and governance in terms of placing orders on suppliers, reconciling invoices received, entering payment details onto the online system and authorising payments in terms of segregation. Also an explanation of how online banking works in terms of authorised signatories.

Resolved: **To approve cost of accounting work at £3894.00.
To provide a short report at next meeting detailing the process and governance in terms of placing orders on suppliers, reconciling invoices received, entering payment details onto the online system and authorising payments in terms of segregation. Also provide information on how online banking works in terms of authorised signatories.**

Agenda Item 9

To consider item new Model Financial Regulations – Clerk to outline three changes made and effect on Porthcawl Town Council regulations.

Members approved the recommendation but would like feedback on the three changes made and the effect on Porthcawl Town Council regulations.

Resolved: **The Clerk to make the three changes to the Financial Regulations to ensure compliance.
The Interim Town Clerk to provide Members with an explanation of the three changes to the Financial Regulations.**

143. To consider item – Notes of the Blue Plaque Scheme meeting held on Thursday 7th November 2019.

Members queried who the panel were. The Mayor advised that the panel consisted of one member of Porthcawl Museum and Historical Arts Society, Cllr S Maitland-Thomas representing the town council, the town mayor and one member of the public ‘with significant historical knowledge’ – Mr D Newton-Williams.

The Mayor advised Members that Porthcawl Civic Trust had advised they do not want to participate in the Blue Plaque Scheme.

Members suggested a plaque for the Brogden's at the Harbour – this suggestion is already on the list.

The Mayor advised he would send notes in to the next Full Council meeting.

Resolved: **To note for information only.**

144. To approve item – Correspondence received from Robin Davies, Group Manager – Business, Strategy and Performance, BCBC – Proposed changes to the Council's home-to-school/college transport provision.

Members agreed the changes to the council's home-to-school/college transport provision will affect residents of Porthcawl. Members were reminded home-to-school/college transport provision is a statutory function.

Members were encouraged to take part in the consultation with responses to BCBC received no later than 5 January 2020.

Resolved: **To note for information only.**

145. To consider email correspondence received from Mr A Harding – Outside Gym – Heol Y Goedwig.

Members considered the email correspondence from Mr A Harding regarding the proposal of an outside gym on the lake side of Heol Y Goedwig.

Members discussed the proposal in detail; weather restrictions, actual usage, possible vandalism of equipment, wrong location of gym, insurance costs and other observations. Members agreed to visit the site to ascertain suitability. Cllr S Maitland-Thomas, Cllr B Jones and Cllr L Tallon-Morris to meet at the site to discuss further.

Members discussed possible funding from The National Lottery and other organisations.

Resolved: **Cllr S Maitland-Thomas, Cllr B Jones and Cllr L Tallon-Morris to meet on site to discuss further.
Contact Mr A Harding thanking him for his idea - PTC will be in touch in the near future. Suggest to Mr A Harding compiling a business plan for Outside Gym.**

146. To consider item – To appoint a new representative on the Governing Body, Porthcawl Primary School.

Members were informed that Cllr C Wintle had resigned from the Governing Body, Porthcawl Primary School.

Cllr S Maitland-Thomas volunteered to take over from Cllr C Wintle.

Resolved: **To appoint Cllr S Maitland-Thomas as the new representative on the Governing Body, Porthcawl Primary School.**

147. To consider item – Notes of the Porthcawl Practice Forum held on Thursday 21st November 2019 (Cllr N Clarke).

Members queried who attended the Forum of Porthcawl Practice on 21st November 2019. Members were informed that Cllr N Clarke, Cllr L Tallon-Morris [appointed by Health Authority] and Cllr R Lee attended the forum. Members noted that Cwm Taf have taken over the 2nd floor of the building which is totally separate from the practice. Positive, friendly working relationships have been established with Cwm Taf and Porthcawl Medical Centre.

Resolved: **To note for information only.**

148. To consider item – Cancelled Porthcawl Carnival and Businesses affected (Cllr L Desmond-Williams).

Members discussed the cancellation of Porthcawl Carnival 2020 and the effects to businesses in Porthcawl also the huge disappointment of residents and visitors. Members were informed that pubs do well on carnival day not the shops. Additionally, charities will be affected as many charities have benefited from Porthcawl Carnivals in the past. Members were informed that Porthcawl Chamber of Trade have complained to ESAC. Members confirmed that Porthcawl Rugby Club will not be involved as the whole event is cancelled. However, Members were informed that some kind of event will be planned at Porthcawl Rugby Club. Members noted that Police Officers are not Traffic Wardens and agreed that prevention of crime takes priority. However, Members agreed that residents of Porthcawl will be bitterly disappointed with the cancellation of Porthcawl Carnival 2020. Members agreed to write to Mr Alun Michael, Police and Crime Commissioner for South Wales Police also Andy Valentine, Temporary Assistant Chief Constable and Daniel Richards, Temporary Assistant Chief Constable (South Wales Police) expressing disappointment and concerns regarding cancellation of Porthcawl Carnival 2020. Cllr L Desmond-Williams and Cllr T Hill to offer PTC feedback and ideas to the Chamber of Trade and report back to next Full Council meeting.

Resolved: **Cllr S Aspey to write letter to Police and Crime Commissioner for South Wales Police and Temporary Chief Constables expressing disappointment and concerns cancelling Porthcawl Carnival 2020. Cllr L Desmond-Williams and Cllr T Hill to feedback at next Full Council meeting.**

149. Clerk's Report.

Members were informed that £7k has been paid to PTC for office relocation costs from BCBC. A letter to be sent expressing thanks from PTC.

Members agreed that letters received by PTC from the public should be distributed to ward members only.

The meeting concluded at 8.40pm