

# PORTHCAWL TOWN COUNCIL



## MINUTES OF THE MEETING OF COUNCIL HELD (ELECTRONICALLY) ON THURSDAY 20<sup>th</sup> MAY 2021

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### PRESENT:

COUNCILLORS: T Hill

M Chegwen	R Lee
M Clarke	B Lewis
N Clarke	J Manley
L Desmond-Williams	J Pratt
M Emmet-Lewis	L Tallon-Morris
A Harris	
B Jones	

TOWN CLERK: Kerry-Leigh Grabham  
ASSISTANT TOWN CLERK: Sarah Watkins

**16. To receive apologies for absence**

Cllr R Smith

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

Cllr N Clarke Item 10 BCBC, Personal  
Cllr M Clarke Item 10 BCBC, Personal  
Cllr B Jones Item 10 BCBC, Personal

**18. To confirm and sign the Minutes of the Meeting of Council held on the 8<sup>th</sup> April 2021**

Cllr J Pratt Item 251 – Should say Locks Lane and not Newton  
Cllr N Clarke Item 250 – clarification required for paragraph 3 referencing John Street toilets and not Griffin Park.

**Resolved: To Confirm and sign the minutes of the meeting held on the 8<sup>th</sup> April 2021 as a true and accurate record with the above amendments.**

**19. To adjourn, if necessary, to take Public Question Time**

Mr Morgan asked the following question

“Following the shock of nearly being run over by a silent slowly moving Electric car, when I was leaving the Peter Alan Estate Agents, at 10.45am early last week, due the car driving on the pavement area next to Peter Alan as it avoided a crowd of people gathered under the Band Stand area opposite”, I should now like to make the following 3 suggestions to the Porthcawl Town Council Members tonight, as a Porthcawl Shop Owner, and Member of the Porthcawl Chamber of Trade.

- 1) Add extra bollards along the pavement areas outside the John Street shops to stop cars / vehicles getting so close to people entering and leaving the John Street Shops?
- 2) Stop non Delivery vehicles entering and driving down John Street, especially silent Electric cars / Scooters, or reduce the hours of opening to such vehicles, ie close John St entry bollards at 9.00am, instead of the current time of 11.00am?
- 3) Talk to Hybrid Electric / Electric Car designers to fit an audible warning system to their vehicles, which could be activated when entering a Pedestrian Area Zone, to be activated by an Electronic trigger system located at the John St Entrance Bollards?

Cllr T Hill thanked Mr Morgan for this question and advised that she would respond in writing in 10 working days.

**20. To confirm and sign the minutes of Promoting Porthcawl Committee held (electronically) on Thursday 15<sup>th</sup> April 2021.**

A member queried that Cllr Hill was asking all Cllrs to approve the minutes of Promoting Porthcawl, however not all members were present.

The clerk confirmed that only members of the committee who were present at the meeting can confirm the minutes. There was further discussion regarding how the minutes are being signed and that matters arising has been removed from the agenda. The Clerk advised that matters arising has been removed from the agenda, as any matters that require Councils resolution will be brought forward under a separate report, this provides all members of Council to be presented with the same information as the committee members.

A member queried, if the gym equipment brought forward by Cllr Wesgate would remain as item due to Cllr Wesgate resigning. Cllr Hill confirmed that it would remain with Promoting Porthcawl Committee.

**Resolved: To confirm and sign the minutes of Promoting Porthcawl held on the 15<sup>th</sup> April 2021 as a true and accurate record.**

**21. To confirm and sign the Minutes of Staffing Committee held (electronically) on Thursday 15<sup>th</sup> April 2021.**

**Resolved: To confirm and sign the minutes of Staffing Committee as a true and accurate record.**

22. **To confirm and sign the minutes of Finance & Governance Committee held (electronically) on Thursday 22<sup>nd</sup> April 2021**

**Resolved:** To confirm and sign the minutes of Finance & Governance Committee held (electronically) on Thursday 22<sup>nd</sup> April 2021 as a true and accurate record.

23. **To confirm and sign the minutes of Special Staffing Committee held (electronically) on Wednesday 5<sup>th</sup> May 2021**

**Resolved:** To confirm and sign the minutes of Special Staffing Committee held (electronically) on Wednesday 5<sup>th</sup> May 2021 as a true and accurate record.

24. **To consider item – correspondence from Street Naming and Numbering BCBC – Former St Clares Convent Porthcawl**

Cllr J Pratt informed members that he had received correspondence from a member of his ward to name the street Santampa.

Cllr M Emmet-Lewis seconded.

Cllr A Harris recognised that a street does need to be named after the Santampa, however felt that given the historical nature of the site, that consideration needed to be given to the suggested name.

Cllr Jones & Cllr Desmond-Williams had connection problems and there was a delay in the meeting while Cllr Jones & Cllr Desmond-Williams re-joined the meeting.

Cllr L Tallon-Morris proposed that the developer's name of St Clares Court is accepted.

Cllr N Clarke seconded.

A vote took place and it is was resolved that development be named St Clares Court.

**Resolved:** To inform BCBC that Council support the developer's name of St Clares Court.

25. **To consider item – correspondence from BCBC Town & Country Planning Act 1960, Section 257 BCBC (Stopping Up of Link Footpath off Woodland Avenue Porthcawl) Public Footpath Stopping Up Order No 12020**

Discussion took place surrounding the area and purpose of the order. Members were happy with the information and explanation.

**Resolved:** Members accepted the information provided by BCBC.

26. **To consider item – correspondence from One Voice Wales – NHS, Social Care and Frontline Workers Day 5<sup>th</sup> July 2021.**

Members discussed the proposals contained and the short time scale. Members agreed that they would like to implement their own ideas. All members agreed that the day is significant and that the Town Council want to fully support & recognise all people have done.

Cllr L Tallon-Morris suggested a working group be formed and the Town Clerk to be included in the group.

Cllr M Clarke agreed with the suggestion made by Cllr Tallon-Morris

Cllr J Manley suggested that we ask the Children of Porthcawl to design the unique flag.

**Resolved: For a working group to be formed to include Cllr L Tallon-Morris, Cllr J Manley, Cllr T Hill, Cllr M Emment-Lewis, Cllr J Pratt and the Clerk.**

**27. To consider item – World Refill Day**

Cllr A Harris reminded members about plastic free Porthcawl and that we do have some businesses signed up to provide free refills. Cllr Harris, feels that the Council could add some information to the Council's webpage.

**Resolved: For Cllr Harris to take World Refill Day forward.**

**28. To consider item – Lockdown Art Project – Cllr L Tallon-Morris**

Cllr Tallon-Morris introduced the item and informed members of how the art work had been created.

Members discussed the item and suggested a few locations where the art work could be located.

Cllr Harris suggested that were the art work is located, that a memorial/information plaque is put next to the art work.

Cllr Tallon-Morris proposed that art work is linked to the working group that has been formed in item 11.

**Resolved: For the working group to take the item forward and find a suitable location and link in with item 11.**

**29. To consider item – Bin Provision**

Cllr J Manley informed members in Cllr R Smiths absence that Cllr Smith had been approached by a member of the public with regards to the bin empty schedule. Cllr Manley asked the Clerk to provide information with regards to the Stewards that BCBC have advertised.

The Clerk advised that the stewards will be welcome stewards for the Town and will assist visitors to the town, they will also be a direct link to BCBC with regards to any issues, such as the bins need emptying. The Clerk also provided members with information concerning the cleaner streets team and the logistical challenges that they face.

**Resolved: For Council to note the information.**

**30. To consider item – Sgt Dai Rees**

Cllr Tallon-Morris introduce the item and feels that the Council should write a letter of thanks and a bottle of bandy for all of Sgt Rees hard work.

Following a discussion on whether a letter be sent and how the gift would be funded.

Cllr Tallon-Morris proposed that a thank you letter be sent to Sgt Rees.

**Resolved: For a thank you letter to be sent to Sgt Rees for his service to the Town.**

### **31. Town Clerk Reports**

#### **a) Invoices for Payment – Information Only**

The Clerk took members through the payments and explained each payment.

Cllr M Clarke queried how the clerk has made the payments.

The Clerk advised that the payments have been made in line with the powers that have been granted and renewed at the AGM. The invoices have been seen by the signatories when they have been signing chq.

Cllr A Harris queried why the Clerk was being questioned on the payments made as prior authorisation had been provided at an earlier Council meeting.

Cllr L Tallon-Morris queried the Scott Waste contract and proposed that a suitable alternative contractor be found and the contract with Scott Waste be terminated.

**Resolved: To note the payment and for an alternative waste contractor is sought.**

#### **b) Porthcawl Town Council Vacancies**

The clerk informed members of the two recent resignations from Council that the Council now has four vacancies and a bi-election has been called in Newton Ward and will take place on the 1<sup>st</sup> July 2021.

Cllr M Clarke interrupted the agenda item to say, he had relooked at the information provided for item 16a and was satisfied that all invoices presented have been paid in the correct manner and apologised if he had given the impression that he was not.

**Resolved: Members noted the report**

#### **c) Internal Audit**

The Clerk informed members of the decision made by Finance & Governance committee recommendation to appoint Auditing Solutions as the Council's Internal Auditor.

**Resolved: For Auditing Solutions to appoint Auditing Solutions as the Council's Internal Auditor for 2020/2021 financial year.**

#### **d) Accounting Software**

The Clerk introduced the report to members and informed them of the decision that had been taken by Finance & Governance Committee to appoint Scribe as the Town Council's software.

**Resolved: For Scribe to be implemented as the accounting software for the Council.**

#### **e) Change of Bank Account**

The Clerk informed members of the recommendation to change the Council's bank account to Unity Trust Bank.

**Resolved: For the change of bank account to Unity Trust Bank.**

The Clerk then asked members in accordance with section 1(2) of the public bodies (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 next agenda items.

**Resolved: To move into a confidential session.**

**f) Contractual Differences**

The Clerk introduced the report, the Clerk and the Assistant Clerk left the meeting at 20.40pm. The following minutes were taken by a member.

Discussion took place regarding members' duty of care to Council staff it was agreed that 37 hours are the core hours of work and that the Clerk should not be called upon to work additional hours unless in exceptional circumstances and then with only prior agreement with the Mayor/Line Manager.

It was also accepted by members that the appropriate number of staff should be employed to meet the requirements of Council.

It was mentioned also that due to our duty of care that any overtime that the clerk incurs should be kept to a minimum to ensure work life balance.

**Resolved: To accept the report subject to the report being changed to read "the Town Clerk keeps a log of hours that exceed 37 hours".**

**That the clerk in conjunction with the Staffing Committee to take immediate steps to review the staffing structure to meet the on-going requirements of Council.**

**That the Staffing Committee to discuss maximum number of overtime hours that shouldn't be exceeded by the clerk.**

**That the Staffing Committee to discuss maximum number of overtime hours that shouldn't be exceeded by the clerk.**

The Clerk and Assistant Town Clerk re-joined the meeting at 20.55pm

**g) Operational Staff**

The Clerk introduced the report and explained the need to vary the contract of the temporary member staff and to also recruit an additional member staff to assist with the cleaning of Griffin Park Toilets.

Cllr N Clarke proposed that the meeting be extended by 15 minutes due to exceeding the two hour period.

**Resolved: Members accepted the report as presented.**

**h) Hybrid Working**

The Clerk introduced the report and the recommendation made by staffing committee. Hybrid working to implemented in line with Welsh Governments advice on when to return to office working, with consideration given to lone working.

**Resolved: Members accepted the report as presented.**

**i) Media Screen Update – Item withdrawn prior to meeting**

**j) Subway repairs**

The Clerk sought member's direction on the subway, due to the paint work now peeling away from the wall.

Cllr L Desmond-Williams asked for it to be noted that the mirror needs to be replaced.

**Resolved: For the Clerk to seek an independent opinion with regards to the work that has been undertaken and for advice on possible remedial action with permission sought from BCBC.**

Meeting concluded at 21.13pm