

# PORTHCAWL TOWN COUNCIL



## MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD (ELECTRONICALLY) ON THURSDAY, 30<sup>th</sup> JULY 2020

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### PRESENT:

COUNCILLORS: B Jones (Mayor)

S Aspey	B Lewis
M Chegwen	S Maitland-Thomas
M Clarke	J Pratt
N Clarke	R Smith
M Emmet-Lewis	G Walter
A Harris	P Winstanley
T Hill	C Wintle

CLERK: Mr S Elder

DEPUTY CLERK: Mrs S Watkins

### 56. To receive apologies for absence

Apologies received from Cllr L Desmond-Williams and R Lee

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

Cllr M Clarke - Items 6 & 8 - Personal Interest-Non-Executive Trustee of Credu Charity Ltd

Cllr N Clarke - Items 6 & 8 - Personal Interest, Trustee of Credu Charity Ltd

Cllr R Smith - Items 6 & 8 - Personal Interest

### 58. To confirm and sign the Minutes of the Meeting of Council held on 9<sup>th</sup> July 2020

A Member advised that there should be a consistency to the declarations of interest in terms of inserting a reason for that interest as previously recorded in Council minutes.

Cllr R Smith noted that he would like to declare an interest in item 11.

Cllr M Chegwen noted that he would also like to declare an interest in item 11 as he has knowledge of the Landlord.

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It was agreed that the resolution should be amended to read:-

'It was agreed that the forms of the Foreign Nationals would be signed by the Clerk or Town or Borough Member and they would not be charged for this service'.

Page 7 – Minute 49

It was advised that it had been previously agreed at the last Full Council meeting that the Clerk would take the matter forward and obtain the necessary permissions for the installation of the cherry tree.

**Resolved: To confirm and sign the Minutes of the Meeting of Council held on 9<sup>th</sup> July 2020 (with the above amendments) as a true and accurate record.**

**59. To consider any matters arising from the Minutes of the Meeting of Council held on 9<sup>th</sup> July 2020 (for information purposes only)**

Page 2 – item 36

It was queried as to whether the Members of Public who had raised questions at the Full Council meeting held on 9<sup>th</sup> July had been sent a response. The Mayor confirmed that responses had been sent and that one reply had been received from all of the letters sent.

Members were reminded that the anticipated costs to rebuild Griffin Park Toilets would be £100,000 and that a grant of £34,000 from BCBC is already in place. Following discussion it was agreed that Cllr M Clarke liaises with the Town Clerk and Healthmatic to obtain a revised quote for a modular building as per the original design.

Members were informed that some issues had been experienced with completing the ACAS Equality & Diversity online training course. Cllr S Maitland-Thomas advised that he would assist any Members who are undertaking the course if required.

**60. To consider item Minutes of the Promoting Porthcawl Committee Meeting held on 21<sup>st</sup> July 2020**

*Cllr S Aspey joined the meeting 7.20pm.*

Cllr Hill read through the resolutions.

It was advised that the reason for the rejection of the Christmas lighting proposal/quote submitted by Centregreat is due to concerns of the Town Council paying additional costs for some extra lighting this year. It was further advised that the Town Council already incur high expenditure for the Christmas lighting and that the Promoting Porthcawl Members felt that they did not wish to pay any additional costs for the lighting. It was explained that the Delegated Committee had previously agreed to continue with Centregreat for this year due to the timeframes and due to Covid. Members were informed that two officers of BCBC would be holding a meeting week commencing 3<sup>rd</sup> August to discuss the possibility of providing the Christmas lighting for Porthcawl, and that the BCBC Officers would be in touch following their meeting.

*It was agreed to discuss the Christmas Lighting further under item 7 on the agenda.*

**Resolved: To accept the Minutes of the Promoting Porthcawl Committee Meeting held on 21<sup>st</sup> July 2020 as presented.**

**62. To consider item and to approve costings – Outdoor Cinema Event proposal 2020 received from Experience-Porthcawl (attached)**

It was advised that some queries had been raised by Members regarding the Outdoor Cinema Event, however, the Town Clerk had contacted Experience-Porthcawl and that the queries have now been resolved satisfactorily. Members were informed that all the information was provided in the attachment included within the agenda pack.

*Cllr N Clarke & M Clarke asked to be noted that they did not vote on this item.*

**Resolved: To approve the cost of £7,700 for the Experience-Porthcawl Outdoor Cinema Event 2020.**

**63. To consider item – To grant plenary powers to the Chair of the Promoting Porthcawl Committee, Town Clerk and Mayor to make final decisions in relation to the Porthcawl Town Council Sponsorship of the Summer and Christmas Events (Cllr T Hill)**

Cllr R Smith asked to note that he did not vote on this item.

**Resolved: To grant plenary powers to the Chair of the Promoting Porthcawl Committee, Town Clerk and Mayor to make final decisions in relation to the Porthcawl Town Council Sponsorship of the Summer and Christmas events and the Christmas Lighting.**

**64. To receive update on John Street Toilets (Cllr B Jones)**

Members were informed that the Disabled Toilets are scheduled to be open by Sunday 2<sup>nd</sup> August and that the Ladies & Gents toilets are scheduled to be open in John Street on 7<sup>th</sup> August.

**Resolution: To request the removal of the temporary Portable Toilets in Mary Street car park following the toilet facilities being re-opened in John Street.**

**65. To review item – Porthcawl Town Council Risk Management document (attached)**

It was advised that a push on all the Town Council policies held in the office is currently being undertaken.

It was agreed to amend the Risk Management document with the following:- Under the Asset Section, Notice to quit given by Landlord, it was agreed to delete the wording 'with imminent effect' so that it reads: - 'Town Council Officer will have to relocate'. Under the Protection of Physical Asset Section, to insert the word 'God' so that it reads:- Destruction of physical assets through act of God, accident, intentional damage.

A query was raised as to whether there were any Councillors that had not undertaken the Code of Conduct training. Members agreed that it is paramount that each Councillor should attend a Code of Conduct training course and that the Town Clerk investigates which Councillors need to undertake the training and book them on accordingly on the course.

**Resolved:** To accept the Porthcawl Town Council Risk Management document (with the above amendments) as presented.

**66. To review item – Equal Opportunities Policy (attached)**

Following discussion:-

**Resolved:** That the Clerk submits the Equal Opportunities Policy to the Town Council contracted HR Dept. for comment.

**67. To review item – To renew the Comfort Scheme for the Jolly Sailor and the Ancient Briton wef 3/8/2020 (or on expiry of previous award if later) subject to confirmation that toilets will be available to the public (Cllr G Walter)**

*Cllr S Maitland-Thomas asked to note that he did not vote in this item.*

Following discussion:-

**Resolved:** To renew the Comfort Scheme payments for the Jolly Sailor and Ancient Briton from 3/8/20 subject that the toilets will be available to the public and also subject to them not receiving Comfort Scheme payments from BCBC.

**68. For information only – Cllr Jones and Town Clerk meeting at Pavilion reference the Robeson Exhibition and possible ways to enhance the profile and understanding of his life and times (Cllr B Jones)**

It was advised that the Mayor and the Town Clerk had a very productive meeting at the Grand Pavilion with Nicola Edwards and Hannah Kester to discuss the promotion of the life and times of Paul Robeson. It was explained that the Town Council is hoping to collaborate with the Grand Pavilion to highlight the life and times of Paul Robeson as a more permanent fixture in a prominent position. Members agreed that they should consider contributing towards costs if this is required for a permanent fixture. Nicola Edwards and Hannah Kester have been asked to approach the Clerk with suggestions and costings as applicable.

**Resolved:** To invite Nicola Edwards and Hannah Kester to a future meeting of Council to progress this item further.

**69. To consider item – Vacancy on Planning Committee**

**Resolved:** That Cllr J Pratt be appointed as the new Member to sit on the Planning Committee for 2020/21.

**70. To consider item – Opening of the Council Offices when adequate precautions for both Staff and Public are in place (Cllr M Clarke)**

It was agreed that a decision should be made on a specific date to open the Town Council office to the public and that measurements need to be put in place initially to ensure that the office is Covid compliant for both Staff and Visitors.

It was suggested that some protective plastic screens should be installed on the top of the two front desks, separation of work spaces, some signage and an intercom/door mechanism on the internal office door such as the ones placed on apartments. It was further suggested to keep the internal office door locked at all times, only being opened via the intercom/door mechanism and the amount of visitors in the office at any one time should be monitored. It was agreed that Councillors and Visitors should pre-book appointments to call to the office and a record of visitors should be kept for Track & Trace purposes.

It was discussed that the Town Council office should be opened on 1<sup>st</sup> September in line with the actions of BCBC.

**Resolved:** That delegated authority be given to the Town Clerk to progress all the above adaptations for the office without further reference to Council.

**Resolved:** That the Town Clerk be given delegated powers to use his management authority to proceed to purchase any items for the office required in relation to Covid compliancy.

**Resolved:** To open the Town Council office on 1<sup>st</sup> September subject to the Town Clerk being satisfied that the office is Covid compliant or sooner should all items above are in place prior to this date.

**71. Clerk's Report**

The Clerk advised that progress had been made regarding the planning of the cleaning of the office, and that a meeting had been held with an appropriate company already with a further meeting scheduled for next week with another company. It was further advised that some screens had been ordered with BCBC and that the other items required for the office to ensure Covid compliance would be progressed.

It was advised that a revised valuation for the Council van had been completed and that arrangements would be made to sell the van at the earliest opportunity. It was explained that the van had not been sold to date due to it being utilised during the COVID outbreak.

The Clerk asked Councillors to advise the office if they have not yet completed the Code of Conduct training in order that places could be booked accordingly for the training.

The Clerk advised that the Town Council website has been fully updated and asked Councillors to visit the website to read the agendas and minutes, and that should Councillors wish to obtain any agendas/minutes prior to 2019 to contact the office.

Members were informed that free car parking in Porthcawl has been extended to the end of August. It has been suggested by Andrew Highway that free parking may be valid from 12-3pm from September and that information would be provided by Andrew in due course.

*The meeting concluded at 8.42pm*