

**MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE COMMITTEE ROOM, TOWN HALL, RHIW ROAD, COLWYN BAY AT 6.30 P.M. ON WEDNESDAY 24<sup>TH</sup> MAY 2017**

**PRESENT:** Cllrs J Davies, H Fleet, C Hughes, M Jones, A Khan, A Mason, T Pearson, P Richards

**IN ATTENDANCE:** Cllr B Barton

**OFFICER:** Mrs C Earley, Town Clerk

**12/17 Election of Chairman and Vice-Chairman for 2017/18**

The immediate Past Mayor, Cllr J Davies, took the Chair for the first item on the agenda, in the absence of the outgoing Chair, Vice-Chair, Mayor and Deputy Mayor. Nominations were requested for Chair and Vice Chair of the Committee for 2017/18.

*Resolved to elect Cllr H Meredith (former Vice-Chair) as Chairman of the Committee for 2017/18 and Cllr J Davies as Vice-Chairman.*

It was noted that Cllr H Meredith is currently on leave of absence, due to poor health, and if she is not able to return to the Council or decides not to accept the nomination, this will be revisited.

**13/17 Apologies for Absence:**

Apologies for absence were received from The Mayor, Cllr J Pearson, and from Cllrs: A Kealey, H Meredith and M Pickard.

**14/17 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. None were declared.

**15/17 Minutes:**

*Resolved to approve and sign as a correct record the Minutes of the last meeting, held on 29<sup>th</sup> March 2017.*

**16/17 Matters Arising from Past Minutes**

**a. Min 405/16(a) – Place Plans:**

The Clerk submitted a brief holding response from James Harland, Conwy CBC, explaining that the planned workshop(s) had been delayed until after the local elections. A further update is now awaited.

**b. Min 412/16 – Play Opportunities Grant:**

It was noted that the application was successful and a grant of £600 has been received towards the costs of the summer 2017 play schemes.

**17/17 Finance:**

a. *Resolved to authorise payments made on behalf of the Council for the periods 15/3/17 to 31/3/17 and 1/4/17 to 12/5/17, as detailed in Schedule ‘A’ attached..*

b. It was noted that advice had been received from the Wales Audit Office to move the CCLA Public Sector Deposit Fund balance into the fixed assets register and out of the cash/short term investments section of the Annual return. This advice had been copied to our Internal Auditor and the year end accounts for 2016/17 have been adjusted accordingly. It is possible that this advice may change after the release of the updated Practitioners Guide for Governance and Accountability (Wales), expected later this year.

*Resolved to receive and note the latest advice and the action taken by the Clerk.*

c. The Clerk submitted, for approval, the bank reconciliations as at 31/3/2017.

*Resolved to authorise the Chairman and Clerk to check these to the latest bank statements and approve/sign them.*

d. The Clerk submitted, for information, the income/ expenditure report to 31.3.2016 and Members were informed that the draft year-end accounts have now been audited internally and will be submitted to Council on 12<sup>th</sup> June for formal approval.

*Resolved to receive and note the income/expenditure report to 31.3.2016.*

e. The Clerk advised members that a number of items of expenditure expected to have been completed in 2016/17 had been delayed, for various reasons, and sought approval to carry forward several budgets forward from 2016/17 to increase the funding in 2017/18. This would have no impact on forecast reserves, as the annual budget for 2017/18 had been prepared on the basis that these payments would already have been made. A brief verbal explanation was given of each item.

*Resolved to recommend that the budgets, as detailed in Schedule ‘B’ attached, be carried forward to cover expenditure to be incurred in 2017/18.*

f. Members were asked to consider a request from Council staff that salaries are paid early where the 15<sup>th</sup> of the month falls on a Saturday, Sunday or Bank Holiday, due to salary payments made over Easter not reaching bank accounts until Tuesday 18<sup>th</sup> April.

*Resolved to authorise the Clerk to make salary payments on the last working day prior to the 15<sup>th</sup> of the month, where the 15<sup>th</sup> falls on a weekend or Bank*

*Holiday.*

**18/17 Conwy CBC:**

The Clerk submitted, for consideration, a letter from Conwy CBC regarding an ongoing anti-dog fouling campaign. It was noted that funding is being sought to continue this campaign.

*Resolved to write to request information about costs and confirm that any contributions that may be made can be tied to fund campaigns within the town council boundary only.*

*Further resolved to enquire if information on current hot-spots identified within our area could be shared with member of the town council.*

**19/17 Welsh Government / National Assembly:**

The Clerk submitted, for consideration, the following correspondence:

- a. Code of Practice: Ethical Employment in Supply Chains
- b. A request from the SLCC for the Clerk to attend an event on 20<sup>th</sup> July to explore the relationship between county and community and town councils.

*Resolved to authorise the Clerk to attend the event on 20<sup>th</sup> July.*

**20/17 Sub-Committees:**

Having requested permission via the Clerk/Chairman to speak on this item, in accordance with the Council's Standing Orders, Cllr B Barton informed the Committee of his desire to be appointed to the Buildings Sub-Committee, due to his relevant experience as Trustee of premises in Old Colwyn.

*Resolved to re-appoint and approve the Terms of Reference for the following Sub-Committees, which report to this Committee, as detailed in Schedule 'C' attached:*

- a. *The Audit Sub-Committee*
- b. *The Buildings Sub-Committee*
- c. *The Staffing Sub-Committee*

*Further resolved not to re-appoint the Amenities Sub-Committee, on the understanding that it can be reappointed again in the future, should the need arise.*

**21/17 Colwyn Business Improvement District (BID):**

The Clerk submitted a copy of the March 2017 newsletter and gave a brief verbal update on current BID projects in Colwyn Bay, Old Colwyn and Rhos on Sea, following a recent meeting with the BID Manager. It was noted that the structure of the BID is changing and the Town Council will be asked to appoint a representative to attend each of the three BID project team meetings. This will be included in the agenda for the next Council meeting.

**22/17 Data Protection:**

The Clerk submitted a briefing note for community (and Town) councils and it was noted that the Clerk is seeking training on the new GDPRs through the local branch of the Society of Local Council Clerks (SLCC).

**23/17 Wales Audit Office:**

The Clerk submitted, for information, a letter from the WAO regarding audit fees and other matters relating to last year's audit. It was noted that this Council's audit fees had been significantly less than in previous years, due to the new audit regime targeting just a few of the intermediate audit themes each year, which were previously tested annually.

*Resolved to receive and note the correspondence.*

**24/17 Bangor University Scholarships:**

The Clerk gave a brief verbal report explaining the administration of the annual scholarships and members were asked to consider the suggestion that the scholarship be a one-off award made in year one of the course. Concern was expressed that the student may not complete his/her course and members preferred the idea of maintaining an annual award.

*Resolved to contact Bangor University to enquire if it would assist if the Town Council were to administer payment of the scholarship in years 2 and 3, on production of evidence that the student is continuing their studies at Bangor.*

*Further resolved that the Clerk requests further information about this and other scholarships currently available from Bangor University.*

**25/17 Valuation Office Agency:**

The Clerk submitted, for information, a holding letter about possible future changes to the current valuation of the premises for NNDR purposes.

*Resolved to note the correspondence and to refer the matter of NNDR for the Town Hall to the Buildings Sub-Committee for further consideration as to whether changes to the building ownership could reduce NNDR liability.*

**26/17 Zurich Insurance:**

*Resolved to authorise renewal of membership of the Local Council Advisory Service for 2017/18.*

**27/17 Grants:**

a. **Events Grants:**

The Clerk submitted a report on the January 2017 Burlesque and Cabaret festival,

held at Theatr Colwyn, and members were asked to consider the deferred application for funding towards the 2018 event.

A discussion took place around the level of funding granted in 2016/17 (£1,200) and whether this event represented good value for money, considering only 200 people had attended. It was noted that there may be wider economic benefits to the local area, due to some additional overnight stays, but that ticketed events such as this should be aiming to become self-sustaining in the medium term.

It was proposed and seconded that a grant of £1,000 be given for the 2018 event.

An amendment was proposed and seconded that £1,200 be approved. The amendment was voted on first and, following a tied vote, was defeated by the casting vote of the Chair. A vote then took place on the original proposal.

***Resolved unanimously to approve a grant of £1,000 and write to explain that, as a ticketed event, it should be aiming to become self-sustaining in the medium term.***

**b. Large Grants:**

- i. The Clerk submitted a brief e-mail update from Liz Millman regarding the deferred large grant application and from Norbert regarding his successful HLF application in respect of Congolese activities.

***Resolved to await a further more detailed update from Liz Millman.***

- ii. The Clerk submitted, for information, a letter from the Benefits Advice Shop proposing changes to their outreach service, funded by the Town Council grant. It was noted that the Rhos on Sea outreach sessions were no longer receiving enough demand and that sessions at Colwyn Bay Town Hall had been extended to meet a greater demand there.

***Resolved to receive and not the update.***

**c. Letters of Thanks:**

It was noted that letters of thanks/reports have been received from the following grant recipients:

- i. Cor Meibion Colwyn (events grant)
- ii. Home Start Conwy and Carers Trust NW (large grants)
- iii. Colwyn Writers Circle, Jigsaw and Relate (small grants)
- iv. CCBC – Prom Xtra funding

The meeting closed at 7.45 p.m.

..... Chairman