

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 29TH MARCH 2017

PRESENT: Cllr J Davies, Town Mayor
Cllr D Griffiths, Chairman
Cllrs: C Hughes, A Mason, Mrs H Meredith, T Pearson, P Richards, S Taylor

OFFICERS: Mrs C Earley, Town Clerk
Miss L Austin, Administrative Assistant

402/16 Welcome & Apologies for Absence:

The Chairman welcomed members to the last Policy & Finance meeting for 2016/17 and thanked members for their support. Apologies for absence were received from Cllrs: A Khan, Dr S Roy and Mrs V Perry.

403/16 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following interests were declared:
Cllr J Davies: personal and prejudicial interest in grants to Sir John Henry Morris Jones and Llandrillo yn Rhos Charities, as a Trustee of both.
Cllr D Griffiths: personal and prejudicial interest in grant to Oriel Colwyn, as a member of the Theatre Management Committee.
Cllr C Hughes: personal and prejudicial interests in grants to CCBC (2016/17), CVSC (Playday), and Oriel Colwyn, as member, Trustee and Committee member respectively.
Cllr H Meredith: personal and prejudicial interest in grant to Sir John Henry Morris Jones Trust, as a Trustee.
Cllr P Richards: personal and prejudicial interest in grant to Uke-a-Bay event, as a joint organiser of the event.
Cllr S Taylor: personal and prejudicial interest in grants to Oriel Colwyn and Llandrillo Charities, as committee member and Trustee respectively.

404/16 Minutes:

Resolved to approve and sign as a correct record the Minutes of the last meeting, held on 15th February 2017.

405/16 Matters Arising from the Minutes:

- a. **Min 352/16 – Welsh Government White Paper on Reforming Local Government (deferred item):** The Clerk submitted a draft written response to the consultation document and asked for any additional comments or amendments from members. It was noted that the County Council had also discussed the document earlier this week and that members had no concerns about the transferring of back office functions to regional bodies, but objected to

regionalisation of Planning or Licensing Committees. The Clerk confirmed that similar concerns were included in the Town Council's draft response.

Resolved to approve the draft response for submission to the Welsh Government without alteration.

Cllr Hughes also expressed concern about the lack of progress with community/place plans, which would help to shape the priorities of the Town Council over the term of office ahead. The Clerk advised members that she was waiting for the date of a workshop on this, after being informed by James Harland, CCBC, at the last CCBC/Town and Community Council Forum meeting (January) that one would be arranged by the end of March for the areas CCBC had identified as the next priorities (including the Bay of Colwyn area).

Resolved that the Clerk contacts James Harland to request an update.

b. Min. 353/16 – Independent Remuneration Panel for Wales Annual Report:

The Clerk submitted, for consideration, the annual report from the IRPW and members were asked to consider Determinations 44-51, together with advice from SLCC about the tax treatment of cash allowances paid to members, confirming that these would have to be made through payroll and have tax deducted at source. It was noted that this would incur some additional costs, as the free payroll software available from HMRC could only accommodate up to nine 'employees' and all members in receipt of an allowance would have to be set up on the system.

Two members who had attended a recent IRPW event explained that the panel was encouraging councils to adopt determinations 44 and 45, in an effort to increase interest in the role of councillor from younger adults, who may otherwise be put off by the time commitment and out of pocket expense that is incurred. It was noted that members would still be able to forgo taking the allowance, by writing individually to the Clerk to do so.

Resolved to:

- i. Recommend that the Council adopts determinations 44-51 on block, with councillors having the right to forgo the individual allowances by writing to the Clerk.***
- ii. Request the Clerk contacts CCBC to enquire about the cost of buying in payroll services from them, to accommodate the larger payroll database.***
- iii. Request that the Clerk writes to the IRPW to highlight the additional costs which will be incurred if/when councils adopt determination 44.***

406/16 Finance:

- a. Resolved To authorise payments made on behalf of the Council for the period 1/2/2017 to 14/3/2017, as detailed in Schedule A attached.***
- b. Resolved to receive and authorise the Chair and Clerk to check and sign the bank reconciliations as at 28/2/2017.***

- c. ***Resolved to receive the latest CCLA Property Fund Prices and Yields report.***

The Clerk advised members that in recent years the income received from the fund had been added to the Council's balances and used to offset capital expenditure during the year, such as purchasing Christmas lights or street furniture. Members were asked if they were happy to continue to do this, or if they would prefer the income to be added to the capital fund.

Resolved to recommend that the Council creates a new ring-fenced reserve for future capital expenditure on specific community based projects and adds the income received each year to this fund, until a suitable project is identified.

- d. The Clerk asked members to consider the need to appoint new bank signatories / online signatories prior to the May elections, after hearing that several of the current signatories are unlikely to stand for election.

Resolved to delegate authority to the Clerk, in conjunction with the Mayor and Deputy Mayor, to consider the nominations lists after they are published next week and decide on two/three additional signatories, as required, to ensure continuity after the elections.

407/16 Conwy CBC:

The Clerk submitted notification of a consultation on the CCBC draft Corporate Plan 2017-2022, which would be presented to the new County Council for adoption after the elections in May.

Resolved to receive and note the consultation document.

408/16 Welsh Government / National Assembly:

The Clerk submitted for consideration the following consultation document(s):

- a. Bus Services policy discussion (consultation document)

It was noted that members were happy with the current bus services in this area.

409/16 North & Mid Wales Association of Local Councils:

The Clerk submitted, for information, the agenda for the next meeting, to be held on 21st April.

410/16 Conwy CAB:

The Clerk submitted notification of the closure of the Monday open door outreach surgery at the Town Hall. It was noted that the room had been provided free of charge and that other open door surgeries in the Colwyn Bay area would continue.

Resolved to receive and note the letter.

411/16 Grants:

a. Events Grants:

- i.** The Clerk submitted, for consideration, the evaluation forms in respect of several of the events grants given in 2016/17.

Resolved to receive and note the evaluation reports.

- ii.** The Clerk submitted, for consideration, the events grants applications received for 2017/18, as detailed in Schedule B attached.

Resolved to award grants to applicants A, B, C, E F and G as detailed in that schedule.

Further resolved to request to defer consideration of application D until the evaluation report for the 2017 event has been submitted and considered.

- Those members that had declared a prejudicial interest in these applications (Min. 403/16 refers) retired from the meeting during consideration of those applications.

- iii.** The Clerk submitted notification from Millie Boswell, CCBC, of an under-spend on the Christmas Event and members were asked to consider whether to request half the funds (£710.54) be returned (with the other half refunded to the BID).

Resolved to write back to request the funds be returned and to enquire if CCBC would consider providing support for a similar event in 2018.

- iv.** Members were asked to consider the purchase of an additional twelve radios for use at Town Council events (Remembrance Day parades and Bonfire event), from the balance remaining in the events budget (maximum cost £2,250. It was noted that these, combined with those purchased by the Bay of Colwyn Business Network, would mean that radios would no longer need to be hired each year.

Resolved to authorise the purchase of 12 radios and 2 charging units, which would result in an on-going revenue cost reduction after the first four years of hire charges are saved.

b. Small Grants:

- i.** The Clerk submitted, for consideration, the small grant applications for the final quarter of 2017/18, as detailed in Schedule C attached.

Resolved to recommend approval of those grants, as detailed in the Schedule.

- ii. The Clerk then asked members to consider making donations to the Llandrillo yn Rhos Charities and the Sir John Henry Morris Jones Trust Fund from the unspent small grants and youth grants budgets for 2016/17.

- The Clerk and Councillors J Davies, S Taylor, and H Meredith retired from the meeting during consideration of this matter, as Clerk and Trustees of the Charity(ies).

Resolved to recommend that a donation of £750 be made to both of the Llandrillo Charities (the Poor Charities and the Educational Charity) from the unspent small grants budget and that the remainder of this budget, together with the unspent youth grants budget for 2016/17, be donated to the Sir John Henry Morris Jones Trust Fund, where it will help towards increasing the fund to a size that is able to sustainably fund the annual awards of some £5-£6,000.

c. Letters of Thanks:

It was noted that letters of thanks have been received from:

- i. Colwyn Churchmen's Club
- ii. Benefits Advice Shop
- iii. Old Colwyn Residents Association
- iv. Home Start Conwy (large grants)

412/16 Additional Urgent Item:

The following additional item of correspondence was tabled with the permission of the Chairman:

- a. A letter from Millie Boswell confirming that CVSC is administering a small grants scheme on behalf of the Welsh Government for improving play opportunities and that town and community councils can apply for up to £600 each towards the costs of summer holiday play provision.

Resolved to recommend that the Clerk submits an application for £600 towards the summer play provision previously requested by this Council.

The meeting closed at 7.45 p.m.

..... Chairman