

**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 3<sup>RD</sup> JANUARY 2018**

**PRESENT:** The Mayor, Cllr J Pearson (Temporary Chairman)  
Cllrs: H Fleet, C Hughes, M Jones, A Khan, T Pearson, M Pickard,  
P Richards

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

**271/17 Apologies for Absence:**

In the absence of both the Chairman and Vice-Chairman, the Mayor was nominated as the temporary Chairman of the Committee and he welcomed members to the meeting. Apologies for absence were received from Cllrs: H Meredith (Chairman), J Davies (Vice-Chairman), A Kealey, A Mason and K Swindon.

**272/17 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 C Hughes – item 11(a) – Small Grant application C – member of Management Committee of Colwyn Bay Conservation and Environment Federation (Non-prejudicial due to exemption – small grant)
- Cllr T Pearson – item 11(b) – Events Grant application C – member of Colwyn Bay Cricket Club – personal and prejudicial interest.
- Cllr P Richards- item 11(b) – Events Grant application D – member of organising committee of the Uke-a-Bay event. – personal and prejudicial interest.

**273/17 Minutes:**

- a) *Resolved to approve and sign as a correct record the Minutes of the last meeting, held on 15<sup>th</sup> November 2017.*
- b) *Resolved to receive and note the Draft Minutes of the Staffing Sub-Committee meeting, held on 12<sup>th</sup> December 2017.*

**274/17 Matters Arising from the Minutes**

**a) Min. 225/17(a) – Litter & Dog Fouling Campaign:**

Members considered a response from Lianne Martin and agree how the initial funds should be used.

*Resolved to proceed with the purchase of two cameras and request that CCBC run campaigns in three areas of Colwyn Bay / Rhos on Sea during the first year of the project, subject to prior notification/approval by the Town Council of the areas to be targeted.*

**b) Min. 225/17(b) & 257/17(b) – Place Plans:**

The Clerk submitted a response from Shane Wetton, confirming his view that “a Co-Ordinator / Engagement type role exists for a locally based person ... with each area possibly having their own ‘officer’ with their roles and responsibilities being determined by each area’s lead organisation and the information within their plan.” This takes a longer term view, based on experience from Abergele and elsewhere, and recognises that the work does not stop with the adopting of a Place Plan and that implementing actions and updating it would be an ongoing process, requiring locally based co-ordination. Generic support would continue to be provided by CCBC to all Place Plan areas and boards and it was noted that there may still be an opportunity for local councils to seek funding support (possibly from Wind Farm Community Funding). Members felt that this may present a challenge to smaller neighbouring councils, such as Mochdre and Llysfaen.

*Resolved to request that the Clerk convenes a separate informal meeting of the Council to consider the Place Plan Toolkit, when received from CCBC, and possibly to appoint a small task and finish group to consider the type of role that may be required to best support the process. A job description, person specification and funding bid could then be drawn up, if it is decided that this is the most appropriate way forward.*

*Further resolved to request that the Clerk has an informal chat with local Clerk(s) from smaller neighbouring Councils to enquire if there may be any interest in a joint approach.*

**c) Min. 227/17(a) – Welsh Government Review of Town & Community Councils:**

- i) Members noted the draft response prepared by the Clerk (not yet submitted) and a newsletter from the panel.
- ii) It was noted that a copy of the response by One Voice Wales is still awaited from Cllr B Barton.
- iii) It was noted that the Clerk has been invited to meet with representatives from the Review Panel in January.

Concern was expressed that, although there was no final date on the consultation request, it had been issued in November and the Council should be seen to be engaging in the review process. It was also not clear whether the OVW response would fully represent the views of a larger North Wales Council, as many of these are not in membership.

*Resolved to request that the Clerk submits an initial holding response, as drafted, with a note that a further, more detailed, response may be submitted at a later date.*

**275/17 Finance:**

- a) Resolved to authorise payments made on behalf of the Council for the period 1/11/17 to 20/12/17, as detailed in Schedule ‘A’ attached.

- b) *Resolved to receive and authorise the Clerk and Chairman to check and sign the bank reconciliations as at 30/11/17.*
- c) *Resolved to receive and note the draft income/expenditure report to 31/12//2017.*
- d) The Clerk submitted, for consideration, the draft Annual Estimates (budget) for 2018/19, together with a report on three year projections, outlining three options for consideration by members with regards to the level of precept increase for 2018/19.

Some concern was expressed about a perceived lack of opportunity for members to bring forward new projects for inclusion in the budget. The Clerk informed members that the draft budget had been drawn up based on existing commitments and including any new projects brought forward and approved during the past year. It should be noted that proposals for any new projects can be put forward by members at any time of year by providing written details to the Clerk. These are then placed on the next available agenda for consideration. The Clerk also advised Members that a meeting would be arranged shortly to update the Council's current Vision and Objectives to ensure they are relevant for the remainder of the current term of office and to begin preparing a Local Wellbeing Plan, which would need to be formally adopted at the Annual Meeting in May (under the provisions of the Wellbeing of Future Generations Act). This meeting had been delayed to await sight of the Conwy & Denbighshire PSB's Area Wellbeing Plan, which had not been received until November.

A discussion then took place about the appropriate level of precept increase for 2018/19, taking into consideration the projected spending on currently identified projects over the next three years and what members felt would be acceptable to the local community.

Some concern was expressed that CCBC is expected to make further cuts to services over the next 12 months and the draft budget leaves little leeway to provide services to fill any gaps. However, members concluded that it was difficult to justify raising the precept above the level of inflation to cover as yet unknown potential projects/costs. The Clerk informed members that meeting has been arranged for 31<sup>st</sup> January by CCBC to provide further information on budgetary decisions for 2018/19, but that our precept request has to be submitted to CCBC by 23<sup>rd</sup> January.

***Resolved to recommend that Option B is approved, i.e. an increase of the precept of 3% for 2018/19, equivalent to £1.12 per annum increase for an average Band D property. This will require the use of £68,675 from general reserves to balance the budget and meet all expenditure requirements, but will still maintain an adequate minimum level of reserves to cover cash flow requirements (25% of annual expenditure) and some unforeseen expenditure (of up to £12,500).***

***Further resolved to recommend the draft Estimates for approval by the Council, as detailed in Schedule 'B' attached.***

**276/17 Welsh Government / National Assembly:**

The Clerk submitted Notice of the Section 137 Expenditure Limit for 2018-19 of £7.86 per elector.

**277/17 Conwy County Borough Council:**

The Clerk submitted, for consideration, the following correspondence:

- a) Precept Requirement for 2018/19 – covering letter and form for returning.

*Resolved to request permission to submit the precept request on 23<sup>rd</sup> January, following the next full Council meeting.*

- b) CCTV Upgrade Project:

A response to a request for an update regarding the proposed upgrading of all CCTV cameras by CCBC (to digital) and confirming the required contribution of £30,000 agreed from this Council (over two financial years). It was noted that this has been included in the draft budget, with £15,000 allocated in 2018/19 and 2019/20.

**278/17 Bangor University Scholarship:**

Notification of the scholarship awarded for 2017/18 was received.

**279/17 General Data Protection Regulations (GDPR):**

- a) It was noted that the new regulations come into force in May 2018 and the Clerk gave a brief verbal update, following a recent training session, to inform members of the work that will be required over the next few months to ensure compliance with the new regulations.

- b) Correspondence from Mircroshade (IT service provider) regarding compliance with the new regulations was received and noted.

**280/17 Local Members Ward Allowances:**

The Clerk submitted a project proposal from Cllr Glenys Baker for £140 towards equipment for Rhos on Sea playgroup.

*Resolved to approve payment.*

**281/17 Grants:**

- a) The Clerk submitted, for consideration, the small grant applications received for Q3.

*Resolved to recommend approval of applications A and C, as detailed in Schedule 'C' attached.*

*Further resolved to delegate authority to the Mayor to make an appropriate donation from his Mayoral Allowance in respect of application B.*

**b) Events Grants:**

- i) The Clerk submitted, for consideration, the events grants applications received for 2018/19.

*Resolved to recommend payment of grants, as detailed in Schedule 'D' attached.*

*Further resolved to request that the budget remains at £40,000 to allow some unallocated funding for any late applications that the Council may wish to support during the year.*

- ii) It was noted that the date of the Forties Festival for 2018 has been agreed as 21<sup>st</sup> / 22<sup>nd</sup> April.

- c) *Resolved to defer consideration of the large grant applications received for 2018/19 to a specially convened meeting of the Committee, to be held at 5.30pm on Monday 22<sup>nd</sup> January, immediately before the next full Council meeting.***

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

- i) Old Colwyn Residents Association (large grant second instalment)  
ii) Uke-a-Bay 2017 (Event grant)

The meeting closed at 8:30 p.m.

..... Chairman