

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 21ST NOVEMBER 2018

PRESENT: Cllr C Hughes, Chairman
Cllrs: H Fleet, D Howcroft, N Bastow (Deputy Mayor), P Richards, K Swindon

OFFICER: Mrs C Earley, Town Clerk

245/18 Welcome and Apologies for Absence:

The Deputy Chairman, Cllr K Swindon, took the Chair temporarily until Cllr Hughes arrived. Apologies for absence were received from Cllrs: A Kealey; A Khan; A Mason; H Meredith; T Pearson.

Members asked that their condolences be recorded and passed on to Mrs R Dudley, Assistant Clerk, following the sad news of the recent loss of her mother.

246/18 Declarations of Interest:

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

247/18 Minutes:

- a. *Resolved to approve and sign as a correct record the Minutes of the last meeting held on 3rd October 2018.*
- b. It was noted that a meeting of the Staffing Sub-Committee had taken place earlier today and any urgent recommendations will be submitted directly to Council (3rd December) for approval.

248/18 Matters Arising from the Minutes:

a. Min. 134/18(a) – Play Equipment Contribution:

The Clerk submitted a further response from Bryn Shiland to the request for assurances that any match-funding received will be allocated to Bay of Colwyn play areas/equipment. The Clerk then gave a brief verbal report on a meeting held on 15th November, at which the grant finder results had been discussed. It was noted that applications would be prepared (by CCBC) for submission to National Lottery Awards for All, One Stop Shop Community fund (for playgrounds within a 2 mile radius of a One Stop Shop), and the Landfill Tax Community fund (for playgrounds within 5 miles of the landfill site). It was queried whether any progress had been made with requesting support from Housing Associations, such as Cartrefi Conwy for the Tan Lan playground.

Resolved to note the update and to request that the Clerk contacts Bryn to query if the Housing Associations have been approached.

b. Min 136/18(a) – Independent Panel Review into Town and Community Councils:

The Clerk submitted a further response from the Secretary of the N&MWALC, confirming that member Councils had agreed to send information separately to us, for comparison purposes. Only one response had been received to date, from Welshpool TC (but it was illegible and a replacement copy had therefore been requested).

Resolved to receive and note the update.

249/18 Finance:

- a. *Resolved to authorise payments made on behalf of the Council for the period 15/9/2018 to 31/10/2018, as detailed in Schedule A attached.*
- b. *Resolved to receive and sign the bank reconciliations as at 30/09/2018.*
- c. *Resolved to receive the income/expenditure report as at 30/9/2018 and request that the Clerk provides further information regarding the copier receipts budget, which currently shows a negative balance.*

250/18 Conwy County Borough Council:

- a. The Clerk submitted the Minutes of the recent T&CC Forum meeting and members were asked to consider a request to review the services currently being provided by CCBC, which could be provided by T&CCs.

Members considered the list of services and noted those that potentially could be, or are currently being delivered by town and community councils in Wales. A discussion took place about Theatr Colwyn, which it was noted is currently subsidised by both the town and County Council to deliver a diverse and affordable range of popular and cultural shows/films, which may suffer if this budget is cut. It was also noted that revenue producing assets, such as public car parks, are unlikely to be transferred unless lost revenue is replaced.

Resolved to request the Theatr Colwyn accounts for financial year ending 31/3/2018, to see how much the Theatre is currently being subsidised by.

- b. The Clerk submitted a request from Huw Davies (CCBC Conservation Officer) that the Town Council adopts a telephone kiosk, to be placed at the new shortened Pier, to house a defibrillator. It was noted that further information is awaited regarding any ongoing costs and responsibilities for inspection and maintenance.

Resolved to defer considering the request until this information is provided.

- c. **Youth Engagement:** The Clerk submitted, for consideration, an outline proposal for youth engagement work in the Bay of Colwyn area, following several meetings between the Clerk, Cllr A Kealey and a representative from Conwy's Youth Service. This would involve the employment of a professional youth worker to undertake engagement work in schools/college/youth clubs around local democracy and community matters.

Concerns were expressed that this project may duplicate some of the work of Conwy Youth Council, which it is understood wants to get more involved in place-based services. It was also queried whether a broader community engagement remit for the role may be more useful, given the intention to commence work on developing a Place Plan. It was also suggested that there may be existing youth councils in some local schools, which could provide links to young people's views.

The Clerk responded to these queries and concerns, explaining that the overarching purpose of the project would be to engage with a diverse mix of young people from across the area and for them to identify how best they might get more involved with the town council and the local decision making processes that affect the things and places that matter to them.

Resolved to:

- i. ***Send a copy of the report to the Conwy Youth Council to seek its views on the project.***
 - ii. ***Request that the Clerk contacts CVSC to query if any funding might be available from a grant funding body(ies) for a youth education / youth voice type project, such as this.***
- d. Bay Life Strategic Management Board Meeting, held on 4 October: Cllrs C Hughes and P Richards gave a brief verbal report on the meeting, which had resulted in discussions around the Town Centre Investment Plan (TCIP) and, more specifically, the various options for Station Road.

Resolved to thank the members for attending and giving their report.

- e. Bay Life Officers Meeting, held on 15 October; The Clerk gave a brief verbal report on the meeting, which had given updates on: 7 Abergele Road; the Pier; the IMAGINE project; TRI (regeneration programme) and the initial priorities in the TCIP, which had resulted in a bid to the Welsh Government for development funding for the feasibility and modelling work relating to the Station Road project.
- f. The Clerk submitted a draft of the Project Development Fund application, which had been submitted to the Welsh Government in connection with the feasibility work, and asked members to consider a request for funding of £19,000 towards the match funding requirement of 50% (£90,000). It was noted that Colwyn BID had agreed a contribution of £40,000 and the remaining £31,000 would come from Conwy CBC.

Resolved to recommend that a contribution of £19,000 be approved, to be paid

in 2019/20, and to request that the Town Council, as a project partner, is fully involved and consulted on the preferred option(s) prior to the full TRI/capital bid being developed.

251/18 Welsh Government:

- a. The Clerk submitted notice of the launch of the Assets and Services Toolkit, developed by the Welsh Government to assist Town and Community Councils when deciding whether to take on any additional assets or services.

Resolved to note that this guidance is available.

- b. The Clerk also submitted e a copy of the Quirk Review (containing Case Studies) and asked Members to consider the need to form an ‘Assets and Services’ sub-committee or working group, to review the guidance and case studies available and engage in any future discussions with Conwy CBC regarding service delivery.

Resolved to recommend that a small working group is formed, to include representation from each community area, to consider the guidance available and the list of services/assets provided by Conwy CBC and report back to this Committee in due course.

Cllr Hughes suggested that County Councillors should be precluded from being members of this working group, due to their personal interest/obligation to represent the interests of the whole County.

252/18 Independent Remuneration Panel:

The Clerk submitted, for consideration, the IRPW’s draft Annual report for 2019/20. It was noted that there were no major changes for larger town and community Councils (falling into band A).

Resolved to budget for the payment of councillor allowances and await the final report in February.

253/18 Conwy & Denbighshire Public Service Board:

The Clerk gave a brief verbal report on a meeting held on 9th November to discuss a Community Green Pledge, which could be adopted by local community groups/organisations and individuals to encourage small behaviour changes which could, when adopted community-wide, have a significant positive impact on the local environment. It was noted that a further meeting has been scheduled in December to consider and approve the documents and that the Clerk had requested that these be sent to local town and community councils for comment, prior to adoption.

Resolved to receive and note the report from the Clerk.

254/18 Photocopier Lease:

The Clerk submitted, for consideration, three quotations for a new five-year multi-function scanner/printer/copier lease.

Resolved to accept the quotation from Canda Copying, the existing supplier, for a new five year lease for a new multi-function machine at a reduced rental cost.

255/18 RBS Rialtas:

Details of the charges for the finance software package for 2019/20 were received and noted.

256/18 Remembrance Sunday:

- a. The Clerk gave a brief verbal report, advising members that there had been some issues with traffic management for the Colwyn Bay service, due to a reduced police presence (as a result of sickness on the day), but this had been resolved by support from the Fire Service and St Johns vehicles. It was noted that the crowd had been larger than ever and the parade and services had otherwise gone very well.

Members also gave some feedback, stating disappointment at the lack of Welsh during the service at Queens Gardens and querying why no one had been present to lay a wreath on behalf of Conwy CBC.

Resolved to request that the Clerk passes on this feedback to the British Legion, Vicar and Conwy CBC, and requests these matters are addressed for 2019.

- b. *Resolved to note and ratify the urgent repairs carried out to one of the flagpole in Queen's Gardens, at a cost of £59.56, plus any costs from CCBC street lighting, who had kindly attended to assist to replace a damaged finial so that the flags could be put up in time for the service.*
- c. The Clerk reported to members that there was a need to clean/treat the bronze soldier and plaques and also to ensure that the stonework and steps are thoroughly cleaned prior to the 2019 service, following concerns that they were very slippery this year (due to moss/lichen).

Resolved to recommend that:

- i. *A budget of £1,650 be allocated in 2019/20 to enable the cleaning and specialist protective treatment of the bronze soldier and plaques (recommended every three to five years).*
- ii. *The Clerk contacts Parks staff to query if they can assist with the cleaning of the stonework/steps prior to the service each year, or if a cleaning contractor will need to be engaged by the Town Council (allow an additional £150 budget, in case of need?).*

257/18 One Voice Wales:

The Clerk submitted details of the 2019 Innovative Practice and National Awards Conference, for information only.

258/18 Gwynedd Pensions:

The Clerk submitted, for information, an extract of the 2017/18 Annual Report.

Resolved to receive and note the report.

259/18 Coast Community Media & Radio:

It was noted that the new Tenancy at Will was signed on 25th October 2018 and the Clerk will need to contact the Valuation Office to declare that these rooms are now occupied (and request that they are split from the remainder of the vacant upstairs for NNDR purposes).

260/18 Local Members Ward Allowances:

The Clerk submitted, for consideration, the following project proposals from members:

- a. Cllr Jeff Pearson – £115 to purchase paint for the refurbishment of picnic benches and a pergola at Rhos Paddling Pool.

Resolved to approve payment of the ward allowance.

261/18 Grants:

a. Christmas Events:

The Clerk gave a brief verbal update regarding the recent funding application from Rhos on Sea Traders Association for a Christmas Event. It was noted that there had recently been a change of Chairman at ROSTA, but that a Christmas event would be going ahead, with funding support from the Town Council and Colwyn BID.

b. Events Grants:

- i. The Clerk submitted, for approval, the draft application form for applicants for events grants for 2019/20. It was noted that the closing date would be 31st December 2018.

Resolved to request that the application form is made available on the grants page of the website and that details are circulated by e-mail and social media, to raise awareness.

Further resolved that a reminder is sent out regarding the availability of and closing date for large grant applications.

Further resolved to confirm that the budget for £15,000 set aside for the Colwyn Forties Festival in April 2019 will be paid to Colwyn BID, as it had taken over responsibility for this event from the Bay of Colwyn Business Network in 2018.

- ii. It was noted that Rachael Gill will be attending the Council meeting on 21st January to support her request for ongoing funding support for major CCBC events in 2019/20.

Resolved to request that the Clerk includes the provisional budget for these events when preparing the draft Estimates for consideration by the Committee in January.

- iii. It was noted that a free ‘Action Counters Terrorism’ training session is available and members were asked to consider facilitating a session in the Town Hall in the New Year for local members/organisations/events grant recipients.

Resolved to request that a date be agreed in the New Year for an evening training session to raise awareness for anyone involved in organising local/community events.

- c. Letters of thanks/ reports were received from the following grant recipients:
 - i. Colwyn Bay Cricket Club – additional information re: income/expenditure of the event.
 - ii. RBL Poppy Appeal (£250)
 - iii. Playing Out 2018
 - iv. OCRA re: grant for Old Colwyn War Memorial
 - v. Friday Fitness Project (youth grant)
- d. It was noted that £950 will be returned to the Council in respect of a youth grant paid for a Youth Shedz project, which was now going to be delivered by a different organisation.

Resolved to include Youth Grants on the agenda for the next meeting of the Committee.

The meeting closed at 8.40 p.m.

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