

CYNGOR TREF BÆ COLWYN BAY OF COLWYN TOWN COUNCIL

Mrs. Tina Earley MILCM, Clerc a Swyddog Cyllid/Clerk & Finance Officer
Cyngor Tref/Town Hall, Ffordd Rhiw Road, Bae Colwyn Bay LL29 7TE.

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7^{fed} Mai 2019

Ein Cyf: RPD/TE

7th May 2019

Our Ref: RPD/TE

Annwyl Syr / Fadam

Dear Sir/Madam

Fe'ch gwysir drwy hyn i fod yn bresennol yn y Pedwerydd Gyfarfod Blynyddol ar Hugain o Gyngor Tref Bae Colwyn sydd i'w gynnal yn Siambr y Cyngor, Neuadd y Dref, Rhiw Road, Bae Colwyn, nos Lun 13^{eg} Mai 2018 am 6.30 p.m. er mwyn trafod y busnes a restrir isod.

You are hereby summoned to attend the Twenty Fourth Annual Meeting of the Bay of Colwyn Town Council, to be held in the Council Chamber, Town Hall, Rhiw Road, Colwyn Bay on Monday 13th May 2019 at 6.30 p.m. for the purpose of transacting the business specified below.

Yr eiddoch yn gywir,

Yours faithfully

Clerc y Cyngor

Clerk to the Council

AGENDA

1. **Croeso a Gwaith Arferol Perthnasol**
2. **Ethol y Maer:** Ethol Maer y Dref am y flwyddyn ddinesig 2019/20 sydd yn dod.
3. **Ethol Dirprwy Maer:** Ethol Dirprwy Maer am y flwyddyn ddinesig 2019/20 sydd yn dod.
4. **Pleidlais o Ddiolch:** Datgan diolch i'r cyn Maer sy'n ymddeol, ac yna cael anerchiad byr ganddo am ei flwyddyn yn y Swydd.
5. **Ymddiheuriadau am Absenoldeb:** Cael unrhyw ymddiheuriadau am absenoldeb a nodi unrhyw absenoldebau eraill.
6. **Pwyllgorau a'r Cynllun Dirprwyaeth:**
(a) Ail-benodi dau Bwyllgor Sefydlog y Cyngor; Pwyllgor Amcanion Cyffredinol a Chynllunio a'r Pwyllgor Polisi a Chyllid ac i gymeradwyo eu Hamodau Gorchwyl.
(b) Cymeradwyo'r Cynllun Dirprwyaeth i Swyddogion. (Copïau gyda hwn).
7. **Gohirio Gweddill y Busnes:** Gohirio gweddill y busnes yn unol â Rheol Sefydlog 5(p) tan Gyfarfod

AGENDA

1. **Welcome and Housekeeping**
2. **Election of the Mayor:** To elect the Town Mayor for the ensuing municipal year 2019/20.
3. **Election of Deputy Mayor:** To elect the Deputy Mayor for the municipal year 2019/20.
4. **Vote of Thanks:** To thank the Immediate Past Mayor, who will then give a brief address on his year in Office.
5. **Apologies for Absence:** To receive any apologies for absence and note any other absences.
6. **Committee and Delegations:**
(a) To re-appoint the two Standing Committees of the Council; the General Purposes and Planning Committee and the Policy and Finance Committee and approve their Terms of Reference.
(b) To approve the scheme of Delegation to Officers. (Copies herewith)
7. **Deferment of Other Business:** To defer the remaining items of business, as detailed in

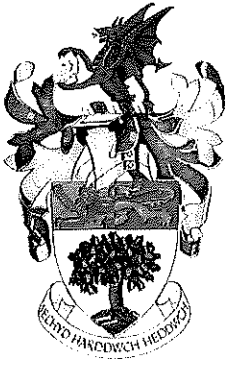
Cyffredinol nesaf y Cyngor sydd i'w gynnal ar 10^{fed} Mehefin

Standing Order 5(p), until the next Ordinary Council Meeting, to be held on 10th June.

8. **Ymrwymadau'r Maer:** Derbyn a nodi Ymrwymadau'r Maer am y flwyddyn 2018/19.
(Copi gyda hwn)
9. **Canllawiau ar gyfer Swyddi Maer y Dref a Dirprwy Faer y Dref:** Cael a chadarnhau'r canllawiau diweddaraf a adolygwyd ym Mehefin 2019.
(Copi gyda hwn)
10. **Presenoldeb Mewn Cyfarfodydd:**
 - (a) Cael a nodi manylion presenoldeb Cynghorwyr mewn cyfarfodydd am y flwyddyn 2018/19.
(I ddilyn)
 - (b) Cael rhybudd am ddyddiadau cyfarfodydd y Cyngor a'r ddau brif Bwyllgor ar gyfer 2019/20.
(Copi gyda hwn)
11. **Adroddiad Blynyddol:** Cael copi o Adroddiad Blynyddol 2018/19.

8. **Mayor's Engagements:** To receive and note the Mayor's Engagements for the year 2018/19.
(Copy herewith)
9. **Guidelines for the Offices of Town Mayor and Deputy Town Mayor:** To receive and endorse the updated guidelines, reviewed in June 2019.
(Copy herewith)
10. **Attendance at Meetings:**
 - (a) To receive and note details of Councillors' attendance at meetings for the year 2018/19.
(To follow)
 - (b) To receive notice of the meeting dates for the Council and its two main committees for 2019/20.
(Copy herewith)
11. **Annual Report:** To receive a copy of the Annual report for 2018/19.
(To be Tabled)

MEM 66a



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CYNGOR TREF BÆ COLWYN/BAY OF COLWYN TOWN COUNCIL

Aelodau y Pwyllgorau/Members of Committees

<u>Amcanion Cyffredinol A Chynllunio/</u> <u>General Purposes and Planning</u>	<u>Polisi a Cyllid/</u> <u>Policy and Finance</u>
<p>Cynghorwyr/Councillors:</p> <p>Mrs G Baker (C) B Barton N Bastow (Deputy Mayor) D Bradley C Brockley (VC) G Campbell Mrs M Jones C Matthews J Pearson (Tree Warden) M Tasker S Williams (Mayor) M Worth</p>	<p>Cynghorwyr/Councillors:</p> <p>Mrs H Fleet D Howcroft C Hughes (C) M Jones A Kealey A Khan A Mason Mrs H Meredith A Pearson M Pickard P T Richards Mrs K Swindon (VC)</p>

MAE Y MAER A'R DIPRWY FAER YN AELODAU O'R DDAU BWYLLGOR /

THE MAYOR AND DEPUTY MAYOR ARE MEMBERS OF BOTH COMMITTEES

BAY OF COLWYN TOWN COUNCIL

Terms of Reference

General Purpose and Planning Committee

Membership (2019/20): Cllrs: G Baker; B Barton; N Bastow; D Bradley, C Brockley; G Campbell; Mrs M Jones; J Pearson (& Tree Warden); C Matthews; M Tasker; S Williams; M Worth.

Ex-Officio Members: Town Mayor and Deputy Mayor (when not already members)

Chairman (2019/20): To be appointed by the Committee on 28th May 2019.

Both will ordinarily serve a two year term of office and are encouraged to undertake the One Voice Wales Chaining Skills training module, or other relevant training, within three months of taking up office, if not already done.

Quorum: One third of members (four)

Reporting: The General Purpose and Planning Committee reports directly to the Council.

1. To consider any matter not specifically delegated to any other Committee.
2. To recommend to the Council any alterations in the boundaries of the Communities or their Wards, and in polling arrangements.
3. To exercise delegated powers in the submission of views to the Local Authority in response to consultation in respect of planning applications, planning appeals, licensing applications and temporary traffic regulations.
4. To recommend to the Council the observations to be submitted to the Local Planning Authority in response to consultation in all other planning matters.
5. To maintain, and keep under review, the Council's policies and procedures for providing public information and for public consultation and participation, to include the Town Council's website and social media pages.

BAY OF COLWYN TOWN COUNCIL

Terms of Reference

Policy & Finance Committee

Membership (2019/20): Cllrs: H Fleet; D Howcroft; C Hughes; M Jones; A Keeley; A Khan; A Mason; Mrs H Meredith; T Pearson; M Pickard; P Richards; K Swindon

Plus Ex-Officio Members: Town Mayor and Deputy Mayor (when not already members)

Chairman (2019/20): To be appointed by the Committee on 22nd May 2019

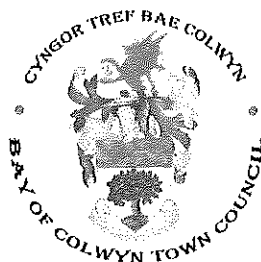
Both will ordinarily serve a two year term of office and are encouraged to undertake the One Voice Wales Charing Skills training module, or other relevant training, within three months of taking up office, if not already done.

Quorum: One third of members (five)

Reporting: The Policy & Finance Committee reports directly to the Council.

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1. To advise the Council in the creation of a corporate plan of objectives and priorities, having regard to the needs of the Community, and the overall resources of the Council, and to consider and if necessary to report to the Council upon any policy proposals of other Committees.
 2. To notify the Committees concerned or, if necessary, the Council of the need for changes in policy and/or in the standards of services provided in order to achieve its objectives; or the need for new services.
 3. To keep under review the organisation and management processes of the Council and to advise the Council upon any desirable alteration of them (including changes in Committee Structure or in the distribution of functions, powers and duties of Committees in the light of changing circumstances).
 4. Having regard to the Council's resources, to advise the Council on the following matters:-
 - (a) The Council's annual estimates, including the priority to be accorded to the development of the Council's services and the timing of the introduction of any new services;
 - (b) The annual precept to be levied by the Council.

- (c) To keep under regular review the Council's Expenditure Programme, and advise the relevant Committees and Council on major variations from approved programmes.
5. To manage all investments and insurances; to keep under review the financial procedures and controls of the Council; and to secure the audit of the Council's accounts.
 6. To examine new and proposed legislation, respond to consultation documents, as required, and to advise the appropriate Committees in its implementation.
 7. To provide and maintain any office accommodation and services, and the arrangements for records and archives.
 8. To determine Councillors' travelling and subsistence allowances; any allowance to be paid to the Chairman for the purpose of enabling him or her to meet the expenses of the office; and the payment of expenses of official and courtesy visits.
 9. To keep under review the Council's Standing Orders and Financial Regulations.
 10. To manage and maintain any land, properties and other assets owned by the Council.
 11. To recommend to the Council the action to be taken in relation to applications to the Council by Voluntary Bodies for financial assistance.
 12. To authorise all payments to be made on behalf of the Council, ensuring that these fall within the budgetary limits previously approved by the Council in its Annual Estimates and any limits imposed by the Council's Financial Regulations.
 13. To make recommendations to the Council regarding any virements required between budget headings, as a result of changing circumstances during the course of the financial year.



SCHEME OF DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	RFO
Communications	To deal with all press and public relations on behalf of the Council.	Town Clerk/ Assistant Clerk
Documents	To sign documents on behalf of the Council.	Town Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk/ Assistant Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at Conwy Council Borough Council.	Town Clerk
Finance	To administer the Council's bank balances.	RFO
	To maintain adequate insurance cover for the Council's activities and property.	RFO
	To act as the Responsible Financial Officer.	RFO
	To authorise the payment of accounts	Town Clerk
	To write off outstanding debts in accordance with Financial Regulations.	RFO

Service Area	Function	Officer
	Authorisation of routine expenditure within the agreed budget.	Town Clerk
	Emergency expenditure up to £3000 outside of the agreed budget.	Town Clerk
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk
Governance	To receive declarations of acceptance of office.	Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Town Clerk/ Assistant Clerk
	To certify any bye-laws approved by the Council.	Town Clerk
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Mayor and/or Chair of the appropriate Committee.	Town Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk/RFO
Land and Property	To purchase necessary goods and supplies.	RFO
	To maintain the Council's offices and property in accordance with financial regulations.	Town Clerk

Service Area	Function	Officer
Lettings	To authorise casual lettings of the Council's properties subject to payment in accordance with the approved scale of charges.	Town Clerk/Assistant Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Assistant Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk
	To implement national pay awards and conditions of service.	Town Clerk
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk

MAYOR'S ENGAGEMENTS 2018/19

DATE	ENGAGEMENT
14/05/2018	Annual General Meeting
16/05/2018	DEPUTY Rhyl AGM & Mayoral Inauguration
18/05/2018	Bright Sparks
18/05/2018	Llanddulas Playgroup Royal Wedding Celebrations
21/05/2018	Conwy Mayor Making
24/05/2018	Year 11 Presentation Evening Ysgol Eirias
25/05/2018	Llandudno AGM & Mayoral Inauguration
26/05/2018	Speech Day & Prize Giving
27/05/2018	Kaleidoscope Magical Mystery
04/06/2018	Sir JHMJ Trust Presentations
06/06/2018	DEPUTY - Colwyn Bay Station Refurbishment Ceremony
13/06/2018	Tucky Park installation photocall
14/06/2018	Crest 20th Anniversary
20/06/2018	Colwyn in Bloom - schools art comp judging
22/06/2018	Cor Meibion Maelgwyn
23/06/2018	IMMEDIATE PAST MAYOR Defib presentation to Cartrefi
23/06/2018	IMMEDIATE PAST MAYOR NWAMI Celebration
29/06/2018	Llanddulas & Rhyd y Foel Remembers Trust Exhibition
01/07/2018	Abergele Civic Service
01/07/2018	Stagecoach show - World Record Attempt
06/07/2018	Speech Day
06/07/2018	Wales in Bloom Judges
07/07/2018	DEPUTY - Proclamation Ceremony - National Eisteddfod
07/07/2018	The Movable Feast
08/07/2018	DEPUTY Conwy Civic Sunday
11/07/2018	Colwyn in Bloom - schools art comp presentation
13/07/2018	Antique Shop Opening
14/07/2018	Paloma Faith Host Hospitality Table
22/07/2018	Rhyl Civic Service
26/07/2018	Big Day Out
29/07/2018	DEPUTY Summer Fayre
29/07/2018	Llandudno Civic Service
01/08/2018	National Playday Celebration Event
03/08/2018	Britain in Bloom Judges
03/08/2018	Bee Williams Private Art Viewing
11/08/2018	Tan Lan Carnival, Old Colwyn / John Davies Memorial Trophy
11/08/2018	Uke a Bay 2018
20/08/2018	150th Anniversary Train Disaster
29/08/2018	Glamorgan CCC v Warwickshire CCC
31/08/2018	Bay View Gallery
31/08/2018	Peaky Blinders Charity Event
07/09/2018	RNLI Fish & Chip Supper
08/09/2018	present trophies at Horticultural Society Autumn show
08/09/2018	BBC Proms in the Park - TC hospitality
14/09/2018	Wales in Bloom Awards
16/09/2018	DEPUTY Coffee & Cars on the Prom
23/09/2018	Towyn & Kinmel Bay Civic Service

24/09/2018 Meet the Mayor event
04/10/2018 4G Pitch Parc Eirias
04/10/2018 Colwyn in Bloom Presentation Evening
05/10/2018 Merton Place Coffee Afternoon
05/10/2018 Alison Hughes Art Exhibition Opening
13/10/2018 Coffee Morning 2018
13/10/2018 Coffee morning St David's Hospice
17/10/2018 Black History Month Event
19/10/2018 MPCT Awards
19/10/2018 **Immediate Past Mayor** MPCT Awards
24/10/2018 Time Capsule
31/10/2018 Book Presentation
03/11/2018 DEPUTY Idlewild Pet Bank
04/11/2018 Memorial Dedication Service
09/11/2018 Launch of Woody's Lodge NW
09/11/2018 A Time to Remember: 1918
10/11/2018 Dwali Event
11/11/2018 Remembrance Sunday
11/11/2018 Battle is Over
17/11/2018 Rhyl Charity Coffee Morning Donation Sent
23/11/2018 Sports Awards Conwy CBC
24/11/2018 Macmillan Coffee Morning (Xmas Theme)
25/11/2018 Tree of Lights
30/11/2018 TCC Forum
01/12/2018 Penmaenmawr Festive Fayre / buffet lunch
01/12/2018 Colwyn Choral Society Xmas Concert
07/12/2018 Charity Afternoon Tea - St David's Hospice
07/12/2018 **DEPUTY** Christmas Nativity
08/12/2018 Rhos Xmas Fayre
12/12/2018 Christmas Carol Service
13/12/2018 **DEPUTY** RNLI Carol Service
15/12/2018 Old Colwyn Xmas Market
18/12/2018 **DEPUTY** Christmas Carol Service
19/12/2018 Coed Pella opening, choir event
20/12/2018 Night on the street (Sleeping rough)
25/12/2018 Serving Xmas Dinner to Homeless
11/01/2019 Town & Community Council event
14/01/2019 Meeting staff/residents at Norfolk House
18/01/2019 NMWALC
27/01/2019 Holocaust Memorial Day
28/01/2019 Business Network Event
14/02/2019 The Pavilion Launch
19/02/2019 Star is Born Charity screening
22/02/2019 **DEPUTY** Orbit Gig in aid of RNLI
05/03/2019 MacMillan Lunch
09/03/2019 Parkway Luncheon Club
18/03/2019 **IMMEDIATE PAST MAYOR** Llanddulas Charity Row
22/03/2019 Schools performance
28/03/2019 **DEPUTY** St Davids Day Poster Presentation
29/03/2019 Community Wellbeing Team Celebration Event

04/04/2019 St Davids Day presentation
11/04/2019 **DEPUTY** St Davids Day presentation
11/04/2019 Duke of Edinburgh Award Evening
12/04/2019 **DEPUTY** MPCT Awards
14/04/2019 Synergie Fundraiser
14/04/2019 Bay Hop Presentation
21/04/2019 Cars and Coffee on the Prom
21/04/2019 Easter Church Service
21/04/2019 Eddie Kidd fundraising event
27/28/4/2019 1940's Festival
28/04/2019 Official Opening (Barn) Bryn y Maen
03/05/2019 Volunteer Awards presentation to Laura Smith
04/05/2019 Colwyn Choral Society lunch (via Brian Cossey)
07/05/2019 Wales Rally GB Launch
08/05/2019 **DEPUTY** Conwy Schools Boat Building Competition
09/05/2019 Abergele Town Council Annual Meeting
7/10/05/2019 **IMMEDIATE PAST MAYOR** Llandudno Bible Week
10/05/2019 Prestatyn Mayor's Charity Dinner
11/05/2019 Prom Xtra

BAY OF COLWYN TOWN COUNCIL

GUIDELINES FOR THE OFFICES OF TOWN MAYOR AND DEPUTY TOWN MAYOR

1. CHOOSING TO STAND AS MAYOR

A Mayor, by virtue of office, can use his/her position to stimulate community pride, encourage business, promote the voluntary sector, mould social cohesion etc. A Mayor also has meetings with dignitaries, endless engagements, late nights, early mornings and is in the public eye for virtually the whole year.

For those chosen, or thinking of putting themselves forward for selection, one thing is clear – being Mayor is most definitely different to being a Councillor: it has different “rules”, different working hours, different restraints and perhaps most important to remember, it is often a physically and mentally tiring job. It is also, most probably, a hugely enjoyable and rewarding job if entered into in the right spirit.

Councillors considering the prospect of becoming Mayor should consider the following factors which they will face before or during their year of office:-

- The effect of becoming Mayor on their family and friends
- The effect on a career or job
- The effect on a political career
- The effect on personal and religious beliefs
- The pomp, circumstance and protocol
- The effect on non-Council interests
- The effect on the Mayoral partner
- The effect on a Mayor’s relationships with other Councillors
- The effect on the Mayor’s relationship with his/her constituents
- The effect on the prospective Mayor themselves

The Mayor is seen by many as the embodiment of the Council and as such should uphold the highest standards in all aspects of public life. The behaviour of the Mayor, whose public persona is very much in evidence throughout the term of office, can bring respect or disrespect on the Council as a whole. The Mayor must be capable of enhancing the Council’s reputation as it is such a public position.

2. CHOOSING THE MAYOR

The Mayor is in a unique position amongst fellow councillors. The Mayor will see more, do more, meet more and have more opportunity than most to make a mark on the area. Although the direct powers of the Mayor have declined over the centuries and some refer today to the post as being merely ceremonial, a Mayor with vision and planning can achieve much. However it

is acknowledged that the job is a demanding one. Although under section 50 of the Employment Rights Act 1996 an employer must allow an employee who is a councillor to take time off for the purposes of performing his/her duties as a councillor, there are considerations to be taken into account:-

- The amount of time taken off and the occasions on which time off may be taken must be reasonable, having regard to the councillor's responsibilities on the Council;
- The circumstances of the employers' business; and
- The effect of the absence on that business

So to become Mayor, one has to have time, energy and despite the fact that many councillors went into local government via a political party, a willingness to assume a *non-political* stance for the year of office.

3. ELECTION OF THE MAYOR

- (a) The election of the Mayor is the first item of business at the Annual Meeting (Local Government Act 1972, sections 4(1) and 23(1), with the election being decided by a majority of members present and voting on the matter of the meeting (Local Government Act 1972, Schedule 12 paragraph 39(1)). Unless he or she has resigned or been disqualified, the outgoing Mayor continues in office until his or her successor has been elected and has made a valid declaration of acceptance of office (sections 3(2) and 22(2) of the 1972 Act).

The outgoing Mayor will, if present, preside at the meeting to elect his or her successor (Schedule 12, paragraph 5(1) to the 1971 Act).

If the outgoing Mayor is not present, the outgoing Deputy Mayor shall preside at the meeting to elect the successor.

If neither the outgoing Mayor nor the outgoing Deputy Mayor are present at the meeting, the members present shall choose another member of the Council to preside at that meeting (Schedule 12, paragraphs 5(2) and (3) of the 1972 Act).

- (b) The Mayor shall be elected annually by the Council from amongst the Councillors of the Town. The person elected Mayor shall not seek re-election for a minimum period of two years.
- (c) In normal circumstances it will be assumed that the Councillor who has served as Deputy Mayor for the present year will be nominated and elected as Mayor for the succeeding municipal year.
- (d) Any Councillor who has served on the Council and has not been appointed Mayor shall be appointed Mayor in preference to any other member who has been Mayor.
- (e) A person elected to fill a casual vacancy causing a lesser term than one full year in the office of Mayor, shall not be prejudiced in any ways to his

rightful term to be appointed Mayor for a full year.

4. ELECTION OF DEPUTY MAYOR

- (a) The Council shall elect annually a Councillor to be a Deputy Mayor from amongst the Councillors of the Town. The person elected Deputy Mayor shall not seek re-election for a minimum period of two years.
- (b) (i) The Councillor to be nominated for the office of Deputy Mayor, shall be that Councillor, who is the most senior Councillor who has not served as Mayor of the Town.

If the said Councillor, for whatever reason, chooses not to accept the nomination for the next municipal year, he or she shall have the right to be nominated in any succeeding year in advance of his / her junior Councillors.

- (ii) When two or more Councillors have the same length of service with the Council, the Office of Deputy Mayor will be determined by all those members with equal seniority having their names placed in a hat and drawn randomly by the current Mayor at the last Full Council meeting prior to the Annual Meeting (in accordance with Standing Order 2(k)). Those senior members who do not wish to be considered for nomination to the office of Deputy Mayor must notify the Clerk in writing before the last Full Council meeting.
- (iii) Should a Councillor who was not re-elected, be re-elected or co-opted on to the Council within twelve months of the date of the election, it will be deemed to be unbroken service.
- (iv) Should a Councillor who was not re-elected, be re-elected or co-opted on to the Council after a period of over twelve months have elapsed, it will be deemed to be broken service. Therefore previous service with the Council shall not be taken into account when calculating seniority.
- (c) The Deputy Mayor shall, if for any reason the Mayor is unable to act, or the office of Mayor is vacant, discharge all functions which the Mayor as such might discharge.

5. STATUTORY DUTIES AND ROLE OF THE MAYOR

- (a) The Mayor, if present, must preside at meetings of the Full Council. If the Mayor is not present the Deputy Mayor shall preside, and if neither is present, the Council must appoint a Councillor to preside at the meeting.
- (b) Section 245 of the 1972 Act gave Parish and Community Councils the power by resolution to give themselves the title of Town Council and the

Chairman of a Town Council is entitled to the style of "Town Mayor".

A clear distinction should be made between a "Mayor" (be it a Mayor or Chairman of a District/Borough) and a Town Mayor – the former enjoying precedence over the latter throughout the whole District/Borough. This means that with the exception of the Lord Lieutenant and High Sheriff, as the representative of the Crown, and the Chair of the Local Authority, the Mayor will have precedence over all other persons in any social function/engagement within the Town.

(c) In accordance with the Council's Standing Orders the Mayor and Deputy Mayor will be ex-officio (i.e. full voting) members of all the Council's Standing Committees.

(d) Role of the Mayor:

The Mayor's main role is to Chair council meetings. He or she can suggest the content and design of the agenda, but as legal signatory, technically the Clerk has the final say. The Mayor is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and, assisted by the Clerk, guides activities by managing the meetings of the Council. The Mayor is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Mayor summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.

✂ The Mayor and Deputy Mayor are encouraged to undertake the Chaining Skills training module provided by One Voice Wales, or other relevant training, within three months of taking up office, if not already done.

The Mayor has the casting vote. His/her first vote is a personal vote as a member of the Council. If there is a tied vote, the Mayor then has a second, or casting vote.

The Mayor has the power to call an extraordinary meeting of the Council at any time, subject to the required notice period.

The Mayor will often be the public face of the Council and will represent the Council at official events. He/she may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not give his or her personal views.

The Mayor cannot legally make a decision on behalf of the Council.

Three other important roles for the Mayor in today's society are:-

(i) A symbol of the authority

The Mayor through the office of Mayor and its trappings connects the present day with history and acts as a symbol of continuity.

(ii) A symbol of an open society

A modern role for the Mayor is that the office symbolises an open society. The Mayor can (and does) come from any class, gender and ethnic background. This reflects the more open and democratic society we now live in.

(iii) A expression of social cohesion

The many, often social, engagements that are undertaken by a Mayor are an expression of giving cohesion to the life of the town. The Mayor can act as a link between the various bodies, organisations etc, he/she visits and can feed back the views and concerns of the people into the political field. Similarly, the Mayor can also take the Council's message and themes out into the community and work towards achieving the Council's social, community, educational and economic aims.

- (e) The Mayor is encouraged to choose one or two charities, at an early point in the mayoral year, or possibly when Deputy Mayor or Mayor Elect, and work alongside the chosen charities fundraisers during the year to agree and organise suitable fundraising events.
- (f) The Mayor, by virtue of his/her Office, is President or Vice-President of several local clubs/societies. At the time of writing, these included Colwyn Bay Endeavour Club (President) and Cŵr Meibion Colwyn (Vice-President).

6. MAYOR'S CHAPLAIN

Irrespective of the Mayor's personal beliefs, it is undoubtedly worthwhile for a "Chaplain" to act as a focal point for religious groups in the area and to advise the Mayor on religious matters. The choice of a Chaplain is solely the decision of the Mayor and, as such, it is usually the Mayor who decides to which event(s) the Chaplain should be invited. The Chaplain is often the person who helps to organise the Civic Service and may say grace at civic dinners and/or before Council meetings.

7. MAYORESS , MAYOR'S CONSORT OR MAYOR'S ESCORT

There is no legal obligation to select a Mayoress, Consort or Escort, but almost all Mayors do, for moral and physical support. It is usual for the Mayoress/Consort/Escort to have a badge of office and to be accorded precedence alongside the Mayor. However, as the office of Mayoress/Consort/Escort has no legal precedence, this is a matter for local custom with precedence being accorded on certain occasions only. Generally, the Mayor's wife would be known as the Mayoress, the Mayor's husband would be the Mayor's Consort and a relative or friend would be the Mayor's Escort.

8. CIVIC CEREMONIES

Following local government reorganisation in 1974, many of the customary

ceremonies, particularly in former Boroughs, had to be modified to meet the needs of the new larger authorities and others were taken over by successor towns and city Councils. In this way, Councils continued to preserve tradition but adapted it to modern circumstances. Tradition is important in reminding us of our past and heritage but not if it becomes irrelevant and bizarre. Set out below are a few of the ceremonies/functions that virtually every Council organises. In many cases the protocol to be followed at these ceremonies should be that of local custom.

(a) **Church Service**

The vast majority of local authorities organise an official church service for the Mayor each year. Such a service is usually held on the Sunday following the election of the Mayor (or as near to that date as possible) and is often referred to as the 'Civic Service' or 'Civic Sunday'. It should be remembered by all that the Church service is a traditional way of asking for God's guidance on the Mayor for the forthcoming year and also to mark the strong historic links between Council and Church. The personal belief of the incumbent is of much lesser import than the symbolism of the service.

Some authorities, however, have quite rightly sought to mark the multi-cultural aspect of their town or city and include a strong non-Christian element into the proceedings.

The Church where the service is held is generally selected by the Mayor and the Councillors should support him/her, whatever their own beliefs. Whatever format is chosen, it is important that the Mayor's Chaplain plays a part in arranging or conducting the service.

(b) **Remembrance Sunday**

It is generally customary for the Mayor and Council to attend a service on Remembrance Sunday, whether these services are held at a church or at the local War Memorial (or both).

Remembrance Sunday is observed on the second Sunday in November, generally the Sunday nearest to 11th November. It is essential that the Mayor attends the event in Colwyn Bay and the Deputy Mayor may be invited to attend the service in Old Colwyn.

Where the representatives of the various organisations form part of the civic procession, they will follow the Council where the Mayor leads, and lead the procession where the Mayor comes last. The arrangements for the ceremony must provide for the Mayor to place the first wreath on the War Memorial (except if the Lord Lieutenant is present in person, although local custom may dictate otherwise).

Where there is a town, the greatest tact and care is needed to ensure that the Town Mayor and Town Councillors do not usurp the precedence due to the Chairman of the District/Borough Council. It should be remembered that

the Chairman of the District/Borough Council has precedence over everyone and should either lead or follow the civic procession and lay the first wreath.

(c) **Mayor's Awards**

Many Councils promote award schemes by using the Mayor's Office. The Mayor will determine the recipient of the John Davies Memorial Award for Volunteering and will present the Volunteer Awards trophies and certificates at a ceremony in April.

9. **MAYOR'S ALLOWANCE**

- (a) The Local Government Act 1972 authorises the Council to pay the Mayor, for the purpose of enabling them to meet the expenses of their office, such an allowance as the Council thinks reasonable.
- (b) The annual Mayor's allowance is determined each year by the Council and will be paid monthly on submission of appropriate details and receipts. The present approved allowance is £2,000 per annum, to include the Deputy Mayor's allowance.

Note: In accordance with IRPW determinations, a separate (taxable) allowance is paid to the Mayor, Deputy Mayor and Chairman of the two main Committees of the Council (adopted in 2018/19) in recognition of their senior role in the Council and the additional work/expense in undertaking these roles.

- (c) The Mayor and Deputy Mayor are advised to keep detailed records of all expenditure and be aware that an office is treated as an office of profit by HMRC, unless it can be shown that payments received do no more than cover out of pocket expenses incurred through holding the office. As a general guide to the Mayor and Deputy Mayor, the following items would be expected to be met from the Mayor's allowance:-
- (i) Purchase of tickets, donations or collections for charitable and other local organisations, where the Mayor has been invited to attend a specific event/function.
 - (ii) Purchase of cards etc (for Christmas and other special events, e.g. 100th birthdays), to include any postage and/or delivery costs.
 - (iii) Travel and subsistence costs (to include approved mileage allowance payments at the current HMRC rates) for attendance at approved events/functions.
 - (iv) Entertaining expenses incurred wholly, exclusively and necessarily in the performance of civic duties.
- (d) In addition to the Mayor's allowance a separate budget is allocated each

year for official civic events i.e. Civic Sunday, Remembrance Day, Volunteer Awards and other civic events, as authorised by the Policy and Finance Committee and permitted by S176 of Local Gov't Act 1972.

- (e) Expenditure on ordinary clothing worn for official duties is not incurred wholly and exclusively in performance of those duties, therefore it is not an allowable expense for tax purposes. Consequently, any clothing bought for official duties should be purchased using the Special allowance referred to in b) above and paid directly to the Mayor and Deputy Mayor.
- (f) Mayors are reminded of the requirement to register any gifts or hospitality they have received, or have been offered, over the value of £25.

11. **SECRETARIAL AND ADMINISTRATIVE ARRANGEMENTS**

- (a) The secretarial and administrative support for the Mayor and Deputy Mayor is provided by the Town Clerk's office.
- (b) An official diary of Mayoral engagements will be maintained by the Mayor's Secretary, at the Town Hall and a copy provided to the Mayor weekly/on request.
- (c) All Mayor engagements will be confirmed in writing and no engagements, other than those which have had to be provisionally arranged in the period prior to election, will be confirmed without prior consultation with the Mayor.

The Mayor is kindly requested to forward any direct invitations, which he/she may receive, to the Secretary before a formal acceptance in writing can be sent.

When the Mayor has a previous engagement, either civic or personal, the Deputy Mayor will be requested to undertake the engagement.

If both the Mayor and deputy Mayor are otherwise engaged, the Immediate Past Mayor will be requested to represent the Council at the engagement.

- (d) Copies of all invitations and correspondence regarding mayoral engagements will be forwarded to the Mayor or the Deputy Mayor when he/she has an involvement. The Mayor will be briefed by the Secretary or Town Clerk as to the time and place of the function, mode of dress, duties to be undertaken, whether or not the Mayoress/Consort is invited and any other information as may be available regarding the function and those attending.
- (e) Following his/her attendance at an event the Mayor may request that the Secretary sends on the Mayor's behalf, a letter of thanks to the event organiser.

12. **CHAIN AND ROBES OF OFFICE**

- (a) The Chain of Office of the Mayor, Mayoress and Deputy Mayor is issued to them for the purpose of wearing at their official engagements.
- (b) The Chain of Office is normally worn at all Council meetings. The Chain of Office will also be worn by the Mayor at all Official engagements. In the absence of the Mayor, the Deputy Mayor will fulfil the engagement and will wear the Official Deputy Mayor's Chain of Office.
- (c) Apart from the Annual Council meeting, the robes of office are only normally worn at special functions e.g. Civic Sunday, Remembrance Day, Military Parades.
- (d) The robes of office will be kept in a wardrobe in the Town Hall, whilst the chains of office are normally kept in the possession of the Mayor, Mayoress and Deputy Mayor. The key to the wardrobe is kept in the Town Clerk's office.

13. **SECURITY**

- (a) The Mayor and Deputy Mayor will be issued with the keypad number for the front door to the Town Hall.
- (b) In an emergency the Mayor will be the fifth and final responsible person for the Town Hall.

The responsible persons are (in order of call out):

1. The Clerk
2. Assistant Clerk
3. Cleaner/Caretaker
4. Administrative Assistant
5. Town Mayor

14. **AMENDMENTS TO GUIDELINES**

A motion to permanently amend or revoke any part or parts of these guidelines shall be submitted to the Annual General Meeting of the Council.

COUNCILLOR'S ATTENDANCE RECORD 2018/19

NAME OF COUNCILLOR	POSSIBLE ATTENDANCE**	ACTUAL ATTENDANCE	%	Additional Sub-Committees Attended
Councillor Mrs Glenys Baker	24	16	67%	3
Councillor Bob Barton	24	20	83%	2
Councillor Neil Bastow (*Deputy Mayor)	33	21	64%	0
Councillor Dave Bradley	24	10	42%	0
Councillor Chris Brockley	24	16	67%	1
Councillor Gemma Campbell (Maternity Leave)	24	9	38%	2
Councillor Hannah Fleet	18	17	94%	2
Councillor David Howcroft (Elected 24/05/2019)	15	12	80%	0
Councillor Christopher Hughes	18	15	83%	2
Councillor Mark Jones	18	14	78%	0
Councillor Mrs Merrill Jones	24	22	92%	0
Councillor Adam Kealey	18	9	50%	0
Councillor Abdul Khan	18	9	50%	2
Councillor Adrian Mason	18	3	19%	0
Councillor Colin Matthews	24	18	75%	3
Councillor Mrs Hazel Meredith	18	10	56%	0
Councillor Anthony Pearson	18	10	56%	1
Councillor Jeff Pearson	24	21	88%	4
Councillor Mick Pickard	18	8	50%	0
Councillor Paul Richards	18	13	72%	0
Councillor Kate Swindon	15	13	72%	2
Councillor Max Tasker	24	20	83%	0
Councillor Steve Williams (*Mayor)	33	22	67%	4
Councillor Malcolm Worth	24	20	83%	1

**Mayor and Deputy Mayor are Ex-Officio members of both Committees*

*** includes Full Council & Committee Meetings only*

TIMETABLE OF MEETINGS FOR 2019/20

ANNUAL MEETING	13/05/2019
Policy & Finance Committee	22/05/2019
General Purpose & Planning Committee	28/05/2019
Full Council	10/06/2019
General Purpose & Planning Committee	18/06/2019
Policy & Finance Committee	03/07/2019
General Purpose & Planning Committee	9/07/2019
Full Council	22/07/2019
General Purpose & Planning Committee	30/07/2019
Policy & Finance Committee	21/08/2019
General Purpose & Planning Committee	27/08/2019
Full Council	02/09/2019
General Purpose & Planning Committee	17/09/2019
General Purpose & Planning Committee	08/10/2019
Policy & Finance Committee	09/10/2019
Full Council	21/10/2019
General Purpose & Planning Committee	29/10/2019
Policy & Finance Committee	20/11/2019
General Purpose & Planning Committee	26/11/2019
Full Council	02/12/2019
General Purpose & Planning Committee	17/12/2019
Policy & Finance Committee	08/01/2020
General Purpose & Planning Committee	14/01/2020
Full Council	20/01/2020
General Purpose & Planning Committee	04/02/2020
Policy & Finance Committee	12/02/2020
General Purpose & Planning Committee	25/02/2020
Full Council	02/03/2020
General Purpose & Planning Committee	17/03/2020
Policy & Finance Committee	25/03/2020
General Purpose & Planning Committee	07/04/2020
Full Council	27/04/2020
General Purpose & Planning Committee	05/05/2020
ANNUAL MEETING	11/05/2020