

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 20TH MAY 2015

PRESENT: Cllr D Griffiths (Vice-Chairman)
Cllrs: Mrs H Meredith, T Pearson, Mrs V Perry, P Richards,
Mrs V Smith JP, S Taylor

OFFICER: Mrs R Dudley, Assistant Clerk

IN ATTENDANCE: Cllr D Porter

11/15 Welcome & Apologies for Absence:

In the absence of the Chairman, the Vice-Chairman welcomed members to the meeting. Apologies for absence were received from the Town Mayor, Cllr Dr S Roy, the Chairman of the Committee, Cllr J Reaney, the Town Clerk, Mrs T Earley, and from Cllrs: J Davies and A Khan

12/15 Election of Chairman and Vice-Chairman for 2015/16

Resolved to re-elect Cllr J Reaney as Chairman and Cllr D Griffiths as Vice-Chairman for the 2015/16 municipal year.

13/15 Declarations of Interest:

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

14/15 Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meeting, held on 25th March 2015.

15/15 Matters Arising from Previous Meetings:

a. Min 416/14(b) – Access all Eirias Tickets (7th June):

Members were informed that the potential offer of free standing tickets for young volunteer stewards had not been possible, as all of them would be working at the event. A draw was conducted for the one remaining VIP ticket for The Vamps and a discussion took place around how the thirteen as yet unallocated standing tickets could best be utilised, given that the Bean Timebank is now unlikely to be launched in time for allocation in return for ‘beans’.

Resolved to request that the officers run a Facebook-based competition to encourage younger residents of the Bay of Colwyn (U25s) to like and share the Town Council’s facebook page (possibly answering a simple question), with

winners of pairs of tickets to be selected randomly.

b. Min. 416/14(d) – Locality Plan:

It was noted that Shane Wetton will be updating the Plan (with completed projects and project leads) and will then consult with the Town Council with regards to possible additional projects.

c. Min. 416/14 – Use Class for Town Hall:

Members were asked to consider the recommendation from both the Planning Officer and a local Planning Consultant that the submission of a full application to formalise the use of the building as a Town Hall (mixed use including B1, D1 and Sue Generis use) would be better in the long term than a Lawful Development Certificate, which would involve similar costs for the detailed work required to gather and present evidence but give lesser future scope for potential new occupiers/users.

Resolved to recommend that a full planning application be submitted for Change of Use, at a cost of £300-£400 plus the Planning Authority fee of £165.

d. Min. 419/14(a) – WG Reforming Local Government Consultation:

The Clerk submitted, for information, a copy of the response of One Voice Wales to the consultation.

Resolved to receive and note the One Voice Wales response.

e. Min 416/14 – Transfer of Rhiw Road Buildings:

Resolved to authorise the signing/sealing of the Transfer document for the Rhiw Road buildings by the Town Clerk and note the expected date of completion (within the next two months).

16/15 Finance / Audit:

a. *Resolved to authorise payments made on behalf of the Council for the period 14/3/15 to 31/3/15 and 1/4/15 to 15/5/1, as detailed in Schedule 'A' attached.*

b. *Resolved to receive the latest bank reconciliations, as at 31st March 2015.*

c. *Resolved to receive the income and expenditure report for year-ending 31st March 2015.*

d. The Clerk submitted the report of the Internal Auditor, JDH Business Services, confirming that the internal audit was completed satisfactorily in April. It was noted that the final Accounts for 2014/15 will be submitted to the Council on 8th June for approval.

Resolved to express thanks to the Clerk for her work on these.

- e. *Resolved to receive and note the CCLA Local Authorities Property Fund factsheet as at 31 Mar 2015.*

- f. Mayor's Allowance:

Resolved to authorise the underspend of £700 to be carried forward to 2015/16 to cover expenditure for April/May and the cost of a new die and alterations to the five Past Mayors' pendants.

It was noted that there is a separate budget in 2015/16 of £2,500 for the purchase of new Mayoral robes.

- g. Local Members Ward Allowances:

Resolved to authorise the carry forward of £6,085 to 2015/16 and note that Members can only carry forward unspent allowances for a maximum of one year.

The Assistant Clerk tabled a project proposal form from Cllr D Porter for a contribution of £100 towards Rhos on Sea Fun Friday Youth Club.

Resolved to approve the project proposal and authorise payment.

17/15 Conwy CBC:

- a. The Clerk submitted a draft response to a questionnaire from CCBC about the CCBC / Community and Town Council Forum.

Resolved to endorse the response drafted by the Clerk.

- b. The Assistant Clerk tabled a brief written report from the Clerk on the Bay Life Officer Group meetings held on 21 April and 11 May.

A brief discussion took place about Dan's Den Café and it was hoped that the building being returned to CCBC would continue to be used for the benefit of young people.

- c. CCTV Contributions

The Clerk submitted a letter of thanks for the contribution given by the Town Council towards CCTV maintenance.

18/15 Welsh Government:

Members were asked to consider the following WG Consultation/Guidance documents, as submitted by the Clerk:

- a. **Statutory Guidance – Access to Information on Community and Town Councils:** It was noted a register of members' interests, to include any political party affiliation, will need to be added to the Town Council's website and that

members would be issued with a form to complete and return to the Clerk.

b. Well-being of Future Generations (Wales) Bill – Developing Statutory Guidance:

It was noted that Cllr S Roy and the Clerk will be attending an event in Flint and will report back to the next meeting.

c. Community Asset Transfer in Wales – A Best Practice Guide

Resolved to receive and note these documents.

19/15 One Voice Wales:

The Clerk submitted an invitation to the Larger Councils Conference and asked Members to consider if the Clerk and the Council's appointed representatives should attend. A discussion took place around the cost of attendance and possible benefits to the Council in keeping ahead of emerging legislation.

Resolved to authorise the Clerk and the appointed representatives to attend, at a cost of £40 per delegate plus any travel costs, if they are willing and able.

20/15 Colwyn Victoria Pier:

The Assistant Clerk tabled notification of the outcome of the HLF Bid (announced earlier today) and a brief written report from the Clerk on a meeting between representatives from CVPT, the Town Council and CCBC Officers, held on 18th May. Cllr D Porter gave a brief verbal report from a meeting of CVPT held on 14th May.

Resolved to await a further report once the Steering Group members have had the opportunity to meet with the HLF to get more detailed feedback on the reasons for refusal.

21/15 Room Hire:

It was noted that Popeth Cymraeg has recently relocated its Colwyn Bay Welsh classes to new premises at 27 Prince's Drive, resulting in an expected drop of income of approximately £2,000 p.a. However, the Assistant Clerk reported that other room bookings had increased in recent years, so the budgeted income of £4,000 p.a. could still hopefully be achieved.

Resolved to note the Assistant Clerk's report.

22/15 Staff Training & Development:

It was noted that staff personal development reviews have recently been completed and the Clerk submitted the Council Training plan for 2015/16 for consideration and approval.

Resolved to approve the Training Plan for 2015/16, as submitted.

23/15 Zurich – Local Council Advisory Service:

Resolved to authorise renewal of membership and attendance of the Clerk at the annual safety and risk management seminar.

24/15 Grants:

- a. The Clerk submitted a copy of the Events Grants guidelines and application forms for 2015/16 and members were asked to note the closing date of 26th May.
- b. *Resolved to delegate authority to the Amenities Sub-Committee to consider the applications received and make recommendations to Council.*
- c. It was noted that letters of thanks have been received from the following grant recipients:
 - (i) Sir John Henry Morris Jones Trust
 - (ii) Old Colwyn (East) Residents Association
 - (iii) Côr Meibion Colwyn
 - (iv) Colwyn Choral Society
 - (v) Happy Faces Children's Charity
 - (vi) Home-Start Conwy(available on request from the Clerk)

The meeting closed at 7.15 p.m.

..... Chairman