

**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 6<sup>TH</sup> JANUARY 2016**

**PRESENT:** Cllr S Roy (Mayor)  
Cllr D Griffiths (Chairman)  
Cllrs: J Davies, A Khan, A Mason, H Meredith, V Perry, P Richards, S Taylor,

**OFFICERS:** Mrs T Earley, Town Clerk  
Harry Barlow-Edwards and Tom Owens, Student Advisors

**AGENDA**

**276/15 Welcome & Apologies for Absence:**

The Chairman welcomed members to the meeting and the new student advisors introduced themselves. Apologies for absence were received from Cllrs: T Pearson, Mrs V Smith and G Ward.

**277/15 Declarations of Interest:**

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

**278/15 Minutes:**

*Resolved to receive, approve and sign as a correct record the Minutes of the last meeting, held on 18<sup>th</sup> November 2015, subject to the amendment of an incorrect name in Minute 232/15, as highlighted by the Clerk.*

**279/15 Matters Arising from Previous Minutes:**

**a. Min. 221/15(b) – Well Being of Future Generations Act (WBFG Act) Guidance:**

The Clerk submitted, for information, a recent CCBC report outlining the proposed future arrangements for the Public Service Board (PSB).

*Resolved to receive and note the report.*

**b. Min. 222/15(d) – Facilities Booking Software:**

The Clerk gave a verbal report following an online demonstration of the software available from two specialist local council suppliers. It was noted that option A was for a standalone hosted package (data held securely and accessed on-line), providing a simple but comprehensive solution for handling volumes of up to 1,000 bookings per annum, with ability to produce comprehensive booking

reports suitable for both members and staff. Option B was from the Council's existing finance software provider and included a sales ledger capability, which could produce and print invoices. However, there is additional data inputting required to support this (including entering of invoices not relating to room hire) and any payments received would still need to be entered onto the finance system. Due to the number of bookings currently being generated, the Clerk advised that this option would create more initial work for little overall benefit. It was also the more expensive of the two options, having much higher initial set-up and training costs (more than double that of option A).

***Resolved to recommend that the Council purchases bookings software from A - Edge IT systems, at an initial cost of £420 , followed by annual software/support costs of £180 (five year contract).***

**c. Min. 223/15(b) – Colwyn BID:**

It was noted that the ballot had been successful and a BID Company will now be formed, with a BID Board and management and delivery structures to be agreed.

***Resolved to welcome the successful BID ballot result and await details of how the Town Council will liaise with the BID board going forwards.***

**d. Min. 224/15(b) – Proposed National Indicators (WBFNG Act):**

The Clerk submitted a report from Cllr V Perry outlining the discussions and feedback given at a consultation event held on the proposed national indicators held on 7<sup>th</sup> December. It was noted that a lot of representatives from voluntary organisations had been present at the event and that many only considered the indicators from their own organisation's perspective. Much, if not all of the data required for the new indicators is already being collected, therefore the introduction of the national indicators will not necessarily place an additional burden on organisations. Several gaps and concerns were identified at the event, particularly with regard to how meaningful some of the indicators will be, and these were reported to the Welsh Government officials present.

***Resolved to thank Cllr Perry for attending a giving a comprehensive report.***

**280/15 Finance:**

**a. *Resolved to authorise payments made on behalf of the Council for the period 1/11/15 to 31/12/15.***

It was queried which of these payments had already been made, prior to the authorisation of this list. The Clerk explained that most regular payments were made electronically and authorised by two bank signatories and that new financial regulations and a list of all regular payments would be circulated prior to the next Council meeting to confirm this arrangement.

It was also queried whether the issuing of polling cards in the two recent by-elections (at an additional cost) had made any difference to voter turnout.

*Resolved to ask CCBC to supply information on the turnout at the recent elections compared to previous ones when polling cards had not been issued.*

- b. The Clerk tabled a copy of the latest bank reconciliations (November 2015).

*Resolved to authorise the Chairman to check the bank statements at the end of the meeting and to countersign the bank reconciliations with the Clerk.*

- c. It was noted that the latest income/expenditure report (to 31/12/15) is included within the Annual Estimates report, which appears later on the agenda.

#### **281/15 Conwy CBC:**

- a. **Bay of Colwyn Town Management:**

The Clerk submitted the report of the Town Manager for 2015 and gave a brief verbal report, following the Management Group meeting held on 15/12/15. It was noted that the role and job description of the Town Centre Manager is to be reviewed, as there may be some elements of the existing role that would be better to be incorporated within the new BID Manager's role going forward.

*Resolved to await a further report in due course on any changes to the role.*

- b. **Ageing Well in Conwy Action Plan:**

The Clerk submitted a copy of the draft plan, for consideration / comment.

*Resolved to receive and note the draft Action Plan.*

#### **282/15 Welsh Government:**

The Clerk circulated, for consideration, the following WG Consultation documents:

- a. **Draft Local Government (Wales) Bill and Explanatory Memorandum:**

It was noted that this major piece of local government statute will have far reaching impacts on both Unitary Authorities (with proposed mergers) and on town and community Councils in Wales. A consultation event is being held in Llandudno on 4<sup>th</sup> February and the Clerk, Mayor and Cllrs D Griffiths and H Meredith offered to attend. A Special Meeting of the Committee or Council will then need to be held before the 15<sup>th</sup> February, to enable a response to be sent on behalf of the Council.

*Resolved to recommend that a Special Meeting of the Policy & Finance Committee is held prior to 15<sup>th</sup> February to agree any response to the consultation on the Draft Bill.*

#### **283/15 Boiler Servicing/Maintenance:**

The Clerk submitted, for consideration, a quotation for the renewal of the service

contract for the Town Hall boilers for 2016 (3<sup>rd</sup> year) of £1,436.50. It was noted that the price quoted was double last year's, as British Gas has decided that the two heat exchangers located within each boiler casing should count as separate units, therefore doubling the units covered by the contract from two to four.

***Resolved to cancel the existing service contract upon maturity and to instruct the Clerk to look at including the Town Hall heating system in any service contract to be taken out for the Rhiw Road site (quotations are currently being sought for the three on-site plant rooms, including two boiler rooms and one air handling plant room).***

***Further resolved to delegate authority to the Buildings Sub-Committee to select the best of the quotations received and award any service contract.***

#### **284/15 Leavers Checklist:**

The Clerk advised members that she had recently been made aware of the need for a simple leavers' checklist for members and/or staff, to help ensure that items such as ID badges, keys, bank cards, passwords, and council documents are returned when a member of staff or councillor leaves and that a forwarding address and/or phone number is provided.

***Resolved to recommend that a simple checklist is introduced, with immediate effect.***

#### **285/15 Training:**

The Clerk asked members to consider funding a Traffic Management training course for members and volunteer stewards who assist with traffic management at local events, including the Remembrance Sunday parade and bonfire night event. It was noted that the cost would be £125 per person for a full day of accredited training and that a minimum of ten persons are required to run the course, which would ideally be held on a Saturday to enable a school car park to be used. It was noted that this training is required to ensure the safety of pedestrians and vehicles at these events and the cost would need to be met from general reserves as it exceeds the training budget currently available.

***Resolved to recommend that the Council authorises the Clerk to arrange a fully funded (from reserves) traffic management training course for volunteer stewards, to take place on a Saturday prior to the events later this year (subject to a minimum of ten volunteer stewards being willing/able to attend).***

#### **286/15 Local Members Ward Allowances:**

The Clerk submitted, for consideration, project proposals from:

- a. Cllr B Bagnall – for £300 for craft materials for Douglas Road youth club.
- b. Cllr C Perry (plus possibly Cllrs Gordon Ward and/or Merrill Jones) – up to £739.11 to cover insurance costs for Tan Lan Community Centre.

***Resolved to approve both project proposals , which meet the scheme criteria.***

**c. Annual Estimates:**

The Clerk tabled, for consideration, the Draft Annual Estimates for 2016/17. A brief verbal presentation was given on the Draft Estimates and members were encouraged to take them away and read the Clerk's accompanying explanatory notes and to contact her directly with any queries.

It was noted that, subject to the consideration of large grant applications later this month, the Estimates propose only a minor increase in precept requirement, which, due to a higher tax base figure for 2016/17, would result in no increase to the typical Band D precept payable for 2016/17 (of £37.00).

The Clerk also tabled the revised Staff salary projections for 2016/17, to include the estimated increase in national insurance contributions that will apply from 1/4/2016.

Members were also asked to consider whether to apply any increase to room hire charges for 2016/17.

***Resolved to:***

- i. Refer the Draft Annual Estimates to Council for approval.***
- ii. Approve the salary details for staff for 2016/17, as detailed on the confidential paper circulated to members and signed by the Chairman of this Committee.***
- iii. Recommend that no increase be made to room hire charges for 2016/17.***

**287/15 Grants:**

- a.** The Clerk tabled, for consideration, the small grant applications received during the past quarter.

***Resolved to recommend that small grants be approved, as detailed on Schedule 'B' attached.***

- b.** ***Resolved to call a Special meeting of the Committee to consider the Large Grant applications for 2016/17 at 5.15 pm on Monday 25<sup>th</sup> January 2016.***

- c.** It was noted that reports and/or letters of thanks have been received from the following grant recipients:

- i.** St Kentigern Hospice (Report)
- ii.** Colwyn Bay Heritage Group (£380)
- iii.** Colwyn Choral Society (£500)

**Large Grant Second Instalments:**

- iv.** Beulah Brass
- v.** Carers Outreach Service
- vi.** Home Start Conwy

The meeting closed at 7.55 p.m.

..... Chairman