

**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 18<sup>TH</sup> MAY 2016**

**PRESENT:** Cllr D Griffiths, Chairman  
Cllrs: C Hughes, A Khan, A Mason, T Pearson, Mrs V Perry, P Richards,  
Dr S Roy, S Taylor

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

**19/16 Election of Chairman and Vice- Chairman for 2016/17:**

*Resolved to re-elect Cllr D Griffiths as Chairman and Cllr Mrs H Meredith as Vice-Chairman for 2016/17.*

**20/16 Welcome & Apologies for Absence:**

The Chairman welcomed members to the meeting and apologies for absence were received from the Mayor, Cllr J Davies and from Cllr Mrs H Meredith.

**21/16 Declarations of Interest:**

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

**22/16 Appointment of Deputy Mayor:**

*Resolved to take agenda item 11 first, at the request of two members who have to leave the meeting early to attend a school governors' meeting.*

The Chairman introduced the agenda item, informing members that he had spoken to several members who had been unhappy with the procedures adopted by the Council for the appointment of the Deputy Mayor following the last elections, which were used for the first time at the Council meeting on 18<sup>th</sup> April. Members expressed concern about the incorrect use of the word 'ballot' in the Standing Order, which had misled some members into thinking that a secret ballot would be held. The Clerk tabled a copy of the relevant Standing Orders, for information. In order to encourage debate, the Chair suggested three possible options: to continue electing a Deputy Mayor based on seniority and review the process to be adopted should there be equal service between two or more members, to elect each year based on a ballot only (where there was more than one nomination), or to elect based on a combination of seniority and area represented.

Several members spoke in favour of the current system of electing a Mayor based on seniority, as they would prefer to avoid any political voting. It was commented that none of the concerns expressed had related to the appointment being made based on seniority, but rather the process of drawing a name from a hat where there is equal

service for two or more of the most senior members. A suggestion was made that past service (broken) could also be taken into consideration to determine seniority, but only where there is equal seniority based on current unbroken service. There was no support for an area based appointment, as it was considered that the Mayor should think of him/herself as representing the whole of the Bay of Colwyn area, whichever ward they are elected in or live in.

***Resolved to recommend that Standing Orders 2(i) to 2(k) be amended as follows and that an additional paragraph (new 2(k) be inserted:***

***2(i) The Councillor to be nominated for the Office of Vice-Chairman (Deputy Mayor) shall be that Councillor who is the most senior member, in terms of unbroken years of service, who has not yet served as Mayor (subject to paragraphs j-l below).***

***(j) If a Councillor to be nominated for the Office of Vice-Chairman (Deputy Mayor) in accordance with paragraph (i) above, for whatever reason chooses not to accept the nomination, he or she shall retain the right to be nominated in any succeeding year in advance of any more junior councillors and the next most senior Councillor will be nominated.***

***(k) Where two or more Councillors with equal service are eligible and willing to be nominated, in accordance with (i) and (j) above, any previous period(s) of broken service will be taken into consideration to determine seniority.***

***(l) Where there are still two or more Councillors with equal service who are eligible and willing to be nominated, in accordance with paragraphs (i) to (k) above, the nomination will be determined by a secret ballot taking place at either the last Full Council meeting prior to the Annual Meeting, or (if the nominated Councillor has not been re-elected in an election year) at an Extraordinary Council meeting called for that purpose.***

**23/16 Minutes:**

- a. Resolved to approve and sign as a correct record the Minutes of the last meeting, held on 30<sup>th</sup> March 2016.**
- b. Resolved to receive a copy of the Minutes of the Buildings Sub-Committee, held on 6<sup>th</sup> May 2016.**
- c. Resolved to receive a copy of the Minutes of the Amenities Sub-Committee, held on 16<sup>th</sup> May 2016.**

**24/16 Matters Arising from Previous Minutes:**

**a. Min. 394/15 – WBFG Act 2015:**

The Clerks gave a brief verbal report following a presentation given by Fran Lewis, James Harland and Shane Wetton at the Conwy Clerks' Network meeting held in April. It was noted that the County Council will be undertaking

community engagement during the summer to inform reviews of the Corporate Plan, Local Development Plan and Locality Plan and to feed into the Public Service Board's assessment of local wellbeing needs. Town and Community Councils were being encouraged to submit contact details for any active local groups that they feel may like to be consulted. The Clerk confirmed that she had sent an e-mail to all Councillors after the meeting to ask that they contact her with details of any relevant local groups.

***Resolved to note the update from the Clerk and await further information in due course.***

**b. Min. 399/15(a) – Youth Grants:**

The Clerk submitted, for information, written confirmation that the £2,000 for beach equipment for Porth Eirias is no longer required, as funding has been obtained elsewhere.

***Resolved to receive and note the correspondence.***

**c. Min 435/15(b)(i), Min 435/15(e)(iii) and (iv), Min. 435/15(f)(iii), 437/15 and 438/15: Buildings Sub-Committee:**

Members were asked to consider and endorse the recommendations, as detailed in the Minutes. The Clerk read out each of the minutes in turn and gave brief background information to each.

***Resolved to endorse the recommendations of the Buildings Sub-Committee:***

- i. That the heating contractor, once appointed, be asked to check the efficiency and adequacy of the heating in the Conwy Connect offices and be asked to provide advice on both this and the heat loss in other parts of the rear annexe building.***
- ii. That the Council asks CCBC Legal Services to assist with drawing up a lease for the Mens' Shed, subject to agreement of Heads of Terms and once planning change of use has been approved.#***
- iii. That a proposal by the Mens' Shed to seek funding to replace the garage doors be approved in principle.***
- iv. To accept the consultancy services quotation from One Voice Wales for property maintenance and facilities work, to include carrying out an audit of compliance with statutory duties and developing a planned approach to implementing new policies and procedures for the future management of the Rhiw Road site, at a cost of £1,125 plus travel expenses for 3 days work on site.***
- v. That permission is not given for the permanent installation of equipment in the rear meeting room by the Radio Club, due to the shared use of this room.***
- vi. That a letter be sent to the Parish Church Council to raise concerns about the lack of equal shared use of the parking area between the Town Hall and Church owned buildings next door and query if agreement could be reached over use of some of spaces, possibly by encouraging Daffodil to use the driveway to the former Church Rooms to park the large minibuses.***

The Clerk tabled a copy of the service charge re-charges for Rhiw Road buildings for 2015/16, for information.

- d. ***Resolved to note the resolutions of the Buildings Sub-Committee, as detailed in the minutes.***

- e. **Amenities Sub-Committee:**

***Resolved to endorse the following recommendations of the Amenities Sub-Committee, tabled at the meeting:***

- i. ***Min. 16/16: All applicants in receipt of grants of £2,000 or above for events are required to send a representative to a briefing session to be arranged by Rachael Gill (CCBC) and those receiving grants of less than this amount be encouraged to attend.***

- ii. ***Min. 17/16: To award grants to five applicants and defer two, pending a request for further information, as detailed in Schedule 'A' to those Minutes.***

- Cllr Paul Richards declared a personal and prejudicial interest in this item, as he is involved in the running of one of the events. He therefore retired from the meeting whilst this matter was considered.

- iii. ***Min. 18/16: To allocate a budget of £8,500 towards a Christmas Event for 2016 (from the Christmas Event budget of £6,000 previously paid to the Chamber of Trade and £2,500 from the Events Budget for 2016/17) and to write to the CCBC Events team to request their support in running an event similar to the Coca-Cola truck event last year (but without the truck) to build on the momentum from that event and to recommend that the newly appointed BID Officer also be approached for possible match-funding.***

**25/16 Finance:**

- a. ***Resolved to authorise payments made on behalf of the Council for the period 18/3/16 to 6/5/16, as detailed in Schedule 'A' attached.***
- b. ***Resolved to receive and authorise the Chairman to check and sign the bank reconciliations as at 31.3.16.***
- c. The Clerk tabled, for consideration, the draft Income/Expenditure report for year end 31.3.16 and a schedule of budgeted expenditure items that were not completed, as expected, during 2015/16 and requested authorisation to carry these forward to the new financial year.

***Resolved to receive the income and expenditure report, note the comments of the Clerk and authorise the carry forward of several unspent budget allocations from 2015/16, as detailed in Schedule 'B' attached.***

It was noted that the draft accounts will be submitted to the full Council meeting

on 6<sup>th</sup> June for approval.

- d. The Clerk submitted, for information, correspondence from CCLA regarding the Local Authorities Property Fund.

**26/16 Conwy CBC:**

**a. Access all Eirias**

The Clerk submitted, for information, a copy of a recent press release regarding Proms in the Park. It was noted that the Council will receive ten hospitality tickets for this event, as one of the funding bodies, and that these would be allocated by a draw at a future Council meeting.

**b. Draft Revised Statement of Licensing Policy**

The Clerk submitted a copy of the draft statement and asked that members consider referring this to the GP&P Committee, as that Committee usually receives and considers notices of licensing applications.

*Resolved to refer the draft policy to the General Purpose & Planning Committee.*

**27/16 Welsh Government:**

It was noted that there was no WG correspondence, probably due to the recent National Assembly elections.

**28/16 One Voice Wales:**

- a. The Clerk submitted an invitation to the Larger Councils Conference, to be held on 6 July.

*Resolved to receive and note the correspondence.*

- b. The Clerk submitted an e-mail and draft pay policy and asked members to consider adopting a Pay Policy Statement in accordance with the recommended draft.

*Resolved to recommend that the Council adopts a pay policy, as detailed in Schedule 'C' attached, and makes this available on request.*

**29/16 Sub-Committees:**

Resolved to re-appoint and approve the Terms of Reference for the following Sub-Committees, as detailed in Schedule 'D' attached:

- a. The Amenities Sub-Committee
- b. The Audit Sub-Committee
- c. The Buildings Sub-Committee

d. The Staffing Sub-Committee

**30/16 Mayoral Robes:**

The Clerk submitted prices and samples from the Mayoral Robe supplier used and recommended by a number of other local Councils. It was noted that the material which most closely resembles the current robes is the Superfine Doeskin, priced at £1,180 for a robe complete with black velvet trim and fake fur. Prices were also submitted for replacement bicorn and tricorn hats, at £290 each.

*Resolved to recommend that the Council purchases two new Mayoral robes, one longer than the other, and two hats (one bicorn and one tricorn), to replace those on long-term loan from CCBC, which will be kept for display purposes only.*

**31/16 National Living Wage:**

The Clerk submitted information on the new living wage rate and asked the Committee to authorise an increase to the Cleaner's salary to Pt. 8 (£7.209 per hour), to take effect from 1 April 2016.

*Resolved to authorise the increase in hourly pay, with effect from 1<sup>st</sup> April 2016, in line with current legislation.*

*Further resolved to ask that the Clerk investigates if there are ways in which her hourly rate could be further improved.*

**32/16 Overtime:**

*Resolved to authorise up to six days of overtime for additional office cover by the Administrative Assistant during the absence of the Assistant Clerk (May/June).*

**33/16 Colwyn BID:**

The Clerk submitted a copy of the correspondence circulated with the NNDR bills about the new BID levy, for information.

Resolved to note the information and payment of the new BID levy on the Town Hall.

**34/16 Zurich Local Council Advisory Scheme:**

*Resolved to approve the renewal of membership for 2016/17 at a cost of £95.*

**35/16 XLN Telecoms:**

The Clerk submitted, for information, notice of a price increase of £1.50pm for phone/broadband services to cover increased line rental costs.

**36/16 Corona Energy:**

The Clerk submitted, for information, notice of a price increase of 1.7% from April to

cover increases in distribution, transmission and renewable levy costs.

**37/16 Colwyn Victoria Pier:**

The Clerk submitted, for information, a brief written update from Colwyn Victoria Pier Trust.

***Resolved to receive and note the update and await further information in due course.***

**38/16 Local Members Ward Allowances:**

The Clerk submitted/abled project proposals from:

- a. Cllr G Baker - £100 for Rhos on Sea Methodist Church Playgroup
- b. Cllr B Bagnall - £100 for fruit trees for Ysgol Nant y Groes
- c. Cllr H Meredith & Cllr S Williams - £600 for Bryn Cadno Community Centre's 15<sup>th</sup> anniversary celebrations.

***Resolved to approve the above mentioned LMWA proposals.***

The Clerk informed members that all unspent allowances from 2015/16, up to a maximum of £300 per Member, would be carried forward and added to the allowances for the 2016/17 financial year.

***Resolved to circulate a copy of the new year's allowance summary to each member, for information.***

**39/16 Grants:**

- a. It was noted that the latest CVSC funding newsletter is available on request from the Clerk.
- b. It was noted that letters of thanks have been received from the following grant recipients:
  - i. Kids Cancer Charity
  - ii. Home Start Conwy
  - iii. Rhos on Sea Methodist Church
  - iv. Sir John Henry Morris Jones Trust Fund.
  - v. St Kentigern Hospice (newsletter)
- c. It was noted that a query has been sent to Relate in respect of the recent small grant award, following reports of charges for some services and that the reply would be submitted for consideration as soon as it is received.

The meeting closed at 8.30 p.m.

..... Chairman