

**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 17<sup>TH</sup> AUGUST 2016**

**PRESENT:** Cllr D Griffiths, Chairman  
Cllrs: C Hughes, A Mason, Mrs H Meredith, T Pearson, P Richards,  
Dr S Roy, S Taylor, G Ward

**127/16 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 V Perry.

**128/16 Declarations of Interest:**

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

**129/16 Minutes:**

- a. *Resolved to approve and sign as a correct record the Minutes of the last meeting, held on 29<sup>th</sup> June 2016.*
- b. *Resolved to receive the Minutes of the Buildings Sub-Committee meeting, held on 27<sup>th</sup> July 2016.*

**130/16 Matters Arising from the Minutes:**

**a. Min. 85/16(b) – Events Grant:**

The Clerk submitted, for information, correspondence from Cllr S Roy in connection with the NWAMI event grant application.

*Resolved to receive and note the information.*

**b. Min. 119/16(e)and(f)- Town Hall Building:**

The Clerk gave a brief verbal report following a visit by the local surveyor to consider the roofer's report and make recommendations regarding the flat roofed section of the building and to inspect the cracks above the rear garages. It was noted that he is now writing up a schedule of works and will send this to a local builder in order for a quotation to be obtained.

*Resolved to delegate authority to the Clerk, in conjunction with the Chairmen of the Policy & Finance Committee and Buildings Sub-Committee, to consider the schedule of works and quotation, when received, and decide how to proceed (i.e. consider if further quotations are necessary or if the work should commence as soon as possible). Further resolved to request that the Clerk e-*

*mails all Committee members to advise them of the proposed decision.*

**c. Min. 119/16(g) – Property Maintenance and Facilities Management:**

The Clerk gave a verbal report on progress with actioning the urgent items in Schedule A to the Buildings Sub-Committee Minutes and members were asked to consider delegating authority to procure works when quotations are received, as follows:

- i. Fire Risk Assessment:** Quotations not yet sought.
- ii. Legionella Risk Assessment.:** The N W Police legionella R.A. has been requested but not yet received. Once received, this will need to be updated and a separate RA may be required for the Town Hall side of the building.
- iii. Asbestos Site Survey:**  
*Resolved to accept a quotation from Environmental Essentials to carry out a Management Survey of the former Police Station, to include analysis of samples and report.*
- iv. Gas Safety:** It was noted that quotations have been sought from five companies for the annual service/gas safety inspection for the three boiler rooms on site, plus twice yearly servicing of the air handling plant room.  
*Resolved to delegate authority to the Clerk, in conjunction with the Chairmen of the Policy & Finance Committee and the Buildings Sub-Committee, to select the best quotation based on annual costs and call-out fees/response times, size of company (number of engineers), location and any previous experience.*
- v. Lift Inspection:** It was noted that three quotations have been sought, one company has declined to quote, one has been received and the other has not yet responded.  
*Resolved to accept the quotation from Zurich for a twice yearly safety inspection, at a cost of £250 p.a. and to arrange for the first inspection to be carried out.*
- vi. Gutter Cleaning/Inspection:** It was noted that three quotations are being sought for the cleaning and inspection of all the gutters and downpipes.  
*Resolved to delegate authority to the Clerk, in conjunction with the Chairmen of the Policy & Finance Committee and the Buildings Sub-Committee, to select the best quotation and arrange for the work to be carried out as soon as possible.*

**d. Min. 119/16(g) – Facilities Management Consultancy:**

*Resolved to authorise Dr Gardner to undertake some further consultancy work at the agreed daily rate to review tenancy agreements and leases, update these where required and formalise written agreements in respect of landlord and tenants' premises obligations.*

**e. Min. 119/16(g) – Rhiw Road Occupiers Group:**

*Resolved to authorise the setting up of a Rhiw Road Occupiers Group, to include the Chairman of the Buildings Sub-Committee and the Clerk and representatives from each of the site occupiers, for the sharing of information.*

**f. Min. 119/16(g) – Energy Performance Certification:** It was noted that the Carbon Trust are not able to provide an EPC following their recent visit to carry

out an energy performance survey and that this will need to be procured elsewhere.

**131/16 Finance:**

- a. *Resolved to authorise payments made on behalf of the Council for the period 21/6/16 to 31/7/16.*
- b. *Resolved to receive and authorise the Chairman to check and sign the bank reconciliations as at 31.7.16*
- c. The Clerk submitted, for information, the quarterly income/expenditure report as at 30/6/2016.  
*Resolved to receive and note the report.*
- d. The Clerk submitted, for information, correspondence received from CCLA following the 'Brexit' vote regarding the Local Authorities Property Fund.  
*Resolved to receive and note the correspondence.*

**132/16 Welsh Government:**

- a. It was noted that the responses to the Draft Local Government (Wales) Bill consultation are now available in a summary report and the Clerk submitted a brief statement from Mark Drakeford, Cabinet Secretary, for information.
- b. It was noted that a summary report of responses to the rail policy consultation is available on the Welsh Government's website.
- c. The Clerk submitted a consultation document about Welsh Government's proposals for higher rates of Land Transaction Tax (Stamp Duty) for purchases of additional residential properties, when this is devolved (April 2018) to maintain consistency with current UK taxes (an additional 3% land transaction tax was imposed on additional residential properties from April 2016).

*Resolved to receive and note the above correspondence.*

**133/16 Conwy CBC:**

**a. County Conversation:**

- i. The Clerk submitted information from the CCBC website, and Cllr C Hughes gave a short verbal report from the recent briefing event that he had attended, along with Cllrs S Roy and G Baker. He advised members that the feedback obtained from local residents via the County Conversation will help to inform the One Conwy Plan, Locality Plans, Wellbeing Plans and Community Infrastructure Levy priorities for the term ahead. Local residents should therefore be encouraged to participate. Members were then asked to consider the need for a presentation to all members, which Cllr Hughes had offered to deliver.

*Resolved that a separate briefing session is held prior to the end of September, so that local members can encourage others in their community to participate.*

- ii. The Clerk submitted, for consideration, follow-up e-mail correspondence from Chris Ashman, formerly of The Means, recommending some local face-to-face engagement to complement the County Conversation engagement work. County Cllr C Hughes advised members that the Welsh Government were likely to be making a decision shortly about the roll-out of a social media and web based approach to community engagement, similar to that used to inform the Abergele Place Plan.

*Resolved to receive the correspondence, note the services being offered by Chris Ashman and await further information/guidance from the Welsh Government.*

**b. Inspire Day:**

Members reported that the event, held in the town centre on 5<sup>th</sup> August, had been very good and it had brought together a number of community groups. Members were asked to consider a suggestion that the Town Council purchases some banners/feathers for use when the Town Council has a presence at future public meetings/events. A discussion took place around the pros and cons of pop-up and feather banners and whether or not a gazebo was required. It was noted that the Town Centre Manager has five 3m x3m gazebos which are available for use by others.

*Resolved to recommend that the Town Council approves, in principle, the purchase of two good quality pop-up type banners and that the design and wording for these is considered further at the next meeting.*

**134/16 North and Mid Wales Association of Local Councils:**

The Clerk submitted, for consideration, a consultation paper from the Association on the expected review of Town and Community Council boundaries, as proposed in the Draft Local Government Bill issued prior to the Welsh Assembly elections. The Clerk also advised Members that she had received a paper from the Society of Local Council Clerks' Welsh Policy Officer in connection with ongoing discussions with the Welsh Government, which could result in amended proposals.

*Resolved that the Clerk forwards the SLCC paper to all members of the Committee and any response to the N&MWALC be deferred until the next meeting.*

**135/16 Insurance Renewal:**

*Resolved to confirm renewal of the Zurich insurance policy for year two of a three year long term agreement.*

**136/16 Business Improvement District:**

The Clerk submitted the minutes from a recent Project Board meeting, for information. It was noted that the Clerk represents the Town Council on the Project Board and that Cllr C Hughes is the County Council representative on the Strategic Board.

**137/16 CVSC:**

*Resolved to authorise renewal of membership for 2016/17, at a cost of £15.*

**138/16 Colwyn Victoria Pier:**

The Clerk submitted, for information, a copy of a Members Briefing note circulated by CCBC to County Councillors and it was noted that CVPT has requested a meeting with the Pier Board to discuss this further.

*Resolved to receive and note the briefing note and update.*

**139/16 Staff Training and Development:**

- a. It was noted that staff performance development reviews will be undertaken in the next month and will seek to identify any training needs for the next year.
- b. It was noted that fees for the SLCC National Conference 2016 have been reduced by £100 to £295 and a further discount will be applied for regular attendees.  
*Resolved to authorise the Clerk to attend the conference on 13<sup>th</sup>-15<sup>th</sup> October.*
- c. The Clerk submitted a report on the SLCC's Leadership in Action Conference, held in June.

**140/16 Local Members Ward Allowances:**

- a. The Clerk submitted, for consideration, a project proposal from Cllr Mrs G Baker.

*Resolved to approve a donation of £200 to Parkway Social and Coffee Club to enable them to widen their activities.*

- b. The Clerk submitted a letter from the local Mens' Shed Group returning the ward allowance from Rhos Members given in 2015/16, due to their concerns about their ability to react with any urgency to maintenance requests. Cllr P Richards, who works quite closely with some members of the group, explained their concerns about them being a social group with fluctuating membership and the possibility they may not be able to respond as quickly as we might need them to.

*Resolved to cancel the returned cheque and set aside the £500 towards Rhos on Sea street furniture, in accordance with the Rhos members wishes when making the donation.*

**141/16 Grants:**

It was noted that letters of thanks have been received from:

- a.** Parkway Luncheon Club
- b.** North Wales Deaf Association

The meeting closed at 7.45 p.m.

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