

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD
IN THE COUNCIL CHAMBER, TOWN HALL, RHIW ROAD, COLWYN BAY, AT
6.30 P.M. ON MONDAY 12TH JUNE 2017**

PRESENT: The Mayor, Cllr J Pearson
Cllrs: Mrs G Baker; B Barton; C Brockley; Mrs G Campbell; J Davies;
Mrs H Fleet; C Hughes; M A Jones; Mrs M Jones; A Khan;
C Matthews; A Pearson; M Pickard; P Richards; M Tasker; M Worth;
S Williams

OFFICER: Mrs C Earley, Town Clerk

43/17 Apologies for Absence:

Apologies for absence were received from Cllrs: A Kealey, A Mason and H Meredith.

44/17 Announcements:

Several announcements were made by The Mayor, including:

- a. Notification that the Town Council's annual Civic Service will be held on Sunday 24th September at a location to be confirmed.
- b. The Clerk read out a statement from Cllr A Kealey, thanking fellow members for their support following the bombing in Manchester on 22nd May.
- c. Cllr Bob Barton was invited to read out a brief statement informing his fellow members of a medical condition he suffers from which may affect him during council meetings.
Cllr Barton was thanked for sharing this information with the Council.

45/17 Declarations of Interest:

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

46/17 Visitors to the Council:

- a. The Chairman welcomed Eilwen Jones to the meeting to address the Council regarding Community Resilience.

Eilwen gave a brief verbal presentation, outlining her role with the North Wales Councils' Regional Emergency Planning Service, which came into existence following the merger of the separate county teams three years ago. Eilwen's role includes community resilience and providing business continuity advice for small businesses. A draft template for assisting the preparation of community emergency plans has been developed and a copy of this was circulated at the meeting. This is intended as a tool to assist communities to write their own emergency plans, as local knowledge is of paramount importance in developing these. The eventual aim is to have a plan in each community, with a community response team and telephone cascade system ready for use, if and when required.

The service is hoping to trial use of the template in six community areas during the next 12 months and Colwyn Bay has been identified as one possible pilot area. The emergency plan is designed to cover all emergency situations which may arise and is not just about flood response. Eilwen agreed to forward an e-mail to the Town Clerk to formally invite the Bay of Colwyn Town Council to participate in the pilot project and lead in the setting up of a steering group to begin to being the process of writing an emergency plan covering the Colwyn Bay area. The Regional Emergency Planning Service will be on hand to assist with this process throughout.

A brief question and answer session followed the presentation and questions/comments were made about the following: the importance of having an emergency plan in a small village in Denbighshire; the need to support our communities in the absence of formal government support; whether it will take 12 months to develop a plan or if it could be done quicker than this; whether any financial support was available to cover the costs; concern about the possible risk and consequences of a major incident affecting trunk road access for victims / emergency services response; lack of capacity to provide resources such as emergency housing; local incidents of flooding over Christmas period and community response; need for out of hours contact details for schools / community centres / churches / leisure centres etc; the need for A0 size community maps and where these can be obtained (CCBC mapping officer).

Eilwen was then thanked for her informative presentation and she retired from the meeting.

- b. The Clerk submitted information about Digital Communities Wales and members were asked to consider if a presentation would be beneficial.

Resolved to request that Craig Hughes attends a future meeting of the General Purpose & Planning Committee to outline the support available through Digital Communities Wales.

47/17 Minutes:

- a. ***Resolved to approve and sign as a correct record the minutes of:***
 - (i) The last meeting of the Council, held on 24th April 2017.*
 - (ii) The Annual Meeting of the Council, held on 15th May 2017.*

- b. ***Resolved to receive a copy of the minutes of the following meetings:***
 - (i) The General Purpose & Planning Committee, held on 2nd May 2017.*
 - (ii) The Policy & Finance Committee, held on 24th May 2017 (Draft).*
 - (iii) The General Purposes & Planning Committee, held on 30th May 2017. (Draft)*

48/17 Matters Arising from Those Minutes:

- a. **Min. 430/16 – Council Vacancies:**

Members were asked to consider the applications received, as submitted by the

Clerk, and to co-opt two new members to fill the vacancies in Colwyn Ward. A secret ballot then took place.

Resolved, by a majority of votes in both cases, to co-opt Kathryn (Kate) Swindon and Dave Bradley to fill the two vacancies in Colwyn Ward.

b. Min. 8/17 – Representatives to Outside Bodies:

Members were asked to consider filling the vacancies that had arisen for representatives on outside bodies. It was suggested that several relating to Old Colwyn should be left until the two new co-opted members have taken up office, to also give them an opportunity to represent the council should they wish to do so.

Resolved to fill the majority of vacancies and re-appoint representatives to outside bodies, as detailed in Schedule ‘A’ attached.

Further resolved to request that all appointed representatives report back regularly on any meetings that they attend.

c. Resolved to endorse the recommendations of the Committees, as detailed in the following Minutes:

- i. Min. 434/16(b) – Picnic Benches on Colwyn Bay Promenade: To ask CCBC to take over responsibility for the newly refurbished picnic tables sited on its land.***
- ii. Min. 19/17(a) – Code of Practice on Ethical Employment in Supply Chains: To sign up to the Code of Practice, as requested by the Welsh Government.***
- iii. Min.17/17(e) – Budgets: To carry forward several budgets from 16/17 to cover expenditure now likely to be incurred in 17/18, as detailed in the Schedule to those Minutes.***
- iv. Min 32/17(a) – CCTV: To accept GPP’s recommendation to purchase a permanent CCTC camera for the Rhos Prom site.***
- v. Min 41/17(a) – Observations on Planning Applications considered on 30th May:***

The Clerk informed the Council that a query had been received following submission of the Schedule ‘A’ Planning Observations from the meeting held on 30th May. One of the local County Councillors sought confirmation as to whether the Town Council was upholding its initial comments and objections to the Plas Gwilym Quarry outline planning application for housing, in line with its response to the pre-application consultation. Members of the committee clarified their intention that the Town Council maintains its previously expressed concerns/objections to this application, as outlined in its response to the pre-application consultation, and that it had simply had no further objections to add at the meeting held on 30th May.

Resolved to amend the response sent to the Planning Authority after the meeting on 30th May to confirm that the Council maintains its previously expressed concerns/objections to this application.

d. Resolved to note the resolutions of the Committees, as detailed in the Minutes.

49/17 Committees:

Resolved to re-appoint the Volunteer Awards Committee, as detailed in Schedule 'B' attached.

50/17 Annual Accounts and Audit:

- a. The Clerk and Responsible Financial Officer submitted a copy of the Draft Statement of Accounts for 2016/17 and invited any questions from Members.
- b. The Clerk submitted, for consideration and approval, the accounting statements and Annual Governance Statement for the Annual Return for the Year Ended 31st March 2017.
- c. The Clerk tabled the Internal Audit Report for y/e 31st March 2017 and responded verbally to the points raised.

Resolved to approve the accounting statements, subject to one amendment to the year-end debtors (boxes 3,7 & 8) following completion of the internal audit work, which had highlighted one additional year-end debtor.

Further resolved to complete the Annual Governance Statement and authorise the Chairman to sign the Annual Return ready for submission for External Audit.

Resolved to refer the audit report to the Policy & Finance Committee for any further action on the recommendations therein.

51/17 Mission Statement and Objectives 2017-2022:

The Clerk submitted, for consideration, the draft Mission Statement and overarching objectives for the Council for the term ahead.

Resolved to adopt the updated Mission Plan and statement of Objectives for the term ahead, subject to one minor amendment.

The Clerk then gave a verbal report on a training session she had attended the previous week at which a Clerk from a larger Council had outlined the approach his Council had taken to producing a detailed Corporate Plan for the term of office ahead. The Clerk suggested that this Council could follow a similar approach, to consider the aspirations of the various members and communities they represent and articulate this in a written plan detailing short and medium term actions for the term ahead. Members were generally supportive of this approach.

Cllr Chris Hughes also reminded members of the need to press ahead with the development of Place Plan for the Colwyn Bay area, in line with Welsh Government guidance, in order that our communities can benefit from the Community Infrastructure Levy which is likely to come into operation later this year. The Clerk advised the Council that she liaising with the Planning Policy Officer at CCBC about commencing work on developing a Place Plan for Colwyn Bay and that a date for a workshop is awaited (deferred due to the May elections). It was noted that the development of a Place Plan could be one of the actions included in the Corporate Plan.

Resolved to proceed with a visioning event(s) to inform a Corporate Plan for the term ahead and to request that the Clerk circulates a number of alternative dates, to include evenings or Saturdays, so that a date can be selected that is convenient for the most members.

52/17 Request for Prayers Prior to Council Meetings:

The Clerk submitted legal advice from the SLCC confirming that, unlike Parish and Town Councils in England, Welsh Local Councils have no power to be able to have prayers as part of any formal council meeting. Members were then asked to consider a request from the Mayor for the Council to reintroduce the practice of holding prayers prior to the commencement of meetings of the full Council, following his appointment of a Mayor's Chaplain.

Concern was expressed that those members who did not wish to attend for prayers would be arriving and getting seated during the prayers, if it were to be held in the Chamber directly before the Council meeting started. It was suggested, therefore, that the prayers could take place in either the Committee Room or Back Room, subject to availability.

It was noted that this would not require a resolution of support from the Council and could simply be done by invitation directly from the Mayor.

Resolved to leave this matter for the Mayor to discuss with the Mayor's Secretary.

53/17 GP Services:

- a. The Clerk submitted a written response from Cadwgan Surgery to the follow-up letter sent to Penrhyn Bay and Cadwgan surgeries earlier this year, stating, in relation to action by the Welsh Government to incentivise GP recruitment, that "It is far too early to be able to predict the effects of this and other facets of the Government's GP recruitment drive, but it is at least a step in the right direction".

Resolved to note the response from Cadwgan Surgery.

- b. Cllr C Hughes gave a brief verbal report on a meeting called by BCUHB following an announcement that Drs Murphy and Weiss at Rysseldene Surgery are not renewing their GMS contracts. It was noted that recent evidence shows that doctors do not want to buy into partnerships and are preferring to be salaried

instead. Newly qualified doctors often choose to go to more highly populated areas where they will come across a wider range of medical conditions. As a result, Rysseldene Surgery has dropped from six to two partners and BCUHB will have to take over the practice when the two GPs retire later this year. There has been a similar situation at a new medical centre in Prestatyn, where patients have commented on a significant improvement in services.

Resolved to thank Cllr Hughes for his report.

54/17 Bank Signatories:

The Clerk advised the Council of the need to appoint a further two new bank signatories, following the loss of several bank signatories at the recent elections.

Resolved to appoint Councillors Malcolm Worth and Glenys Baker as bank signatories, to replace Viv Perry and David Griffiths.

55/17 Councillor ID Badges:

It was noted that an order will be placed for ID badges for all members (expiry date May 2022), using the photographs held for the website. Members were asked to contact the Clerk in the next week if they wished a different photograph to be used.

56/17 Access all Eirias Concerts:

a. Bryan Adams:

A ballot was conducted to allocate the Town Councils' tickets for the concert being held on 9th July.

The Clerk advised members that Rachael Gill, CCBC Corporate Events and Marketing Manager, would welcome the opportunity to meet with the new Council to give an overview of the current partnership arrangements with regards to events and to outline details of a possible new event for Colwyn Bay waterfront later this year.

Resolved to invite Rachael to a future meeting to address the Council.

b. It was noted that five young people from the recent Volunteer Awards night have confirmed their attendance as Town Council guests at the Little Mix concert on 8th July and a response is still awaited from the fire station with regards to inviting young Bonfire event volunteers.

The meeting closed at 9:10pm

..... Chairman