

**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 14<sup>TH</sup> FEBRUARY 2018**

**PRESENT:** The Mayor, Cllr J Pearson (Chairman)  
Cllrs: C Hughes, A Mason, T Pearson, P Richards, K Swindon

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

**326/17 Apologies for Absence:**

Apologies for absence were received from Cllrs H Meredith (Chairman), J Davies (Vice-Chairman), H Fleet, A Kealey and, A Khan.

Resolved, in the absence of the Chair and Vice-Chair, to appoint the Mayor as Chairman for this meeting.

**327/17 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following interests were declared:

- Cllr T Pearson, personal and prejudicial interest in item 11(c) – youth grant application from Colwyn Bay Cricket Club.

**328/17 Minutes:**

- a) *Resolved to approve and sign as a correct record the Minutes of:*
  - i) *The meeting held on 3<sup>rd</sup> January 2018.*
  - ii) *The Special Meeting, held on 22<sup>nd</sup> January 2018.*
- b) *Resolved to receive a copy of the Draft Minutes of the Buildings Sub-Committee Meeting, held on 12<sup>th</sup> December 2017.*

**329/17 Matters Arising from the Minutes:**

- a) Min. 231/17 – Zurich Annual Health & Safety Seminar:

The Clerk gave a brief verbal report on the recent annual seminar, which had included a recent claims review, risk assessment guidance and focus sessions on lone working and safeguarding.

A discussion followed around safeguarding and DBS checks and the Clerk confirmed that enhanced DBS checks were only possible to obtain for roles which involve direct contact with children or vulnerable adults. An example given was that a playground inspector would not need a DBS check.

It was noted that the Clerk would be reviewing the notes from the seminar and checking the Council's current policies and procedures in relation to both safeguarding and lone working. Any recommended updates or amendments would

be brought to this Committee for approval.

**b) Min. 279/17 – General Data Protection Regulations:**

The Clerk submitted further advice (from the Society of Local Council Clerks and from OVW/NALC) on the need to appoint a Data Protection Officer and it was noted that a case is currently being taken to Government to seek an exemption for parish/community and town councils. It would appear from the advice received to date that it would not be appropriate, in most Councils, for the Clerk to also be the DPO, due to the potential conflict of roles. If it does become necessary to appoint a DPO, they must have the necessary competence and expertise and a good understanding of the local government sector. The Clerk has been looking into potential providers of this service and has so far identified the CCBC DPO (not yet appointed, as at end of January), JDH Business Services (our Internal Auditor) and Microshade (our IT service provider). Details of the service available and respective costs will be obtained from each of these in due course.

A discussion ensued about whether a suitably experienced layperson or councillor could take on the role of the DPO, on a voluntary basis, or whether Clerks could act as DPO to neighbouring Councils.

*Resolved to request that the Clerk enquires if a local Councillor could legally fulfil this role and to await a follow-up report from the Clerk.*

**c) Min. 285/17(d) – Asbestos Management:**

The Clerk gave a brief verbal update from the Clerk, confirming that the asbestos removal works in the rear vacant storeroom had been completed at the end of January. Correspondence was submitted from Environmental Essentials regarding ongoing management of any remaining asbestos (in the under-sink pad and possibly in the remaining floor tile adhesive). This will be included in the asbestos management plan for the site, which is currently being prepared.

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

**330/17 Finance:**

- a) *Resolved to authorise payments made on behalf of the Council for the period 21/12/17 to 31/1/18.*
- b) *Resolved to receive and authorise the Clerk and Chairman to check and sign the bank reconciliations as at 31/12/17.*
- c) *Resolved to receive and note information on the CCLA Local Authority's Property Fund.*

**331/17 Welsh Government / National Assembly:**

The Clerk submitted the following correspondence, for consideration:

- a) Statutory Guidance for Local Authorities: Local Toilet Strategies

*Resolved to receive and note the consultation document.*

**332/17 Conwy County Borough Council:**

The Clerk gave a brief verbal report on the Bay Life Strategic Management Group's Masterplan review meeting, held on 30<sup>th</sup> January, and the Bay Life Officer Group meeting, held on 5<sup>th</sup> February. It was noted that the Masterplan review workshop is being run again for Town Councillors on Monday 19<sup>th</sup> February.

*Resolved to receive and note the report from the Clerk.*

**333/17 Wales Audit Office:**

The Clerk submitted, for information, the report of the Auditor General for Wales on Financial Management and Governance in Local Councils 2016'17.

*Resolved to receive and note the report, which will be also submitted to the Audit Sub-Committee.*

**334/17 Future Generations Commissioner for Wales:**

It was noted that the Commissioner has recently published a Future Generations Framework for infrastructure projects.

**335/17 Independent Remuneration Panel for Wales:**

- a) It was noted that the Annual Report (final) for 2018/19 is expected shortly and it is not yet known whether any allowances for members will be compulsory for 2018/19, or if HMRC will agree for the basic members' allowance to be paid without tax deductions.
- b) The Clerk gave a brief verbal update on outstanding allowance payments to members for the current Municipal year. It was noted that these had been approved by the Council in April 2017, but payment had been deferred pending any ruling from HMRC on their tax status. However, they would need to be paid by May 2018 to all those members who don't opt out and consideration must therefore be given to available payroll options, in case the HMRC decision is either not received before then, or does not go in our favour.

The Clerk submitted prices from three payroll providers:

- i) Buy-in to the CCBC payroll service, at an anticipated cost of around £1,000p.a.
- ii) Use a specialist payroll provider (used by a local council) to run the monthly payroll, issue payslips and P60s and submit returns to HMRC and Gwynedd Pensions. The cost of this would vary, depending on the number of councillors/staff receiving payments each month/year, but would be approximately £1,000 max in year one (including set up fees) and £650 p.a. thereafter.

- iii) Purchase specialist payroll software (SAGE 50) and request the Clerk continues to do the monthly/annual payroll tasks, at an approximate cost of £336 p.a. for up to 25 people or £672 p.a. for over 25, plus the Clerk's time.

The Clerk advised members that it would be helpful to have an indication of the number of councillors who would like to claim the allowance in the current year, to enable the above options to be more accurately compared

A discussion ensued about whether the decision to pay the basic allowance should be taken back to Council to review, given the new information available on the additional costs to implement it. There was also discussion about the implications for members' individual financial circumstances, with concern expressed that those most in need of the allowance may suffer a reduction in benefits if they were to claim it. It was noted that each individual member's circumstances would be different and this would be up to each member to check/confirm themselves, before deciding if to accept the allowance.

- Cllr A Mason retired from the meeting during this discussion.

***Resolved to request that the Clerk writes to each member to inform them of their right to claim the basic members' allowance for 2018/19 and to request that each member signs and returns a form to either claim the allowance or to opt out. The Clerk will then be able to provide the Committee with a more accurate costing for the various payroll options.***

### **336/17 Grants:**

- a) ***Resolved to authorise the Clerk to apply for a £500 grant towards the cost of the summer Playing Out sessions.***
- b) The Clerk submitted, for consideration, an Events Grant application which had been received in the office on 7 December, but accidentally omitted from the Events grant file at the last meeting. It was noted that there is £3,200 as yet unallocated in the Events Grant budget for 2018/19.

***Resolved to recommend that a grant of £2,312 to CVSC Play Development for the annual Play Day celebration in Eirias Park be approved.***

- c) The Clerk submitted, for consideration, the fourteen new Youth Grant applications received for 2017'18.

Given the time (8pm), members were asked whether they wanted to defer this item and convene a Special meeting to consider them prior to the Council meeting on 5<sup>th</sup> March.

***Resolved to continue with consideration of the youth grant applications and recommend that grants are awarded, as detailed in Schedule B attached.***

Cllr T Pearson retired from the meeting room during consideration of application D (Colwyn Bay Cricket Club), having declared a personal and prejudicial interest.

- d) The Clerk submitted, for information, the evaluation report from Colwyn BID on the 2017 1940s Festival and members were asked to approve payment of the grant for the 2018 event.

***Resolved to approve payment of the grant for the 2018 event, in accordance with the approved budget.***

- e) It was noted that letters of thanks/ reports have been received from the following grant recipients:
  - i) Small Grants: Colwyn Choral Festival.
  - ii) Large Grants (18'19): Benefits Advice Shop, Cruse, Home Start Conwy, Upper Colwyn Bay Community Centre
  - iii) Events Grants: Conwy CBC, Colwyn Bay Cricket Club.

The meeting closed at 9.30 p.m.

..... Chairman