

**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 5.00 P.M. ON WEDNESDAY 28<sup>TH</sup> MARCH 2018**

**PRESENT:** The Mayor, Cllr J Pearson (Acting Chairman)  
Cllrs: H Fleet, C Hughes, A Kealey, A Khan, T Pearson, M Pickard, P Richards

**OFFICERS:** Mrs T Earley, Town Clerk  
Miss L Austin, Administrative Assistant

**IN ATTENDANCE:** Cllr Bob Barton

**377/17 Appointment of Chairman:**

*Resolved, in the absence of the Chairman, Cllr H Meredith, to appoint the Mayor, Cllr J Pearson, as Chairman of the Committee for this, the last meeting of the current Municipal Year.*

Cllr Bob Barton was welcomed to the meeting, as an observer, and he requested permission from the Chairman to speak on agenda items 5(b)(ii) and 7(c).

**378/17 Apologies for Absence:**

Apologies for absence were received from Cllrs H Meredith (Chairman), A Mason, M Jones and K Swindon.

**379/17 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 J Pearson, non-prejudicial interest in item 17(b) – small grants application from Llandudno Community Radio.
- Cllr A Kealey, non-prejudicial interest in item 16(d) – Ward Allowance proposal for Old Colwyn Football Club

**380/17 Minutes:**

*Resolved to approve and sign as a correct record the Minutes of the last meeting held on 14<sup>th</sup> February 2018.*

**381/17 Matters Arising from the Minutes:**

- a. Min. 329/17(b) – General Data Protection Regulations (GDPR):

The Clerk advised members that it would not be lawful to appoint a member of the Council as its Data Protection Officer and she was currently sourcing quotes from alternative providers, which will be brought to the next meeting for

consideration, along with a draft data protection policy and initial audit findings.

***Resolved to note that the Clerk will bring quotations, draft policy and initial findings to the May meeting.***

**b. IRPW and Members' Allowances:**

- i. The Clerk submitted, for information, a copy of the letter sent out regarding Members Allowances, and stated that to date, there had been 4 claims, 18 foregoes (several verbally, with forms to follow) and 1 response awaited. As the Town Council's existing HMRC payroll software had the capacity to deal with the number who wished to claim the Members Allowance, there was no need to consider other payroll options for the current financial year. This is on the presumption that allowances will be paid at the end of each Municipal year, each April.

***Resolved to note the responses received and to authorise the Clerk to use the current Town Council payroll system to make the payments due for the 2017/18 municipal year.***

- ii. The Clerk submitted, for consideration, the final IRPW report for 2018'19. Members were asked to note the determinations 44-53 and consider the payment(s) for senior roles (determination 46) and for the Mayor and Deputy Mayor (determinations 52 & 53).

A discussion ensued about the recommendations set out in the IRPW report, in relation to an annual payment of £500 to the Chairs of the Policy & Finance and General Purpose and Planning Committees, in recognition of their specific responsibilities.

***Resolved to recommend determinations 44-53 for adoption, to include an annual payment of £500 to the Chairs of both the Policy & Finance and General Purpose & Planning Committees, to fulfil the requirements of determination 46.***

- Cllr T Pearson arrived at this juncture.

A further discussion then ensued about Determinations 52 and 53 and the level of honorarium payments to be made to the Mayor and Deputy Mayor. Due to the frequency and nature of full Council meetings, the Clerk recommended a payment of £750 for the Mayor (£500 basic allowance + £250 clothing allowance), and £500 for the Deputy Mayor (£250 basic allowance + £250 clothing allowance).

***Resolved to recommend, in accordance with Determinations 52-53, that an annual payment of £750 be made to the Mayor and £500 to the Deputy Mayor.***

***Further resolved to recommend that the Mayors Civic Allowance be reduced to £2,000 per annum, to allow for the clothing element to be included in the***

*Councillor Allowances and not paid from the Mayor's Civic Allowance.*

- Cllr Chris Hughes arrived at this juncture

**382/17 Finance:**

- a. *Resolved to authorise payments made on behalf of the Council for the period 1/2/2018 to 16/3/2018, as detailed in Schedule 'A' attached.*
- b. *Resolved to receive, note and authorise the Clerk and Chairman to check and sign the bank reconciliations, as at 28/2/2018.*

**383/17 Welsh Government / National Assembly:**

The Clerk submitted the following correspondence for consideration:

- a. Written statement – Tax Policy Work Plan 2018.

*Resolved to receive and note the Tax Policy Work Plan 2018.*

- b. Strengthening Local Government: Delivering for People – green paper consultation.

*Resolved to defer drafting the Town Council's response to the consultation until the next meeting, to be held on the 23<sup>rd</sup> May. Members were requested to retain/read their copy of the consultation document prior to the next meeting.*

- c. Draft Autism (Wales) Bill:

Cllr Bob Barton tabled a detailed written report on the Consultation Paper on the Draft Autism (Wales) Bill. He has asked if anyone disagrees with any comments to let the Clerk know by Wednesday 4<sup>th</sup> April so she can add these comments to the response.

Cllr P Richards thanked Cllr Barton for his comprehensive report.

*Resolve to delegate authority to the Clerk to respond in accordance with Cllr Barton's report, after Wednesday 4<sup>th</sup> April.*

- d. UK Government Call for Evidence – Single Use plastic waste:

*Resolved to receive and note the call for evidence.*

- e. Welsh Government Support for Joint Arrangements:

*Resolved to delegate authority to the Clerk and Mayor to submit a bid, if sufficient interest from Mochdre and Llysfaen Community Councils is expressed in relation to working jointly on a community engagement exercise to*

*inform a Place Plan.*

**384/17 Conwy County Borough Council:**

The Clerk submitted the following correspondence for consideration:

**a. Ysgol Swyn y Don Learning Resource Classes:**

The Clerk submitted a copy of the statutory consultation document.

*Resolved to receive and note the consultation document.*

**b. Bryn Euryn Handrail Project:**

The Clerk submitted a report on project completion (large grant funded).

*Resolved to receive and note the report.*

**c. HLF Great Place funding:**

The Clerk gave a brief verbal report on the IMAGINE Colwyn Bay project, which had its funding bid of £400,000 recently approved by the Heritage Lottery Fund Great Places Scheme (with match funding of £51,000 over the next 2 years from the Town Council, Colwyn BID and Conwy CBC - £17,000 each). Work will start immediately on preparing for its implementation; the first stage will be to employ a project lead officer with an Arts/Heritage background. The Clerk will report back regularly from any meetings she is invited to attend. It was noted that a press release will be published tomorrow to publicise the funding and that there is a press embargo until midnight tonight.

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

**d. Bay Life Strategic Management Board:**

Cllrs P Richards and C Hughes gave a brief verbal report, confirming that Rob Dix had drafted the final version of the CBTC Investment Plan and it will be out for consultation in due course.

*Resolved to invite Rob Dix to attend to present the final version to the Town Council in June.*

**e. Conservation funding enquiry.**

The Clerk submitted, for consideration, an email enquiry from CCBC Museum Development Officer asking the Town Council to consider contributing to the conservation of a portrait.

*Resolved to advise the applicant to submit a small grant application.*

**385/17 Wales Audit Office:**

The Clerk submitted, for consideration, the national survey of town and community councils, which requires a response by the 6<sup>th</sup> April 2018.

*Resolved to authorise the Clerk to respond to the national survey by 6<sup>th</sup> April.*

**386/17 Building Communities Trust:**

Cllr P Richards gave a brief verbal report on the Building Communities Trust's recent meeting. It was noted that the ten year project is still in its consultation phase, but the group are considering organising a music festival in late September / early October.

**387/17 Utility Bills:**

a. The Clerk submitted, for information, correspondence from XLN advising that there has been a small increase in the monthly phone line / broadband fees.

*Resolved to note the increase in monthly phone line / broadband fees.*

b. The Clerk submitted, for consideration, a proposal from LSI to assist with sourcing a new gas/electricity contract (for the whole Rhiw Road site) from September 2018.

*Resolved to authorise the Clerk to source energy quotes from LSI.*

**388/17 Theatr Colwyn Management Committee:**

Cllr C Hughes, Chair of Theatr Colwyn Management Committee, suggested that Paul Sampson be invited to give a presentation to a future meeting of the Council on his curator/photography role.

*Resolved to request that the Clerk invites Paul Sampson to a future meeting.*

- Cllr H Fleet arrived at this juncture

**389/17 One Voice Wales (OVW):**

The Clerk advised members of the reasons for the previous year's resolution to not join One Voice Wales and to instead source advice from SLCC and/or the CCBC legal team, as and when required. A suggestion was made that OVW should consider offering a two-tier membership – with and without access to the legal advice/support service. The Council would benefit as a 'network' member from newsletters, sharing of best practice, training and area committee meetings, but without the expense of a costly advice service that is rarely used.

*Resolved to recommend that the Clerk contacts OVW to inform them that the Town Council will not be joining in 2018/19, due to the cost of membership and relative value of benefits, and to request that a two-tier membership system be considered.*

### **390/17 Dementia Friendly Communities Event – 20/2/18:**

Cllr H Fleet gave a brief report on the Dementia Friendly Communities Event she had attended on the 20<sup>th</sup> February 2018. She informed members that it had been a wonderful event: Rhos on Sea was announced as the 9<sup>th</sup> community in North Wales to work towards becoming a Dementia Friendly Community and there were now over 6000 Dementia Friends in North Wales; those who had attended a free awareness session. Sue Phelps, Chair of the Alzheimer's Society Cymru, had been in attendance.

There was now an Older Drivers Referral Scheme at Ysbyty Glan Clwyd for older drivers to have someone sit with them whilst they drove and then receive useful feedback over a cup of tea. North Wales Police also demonstrated their Keep Safe card, which someone with Dementia could use to help others to help them. It contained information on the person, including previous addresses, which could explain why they were in that location. The 'Orange Wallet' initiative was discussed, which identified a vulnerable person. Cllr B Barton mentioned this had been implemented on Arriva Buses; so that a driver shown a bus pass within an orange wallet would know that that citizen had a disability.

A discussion then ensued on whether this should be taken forward as an agenda item, to encourage and promote the issues and ideas raised by Cllr H Fleet in her report.

*Resolved that Cllr P Richards puts forward a written proposal on taking forward the ideas discussed, as a Council.*

### **391/17 Colwyn BID:**

The Clerk submitted, for information, a copy of the recent newsletter.

*Resolved to receive and note the Colwyn BID newsletter.*

### **392/17 Ward Allowances:**

The Clerk submitted, for consideration, project proposal forms from Cllrs N Bastow, G Baker, H Fleet/C Brockley and A Kealey.

*Resolved to authorise payments for the projects submitted from the Members Ward Allowance budget.*

### **393/17 Grants:**

#### **a. Events Grants:**

The Clerk submitted, for consideration, a covering letter and late application for funding from ROSTA.

*Resolved to award the applicant £800 from the remaining events grant budget and to advise that they apply for funding separately for their Christmas event (from the budget set aside for Christmas event(s)).*

**b. Small Grants:**

The Clerk submitted, for consideration, the small grant applications received for quarter 4 in 2017/18, as detailed in Schedule 'B' attached.

*Resolved to award grants to applicants, as detailed in the schedule attached.*

The Clerk then asked members to consider, as in previous years, making donations to the Llandrillo yn Rhos Charities and the Sir John Henry Morris Jones Trust Fund from the unspent small grants budgets for 2017/18.

*Resolved to recommend that a donation of £1,778 be made to the Sir John Henry Morris Jones Trust Fund from the unspent small grants budget and that the remainder of the budget (£500) be donated to the Llandrillo yn Rhos Charities (£300 to the Poor Charities and £200 to the Educational Charity).*

**c. Other Grants Correspondence:**

**i. Benefit Advice Shop:**

The Clerk submitted, for consideration, a letter from the Benefits Advice Shop asking the Town Council to consider waiving the £10 per week room fees.

*Resolved to authorise the Clerk to decline this request, on the basis the large grant awarded to the Benefit Advice Shop included a payment towards the cost of room hire at the Town Hall.*

**ii. Colwyn Bay Cricket Club:**

The Clerk submitted, for information, a letter from Colwyn Bay Cricket Club. It was noted that they are refurbishing their Tea Pavilion to provide an inside space for supporters at major events.

*Resolved to receive and note the letter from Colwyn Bay Cricket Club.*

**iii. Letters of Thanks:**

It was noted that letters of thanks/ reports have been received from the following grant recipients:

- (i) Conwy Youth Service (youth grant)
- (ii) NW Burlesque & Cabaret Festival
- (iii) ROSTA – Christmas Fayre

The meeting closed at 6.40 p.m.

..... Chairman