



2018-22

Corporate Plan



Bay of Colwyn Town Council
Town Hall, Rhiw Road, Colwyn Bay



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Foreword by the Town Mayor

I am delighted to have the opportunity to introduce the first Corporate Plan published by the Bay of Colwyn Town Council, which covers the period May 2018 – May 2022 (or to the date of the next local elections, if earlier). The overall purpose of the document is to summarise the main aspirations of the Council for the current term of office and outline how we plan to achieve these.

We not only hope that this will give you a greater understanding of the work of the Town Council, but it will also help us to manage expectations and to focus on what we need to do in the short and medium term towards achieving our vision, mission and objectives.

Our Corporate Plan should give you confidence that we are supporting the Bay of Colwyn area in an efficient, forward thinking, sustainable and effective way. However, we are not limited by the aspirations and objectives we set out in this plan and we are always willing to listen to the ideas of others. Engaging with our local Community will therefore be a consistent theme throughout the term ahead.

Cllr Steve Williams, Bay of Colwyn Town Mayor 2018-19



Introduction

This Corporate Plan is intended to be a statement of the Vision, Mission and Key Objectives of the Town Council for the current term of office. It aims to provide clarity to our local residents on the role and priorities of the Council and give details of what we plan to focus our attention on during the next four years. This will guide our annual budget setting process and be used to help us formulate our annual action plans.

The Corporate Plan provides the Council with a framework to work within, giving it direction and enabling it to work in a more focussed, consistent and co-ordinated way. It will provide a benchmark for monitoring and reviewing performance and demonstrate that decisions are being made in a consistent, transparent and accountable way.

The Corporate Plan will also give the local community a better understanding of what the Town Council does and what is the responsibility of other public bodies, such as Conwy County Borough Council. It will be available on our website and to view in hard copy format at the Town Hall and Colwyn Bay library.

A comprehensive review of this Corporate Plan will be undertaken following the next local elections (currently expected to be in May 2022).

Our Corporate Plan is our main way of telling you what we are doing to meet the needs of our local community. Please tell us what you think – we welcome your comments and are happy to answer any questions you may have.

**Please contact: Tina Earley, Town Clerk, Bay of Colwyn Town Council,
Town Hall, Rhiw Road, Colwyn Bay 01492 532248 clerk@colwyn-tc.gov.uk**

Overview of the Town Council

Bay of Colwyn Town Council is a corporate body, formed under the provisions of the Local Government Act 1972. It came into existence in May 1995, as part of the last local government reorganisation, which also saw the creation of Conwy County Borough Council. It is a local authority in its own right and is part of the first tier of

local government, with an important role in shaping and supporting the local communities it represents.

Conwy County Borough Council is the second, larger tier of Local Government and is the provider of many of our local services, such as: highways, social services, education, refuse collection, environmental services, planning, licensing etc.

The Town Council has 24 elected members who represent a population of approximately 25,000 people across six Wards: Rhos, Dinarth, Rhiw, Glyn, Eirias and Colwyn. These cover the communities of Rhos-on-Sea, Colwyn Bay (including Upper Colwyn Bay) and Old Colwyn. Most Town Councillors attend two to three meetings per month and though they can receive a small amount to reimburse them for out of pocket expenditure, are not paid for their time. Many choose to stand for election as they want to help make a difference in the local communities that they represent.

The Town Council elects a Chairman in May each year and he/she takes the title of Town Mayor. The Mayor is responsible for ensuring that the Council meetings are run effectively and in accordance with the rules (Standing Orders), but he or she is also the public figurehead and spokesperson of the Council and represents it at many functions and events during the year.

The Council uses Committees to help it to make decisions. The two main Committees are the General Purpose & Planning Committee and the Policy & Finance Committee. The Committees have some delegated powers and also report back to the full Council, where any recommendations are considered and endorsed. They usually meet in one of the smaller meeting rooms in the Town Hall and the Council meets in the main Council Chamber. There are also a number of smaller sub-committees which focus on particular areas of work, such as Volunteer Awards, Christmas lights or the Bonfire Sub-Committee.

The agenda for each Council or Committee meeting is posted on the notice board outside the Town Hall and on the Council's website and members of the public are welcome to attend meetings to watch the Council make its decisions. A list of our future meeting dates can be found on our website and minutes of meetings of the Council and its Committees are also published online at www.colwyn-tc.gov.uk

Some of the matters commonly discussed by the Town Council include: planning applications (we are a statutory consultee on all applications affecting our area); street furniture (signs, notice boards, benches, cycle racks, litter bins, bus shelters,

street lights etc); parks and open spaces and events. The Town Council regularly provides financial support for local events organised by others and for local voluntary groups and clubs operating in its area (please see the grants section of our website for details of how to apply).

It is also often called upon to act as a lobbying voice for the local community, where there are concerns about, or improvements needed, to services delivered by other public bodies. This can include services by Conwy County Borough Council, such as highways, education or social services, or other important public services such as local policing or health matters.

It is also either consulted about, or is directly involved in partnership working with the County Council and others for some larger locally based projects, such as the recent regeneration programme in Colwyn Bay.

Many of the Council's members also have a role in representing the Council on other local bodies, such as environmental groups, business groups, community centres, schools governing bodies and other local interest groups. This helps the Council to keep in touch with things that are happening in the local area.

Whilst recognising it has wide and varied role, the Town Council can only do those things that it is permitted by law to do – these are known as the **powers** of the Council. The Council also has a number of **duties** which it must perform, though these are fairly limited in number. The powers of the Council include the ability to provide or contribute towards the provision of things like recreational facilities, tourism activities, festivals and events, the arts, bus shelters, war memorials, crime prevention measures, litter bins, meeting and conference facilities, footpaths, street cleaning etc. The Council has limited powers to incur expenditure on other matters, using a Power of Wellbeing, but this is limited financially in accordance with the provisions of S.137 of the Local Government Act 1972.

The Town Clerk and Responsible Financial Officer (RFO) is the principal employee of the Council and is responsible for writing the agenda and minutes of meetings, for advising the Council on its legal duties and powers and for carrying out the decisions of the Council. The Town Clerk is supported by a small team of staff, based at the Town Hall, including a part-time Assistant Clerk, Administrative Assistant and a caretaker/cleaner.

Corporate Vision, Mission and Values

The Town Council has recently considered and agreed its vision, mission and core values, as follows:

Our vision is to be a vibrant, inclusive and caring coastal community

To achieve this vision for the future, the Town Council approved its Mission statement on 14th May 2018:

We commit to represent, listen and be accountable to the whole community, to value our heritage, nurture the wellbeing of all and to promote a thriving and vibrant environment, for current and future generations.

In order to do this, we will engage with our community and encourage collaboration, long-term thinking and innovation to positively impact on the wellbeing of all who live in, work in or visit the Bay of Colwyn.

Our Core Values:

Underpinning our vision and mission are a number of core values, which will be reflected in what we do and what we say. We aim to be ...

Ethical

Empowering

Honest & Trustworthy

Respectful

Inclusive

Caring & Responsible

Well-being statement

We recognise that well-being is about being healthy and happy in all areas of our lives, including physical and mental health, good relationships and being part of resilient communities.

We will strive to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs and we will take what action we consider reasonable towards our local Public Service Board's priority areas.

Key Objectives

For the term ahead, we have agreed to focus on the following priority areas:

- **People are educated and skilled**
- **People are safe and feel safe**
- **People have good quality homes they can afford**
- **People are healthy and active, with good mental wellbeing for all ages**
- **People live in a town which has a prosperous economy**
- **People value and look after the environment and support community resilience**
- **People live in a town where heritage, culture and the Welsh language thrive**
- **People are informed, included, listened to and can add to their community, thus supporting Community Empowerment**

These reflect the priorities of Conwy County Borough Council and incorporate the key objectives of the Conwy and Denbighshire Public Service Board, as detailed in the Local Area Well-being Plan published in May 2018.

We will agree an **action plan** each year setting out what we intend to do each year to assist towards meeting these objectives. We also undertake to publish an **Annual Report** each year to explain what action we have taken.

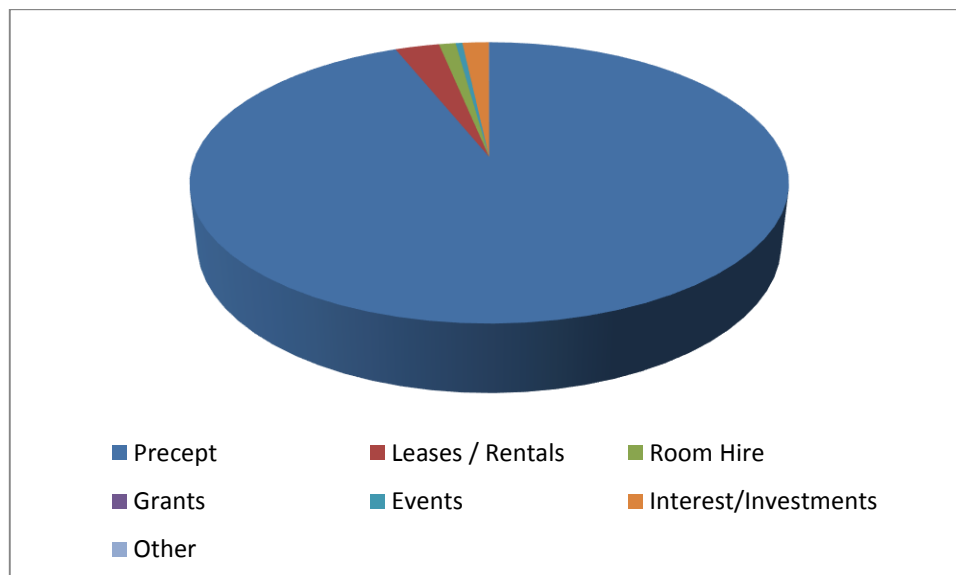
Budget Overview

The Town Council receives the majority of its income from the residents of the Bay of Colwyn area, through what is known as the 'precept'. This is a local tax set by the Town Council annually and it is collected on our behalf by Conwy County Borough Council, as part of the annual council tax bill.

In 2018/19, an average council tax bill (**Band D property**) included **£38.62** for the Town Council. This equates to just £0.74 per week for an average household and provides a total precept income of £435,300.

Other income comes from lease/rental of rooms at the Town Hall site to other organisations, occasional one-off grants, income from events and interest/income from investments.

Fig.1: Sources of Income (2018/19)



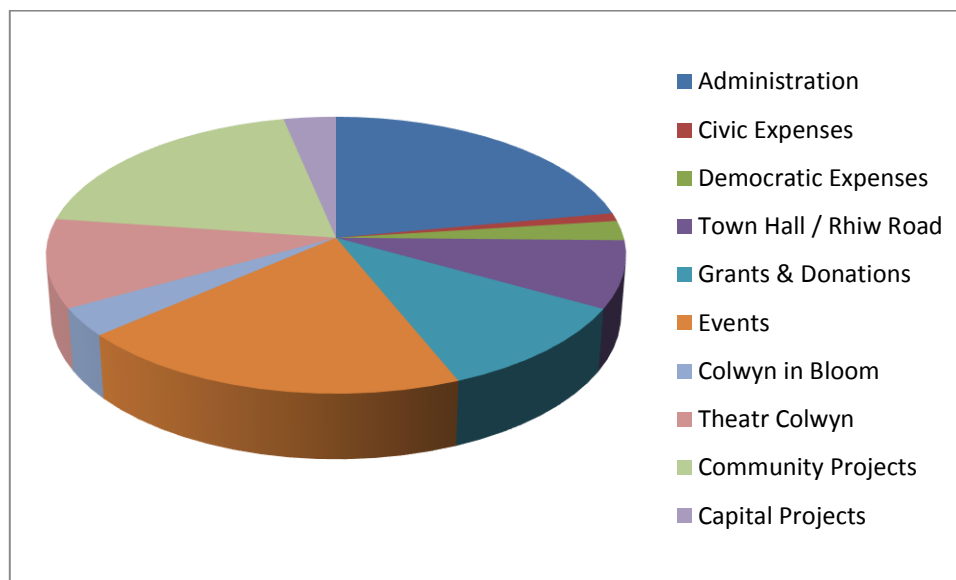
The Council agrees its annual expenditure budget by January each year and uses this to determine the amount of precept it needs to collect from its residents. The Council's main expenditure items each year can be itemised under the following broad headings:

- Administrative costs: staff, travel, training, insurance, audit, professional fees, office and IT equipment, IT and software support and publicity
- Civic Expenses: mayoral expenses and municipal events
- Democratic Expenses: members' travel expenses, allowances, training and election expenses
- Town Hall / Rhiw Road site: all premises related costs

- Grants and Donations: small (under £500) and large grants to local organisations, scholarships and youth grants
- Events: funding for events run by the Town Council, such as the annual bonfire and fireworks event, and funding support to others putting on events in the local area.
- Colwyn in Bloom: various environmental projects
- Theatr Colwyn: support for our local theatre
- Community Projects: a variety of community based projects including summer play schemes, Christmas lights, CCTV, parks and gardens, street furniture and community engagement.
- Capital Projects: street furniture (e.g. bus shelters) and contribution to play equipment across the county council owned local playgrounds

The total budgeted expenditure for 2018/19 is £532,175, with the shortfall of £68,675 being made up by the use of general reserves.

Fig.2: Main items of expenditure 2018/19



Governance and Accountability

The Council aims to be open and accountable in all that it does, whilst ensuring sound and rigorous management of its assets and resources. It does this by having Standing Orders, Financial Regulations and Internal Controls and by adopting proactive risk management practices. The Council is subject to annual internal and external audits and reports the outcomes of these on its website and noticeboard.

Current Activities

The aim of this section is to give you an overview of what the Council is currently doing towards achieving each of its broad objectives, as outlined in page 7.

- **People are educated and skilled**
 - Appointment of community governors to each of the primary schools
 - Supporting local organisations (by way of grants) to help people to develop new skills
 - Providing low cost meeting/training rooms at the Town Hall
- **People are safe and feel safe**
 - Developing and co-ordinating a pilot project on Community Resilience
 - Contributing to the provision of CCTV
 - Working closely with the neighbourhood policing team on local issues
 - Organising the annual bonfire and fireworks event, to encourage people to stay safe on bonfire night.
- **People have good quality homes they can afford**
 - Responding to consultations on the Local Development Plan
 - Having a well-informed and proactive Planning Committee that supports good quality developments in suitable and sustainable locations
- **People are healthy and active, with good mental wellbeing for all ages**
 - Supporting local organisations which provide social and recreational activities (by way of grants)
 - Procuring open access summer play schemes for local children
 - Funding new and replacement play equipment and supporting our local parks, gardens, waterfront and woodlands
 - Providing grants for youth projects and activities
 - Supporting projects and activities that promote health and mental wellbeing, e.g. Dementia Friendly Rhos-on-Sea
- **People live in a town which has a prosperous economy**
 - Supporting and working with the local business community (via the Colwyn Business Improvement District and local business/trader organisations)
 - Supporting activities that bring tourists or day visitors to the town, e.g. exhibitions, events, festive lighting and marketing.

- **People value and look after the environment and support community resilience**
 - Funding the activities of the Colwyn in Bloom Committee, which works hard throughout the year to champion the local environment making Colwyn Bay an attractive place to live, visit or do business
 - Funding anti-litter and anti-dog fouling campaigns
 - Conducting environmental audits (with partner organisations) and supporting local beach / environmental clean-ups
 - Providing funding for street furniture and other environmental enhancements, through grants and local members' ward allowances

- **People live in a town where heritage, culture and the Welsh language thrive**
 - Supporting the HLF Great Places – 'IMAGINE Colwyn Bay' grant funded heritage and arts project
 - Supporting and providing entertainment and the Arts, e.g. through funding support for Theatr Colwyn
 - Providing grant funding for cultural events and activities, e.g. the 2019 National Eisteddfod
 - Promotion/support of the Welsh language, e.g. grant funding for Welsh language newsletter
 - Storing/displaying civic artefacts and regalia
 - Providing municipal events, such as Remembrance Sunday (in partnership with the British Legion and St. Paul's Church), Volunteer Awards evening, and the annual Civic Service
 - Providing clerical support and Trustees for several ancient local charities and acting as custodian of the Colwyn Bay war memorial and the town centre Andrew Fraser Memorial Clock.

- **People are informed, included, listened to and can add to their community, thus supporting Community Empowerment**
 - Members of the Council regularly engage with local residents, both informally as part of their day to day activities, or more formally when the need arises, e.g. for specific projects
 - Supporting and attending local events
 - Championing local democracy
 - Giving local residents a voice in local matters which affect them on a day-to-day basis, throughout their lives.

Future Actions

During the plan period, we will regularly consider additional projects and activities that contribute towards one or more of these key objectives. Those that are taken

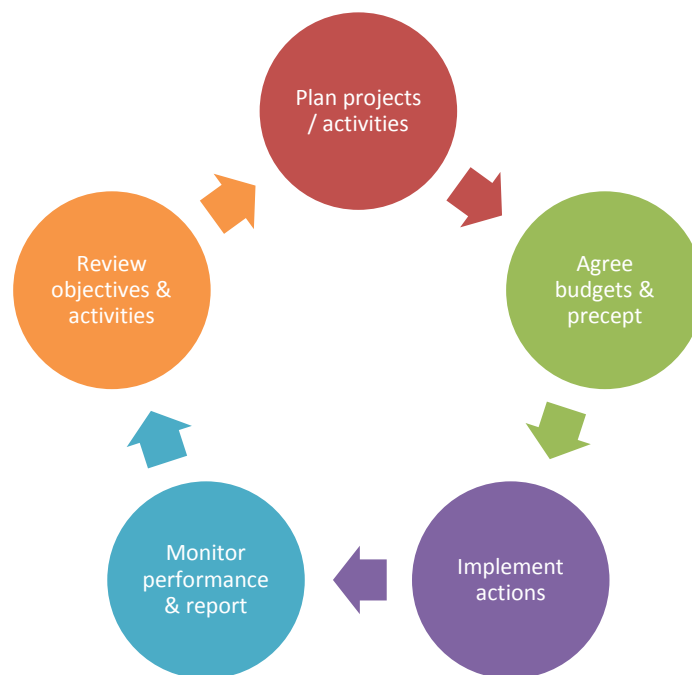
forward will be recorded in an annual action plan and reported on annually, by way of an Annual Report. The current Action Plan is available to view on our website.

Monitoring and Review

Performance against our agreed objectives will be monitored quarterly by the full Council and, wherever possible, will be measured using quantifiable outputs and outcomes. The process of identifying new projects and activities, agreeing actions, setting budgets, monitoring performance and reviewing progress will be a constant cycle, with the key stages being:

- Approval of an annual action plan (by December each year)
- Budget setting for the following financial year (January)
- Quarterly progress review (June, September, December, March)
- Production of Annual Report (May), summarising progress made / activities undertaken during the preceding financial year and outlining key aspirations for the year ahead.
- Reviewing the key objectives in the Public Service Board's local Area Wellbeing Plan and incorporating any new ones (annually, on publication)

Fig 3: Plan/Budget/Implement/Monitor/Review Cycle:



Contact us:

For more information about the Town Council and updates on local news and events etc, please visit our website at www.colwyn-tc.gov.uk

You can also find us on Facebook or Twitter – search for ‘Bay of Colwyn Town Council’. Alternatively, please call us on 01492 532248, or visit us at the Town Hall, Rhiw Road, Colwyn Bay (adjacent to St Paul’s Church).

Please get in touch if you have any comments, queries or concerns that you think may be of interest or relevance to the Town Council. We are always interested to hear the views of residents, local businesses and visitors to the area.

Your Local Councillors:

The Town Council is split into six areas, known as Wards, with each Ward having its own elected representatives. Details of the current elected members can be found here (please check our website for the latest contact details):

Colwyn Bay Councillors: Rhiw Ward:



Cllr Neil Bastow
546586 / 07722 427885
metalbastow2106@zoho.com



Cllr Adam Kealey
08adamkealey@gmail.com



Cllr Mick Pickard
530110
soundings1@btinternet.com



Cllr Stephen Williams
07885 255099
stevewilliams_147@hotmail.com



Cllr Malcolm Worth
07986 315853
malcolmworth@gmail.com

Colwyn Bay Councillors: Glyn Ward



Cllr Chris Hughes

535973 / 07960 014931

cllr.chris.hughes@conwy.gov.uk



Cllr Abdul Khan

07596 497329

cllr.abdul.khan@conwy.gov.uk



Cllr Colin Matthews

518018

colinmatthews55@yahoo.co.uk



Cllr Paul Richards

532397

awelfan@gmail.com

Rhos on Sea Councillors: Rhos Ward



Cllr Glenys Baker

07485 042432

bakerglenys@hotmail.co.uk



Cllr Chris Brockley

07463 770540

chris.brockley@gmail.com



Cllr Gemma Campbell

07393 974895

rhosgem@gmail.com



Cllr Hannah Fleet

07732 605123

cllrhannahfleet@gmail.com



Cllr Hazel Meredith

info@colwyn-tc.gov.uk

Rhos on Sea Councillors: Dinarth Ward



Cllr David Howcroft
07901 690797
davehowcroft65@btinternet.com



Cllr Jeff Pearson
592436 / 07886 198070
geffy31@yahoo.co.uk



Cllr Max Tasker
07538 013782
maxtasker@yandex.com

Old Colwyn Councillors: Eirias Ward



Cllr Bob Barton
07931 330171
bob4eirias@gmail.com



Cllr Adrian Mason
07812 678910
adriangmason@gmail.com



Cllr Anthony Pearson
info@colwyn-tc.gov.uk

Old Colwyn Councillors: Colwyn Ward



Cllr Dave Bradley
07715 670883
david.bradley407@btinternet.com



Cllr Mark Jones
07946 632229



Cllr Merrill Jones
515465
merrill2010@hotmail.com



Cllr Kate Swindon
kateswindon1@gmail.com

Contact Us

Please check our website at:

www.colwyn-tc.gov.uk/councillors for the latest
contact details for your local councillors.

Useful Contact Details:

Bay of Colwyn Town Council: www.colwyn-tc.gov.uk
01492 532248

Benefit Advice Shop 01745 345145

Citizens Advice Bureau 0300 330 1158

Colwyn Bay Library 01492 577510

Colwyn Leisure Centre 01492 577900

Community and Voluntary Services Conwy www.cvsc.org.uk
01492 534091

Conwy County Borough Council www.conwy.gov.uk

- Main Switchboard 01492 574000
- Benefits 01492 576491
- Blue Badge 01492 577800
- Council Tax 01492 576607
- Conwy Housing Solutions 0300 124 0050
- Planning 01492 575247
- Recycling, Highways, Street Lighting 01492 575337

Out-of-Hours Emergency (All Council Services) 01492 515777

Textphone: Dial 18001 + number of service required

Conwy & Denbighshire Public Service Board www.conwyanddenbighshirelsb.org.uk

Neighbourhood Policing Team: www.north-wales.police.uk/your-neighbourhood
(West Coastal)

Welsh Government www.gov.wales