

MINUTES OF THE TWENTY FOURTH ANNUAL MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD AT 6.30 P.M. IN THE COUNCIL CHAMBER, TOWN HALL, RHIW ROAD, COLWYN BAY ON MONDAY 13TH MAY 2019

PRESENT: The Retiring Mayor, Cllr Stephen Williams
The Town Mayor 2019/20, Cllr N Bastow
Cllrs: Mrs G Baker; B Barton; C Brockley; Mrs H Fleet; C Hughes; M A Jones; Mrs M Jones; A Khan; A Mason; C Matthews; H Meredith; J Pearson; M Pickard; Ms K Swindon; M Tasker; M Worth

OFFICER: Mrs C J Earley (Town Clerk)

IN ATTENDANCE: Mrs R Dudley, Assistant Clerk,
Miss L Austin, Administrative Assistant
Distinguished Guests and Members of the Public

1/19 WELCOME:

The Retiring Mayor, Cllr S Williams, welcomed Members and Guests to the twenty fourth Annual Meeting of the Bay of Colwyn Town Council and invited the Town Clerk to make the necessary housekeeping announcements.

2/19 ELECTION OF MAYOR:

Nominations were called for the Office of Town Mayor for the new municipal year.

Councillor J Pearson proposed the Deputy Mayor, Councillor Neil Bastow, be elected as Town Mayor for the year 2019-20. Councillor G Baker seconded the nomination.

There being no further nominations, Councillor Neil Bastow was then unanimously elected as Town Mayor for the ensuing municipal year, 2019-20.

Councillor Bastow was invested with the Chain of Office, took the Chair and made and subscribed his Declaration of Acceptance of Office, which was countersigned by the Clerk as Proper Officer of the Council.

The Mayor then gave a brief verbal address, thanking his fellow members for the confidence placed in him, informing the meeting that his wife Iris would be his Mayoress, and confirming his Mayor's Charities as Children with Cancer UK and Shelter.

3/19 ELECTION OF DEPUTY MAYOR:

The Mayor called for nominations for the Office of Deputy Mayor.

Councillor Mark Jones nominated Councillor Mrs Merrill Jones as Deputy Town Mayor for the ensuing Municipal Year. Councillor J Pearson seconded the nomination.

There being no further nominations, Councillor Mrs Merrill Jones was duly elected



as Deputy Mayor for the ensuing Municipal Year, 2019-20.

The Mayor invested the Deputy Mayor with the Deputy's Chain of Office and Councillor Mrs Jones made and subscribed her Declaration of Acceptance of Office, which was countersigned by the Clerk, as Proper Officer of the Council.

The Deputy Mayor gave a brief verbal address, thanking her fellow members for the confidence placed in her. She informed the meeting that Dr Sibani Roy, had kindly agreed to act as her Consort.

4/19 VOTE OF THANKS:

Councillor B Barton proposed a vote of thanks to Cllr Steve Williams, the Immediate Past Mayor. Councillor J Pearson seconded the vote of thanks. The Mayor then presented Cllr Steve Williams with the Past Mayor's Jewel, as a token of the appreciation of the Council for his work during the year.

The Immediate Past Mayor gave a verbal address, reflecting on some of the highlights of his year in Office, including visits to many local charitable/voluntary organisations. Thanks were expressed to the Town Council staff for their support and assistance during his year of office.

5/19 APOLOGIES FOR ABSENCE:

Apologies For Absence Were Received From Cllrs D Bradley; D Howcroft; A Kealey; T Pearson; P Richards; County Cllr B Cossey; David Jones MP; Darren Millar AM; Iwan Davies, Chief Executive Of CCBC; Holywell Town Council; Bangor City Council; Conwy Town Council; Llanddulas Community Council; Past Mayors Chris & Viv Perry and Chaplain Rev'd Rob Beamish.

6/19 COMMITTEES AND DELEGATIONS:


- a. *Resolved to re-appoint the two standing committees of the council: the General Purposes and Planning Committee and the Policy & Finance Committee, as detailed in the updated terms of reference (schedule 'A' attached).*
- b. *Further resolved to confirm continuance of the scheme of delegation to officers, as detailed in schedule 'B' attached.*

7/19 OTHER BUSINESS:

Resolved to defer the remaining items to be dealt with under Standing Order 5(p) to the next meeting of the council, to be held on 10th June 2019.

8/19 MAYOR'S ENGAGEMENTS:

A list of the Mayor's engagements for the Municipal Year 2018-19 was submitted by the Clerk, for information.



Resolved to receive and note the list of engagements, as detailed in Schedule 'C' attached.

9/19 GUIDELINES FOR OFFICE OF TOWN MAYOR AND DEPUTY MAYOR:

The updated guidelines, following a full review undertaken in June 2018, was submitted by the Clerk, for information.

Resolved to receive and note the updated guidelines.

10/19 MEETINGS:

The Clerk submitted, for information, a list of councillor's attendance for the municipal year 2018-19 and the meeting dates for the Council and Committees for 2019-20.

Resolved to receive and note the attendance list, as detailed in schedule 'D' attached, and to approve the meeting dates for 2019-20, as detailed in Schedule 'E'.

11/19 ANNUAL REPORT:

The Clerk submitted the Annual Report for 2018-19, as approved (in draft) by the Council on 29th April and updated by the General Purpose and Planning Committee on 7th May.

Resolved to receive and approve the final version of the Annual Report 2018-19..

The meeting closed at 7.00 pm

..... Chairman


BAY OF COLWYN TOWN COUNCIL

Terms of Reference

General Purpose and Planning Committee

- Membership (2019/20): Cllrs: G Baker; B Barton; N Bastow; D Bradley, C Brockley; G Campbell; Mrs M Jones; J Pearson (& Tree Warden); C Matthews; M Tasker; S Williams; M Worth.
- Ex-Officio Members: Town Mayor and Deputy Mayor (when not already members)
- Chairman (2019/20): To be appointed by the Committee on 28th May 2019.
- Both will ordinarily serve a two year term of office and are encouraged to undertake the One Voice Wales Charing Skills training module, or other relevant training, within three months of taking up office, if not already done.*
- Quorum: One third of members (four)
- Reporting: The General Purpose and Planning Committee reports directly to the Council.

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1. To consider any matter not specifically delegated to any other Committee.
 2. To recommend to the Council any alterations in the boundaries of the Communities or their Wards, and in polling arrangements.
 3. To exercise delegated powers in the submission of views to the Local Authority in response to consultation in respect of planning applications, planning appeals, licensing applications and temporary traffic regulations.
 4. To recommend to the Council the observations to be submitted to the Local Planning Authority in response to consultation in all other planning matters.
 5. To maintain, and keep under review, the Council's policies and procedures for providing public information and for public consultation and participation, to include the Town Council's website and social media pages.



BAY OF COLWYN TOWN COUNCIL

Terms of Reference

Policy & Finance Committee

Membership (2019/20): Cllrs: H Fleet; D Howcroft; C Hughes; M Jones; A Keeley; A Khan; A Mason; Mrs H Meredith; T Pearson; M Pickard; P Richards; K Swindon

Plus Ex-Officio Members: Town Mayor and Deputy Mayor (when not already members)

Chairman (2019/20): To be appointed by the Committee on 22nd May 2019

Both will ordinarily serve a two year term of office and are encouraged to undertake the One Voice Wales Chaining Skills training module, or other relevant training, within three months of taking up office, if not already done.

Quorum: One third of members (five)

Reporting: The Policy & Finance Committee reports directly to the Council.

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1. To advise the Council in the creation of a corporate plan of objectives and priorities, having regard to the needs of the Community, and the overall resources of the Council, and to consider and if necessary to report to the Council upon any policy proposals of other Committees.
 2. To notify the Committees concerned or, if necessary, the Council of the need for changes in policy and/or in the standards of services provided in order to achieve its objectives; or the need for new services.
 3. To keep under review the organisation and management processes of the Council and to advise the Council upon any desirable alteration of them (including changes in Committee Structure or in the distribution of functions, powers and duties of Committees in the light of changing circumstances).
 4. Having regard to the Council's resources, to advise the Council on the following matters:-
 - (a) The Council's annual estimates, including the priority to be accorded to the development of the Council's services and the timing of the introduction of any new services;
 - (b) The annual precept to be levied by the Council.



- (c) To keep under regular review the Council's Expenditure Programme, and advise the relevant Committees and Council on major variations from approved programmes.
5. To manage all investments and insurances; to keep under review the financial procedures and controls of the Council; and to secure the audit of the Council's accounts.
 6. To examine new and proposed legislation, respond to consultation documents, as required, and to advise the appropriate Committees in its implementation.
 7. To provide and maintain any office accommodation and services, and the arrangements for records and archives.
 8. To determine Councillors' travelling and subsistence allowances; any allowance to be paid to the Chairman for the purpose of enabling him or her to meet the expenses of the office; and the payment of expenses of official and courtesy visits.
 9. To keep under review the Council's Standing Orders and Financial Regulations.
 10. To manage and maintain any land, properties and other assets owned by the Council.
 11. To recommend to the Council the action to be taken in relation to applications to the Council by Voluntary Bodies for financial assistance.
 12. To authorise all payments to be made on behalf of the Council, ensuring that these fall within the budgetary limits previously approved by the Council in its Annual Estimates and any limits imposed by the Council's Financial Regulations.
 13. To make recommendations to the Council regarding any virements required between budget headings, as a result of changing circumstances during the course of the financial year.

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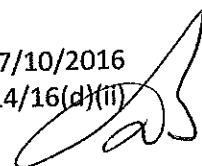
SCHEME OF DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	RFO
Communications	To deal with all press and public relations on behalf of the Council.	Town Clerk/ Assistant Clerk
Documents	To sign documents on behalf of the Council.	Town Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk/ Assistant Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at Conwy Council Borough Council.	Town Clerk
Finance	To administer the Council's bank balances.	RFO
	To maintain adequate insurance cover for the Council's activities and property.	RFO
	To act as the Responsible Financial Officer.	RFO
	To authorise the payment of accounts	Town Clerk
	To write off outstanding debts in accordance with Financial Regulations.	RFO

Service Area	Function	Officer
	Authorisation of routine expenditure within the agreed budget.	Town Clerk
	Emergency expenditure up to £3000 outside of the agreed budget.	Town Clerk
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk
Governance	To receive declarations of acceptance of office.	Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Town Clerk/ Assistant Clerk
	To certify any bye-laws approved by the Council.	Town Clerk
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Mayor and/or Chair of the appropriate Committee.	Town Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk/RFO
Land and Property	To purchase necessary goods and supplies.	RFO
	To maintain the Council's offices and property in accordance with financial regulations.	Town Clerk

Adopted 17/10/2016
Min. 214/16(d)(ii)



Service Area	Function	Officer
Lettings	To authorise casual lettings of the Council's properties subject to payment in accordance with the approved scale of charges.	Town Clerk/Assistant Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Assistant Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk
	To implement national pay awards and conditions of service.	Town Clerk
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk



Adopted 17/10/2016
Min. 214/16(d)(ii)

MAYOR'S ENGAGEMENTS 2018/19

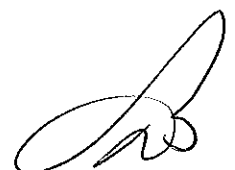
DATE	ENGAGEMENT
14/05/2018	Annual General Meeting
16/05/2018	DEPUTY Rhyl AGM & Mayoral Inauguration
18/05/2018	Bright Sparks
18/05/2018	Llanddulas Playgroup Royal Wedding Celebrations
21/05/2018	Conwy Mayor Making
24/05/2018	Year 11 Presentation Evening Ysgol Eirias
25/05/2018	Llandudno AGM & Mayoral Inauguration
26/05/2018	Speech Day & Prize Giving
27/05/2018	Kaleidoscope Magical Mystery
04/06/2018	Sir JHMJ Trust Presentations
06/06/2018	DEPUTY - Colwyn Bay Station Refurbishment Ceremony
13/06/2018	Tucky Park installation photocall
14/06/2018	Crest 20th Anniversary
20/06/2018	Colwyn in Bloom - schools art comp judging
22/06/2018	Cor Meibion Maelgwyn
23/06/2018	IMMEDIATE PAST MAYOR Defib presentation to Cartrefi
23/06/2018	IMMEDIATE PAST MAYOR NWAMI Celebration
29/06/2018	Llanddulas & Rhyd y Foel Remembers Trust Exhibition
01/07/2018	Abergele Civic Service
01/07/2018	Stagecoach show - World Record Attempt
06/07/2018	Speech Day
06/07/2018	Wales in Bloom Judges
07/07/2018	DEPUTY - Proclamation Ceremony - National Eisteddfod
07/07/2018	The Movable Feast
08/07/2018	DEPUTY Conwy Civic Sunday
11/07/2018	Colwyn in Bloom - schools art comp presentation
13/07/2018	Antique Shop Opening
14/07/2018	Paloma Faith Host Hospitality Table
22/07/2018	Rhyl Civic Service
26/07/2018	Big Day Out
29/07/2018	DEPUTY Summer Fayre
29/07/2018	Llandudno Civic Service
01/08/2018	National Playday Celebration Event
03/08/2018	Britain in Bloom Judges
03/08/2018	Bee Williams Private Art Viewing
11/08/2018	Tan Lan Carnival, Old Colwyn / John Davies Memorial Trophy
11/08/2018	Uke a Bay 2018
20/08/2018	150th Anniversary Train Disaster
29/08/2018	Glamorgan CCC v Warwickshire CCC
31/08/2018	Bay View Gallery
31/08/2018	Peaky Blinders Charity Event
07/09/2018	RNLI Fish & Chip Supper
08/09/2018	present trophies at Horticultural Society Autumn show
08/09/2018	BBC Proms in the Park - TC hospitality
14/09/2018	Wales in Bloom Awards
16/09/2018	DEPUTY Coffee & Cars on the Prom
23/09/2018	Towyn & Kinmel Bay Civic Service



24/09/2018 Meet the Mayor event
04/10/2018 4G Pitch Parc Eirias
04/10/2018 Colwyn in Bloom Presentation Evening
05/10/2018 Merton Place Coffee Afternoon
05/10/2018 Alison Hughes Art Exhibition Opening
13/10/2018 Coffee Morning 2018
13/10/2018 Coffee morning St David's Hospice
17/10/2018 Black History Month Event
19/10/2018 MPCT Awards
19/10/2018 **Immediate Past Mayor** MPCT Awards
24/10/2018 Time Capsule
31/10/2018 Book Presentation
03/11/2018 DEPUTY Idlewild Pet Bank
04/11/2018 Memorial Dedication Service
09/11/2018 Launch of Woody's Lodge NW
09/11/2018 A Time to Remember: 1918
10/11/2018 Dwali Event
11/11/2018 Remembrance Sunday
11/11/2018 Battle is Over
17/11/2018 Rhyl Charity Coffee Morning Donation Sent
23/11/2018 Sports Awards Conwy CBC
24/11/2018 Macmillan Coffee Morning (Xmas Theme)
25/11/2018 Tree of Lights
30/11/2018 TCC Forum
01/12/2018 Penmaenmawr Festive Fayre / buffet lunch
01/12/2018 Colwyn Choral Society Xmas Concert
07/12/2018 Charity Afternoon Tea - St David's Hospice
07/12/2018 **DEPUTY** Christmas Nativity
08/12/2018 Rhos Xmas Fayre
12/12/2018 Christmas Carol Service
13/12/2018 **DEPUTY** RNLI Carol Service
15/12/2018 Old Colwyn Xmas Market
18/12/2018 **DEPUTY** Christmas Carol Service
19/12/2018 Coed Pella opening, choir event
20/12/2018 Night on the street (Sleeping rough)
25/12/2018 Serving Xmas Dinner to Homeless
11/01/2019 Town & Community Council event
14/01/2019 Meeting staff/residents at Norfolk House
18/01/2019 NMWALC
27/01/2019 Holocaust Memorial Day
28/01/2019 Business Network Event
14/02/2019 The Pavilion Launch
19/02/2019 Star is Born Charity screening
22/02/2019 **DEPUTY** Orbit Gig in aid of RNLI
05/03/2019 MacMillan Lunch
09/03/2019 Parkway Luncheon Club
18/03/2019 **IMMEDIATE PAST MAYOR** Llanddulas Charity Row
22/03/2019 Schools performance
28/03/2019 **DEPUTY** St Davids Day Poster Presentation
29/03/2019 Community Wellbeing Team Celebration Event



04/04/2019 St Davids Day presentation
11/04/2019 **DEPUTY** St Davids Day presentation
11/04/2019 Duke of Edinburgh Award Evening
12/04/2019 **DEPUTY** MPCT Awards
14/04/2019 Synergie Fundraiser
14/04/2019 Bay Hop Presentation
21/04/2019 Cars and Coffee on the Prom
21/04/2019 Easter Church Service
21/04/2019 Eddie Kidd fundraising event
27/28/4/2019 1940's Festival
28/04/2019 Official Opening (Barn) Bryn y Maen
03/05/2019 Volunteer Awards presentation to Laura Smith
04/05/2019 Colwyn Choral Society lunch (via Brian Cossey)
07/05/2019 Wales Rally GB Launch
08/05/2019 **DEPUTY** Conwy Schools Boat Building Competition
09/05/2019 Abergele Town Council Annual Meeting
7/10/05/2019 **IMMEDIATE PAST MAYOR** Llandudno Bible Week
10/05/2019 Prestatyn Mayor's Charity Dinner
11/05/2019 Prom Xtra



COUNCILLOR'S ATTENDANCE RECORD 2018/19

NAME OF COUNCILLOR	POSSIBLE ATTENDANCE**	ACTUAL ATTENDANCE	%	Additional Sub-Committees Attended
Councillor Mrs Glenys Baker	24	16	67%	3
Councillor Bob Barton	24	20	83%	2
Councillor Neil Bastow (*Deputy Mayor)	33	21	64%	0
Councillor Dave Bradley	24	10	42%	0
Councillor Chris Brockley	24	16	67%	1
Councillor Gemma Campbell (Maternity Leave)	24	9	38%	2
Councillor Hannah Fleet	18	17	94%	2
Councillor David Howcroft (Elected 24/05/2019)	15	12	80%	0
Councillor Christopher Hughes	18	15	83%	2
Councillor Mark Jones	18	14	78%	0
Councillor Mrs Merrill Jones	24	22	92%	0
Councillor Adam Kealey	18	9	50%	0
Councillor Abdul Khan	18	9	50%	2
Councillor Adrian Mason	18	3	19%	0
Councillor Colin Matthews	24	18	75%	3
Councillor Mrs Hazel Meredith	18	10	56%	0
Councillor Anthony Pearson	18	10	56%	1
Councillor Jeff Pearson	24	21	88%	4
Councillor Mick Pickard	18	8	50%	0
Councillor Paul Richards	18	13	72%	0
Councillor Kate Swindon	15	13	72%	2
Councillor Max Tasker	24	20	83%	0
Councillor Steve Williams (*Mayor)	33	22	67%	4
Councillor Malcolm Worth	24	20	83%	1

**Mayor and Deputy Mayor are Ex-Officio members of both Committees*

*** includes Full Council & Committee Meetings only*

TIMETABLE OF MEETINGS FOR 2019/20

ANNUAL MEETING	13/05/2019
Policy & Finance Committee	22/05/2019
General Purpose & Planning Committee	28/05/2019
Full Council	10/06/2019
General Purpose & Planning Committee	18/06/2019
Policy & Finance Committee	03/07/2019
General Purpose & Planning Committee	9/07/2019
Full Council	22/07/2019
General Purpose & Planning Committee	30/07/2019
Policy & Finance Committee	21/08/2019
General Purpose & Planning Committee	27/08/2019
Full Council	02/09/2019
General Purpose & Planning Committee	17/09/2019
General Purpose & Planning Committee	08/10/2019
Policy & Finance Committee	09/10/2019
Full Council	21/10/2019
General Purpose & Planning Committee	29/10/2019
Policy & Finance Committee	20/11/2019
General Purpose & Planning Committee	26/11/2019
Full Council	02/12/2019
General Purpose & Planning Committee	17/12/2019
Policy & Finance Committee	08/01/2020
General Purpose & Planning Committee	14/01/2020
Full Council	20/01/2020
General Purpose & Planning Committee	04/02/2020
Policy & Finance Committee	12/02/2020
General Purpose & Planning Committee	25/02/2020
Full Council	02/03/2020
General Purpose & Planning Committee	17/03/2020
Policy & Finance Committee	25/03/2020
General Purpose & Planning Committee	07/04/2020
Full Council	27/04/2020
General Purpose & Planning Committee	05/05/2020
ANNUAL MEETING	11/05/2020