

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 4TH MARCH 2019

PRESENT: The Mayor, Cllr S Williams (Chairman)
Cllrs: G Baker, N Bastow, C Brockley, G Campbell, H Fleet, D Howcroft, M Jones, A Khan, A Mason, H Meredith, K Swindon, M Tasker, M Worth

OFFICER: Mrs C Earley, Town Clerk

IN ATTENDANCE: County Cllrs: C Carlisle and B Cossey

398/18 Welcome and Apologies for Absence:

The Mayor welcomed members to the meeting and apologies for absence were received from Cllrs: B Barton, C Matthews, D Bradley, P Richards, J Pearson, M A Jones, A Kealey, T Pearson.

399/18 Announcements:

The Mayor reminded members of the importance of working as a team, irrespective of different backgrounds, opinions and political influences, for the benefit of the community we are here to represent, in accordance with the Corporate Plan.

The Mayor advised members that Colwyn Bay Watersports has offered the Town Council 10 free spaces on a 3-hour Watersports taster session. The session has been booked for Saturday 13th April at 1.30pm. If anyone is interested in reserving a place, please could they advise the Clerk by 19th March at the latest.

The Mayor informed members that his Charity Film Night held on the 19th February raised over £1,000 for the Mayors Charities.

400/18 Declarations of Interest:

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

401/18 Visitors to the Council:

The Mayor welcomed County Councillors C Carlisle and B Cossey to the meeting and invited them to give a verbal report on any County Council matters that were of local interest. The Clerk also submitted a copy of the CCBC Draft revenue Budget report for 2019/20, identifying the areas where cuts to services are likely to be made. The key points to highlight from this report are: there is a £15.7m budget deficit (revised to £13.482m after further adjustments); there had been a recommended 9.6% council tax increase; cuts will still need to be made in every service (as detailed in the table on page 29 - showing budget reductions of £8.6m).

Cllr Brian Cossey gave a verbal report, explaining that CCBC had been using reserves every year to balance their books but now had none left they could use. They were praying for no

more snow or bad weather this winter, as the gritters cost £35k every time they are sent out. The Council had received slightly less money from the Welsh Government this year compared to last year, despite rises in staff/teachers' pay/pension costs. Schools had been preparing for a 4% real reduction (now 3.6%, as extra monies found); Social Services preparing for 4%, despite enormous pressures on their services; all other services were facing a 7% cut (ERF/CDS etc). The County Council is expecting a further £10m in cuts for 2020/21. Cllr Cossey drew members' attention to research by Cardiff University, which showed that Japan had the highest percentage of retired people in the world, but that Conwy has a higher percentage!

Cllr C Carlisle then commented that 209 children and young people were in care in Conwy with some having to be placed outside of the County/ North Wales, due to lack of suitable accommodation/facilities. In some cases this is costing £7-8,000 per week. Members were advised that the budget had been passed last week, as despite concerns from some County Councillors, no alternative had been put forward.

A brief question and answer session followed, with questions/comments/concerns about: cuts in school budgets (some schools have cash reserves which can help and CCBC is continuing to work with headteachers to find budget savings and review central costs); some schools looking to make voluntary redundancies; further cuts expected next year will only compound the problem (it was reported that two Task and Finish groups are being set up to look at Education and Social Services spending, to identify if/where there is any wastage and/or where cuts could be made next year, with least impact on pupils/service users).

Cllrs Cossey and Carlisle were then thanked for attending and they retired from the meeting.

402/18 Minutes:

- a. ***Resolved to approve and sign as a correct record the minutes of the last meeting of the Council, held on 21st January 2019.***
- b. ***Resolved to receive a copy of the minutes from the following meetings:***
 - (i) ***The General Purpose & Planning Committee held on 5th February 2019.***
 - (ii) ***The Policy & Finance Committee held on 13th February 2019 (Draft).***
 - (iii) ***The Volunteer Awards Committee, held on 19th February 2019.***
 - (iv) ***The General Purposes & Planning Committee held on 26th February 2019. (Draft)***
 - (v) ***The Audit Sub-Committee, held on 27th February 2019 (Draft)***

403/18 Matters Arising from Those Minutes:

- (a) **Min. 327/18(b) – Proposed Family Centre:**

Resolved to authorise the Clerk to send a letter of support.

- (b) **Min. 330/18(a) – Annual Estimates:**

Resolved to note the notice of a slight amendment to the Council Tax Base figure for 2019/20, and that there is no impact on Band 'D' equivalent.

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

(i) Min. 355/18(a) – IMAGINE Colwyn Bay:

Members were reminded of the invite to the IMAGINE Colwyn Bay launch event and to use the link in the email, sent to members on 1st March, to register to attend.

Resolved to note the invitation, to agree that the Clerk continues to take notes at the Steering Group and that Cllr C Brockley be appointed to the Group as the Town Council representative.

(ii) Min. 355/18(b) – Town Identity/Branding:

Resolved to authorise the Clerk to approach Colwyn BID informally, regarding the identity and branding of the Town, and report back to the Council.

(iii) Min. 355/18(c) – Clerks' Network Meeting:

The Clerk submitted for information a copy of the Terms of Reference for the new CCBC Area Forums. The Clerk advised the members that discussions were still ongoing regarding the potential for Town and Community Councils to work together in informal clusters based on these areas. The Clerk will be meeting Clerks from Mochdre, Llysfaen and Betws yn Rhos on 8th March for initial discussions.

Resolved to receive and note the Terms of Reference and request the Clerk reports back after her initial discussions with neighbouring Community Council Clerks.

(iv) Min. 355/18(d) – CCBC/T&CC Forum:

Resolved that Cllr M Worth be appointed to the CCBC Play Provision Task & Finish Group.

(v) Min. 356/18 – Standing Orders:

Resolved to adopt the updated model Standing Orders, as amended.

(vi) Min. 357/18 – Members' Allowances:

Resolved to note that all claim/forego forms for 2018/19 are requested to be returned to the Clerk by 16th March at latest.

(vii) Min. 360/18(a) -Youth Grants:

Resolved to approve payments of grants, as detailed in Schedule B to those minutes.



(viii) Min. 360/18(b)(iii) - CCBC Events:

The Clerk submitted for information an extract of the minutes held on 23rd October 2017 and the evaluation report from the 2017 concerts. A member stated that whilst they were happy with the recommendation from the Policy & Finance Committee to contribute £10,000 per concert, for up to two major concerts per annum, the Council's 5-year support was made on the basis of two concerts. It was noted that all towns are fighting for events and there was a risk that the £30,000 in its entirety could be lost, if the event(s) go elsewhere. It was discussed whether Colwyn BID could contribute towards the £10,000 shortfall, if needed, as the events benefit local businesses.

Resolved to request the Clerk writes to Rachael Gill confirming that the maximum amount the Town Council would be willing to contribute in 2019/20 is £10,000 per concert, for up to two major concerts in the Stadium.

Further resolved to request the Clerk contacts Colwyn BID to discuss the potential of them contributing towards the £10,000 shortfall.

(ix) Min. 361/18 - CVPT:

The Clerk submitted for consideration a request to use a vacant room in the rear annexe / store available for use by CVPT for storage purposes (initially subject to a Tenancy at Will), with the agreement that CVPT would be liable for a share of the occupational costs, based on the floor space of the room, and for insurance and NNDR (if applicable).

Resolved to support in principle.

(x) Min. 368/18(a) - Volunteer Awards:

Members considered the recommendation of the Committee: to re-name the 'Special Award' category as 'Other', to avoid confusion. It was noted that this category was created for nominations which did not meet the criteria of the other categories, e.g. if an individual lives outside of the Bay of Colwyn area but does a significant amount of voluntary work within the area. Concern was expressed about 'Other' sounding too vague. Several other options were considered.

Resolved to re-name the 'Special Category' as the 'Alternative Category'.

(xi) Min. 368/18(b) – Volunteer Awards:

Members were asked to consider a proposal to create a new award for the Mayor's Volunteer of the Year, to be named the 'John Davies Memorial Award for Volunteering' in memory of the former Chairman of the Committee.

Resolved to adopt the proposal to commence with this year's awards.

(xii) Min. 369/18 – Awards Evening:

Resolved to note that the Volunteer Awards and Large Grant presentations will be held on Monday 15th April 2019 at 7pm.

(xiii) Audit Sub-Committee:

The Clerk tabled for consideration the recommendations from the Audit Sub-Committee meeting, held on 27th February.

Resolved to approve the following recommendations made by the Audit Sub-Committee and to note the guidance circulated to members by email (personal safety):

- 1. To adopt the amended Internal Controls***
- 2. To confirm the Annual Review of Internal Audit as detailed in Schedule 'A' to those minutes.***
- 3. To approve the Terms of Reference for Internal Audit for 2018/19 and confirm the reappointment of JDH Business Services.***
- 4. To approve the Annual Investment Strategy as detailed in Schedule 'C' to those minutes.***
- 5. To receive and approve the updated Risk Assessment and Management Report as detailed in Schedule 'D' to those minutes.***
- 6. To approve the Health & Safety policy as detailed in Schedule 'E' to those minutes.***

(xiv) General Purpose and Planning Committee 26th February 2019:

The Clerk tabled for consideration the recommendations from the General Purpose and Planning Committee meeting, held on 27th February.

Min381/18(a) LDP Consultation – Members were asked to consider the recommendation of the Committee to support strategic growth option 4 (based on 1,850 additional jobs and 5,250 additional houses by 2033).

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

404/18 Old Colwyn Promenade – Urgent Works:

- (a) The Clerk submitted correspondence from Cllr T Pearson expressing concern about the ongoing delays to the urgent sea defence improvements at Old Colwyn. It was proposed that the Town Council writes to put pressure on all parties involved.

Resolved that the Clerk writes a letter to put pressure on all parties involved in the urgent works.

- (b) The Clerk submitted for information a response from David Jones MP regarding the correspondence he had received from all parties regarding the works and tabled a copy of a speech given by the MP at the recent St David's Day debate.

Resolved to receive and note the correspondence.



405/18 Independent Remuneration Panel for Wales:

- (a) The Clerk submitted for consideration a copy of the annual report for 2019/20 and determinations 40-48.

Resolved to note the annual report for 2019/20 and adopt determinations 40-48.

- (b) *Resolved to approve the allowances payable under determination 41 (budget set aside for £500 for the Chairmen of the General Purpose & Planning Committee and the Policy & Finance Committee) and determinations 47 and 48 (budget set for £750 for Mayor and £500 for Deputy Mayor).*

- (c) The Clerk advised the Council that no budget has been set for expenses incurred under determinations 45 and 46, as these are difficult to estimate. Any expense incurred will, therefore, be covered by general reserves and precepted for in the following year (as with any by-election costs).

Resolved to note that any payments made under determinations 45 and 46 will need to come from general reserves.

406/18 One Voice Wales:

- (a) The Clerk submitted for consideration an invitation for membership of One Voice Wales for 2019/20, at the reduced rate of £2,083.50 (50% reduction). Members discussed whether the Council should stay with the current system and buy advice as and when required from CCBC. It was mentioned that there may be a need for 'impartial' advice at a later date, for example, when there is asset transfer or devolution of services from CCBC. It was suggested that membership could be reconsidered at a later date if required.

Resolved to decline the invitation to join at the present time.

- (b) The Clerk submitted for information, notice of the annual Innovative Practice Awards Ceremony.

Resolved to note the information.

407/18 Police & Crime Commissioner:

The Clerk submitted for information a revision to the Police and Crime Plan 2017-21.

Resolved to receive and note the revision.

408/18 Colwyn BID:

- (a) The Mayor and Clerk gave a brief verbal report following a meeting held with the BID's new Interim Chairman on 5th February. He has new priorities and is going back to basics for next 2 years; reviewing projects from year 1, as there were things put forward and not yet completed. He appears to be proactive and forward thinking and

has some good contacts with some larger BIDs. Our BID seems over complicated; other BIDs have just done marketing and street cleaning. A Member commented that the BID office can be difficult to get hold of. Cllr S Williams responded that the size of area and business community is disproportionate to the capacity of the office, with only one project manager and part time support.

Resolved to receive and note the report.

(b) Members were asked to consider the appointment of a member to sit on the Colwyn BID Board.

Resolved to appoint Cllr D Howcroft to the Colwyn BID board.

409/18 Audit of Highways/Access Issues:

The Clerk submitted for information a copy of the updated highways audit schedule and it was noted this will be updated as and when information is received from Ward members.

Resolved to note and to refer the schedule to the GP&P Committee periodically for review.

410//18 GDPR Update:

The Clerk submitted for consideration notes from a recent SLCC training session, giving an update on GDPR. It was noted that the Data Controller is the organisation, which in this case is the Council. The session also highlighted some key concerns for our sector, specifically:

1. Councillors sharing emails and personal details
2. Councillors storing personal data on their personal computers
3. Councillors use of personal devices and leaving documents open on them which others may see
4. Identification of personal names in meetings which are open to the public and/or are being recorded.

A discussion took place around the way other organisations were dealing with these concerns, such as the Hub for governors and teachers which is only available to schools.

Resolved to request that the Clerk finds out more about ways in which personal data can be shared more securely.

Further resolved to request that all Members refrain from sharing or forwarding emails regarding Council business and that staff and Councillors use 'BCC' when sending emails to groups of people, to prevent inadvertently sharing personal data.

411/18 Corporate Plan:

The Clerk submitted, for information, a copy of the summary Corporate Plan and the updated Action List.

Resolved to receive and approve the updated Action List.

The Meeting closed at 8.20pm.

..... Chairman