

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 29TH APRIL 2019

PRESENT: The Mayor, Cllr S Williams
Cllrs: Mrs G Baker; N Bastow; H Fleet; D Howcroft; C Hughes;
M A Jones; Mrs M Jones; A Kealey; A Khan; C Matthews;
H Meredith; J Pearson; M Pickard; M Worth

OFFICER: Mrs C Earley, Town Clerk

IN ATTENDANCE: Rachel Simmonds, Principal Youth Worker, Conwy C.B.C.
County Councillors: B Cossey
Several members of the public

452/18 Apologies for Absence:

The Mayor welcomed members to the meeting and apologies for absence were received from Cllrs: B Barton; A Mason; P Richards; T Pearson; K Swindon; M Tasker and County Cllr C Carlisle

453/18 Announcements:

The Mayor then made the following brief announcements:

- a. There is a photography exhibition opening at Theatr Colwyn on Friday evening (6:30pm to 9:00pm) featuring floral photography by Tessa Bunney Photography.
- b. The Volunteer Awards and Large Grants presentation evening had gone well, with approximately 70 people in attendance. However, attendance from town councillors had been disappointingly low, with just five present. Members were asked to support this important event in future years.

454/18 Declarations of Interest:

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

455/18 Visitors to the Council:

- a. The Mayor welcomed Rachel Simmonds, Principal Youth Officer, CCBC, to address the Council regarding changes to Conwy's Youth Service. Rachel thanked the Council for the invitation to attend and explained that she was relatively new in post (since February), but had worked for the Youth Service for over ten years.

The Conwy Youth Service has been through a restructuring during the past 12 months, led by Marianne Jackson (Strategic Director) and Jane Williams (Head of Service). This was due to funding pressures, resulting in the service not being sustainable and youth clubs starting to close. The Social Services, Education and Youth Justice teams had been involved in these discussions and it had been decided to focus the service around the five new family centre areas. Youth workers will be



based alongside other professionals working with local families, including social workers, health visitors, etc. The Central area, which covers the coastal area from Llanddulas to Mochdre, will have one area Youth Worker, initially based in Coed Pella, plus a part-time youth worker working 18.5 hours in the evenings and other supporting part-time staff. There will also be targeted provision supporting all five areas focussing on skills and environment (DofE awards) and targeting 'Aces' – those who have suffered adverse childhood experiences. This work will link closely with social services and education. It is also intended to provide targeted provision in the school holidays, when young people may need somewhere to go. There is also an 'Adtrac' programme, which has European funding until 2020/21 and assists 16-18 year olds into educational employment.


A brief question and answer session followed the presentation, with questions asked about: whether the police support/fund the holiday provision (yes, PACT assists with funding for trips etc); how the current vacancies will be filled; whether there had been any compulsory redundancies (no, though some posts had been downgraded); changes to the delivery of DofE sessions (to hand the responsibility for licenses back to schools and to make it more accessible to young people from deprived communities, for example through a two week intensive school holiday course); whether there is anyone responsible for reducing truancy (RS to provide contact details school liaison officers for reports to be made directly to schools); what have been the reduction in staff numbers as a result of the restructuring (approx. 8 FTE posts less than in 2007).

It was noted that the current youth club provision in this area includes Douglas Road (one evening), Friday Fitness sessions at Colwyn Leisure Centre, Llysfaen (one evening) and Mochdre. The Area Youth Worker will be responsible for reviewing this provision and considering the need for additional sessions, e.g. in Tan Lan and Rhos on Sea and/or additional nights at existing clubs like Colwyn Bay.

Rachel was then thanked for attending and she retired from the meeting.

- b. It was noted that District Inspector Julie Sheard will be attending the Council meeting on 10th June.
- c. The Mayor welcomed County Councillor B Cossey to the meeting and invited him to give any reports/update on County Council matters.

Councillor Cossey confirmed that the County Council had increased council tax by 9.6%, but that it was still cheaper than both Gwynedd and Denbighshire. He confirmed that task and finish groups had been set up to look at education (to include reviewing the schools' and central budgets) and social services, as the two biggest services provided by the Council. A Play Provision Task and Finish group has also been started and Cllr M Worth has been appointed on behalf of the Central Area town and community councils. He confirmed that not all 'play areas' would necessarily need to have formal play equipment. A staff member is reviewing all of the existing provision and the group will meet again once this work has been completed.



He also reported that five tenders have been received for the construction of the truncated Pier and it is hoped the contractor can be appointed shortly, possibly to include some additional ornamental/replica lighting columns.

Cllr B Cossey then retired from the meeting and Cllr C Hughes gave a brief report, expressing concern about the likelihood of more reductions to the funding that the Welsh Government receives from Westminster and the significant risk of further cuts to Local Authority budgets.

456/18 Minutes:

- a. ***Resolved to approve and sign, as a correct record, the minutes of the last meeting of the Council, held on 4th March 2019.***
- b. ***Resolved to receive a copy of the minutes of the following meetings:***
 - i. ***The General Purpose & Planning Committee held on 19th March 2019.***
 - ii. ***The Policy & Finance Committee held on 27th March 2019 (Draft).***
 - iii. ***The General Purpose & Planning Committee held on 9th April 2019 (Draft)***
 - iv. ***The Colwyn in Bloom Committee held on 21st February 2019. (Draft)***

457/18 Matters Arising from Those Minutes:

a. Min. 403/18(c)(ii) – Town Branding:

- i. The Clerk submitted a brief report, following a meeting with the BID Manager on 4th April, and members were asked to consider whether the BID's chosen brand "# We are Bay of Colwyn", could work for the residents, tourism and community/ voluntary sectors too. A copy of the BID brand, with imagery from NW Tourism, was submitted with the report.

Concern was expressed about the mixed use of lower-case and upper-case lettering, which some members felt sent out the wrong message to young people. Schools needed our support in reinforcing the need for accurate grammar and spelling. Members understood that this brand may work for some businesses, but expressed concern that it was not a brand they felt would be appropriate to use for heritage, culture, tourism etc. It was also queried how the BID brand affected Mochdre, which was not part of the Bay of Colwyn area.

Resolved to request that the Clerk reports back to Bay Life to confirm that the Town Council is aware that Colwyn BID has already adopted its preferred brand, but that this is not a brand that the Town Council wishes to be associated with.

- ii. **Gateway Signage:** The Clerk tabled a draft design for Gateway Signage, a project being led by Colwyn in Bloom with support (and funding) from Colwyn BID. Members were asked to consider the proposed design elements and text for the signs, which would be in two parts. The top section would be shaped and include the town crest and 'Croeso' / 'Welcome' together with the community name (Old Colwyn, Colwyn Bay, Rhos on Sea and Mochdre – with Mochdre



signs to be funded by Colwyn BID). A separate plate would be added below the main welcome sign, to include the wording 'Bay of Colwyn', the RHS logo and 'gold medal winner'.

It was queried whether any more interesting imagery could be added, as with the Llandudno Junction signs (train picture). However, the Clerk reported that she had been advised that the design standards were very limited for Highways signage and any non-standard text/design would have to have Welsh Government approval, or be treated as an advertisement, with associated planning permission requirements.

Resolved to approve the draft design for both the welcome signs and proposed plates underneath, subject to approval of the final designs, to confirm the sign sizes/colours etc.

b. Min. 403/18(c)(iii) – Clerks' Network Meeting:

The Clerk submitted, for information, the notes from a recent meeting with the Clerks of Mochdre and Llysfaen and members were asked to consider/endorse the recommendations in section 4.

Resolved to endorse the recommendation to work more closely with the other town and community councils in the central area, in the way outlined in the Clerk's report.

c. Min. 404/18 – Old Colwyn Promenade:

The Clerk submitted, for information, responses from CCBC, Network Rail and Welsh Water. It was noted that responses are still awaited from the Head of ERF, CCBC and from two departments of the Welsh Government.

Resolved to request that the Clerk chases the outstanding replies.

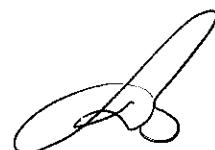
d. Members were then asked to consider and endorse the recommendations of the Committees, as detailed in the following Minutes:

i. Min. 428/18(b) – Youth Engagement:

The Clerk submitted an updated report and recommendations for youth engagement. It was noted that recommendations 4.2 to 4.7 were intended to replace the original recommendation (4.1) to provide a strategy for engagement with young people that could adapt to the different reasons for engagement.

Cllr A Kealey confirmed his support for this approach and asked colleagues to engage with and support any local young people showing an interest in local democracy or politics.

Resolved to adopt points 4.2 to 4.7 of the report (as detailed in Schedule 'A' attached) as the Town Council's Youth Engagement Strategy.



ii. Min. 433/18 – Election of Chairman and Vice-Chairman of Committees:

Members were asked to consider a request to amend the recently updated Standing Orders to enable the Committees of the Council to elect their own Chair and Vice-Chair at the first meeting following their re-appointment each year.

Resolved to approve an amendment to Standing Orders 4d(vi) and 4d(vii), as detailed in Schedule 'B' attached.

iii. Min. 439/18 (b)(ii) - Funding for CCBC Major Events in 2019:

Resolved to defer this item to the end of the meeting, to enable the Council to exclude members of the public, whilst confidential information is discussed relating to the Wales Rally GB event.

iv. Min. 439/18(c) – Small Grants:

Resolved to approve the last batch of small grants for 2018/19, as detailed in Schedule 'B' to those minutes, and to include donations from the balance remaining to the Sir John Henry Morris Jones Trust Fund and the Llandrillo Charities.

e. Resolved to note the resolutions of the Committees, as detailed in the Minutes.

458/18 Conwy CBC:

Resolved to receive the minutes and note the actions of the Town & Community Council Forum and the Clerks' Network Meeting, held on 29 January 2019.

459/18 Assets & Services Working Group:

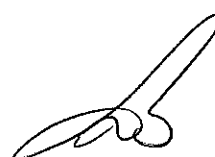
- a. The Clerk submitted the notes from the first meeting of the group, held on 27th March. It was noted that Llysfaen CC has approved the appointment of members to a joint steering group and that response are awaited from Mochdre CC and Betws yn Rhos CC.
- b. Resolved to approve the Terms of Reference for the group, as detailed in Schedule 'C' attached.

460/18 ACT Training (for Events):

The Clerk submitted, for information, the notes from the recent training session. Cllr S Williams gave a brief verbal report, as one of the Members who had attended. It was noted that the presentation had been interesting and relevant and well-received by the event organisers in attendance.

461/18 Old Colwyn War Memorial Committee:

The Clerk gave a brief verbal report, following a meeting of the group held on 9th



April. It was noted that neither of the town council appointed representatives had been able to attend, but that the Clerk had been informed that the Church in Wales carries overall responsibility for the memorial, as it is sited on Church land. The purpose of the Committee is to support the Church with ongoing maintenance and to assist with the organisation of the annual Service of Remembrance. The Town Council's representatives on the Committee would be reappointed at the meeting on 10th June. Cllr Bradley had indicated that he may have to stand down, as he would find it difficult to attend daytime meetings.

An update had also been given to the Clerk regarding the local branch of the British Legion. The District had taken over administration of the branch and the support/involvement in the annual Service of Remembrance may be affected. The Clerk advised members that she would organise a meeting in June to discuss this year's event.

Resolved to request that the Clerk follows up the request for contact details for the Everton & District Pipe Band and seeks to book these at the earliest opportunity.

462/18 Older People's Day at St Paul's Church:

Cllrs G Baker and C Matthews gave a brief verbal report on the event, which had been well attended/supported. It was noted that the Town Council's presence at the event had been welcomed.

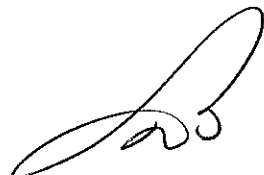
Resolved to note the report.

463/18 Annual Report:

The Clerk submitted, for consideration, the first draft of the annual report for 2018/19 and gave a brief report on some proposed additions, following a review of the Llanrwst Town Council award-winning report.

Resolved to authorise the addition of the following sections, and to delegate authority to the General Purpose and Planning Committee to review the final draft, prior to it being adopted for publication at the Annual Meeting in May.

- a. Updated information on income and expenditure for 2018/19, following completion of the annual accounts.***
- b. Summary of activities for 2018/19 – additional information and some photographs***
- c. Aspirations for the year ahead – addition of: engaging with CCBC on the updated LDP; partner in IMAGINE Colwyn Bay project; Gateway signage***
- d. List of Council meeting and committee meeting dates for 2019/20***
- e. Member attendance records and introductory paragraph.***
- f. Intro to each ward and link to key stats on CCBC website***
- g. Planning apps – description of town council's role and link to Planning Explorer and agenda page (for GP&P meeting – planning application lists).***



464/18 Nominations for Town Mayor and Deputy Mayor 2019/20:

The Mayor invited nominations for these offices, in preparation for the Annual Meeting on 13th May. The Clerk tabled the appropriate sections of the Council's Standing Orders and list of seniority of members, for guidance.

It was proposed and seconded that Cllr N Bastow, Deputy Mayor, be appointed Mayor Elect for the 2019/20 Municipal Year. Cllr Bastow accepted the nomination, which was supported unanimously.

It was proposed and seconded that Cllr Merrill Jones be appointed as Deputy Mayor Elect for 2019/20. There being no further nominations, Cllr Jones indicated her willingness to accept the nomination and this was unanimously approved.

465/18 Representation on Outside Bodies:

The Clerk tabled a copy of the current list of appointments and it was noted that these appointments will be reviewed at the meeting on 10th June.

Resolved to request that all Members notify the Clerk by 31st May if they wish to be removed from any of the outside bodies they are currently listed for.

466/18 Jess Glynne Concert:

It was noted that Members had been asked to contact the Clerk if they were interested in being considered for the Town Council's table at the event. Nine names had been submitted, to include the Mayor and Consort and a carer for Cllr H Meredith.

Resolved to confirm these attendees and to allocate the one remaining place on a first-come, first-served basis.

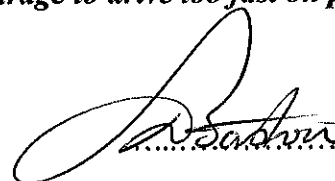
467/18 Min. 439/18 (b)(ii) - Funding for CCBC Major Events in 2019:

Resolved to exclude members of the public, to enable the Council to discuss confidential information relating to the Wales Rally GB event in 2019.

The Clerk gave a brief verbal report, to give members a brief outline of the proposed event. It was noted that these details are currently confidential, pending a press release/launch event.

Resolved to approve a payment of £15,000 towards town centre activities, in connection with the Wales Rally GB Event in 2019, subject to receiving a satisfactory response to the Committee's request for associated 'green' activities and efforts to prevent young people being encourage to drive too fast on public highways.

The meeting closed at 8.30pm

..... Chairman

BAY OF COLWYN TOWN COUNCIL

Youth Engagement Strategy

1. Background:

The Bay of Colwyn Town Council is keen to develop greater levels of ownership, participation and representation from the wider population of young people in the area it represents. This fits in with the Council's corporate objectives, agreed in May 2018, that people are healthy and active, with good mental wellbeing for all ages and that people are informed, included, listened to and can add to their community.

Options for engagement were considered during 2018/19, taking into account the feedback received from potential funders, existing youth workers and other groups that support young people locally. The Council has adopted the following methods of engagement, to form an overarching strategy for future youth engagement and participation:

1.1. Annual Engagement:

To carry out an annual survey of local young people by adding a couple of more general questions about the local area to the existing survey carried out by Conwy Youth Service. Examples of possible questions might be:

- What do you like best about living in the Bay of Colwyn area?
(e.g. where do you like to go to meet up with your friends, what is the place/group/activity you like most etc)
- If you could change or improve one thing in the local area, what would it be?

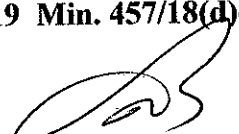
1.2. Themed Engagement:

As and when the Town Council has specific issues/matters that it would like to gather a younger person's perspective on, existing youth networks have agreed they can be targeted to help us gather views, to include:

- 1.2.1. **High Schools / College** (via existing contacts)
- 1.2.2. **Conwy Youth Council** (via Catrin Jarvis)
- 1.2.3. **CVSC Youth Panel** (via Emma Pugh)
- 1.2.4. **Healthy Image Project Participants** (via Chris Gledhill)
- 1.2.5. **Harder to Reach Groups** (via the Targeted Youth Practitioner and/or the new Area Youth Worker)

1.3. Youth Grants:

The Town Council could consider using Participatory Budgeting to increase awareness of, and engagement in, decision-making about the distribution of the youth grant budget each year. Early indications from youth workers are that local young people are likely to be interested in wanting to participate, especially if groups they are involved in are looking for funding for projects.



BAY OF COLWYN TOWN COUNCIL

Youth Engagement Strategy

1.4. Regular Communication:

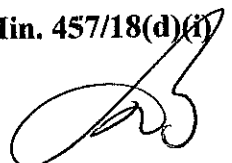
There is an opportunity to invite existing youth networks, such as school councils, Conwy Youth Council and the CVSC Youth Panel to send representatives to the Full Council meetings every six/seven weeks. We could then add a brief agenda item, as we do with the County Councillors, to receive any report from the young people to bring to our attention any community matters/issues which may be affecting, or impacting on them.

1.5. Social Media:

There is also an opportunity, given the increased role that social media plays in young people's lives, to think differently about how we might be able to better engage with younger people generally, as part of a broader communications strategy for the Town Council.

1.6. Youth Forum:

If requested, to support young people in the setting up of a new Youth Forum for the Bay of Colwyn area, using the guidance given in the document 'A Voice in your local community – A toolkit for young people setting up a forum or group to have their say in their community, area or within a service' (copy available on request).



SCHEDULE 1

- v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
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- w A meeting shall not usually exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. shall permit a committee to appoint its own chairman at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Assets & Services Working Group

Membership: Cllrs: P Richards (Glyn); M Worth (Rhiw), C Brockley (Rhos), D Howcroft (Dinarth), K Swindon (Colwyn), T Pearson (Eirias)

Chairman (Interim): Cllr D Howcroft

Quorum: Three members

Reporting: The Working Group will report either to the Policy & Finance Committee, or to the full Council, depending on the matter being considered.

The Assets and Services Working Group is requested to take into consideration the guidance/toolkit published by the Welsh Government and to carefully consider and offer its views on any approach from Conwy CBC in respect of Town and Community Councils taking further responsibility for, or contributing towards maintaining existing assets and services.

The Working Group may invite members from other Councils in the area to join in its discussions, but has no delegated powers to commit the Council to any agreement with any other body regarding joint working, contributing towards (financially or otherwise) or taking on any assets or services currently being delivered by others.

