

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 6.30 P.M. ON WEDNESDAY 22ND MAY 2019

PRESENT: Cllr Chris Hughes, Chairman
Cllrs: N Bastow (Deputy Mayor), D Howcroft, M Jones, A Khan, T Pearson
M Pickard

OFFICER: Mrs C Earley, Town Clerk
Miss L Austin, Administrative Assistant

12/19 Election of Chairman and Vice-Chairman for 2019/20

Resolved to re-elect Cllr C Hughes as Chairman and Cllr K Swindon as Vice-Chairman for the 2019/20 municipal year.

13/19 Apologies for Absence:

The Chairman welcomed Members to the meeting. Apologies were received from Cllrs: K Swindon, A Kealey, H Meredith, P Richards.

14/19 Declarations of Interest:

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

15/19 Minutes:

Resolved to approve and sign, as a correct record the Minutes of the last meeting, held on 27th March 2019.

16/19 Matters Arising from the Minutes

(a) Min. 428/18(d) – Members Allowances:

The Clerk submitted, for information, a response from HMRC to the Secretary of the North & Mid Wales Association of Local Councils, which stated that Basic Expenses and Mayors Expenses Allowances should be treated as a “round sum allowance”. The Town Council could be authorised to make the allowance payments without deductions of tax under PAYE by applying for an exemption and providing evidence of typical expenses (for example, receipts).

The Clerk was still waiting for a response from HMRC to her request for such an exemption.

Resolved to note the initial response from HMRC and request the Clerk reports back when a further response from HMRC is received.

(b) Min. 439/18(b)(ii) Wales Rally GB Event:

The Clerk submitted, for information, a response from Alun Pritchard, Motorsport UK. Alun stated that Motorsport UK would be engaging with local schools to talk about the dangers of dangerous driving, how youngsters could get into motorsport to experience high speed driving in a controlled environment, and to also demonstrate engineering to the pupils.

In regards to the 'green initiatives', Motorsport UK were awarded the 'Accreditation for Excellence' for their Environmental Sustainability by FIA (world governing body for motorsport), by undertaking such work as: reducing the fuel consumption of officials, providing 'green driving tips' to spectators, ensuring no pollution occurs in waterways they pass by; undertaking ground testing at their service park to check for pollutants.

Resolved to note the response and to request that the Clerk contacts Rachael Gill, Events Conwy, regarding the proposed town centre activities and to request that they consider the possibility of having electric vehicles on display in town.

17/19 Finance:

(a) Resolved to authorise payments made on behalf of the Council for the period 23/3/2019 to 31/3/2019 and 1/4/2019 to 10/5/2019, as detailed in Schedule 'A' attached.

(b) Resolved to receive and authorise the Chairman and Clerk/RFO to check and sign the bank reconciliations as at 30/4/2019.

(c) The Clerk tabled, for information, the year-end income and expenditure report, as at 31/3/2019 and gave a verbal report on the unspent budgets to be carried forward from 2018/19, to enable the completion of various projects.

(d) Resolved to authorise the carrying forward of the following budgets from 2018/19 to 2019/20:

- a) Youth Grant (Le Sport Junior Squash) - not yet confirmed - £2,000*
- b) Christmas Lights - £2,150*
- c) Colwyn in Bloom - £2,500*
- d) Ward Allowances - £6,035*
- e) Members Allowances (transfer unspent budget to small grants) - £2,414*
- f) Play Equipment - £30,000*
- g) Community/Place Plan - £10,000*

(e) The Clerk submitted, for information, correspondence from CCLA regarding the Market Report for March 2019.

Resolved to receive and note the correspondence.

18/19 Welsh Government:

The Clerk submitted, for information/consideration the following correspondence:



(a) Notice of a consultation (now closed) on consideration of proposals to amend the Public Audit (Wales) Act 2013.

Resolved to note the correspondence and await proposals in due course.

19/19 Conwy County Borough Council:

(a) Play Equipment: The Clerk submitted, for consideration, a response from Bryn Shiland regarding the lack of expenditure on play equipment repairs/renewals in 2018/19. The Clerk reminded Members that £17,500 is budgeted by the Town Council each year towards replacement/renewal of play equipment. As £30,000 was committed last year, but not yet spent by CCBC, there is now £47,500 committed this financial year.

It was noted that a report will be submitted after a full inspection of all play equipment in May, after which a schedule of works, based on the risk assessments, would be generated to show which playgrounds/equipment across the County should be prioritised. The CCBC budget for play equipment this year is £214,000 and Members expressed concerns that the £47,500 from the Town Council would enable this to be dispersed throughout other areas of the County. Members requested that the Clerk contact Bryn to confirm that the priority works, including Colwyn Bay, should come from the CCBC budget, after which the Town Council committed amount could be used to cover other non-priority improvements to play equipment within the Colwyn Bay area.

Cllr C Hughes reported that he had received an update regarding the Rhos site and that funding from private investors, in-house (CCBC) and from the Welsh Government had been looked at, but at the moment no money had been identified. The redevelopment of Rhos Point (from the car park/Abbey Road north) is still in development. It was queried whether the Paddling Pool surfacing works would be completed by summer, and whether the £6,000 would be enough to complete the works.

Resolved to request the Clerk confirms with Bryn Shiland that the Paddling Pool works will be completed by the end of the month, as stated in his email.

Further resolved to request the Clerk confirms with Bryn that CCBC budget is used first on all urgent repairs to playground equipment across the County, before the Town Council's additional funds are used.

(b) Town Centre Investment Plan:

The Clerk gave a verbal report on the Town Centre Investment Plan following a meeting on the 21st May. Various surveys had been completed (topographical, street-scene, utility apparatus, parking requirement) to investigate if the initial proposals would work, and the next stage was to procure a consultant to draw up plans.



The following timeline had been discussed: the infrastructure concept was to be shown to the Bay Life Board on 25th June; the plan would then be brought to the Town Council before being shared in a public consultation in July/August. Welsh Government funding would then be sought in September.

The aim is for one-way system to get traffic circulating around town; with wider pavements and raised humps to allow people to cross and to calm traffic. There would be strategic placement of planters/seating along Station Road and improvements to the station forecourt. The underpass to the Prom would be included with potential art installations to create a 'shared space' feel.

There had been a discussion about Town Centre maps at key locations, e.g. bus stops and at the station; Gateways signs had also been discussed, together with potential images of the area.

An update had also been given on other linked projects: 7 Abergele Rd (AA Cash & Carry) was expected to be completed by September, with office accommodation and retail space; Imperial Buildings – planning for 21 residential units and 3 new commercial (plus 2 existing) with Welsh Government application expected next month for grant and town centre loan monies; Market Hall site – expressions of interest being driven by residential use at the moment. Potential to swap with Princes Drive to get better located parking for town centre; Street Market – consent renewed ready to go out to find private operator. There will be a condition attached to ensure consistency of appearance.

Resolved to note the Clerk's report.

20/19 Office IT:

(a) The Clerk gave a verbal report regarding a recent issue with an old e-mail account which was compromised in early May via the Livetech server. With help from Microshade and Livetech the issue was resolved but did highlight that the current anti-virus protection (Microsoft Essentials) installed on the office computers is no longer supported and now not fit for use.

(b) The Clerk submitted, for consideration, a quotation to upgrade the anti-virus protection on the PC and laptop to Kaspersky, at a cost of £6pm (managed/ monitored by Microshade, the Council's existing IT services provider) and a recommendation to upgrade the admin desktop PC to Windows 10.

The Clerk also submitted information about standalone Cyber Security Insurance for local councils, at a cost of £299 per annum, which included 10 x Avast commercial grade anti-virus software licences. Members discussed whether the additional insurance was required, especially considering a response from Zurich, the Town Council's current insurance provider, which suggested that extra insurance (against cyber-crime) was not necessary.

Resolved to request the Clerk upgrades the anti-virus protection to Kaspersky, via Microshade, at a cost of £6pm.



The Clerk further reported that the desktop PC required upgrading to Windows 10 by January 2020 and a quote from Computer World for £25 had been obtained. However, this had increased to £170 when the PC went into the shop, due to a faulty hard drive, poor memory space and broken USB ports. As a new PC was only £399, the Clerk reported to the Committee that she had used her delegated powers to purchase a new machine, with increased memory and including the Windows 10 upgrade.

Resolved to note and endorse the purchase of a new desktop personal computer, for the admin office, at a cost of £399, plus £20 for additional memory.

21/19 Civic Regalia:

(a) The Clerk submitted a quotation for the supply of five more Past Mayor's medals, due to no stock remaining.

Resolved to authorise an order for 5 (five) Past Mayor's medals at a cost of £1,530.25 from Fattorini.

(b) Honours Board:

The Clerk advised Members that a new Honours Board is required and asked Members to consider any local tradesmen who may be willing/able to provide a quotation.

Resolved to request the Clerk contacts John Roberts, the previous Clerk, to seek to obtain the details of the tradesman who originally provided the Honours Board. Clerk also to contact Cllr A Khan, if John is unable to provide details.

22/19 War Memorial in Queen's Gardens:

The Clerk submitted, for consideration, quotations for the cleaning/restoration of the bronzework (statue and plaques) at the War Memorial.

Resolved to request the Clerk contacts Llandudno Town Council to see how long it's been since they had their Memorial restored. Contact Farmers Bronze Restoration to check lifespan of their restoration.

Further resolved to then delegate to the Clerk, with liaison with the Chair, to seek to obtain an additional quote(s) and select the most appropriate/cost effective solution company for the routine cleaning/restoration of the bronze-work.

23/19 Local Members Ward Allowances:

The Clerk submitted, for information, the updated budget for the new financial year.

Resolved to note the updated budget.



24/19 Grants:

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

- (i) Colwyn Bay St John Ambulance
- (ii) Benefit Advice Shop
- (iii) Student Windsurfing Nationals (Event Grant)
- (iv) Colwyn Bay Cricket Club (Event Grant)
- (v) National Eisteddfod
- (vi) The Rotary Club of Rhos on Sea
- (vii) Events Conwy (Prom Xtra Event Grant)
- (viii) Bryn y Maen Exhibition Society

25/19 Conwy & Denbighshire PSB Community/Individual Green Pledge:

The Clerk submitted for information the C&D PSB information.

Resolved to delegate authority to the Clerk to submit any comments on the draft documentation by the Friday 24th May deadline.

26/19 ADDITIONAL URGENT ITEM: Rear Annexe / 'Prom Ally'

As an additional item, the Clerk sought members' views on an urgent request for temporary storage space, received earlier today. The Clerk advised Members that a request had been received from a small local charity (via CVSC) for some temporary storage space while they were awaiting conversion to a CIC and grant funding to expand/obtain permanent premises.

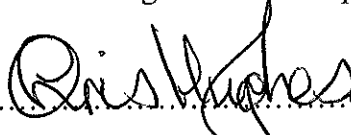
The charity had been set up to provide the free loan of prom dresses/suits to those who are unable to afford an outfit, and who would otherwise not be able to attend their prom. The charity had since been a victim of its own success and been inundated with donations of new dresses (approx. 1500).

The Clerk advised Members that there was a vacant room in the rear annexe (first floor) which could be used, and that the Charity also hoped to apply for a small grant to cover the operational (NNDR/heating/electricity) costs.

Members were supportive in principle, but agreed that NNDR must be covered and that the charity must have its own insurance.

Resolved to request the Clerk sends the owner an application form for a small grant and seeks confirmation that they will be looking for a permanent base within the Colwyn Bay area.

The meeting closed at 7.55pm.

 Chairman

Date: 14/05/2019

Bay of Colwyn Town Council 2018/19

Page 1

Time: 11:30

Treasurers A/c 00164077

List of Payments made between 23/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/03/2019	Bebbington & Wilson Ltd	005366	177.00	I 179	Pat Testing
27/03/2019	Bangor University	005367	1,500.00	I 180	Scholarship
27/03/2019	Andrew Fraser Memorial Clock	005384	220.00	I 190	LWA - restoration of clock
28/03/2019	OneCom	DD	61.72	I 177	Phones/Broadband
28/03/2019	1st Colwyn Bay Brownies	005368	250.00	I 181	Small Grant
28/03/2019	1st Colwyn Bay Rainbows	005369	250.00	I 181	Small Grant
28/03/2019	Coast Community Radio	005370	450.00	I 181	Small Grant
28/03/2019	NWAMI	005371	490.00	I 181	Small Grant
28/03/2019	Rotary Club Of Rhos on Sea	005372	500.00	I 181	Small Grant
28/03/2019	6th Colwyn Bay Scouts	005373	500.00	I 181	Small Grants
28/03/2019	Sir John Henry Morris Jones	005374	1,500.00	I 181	donation of small grant
28/03/2019	Llandrillo Charities	005375	890.00	I 181	Education A/c Donation
28/03/2019	Orme Explorer Scouts	005376	1,000.00	I 182	Youth Grant
28/03/2019	Friends of Rhos on Sea	0053677	450.00	I 183	LWA
28/03/2019	Llandrillo yn Rhos Charities	005378	150.00	I 184	LWA
28/03/2019	Friends of Rhos on Sea	005379	600.00	I 185	LWA
28/03/2019	Old Colwyn FC	005380	300.00	I 186	LWA
28/03/2019	Soup n' Sox Community Van	005381	150.00	I 187	LWA
28/03/2019	Youth Shedz Ltd	005382	150.00	I 188	LWA
28/03/2019	Conwy County Borough Council	005383	300.00	I 189	LWA - Theatr Colwyn
28/03/2019	ARC Communities	005385	150.00	I 191	LWA
28/03/2019	3rd Colwyn Bay Scout Club	005386	870.00	I 192	LWA
28/03/2019	Ysgolo Hen Golwyn	005387	600.00	I 193	LWA
28/03/2019	Petty Cash Imprest	005388	76.66	I 194	March Claim
29/03/2019	Pitney Bowes	DD	208.00	I 177	Postages
29/03/2019	Conwy County Borough Council	FP	1,298.24	I 178	Keep it Clean Env Project
29/03/2019	Cllr Mrs H Meredith	FP	100.00	I 178	Travel Expenses
29/03/2019	Society Local Council Clerks	FP	36.00	I 178	Training Webinair
29/03/2019	WNW	FP	69.55	I 178	Stationery
29/03/2019	Clira Ltd	FP	108.00	I 178	Legionella Testing
29/03/2019	Cais Social Enterprise	FP	15,000.00	I 178	1940's Festival
29/03/2019	C J Earley	FP	211.65	I 178	Travel Expenses/Reimbursment

Total Payments	28,616.82
-----------------------	------------------

Mem 6(a)

Date: 22/05/2019

Bay of Colwyn Town Council 2019/20

Page 1

Time: 12:42

Treasurers A/c 00164077

List of Payments made between 01/04/2019 and 10/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	Canda Copying Ltd	SO	114.00	I 20	Copier Rental Q1
05/04/2019	Eisteddfod Genedlaethol	005351	3,500.00	I 1	Large Grant 2nd Installment
05/04/2019	Colwyn Bay Heritage Group	005341	1,115.00	I 1	Large Grant
05/04/2019	Cruse Bereavement Care	005342	2,500.00	I 1	Large Grant
05/04/2019	Home Start Conwy	005343	2,500.00	I 1	Large Grant
05/04/2019	Kaleidoscope Theatre	005344	1,000.00	I 1	Large Grant
05/04/2019	Tramway Society	005345	500.00	I 1	Large Grant
05/04/2019	Benefit Advice Shop	005339	3,500.00	I 1	Large Grant
05/04/2019	CAB	005340	2,500.00	I 1	Large Grant
05/04/2019	St John Colwyn Bay	005346	1,000.00	I 1	Lasrge Grant
05/04/2019	TAPE	005347	3,645.00	I 1	Large Grant
05/04/2019	Upper Colwyn Bay Centre	005348	4,000.00	I 1	Large Grant
05/04/2019	Y Pentan	005349	1,000.00	I 1	Large Grant
05/04/2019	Oriel Colwyn	005350	4,000.00	I 1	Large Grant
12/04/2019	Conwy County Borough Council	FP	358.00	I 19	Ward Allowance CCTV (JP)
12/04/2019	One Voice Wales	FP	60.00	I 19	Training Cllr GBaker
12/04/2019	I P Williams	FP	321.60	I 19	Translations
12/04/2019	Sets Ltd	FP	5,342.22	I 19	Festive Lighting Removal
12/04/2019	S & L Industrial Cleaners	FP	65.00	I 19	Cleaning Town Hall
15/04/2019	Colwyn Bay Conservation & Envi	005389	5,000.00	I 1	Large Grant
15/04/2019	Cllr T Pearson	005392	120.00	I 1	Basic Allowance
15/04/2019	Cllr Bob Barton	005393	120.00	I 5	Basic Allowance
15/04/2019	Cllr J Pearson	005394	120.00	I 6	Basic Allowance
15/04/2019	Gwynedd Council	005395	1,663.22	I 7	Pensions April
15/04/2019	Clerical Medical	005396	50.00	I 8	AVC's Clerk
15/04/2019	Conwy County Borough Council	005397	4,500.00	I 9	Events Funding Oriel Colwyn
15/04/2019	Employees	FP	4,990.44	I 20	Salary April
15/04/2019	HMRC	FP	1,777.81	I 20	PAYE & NI
15/04/2019	Conwy County Borough Council	FP	725.50	I 20	NNDR Town Hall
15/04/2019	Microshade Business Consultant	FP	111.00	I 20	IT Services
15/04/2019	Blachere Illuminations	FP	13,423.20	I 20	Xmas Lights
17/04/2019	Sip Cafe Kitchen	005390	250.00	I 1	Volunteer Awards Catering
17/04/2019	Colwyn Bay Cricket Club	005391	54.00	I 3	N&MWALC Drinks (Mayor)
26/04/2019	Colwyn Bay Cricket Club	005398	5,000.00	I 10	Events Grant 2019/20
26/04/2019	Colwyn Bay Cricket Club	005399	45.00	I 11	Colwyn in Bloom Room Hire
26/04/2019	Conwy Voluntary Services Council	005400	15.00	I 12	Annual Membership
26/04/2019	Wales in Bloom	005401	205.00	I 13	Entry Fee
26/04/2019	Ian Walters	005402	145.00	I 14	Signs in Car Park
26/04/2019	Old Colwyn Residents Assoc	005403	300.00	I 15	Ward allowance (Cllr BB)
26/04/2019	M Crossley Plumbing	FP	75.00	I 21	Town Hall
26/04/2019	Conwy County Borough Council	FP	288.50	I 21	Bid Levy
26/04/2019	Conwy County Borough Council	FP	192.33	I 21	Bid Levy (Vacant Rooms)
26/04/2019	CCLA	FP	50,000.00	I 21	Purchase Units

Date: 22/05/2019

Bay of Colwyn Town Council 2019/20

Page 2

Time: 12:42

Treasurers A/c 00164077

List of Payments made between 01/04/2019 and 10/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/04/2019	One Com	DD	69.97	I 21	Phones/Broadband
29/04/2019	CCLA	FP	50,000.00	I 21	Purchase Units
30/04/2019	Prestatyn Town Council	005404	70.00	I 16	Mayoral Event
30/04/2019	Conwy County Borough Council	FP	723.00	I 21	NNDR

Total Payments 177,054.79



SCHEDULE 'B'

List of unspent budget items in 2018/19 which require carrying forward to increase

Item	Amount
Youth Grant re: Le Sport Junior Squash (not yet confirmed)	£2,000.00
Christmas Lights	£2,150.00
Colwyn in Bloom	£2,500.00
Ward Allowances	£6,035.00
Members Allowances (transfer unspent budget to small grants)	£2,414.00
Play Equipment	£30,000.00
Community / Place Plan	£10,000.00
	<hr/>
	£55,099.00



Analysis of Reserves at Year End

	Balances as at 31.3.2019
	£
General Reserves:	
Term Deposit(s)	50,000.00
General Reserve: CCLA PSDF	75,000.00
Current Account	135,696.72
(less unrepresented chqs at year end)	-14,266.66
Petty Cash Imprest Acc	100.00
Total General Reserves:	246,530.06
Earmarked Reserves:	
CCLA Local Auth Property Fund	150,000.00
Total Earmarked Reserves:	150,000.00



(Updated as at 31/3)

	£	Revised Forecast 2019/20	£
Balances B/F 1/4/2019:			
* General Reserve: Term Deposit(s)	50,000.00		
General Reserve: CCLA PSDF	75,000.00		
Current Account	121,430.06		
Petty Cash Imprest Acc	100.00	246,530.06	
Year End Adjustments:			
Debtors and Prepayments 31.3.19	31,237.52		
Creditors and Accruals 31.3.19	13,901.49		
		17,336.03	
			263,866.09
Tf to/from reserves for 2019/20:			
Budgeted net inc/exp		-69,650.00	
In year budget virements		-55,099.00	
(see next sheet)			
Projected Balances at y/e 31/3/2020=			139,117.09

Council's Policy on General Reserves:

To retain a combined General Reserve/Current Acc balance of a minimum of 25% of the budgeted annual gross expenditure (2019/20 = 25% of £555,450 = £138,860), for cash flow purposes. The estimated general reserves of £ 139,117.09 (including the Public Sector Deposit Fund balance, which is now treated as a fixed asset in the annual financial statements) meet this requirement.

Earmarked Reserves:

The Council may choose to set aside earmarked reserves from time to time for specific or expected future item(s) of more major expenditure. One such reserve currently exists and was created to set aside funds for future capital expenditure on major project(s), which may include works on the Town Hall site following an asset transfer of the whole Rhiw Road site by the County Council in September 2015. Parts of the site are currently vacant and potential future use(s) are being explored. The total earmarked reserve as at 31.3.2018 was £150,000. These funds are reserved for future capital expenditure only.