

**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 PM ON WEDNESDAY 3RD
JULY 2019**

PRESENT: Cllr C Hughes (Chairman)
Cllrs: A Khan, M Pickard, P Richards, K Swindon

OFFICERS: C Earley, Town Clerk
L Austin, Administrative Assistant

68/19 Welcome and Apologies for Absence:

The Chairman welcomed Members to the meeting. Apologies were received from Cllrs: H Fleet, D Howcroft, A Kealey, A Mason, H Meredith, T Pearson.

69/19 Declarations of Interest:

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

70/19 Minutes:

(a) Resolved to approve and sign, as a correct record, the Minutes of the last meeting, held on 22nd May 2019.

71/19 Matters Arising from the Minutes

(a) Min. 16/19(b) - Wales Rally GB Event:

The Clerk reported that Cllr H Fleet will be meeting with Alun Pritchard from Motorsport UK in the coming weeks to discuss the town centre activities and green initiatives at the Rally event in October and that she will report back to a future meeting.

(b) Min. 19/19 – Play Equipment:

The Clerk informed the Committee that Paul Williams (CCBC Playgrounds Inspector) had called in the office to make a verbal request for authority to spend some of the funds allocated by the Town Council on replacing pieces of play equipment which it is no longer cost effective to repair.

The Clerk informed the Committee she had asked Paul Williams to send a list of the equipment in the area that needs replacing and the approximate costs. He had confirmed that the funding allocated by CCBC will cover reactive maintenance of equipment across the County, but not replacement equipment.

Resolved to defer consideration of this matter until the requested list has been received.

(c) Min. 22/19 – War Memorial Maintenance:

The Clerk informed the Committee that she was still waiting for a second quote for the maintenance of the War Memorial and would report back to the Committee once this had been received.

72/19 Finance:

(a) Resolved to authorise payments, made on behalf of the Council, for the period 11/5/2019 to 21/6/2019, as detailed in Schedule 'A' attached.

(b) Resolved to receive and approve the signing of the bank reconciliations as at 31/5/2019.

(c) Resolved to receive the income and expenditure report as at 30/6/2019.

The Clerk gave a brief verbal report to explain that there had been a reduction in income from Town Hall room hire due to the loss of several full rate paying regular bookings and asked Members to recommend the Town Hall to local groups/organisations who required rooms for meetings/training sessions etc.

(d) The Clerk submitted, for information, correspondence from CCLA regarding Property Fund Prices and Dividend Yields and the Market Report from May 2019.

Resolved to receive and note the correspondence.

73/19 Welsh Government:

The Clerk submitted for information/consideration the following correspondence:

(a) Wales Audit Office – Good Practice Exchange Programme 2019/20

It was noted that the Clerk had been unable to attend the Internal Audit report webinar on 2nd July, due to a prior commitment, but would inform the Committee of any outcomes once she had received the link to view the recording.

74/19 Conwy County Borough Council:

(a) The Clerk informed the Committee that she had not been able to attend the Bay Life Officers' meeting on 25th June and it was noted that a full report will follow from the Strategic Board meeting in July.

Resolved to note.

75/19 Insurance:

Resolved to delegate authority to the Clerk to check the insurance schedule and make any adjustments to cover, prior to renewal on 3rd August.

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76/19 Colwyn BID:

The Clerk submitted, for consideration, a request for the Town Council to submit an application, on behalf of Colwyn BID, to adopt a telephone kiosk on Station Road/Princes Drive, as a location for a de-fibrillator. Colwyn BID have been informed by BT they are not eligible to apply for adoption as they are not a local authority, charity or town/community council. The cost, at £1 per annum, and insurance would be covered by Colwyn BID. Once adopted, the responsibility for insuring and inspecting the kiosk/Defib would fall to Colwyn BID whose ambassadors would check the defibrillator monthly. The Welsh Ambulance Service would be responsible for the maintenance of the defibrillator whenever it has been used.

Cllr P Richards informed the Committee of another 1930s style kiosk on Maes Y Fron, on the Glyn estate that the local community would like to see adopted. The kiosk was currently functioning, but could also be used to store a de-fib.

It was noted that permission would be required from the Local Authority, prior to any adoption request being submitted.

Resolved to recommend the Council considers adopting both kiosks (in Glyn Ward and on Station Road/Princes Drive)(subject to members being aware that the line would be disconnected and payphone equipment removed by BT upon adoption) and writes to Conwy CBC to seek the required permission.

77/19 Glyn Ward Invest Local:

Cllrs C Hughes and P Richards gave a brief verbal report on recent meetings and activities. Unfortunately, the Committee had not yet been able to execute the many plans that had been proposed. The Councillors felt that most residents valued their contribution to the meetings, but expressed concern that were one or two who did not. This was despite the Councillors explaining they were not there as formal representatives of the Council, but as ward residents themselves.

Cllr P Richards discussed how the Uke a Bay event in the Summer is able to use the GWIL insurance for the event and consequently an amount apportioned for insurance in the events grant may be able to be returned to the Town Council.

78/19 Making Tax Digital:

The Clerk informed the Committee that Making Tax Digital advice, which requires businesses to keep their VAT records digitally and submit VAT return figures directly from accounting software, only applies to VAT registered councils/businesses with taxable income exceeding £85,000 p.a. The Town Council does not come anywhere close to this, as most of its income is outside of the scope of VAT (e.g. precept).

Resolved to note the information.

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79/19 Operation London Bridge:

The Clerk submitted, for information and consideration, notes from a presentation given at a recent Clerks' training event regarding the protocol and procedures involved following the death of a senior national figure.

Resolved to recommend that the Council adopts the action plan/policy, as detailed in Schedule 'B' attached, so that it is in place as and when it may be required.

80/19 Local Members Ward Allowances:

The Clerk submitted, for consideration, a project proposal from:

- (a) Cllr G Baker – £200 towards Happy Faces Refurbishment

Resolved to approve the proposal for payment.

81/19 Other Correspondence:

The Clerk submitted for information the following items which it was noted are available on request from the Clerk:

- (a) Minutes of an IMAGINE Steering Group meeting, held on 4th June.

- (b) Training and conference notes from:

- (i) SLCC/OVW Joint Conference 15 May
(ii) SLCC Leadership in Action 5-6 Jun
(iii) SLCC Wales Regional training seminar 20 Jun

82/19 Grants:

(a) Youth Grants:

The Clerk submitted, for consideration, correspondence received from Neil Pringle at CVSC regarding the CVSC Youth Panel/youth grants and suggestions as to how to engage young people on the youth grants budget, in accordance with the Town Council's recently adopted Youth Engagement Strategy.

Cllr C Hughes proposed that the youth grants budget should be split, with 50% going towards a Participatory Budgeting event which would allow young people/organisations to be actively involved.

Resolved to recommend the Council splits the £10,000 youth grants budget, with £5,000 put towards Participatory Budgeting project for funding for youth projects/activities, leaving £5,000 to be used for other applications received in the usual manner.

Further resolved to request that the Clerk drafts criteria for the Participatory Budget youth grants project, and brings this back to the Committee for consideration, and to meet with the Officers supporting both the CVSC Youth Panel and CCBC Youth Council to discuss how they could be involved in this project..

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(b) CONFIDENTIAL ITEM- CCBC Major Events 2020:

It was noted that the following report had been given to the Town Clerk in confidence, as it was the very early stages of discussion. Resolved to treat this as a confidential item of correspondence.

The Clerk submitted, for consideration, a confidential email from Rachael Gill, CCBC Corporate Events Manager, regarding several new events for 2020, one of which would require funding support from the Town Council (amount not yet confirmed, as Colwyn BID has also been asked to consider it support).

The Clerk tabled some slides giving further information about the proposed event.

Resolved to recommend that the Town Council supports the event in principle, with the amount of funding to be discussed/agreed at a later date.

It was noted that the second event is also in the early stages of discussion and would not require any funding support, though may cause some disruption to local roads.

(c) Small Grants:

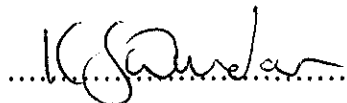
The Clerk submitted for consideration the small grant applications received for Q1, as detailed in Schedule 'C' attached.

Resolved to recommend approval of grant applications A and D, as detailed in Schedule 'C' attached, and decline grant applications B and C.

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

- (i) Coast Community Radio & Media
- (ii) Citizens Advice Conwy
- (iii) Conwy Eisteddfodd

The meeting closed at 7.50pm.

.......... Chairman

Date: 03/07/2019

Bay of Colwyn Town Council 2019/20

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Time: 14:47

Treasurers A/c 00164077

List of Payments made between 11/05/2019 and 21/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/05/2019	Cllr Neil Bastow	FP	30.00	I 22	Mayor's Allowance
13/05/2019	Cllr S Williams	FP	19.35	I 22	Mayor's allowance
13/05/2019	I P Williams	FP	541.68	I 22	Translations
15/05/2019	Gwynedd Council	005405	1,663.22	I 17	Pensions May
15/05/2019	Clerical Medical	005406	50.00	I 18	AVC's Clerk
15/05/2019	Employees	FP	5,091.24	I 22	Salaries May
15/05/2019	HMRC	FP	1,587.01	I 22	PAYE & NI
17/05/2019	Sip Cafe Kitchen	FP	425.00	I 23	Catering Annual Meeting
17/05/2019	JDH Business Services Ltd	FP	518.16	I 23	Internal Audit
17/05/2019	Conwy County Borough Council	FP	12,000.00	I 23	Prom Xtra 2019
17/05/2019	Dwr Cymru	FP	424.29	I 23	Town Hall Bill
17/05/2019	Dwr Cymru	FP	458.71	I 23	Water bill Rhiw Road
17/05/2019	Planning Aid Wales	FP	120.00	I 24	Training
17/05/2019	Conwy County Borough Council	FP	13,000.00	I 24	CCTV Digital upgrade
17/05/2019	Conwy County Borough Council	FP	55,000.00	I 24	Theatr Colwyn
17/05/2019	Society Local Council Clerks	FP	108.00	I 24	Wales Conference
17/05/2019	Clira	FP	108.00	I 24	Monthly Legionella
17/05/2019	Microshade Business Consultant	FP	111.00	I 24	IT Server/Support
23/05/2019	British Gas	DD	773.26	I 23	Town Hall
23/05/2019	British Gas	DD	1,066.32	I 23	Gas Bill Rhiw Road
23/05/2019	British Gas	DD	436.97	I 23	Rear Annexe Gas Bill
24/05/2019	Cllr Jeff Pearson	FP	120.00	I 25	Basic Allowance
24/05/2019	Computer World	FP	419.00	I 25	New PC
24/05/2019	Conwy County Borough Council	FP	723.00	I 25	NNDR (Town Hall)
29/05/2019	Pitney Bowes	DD	208.46	I 23	Franking Machine
29/05/2019	One com	DD	59.88	I 25	Broadband
11/06/2019	Pitney Bowes	DD	71.82	I 30	Franking Machine
13/06/2019	SIP Kitchen Cafe	FP	89.25	I 29	Sir JHMJ Catering
13/06/2019	Livetech	FP	936.00	I 29	Web Development
13/06/2019	Clira	FP	108.00	I 29	Monthly Legionella Checks
13/06/2019	A D Window Cleaning	FP	60.00	I 29	May Watering
13/06/2019	Microshade Business Consultant	FP	111.00	I 29	IT Services
13/06/2019	Society Local Council Clerks	FP	425.00	I 29	Clerk Training (LIA)
13/06/2019	WNW	FP	74.78	I 29	Supplies
13/06/2019	Conwy County Borough Council	FP	240.00	I 29	Ward Allowance MJ Skip OC
14/06/2019	RNLI	005411	25.00	I 26	Mayor's Engagement
14/06/2019	University of Wales	005412	1,500.00		Scholarship
14/06/2019	Employees	FP	5,040.84	I 28	Salaries
14/06/2019	Cllr Neil Bastow	FP	600.00	I 28	Mayor Allowance (Cllr)
14/06/2019	I P Williams	FP	395.22	I 28	Translations
14/06/2019	Gwynedd Council	005413	1,663.22	I 31	Pensions
14/06/2019	Clerical Medical	005414	50.00	I 32	June AVC's Clerk
15/06/2019	Canda Copying Ltd	FP	104.49	I 29	Q1 Copies
19/06/2019	HMRC	FP	1,787.41	I 28	PAYE

Total Payments	108,344.58
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BAY OF COLWYN TOWN COUNCIL

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SCHEDULE 'B'

Operation London Bridge National Planning Requirements Action Plan April 2019

Brief:

Throughout the country in the event of the sad passing of H.M. The Queen the whole community will be affected. With the date of this event unknown, all appropriate organisations need to be prepared as there will be national protocols and procedures to be followed. The event is Operation London Bridge – the code name given to the passing HM Queen Elizabeth the Second.

Action	Detail	Responsibility	Date/Timescales
<p>Notification: Following her departing and the official announcement from Buckingham Palace</p>	<p>Pre-arranged events may have to be cancelled during this 10 day period This cannot be insured against and Council's/Community groups will need to carry the costs Note if Remembrance Sunday falls within the 10 day period, Remembrance Services will continue as normal with added prayer. However, any celebratory, seasonal events, carol services or markets etc will need to be cancelled or re-scheduled.</p>	<ul style="list-style-type: none"> • Town Council • Local voluntary Groups • Events Committee(s) 	<p>A period of ten days state mourning will follow. D Day being the date of the death and D10 the date of the full state funeral in Westminster Abbey. If D10 falls on a Sunday then the funeral will be held on the D11 Monday.</p>
<p>Flags</p>	<p>If you have a vertical flag pole, the Union Flag should be flown at half-mast throughout the period of mourning except for D2 Proclamation Day, when the new King is Proclaimed (Operation Spring Tide). If you pole is at an angle the Union Flag should be flown to full mast, with black cravats attached (contact local florists for a roll of black floral ribbon). All flags/flag poles return to normal by 9.00 a.m. the day after the funeral.</p>		

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E.L.Y OF COLWYN TOWN COUNCIL

Website	Draft statement from Chair to be prepared in advance (not too corporate!) Home page to be overwritten with a black page carrying a portrait of HM The Queen with associated tabs below to the Council's Home Page and other tabs as appropriate including any commemorative events locally and cancellations of any other pre-planned events.	<ul style="list-style-type: none"> Clerk to contact Website provider to prepare for this in advance 	In Business Continuity terms this will be assist the Council in the event of the Clerk and Financial Officer and/or Assistant being away from the office. This will automatically be triggered from our host provider.
Portraits	<p>Many Councils already have a portrait. A more suitable portrait may need to be sourced (particularly if the Council will provide a book of condolence**)</p> <p>The portrait should have a black ribbon (florist ribbon as above)</p>	<ul style="list-style-type: none"> Check if we have a suitable portrait? 	The portrait should remain in situ for one month, being the period of Royal mourning. Following this time, the portrait of the new King should be put in place with an alternative position established for HM the Queen's portrait.
Condolence Books	Loose leaf books are preferred; copies can then be sent out, e.g. to schools and care homes, if desired. Following D11 folders can be collated and bound with a letter sent to the Private Secretary at Buckingham Palace advising that the Book of Condolence is held within the Council archives.	<ul style="list-style-type: none"> Hardback condolence books already held in stock Check with CCBC / local churches and other institutions 	Until D11
Area to lay flowers	Some Communities might wish to designate an area for flowers to be laid. Ideally flowers should be unwrapped and not left in cellophane.	<ul style="list-style-type: none"> Agreements to be sought with CCBC re: any suitable areas for flowers to be laid 	<p>Flowers WILL BE removed on the morning after the State Funeral.</p> <p>(The Chair could pick up the first bouquet and place in the back of disposal vehicle, then the Vice-Chair etc</p>

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BAY OF COLWYN TOWN COUNCIL

			<p>followed by other Chairs, Councillors and members of the public; if such an event is arranged.</p> <p>The flowers could be removed for composting with the compost used to plant a commemorative tree?</p>
<p>Proclamation</p>	<p>The National Proclamations will be read in London, Edinburgh, Belfast and Cardiff, along with County Proclamations, read normally by the High Sheriff.</p>	<ul style="list-style-type: none"> • CBTC might wish to have the proclamation read out by a Deputy Lord Lieutenant, or the Mayor ?? • <i>Establish procedures with LL office to prevent duplication</i> 	
<p>Church Services</p>	<p>Each Diocese will issue this information locally and arrange civic services.</p> <p>Dioceses will arrange full Civic Services in cathedrals and major churches on the mid Sunday of the 10 day mourning period; with local parish churches encouraged to hold services on the eve of the State Funeral.</p>	<ul style="list-style-type: none"> • Start discussions with local clergy now 	
<p>Public Holiday</p>	<p>The day of the State Funeral will be a Public Holiday, unless Day 10 falls on a Saturday.</p>	<ul style="list-style-type: none"> • Implication on workforce work plans to be considered 	
<p>Note: A similar process will be followed for the death of HRH Duke of Edinburgh, apart from the Proclamation. If both HM The Queen and Duke of Edinburgh pass away together, it is highly likely that a full State funeral for HM The Queen will proceed, with a private service at St George's Windsor, later the same day for the Duke of Edinburgh.</p>			

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Summary of Small Grant Applications for 2019/20

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Moved to Youth Grants	Purpose of Grant	Exp Powers:	S137 Total	Notes:
A 271 Colwyn Bay Air Cadets	£500	03/07/2019	£250.00		To purchase 4 x first aid choking vests and bandages to train the cadets.			
B Bobath Childrens Therapy Centre Wales	£337	03/07/2019	decline		Towards the cost of a block of therapy for a child with cerebral palsy (one session 1hr 15 mins)			
C Young Enterprise	£465.80	03/07/2019	decline		Towards the cost of running the All Wales team and competition, and towards travel and accommodation expenses.			
D Ty Gobath	£500	03/07/2019	£500.00		Towards the purchase of a specialised showering and toileting system to be used at the hospice and out in the community			
			TOTAL YTD=	£750		Balanced to Ledgers		
			ANNUAL BUDGET 2019/20 =	£10,000				
			Plus unclaimed Cllr Allowances 2018*19	£2,414				
				£12,414				

* S.137 of the Local Government Act 1972 gives the Council authority to incur expenditure which, in its opinion, is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its inhabitants, subject to an annual limit and certain restrictions and providing the benefit is commensurate with the expenditure to be incurred.