

**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 21<sup>ST</sup>  
AUGUST 2019**

**PRESENT:** Cllr K Swindon (Vice - Chairman)  
Cllrs: N Bastow (Mayor), H Fleet, T Pearson, M Pickard, P Richards

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

**124/19 Welcome and Apologies for Absence:**

The Chairman welcomed Members to the meeting. Apologies were received from Cllrs: D Howcroft, C Hughes, Mrs M Jones, A Kealey, A Mason.

**125/19 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following interest was declared:

Cllr P Richards - item 12a Grant Funding for Memorial Clock - personal and prejudicial interest as a Trustee of the Andrew Fraser Memorial Clock.

**126/19 Minutes:**

*Resolved to approve and sign, as a correct record, the Minutes of the last meeting, held on 3<sup>rd</sup> July 2019.*

*Resolved to receive the notes from a meeting of the Central Area Assets & Services Working Group, held on 10<sup>th</sup> July 2019.*


**127/19 Matters Arising from the Minutes**

**(a) Min. 71/19(b) – Play Equipment:**

The Clerk submitted information from Bryn Shiland received prior to the meeting. The Clerk had previously contacted B Shiland to request that CCBC funds are used first to maintain the play equipment in the Bay of Colwyn area before the Town Council funds are allocated for the repairs that would not ordinarily be done. In his email, B Shiland proposed that the Conwy programme would identify the risk based maintenance that would come under the CCBC monies and that any works below this level would then be funded by Town Council funds.

*Resolved to request the Clerk requests a list of the equipment to be maintained from the CCBC budget and details of the repairs/replacements requiring funding from the Town Council, in due course.*

**(b) Min. 71/19(c) – War Memorial Maintenance:**



The Clerk submitted for consideration two quotes received for the maintenance of the war memorial.

***Resolved to recommend that Quote B, Farmers Bronze Restoration, to be accepted at a cost of £1850.***

Members then discussed the suggestion from Farmers Bronze Restoration of a yearly maintenance programme of a re-wash and wax system at a cost of £695 plus VAT per annum.

***Resolved to see how the memorial fairs before deciding whether to enter into an annual maintenance programme.***

***Further resolved, once the refurbishment is complete, that a press release be issued, linked in with Remembrance Sunday, to show the works that had been done.***

**(c) Min. 76/19 - Adoption of BT Kiosks:**

The Clerk gave a verbal report on the attempt to contact BT to enquire if working payphone kiosks could also be used to house defibrillators, advising Members that there was difficulty in contacting BT other than through their online "Adopt a Kiosk" submission form. The Clerk explained her reluctance in submitting a request in this way in case it wrongly highlighted that a payphone is no longer required and they earmark it for removal.

***Resolved to request the Clerk contacts Colwyn BID to find out who their contact is at Welsh Ambulance Trust (in connection with defibrillators in disused BT kiosks).***

**(d) Min. 82/19 – Youth Grants:**

It was noted that a further report will be brought back to the next meeting.

**(e) Assets & Services Working Group:**

***(i) Resolved to amend the Terms of Reference, to reflect the new Central Area joint membership, due to Mochdre, Llysfaen and Betws yn Rhos Community Councils now being involved.***

***(ii) Resolved to authorise the Clerk to proceed with the actions in:***

***4(c)(iii) – to request data from CCBC the number of young people who have accessed/benefitted from the Young Creatives scheme, and consider an appropriate formula to split the funding shortfall fairly;***

***4(c)(iv) – to request from the gallery a detailed breakdown of costs of running the gallery and offer some direction on the fairest way to apportion these costs;***

***5 - to suggest each Town/Community Council looks at the land/equipment mix in each of the play areas in preparation for discussion at future meetings;***

***6a – to request information on the location of the remaining 11 free car parks which are currently under review;***



**6b – to contact Llandudno Town Council to see if their open toilet scheme is still open, who pays for it and how many premises have signed up.**

The Clerk also informed Members that she has received a survey document from CCBC in connection with assets and services that the Town Council currently delivers or would be willing to consider delivering in future. This will be on the agenda for the next Council meeting.

#### **128/19 Finance:**

**(a) Resolved to authorise payments made on behalf of the Council for the period 22/6/19 to 31/7/19, as detailed in Schedule 'A' attached, subject to a minor amendment (where an entry had been duplicated).**

**(b) Resolved to receive and authorise the Clerk and Chair to check and sign a copy of the bank reconciliations as at 31/7/2019.**

**(c) Resolved to re-approve the council's schedule of regular payments in accordance with the Financial Regulations. - SCHEDULE 'B' attached**

**(d) The Clerk submitted, for consideration, the New Model Financial Regulations, issued by NALC/OVW, together with a list of recommendations/actions.**

**Resolved to recommend adoption of the new model Financial Regulations, subject to the amendments recommended by the Clerk, as detailed in Schedule 'B' attached.**

**(e) The Clerk submitted, for information, correspondence from CCLA, regarding Local Authorities' Property Fund redemption procedures.**

**Resolved to receive and note the correspondence.**

#### **129/19 Welsh Government:**

The Clerk submitted for information/consideration the following correspondence:

**(a) Cabinet Statement – Non-Domestic Rate Relief for Public Lavatories (and note a recent survey from the Welsh Senate of Older People about public toilet provision).**

**Resolved to note the correspondence.**

**(b) Consultation Paper– Increasing the minimum notice period for a 'no fault' eviction.**

**Resolved to note the correspondence and send a response in support of the increase of the minimum notice period to 6 months.**

#### **130/19 Conwy County Borough Council:**

The Clerk submitted the following correspondence for information/correspondence:



(a) **Conwy Replacement LDP** – summary of the preferred strategy, together with a report from the Clerk on the main sections/paragraphs of interest (full version available online – 190 pages). It was noted that a Special Council meeting is being held on Wednesday 11<sup>th</sup> September at 6.30pm.

**(b) North Wales Local Full Fibre Network:**

It was noted that the Town Hall site has been included in the fibre broadband infrastructure programme.

**131/19 Independent Remuneration Panel for Wales:**

The Clerk submitted for approval the draft return for 2018/19.

*Resolved to approve and publish the draft return, as detailed in Schedule 'C' attached.*

**132/19 The Pensions Regulator:**

It was noted that a re-declaration for auto-enrolment has been submitted.

**133/19 Local Members Ward Allowances:**

It was noted that no project proposals had been received from members.

**134/19 Premises:**

(a) The Clerk advised Members that the lease for Coast Community Radio and Media will need to be amended by a local solicitor, at a cost of approximately £150, as the CCBC Legal team is not able to provide an amended lease. The Town Council will need to provide its solicitor with an initial draft, based on the existing lease to Conwy Connect, together with the request to insert a break clause after three years.

*Resolved to instruct the Council's solicitor to complete the draft Lease.*

**135/19 Grants:**

**(a) Andrew Fraser Memorial Clock Trust:**

Cllr P Richards left the meeting room at this juncture due to a prejudicial interest in this item.

The Clerk informed Members of the problems faced over the last 10 months in trying to set up a bank account in the name of the Andrew Fraser Memorial Clock Trust and, after consultation with Neil Pringle at CVSC, recommended that the Town Council apply for grant funding from the National Lottery Awards for All (£5,000) and Gwynt Y Mor Community Fund (£5,000), to prevent any further delays.

The Clerk confirmed that the Town Council does have the power to fund public clocks, it had already pledged £5,000 of grant funds towards the replacement clock and would be



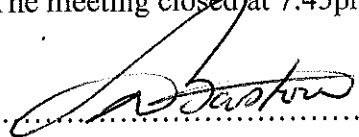
able to reclaim the VAT paid, thus leaving greater funds in the clock trust fund for future repairs and maintenance.

***Resolved to authorise the submission of grant applications in the name of the Town Council to National Lottery Awards for All (£5,000) and Gwynt y Mor Community Fund (£5,000) towards the replacement town clock, for which a large grant of £5,000 has already been approved as the Town Council's contribution (the balance of the total cost to be reimbursed from the Andrew Fraser Memorial Clock Trust).***

***(b) Resolved to note that letters of thanks have been received from the following grant recipients:***

***(i) Rhos on Sea Rotary Club – new lights for Tree of Lights.***

The meeting closed at 7.45pm.

  
..... Chairman

Date: 14/08/2019

Bay of Colwyn Town Council 2019/20

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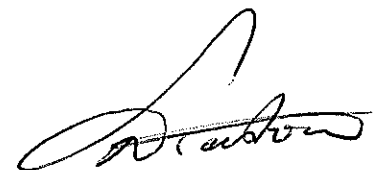
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Treasurers A/c 00164077

## List of Payments made between 22/06/2019 and 31/07/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
28/06/2019	S & L Industrial Cleaners	FP	65.00	130	Windows cleaning
29/06/2019	One Com	DD	59.88	130	Phones & Broadband
30/06/2019	Staples UK Ltd	DD	140.98	130	Ink
30/06/2019	Conwy County Borough Council	FP	723.00	130	NNDR
01/07/2019	Canda Copying Ltd	SO	114.00	137	1/4 copier rental
<del>04/07/2019</del>	<del>Canda Copying Ltd</del>	<del>SO</del>	<del>144.00</del>	<del>143</del>	<del>Quarterly Rental</del> (duplicate entry)
08/07/2019	Petty Cash Imprest	005415	92.95	133	Petty Cash Q1
08/07/2019	Mrs R Dudley	FP	243.19	137	Refund of expenses for CIB
08/07/2019	Mrs T Earley	FP	25.00	137	CIB hose/finance
08/07/2019	A D Window Cleaning	FP	1,280.00	137	CIB Watering
08/07/2019	GLS Educational	FP	87.94	137	Stationery & supplies
08/07/2019	Citra Ltd	FP	108.00	137	Legionella Monitoring
08/07/2019	Microshade Business Consultant	FP	111.00	137	IT Services
08/07/2019	Canda Copying Ltd	FP	86.75	137	Copy charges Q2
09/07/2019	Cllr Glenys Baker	005416	200.00	134	Ward allowance Happy Faces
09/07/2019	Thomas Jones (Llandudno) Ltd	005417	352.02	135	Fire Escape Door Replacement
09/07/2019	Quality Solicitors E Hughes	005418	180.00	136	Transfer of Deed
09/07/2019	Quality Solicitors Edward Hugh	005418	-180.00	136	Quality Solicitors Edward Hugh
15/07/2019	Employees	FP	5,040.84	141	Salaries July
15/07/2019	HMRC	FP	1,637.41	141	PAYE & NI
19/07/2019	N W A T & L C C	005419	48.00	138	Delegates Lunches
19/07/2019	Gwynedd Council	005420	1,663.22	139	Pensions - July
19/07/2019	Clerical Medical	005421	50.00	140	Pension AVCS
23/07/2019	271 Air Cadets	005422	250.00	144	Small Grant
23/07/2019	Ty Gobaith	005424	500.00	144	Small Grant
25/07/2019	Live Tech	FP	60.00	143	Website Certificate
25/07/2019	Citra Ltd	FP	108.00	143	Legionella Test July
25/07/2019	Snowdonia Fire Protection LTD	FP	102.00	143	Town Hall Alarm Service
25/07/2019	Mrs C J Earley	FP	109.19	143	Courier Mayoral Chain Reimburs
25/07/2019	Cllr Mrs H Meredith	FP	110.00	143	Travel/Care Expenses
26/07/2019	OneCom	DD	59.88	143	Phones / Broadband
29/07/2019	Pitney Bowes	DD	184.68	143	Franking Machine
31/07/2019	Conwy County Borough Council	FP	723.00	143	NNDR Town Hall

Total Payments	14,449.93
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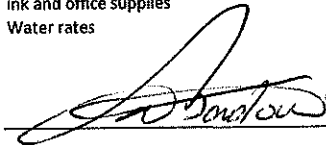
# SCHEDULE 13<sup>1</sup>

## List of Regular Payments for Prior Authorisation for 2019/20 (As required by Financial Regulations 5.6 & 6.7)

Payee:	Frequency:	Method of Payment:	Details:
Arthur Griffiths	Irregular	Online banking	Translation fees (if for away)
B & S D Smith	monthly	Online banking	Cleaning / maintenance (clock and town hall)
British Gas	monthly	DD	Gas and electricity bills - Rhlw Road site
Canda Copying	quarterly	Standing Order	Copier rental (five year lease)
Canda Copying	quarterly	Online banking	Per Copy charge (for ink/servicing etc)
CCBC	monthly	Online banking	NNDR & BID levy
CLIRA	monthly	Online banking	Legionella monitoring
D Pipkin	annually	Online banking	Colwyn In Bloom watering contracts
Employees	monthly	Online banking	Staff salaries in accordance with approved schedule
Fletchers	irregularly	Online banking	Gas service and maintenance contract
GLS Educational (WNW)	regularly	Online banking	stationery and supplies
Gwynedd Pensions / Clerical medical	monthly	cheque	pension contributions
HMRC	monthly	Online banking	PAYE & NI
Ifor Williams	monthly	Online banking	Translation fees
Information Commissioners Office	monthly	DD	Data protection registration fee
Livotech	annually	Online banking	Website / e-mail hosting
Mayor & Dep Mayor	monthly	Online banking	Mayor's & Dep. Mayor's Allowance claims
Microshade	monthly	Online banking	IT Software systems / support
One Voice Wales / PAVW	regularly	Online banking	Training courses (members)
OneCom	monthly	DD	phone and broadband services
Other councillors	irregular	Online banking	expenses / allowances claims
Pitney Bowes	monthly	DD	Franking machine rental and postal credit
SLCC	irregular	Online banking	Training courses (staff)
Staples	regularly	Online banking	ink and office supplies
Welsh Water	six monthly	Online banking	Water rates

Date Authorised:

SIGNED:



Chairman Policy & Finance

Minute Number:

Other Bank Signatory