

**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 9<sup>TH</sup> OCTOBER 2019.**

**PRESENT:** Cllr N Bastow (Town Mayor and Temporary Chairman)  
Cllrs: H Fleet, M A Jones, A Khan, H Meredith, P Richards

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

**IN ATTENDANCE:** Several Members of the Public

**207/19 Apologies for Absence:**

In the absence of both the Chairman and Vice-Chairman, the Mayor, Cllr N Bastow, was appointed as the temporary Chairman of the Committee and he welcomed members to the meeting. Apologies for absence were received from Cllrs: C Hughes (Chairman), K Swindon (Vice Chairman), D Howcroft, A Pearson and M Pickard.

**208/19 Declarations of Interest:**

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

Cllr H Fleet declared a personal interest in Item 12(c) – Small Grant application C and E, as a Director of Colwyn Watersports. As this is for £500 or less, an exemption applies and is not therefore a prejudicial interest.

Cllr A Khan declared a personal interest in Item 12(c) – Small Grant application C and E, as a Governor at Ysgol Nant Y Groes. As this is for £500 or less, an exemption applies and is not therefore a prejudicial interest.

**209/19 Minutes:**

*Resolved to approve and sign, as a correct record the Minutes of the last meeting, held on 21<sup>st</sup> August 2019.*

*Resolved to receive the notes from a meeting of the Central Area Assets & Services Working Group, held on 24<sup>th</sup> September.*

**210/19 Matters Arising from the Minutes**

**(a) Min.127/19 (b) – War Memorial Maintenance:**

The Clerk informed Members that the maintenance works to the War Memorial had been completed in September and submitted, for consideration, a draft Press Release detailing the works that been carried out, to include the change in format for this year's Remembrance Sunday service.

*Resolved to request the Clerk distributes the Press Release to the local media.*

**(b) Min. 127/19 (e) - Assets & Services Working Group:**

The Clerk gave a verbal report on the meeting held on the 24<sup>th</sup> September 2019. The Clerk informed Members that the CCBC Economy and Place Overview and Scrutiny Committee had detailed eight 'at risk' areas where support may be requested (playgrounds, paddling pools, public toilets, community libraries, place-based maintenance and cleaning, CCTV, Car Parks, Local Events). It was noted that these eight differ somewhat from the more comprehensive 'Town and Community Council's Services List' circulated in August.

The Clerk also submitted a Guide to Risk Management document produced by Zurich Insurance (received from Llandudno Town Council) which detailed the extent of the additional work that would be involved if the Town Council were to take responsibility for outdoor facilities, for example, daily maintenance checks for paddling pools.

*Resolved to note the responses and notes from the meeting.*

**(c) Min. 128/19(d) – New Financial Regulations:**

The Clerk gave a verbal report regarding FR 6.20 which states that: 'Personal credit or debit cards of members or staff should not be used under any circumstances'. The Clerk detailed occasions where Members and/or staff had used a personal card (for goods/services that could not be paid via invoice, e.g. hotel/meal reimbursements and on-line purchases) and had to be reimbursed at a later date.

The Clerk advised Members that a credit/debit card was not able to be issued for the type of current banking account used by the Town Council. Members discussed whether the amount in petty cash needed to be increased to cover purchases.

The Clerk submitted, for information and consideration, details of a Welsh Government Welsh Procurement Card currently used by a Clerk at a nearby Town Council. Members discussed whether a second card would be advisable, for use by the Assistant Clerk. It was noted that if a second card was required, the Financial Regulations would have to be amended, as they currently state that a card opened by the Council is restricted to use by the Clerk.

*Resolved to request the Clerk seeks further information on how the Welsh Purchasing Card would work, including enquiring if a second card could be obtained, and report back to the Committee in due course.*

*Further resolved to request information about the type of card used by CCBC staff.*



**211/19 Finance:**

**(a) Resolved to authorise payments, made on behalf of the Council for the period 1/8/2019 to 30/9/2019, as detailed in Schedule 'A' attached.**

**(b) Resolved to receive and authorise the Chairman to check the bank statements and sign of the bank reconciliations as at 30/9/2019.**

**(c) The Clerk submitted, for information, correspondence from CCLA regarding the Property Fund Prices and Dividends Yield and Market Report for August 2019.**

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

**(d) The Clerk submitted, for information, the recent publication of the updated 'Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019)'. The Clerk offered to report back to the Committee once she had read through the guidance.**

***Resolved to note the publication await any further report.***

**(e) The Clerk submitted, for information, advice received from the SLCC National Finance Advisor on the treatment of the CCLA PSDF in the Council's financial accounts and advised Members that the view of the Wales Audit Office is awaited.**

***Resolved to note the advice and await further clarification.***

**(f) External Audit:**

The Clerk submitted, for information, the notice of completion of the audit and advised Members of the 'issues arising' report, which identified a box that had not been ticked.

***Resolved to note the notice of completion of the audit and issues arising report.***

**212/19 Welsh Government:**

The Clerk submitted for information/consideration the following correspondence:

**(a) Environment Wales Act 2016:**

The Clerk informed Members that a presentation given at a recent OVV conference revealed that the Town Council is one of the bodies with a statutory duty to consider the biodiversity and environmental impact of its actions. Although the Town Council has no land holdings, it does have an obligation to produce a report before the end of 2019, detailing what action it has taken, and then at the end of every third year. Members discussed how the Town Council currently considered its environmental impact: several Councillors were involved with environmental groups, the Council took part in the Wales and Britain in Bloom campaigns, and that the Town Council did have a Tree Warden to advise on tree protection matters.



*Resolved to note the duties under the Environment Wales Act 2016 and request the Clerk prepares a report before the end of 2019.*

**213/19 Conwy County Borough Council:**

The Clerk submitted for information/consideration the following correspondence:

**(a) Confirmation of a by-election in Rhiw Ward:**

The Clerk submitted, for information and consideration, an email from the Electoral Officer regarding the requirement for, and cost of, poll cards for the Rhiw Ward by-election to be held on the 14<sup>th</sup> November.

Members discussed the costs involved and whether the poll cards should be hand delivered by CCBC canvassers or delivered second class via Royal Mail. It was noted that due to by-elections in Capelulo and Conwy, this option may not be available.

Some Members expressed concern over the costs involved and the Clerk informed Members that there had been complaints the last time a by-election was held without poll cards, due to electors being unaware the election was taking place. Turnout had therefore been very low.

The Clerk informed members of a proposal made by a Councillor (at the General Purpose & Planning meeting held on the 8<sup>th</sup> October 2019) who had offered to distribute the poll cards using local volunteers, in return for a donation towards a defibrillator fundraising project. Members felt that this was not appropriate and may contravene electoral legislation.

*Resolved that the Clerk advises the Electoral Officer that the Council's preferred option to be: printed poll cards, at a cost of £215.00, hand delivered by CCBC canvassers, at an additional cost of £651.00. The Council's second option, would be printed poll cards, at a cost of £215.00, delivered second class by Royal Mail, at an additional cost of £1270.00.*

**(b) Bay Life Strategic Management Board meeting:**

It was noted the Bay Life Strategic Management Board meeting, due to be held on 23<sup>rd</sup> September 2019, has been re-scheduled for October and Cllr P Richards will report back at the next Committee meeting.

**(c) Waterfront:**

The Clerk gave a brief verbal report on the Waterfront Project that was discussed at a recent Bay Life Officer Meeting. The project is in the early stages of the design process and CCBC are currently undertaking an options appraisal exercise to define the scope of the project. To date, the consultation has been solely internally within CCBC and public consultation is some way off. As the level of funding has not yet been ascertained, they are managing their expectations and do not want to go public with any plans until there is greater certainty over funding and they know what the scheme may look like.



Members felt it was important to be involved at an early stage, especially concerning the proposed number/size of the concessions along the Promenade.

***Resolved to note that Benjamin Poulton or Oliver Edwards will be attending the next Council meeting on the 21<sup>st</sup> October to give a presentation on the proposals to date.***

#### **214/19 Premises:**

(a) The Clerk submitted for consideration quotations for the following:

**(i) Renewal of the planned preventative maintenance contract for gas/heating/air handling plant the whole Rhiw Road site.**

Members were informed that the current contractor, Fletchers Engineering, had been contracted for the last 3 years and that the increase in costs since 2016 was 5%. The Clerk advised Members that it was difficult to obtain additional quotes for comparison purposes, as any contractors employed had to be on North Wales Police' list of vetted /approved contractors.

***Resolved to extend the contract with Fletchers Engineering for a further year at a cost of £951.72 per annum.***

**(ii) The periodic testing of the electrical installation (Town Hall only).**

Members were asked to consider two quotes for the EICR Periodic inspection at the Town Hall site only. The testing was last completed five years ago. Quote A: £510.00 and Quote B: £375.00 + VAT @ 20%.

***Resolved to appoint Quote B: Bebbington & Wilson Limited at a cost of £375.00 + VAT @ 20%.***

**(iii) Gutter cleaning/inspection – whole site.**

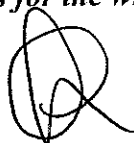
Members were asked to consider two quotes regarding the gutter cleaning and inspection of the whole site.

Quote A - £275 + VAT to provide an annual gutter clean and ensuring they are cleared of any debris.

Quote B - £450.00 to provide a report on the inspection of the guttering, detailing what needs to be repaired and/or replaced.

The Clerk informed Members that the previous contractor (Quote A) had not been able to provide drone footage during previous cleaning works, due to the location of the building, and submitted an email from the contractor confirming they were unable to provide an inspection report as they provided a cleaning service only.

***Resolved to authorise Quote B: Alltrades to carry out an inspection of the gutters/downpipes for the whole site at a cost of £450.00.***



**215/19 Gwynedd Pensions:**

The Clerk submitted notice of the Valuation Meeting and AGM, taking place in October.

*Resolved to receive notice of the meetings.*

**216/19 Colwyn BID:**

As Cllr D Howcroft was not in attendance, the Clerk gave a brief verbal report to the Committee on the recent AGM and forthcoming EGM. There had been some problems with the BID's nomination process with nominations not meeting the criteria and forms not being submitted in time. Once these issues have been resolved, the Town Council's nomination Cllr D Howcroft as its representative on the BID Board. The Clerk also informed Members that BID was not going for re-ballot and would run until 2021.

*Resolved to note the information.*

**217/19 Local Members Ward Allowances:**

The Clerk submitted, for consideration, an amended project proposal from Cllr C Matthews.

Cllr Matthews requested that his Ward Allowance from 2018/19 to Arc Communities for £150 be re-issued to the ancient Llandrillo Poor Charities, which supports Conwy Food Bank with an annual donation, as his original beneficiary – ARC Communities, had since folded and the cheque had not been cashed.

*Resolved to approve the proposal and request the Clerk re-issues a cheque for £150 payable to the ancient Llandrillo Poor Charities.*

**218/19 Grants:**

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

The Clerk informed the Committee that the application to the National Lottery Awards for All fund (£5,000) was unsuccessful, but that the application to the Gwynt y Mor Community Fund had been successful and will be supported by an additional £4,000 from the Rhyl Flats fund, making up the £10,000 total (with £1,000 also pledged by Colwyn BID).

The Clerk also informed Members that a separate project was being looked at by the Colwyn in Bloom Committee to install planters within the clock's decorative railings.

*Resolved to authorise the Clerk to complete and return the Grant Acceptance Forms to Gwynt Y Mor Community Fund and the Rhyl Flats Fund.*



**(b) Events Grants:**

(i) Members were asked to consider the purchase of 32 D-Shell Earpieces with PTT/MIC for the Town Council's radios (used at events), from the surplus in the Events Grant budget. The Clerk submitted, for consideration, the following quotes: Quote A – 32 earpieces at £544.00; Quote B – 32 earpieces for ££479.68; and Quote C – 32 earpieces for £520.00.

Members were advised that supplier A had provided the Town Council radios and were the only company who were able to invoice the Council.

***Resolved to purchase 32 D-Shell earpieces from Quote A: Dee Communications, at a cost of £544.00.***

(ii) The Clerk submitted, for information, an email received from Alun Pritchard, Events Partnership Manager for Motorsport UK, on the town centre activities in connection with Wales Rally GB.

Members expressed their disappointment at the extent of activities in the town centre. Despite a promising meeting held between Cllr Fleet and Alun Pritchard in June/July, none of the ideas discussed around 'green' activities had come into actuality. The Conservation and Environment Federation had been approached a couple of weeks prior to the event to see if there were planning any further tree planting and the dates of a Rhos on Sea litter pick had been provided.

The Clerk confirmed the Town Council's events grant was towards the town centre activities and, though it was not made a condition of the funding support, the Town Council had requested the organiser consider providing activities/information to mitigate against the environmental impact of motorsport. It was noted that CCBC did manage to obtain an electric vehicle to be on display, but this had been just a few days prior to the event and there was no related information/advice available. Members appreciated the constraints that A Pritchard faced due to the key sponsor not agreeing to provide an electric vehicle display. Concern was also expressed that although there were six recycling containers on the Promenade, these had not been placed near the public concessions. The Clerk informed Members she had raised the Members concerns with Rachael Gill, CCBC Corporate Events Manager, as the Town Council had an on-going good relationship with the events team.

Members noted that the Rally did put Colwyn Bay on the map to a worldwide audience and those who attended the event will have heard the support of the Town Council mentioned on the PA system during the event.

***Resolved to request that the Clerk obtains a breakdown of costs for the event, prior to paying the invoice.***

**(iii) Eirias Concert(s):**

Members noted the Clerk's verbal update on plans for 2020. The event was in the early stages of planning but it was hoped that there would be two days of events.



**(iv) Forties Event:**

The Clerk gave a brief update on the event following a recent meeting with key partners. Previously the event had been organised by the Bay of Colwyn Business Network and more recently by Colwyn BID. This year, Rachael Gill, CCBC Events Manager, had called a meeting with the organiser who had run it on behalf of the BID last year, as there had been a few issues that may have prevented the event from going ahead.

The meeting concluded that a new organising committee should be set up for the event and Members agreed that the Town Council, as the main funder, should be one of the partners around the table. The IMAGINE project were also looking to be more involved, but it was noted that this project will only be running for another 18 months. Rachael Gill was asked to check see if CCBC had the capacity to support the new committee in running/managing the 2020 event, though it was noted that CCBC staff time would have to be paid for. A late April date had been proposed for next year, so as not to clash with the Victorian Extravaganza or the Easter Weekend, with the hope to include a street party element in the run up to the VE Day celebrations.

***Resolved to note the information and await further details on costs and support available from Rachael Gill at CCBC.***

**(c) Small Grants:**

Members were asked to consider the small grant applications received for Quarter 2, 2019/20, as detailed in Schedule 'B' attached.

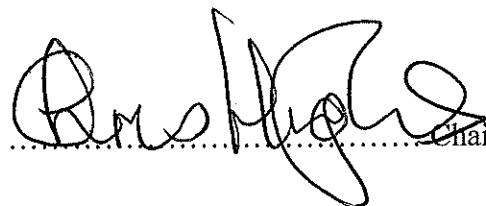
***Resolved to recommend that grants be awarded to applicants A, B, C and D, as detailed in that schedule.***

Members considered a potential application E. Due to duplication with application C, it was suggested that it may be more beneficial for the school to work with the Environment and Conservation Federation and/or seek contributions from Members' ward allowances for the signage.

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

- (i) Colwyn Bay Cricket Club (Events Grant).
- (ii) Upper Colwyn Bay Community Centre (Large Grant)
- (iii) CVSC 'Playing Out' provision
- (iv) Hope House / Ty Gobaith
- (v) Benefit Advice Shop

The meeting closed at 7.55pm

  
.....Chairman

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List of Payments made between 01/08/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/08/2019	Quality Solicitors Edward Hugh	005425	180.00	1 45	Andrew Fraser Trust Fund
06/08/2019	Zurich Management Services	FP	4,386.23	1 54	Insurance
06/08/2019	Powlsons	FP	455.00	1 54	CIB Portfolio
06/08/2019	AD Window Cleaning	FP	2,240.00	1 54	WIB Watering
06/08/2019	RBS Software Solutions	FP	454.80	1 54	Accounts Software
06/08/2019	Conwy County Borough Council	FP	6,500.00	1 54	Playing Out Contribution
06/08/2019	I P Williams	FP	786.84	1 54	Translations
08/08/2019	Mayor's Account	005426	990.50	1 46	Theatr Colwyn Film Night
08/08/2019	Microshade Business Consultant	005427	111.00	1 47	IT Services
08/08/2019	CAIS	005428	156.00	1 48	WIB Buffet
08/08/2019	Thomas Fattorini Ltd	005429	1,849.67	1 49	Past Mayor's Medals
15/08/2019	Employees	FP	5,240.64	1 55	Salary August
15/08/2019	HMRC	FP	1,437.61	1 55	PAYE & NI
15/08/2019	S & L Industrial Cleaners	FP	65.00	1 55	Town Hall Windows
21/08/2019	Gwynedd Council	005430	1,663.22	1 50	Pensions
21/08/2019	Clerical Medical	005431	50.00	1 51	AVC Clerk
21/08/2019	Blodau Ystradgynlais	005432	30.00	1 52	Wales in Bloom
21/08/2019	RNLI	005433	30.00	1 53	Mayor's Engagement
22/08/2019	British Gas	DD	374.65	1 56	Rhiw Road Gas
22/08/2019	British Gas	DD	204.84	1 56	Rear Annexe Gas
22/08/2019	British Gas	DD	97.67	1 56	Town Hall Gas
27/08/2019	British Gas	DD	7,879.96	1 56	Rhiw Road Electricity
27/08/2019	One Com	DD	60.49	1 56	Phones/Broadband
29/08/2019	Conwy County Borough Council	FP	6,173.64	1 55	CIB Planters and Baskets
29/08/2019	Pitney Bowes	DD	208.00	1 56	Franking Machine
02/09/2019	Miller Electrical	005434	720.00	1 57	Miller Electrical
03/09/2019	GLS Educational Supplies	FP	62.22	1 59	GLS Educational
03/09/2019	S & L Industrial Cleaners	FP	283.00	1 59	Maintenance & Cleaning
03/09/2019	Clira	FP	108.00	1 59	Monthly Monitoring
03/09/2019	Conwy County Borough Council	FP	723.00	1 59	NNDR
03/09/2019	AD Window Cleaning	FP	1,440.00	1 59	CIB Watering
03/09/2019	I P Williams	FP	595.14	1 59	Translations
06/09/2019	Farmers Bronze Restoration	005435	2,670.00	1 58	Maintenance to War Memorials
11/09/2019	Gwynedd Council	005436	1,663.22	1 60	Pensions September
11/09/2019	Clerical Medical	005437	50.00	1 61	AVC's Clerk
11/09/2019	Gwyn Evans	005438	1,000.00	1 62	Honour's Boards for Chamber
11/09/2019	Llandrillo Charities	005439	150.00	1 63	Replacement Ward Allow
11/09/2019	Conwy Voluntary Services Council	005440	30.00	1 64	GDPR Course (Staff)
11/09/2019	Powlsons	FP	175.00	1 65	Annual Report Print
11/09/2019	Microshade Business Consultant	FP	111.00	1 65	IT Services
11/09/2019	Pitney Bowes	DD	71.82	1 66	Franking Machine Rental
13/09/2019	Employees	FP	5,480.84	1 65	Salaries September
13/09/2019	HMRC	FP	1,697.41	1 65	PAYE & NI
20/09/2019	British Gas	DD	1,017.32	1 66	Electricity Rhiw Road
28/09/2019	Snowdonia Fire Protection LTD	FP	66.00	1 66	rear Annex Alarm Check
28/09/2019	One Com	DD	59.88	1 66	Phones/Broadband
28/09/2019	GLS Educational Supplies	FP	96.35	1 66	Stationery/Supplies

Time: 14:56

Treasurers A/c 00164077

## List of Payments made between 01/08/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/09/2019	One Voice Wales	FP	120.00	166	Module 22 Training
28/09/2019	Conwy County Borough Council	FP	110.98	166	Repairs to Flagpole
28/09/2019	Cira Ltd	FP	108.00	166	Monthly Monitoring
28/09/2019	Planning Aid Wales	FP	35.00	167	Training for Clir Pearson
28/09/2019	Mrs R P Dudley	FP	93.05	167	Wales in Bloom Expenses
28/09/2019	AD Window Cleaning	FP	1,280.00	167	Watering Contract CIB
30/09/2019	Staples UK Ltd	DD	77.99	167	Ink

Total Payments 61,720.98



**Summary of Small Grant Applications for 2019/20**

SCHEDULE 'B'

S137  
Total

Exp Powers:

Purpose of Grant:

Amount  
Rec / Approved: Youth Grants

Amount  
Requested: Date  
Considered:

Applicant

To purchase 4 x first aid choking vests and bandages to train the cadets.

Towards the cost of a block of therapy for a child with cerebral palsy (one session 1hr 15 mins)

Towards the cost of running the All Wales team and competition, and towards travel and accommodation expenses.

Towards the purchase of a specialised showering and toileting system to be used at the hospice and out in the community

To hold a Celebration of Festival of Lights / Diwali to promote integration and community cohesion

Towards the cost of a Christmas luncheon for 80-90 people within the Bay of Colwyn area

To fund sailing activities for fifty 8/9 year olds taking part in an 'Explorer' Award within the John Muir Award

To purchase 7 reconditioned laptops for a weekly drop-in computer/ job club

For anti-litter and dog fouling signs, designed by year 4 children, to be placed in the Dingle  
App not yet received - refer to CB Cons & Env Federation and/or Glyn Members for Local Members Ward Allowances

£250.00

declined

declined

£500.00

£500.00

£400.00

£500.00

£498.68

NIL - see note

TOTAL YTD= £2,649

£0

£500 03/07/2019

£337 03/07/2019

£465.80 03/07/2019

£500 03/07/2019

£500 09/10/2019

£400 09/10/2019

£500 09/10/2019

£499 09/10/2019

t.b.c.

ANNUAL BUDGET 2019/20 = £10,000

Plus unclaimed Ctr 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.

#REF!