

MINUTES OF A POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, TO BE HELD IN THE COMMITTEE ROOM, TOWN HALL, RHIW ROAD, COLWYN BAY AT 6.30PM ON WEDNESDAY 20TH NOVEMBER 2019

PRESENT: Cllr C Hughes (Chairman)
Cllrs: H Fleet, C Hughes, MA Jones, H Meredith, P Richards, K Swindon

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

246/19 Welcome & Apologies for Absence:

The Chair welcomed Members to the meeting. Apologies were received from Cllrs: A Khan, T Pearson.

247/19 Declarations of Interest:

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

Cllrs H Meredith and P Richards declared a personal interest in Item 4(c) – Andrew Fraser Memorial Clock. As the Councillors had been appointed by the Town Council as Trustees to the Memorial Trust, an exemption applies and is not therefore a prejudicial interest.

248/19 Minutes:

Resolved to approve and sign, as a correct record the Minutes of the last meeting, held on 9th October 2019.

249/19 Matters Arising from the Minutes:

(a) Min. 212/19(a) – Environment Wales Act 2016:

The Clerk submitted for information the additional guidance received from the Welsh Government in regard to the Town Council’s duty to publish a plan setting out what they propose to do to maintain and enhance biodiversity, and promote resilience.

Resolved to note that the Clerk will draft a report for the next Full Council meeting to be held Monday 2nd December 2019.

(b) Min. 212/19 – By-election in Rhiw Ward:

The Clerk tabled, for information, the Declaration of Result of Poll of the recent by-election in Rhiw Ward held on the 14th November 2019.

Resolved to note that Debra Jones had been elected to the Town Council and would be signing her Declaration of Office within the next week.

(c) Min. 218/19(a) – Andrew Fraser Memorial Clock:

The Clerk submitted an email from the Smith of Derby Group confirming the timescale for the installation of the replacement clock and requesting a 30% deposit towards the subcontract costs of specialist items e.g. the clock's cast iron pillar.

- Councillors H Meredith and P Richards had declared a personal (non-prejudicial) interest in this item, as Town Council appointed Trustees to the Clock Trust.

Resolved to authorise payment of the 30% deposit (£6,560.40 + VAT) and note the timescale for the clock's reinstatement.

250/19 Finance:

(a) Resolved to authorise payments, made on behalf of the Council for the period 01/10/2019 to 15/11/2019, as detailed in Schedule 'A' attached.

(b) Resolved to receive and authorise the Clerk and Chair to check and sign the bank reconciliations as at 31/10/2019.

(c) The Clerk submitted, for information and consideration, correspondence from CCLA regarding the Local Authorities Property Fund Prices for September 2019, and the Public Sector Deposit Fund up to 31st October 2019.

Resolved to receive and note the correspondence.

(d) The Clerk submitted, for endorsement, an invoice from Alexander Locksmiths for £115.00 for the urgent repair of a boiler room door behind the Police Station on 19th October 2019 which had been authorised by the Chair.

Resolve to endorse payment of £115 to Alexander Locksmiths for the urgent repair.

(e)(i) The Clerk submitted, for consideration, a quotation from Enviro-Tech for £198.00 plus VAT for works to stop pigeons nesting in the roof void above the Committee room.

Resolved to accept the quotation from Enviro-Tech and instruct them to complete the works.

(e)(ii) The Clerk submitted, for consideration, a quotation from Hamilton Security Systems Ltd for £195.00 (exc. VAT) for a replacement CCTV camera facing the main entrance due to interference on the image.

Resolved to accept the quotation from Hamilton Security Systems Ltd and instruct them to complete the works.

(f) The Clerk submitted, for information, a notice from Rialtas Business Solutions of fees and charges for finance software for 2019/20.

Resolved to note and approve the correspondence.

(g) The Clerk submitted, for information and consideration, a quotation for hosted

Microsoft Exchange e-mail accounts from Microshade VSM which would provide centralised email address lists, an out of office assistant, email spam and virus filtering and the ability to access the emails via web browser and mobile phone. There would be a one-off cost of £24.00 to convert existing mailboxes to Exchange, followed by a monthly cost of £13.98 (£6.99 per PC).

Resolved to approve the quotation and request the Clerk changes the email mailboxes to Microsoft Exchange.

251/19 Welsh Government:

No correspondence was received from Welsh Government.

252/19 Conwy County Borough Council:

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

(a) Bay Life Strategic Officers Meeting:

The Clerk gave a brief verbal report on the meeting held on the 18th November, covering the following key points:

The annual benchmarking report for Colwyn Bay had been circulated and a discussion took place around several key issues. The report showed a marked decrease in footfall between the Bay View Centre and Station Road during May-Aug 2019, compared to the same period in 2018, though there had been an increase in footfall from Coed Pella into the town centre (as expected, due to the new office building). Though vacancy levels had not shown a significant increase, Station Road had particularly high vacancy levels. Though this was of concern, it was noted that there are currently 2-3 interested parties pending, if Station Road were to re-open to traffic. It was also noted that the shift of the market into Sea View Road may have contributed to the lower footfall into Station Road (though it wasn't clear exactly where the counter was located). The market would have to stay confined to Sea View Road and possibly Ivy Street car park if Station Road were to re-open. The County Council is still seeking a private operator to take over the running of the street market and an invite for expressions of interest has recently been published.

With regards to the Town Centre Investment Plan, there is a preference for the old market hall site to become a car park and swap for Princes Drive, which would then be made available for development. There is still work to do on the link from the town centre to the promenade and Station Steps area. The draft proposals will be submitted to the Strategic Management Board in December, prior to public consultation.

Under the latest round of Regeneration Projects (TRI), there are three Commercial Properties being considered for investment. These are due to be signed off in December, with a potential total spend of £350,000. A draft grant application had been submitted to the regional regeneration board last week for the Imperial Building and this was supported, subject to a few amendments. The proposal will now go to the Welsh Government panel in December to finalise. The development proposals consist of 21 new apartments on the upper floors, with a target of 21 at intermediate rent levels, and 3 new ground floor commercial units. There is expected to be a 12-month build period.



The outline designs for the Waterfront Phase 2B are progressing.

Work is due to start the week beginning 28th November for the Housing Renewal Phase C, in the vicinity of Abergele Road and to the rear of Theatr Colwyn.

The Family Centre project is currently on hold. A Capital funding case was submitted to CCBC in November (but not yet considered). Subject to CCBC funding, WG will consider grant support. This impacts on lots of other projects eg youth centre.

The Civic Centre main building is being developed as office space with associated parking.

Old Colwyn Promenade had received a pledge of £1.8 million funding from the Welsh Government the previous week (from active travel and not coastal defence funds), which it was hoped will help to lever in funding from other partners.

(b) The draft report for the Extra-ordinary meeting of the Council regarding 'Delivering Sustainable Services in Conwy's Communities' was submitted by the Clerk.

Members discussed playgrounds, CCTV, Berthes Rd Car Park and Promenade/Port Eirias public conveniences. It was noted that a full discussion will take place on all the items on the report at the full council meeting on Monday 25th November.

Resolved to receive and note the draft report.

253/19 CVSC Playing Out Summer Holiday Play Sessions:

a) The Clerk submitted, for information, a report received from CVSC on their Holiday Hunger – Playworks Pilot held during the Summer of 2019.

Resolved to note the report.

(b) The Clerk submitted, for consideration, a funding request from CVSC for 'Playing Out' provision during the Summer 2020, for 5 sessions at a cost of £1.350 per session.

Resolved to recommend supporting the funding request for 5 sessions over 5 weeks, at a total cost of £6,750.

254/19 Gwynedd Pensions:

The Clerk submitted, for information, presentation slides from the recent valuation meeting and note that the employer contribution rate will fall from 19.5% to 17.9% for the next three years.

Resolved to note and welcome the correspondence.

255/19 Colwyn BID:

The Clerk tabled, for consideration, a consultation paper from Colwyn BID to decide whether Colwyn BID runs its full 5 year term or terminates early on the 31st March 2020.



It was noted that there was an almost unanimous decision at the EGM to terminate the BID early, however the Welsh Government asked for wider consultation regarding the date of termination.

Resolved to note the correspondence.

256/19 NW Fire & Rescue Service:

The Clerk submitted, for consideration, a consultation on the service's long-term environmental strategy.

Resolved to note the correspondence.

257/19 Independent Remuneration Panel for Wales:

The Clerk submitted, for information and consideration, the draft Annual Report.

Recommended to receive the report.

258/19 Diversity in Democracy Workshops:

Cllr H Fleet gave a brief verbal report on the Diversity in Democracy Workshop she had attended on the 19th November which looked at increasing the diversity across all areas of public life and how to tackle the barriers which may prevent an individual participating in local democracy.

Cllr Fleet informed Members that the workshop discussed ways in which more people could become Town or County Councillors and identified barriers which may prevent this. A discussion also took place regarding equality and diversity and it was suggested that the Town Council should review its policies in this area.

Members also discussed how the Town Council could attract more younger Members. Suggestions included outreach work and facilitating debating sessions for local high schools.

*Resolved to request the Town Council's Equality & Diversity Policy is reviewed.
Further resolved to add a link on the Town Council website to One Voice Wales's 'Being a Councillor' document.*

259/19 Local Members Ward Allowances:

No proposals had been received from Members.

260/19 Grants:

(a) **Youth Grants:** The Clerk informed Members that a meeting would be held with CVSC and the Youth Service to discuss how the £5,000 Participatory Budgeting exercise would proceed. The Clerk informed Members that there was a further £7,000 in the budget. Members agreed to wait to see the response to the Participatory Budgeting before deciding how the remaining budget should be used.

(b) **Events Grants:** The Clerk tabled, for consideration, the draft events grant application form and guidance notes for 2020/21.

Resolved to request the Clerk sends out the Events Grants Press Release, with a closing date of the 2nd January 2020.

The Clerk advised Members that there was £4,881 left in the Events Grants budget for 2019/20.

(c) **Large Grants:** The Clerk gave a brief report following a recent enquiry about a potential grant application from an ex-serviceman was looking into setting up a new 'Colwyn Bay Corps of Drums'. The band would be open to those aged over 14 years of age who were interested in playing either the drum or flute. He was currently gauging interest on social media and confirmed the Territorial Army Centre in Colwyn Bay would host the practice sessions and store the equipment. He was potentially looking for funding support from the Town Council to purchase the required equipment: 8 drums and a minimum of 15 flutes, plus drumsticks, practice pads, music books, etc.

Members were supportive of the idea and requested that the member of the public be encouraged to apply for grant funding. Members also suggested he approach Merfyn Thomas at the British Legion who may also have access to funding.

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

- (i) RVS Parkway Luncheon Club
- (ii) Motorsport UK, to include an e-mail confirming VAT on the recent invoice.

(e) **National Lottery Community Fund:**

Resolved to note the correspondence and request that the Clerk forwards a copy to Cllr C Hughes for the Colwyn Bay Environment Federation.

The Meeting closed at 8.45pm


..... Chairman

List of Payments made between 01/10/2019 and 15/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	Mrs Ingrid Lewis	005443	94.40	169	WIB Reimbursement
01/10/2019	Mr C G Ward	005444	14.95	170	Photograph for Committee Room
01/10/2019	Canda Copying Ltd	SO	114.00	183	Rental Q3
08/10/2019	Cash	005445	92.36	171	Petty Cash Imprest
08/10/2019	Wales Audit Office	005446	223.63	172	Audit of Accs
08/10/2019	N W A T & L C C	005447	16.00	173	Lunch Delegates
09/10/2019	Matthews & Son (Hardware)	005448	52.35	174	Engraving CIB Trophies
11/10/2019	Conwy County Borough Council	FP	723.00	183	Town Hall Rates
11/10/2019	GLS Educational Supplies	FP	57.59	183	Cleaning supplies
11/10/2019	Canda Copying Ltd	FP	81.12	183	Copy Charges Q2
11/10/2019	Conwy County Borough Council	FP	50.40	183	Drinks for training Chapter 8
11/10/2019	Mrs Gwenda Jones	FP	30.00	183	Reimburse Vacuum Repairs
11/10/2019	Microshade Business Consultant	FP	111.00	183	IT Services
11/10/2019	I P Williams	FP	579.60	184	Translations
15/10/2019	Employees	FP	5,083.04	184	Salaries October
15/10/2019	HMRC	FP	1,597.41	184	PAYE & NI
21/10/2019	NWAMI	005449	500.00	175	Small Grant
21/10/2019	Parkway Luncheon Club	005450	400.00	175	Small Grant
21/10/2019	Ysgol Nant yr Groes	005451	500.00	175	Small Grant
21/10/2019	Sure Hope Church	005452	498.68	175	Small Grant
21/10/2019	Tess Group	005453	2,970.00	176	Chapter 8 Training
21/10/2019	Just a Bite	005454	570.00	177	CIB Catering
21/10/2019	CBay Cricket Club	005455	88.50	178	Drinks CIB Evening
21/10/2019	Stratton Print	005456	349.00	179	Order of Service Civic Sunday
21/10/2019	Gwynedd Council	005457	1,663.22	180	Pensions October
21/10/2019	Clerical Medical	005458	50.00	181	AVC's Clerk
21/10/2019	Vaughtons	005459	703.20	182	Repair to Mayoral Chain
21/10/2019	Alexander Locksmiths Ltd	005463	138.00	187	Rear Annex Lock Repair
28/10/2019	Motorsport UK	005460	13,765.00	185	Motorsport UK
28/10/2019	Llandudno Handyman	005461	175.00	186	Noticeboard Repair
28/10/2019	S & L Industrial Cleaners	FP	65.00	188	Town Hall Windows
28/10/2019	Cllr Neil Bastow	FP	75.00	188	Mayor's Allowance
28/10/2019	Society Local Council Clerks	FP	436.00	188	National Conference
28/10/2019	Conwy County Borough Council	FP	9,273.00	188	CCTV Contribution
28/10/2019	Dwr Cymru	FP	365.22	188	Rhiw Road Site
28/10/2019	Dwr Cymru	FP	444.81	188	Town Hall Site
28/10/2019	Society Local Council Clerks	FP	47.50	188	Clerk's Manual
28/10/2019	OneCom	DD	59.88	188	Town Hall Broadband
28/10/2019	Pitney Bowes	DD	158.00	188	Franking machine CR
29/10/2019	Conwy County Borough Council	FP	723.00	199	NNDR Town Hall
07/11/2019	G J Framing	005464	43.28	189	G J Framing
10/11/2019	Colonel Saunders Memorial Band	005465	300.00	190	Remembrance Sunday
13/11/2019	I P Williams	FP	383.30	199	Translations
13/11/2019	Microshade Business Consultant	FP	111.00	199	IT services
13/11/2019	CLIRA Water Hygiene	FP	108.00	199	Monthly Monitoring
13/11/2019	Conwy County Borough Council	FP	64.80	199	Bonfire room and refreshments
13/11/2019	Cllr Hazel Meredith	FP	30.00	199	Care /Travel Expenses

Time: 09:56

Treasurers A/c 00164077

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/11/2019	Antur Waunfawr	FP	12.00	I99	Confidential Shredding
13/11/2019	CSM Security	FP	619.20	I99	Bonfire security
14/11/2019	I P Williams	FP	-383.30		Translations
14/11/2019	I P Williams	FP	384.30		Translations
15/11/2019	Employees	FP	5,165.27	I100	Salaries
15/11/2019	HMRC	FP	1,624.07	I100	PAYE & NI
Total Payments			<u>51,400.78</u>		