

**MINUTES OF A MEETING OF THE 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 7.00 P.M. ON  
WEDNESDAY 12<sup>TH</sup> FEBRUARY 2020**

**PRESENT:** Cllr C Hughes, Chairman  
Cllrs: H Fleet, D Howcroft, D Jones, A Khan, H Meredith, M Pickard,  
K Swindon

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

**398/19 Welcome and Apologies for Absence:**

The Chairman welcomed Members to the meeting. Apologies were received from Cllrs:  
P Richards and A Pearson.

**399/19 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 C Hughes – Item 12 - Local Ward Members Allowance  
Cllr D Jones – Item 12 - Local Ward Members Allowance  
Cllr H Fleet – Item 12 - Local Ward Members Allowance  
Cllr D Howcroft – Item 12 - Local Ward Members Allowance  
Cllr M Pickard - Item 13(a) Small Grant – personal interest in application as a close  
personal associate of the applicant.

As the items to be discussed were all for grants/financial support of under £500, an  
exemption applies in the Code of Conduct and members did not, therefore, have a  
prejudicial interest which would require them to withdraw from the meeting.

**400/19 Minutes:**

*(a)(i) Resolved to approve and sign, as a correct record, the Minutes of the meeting  
held on 8<sup>th</sup> January 2020.*

*(a)(ii) Resolved to approve and sign, as a correct record, the Minutes of the Special  
Meeting held on 15<sup>th</sup> January 2020, subject to the addition of an apology for absence.*

*(b) Resolved to receive a copy of the Draft Minutes of the Audit Sub-Committee  
meeting, held on 3<sup>rd</sup> February 2020.*

**401/19 Matters Arising from the Minutes**

**(a) Min. 327/19 - Legionella Monitoring (Rhiw Road site):**

*As no response had yet been received from either NW Police or CCBC, it was resolved  
to defer this item until further information is received..*

**(b) Min. 329/19(b) – CCBC Corporate Plan:**

The Clerk and Chairman gave a brief verbal report from a meeting held earlier this evening. It was noted that an additional agenda item had been added, relating to CCBC's Climate Emergency Plan, which meant that the meeting lasted longer than the hour originally stated and the Corporate Plan session had only just started at the point the Chairman and Clerk needed to leave. Members were advised that the ongoing consultation would be on the CCBC website.

**(c) Min. 348/19 – Large Grants:**

The Clerk submitted details of the Citizen Advice Bureau's current outreach sessions in the area. Whilst the outreach service at Colwyn Bay Library was listed on the CAB website, members queried why there was not a map showing its location, as per the other outreach sites.

*Resolved to request the Clerk contacts Conwy CAB to request that a map to show the Colwyn Bay location be added to their website and to seek assurance that Conwy CAB would continue to provide an outreach service in Colwyn Bay.*

**(d) Min. 367/19(a) – Internal Controls:**

The Clerk submitted, for information, an updated version of the internal controls.

*Resolved to refer the updated version to Council for approval.*

**(e) Min. 367/19(a) & 370/19 – Bank Signatories:**

The Clerk informed Members that at the recent Audit sub-committee meeting it was questioned whether there needed to be more political balance in the signatories for the council's bank accounts. The Clerk advised members that this had not been considered necessary, as the signatories do not have any delegated power to authorise payments, but are just part of the process required by Financial Regulations. After a brief discussion, Policy and Finance Members felt that there was no issue, as the signatories were not making any financial decisions but merely endorsing/authorising the payments that had previously been approved by Committee or Council, or by the Clerk /Chairman under delegated powers.

The Financial Regulations also require that checks be in place for those bank signatories to ensure they have up-to-date and adequate anti-virus software for any personal IT equipment used for accessing the Council's bank accounts online. The Clerk confirmed that she had contacted the bank signatories who in turn had confirmed their software was up to date and suitable and adequate anti-virus protection is installed and maintained.

Members also discussed the closure of the Lloyds Bank branch in Colwyn Bay and how this may affect the Town Council. The Clerk advised Members that the only issue would be after Bonfire Night, when two members of staff are required to collect the bagged and counted cash donations from the Leisure Centre to be banked. If the Colwyn Bay branch



were to close, the donations may need to be taken to the nearest branch in Llandudno, where parking/security could be problematic.

***Resolved to request the Clerk finds out if another 'clearing' bank could be used, and what restrictions, if any, regarding the amount that could be cleared, may be in place.***

**(f) Min. 369/19 – Bank Accounts and Investments:**

The Clerk informed Members that the Audit sub-committee had also requested that she check with Lloyds Bank that the accounts currently used by the Town Council were the most suitable. The Clerk advised Members that she had since spoken to an advisor from the Bank, who had confirmed that the current account was the most appropriate for the needs of the Council, but also suggested that we make more use of the Business Instant Access account held alongside this (and previously designated for use for the Mayor's Charity fundraising, prior to a separate current account being opened for this purpose). This would enable the Council to earn a small amount of interest on cash balances. It was noted that it is simple for the Clerk to arrange to transfer funds instantly between this account and the current account, up to the maximum permitted by the Financial Regulations. The Clerk then advised members that the Term Deposit (12 month fixed rate investment account) matures in February and the current rate for reinvestment is around 1.15% (fluctuates daily).

***Resolved to instruct that the Term Deposit be reinvested for 12 months, at the best available rate on the date of maturity, and note that the Clerk will begin to use the Business Instant Access account to earn interest on cash balances.***

(g) It was noted that the remaining recommendations of the Audit Sub-Committee will be referred to Council for approval.

**402/19 Finance:**

***(a) Resolved to authorise payments made on behalf of the Council for the period 1/1/20 to 31/1/20, as detailed in Schedule 'A' attached.***

***(b) Resolved to receive and authorise the Chairman and Clerk/RFO to check and sign the bank statements and reconciliations as at 31/1/20.***

(c) The Clerk informed Members that a cheque issued on the 15<sup>th</sup> May 2019 to Gwynedd Pensions had been received and banked (on 23<sup>rd</sup> May 2019) but had not been deducted from the Council's Lloyds account. The Clerk had contacted Gwynedd pensions who had checked with their bankers, Barclays, and confirmed everything was in order as far as they were concerned. Lloyds Bank had confirmed that this will not now be deducted at a future date, given that more than six months has elapsed since payment, and can therefore be considered as a 'windfall'. The amount will show as an underspend in salary costs for 2019/20 and result in an increase the general reserves.

***Resolved to note this information, and to keep a record for future reference (just in case!).***

***(d) Resolved to recommend authorisation (by Council) of the final invoice for the Christmas lighting installation / maintenance and removal for 2019, in accordance with the contract (previously invoiced/paid for in two instalments).***

***(e) Resolved to ratify the payment for an additional call-out for urgent plumbing works for the Town Hall/ rear annexe.***

**(f)** The Clerk submitted for information, correspondence from CCLA regarding the Property Fund Prices and Dividend Yields, up to the end of December 2019.

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

The Clerk tabled, as additional correspondence, a Statement of Account – Local Authorities Property Fund for December 2019, and a Statement of the Public Sector Deposit Fund as at the 31<sup>st</sup> January.

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

#### **403/19 Welsh Government:**

The Clerk submitted for information and consideration the following correspondence:

**(a)** A copy of the response submitted by One Voice Wales in respect of the consultation on the local government and Elections Bill.

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

#### **404/19 Conwy & Denbighshire Public Services Board:**

The Clerk submitted for information the final version of the 'Community Green Pledge' from Conwy & Denbighshire PSB. The Clerk informed Members that this had already been shared with the Colwyn in Bloom Committee, who will be supporting the initiative and recommend that the Council signs up to the pledge.

It was noted that there are various issues with planning consent in relation to adapting existing buildings, such as installation of solar panels in conservation areas or on listed buildings, and discussed whether the LDP needed to be updated to make this easier. The Clerk informed Members that Andrew Wilkinson, CCBC, has offered to speak to Town and Community Councils regarding the climate emergency and actions which can be taken by our Councils to support this.

***Resolved to recommend that the Council invites Andrew Wilkinson to attend a future meeting to address this important issue and how we can best contribute.***

#### **405/19 Conwy County Borough Council:**

The Clerk submitted, for consideration, the following correspondence:

**(a) Estimated costs for poll cards for the Rhiw Ward by-election:**



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 12<sup>th</sup> March.

Members discussed the costs involved and whether the poll cards should be hand delivered by CCBC canvassers or delivered second class via Royal Mail.

***Resolved that the Clerk advises the Electoral Officer that the Council's preferred option to be: printed poll cards, at a cost of £220.00, to be hand delivered by CCBC canvassers, at an additional cost of £670.00 (which is significantly cheaper than the postal option).***

(b) The Clerk and Chairman gave a verbal report following a Bay Life Officers meeting held on the 3<sup>rd</sup> February 2020. The Clerk first informed Members that there had been a Strategic Management Board meeting held in January where concern had been expressed over the deliverability of the Town Centre Improvement Plan. The Welsh Government representative advised the Board at that meeting that it was against policy to open up pedestrianised areas. However, at the Bay Life Officers meeting on the 3<sup>rd</sup> February, the group was informed that there may be a work-around, if the re-opening is as a result of a wider scheme of improvements and it can be demonstrated that it is required to make that scheme work. The proposal would now need to go through several stages of further consultation internally (CCBC), from the Senior Leadership Team, to Cabinet and the Central LAF (Local members) before going back to the Bay Life Board for approval in March. It will only go out to public consultation, if it has political support and it looks to be feasible/deliverable.

The Chairman then informed Members that there had been further concern expressed today at a meeting and that £190,000 was required for detailed designs. The Chairman expressed his concerns about how traffic would flow from the A55 – turning right at the traffic lights towards the railway station and then up Station Road. There would only be parking spaces for a small number of vehicles on Station Road and the increase in traffic would have a negative impact on air quality. There had also been a debate over the length of time vehicles could be parked there, with traders wanting parking for up to two hours to support café/restaurant trade. There would be a new car park at the former market hall site and it has been pointed out that to get to this would require a vehicle arriving from the A55 (westbound) to travel up Station Road and back down Penrhyn Road, due to the proposed one-way system.

The Welsh Government had also raised concerns that CCBC had been in receipt of £100,000 for over 18 months for improvements to the Imperial buildings, which had not yet been committed and was therefore at risk of claw-back. Due to the upcoming elections in the Welsh Government, there is now a time limit for proposals and anything not spent by April 2021, could be lost if not earmarked against a project.

The Chair had discussed disabled access to the beach and had confirmed with James Harland, CCBC, that S106 money could be used to improve this. Marianne Jackson, Head of Community Development Service at CCBC, would be following this up.

The Welsh Government had recommended that a sub-group be set up, to include them, to look to progress the Imperial Buildings project, as nothing had progressed in 18 months.



The Chair advised Members that work had stopped on 7 Abergele Road due to a dispute between the builder and architect and would possibly be delayed until April.

Members thanked the Clerk and Chair for their reports.

#### **406/19 Playgrounds**

The Clerk submitted, for consideration, a request from Paul Williams, CCBC Playground Inspector, for the £47,500 contribution to play equipment to be released to fund replacement play equipment/surfacing in five local play areas. Members agreed that the Town Council had made its position clear, and that CCBC money is used first on all urgent repairs to playground equipment across the County, before the Town Council's additional funds are used.

The Clerk informed Members that she had sent an email to Bryn Shiland asking for further information about: the total amount of funding made available by CCBC for equipment in 2019/20; how much of this funding has been allocated to the East area; how much of this has already been spent or committed in the Bay of Colwyn area; how budget negotiations are proceeding; and the current position of the Task & Finish Group.

***Resolved to defer the request until a reply from Bryn Shiland had been received and to refer this to the Council, due to the amount involved.***

#### **407/19 St David's Day Parade:**

The Clerk informed Members that Colwyn BID has declined the request for funding for the traffic management for the parade and asked Members to consider the appointment of the TM contractor, possibly to be paid for from the small grants budget for 2019/20 (£470).

***Resolved to approve the appointment of JTM Signs as the TM contractor, using general reserves (which will result in an overspend in the Municipal Events budget).***

#### **408/19 Declaring a Climate Emergency:**

The Clerk informed Members that the first in a series of SLCC training webinars had been very informative/useful and a report will go to Full Council for discussion, once she had written up the notes from the webinar and drafted an action plan.

***Resolved to request the Clerk reports back in due course.***

#### **409/19 Gwynedd Pensions:**

The Clerk submitted, for information, notice of a consultation on the draft funding strategy for the Local Government Pension Scheme.

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

#### **410/19 Local Members Ward Allowances:**

The Clerk submitted, for consideration, project proposals from:

- a. Cllr B Barton - £600 towards defibrillators in Eirias Ward
- b. Cllr H Fleet - £300 towards the Friends of Rhos on Sea group
- c. Cllr P Richards / C Hughes - £85 towards Christmas Lights shield
- d. Cllr P Richards / C Hughes - £54 towards St Davids Day shop window posters
- e. Cllr P Richards / C Hughes - £310 towards a heritage style blue plaque for Terry Jones.
- f. Cllr D Howcroft - £250 toward the Llandrillo Charities Fund.
- g. Cllr C Hughes - £200 towards the start-up costs of the Knights of Snowdon Corps of Drums.
- h. Cllr A Pearson - £300 towards the Old Colwyn Community Centre
- i. Cllr D Jones - £300 towards a new school sign for St Joseph's School.

***Resolved to approve proposals a, b, c, d, e, f, g, h, and i for payment.***

#### **411/19 Grants:**

(a) The Clerk submitted, for consideration, an urgent small grant application received from NWAMI.

- Cllr M Pickard had declared a personal interest, but as the grant was for under £500 an exemption applied and he was not, therefore, required to retire from the meeting.

***Resolved to support the application, subject to the support of all of the the other organisations involved.***

- Cllr H Meredith retired from the meeting at this juncture.

#### **(b) Events Grants:**

The Clerk submitted, for information, the updated Events Grants summary for 2020/21.

***Resolved to receive and note the updated summary.***

(c) The Clerk submitted, for consideration, a Large Grant application for 2020/21, which had been submitted after the closing date. Members discussed whether there was alternative funding available to the group, who currently rent the office at the Town Hall, as the Large Grant budget had already been allocated.

***Resolved to recommend the large grant application be declined but to suggest to the organisation that they could apply for small grant funding in March (2019/20) and June (2020/21), and if no other funding can be sourced, to apply for an increased large grant for 2021/22 by 31<sup>st</sup> December 2020.***

***Further resolved to reassure the group that they would not be evicted from the Town Hall whilst they explore alternative ways to raise the rent monies.***



**(d) Youth Grants:**

(i) The Clerk submitted notes and the draft criteria/application forms from the Youth Grants PB Steering Group meeting held on the 15<sup>th</sup> January. Members noted that the voting event was provisionally booked to be held on Wednesday 29<sup>th</sup> April, but that a suitable venue was still being sought as the Leisure Centre room is no longer available.

***Resolved to request the Clerk launches the Youth Grants Participatory Budgeting project on 13<sup>th</sup> February, via the local press and social media/website, and makes the application forms available online.***

(ii) The Clerk submitted, for information, a Service Level Agreement received from Le Sport for an event to be held in 2020. The application, originally received as an events grant in 2019/20, was approved in January 2019 for payment from the Youth Grants budget.

***Resolved to approve payment of the youth grant and to remind the organisers to acknowledge the support of the Town Council in its publicity.***

(e) It was noted that letters of thanks/ reports from the following grant recipients:

- (i) Parkway Luncheon Club (small grant)
- (ii) Upper Colwyn Bay Community Centre (large grant 2020/21)
- (iii) Y Pentan (large grant 2020/21) (2 copies of newsletters also received)
- (iv) North Wales Burlesque and Cabaret Festival (Event Grant Evaluation Form)
- (vi) Colwyn Bay Cricket Club

The meeting closed at 8.55pm.

..... Chairman



176m 5/11

Date: 12/02/2020

## Bay of Colwyn Town Council 2019/20

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Time: 14:57

Treasurers A/c 00164077

## List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2020	Canda Copying Ltd	SO	114.00	I 123	Copier Rental
06/01/2020	N W A T & L C C	005490	90.00	I 125	Membership Fee
06/01/2020	N W A T & L C C	005491	17.00	I 126	Lunches for delegate
06/01/2020	J Westhorpe	005492	55.60	I 103	Buffet Clerk's Meeting
10/01/2020	Canda Copying Ltd	FP	97.79	I 123	Copies Q3
10/01/2020	Clira	FP	108.00	I 123	Monthly Legionnaire's Check
10/01/2020	Microshade Business Consultant	FP	127.78	I 123	IT Services January
10/01/2020	LiveTech	FP	372.00	I 123	Website hosting
10/01/2020	Conwy County Borough Council	FP	723.00	I124	NNDR
10/01/2020	Bangor University	FP	1,500.00	I124	Scholarships
10/01/2020	Absolute Sound and Lighting	FP	1,422.00	I 124	Events
10/01/2020	M Crossley Plumbing	FP	242.00	I 124	Repairs
10/01/2020	Gwynedd Council	005493	1,663.22	I 119	January Contributions
15/01/2020	Clerical Medical	005494	50.00	I 120	AVC's Clerk
15/01/2020	Employees	FP	5,080.84	I 124	Salaries January
15/01/2020	HMRC	FP	1,597.41	I 124	PAYE & NI
20/01/2020	RNLI	005495	25.00	I 121	Mayor's Engagement
20/01/2020	Rhyl Mayor Charity Account	005496	20.00	I 122	Mayor's Engagement
20/01/2020	The Pier Trust	005497	425.00	I 127	Small Grant
20/01/2020	Owl Crime Watch	005498	350.00	I 128	Small Grant
23/01/2020	Society Local Council Clerks	005499	118.80	I 129	ILCA Course Fee
24/01/2020	Prestatyn Town Council	005500	20.00	I 130	Mayor's Engagement
24/01/2020	Rhos Methodist Church	005501	100.00	I 131	Ward Allowance GB
24/01/2020	OCRA	005502	200.00	I 132	Ward Allowance Mark J
24/01/2020	Ysgol Bod Alaw	005503	96.31	I 133	Ward Allowance CH
24/01/2020	Conwy County Borough Council	FP	4,551.15	I 134	Rhiw Ward By Election
24/01/2020	GLS Educational Supplies	FP	93.48	I 134	Stationery
<b>Total Payments</b>			<b>19,260.38</b>		