

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 P.M. ON MONDAY 15<sup>TH</sup> JUNE 2020**

**PRESENT:** The Mayor, Cllr N Bastow  
Cllrs: Glenys Baker; Bob Barton; G Campbell; H Fleet; D Howcroft;  
C Hughes; Mrs M Jones; A Khan; A Pearson; J Pearson; M Pickard;  
P Richards; K Swindon; M Tasker and M Worth.

**OFFICER:** Mrs C Earley, Town Clerk  
Mrs R Dudley, Assistant Clerk

**IN ATTENDANCE:** County Cllr: C Carlisle

**499/19 Welcome and Apologies for Absence:**

a) Apologies for absence were received from Cllrs: G Howcroft-Jones; D Jones and H Meredith.

b) The Clerk submitted a request to consider the approval of a temporary leave of absence for Cllr H Meredith, who is currently unable to access remote meetings, and Cllr G Howcroft-Jones, on medical grounds.

***Resolved to approve a period of temporary leave for Cllrs G Howcroft-Jones and H Meredith on health/access grounds.***

c) The Clerk submitted a request from Cllr C Matthews to stand down from the General Purpose and Planning Committee, due to ill health.

***Resolved that Cllr C Matthews be temporarily removed from membership of the General Purpose and Planning Committee, until he advises that he is well enough to resume.***

**500/19 Announcements:**

The Mayor made a brief reference to the work being done by the Pandemic Crises Response Team (PCRT) in its weekly meetings.

Cllr Carlisle was then invited to speak by the Chairman and she thanked the Town Council for its hard work during the CoVid Crisis, such as the issuing of grants to local groups supporting our community. Conwy CBC were very appreciative of the Town Council's support. Cllr Carlisle said the Cabinet were issuing daily updates via the press office and the Clerk confirmed that the Town Council was receiving these and forwarding them to all members.

**501/19 Declarations of Interest:**

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

**502/19 Minutes:**

a) ***Resolved to receive, approve and sign, as a correct record***

(i) ***The minutes of the last Ordinary meeting of the Council, held on 2<sup>nd</sup> March 2020.***

(ii) ***The minutes of the Special Meeting held on 17<sup>th</sup> March 2020.***

**b) Resolved to receive and note the minutes of the following meetings:**

- (i) *The General Purpose & Planning Committee held on 17<sup>th</sup> March, 5<sup>th</sup> May and 26<sup>th</sup> May 2020 (draft).*
- (ii) *The Policy & Finance Committee held on 20<sup>th</sup> May 2020 (draft).*
- (iii) *The Colwyn in Bloom Committee held on 4<sup>th</sup> March 2020 (draft).*
- (iv) *The Volunteer Awards Committee held on 2<sup>nd</sup> March 2020 (draft).*

**c) Pandemic Crisis Response Team:**

- (i) It was noted that the PCRT continues to meet weekly and the notes are forwarded to all members. Members thanked the PCRT and the Clerk for all their hard work and for keeping them informed.

*Resolved to formally receive the notes and to ratify the decisions of the team for the period from 17<sup>th</sup> March to 11<sup>th</sup> June 2020.*

- (ii) **Annual Meeting:** Members were asked to consider PCRT's updated recommendation to convene the Annual Meeting in July, immediately prior to the next Council Meeting, to carry out the routine annual business, which includes the re-appointment of Committees, approval of Meeting dates, appointments to outside bodies, publishing of the annual report etc., but that the election of Mayor and Deputy Mayor be deferred until meetings in person can be safely resumed.

*Resolved to agree with the recommendation to convene the Annual Meeting in July, but to defer the election of Mayor and Deputy Mayor until meetings in person can be safely resumed.*

**503/19 Matters Arising from those Minutes:**

*Resolved to note the resolutions of the Committees, as detailed in the minutes.*

**504/19 Conwy CBC**

The Clerk briefly updated members on the meetings local Town Councils continued to have with Officers and Cabinet Members of Conwy CBC, which are now being held every three weeks. The Clerk reported that this had been an excellent means of ongoing communication and a useful forum to discuss community support requirements during the pandemic and to receive updated and timely information on services.

**505/19 Annual Accounts and Audit:**

- a) The Clerk submitted a copy of the draft Statement of Accounts, plus supporting notes, for 2019/20 and asked members if they had any questions. The Clerk was thanked for all her work in preparing the accounts, during what had been a difficult and busy period.

*Resolved to receive and approve the draft Statement of Accounts and supporting notes for 2019/20, as detailed in Schedule A attached..*

- b) The Clerk submitted the Internal Audit Report for y/e 31<sup>st</sup> March 2020. The Clerk explained that one new issue had been highlighted and that there were 2 follow-up notes from a previous year. The first two of these had been minor administrative errors, which had been spotted and manually changed on the hard copy reports in

the office, but not on the electronic copies which had to be submitted to the auditor. The third issue was in respect of the Bonfire Contract with the Fire Station. To comply with Council's Financial regulations, three quotations should be sought. However, the existing contract had been extended for an additional year for the 2019 event (with three quotations last being sought in 2017). The minutes need to not only state the reasons for this (which they did), but the Council must also confirm that it has approved the waving of the Financial Regulations in respect of the renewal of the contract.

***Resolved to note the Internal Auditor's report and approve the response by the Clerk/RFO.***

- c) The Clerk submitted the Annual Return, to include the accounting statements and Annual Governance Statement for the year ended 31<sup>st</sup> March 2020.

***Resolved to approve the accounting statements and annual governance statement for signature by the Mayor prior to submission for external audit.***

- d) The Clerk submitted a report showing the updated estimated reserves, taking into account the year end position at 31.3.20 and recommending that several of the underspent budgets from 2019/20 be carried forward for spend in 2020/21.

***Resolved to approve the carry forward of the underspent budgets to 2020/2021, as detailed in Schedule 'B' attached.***

- e) The Clerk/RFO gave a verbal report on the known impact (to date) of COVID-19 on the budgeted income/expenditure for 2020/21, due to lockdown and cancellation of events including summer concerts, various local events, summer Play schemes, Prom Day etc. Taking into consideration the likely loss of income from cancelled room bookings, the current net effect of these cancellations is a projected underspend of around £40,000. It was noted that CCBC is looking at the possibility of bringing a winter lighting type event to the town and that a report on the feasibility of this would follow in due course, for consideration (for financial support).

***Resolved to note the potential impact on the budget of COVID-19 and to keep this in mind when considering what support is needed by the local community as we gradually come out of lockdown.***

### **506/19 Annual Report:**

The Clerk submitted the draft Annual Report for 2019/20, for approval.

***Resolved to approve the translation of the Annual Report for 2019/20, for submission to the Annual meeting in July.***

The Clerk also submitted a one page summary report, published in the form of an 'Infographic' by a Town Council and asked the members if they would like to consider producing something similar, for sharing via social media and to reach those who would be put off by an 18 page more detailed report. The Infographic gives a snapshot of facts about the Council's achievements in the year. It was noted that the Clerk had received a quote of £150 (+ VAT) for producing a similar style bilingual version.

*Resolved to delegate authority to the Clerk to proceed with producing an Infographic, with assistance from View Creative, at a cost of 150.*

**507/19 Corporate Plan:**

The Clerk submitted the proposed Action Plan for 2020/21, to include an appendices containing the additional Green Pledge actions. Members welcomed the inclusion of the Green Pledge Actions. The Clerk confirmed that the wording in 5.1 regarding Colwyn BID would be updated, following the demise of the BID.

*Resolved to receive and approve the Action Plan for 2020/21, subject to the amendment to 5.1., as detailed in Schedule 'C' attached.*

**508/19 Independent Remuneration Panel for Wales:**

a) The Clerk submitted the supplementary report regarding the reimbursement of costs of care.

b) The Clerk submitted the draft return publication for 2019/20 for approval. A discussion took place over the issues around having to pay the small basic payments through payroll and how this had impacted the decision of some members over whether or not they should claim their basic payment. Concern was expressed that we should not be putting barriers in the way of those that may wish/need to receive the payment. The Clerk offered to investigate the ability to make payments at regular intervals throughout the year, to reduce the numbers of payments to within the capability of the HMRC software.

*Resolved to receive the supplementary report and to authorise the submission and publishing of the annual return, as required by the IRPW, as detailed in Schedule 'D' attached.*

**509/19 Approval of Payments:**

a) Members noted that urgent payments continued to be approved/considered weekly by the PCRT.

b) *Resolved to approve the payment of the annual contribution of £55,000 towards the running costs of Theatr Colwyn.*

The meeting closed at 7.50 p.m.

..... Chairman