

**MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF
THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE (VIA ZOOM) AT
6:30PM ON WEDNESDAY 20TH MAY 2020**

PRESENT: Cllr K Swindon, Vice - Chairman
Cllrs: H Fleet, D Howcroft, D Jones, MA Jones, A Mason, M Pickard,
P Richards

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

487/19 Welcome and Apologies for Absence:

In the absence of the Chairman, Cllr K Swindon took the Chair and welcomed Members to the meeting. Apologies were received from Cllrs H Meredith and A Khan.

488/19 Declarations of Interest:

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

489/19 Minutes:

(a)(i) Resolved to approve and sign, as a correct record, the Minutes of the meeting held on 12th February 2020.

(b) Resolved to receive a copy of the notes of the informal Policy and Finance meeting, held via Zoom, on 25th March 2020.

490/19 Finance:

(a) Resolved to authorise payments made on behalf of the Council for the period 1/2/2020 to 31/3/2020, as detailed in Schedule 'A' attached.

It was noted that the payments for the period 1/4/2020 to 30/4/2020 would be included in the agenda of the next Policy and Finance meeting on 1st July 2020, due to a delay with the year end-closure until an outstanding invoice has been received.

(b) Resolved to authorise the Clerk to e-mail the bank statements to the Chairman to carry out the checking/authenticating of the bank reconciliations as at 31/3/20.

(c) The Clerk submitted, for ratification, a list of payments authorised by the Pandemic Crises Response Team, as detailed in Schedule 'B' attached.

It was noted that the PCRT are considering urgent small grant applications, of up to £500, from individuals and/or organisations responding to the Covid-19 pandemic. These are being considered weekly by PCRT, which has also agreed that it will consider repeat applications (from the same applicant) up to a maximum of one per month.

The Clerk informed Members that the small grants budget for this year is £18,890, to include the underspend from last year's small grants budget and underspends from the Local Members Ward Allowances, with £5,420 having been allocated to Covid-19 applicants so far, in this financial year.

Resolved to note the payments authorised by the Pandemic Crises Response Team, using the Clerk's delegated powers, for the period 25/3/2020 to 20/5/2020.

(d) Resolved to note the correspondence from CCLA regarding the suspension of property fund dealing during the coronavirus pandemic.

491/19 Declaring a Climate Emergency:

The Clerk submitted, for consideration, a draft Community Green Pledge Action Plan for 2020/21 and gave a brief verbal update on Declaring a Climate Emergency.

The Colwyn in Bloom Committee had expressed a desire to work on the Green Pledges that had been published by Conwy and Denbighshire PSB, which included: reducing energy wastage (by installing new boilers and LED lights); installing electric charging points (to include the Town Hall) and cycle racks (Members would be asked to perform an audit within their Ward); becoming a plastic-less community; installing water points; reducing paper use; promote and add new community orchards; develop community green spaces; and continue clean up/litter pick events. The draft action plan would also be taken to the General Purpose and Planning Committee on 26th May, ready for approval at the Council meeting in June.

492/19 Local Members Ward Allowances:

No project proposal(s) had been received from members.

493/19 Grants:

a) The Clerk advised Members that non-urgent small grant applications would be considered at the next meeting on 1st July 2020.

b) Events Grants: Members noted the updates received from Events Grants applicants in regard to their events due to be held during 2020/21.

The Clerk informed Members that reports from the Large Grant applicants would be included at the next policy and finance meeting.

The Clerk gave a brief update on the Forties Festival that was due to take place in mid-August. Although no decision has been made, it was doubtful that the event would go ahead due to the indoor elements of the festival. The Festival is supported by the IMAGINE project and Colwyn BID who had each contributed £5,000 towards the event. As IMAGINE is funded by the National Lottery, permission would need to be sought from them to roll the money over if it is not spent this year. The money received from Colwyn BID would also need to be spent by the end of the year.

The Clerk informed Members that Le Sport, who had received a Youth Grant in February towards a March 2020 Sports Extravaganza, were looking to move the event to October 2020 subject to local schools opening.

c) The Clerk advised Members that the Participatory Budgeting Youth Grants had been suspended during the Covid-19 pandemic and would be relaunched at a later date.

The meeting closed at 7.15pm.

..... Chairman

List of Payments made between 01/02/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/03/2020	Cllr Neil Bastow	FP	45.00	I 152	Reimbursement phone WFH
27/03/2020	Old Colwyn Events	FP	500.00	I 152	CoVid 19 Small Grant
27/03/2020	Fletchers	FP	930.90	I 152	Boiler Service/Repair
27/03/2020	C J Earley	FP	201.11	I 152	Reimbursement printer CoVid19
27/03/2020	Powlsons	FP	54.00	I 152	LWA PR St D's Posters
27/03/2020	OneCom	DD	60.55	I 153	Phones/Broadband
30/03/2020	Bus Inst Access Savings Acc	Tfr	50,000.00		
31/03/2020	Louise Austen	FP	18.99	I 153	Reimbursement CoVid19
31/03/2020	Roz Dudley	FP	17.50	I 153	Reimbursement CoVid19 Ink
31/03/2020	C J Earley	FP	173.20	I153	Travel Expenses
31/03/2020	Friends of Rhos on Sea	FP	300.00	I 153	LWA HF
31/03/2020	Country Taste	FP	99.00	I 153	KWT Launch Buffet
31/03/2020	Society Local Council Clerks	FP	108.00	I 153	Webinair
31/03/2020	Gwynedd Council	FP	1,681.55	I 153	March Pension Conts
31/03/2020	Clerical Medical	FP	50.00	I 153	Clerks AVC's
31/03/2020	Defib Eirias Fund	FP	600.00	I 153	LWA BB
31/03/2020	Conwy County Borough Council	FP	4,572.11	I 153	Rhiw Ward By-Election
31/03/2020	Staples UK Ltd	DD	78.59	I 153	Ink
31/03/2020	Cruse Bereavement Care	FP	500.00	P&F 25/3 and I155	Small Grant
31/03/2020	Min y Don Bowling Club	FP	350.00	P&F 25/3 & I155	Small Grant
31/03/2020	Wales Air Ambulance	FP	200.00	P&F 25/3 and I155	Small Grant

Total Payments 216,189.93

Payments Approved by PCRT for period 25.3.2020 to 20.5.20 (Report to P&F Meeting)

Schedule B

List of non-recurring / urgent payments approved by PCRT/Clerk using delegated powers:

Date Approved:	Payee:	Details:	Amount (net)	VAT	Method of payment
27.3.20	Amazon	Purchase of portable printer and ink for home working	£201.11	incl	debit card - reimbursement processed
8.4.20	Various	<u>Large grants approved Jan 20 and due to be paid at awards evening:</u>			
		Benefit Advice Shop (1st instalment)	£2,000.00		Direct payment (to bank acc)
		Citizens' Advice Conwy (1st instalment)	£1,250.00		Direct payment (to bank acc)
		Home Start Conwy (1st instalment)	£1,250.00		Direct payment (to bank acc)
		Knights of Snowdon Corps of Drums	£5,000.00		Direct payment (to bank acc)
		Upper Colwyn Bay Community Centre	£2,500.00		Direct payment (to bank acc)
		Events grants (if/when confirm events are going ahead)	(see separate schedule)		
8.4.20	Various	Repairs and new keys for mortice lock on Town Hall	£100.00	£20.00	Direct payment (to bank acc)
30.4.20	Alexander Locksmiths	Christmas tree/lights hire (fourth year of contract)	£702.90		Direct payment (to bank acc)
30.4.20	Blachere Illumination	Urgent small grants in respect of community response for COVID-19	(see separate schedule)		Direct payment (to bank acc)
various	Various				
	<u>Funds Transfer</u>	Tfr from current account to business instant access account on receipt of April precept (whilst unable to get signatures required for PSDF deposits)	£200,000.00		

17/04/20