

**MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF
THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT
6:30 PM ON WEDNESDAY 1ST JULY 2020**

PRESENT: Cllr C Hughes, Chairman
Cllrs: H Fleet, D Howcroft, C Hughes, D Jones, T Pearson, P Richards,
K Swindon (Vice-Chairman)

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

527/19 Welcome and Apologies for Absence:

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

528/19 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 D Howcroft - item 6(b)(i) Local Members Ward Allowance and 7(a) and Small Grant application – personal (non-prejudicial) interest in application.

Cllr P Richards – item 7(b)(i) Uke a Bay Events Grant – personal and prejudicial interest in the application, as he assists in organising the event.

Cllr C Hughes - item 7(c) Large Grant – personal and prejudicial interest in the application, as Chair of the Colwyn Bay Conservation and Environment Federation.

Cllr P Richards – item 7(c) Large Grant – personal and prejudicial interest in the application, as Vice-Chair of the Colwyn Bay Conservation and Environment Federation.

529/19 Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meeting, held on 20th May 2020.

530/19 Finance:

a) Resolved to authorise payments made on behalf of the Council for the period 1/4/2020 to 31/5/2020, as detailed in Schedule 'A' attached.

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 31/5/20.

c) It was noted that no correspondence was received from CCLA.

531/19 Green Pledge:

The Clerk submitted, for consideration, a report from the Town Hall staff in regard to paper usage and postage costs associated with printing and posting the Council agendas. The staff had made several recommendations, including the sending of agendas electronically (unless there was a verified need for a paper copy), continuing to purchase sustainably resourced paper and a commitment to plant replacement trees, ideally in our local area.

Although one Member felt that a paper version was more useful to them, all Members understood the reasons for the recommendations and the majority of Members supported the idea. Members stated that they had gotten used to using the agenda being emailed during the COVID-19 pandemic and that now would be the time to continue sending the agendas electronically. Several Members stated that they would enjoy the benefit of some IT training to fully utilise technology to make notes etc and prepare for meetings using the electronic agenda packs.

Resolved to recommend approval of the report, with IT training for Councillors added to the list of recommendations, as detailed in Schedule 'B' attached.

532/19 Local Members Ward Allowances:

- a) Members noted the updated summary of ward allowances for 2020/21.
 - b) The Clerk submitted, for consideration, project proposal(s) received from members:
 - i) D Howcroft - £600 towards a defibrillator at Ysgol Llandrillo yn Rhos
 - ii) G Baker - £300 towards a defibrillator at Ysgol Llandrillo yn Rhos
- Cllr C Hughes arrived at this juncture and took the Chair.

Resolved to approve proposals i) and ii) for payment.

533/19 Grants:

- a) **Small Grants:** The Clerk submitted for consideration the small grant applications received for Q1, as detailed in Schedule 'C' attached.

- Cllr D Howcroft declared an interest in application W, but as the application was for under £500, an exemption applied and the interest was therefore non-prejudicial.

Resolved to recommend approval of grant applications V and W, as detailed in Schedule 'C' attached.

b) Events Grants:

- i) **Uke-a-Bay:** The Clerk submitted, for consideration, a revised application from Uke a Bay which had been postponed due to COVID-19.

- Cllr P Richards declared an interest in the application and was temporarily placed back in the waiting room of the Zoom meeting.

Resolved to recommend the revised application be approved, as detailed in Schedule 'D' attached.

c) Old Colwyn Events: The Clerk confirmed that a brief verbal update had been received from the organiser of the Summer Fayre and Christmas Market and confirmed that both events had now been cancelled due to the costs of extra security required due to the coronavirus pandemic.

Resolved to note the update.

534/19 Large Grant – Colwyn Bay Conservation and Environment Federation:

- Cllrs P Richards and C Hughes declared an interest in the item, and temporarily left the Zoom meeting room.

The Clerk submitted, for information, a report received from the Conservation and Environment Federation which stated that the proposed dropped kerbs for Eirias Park project had not progressed. (The Federation was in receipt of a large grant of £5,000 paid in 2019/20). Members were asked to consider whether the Federation's proposal, to install a speed ramp at The Dingle instead of a dropped kerb, would require a new application to be submitted (and return of grant proceeds), or if this amendment could proceed under the existing application.

Members were happy to support the amendment, in principle, subject to confirmation that the application still included the remaining three dropped kerbs at other locations in Eirias Park, alongside the new speed ramp at The Dingle.

- Cllrs P Richards and C Hughes were readmitted into the Zoom meeting. Cllr C Hughes confirmed that the three dropped kerbs were still included in the application.

Resolved to approve the amendment to the Large Grant application.

535/19 It was noted that a letter of thanks had been received from Bayside Radio for their small grant

536/19 The Clerk advised Members that the weekly PCRT meetings were now to be held fortnightly.

The meeting closed at 7.25pm.

..... Chairman

Schedule A

List of Payments made between 01/04/2020 and 31/05/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	Canda Copying Ltd	SO	114.00	I 001	photocopy rental
09/04/2020	I P Williams	FP	616.32	I 001	Translations (March)
09/04/2020	Clira Ltd	FP	108.00	I 001	Legionella Monitoring
09/04/2020	Defibrillator Eirias Fund	FP	600.00	I 001	BB Ward Allowance
09/04/2020	S & L Industrial Cleaners	FP	80.00	I 001	Town Hall Maintenance
09/04/2020	Cllr Merrill Jones	FP	63.90	I 001	Dep Mayor Travel Expenses
09/04/2020	Conwy County Borough Council	FP	732.25	I 002	NNDR
09/04/2020	Microshade Business Consultant	FP	127.78	I 002	IT Services (April)
09/04/2020	Citiizen's Advice Bureau	FP	1,250.00	I 002	Large Grant
09/04/2020	Home Start Conwy	FP	1,250.00	I 002	Large Grant
09/04/2020	Knights of Snowden	FP	5,000.00	I 002	Large Grant
09/04/2020	Upper Colwyn Bay Centre	FP	2,500.00	I 002	Large Grant
15/04/2020	Employees	FP	5,132.01	I 003	Salaries April
15/04/2020	HMRC	FP	1,587.74	I 003	PAYE & NI
15/04/2020	Gwynedd Council	FP	1,574.91	I 003	Pension conts
15/04/2020	Clerical Medical	FP	50.00	I 003	AVCS Clerk
23/04/2020	Coast Community Radio	FP	500.00	I 004	Small Grant
23/04/2020	Print My Route Ltd	FP	500.00	I 004	Small Grant
23/04/2020	Mr Davis Scrubs Up CBay	FP	500.00	I 004	Small Grant
23/04/2020	Zaid Al-Obaidi	FP	500.00	I 004	Small Grant
23/04/2020	Bus Inst Access Savings Acc	Cashbook 3	200,000.00		
30/04/2020	OneCom	DD	64.51	I 005	Phones/Broadband
01/05/2020	St Joseph's (Wreham Diocesan)	FP	500.00	I 005	CoVid 19 Grant
01/05/2020	Ysgol Bryn Elian	FP	500.00	I 005	CoVid 19 Grant
01/05/2020	Fat Lads Football	FP	478.00	I 005	CoVid 19 Grant
01/05/2020	Alexander Locksmiths Ltd	FP	120.00	I 005	Town Hall Locks
01/05/2020	Sure Hope Church	FP	500.00	I 005	CoVid 19 Grant
01/05/2020	Blachere Illuminations	FP	843.48	I 005	Town Hall Tree
01/05/2020	Society Local Council Clerks	FP	84.00	I 005	Climate Change Webinar
01/05/2020	Conwy County Borough Council	FP	736.00	I 006	NNDR
01/05/2020	Dwr Cymru	FP	398.20	I 006	Rhiw Road 19'20
01/05/2020	S Dawson	FP	500.00	I 006	CoVid19 Grant
05/05/2020	Barclaycard	DD	34.39	I 009	Zoom & Mobile Phone Topup
07/05/2020	Cllr Bob Barton	FP	68.40	I 006	Travel Expenses
07/05/2020	Scrubs up Colwyn Bay	FP	500.00	I 007	CoVid19 Grant
07/05/2020	Benefit Advice Shop	FP	2,000.00	I 007	Large Grant
07/05/2020	Foodshare NWales	FP	500.00	I 007	CoVid19 Grant
07/05/2020	I P Williams	FP	233.94	I 007	Translations - April
07/05/2020	Canda Copying Ltd	FP	127.98	I 007	Copies
15/05/2020	Employees	FP	5,131.41	I 008	Salary May
15/05/2020	Cllr Bob Barton	FP	120.00	I 008	Basic Payments
15/05/2020	Cllr Glenys Baker	FP	120.00	I 008	Basic Payment 19'20
15/05/2020	Cllr David Howcroft	FP	120.00	I 008	Basic Payment 19'20
15/05/2020	cllr Tony Pearson	FP	120.00	I 008	Basic Payment 19'20
15/05/2020	Cllr Merrill Jones	FP	400.00	I 008	Deputy Mayor Allowance
15/05/2020	HMRC	FP	1,808.34	I 008	PAYE & NI
15/05/2020	Gwynedd Council	FP	1,574.91	I 008	May Contributions

List of Payments made between 01/04/2020 and 31/05/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2020	Clerical Medical	FP	50.00	I 008	AVC's Clerk
15/05/2020	Dwr Cymru	FP	344.59	I 008	Town Hall 30/4
15/05/2020	Conwy County Borough Council	FP	5,250.00	I 008	Bus Shelter Maintenance
18/05/2020	S I Dawson - Chicago 1935	FP	420.00	I 009	Small Grant CoVid19
22/05/2020	British Gas	DD	1,260.46	I 009	Rhiw Road Q1
22/05/2020	British Gas	DD	346.95	I 009	Town Hall Q1
22/05/2020	British Gas	DD	1,102.34	I 009	Rear Annexe Q1
29/05/2020	OneCom	DD	61.51	I 009	Phone/Broadband
29/05/2020	Snowdonia Fire Protection LTD	FP	54.00	I 009	Callout re: Boiler Works
29/05/2020	Conwy County Borough Council	FP	5,250.00	I 009	Bus Shelter Maintenance
29/05/2020	Snowdonia Fire Protection LTD	FP	-54.00	I 010	Call out re: Boilerworks
29/05/2020	Snowdonia Fire Protection LTD	FP	54.00	I 010	Callout Re: Boilerworks
29/05/2020	CCLA	FP	200,000.00	I 010	PSDF General Reserves
29/05/2020	J W Jones & Sons	FP	4,818.60	I 010	Town Hall Boilers
29/05/2020	Mrs R Dudley	FP	9.12	I 010	Reimbursement for Stamps
29/05/2020	St Joseph's Church	FP	500.00	I 010	CoVid Small Grant
29/05/2020	Sure Hope Church	FP	500.00	I 010	Covid Grant Foodshare
30/05/2020	Staples UK Ltd	DD	92.98	I 009	Ink
30/05/2020	Staples UK Ltd	DD	22.07	I 009	Ink
Total Payments			<u>460,453.09</u>		



CYNGOR TREF BAE COLWYN

BAY OF COLWYN TOWN COUNCIL

Report to: Policy and Finance Committee
Date: June 2020
Written by: Town Hall Staff
Subject: Review on Paper Usage for Agendas

1. BACKGROUND:

- 1.1. In accordance with Green Pledge 3.6, the staff team has been reviewing the use of paper for the day-to-day activities of the Council and has identified that meetings are one of main areas where paper usage could easily be reduced.
- 1.2. One tree will produce 16.67 reams of paper or 8333 sheets of paper¹. One ream of paper = 500 sheets = 6% of a tree.
- 1.3. The following figures are a conservative estimate and do not include the additional item packs that are also printed on the day of the meetings.

1.4. POLICY & FINANCE:

- 1.4.1. In 2019, there was a total number of 1,430 pages in all the agendas for Policy & Finance. To print one double-sided copy of each agenda used 715 sheets of paper. At each meeting, four spare copies are provided; therefore 2,860 sheets of paper were used in 2019, for the Policy & Finance meetings.
- 1.4.2. However, 12 copies were printed off for each meeting (Councillor postal copies + spare packs) meaning 8,580 sheets of paper were used².
- 1.4.3. As one ream of paper consists of 500 sheets of paper, in 2019 the agenda used 17.16 reams of paper³.
- 1.4.4. Five reams of paper costs £19.98 inc. VAT, so the agendas cost over £68.57 to print⁴.

1.5. GENERAL PURPOSE AND PLANNING:

- 1.5.1. In 2019, there was a total number of 1,282 pages in all the agendas for GPP. To print one double-sided copy of each agenda used 641 sheets of paper. At each meeting, six spare copies are provided; therefore 3,846 sheets of paper were used in

¹ <http://conservatree.org/learn/EnviroIssues/TreeStats.shtml>

² 12 copies x 715 pages = 8580 sheets of paper

³ 8580/500 = 17.16 reams of paper

⁴ 17.16/5 x 19.98 = £68.57

2019, for the GPP meetings.

1.5.2. However, 12 copies were printed off for each meeting (Councillor postal copies + spare packs) meaning 7,692 sheets of paper were used⁵.

1.5.3. As one ream of paper consists of 500 sheets of paper, in 2019 the agenda used 15.38 reams of paper⁶.

1.5.4. Five reams of paper costs £19.98 inc. VAT, so the agendas cost over £61.45 to print⁷.

1.6. FULL COUNCIL:

1.6.1. In 2019, there was a total number of 663 pages in all the agendas for Full Council. To print one double-sided copy of each agenda used 331 sheets of paper. At each meeting, four spare copies are provided; therefore 1,326 sheets of paper were used in 2019, for the Full Council meetings.

1.6.2. However, 18 copies were printed off for each meeting (Councillor postal copies + spare packs) meaning 5,958 sheets of paper were used⁸.

1.6.3. As one ream of paper consists of 500 sheets of paper, in 2019 the agenda used 11.91 reams of paper⁹.

1.6.4. Five reams of paper costs £19.98 inc. VAT, so the agendas cost over £47.59 to print¹⁰.

1.7. POSTAGE COSTS:

1.7.1. The average cost of posting a pack out is £1.30; therefore, the approximate cost for postage of all agendas (8 P&F, 16 GPP and 9 FC) in 2019 was £42.90.

1.7.2. As the sending out of the larger/heavier agenda packs was the main reason for leasing the franking machine, there is an additional indirect cost of £239.40 per annum for the lease of the franking machine from Pitney Bowes, plus occasional ink costs.

2. SUMMARY:

2.1. Using the figures from Conservatree, used for the above calculations, if one tree produces 16.67 reams and our meetings used a total of 41.89 reams, then 2.5 trees were used to print our agendas in 2019¹¹.

2.2. Sheets of paper used to print all the agendas last year: 22,230.

2.3. Trees cut down – 2.66¹².

⁵ 12 copies x 641 pages = 7692 sheets of paper

⁶ 7692/500 = 15.38 reams of paper

⁷ 15.38/5 x 19.98 = £61.45

⁸ 18 copies x 331 pages = 5958 sheets of paper

⁹ 5958/500 = 11.91 reams of paper

¹⁰ 11.91/5 x 19.98 = £47.59

¹¹ 41.89/16.67 = 2.51 trees

¹² 22230 (sheets of paper)/8333 (sheets in a tree) = 2.66 trees

3. OPTIONS:

- 3.1.** Sending out all agenda reports packs electronically in future, unless paper copy is absolutely necessary. The only exception to this is that we still have a legal requirement to send the summons by post (this has not yet been removed by an update to the legislation in Wales).
- 3.2.** Having the agenda displayed on the projector screen in meetings rather than printing spare packs.
- 3.3.** Planting trees to replace those we are using.
- 3.4.** Continuing to purchase sustainably resourced paper.
- 3.5.** Ending the lease contract for the franking machine and using stamps instead, with a small electronic scale being required for larger, heavier items (to save queuing in the Post Office).

4. RECOMMENDATION:

- 4.1. That the Council adopts 3.1 to 3.5 above.**

Summary of Small Grant Applications for 2020/21

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Purpose of Grant:	Notes / Exp Powers:	S137 Total	Paid	Report
<u>Urgent Covid-19 grant apps considered 11.6.20 (PCRT):</u>								
S Old Colwyn Events / Foodbank		11.6.20	500	To continue supporting Old Colwyn and Glyn ward residents with pharmacy collections and food parcels /shopping etc (for next three months)				
T Conwy Sea Cadets		11.6.20	0	To assist towards building costs, whilst the group has no income				
U Youth Shedz 4:28		11.6.20	500	Running costs for the soup n sox van, supporting on average 15 vulnerable people per week in the Colwyn Bay area				
			1000					
V Ty Gobaith	£500	01.07.20		To provide a local child with 2 days of vital nursing care; directly impacting 8 children within Rhos on Sea, Old Colwyn and Colwyn Bay				
W Ysgol Llandrillo yn Rhos	£350	07.07.20		Towards the purchase of a defibrillator to be placed outside of the school				
ANNUAL BUDGET 2020/21 =		£10,000	TOTAL YTD=	£7,920				
Unspent Cllr Ward Allowances (19'20)		£1,900						
Unspent small grants budget from 19'20		£6,990						
Plus unclaimed Cllr Basic Payments 2019'20		£18,890						
		£18,890						

#REF!

* 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.