

MINUTES OF A POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON WEDNESDAY 18TH NOVEMBER 2020

PRESENT: Chairman: Cllr C Hughes
Cllrs: H Fleet, D Howcroft, T Pearson, K Swindon

OFFICERS: Mrs C Earley, Town Clerk and RFO
L Austin, Administrative Assistant

141/20 Welcome and Apologies for Absence

The Chair welcomed members to the meeting. Apologies for absence were received from Cllrs A Khan and H Meredith.

142/20 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following interest was declared:

Cllr K Swindon – Item 13(d) Events Grant - personal and prejudicial interest in the application, TAPE Music and Film.

143/20 Minutes:

a) Resolved to approve and sign, as a correct record, the Minutes of the last meeting, held on 30th September 2020.

144/20 Matters Arising from Previous Meetings:

a) Min. 43/20 – Town Hall works:

The Clerk informed Members that a quote from Brenig Construction, for repairs to the gutters/downpipes across the Rhiw Road site, had been received shortly before the meeting. It was noted that the Clerk would prepare a report summarising all the quotes received for the Full Council meeting in December, to include planning (listed building consent) costs.

145/20 Finance:

a) Resolved to authorise payments made on behalf of the Council for the period 01.09.20 to 30.09.20 and 01.10.20 to 31.10.20, as detailed in Schedule 'A' attached.

b) Resolved to authorise the Clerk and Chairman to carry out the checking and authenticating of the bank reconciliations as at 31.10.20.

- c) The Clerk submitted, for information, the income/expenditure report for Q2 and gave a brief verbal report on the budgets.

Resolved to note the income and expenditure report for Q2.

- d) ***Resolved to note the following correspondence from CCLA:***
- (i) Market report – October 2020***
 - (ii) Local Authorities' Property Fund Fact Sheet – September 2020***
 - (iii) Local Authorities' Property Fund October 2020***
 - (iv) Public Sector Deposit Fund Statement as at 31.10.20***

146/20 Welsh Government:

The Clerk submitted, for consideration, the following correspondence:

- a) Information regarding a new £13.2m fund to support repair and re-use activities in town centres.

Resolved to request that the Clerk informs the Kind Bay Initiative, who currently operate a cycle repair service, about the fund.

- b) A Summary version of the National Strategy for Flood and Coastal Erosion Risk Management in Wales.

Resolved to note the Summary report.

- c) A Consultation on the draft regulations to establish four regional Corporate Joint Committees.

Resolved to note the draft regulations consultation.

147/20 Conwy County Borough Council:

- a) The Clerk gave a verbal report following a recent meeting of the Bay Life Strategic Management Board, where the initial findings from the town centre consultation were presented and discussed. A spreadsheet detailing the responses to the 8 consultation questions was shared with Members.

There had been concerns raised by NWTRA (North Wales Trunk Road Agency) about the effect of queuing traffic on the bridges, should traffic be diverted off of the A55. Also, the one-way system had not received strong public support in comparison to the other proposals within the consultation. It was noted that other aspects of the consultation that did receive strong support, for example, the cycle paths and the widening of pavements, might be dependent on the one-way system being introduced.

The Bay Life Board would be looking at ways to progress the plans, with or

without the one-way system, as an application would need to be submitted by early 2021. The Clerk informed Members that Vic Turner, the Project Lead Officer, was due to leave CCBC in the New Year, and a new Project Officer would take over.

Some Members expressed concern about having 410 responses from a town population of 23,000, and felt that the Town Council's concerns, raised at a previous Strategic Management Board meeting had not been addressed.

Resolved to note the report and consultation, and wait for further updates from the Bay Life Strategic Management Board.

- b) The Clerk gave a brief update on the potential 'asks' for support from CCBC for 2021/22. Further information is awaited from CCBC, but current advice was to budget for the same as last year, i.e. paddling pool, play equipment, CCTV, and an unallocated sum in case of any late 'asks' for assistance.

A County Council Member advised the Committee that CCBC has been reimbursed by the Welsh Government for a lot of its Covid-19 expenditure, and he was waiting for an update on CCBC's financial position. The Play Equipment Task & Finish Group would report to the Scrutiny Committee in January, prior to the Cabinet in February, which would be too late to amend the Town Council's budget.

The Clerk would prepare a report for the Full Council once an update had been received from CCBC. Members noted the information.

- c) ***Resolved to approve the appointment of View Creative to deliver the Community Plan branding project in partnership with Imagine.***

148/20 Audit Wales:

The Clerk submitted, for information, the Future Audit Arrangements for Town and Community Councils in Wales. The Wales Audit Office would be implementing a new audit regime where a Town Council would receive a detailed audit every three years, with a 'lighter touch' audit in the other two years. The Clerk was waiting for a list to be published by the WAO which will detail in which years the detailed/lighter touch audits will occur. A higher budget will be required for audit every third year.

Resolved to note the information and await the schedule of bandings.

149/20 Budget 2021/22:

The Clerk informed Members that she would be working on the draft budget in the coming weeks and asked Members to consider the following requests/proposals:

a) Community Wellbeing:

The Clerk submitted, for consideration, a community wellbeing report and asked members to consider allocating a new budget line for community wellbeing activities/projects.

Members were supportive of the idea, noting that community well-being was a duty under the Well-being of Future Generations Act, and that there would be a lot of need going forward, following on from the Covid-19 pandemic. There was a concern that the project would be in conflict with other groups, but most agreed that the project would complement and encourage greater collaboration with existing groups. It was also discussed how the Town Council website could be used as a portal for sharing information about the well-being activities on offer.

Resolved to recommend proceeding with the setting up of a new steering group to develop the Wellbeing project.

b) Colwyn in Bloom:

Resolved to carry forward the projected underspend from 2020/21 to offset the budget requirement for 2021/22.

150/20 Bangor University Scholarship:

Resolved to approve the payment for £1500.00 to cover the three scholarship payments.

151/20 Zurich Insurance:

Members noted that cover has increased due to new office equipment being used from home, and Zurich have waived any increase in premium until the next renewal.

152/20 Local Members Ward Allowances:

No project proposals had been received from Members. It was noted that the Clerk would send out a summary to remind Councillors of their outstanding ward allowances.

153/20 Grants:

a) Youth Grants:

(i) Resolved to note the update from Le Sport and to carry forward the Youth Grant awarded in 2019/20.

(ii) The Clerk submitted, for consideration, correspondence she had had with Conwy Youth Service regarding the potential re-launch of the Youth Grants

Participatory Budget project. The Clerk reminded Members that the project was postponed earlier in the year due to the Covid-19 pandemic, but that there was a possibility of running the scheme, in conjunction with Conwy Youth Service and CVSC, using an online youth panel.

It was discussed whether a physical event could be held, depending on the number of applications and subject to regulations applicable at the time of the vote.

Resolved to approve the re-launch of the Youth Grants Participatory Budget project with Conwy Youth Service.

b) Small Grants:

The Clerk submitted, for consideration, three urgent Small Grants applications, as detailed in Schedule 'B' attached.

Resolved to recommend approval of grant applications A1 and B1, as detailed in Schedule 'B' attached and to recommend approval of grant application C1, subject to them finding suitable accommodation.

c) Large Grants 2020/21:

Resolved to approve the second payment for Large Grants applications A and B, as detailed in schedule 'C' attached, subject to Home Start Conwy that their services are still being delivered.

Further resolved to delegate approval for second payment of application D to the Clerk and PCRT, as detailed in Schedule 'C' attached, subject to confirmation that the service is still being delivered during the pandemic.

d) Events Grant:

As Cllr K Swindon had declared a personal interest in this item, the Committee would be inquorate if she left the meeting.

Resolved to defer the request from TAPE, to delay the Imagine Projections Festival, to the Full Council meeting in December.

154/20 Homeworking Staff:

Resolved to approve a recommendation by the Pandemic Crises Response Team to pay a basic homeworking allowance of £26pm to staff required to work from home, to assist with increased heating/electricity bills.

The meeting closed at 8.00pm.

..... Chairman

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/09/2020	Barclaycard	DD	53.57	I 021	Signs/Mobile/Zoom
11/09/2020	Pitney Bowes	DD	71.82	I 021	Rental
11/09/2020	Conwy County Borough Council	FP	736.00	I 022	NNDR Town Hall Aug
11/09/2020	A D Window Cleaning	FP	1,980.00	I 022	CIB Watering
11/09/2020	I P Williams	FP	336.30	I 022	Translations
11/09/2020	Microshade Business Consultant	FP	127.78	I 022	IT Services
11/09/2020	Society Local Council Clerks	FP	30.00	I 022	National Conference
11/09/2020	Powlsons	FP	195.00	I 022	Annual Report Printing
11/09/2020	Corona Energy	FP	210.91	I 022	VAT ONLY Invoices
11/09/2020	Corona Energy	FP	54.02	I 022	CCL BACKDATED
15/09/2020	Employees	FP	5,896.00	I 023	Salaries September
15/09/2020	HMRC	FP	2,021.98	I 023	PAYE & NI
15/09/2020	Gwynedd Council	FP	1,891.64	I 023	Pension Contributions/AVC's
15/09/2020	Conwy County Borough Council	FP	736.00	I 023	NNDR Sept
22/09/2020	British Gas	DD	1,800.92	I 021	Electric Rhiw Road
24/09/2020	Llandrillo Charities	FP	300.00	I 024	MT Ward Allowance
24/09/2020	GLS Educational Supplies	FP	40.13	I 024	Supplies
24/09/2020	C J Earley	FP	103.50	I 024	Reimbursement for supplies
24/09/2020	Society Local Council Clerks	FP	42.00	I 024	Webinair Accessible Docs
24/09/2020	Conwy County Borough Council	FP	4,500.00	I 024	Large Grant for Oriol Colwyn
24/09/2020	Y Pentan	FP	1,000.00	I 024	Large Grant
30/09/2020	Staples UK Ltd	DD	224.59	I 021	Supplies & Ink
30/09/2020	OneCom	DD	66.30	I 024	Phone/Broadband
30/09/2020	Pitney Bowes	DD	0.51	I 024	Royal Mail Underpayment
Total Payments			<u>22,418.97</u>		

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	Canda Copying Ltd	SO	114.00	I 025	Rental Q3 photocopier
05/10/2020	Barcalycard	DD	24.39	I 025	Mob Phone & Zoom
08/10/2020	I P Williams	FP	413.46	I 026	Translations
08/10/2020	L Austin	FP	2.70	I 026	Travel Reimbursement
08/10/2020	A D Window Cleaning	P	1,980.00	I 026	CIB Watering Town Flowers
08/10/2020	Planning Aid Wales	FP	30.00	I 026	Cllr GBaker Training
08/10/2020	Canda Copying Ltd	FP	4.33	I 026	Copies Q2
08/10/2020	Planning Aid Wales	FP	30.00	I 026	Training Course Cllr GBaker
15/10/2020	Employees	FP	5,264.08	I 027	Salary October
15/10/2020	HMRC	FP	1,624.25	I 027	PAYE & NI
15/10/2020	Gwynedd Council	FP	1,727.73	I 027	PENSIONS /AVC Clerk
23/10/2020	RELATE	FP	450.00	I 028	Small Grant
23/10/2020	Coast Community Radio	FP	500.00	I 028	Small Grant
23/10/2020	Microshade Business Consultant	FP	127.78	I 028	IT Services
23/10/2020	Snowdonia Fire Protection LTD	FP	236.76	I 028	Fire Alarm Maintenance
23/10/2020	S & L Industrial Cleaners	FP	65.00	I 028	Town Hall Windows
23/10/2020	R Dudley	FP	20.00	I 028	Reimbursement Excel Course
23/10/2020	Conwy County Borough Council	FP	11,088.00	I 028	CCTV Maintenance
28/10/2020	OneCom	DD	66.30	I 025	Phones/Broadband
28/10/2020	Conwy County Borough Council	FP	736.00	I 025	NNDR Town Hall Rates
Total Payments			24,504.78		

Summary of Small Grant Applications for 2020/21

Applicant:	Amount Requested:	Amount Rec / Approved:	Purpose of Grant:	Notes / Exp Powers:	S137 Total	Date Paid	Report req/ received
Urgent Covid-19 grant apps considered 21.4.20 (PCRT):							
A CAIS Ltd	£500	£500.00	To produce 150 face visors, with sterile packaging, to protect staff and vulnerable service users, in conjunction with Rydal Penrhos School	Power of Wellbeing (s.137)		23.4.20	Received 07.05.20
B Coast Community Radio Media CIC	£500	£500.00	To obtain licences and a transmitter to broadcast on FM radio (community short term license to provide community radio during pandemic)	subject to securing additional funds see Power of Wellbeing (s.137)		23.4.20	n/a
C Print my Route Ltd	£500.00	£500.00	To make 3D printed visor/face shields for frontline workers in the local area. Cost is £1.20 per visor.			23.4.20	
D St Joseph's Catholic Church	£1,000	£500.00	Towards costs of operating local volunteer hub, including fuel, transport, phones, groceries etc	yes - for phone and groceries costs only (not able to fund fuel) Power of Wellbeing (s.137)		1.5.20	
E Samuel L Turner	£500		To cover electricity costs and purchase filament/plastic reels to make PPE equipment for local/national hospitals (needs template and assistance)	suggest contact Rydal or Bryn Elian and work through them. Power of Wellbeing (s.137)		n/a	n/a
F Scrubs Up Bay of Colwyn and Beyond	£500	£500.00	To purchase fabric, cord, buttons etc to make scrubs, theatre hats and scrub bags for NHS/community based frontline nursing and care staff	Power of Wellbeing (s.137)		23.4.20	Received
G Ysgol Bryn Elian	£500	£500.00	To purchase materials to enable the school to make protective visors for frontline NHS staff.	Power of Wellbeing (s.137)		1.5.20	Received
H Zaid Al-Obaidi	£500	£500.00	To purchase materials to 3D print face visors for hospitals and local care homes	received evidence of handover to hospital / care home(s) Power of Wellbeing (s.137)		23.4.20	Received
I Fat Lads Football	£478	478 - REPAID	To Purchase Laser bed and materials to make 200 pieces of PPE for local hospitals, individual carers and local care homes.	Power of Wellbeing (s.137)		1.5.20	n/a repaid 7/5
Sub-total		£3,500.00					
Urgent Covid-19 grant apps considered 30.4.20 (PCRT):							
J Sure Hope Church, Old Colwyn	£500	£500.00	Towards the purchase of non-perishable food for the FoodShare programme at Sure Hope Church in Old Colwyn	Power of Wellbeing (s. 137)		1.5.20	07.05.20
K Chicago 1935	£920	£500.00	To purchase food/supplies to deliver food parcels to the most vulnerable and make meals on site for those unable to do so themselves (e.g. homeless and elderly)	Power of Wellbeing (s. 137)		1.5.20	
L Scrubs Up Bay of Colwyn and Beyond	£500	£500.00	* REPEAT APPLICATION To purchase fabric, cord, buttons etc to make scrubs, theatre hats and scrub bags for NHS/community based frontline nursing and care staff	Power of Wellbeing (s. 137)		7.5.20	Received
Sub-total		£1,500.00					
Urgent Covid-19 grant apps considered 7.5.20 (PCRT):							
M Chicago 1935	£420	420	*REPEAT APPLICATION (final application) To continue operating for an additional week; towards the purchase of food/supplies for food parcels.			18.5.20	
N Sanctuary Trust	£490	0	To create 4 videos for Facebook page on how to make nutritious meals. (To cover the cost of 28hrs work by paid employee to develop recipes, produce flyers and make video).			n/a	n/a declined
Sub-total		420					
Urgent Covid-19 grant apps considered 28.5.20 (PCRT):							
O Chicago 1935	£500	500	*REPEAT APPLICATION To continue operating for an additional week; towards the purchase of food/supplies for food parcels.			1.6.20	
P Sure Hope Church	£500	500	* REPEAT APPLICATION To support the provision of weekly food parcels and hot meals for local families in need			29.5.20	
Q St Josephs Church	£500	500	* REPEAT APPLICATION To continue the weekly support being given to local individuals/families (including telephone support, shopping/pharmacy collections and food provision, where they have no ability to pay) (lot of offer is also available from CCBC at no cost)			29.5.20	
Sub-total		1500					
Urgent Covid-19 grant apps considered 4.6.20 (PCRT):							
R NWAMI	£500	NIL	Food (£300) plus volunteer and admin/publicity costs for providing culturally/medically diet based food, collecting medication etc during June/July REFER to support available from WG/foodbanks for food supplies				
Urgent Covid-19 grant apps considered 11.6.20 (PCRT):							
S Old Colwyn Events / Foodbank		500??	To continue supporting Old Colwyn and Glyn ward residents with pharmacy collections and food parcels/shopping etc (for next three months)			n/a	not yet claimed - ceased operating
T Conwy Sea Cadets		0	To assist towards building costs, whilst the group has no income				
U Youth Shedz 4.28		500	Running costs for the soup n' sox van, supporting on average 15 vulnerable people per week in the Colwyn Bay area			19.6.20	
? Min y Don Bowling Club	£350	350	(deferred from 2019/20 due to Covid-19) - repair of club mower and seed / top soil for green			19.6.20	
Sub-total		850					
P&F Committee 1.7.20:							
V Ty Gobaith	£500	500	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			8.7.20	
W Ysgol Llandrillo yn Rhos	£350	350	Towards the purchase of a defibrillator to be placed outside of the school			8.7.20	
Sub-total		850					
P&F Committee 30.09.20							
X NWAMI	£490		Towards the set up costs of a new community hub, replacing CCE				
Y Relate Cymru	£450		Towards the training of 2 counsellors to be upskilled to provide telephone and online support for local residents, and a contribution towards IT equipment to facilitate this				
Z Coast Community Media and Radio	£500		Towards the purchase of FM and DAB licences				
P&F Committee 18.11.20 (Urgent items)							
A1 Conwy District Scout Executive Committee	£500		Towards the replacement of an asbestos roof on the campsite building				
B2 Sure Hope Church	£500		Towards the purchase of food, to prepare 500 Christmas meals in December to over 300 homes in the area				
Sub-total		£8,620					
ANNUAL BUDGET 2020/21 =		£10,000					#REF!
Unspent Cllr Ward Allowances (19/20)		£1,900					
Unspent small grants budget from 19/20		£6,990					
Plus unclaimed Cllr Basic Payments 2019/20		£3,200					
		£22,090					

* 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.

Summary of Large Grant Applications for 2020/21, considered on 8th January 2020 and approved by Council on 20th January 2020

REF:	Applicant:	Purpose:	Grant Approved 2020/21	Notes: Provisional Budget = £30,000	Bank details rec'd:	First Instalment paid
A	Benefit Advice Shop	To assist Bay of Colwyn residents with advice, advocacy and representation at their Colwyn Bay weekly outreach	£4,000	suggest better publicity needed to raise awareness of Colwyn Bay outreach	7.5.20	£2,000
B	Citizens Advice Conwy	To fund: a 1-day per week specialist advisor; a 1-day pw generalist advisor and a 3-day per week webchat/telephone support worker	£2,500		9..4.20	£1,250
C	Colwyn Bay Football Club	Towards the extension and development of toilet and first aid facilities	£1,500			
D	Home Start Conwy	To provide support to families referred from the Bay of Colwyn area	£2,500		9.4.20	£1,250
E	Kaleidoscope Theatre Company	To cover theatre costs for their 2020 pantomime	£1,500			
F	Knights of Snowdon Corps of Drums	Towards the formation of a Corps of Drums, including training, venue hire, uniform and the purchase of equipment	£5,000		9.4.20	£5,000
G	Llandudno and Colwyn Bay Tramway Society	For ongoing maintenance and improvement works to the No.7 tram and further progress works on the narrow-gauge tram	£0	Oversubscribed		
H	Oriel Colwyn	To part fund the running costs of Oriel Colwyn (curator salary, artist and exhibition costs)	£4,500		24.6.20	£4,500
I	Upper Colwyn Bay Community Centre	To cover centre running costs and promote its use	£2,500		9.4.20	£2,500
J	Y Pentan	Towards printing costs of Y Pentan	£1,000	request list of distribution points in C/E 24.9.20 - received		£1,000.00
			£25,000.00			£17,500.00