

**MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6:30 P.M. ON WEDNESDAY 19<sup>TH</sup> AUGUST 2020**

**PRESENT:** Cllr C Hughes, Chairman (Min 33/20)  
Cllrs: N Bastow (Mayor), H Fleet, D Jones, MA Jones, A Pearson, P Richards

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

**32/20 Welcome and Apologies for Absence**

The Chairman welcomed Members to the meeting. Apologies were received from Cllrs: D Howcroft, A Khan, H Meredith and K Swindon.

**33/20 Election of Chairman and Vice-Chairman for 2020/21**

*Resolved to re-elect Cllr C Hughes as Chairman and Cllr K Swindon as Vice-Chairman for the remainder of the 2020/21 municipal year.*

**34/20 Declarations of Interest:**

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

**35/20 Minutes:**

*Resolved to approve and sign, as a correct record the Minutes of the last meeting, held on 1<sup>st</sup> July 2020.*

**36/20 Training on .pdf files:**

Members received brief training on the use of bookmarks and annotating .pdf files. It was noted that the Admin Assistant will send out a short instruction note into the use of Adobe software for both PCs and iPads, in due course.

**37/20 Finance:**

- a) *Resolved to authorise payments made on behalf of the Council for the period 1.6.2020 to 31.7.2020, as detailed in Schedule 'A' attached.*
- b) *Resolved to authorise the Clerk to send the July bank statements to the Chairman to carry out the checking/authenticating of the bank reconciliations as at 31/7/20.*
- c) The Clerk submitted, for information, the income/expenditure report for Q1 and a written report on the anticipated impact of COVID-19 on the 2020/21 budgets.

It was noted there would be a small loss of income from office rental, room hire, service charges and events. However, there would also be a reduction in expenditure, due to events that no longer required financial support having been

postponed or cancelled, and also due to a decrease in travel, postage and stationery expenses, leading to a potential surplus of approximately £120,150.

The Chairman also expressed concern about the likely impact on the county council from a reduction in council tax income, and a loss of income from services such as leisure centres and car parks, which has currently lead to a deficit in excess of six-figures in the first quarter.

***Resolved to note the reports and receive a further update from the Clerk in November.***

- d) The Clerk submitted, for information, the Market Report for June 2020 from CCLA.

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

### **38/20 Welsh Government:**

The Clerk submitted, for consideration, the following correspondence:

- a) Community & Town Councils loss of income funding
- b) National Strategy for Flood and Coastal Erosion Risk Management in Wales and Strategic Environment Assessment – Environmental Report

***Resolved to receive and note both documents.***

### **39/20 Bay Life Strategic Officer Group:**

The Clerk gave a verbal report from the Bay Life Strategic Officers Groups meeting held on the 3<sup>rd</sup> August.

The Integrated and Animated Spaces online consultation would be launched in September, with a temporary one-way traffic system possibly being put in place during the six-week consultation period. Members agreed that the consultation needed to be shared far and wide when it is launched.

There is now a development trust in place for 7 Abergele Road, with a potential completion date of the building works in mid to late September. The Townscape Heritage Initiative Officer, Judy Greenwood, was nearing the end of her contract but was currently working on seeking grant support for five more town centre projects, which she hoped to progress before the end of her contract.

Members discussed the grant funding available for town centres for COVID-19 recovery and the difficulties faced due to having no active business forums in the town. It was noted that the Chamber of Trade were concerned about changes to Station Road and had requested additional car parking on the former Market Hall site. The County Council were trying to build confidence so people feel safe to come back into town and support local businesses. The Clerk informed members that she had spoken to the market traders at the newly established Artisan Market who were happy with the trade so far; and Members agreed that the market needs to work alongside the

local businesses to bring more footfall into the town centre.

#### **40/20 Sub-Committees:**

The Clerk submitted, for consideration, the Terms of Reference for the sub-committees that report to the Policy & Finance Committee:

- a) Amenities Sub-Committee
- b) Audit Sub-Committee
- c) Buildings Sub-Committee
- d) Staffing Sub-Committee

Members discussed whether there was a need for the Amenities sub-committee, since the events grants were now considered within the Policy and Finance Committee meetings. Members agreed to wind-up the Amenities sub-committee.

Members discussed whether a replacement was required on the Buildings sub-committee to replace a Member who is currently unable to attend meetings. It was proposed that Cllr D Jones to be appointed to the Buildings sub-committee in place of Cllr H Meredith.

***Resolved to re-appoint the sub-committees subject to the above amendments.***

#### **41/20 N&MWALC:**

The Clerk submitted, for consideration a consultation on reducing single use plastics received from N&MWALC. Members felt that the Town Council should respond separately to the consultation, and add plastic tampon applicators and plastic plant pots to the additional list compiled by the association.

***Resolved to respond to the consultation using the list from N&MWALC with the additional items added. Further resolved to encourage Members to respond individually to the consultation.***

#### **42/20 Local Members Ward Allowances:**

The Clerk submitted, for consideration, a project proposal from:

- a) Cllr M Tasker - £300 to the Llandrillo yn Rhos Ancient Charities.

***Resolved to approve the proposal for payment.***

#### **43/20 Town Hall:**

The Clerk submitted, for consideration, quotations for:

- a) **Gutter repairs:** The Clerk informed Members that, due to access to the Town Hall being restricted by COVID-19 and the need for a detailed survey to be undertaken to produce an accurate quotation for repairs, only one quote had been received for the gutter/roof repairs, which ideally need to be completed before the weather

worsens.

The Clerk asked the Members to bear in mind that further surveys may need to be carried out by other contractors, prior to them being able to submit quotations, and that there may be a cost involved, as high level access would be required.

The Clerk advised Members that they have the option to request that the Council waives the Financial Regulation, which states that three quotations are required for a contract of this value (over £5,000), should they consider the works to be urgent enough to warrant avoiding potential further delays and additional cost of obtaining further quotes.

Members expressed some concern that only one quote had been obtained and discussed online reviews for the company. It was noted that the contractor has completed similar works on a neighbouring building and the Clerk had obtained a verbal reference from the person responsible, confirming they had been satisfied with the work completed.

Members asked if the contractor was providing a like-for-like repair of the guttering. The Clerk confirmed that if the Town Council wished to use an alternative material, then Listed Building Consent would need to be obtained.

***Resolved to recommend, due to the urgency of the repairs, that the Council waives the financial regulations which states that three quotes need to be obtained and authorises the contractor to proceed with the repairs to the guttering and roof, in accordance with the details in the quotation supplied.***

- b) **External decorating:** The Clerk informed Members that additional quotes were still being sought for the external redecoration, as these works were considered to be less urgent.

The Clerk also advised Members that if the VAT incurred on all expenses relating to the Rhiw Road site exceeds (£7,000), the Council is unable to claim back any VAT on any expenditure relating to the buildings for the whole financial year. Therefore, if the external decorating is carried out prior to April 2021, on top of the boiler repairs and gutter refurbishment, there could be significant VAT implications. The Clerk would take advice on this from the SLCC's VAT specialist, if the Council wishes to proceed with some/all of the redecoration works prior to next April; and there may be some merit in splitting the external decorating works over two financial years to avoid this.

***Resolved to recommend the Clerk obtains three quotes for the external decoration and seeks further advice on the potential VAT implications.***

#### **44/20 Grants:**

- a) The Clerk submitted, for information, the Large Grant reports/evaluations for 2019/20.

***Resolved to receive and note the reports and evaluation forms.***

- b) The Clerk submitted a request to authorise an application to be submitted to the Gwynt y Mor windfarm community fund for funding towards the cost of large plastic recycling sculpture(s), to replace the time-expired willow sculpture trail. The joint project between the IMAGINE Colwyn Bay project (which is not eligible to apply in its own name as it comes under the umbrella of CCBC) and the Colwyn in Bloom Committee of the Town Council, would involve a professional sculptor creating the design(s) produced by local college students.

A Members raised some concern about the timing for this application, as students may not be able to assist should the colleges go into further coronavirus lockdown; and the Council could get complaints if CCBC are not maintaining the current flower beds. However, other Members felt that the college should be able to assist even if still operating an online learning environment, and that the project would not only encourage plastic reduction/recycling awareness but brighten and improve the town. The Clerk also informed members that the IMAGINE programme will be coming to an end next year and the funds may be lost if elements of it, such as this one, had not been completed by then.

***Resolved to authorise a funding application to be submitted to the Gwynt y Mor Community Fund towards the cost of a large plastic recycling sculpture(s).***

- 45/20** The Clerk informed Members that Mark Roberts, former Chairman of the Colwyn Victoria Pier Trust, had requested to attend the next Policy & Finance meeting, to update the Committee on the Trust's fundraising to date, and to request that the previously earmarked budget of £15,000 (from 2019/20) be re-instated, pending a detailed submission of proposals.

***Resolved to request the Clerk invites Mark Roberts to the next meeting, due to be held on the 30<sup>th</sup> September 2020.***

- 46/20** A Member queried if members of the public are still able to attend the meetings now they are online. The Clerk confirmed that members of the public can request a link to gain admission to the meeting, and can also request to speak, as per a normal meeting at the Town Hall.

Meeting closed at 7.55pm

..... Chairman

## List of Payments made between 01/06/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2020	S Dawson - Chicago 1935	FP	500.00	I 010	CoVid Small Grant
04/06/2020	Barclay Card	DD	14.39	I 011	Zoom Subscription
05/06/2020	JDH Business Services Ltd	FP	543.84	I 011	Int Audit 19/20
05/06/2020	Snowdonia Fire Protection LTD	FP	42.00	I 011	Re-enable Devices in TH
05/06/2020	Planning Aid Wales	FP	150.00	I 011	Online Training
05/06/2020	Microshade Business Consultant	FP	127.78	I 011	IT Services
05/06/2020	I P Williams	FP	57.18	I 011	Translations
05/06/2020	Conwy County Borough Council	FP	736.00	I 011	NNDR THall
11/06/2020	Pitney Bowes	DD	71.82	I 012	Franking Machine Rental
15/06/2020	Employees	FP	5,147.42	I 012	Salaries June
15/06/2020	Cllr D Jones	FP	120.00	I 012	Basic Payment 2019-20
15/06/2020	Cllr Jeff Pearson	FP	120.00	I 012	Basic Payment
15/06/2020	HMRC	FP	1,659.15	I 012	Tax & PAYE
15/06/2020	Gwynedd Council	FP	1,580.79	I 012	Pensions Conts June
15/06/2020	Clerical Medical	FP	50.00	I 012	AVC's Clerk
15/06/2020	Microshade Business Consultant	FP	127.78	I 012	IT Services - May
19/06/2020	Soup n' Sox Van	FP	500.00	I 013	CoVid Small Grant
19/06/2020	Min y Don Bowling Club	FP	350.00	I 013	Small Grant
19/06/2020	C J Earley	FP	118.98	I 013	Reimbursement Office Furniture
19/06/2020	Conwy County Borough Council	FP	55,000.00	I 013	Theatr Colwyn Contribution
19/06/2020	British Gas	DD	15.54	I 013	Gas Town Hall May
19/06/2020	British Gas	DD	3,039.98	I 013	Electricity Rhiw Road Q1
19/06/2020	Fixed Term Deposit	TFR	25,000.00		
26/06/2020	OneCom	DD	61.51	I 013	Broadband / phones
01/07/2020	Conwy County Borough Council	FP	736.00	I 014	NNDR
01/07/2020	I P Williams	FP	444.42	I 014	Translations June
01/07/2020	Cais Ltd	FP	500.00	I 014	CoVid Grant Cais
01/07/2020	Canda Copying Ltd	SO	114.00	I 015	Lease Q1 photocopy
06/07/2020	Barclaycard	DD	24.39	I 015	Phone & Zoom Account
08/07/2020	Microshade Business Consultant	FP	127.78	I 015	IT Services July
08/07/2020	Hope House	FP	500.00	I 015	Small Grant Hope House
08/07/2020	Friends of Ysgol Llandrillo	FP	350.00	I 015	Small Grant
08/07/2020	Snowdonia Fire Protection LTD	FP	307.20	I 015	Emergency Light (CVSC & REAR)
08/07/2020	JW Jones	FP	691.28	I 015	Valve & Air Vent Repairs
08/07/2020	N W A T & L C C	FP	90.00	I 015	Membership
08/07/2020	Canda Copying Ltd	FP	0.72	I 015	Copy charges Q1
15/07/2020	Employers	FP	5,147.22	I 016	Salaries July
15/07/2020	HMRC	FP	1,599.35	I 016	PAYE & NI
15/07/2020	Gwynedd Council	FP	1,580.79	I 015	Pensions July
15/07/2020	Clerical Medical	FP	50.00	I 015	AVC's Clerk
28/07/2020	OneCom	DD	73.40	I 017	Phones/Broadband
30/07/2020	Conwy County Borough Council	FP	450.00	I 017	Bryn Euryn Plants (CIB)
30/07/2020	Ysgol Llandrillo yn Rhos	FP	900.00	I 017	Ward allow - DH/GB Rhos School
30/07/2020	Zurich Management Services	FP	4,247.11	I 017	Insurance Renewal
30/07/2020	Staples UK Ltd	DD	17.63	I 017	Ink

Total Payments 113,085.45