

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 30TH SEPTEMBER 2020.

PRESENT: Cllr C Hughes, Chairman
Cllrs: H Fleet, D Howcroft, D Jones, A Pearson, M Pickard, Richards

OFFICERS: Mrs C J Earley, Town Clerk
Ms LM Austin, Administrative Assistant

78/20 Welcome and Apologies for Absence:

The Chairman welcomed Members to the meeting. Apologies for absence were received from Cllrs: M Jones, H Meredith and K Swindon.

79/20 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests.

Cllr M Pickard declared a personal interest in Item 12 – Small Grant application from NWAMI, however as the amount requested was for £500 or less, an exemption applies and it is not therefore a prejudicial interest.

80/20 Visitor:

a) The Chair welcomed Mark Roberts, Chairman of the Colwyn Victoria Pier Trust, and Marc Roberts, Director of Cynlas Cyf, to give an update on CVPT's proposals for the pier and fundraising efforts to date.

Marc Roberts gave a brief background to his role, and explained that the Pier Trust has a strong board with support from specialist professionals who have established positive links with CCBC, Welsh Government and Cadw. The Trust feel that the timing is right to progress work with the pier, to take advantage of the new vision and improvements that have taken place in Colwyn Bay.

The Trust's aim is to provide a unique Culture and Heritage Hub, to complement other developments on the waterfront and in Colwyn Bay, with particular focus on the Welsh Language and education links. The project will be delivered in 3 phases, with the first phase being the local authority's commencement of works to strengthen the Promenade and reinstate the shortened Pier. The Trust hopes to eventually create around 40 new jobs; attract 100,000 additional visitors per annum; and utilise £1.2 million investment from the private sector. The focus would be on quality/aesthetics and the business plan would have to show it can stand on its own stanchions and not rely on public funding.

An application has recently been submitted to the Architectural Heritage Fund for a viability study/report, with an anticipated start date of October and completion in January 2021. The next step (development phase), would require match-funding to cover architect's fees etc (£15,000). This phase would also include extensive

stakeholder engagement, a more visible/public presence, involvement of sector experts and an aggressive fundraising drive. Subject to a robust business plan and successful fundraising, phase three would then see the delivery of the new Pier. The Trust's timetable is: to complete the viability report, increase fundraising efforts and raise the Trust's profile by Jan 2021; to complete the development phase/ apply for grant funding by December 2021; and to begin phase 3 implementation by 2022.

The Trust recognises that news on the Pier has been quiet, and that their website, while robust, needs updating, and the shop needs more publicity. Ideally, the Board also needs strengthening, with 2-3 more volunteers on the Board to create the right mix.

The Chair thanked the visitors for the presentation and Members were invited to ask questions. These included: what educational activities were being planned? - they had been in contact with Ysgol Bod Alaw to gain the pupils feedback, to come up with ideas and to act as a sounding board; if there was any opportunity for the RNLI to be based in Colwyn Bay, in light of the visitor numbers at the lifeboat in Llandudno, and their impact on the development in Rhyl by being on the waterfront – MR confirmed that they would like to have the RNLI involved. Marc Roberts asked for contacts and said he would amend the presentation to include the RNLI.

The visitors ended the presentation to say they would like another more detailed discussion in future about the developments and to gather suggestions, and confirmed that the Pier Trust currently had £24,000 in the bank.

The visitors left the meeting after being thanked for their presentation.

b) Members noted a copy of the last minute of the Council (197/17) relating to the Colwyn Victoria Pier and CVPT.

81/20 Minutes:

a) Resolved to approve and sign, as a correct record, the Minutes of the last Policy & Finance meeting, held on 19th August 2020.

b) Resolved to authorise the Chairman to sign the minutes of the last Amenities Sub-Committee meeting, held on 16th May 2016, following the winding-up of the committee.

82/20 Matters Arising from Previous Meetings:

a) Min. 43/20 – Town Hall works:

The Clerk submitted, for information, the response from AllTrades regarding additional costs (relating to scaffolding) that would be incurred in separating the works, and advised Members she had also requested an additional reference from Llandrillo College in respect of work completed at their site recently.

The Clerk informed Members that, following additional information found online and concerns raised by members in regards to the quote, she was hoping to arrange site

meeting(s) with Brenig Construction and/or other local building contractors in the next few weeks, and had been provided with details of 2-3 additional companies by Judi Greenwood, THI Project Manager, in order to seek further quotes for comparison.

Cllr H Fleet was thanked by Members for her work in finding/sharing the relevant information.

Resolved to request the Clerk updates the Council at the next meeting.

b) Members noted that a response from the Gwynt y Mor funding application for the sculpture trail was expected this week and that the Clerk would circulate the response once received.

83/20 Finance:

a) i) Resolved to authorise payments made on behalf of the Council for the period 1.8.2020 to 31.8.2020, as detailed in Schedule 'A' attached.

ii) Resolved to authorise the Clerk to take up the 20% reduction offer on the annual Zoom Pro subscription (rather than £11.99 per month), giving a saving over £30 over the year.

b) Resolved to authorise the Clerk and Chairman to carry out the checking/ signing of the bank reconciliations, as at 31/8/20.

c) Resolved to note the following correspondence from CCLA:

(i) Market report – August

(ii) Introduction of notice period for redemptions in CCLA managed property funds

(iii) End of moratorium on dealing

d) Resolved to note the NALC/SLCC new salary scales, following a 2.75% pay increase, backdated to 1st April.

84/20 Welsh Government:

Members noted the email sent out by the Clerk regarding local lockdown measures, in force from 1st October in four Counties in North Wales.

85/20 Conwy County Borough Council:

(a) The Clerk submitted, for consideration, correspondence received from CCBC about the fireplace at Meadow Lodge cottage, which is due to be demolished in the following weeks. The Clerk informed Members that the General Purpose and Planning Committee had asked if the fireplace, identified as being of historical interest, could be saved from demolition.

Members asked if the fireplace had been offered to the National Trust/Cadw, which had a programme of restoring properties, or if Gwrych Castle would have an interest.

Members noted that any decision needed to be made quickly as the works on the Lodge were to take place in subsequent weeks.

Resolved to request the fireplace be offered to Gwrych Castle on the understanding that they would be responsible for the removal and transportation costs.

(b) The Clerk informed Members that, following a conversation with Judi Greenwood, THI Project Manager, 7 Abergele Road would soon be completed and that Town Councillors would be invited to be shown around the building before the full opening. The Clerk advised Members that Judi's contract was finishing imminently, but that she would still be involved with NW Development Trust; and that the Trust has aspirations to take on other buildings in the town.

Members noted that a representative from the NW Development Trust had asked to give a brief presentation at the next full Council meeting.

Resolved to request the Clerk invites a NW Development Trust representative to attend the next full Council meeting.

86/20 Certificate of Service for Members:

Members considered a proposal from Cllr P Richards to provide a Certificate of Service for Members when they leave the Town Council. The Certificate would detail the dates of service and would provide a useful testimonial/evidence of service to the outgoing Member. Members fully supported the idea and the proposal was seconded.

Resolved to recommend that the Council introduces a Certificate of Service, to be issued to Members on their resignation/retirement from office.

87/20 Street Cleaning:

Members considered a proposal from Cllr C Hughes, who had been approached by businesses in the town centre with concerns regarding street cleanliness. There was concern over the mould, moss and food stains on the road surface and under/around the street furniture. Cllr C Hughes had received a quote from ERF for 2-man crew, at a cost of £500 per day. It was estimated that the works on Station Road and Sea View Road would take between 5 and 7 days.

Members supported the proposal, on the basis that it was a public health issue and that there was money in the budget to do so.

Resolved to recommend that the Council approves the proposal to request 5 days (max.) of street cleaning, at a cost of £2,500 (new budget required), subject to confirmation from Andrew Wilkinson that the contract had been through the correct procurement process within CCBC, and that sweeping, weeding, landscape works and repairs are carried out at the same time.

88/20 Kind Bay Initiative:

The Clerk submitted, for consideration, advice received from a CCBC legal officer

following a request from the KBI to use the Town Hall as their registered address.

Members expressed concern about the potential security risk posed to staff should the Town Hall address be used, and commented that the Council had a duty of care to its employees. The Chairman thought that using the address for one organisation could encourage others to apply to use the Town Hall as its correspondence address and it was noted that there had recently been bad press about use of 'registered' addresses for businesses/organisations.

Resolved, by a majority vote, to decline the request and to ask that the Clerk informs KBI of this decision.

89/20 Office Equipment:

The Clerk submitted, for consideration, the option to purchase an additional one/two laptops to support continued homeworking and authorise the disposal of the Clerks former laptop (circa 10 years old).

Resolved to approve the purchase of additional laptops, as required (at the discretion of the Clerk and PCRT).

90/20 Local Members Ward Allowances:

No project proposals had been received from Members.

91/20 Grants:

The Clerk submitted for consideration the small grant application received for Q2, as detailed in Schedule 'B' attached.

- Cllr M Pickard declared an interest in application X, but as the application was for under £500, an exemption applies and the interest was therefore non-prejudicial.

Resolved to recommend approval of grant applications Y and Z, as detailed in Schedule 'B' attached.

It was proposed and seconded that application X be declined on the basis that activities could not take place, nor be encouraged, during the current COVID-19 pandemic.

An amendment to the proposal was then made to defer the application until further information could be obtained from the applicant to clarify what activities were going to be supported through the grant and if these were to take place online.

Members were asked to vote first on the amendment: to defer the application until further information was obtained from the applicant. The amendment received 3 votes in favour with 3 against. The Chairman used his casting vote to defer the decision to the Full Council meeting, on the basis of further information being requested.

Resolved to defer application X until the Full Council on the 19th October and to

request the Clerk seeks further information from NWAMI about their proposed activities.

92/20 The Chairman also paid tribute to the recent passing of County Councillor Dave Cowans for his dedicated service to the local area for many years.

The meeting closed at 8.35pm.

..... Chairman

List of Payments made between 01/08/2020 and 31/08/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/08/2020	Barclaycard	DD	24.39	I 019	Tesco Mobile/Zoom Services
07/08/2020	Cynnal Cymru	FP	114.00	I 018	Carbon Literacy Course
07/08/2020	View Creative	FP	180.00	I 018	Annual Report Infographic
07/08/2020	LiveTech	FP	744.00	I 018	Website Access Compliance
07/08/2020	Conwy County Borough Council	FP	4,911.60	I 018	CIB Bryn Euryn Baskets
07/08/2020	Microshade Business Consultant	FP	127.78	I 018	IT Services
07/08/2020	Rialtas	FP	464.40	I 018	Finance Software
07/08/2020	I P Williams	FP	606.24	I 018	Translations
07/08/2020	AD Window Cleaning	FP	1,180.00	I 018	CIB Watering
07/08/2020	Tape Music & Film	FP	550.00	I 018	UKE A BAY Virtual Event
14/08/2020	Employees	FP	5,147.02	I 018	Salary August
14/08/2020	HMRC	FP	1,599.55	I 019	PAYE & NI
14/08/2020	Gwynedd Council	FP	1,580.79	I 019	Pensions Conts August
14/08/2020	Clerical Medical	FP	50.00	I 019	AVC Clerk
21/08/2020	S & L Industrial Cleaners	FP	65.00	I 020	Town Hall Windows
21/08/2020	GLS Educational Supplies	FP	64.76	I 018	Pedal Bins
21/08/2020	British Gas	DD	46.74	I 020	Town Hall June/July
21/08/2020	British Gas	DD	440.11	I 020	Rhiw Road June/July
21/08/2020	Bus Inst Access Savings Acc	TFR	150,000.00		Transfer
21/08/2020	British Gas	DD	192.71	I 020	Gas Rear Annex June/Jul
28/08/2020	OneCom	DD	66.30	I 020	Phone/Broadband
Total Payments			168,155.39		

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
<u>Urgent Covid-19 grant apps considered 21.4.20 (PCRT):</u>							
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 need 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 Sammuell 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 Eilian 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 Eilian	£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					
<u>Urgent Covid-19 grant apps considered 30.4.20 (PCRT):</u>							
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					
<u>Urgent Covid-19 grant apps considered 7.5.20 (PCRT):</u>							
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					
<u>Urgent Covid-19 grant apps considered 28.5.20 (PCRT):</u>							
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					
<u>Urgent Covid-19 grant apps considered 4.6.20 (PCRT):</u>							
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				
<u>Urgent Covid-19 grant apps considered 11.6.20 (PCRT):</u>							
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 Shed 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					
<u>P&F Committee 1.7.20:</u>							
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					
<u>P&F Committee 30.09.20</u>							
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				
ANNUAL BUDGET 2020/21 =		£10,000	£8,620		#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.