

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM)  
AT 6.30 PM ON MONDAY 1<sup>ST</sup> MARCH 2021**

**PRESENT:** The Mayor, Cllr N Bastow (Chairman)  
Cllrs: G Baker, C Brockley, G Campbell, H Fleet, D Howcroft, C Hughes,  
MA Jones, A Khan, A Mason, C Matthews, R Owen, J Pearson, S Price,  
P Richards, K Swindon, M Tasker, M Worth

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

**IN ATTENDANCE:** County Councillor B Squire  
Emma Dowell, Conwy CBC

**276/20 Welcome and Introductions:**

The Chairman welcomed the two newly elected members, Stephen Price (Colwyn ward) and Ricki Owen (Rhiw ward) to the meeting and the Clerk confirmed the signing of their declarations of acceptance of office.

**277/20 Apologies for Absence:**

Apologies for absence were received from Cllrs: Mrs M Jones, H Meredith and A Pearson.

**278/20 Announcements:**

The Mayor had no announcements.

**279/20 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr J Pearson declared a personal and prejudicial interest in Item 7(i) Large Grants, as a Director of Bayside Radio.

**280/20 Visitor to the Council:**

The Chairman welcomed Emma Dowell, Conwy CBC, to the meeting. Emma shared a presentation, which answered questions posed by the Town Council, to include: the working relationship between CCBC and North Wales Police with regards to monitoring and response to CCTV incidents/crime; statistics on the number of crimes and evidence to show if CCTV cameras have helped to apprehend criminals; general information on staffing in the control room and a response to a request for a visit, once Covid-19 restrictions are lifted.

Emma shared the CCTV annual report for 2019/20, explained the impact assessments required to justify the need for a CCTV camera and confirmed that no camera had been decommissioned. The CCTV control room was now based at Coed Pella, which should produce

a £80,000 saving by year 8. There had been no staff changes (1 FT and 6 PT), and the control room was now 100% IP enabled, with full maintenance service built into the system.

Statistics for the Colwyn Bay cameras showed that there had been 1027 requests made from NW Police, in response to incidents including anti-social behaviour, suspicious individuals, domestic incidents, missing children and road traffic collisions. Emma showed that the use of CCTV had assisted in the conviction of an individual for charity shop burglaries; had located quad bikes that had been stolen; and had been used to identify individuals involved in the assault of a police officer. A video was shown to demonstrate the camera image quality, and Emma explained that the new cameras allowed images on the video to be redacted, allowing them to be shared to raise awareness of anti-social behaviour (ASB) etc.

Ongoing projects involve purchasing a new camera for Eirias Park, to be located near the tennis centre to hopefully reduce the ASB issues at the bowling green. Future projects involve the submission of a tender to monitor Rhyl's CCTV cameras, thus generating additional income for the service to ensure future sustainability.

The Chair thanked Emma for her presentation and invited questions from members. In response to a query on the location of the Eirias Park camera, Emma said that they were unable to place a camera on the road at the underpass, where a lot of ASB occurs. It was asked how much a camera costs (ED: £1,000 for pole, £600pa for data, £3,000 for a new camera, £300 for a power adaptor, and the cost of a cherry picker to install). Emma explained that the new cameras (costing £3,000) were digital, and could provide a white light to illuminate an area, together with an audio feed. The Police Crime Commissioner refused to provide additional funding for the cameras.

A Member queried the number of CCTV cameras in Llandudno, given Colwyn Bay was the highest contributor? Where does the £100,000 income made up from? (ED: Confirmed that the contribution was per camera, so the Bay of Colwyn has more cameras if our contribution is higher. The £100,000 is the total from all town and community councils). Why didn't the PCC fund? (ED: The current PCC wasn't 'surveillance friendly' and thought that the current amount was enough). Will there be any impact on our own monitoring, should the tender for Rhyl monitoring be successful? (ED: No, the monitoring in Rhyl would not affect the service in Colwyn Bay and priority would always be given to incidents in Conwy area first). Any local schemes for local businesses being registered with ICO? (ED: She would be happy to liaise with any local businesses to provide information/advice). County Cllr B Squire offered to attend a future meeting with the new PCC with Emma. Anywhere the cameras can't be deployed? (ED: The camera would need to fulfil the impact assessment for need; and had to be placed on a post with a power supply).

The Chairman thanked Emma for her presentation, and she retired from the meeting.

## **281/20 Minutes:**

(a) ***Resolved to receive, approve and sign as a correct record the minutes of:***

- (i) *The last ordinary Meeting of the Council, held on 18<sup>th</sup> January 2021.*
- (b) **Resolved to receive and note the minutes of the following meetings:**
  - (i) *The General Purpose & Planning Committee meetings, held on 2<sup>nd</sup> and 23<sup>rd</sup> February 2021.*
  - (ii) *The Policy & Finance Committee meeting held on 10<sup>th</sup> February 2021.*
  - (iii) *The Colwyn in Bloom Committee meeting, held on 20<sup>th</sup> January 2021.*
  - (iv) *The Audit Sub-Committee meeting, held on 16<sup>th</sup> February 2021.*
  - (v) *A meeting of the Community Plan Team, held on 25<sup>th</sup> January 2021.*
- (c) **Pandemic Crises Response Team (PCRT):** Members noted that no meetings have taken place since the last Council meeting.

**282/20 Matters Arising from Those Minutes:**

**(a) Min. 210/20(a) – Council Vacancy Eirias Ward:**

Members were asked to consider the applications received, as submitted by the Clerk, and to co-opt a new member to fill the vacancy in Eirias Ward. A secret ballot (via a Zoom online poll) then took place.

***Resolved, by a majority of votes, to co-opt Sarah Ryder to fill the vacancy in Eirias Ward.***

**(b) Min. 167/20(b) – Town Hall/Rhiw Road Site Works:**

The Clerk submitted, for consideration reports/quotations for the following works:

- (i) **Preparation of a management plan and assistance with conservation advice/work planning:** The Clerk informed members that she had met with a local conservation architect, who had inspected the internal/external areas of the Town Hall site and would be able to provide a management plan and assist with schedule for works, at a cost of £950.00. Members agreed that this was a reasonable cost, and that it was good sense to spend money on this work at this time.

***Resolved to recommend to accept the quote from the conservation architect and request a maintenance plan be produced for the site, at a cost of £950.00.***

- (ii) **Repair/replacement of gutters and downpipes for the whole site:**

The Clerk submitted, for consideration, three quotations received for repairing the existing cast-iron, or replacing it with plastic or aluminium guttering. Members discussed the costs and longevity of the various products, and it was queried whether a cheaper plastic option would be permitted by the planning officers (the Clerk advised that her initial queries had confirmed this would not be permitted). The Clerk also provided a quotation of approx. £1,500 for the heritage architect to provide a heritage impact assessment and application for listed building consent, should the Council wish

to use an alternative product rather than retaining the existing cast iron gutters.

***Resolved to request the Clerk instructs the conservation architect to complete a heritage impact assessment and provide a recommendation for the most cost effective option, in the medium/long term, that would be likely to get listed building consent.***

***Further resolved to delegate the final decision to the Policy & Finance Committee for approval, to avoid further delay, with the works being carried out in phases over two financial years, if necessary (for VAT purposes).***

**(iii) Repairs to the ceiling in the kitchen area of the first floor, rear annexe.**

The Clerk informed members that she had met with two builders on site to request quotations for the works to prevent further water ingress and repair the damaged ceiling, but that there was a difference in opinion to what had caused the issue.

***Resolved to delegate to the Policy & Finance Committee to consider the quotations and instruct a contractor to complete the works.***

**(c) Min. 211/20a – CCBC Service Contributions:**

Members considered the annual contribution towards CCTV camera maintenance (which had been deferred until this meeting when a presentation could be made by Emma Dowell, CCBC), at a cost of £11,088.

***Resolved to approve the annual contribution of CCTV camera maintenance at a cost of £11,088.***

**(d) Min. 210/21j – Station Road Power Supplies:**

Members noted that the supplies are now connected to the network and meters are due to be installed by E.ON on 3<sup>rd</sup> March 2021. The Clerk informed members that she was awaiting the invoice from CCBC, after which she would claim the grant funding.

***Resolved to recommend the Policy & Finance Committee consider a policy for the recharging of the electricity usage (once the grant funds have been fully utilised).***

**(e) Min. 211/20 – Precept Request:**

The Clerk submitted, for information, an update from the Local Taxation Manager and members noted that the slight amendment to the council tax base would not impact on the precept to be levied, or income received.

**(f) Min. 216/20 – Volunteer Awards:**

The Clerk submitted the Terms of Reference for the Committee and asked Members to

consider if the representative (appointed at the last meeting to replace Cllr B Barton), should have been an Old Colwyn member (from Eirias or Colwyn wards) to maintain an equal representation of councillors across the three community areas.

***Resolved to ask the newly elected/co-opted members for Eirias and Colwyn wards if either of them would like to join the Volunteer Awards Sub-Committee.***

**(g) Min. 250/20(d) – Room Hire:**

***(i) Resolved to approve the recommendation that room hire fees for use of meeting rooms at the Town Hall be waived for all future bookings, to ensure the Town Hall is ‘non-business’ use for VAT purposes and ensure VAT can continue to be reclaimed.***

***(ii) Members recognised the need for a clear policy for (i) above and considered if all free use should be for not-for-profit groups only and demonstrate links to one or more of the seven national wellbeing goals.***

***Resolved to delegate authority to the Policy & Finance Committee to develop a policy that allows free-of-charge use for not-for-profit groups with links to wellbeing and to the local area.***

**(h) Min. 252/20(b) – Prom Xtra:**

***Resolved to approve a reduced grant of £1,000 towards delivering a virtual event on Saturday 8<sup>th</sup> May 2021.***

**(i) Min. 257/20(b) – Large Grants:**

- Cllr J Pearson left the room at this juncture due to a personal and prejudicial interest in the item.

Following a recommendation from the Policy & Finance Committee to decline a large grant application from Bayside Radio (towards the cost of a FM Licence), a member expressed concerns, raised by residents, that should the radio station return to being digital only, members of the community who did not have access to digital radio would be disadvantaged.

It was proposed and seconded that a representative from Bayside Radio be invited to attend a future meeting to give further information about their listening figures and the need for an FM license to continue their work in the community.

***Resolved to invite a representative from Bayside Radio to a future meeting to discuss the large grant.***

***Further resolved to approve the recommended grant to applicant ‘J’, as detailed in those minutes.***

(j) **Min 229/20(c) – Picnic Tables:**

Members noted that ten replacement picnic tables have now been installed on the raised bank opposite Porth Eirias and signs will be installed to deter BBQs.

***Resolved that these be added to the asset register and council's insurance policy.***

(k) **Min. 262/20 to 265/20 – Audit Sub-Committee:**

***Resolved to approve the recommendations of the Audit sub-committee to:***

(i) ***Adopt the existing Internal Controls, without amendment.***

(ii) ***Endorse the review of Internal Audit (Sch A)***

(iii) ***Approve the terms of reference and audit plan and re-appoint JDH Business Services to carry out the Internal Audit for 2020/21 (Sch B)***

(iv) ***Approve the Annual Investment Strategy for 2021/22 (Sch C)***

(v) ***Note and Endorse the updated Risk Assessments for 2020/21 (Sch D)***

(l) **Min. 220/20(a) – Sculpture Trail:**

Members approved the delegation of the awarding of the contract(s) to a small panel, to include members of the Colwyn in Bloom Committee, Helen (Imagine) and Conwy CBC arts/ERF officer(s).

(m) It was noted that there were no recommendations to be considered from the General Purpose & Planning meeting held on 23<sup>rd</sup> February 2021.

(n) ***Resolved to note the resolutions of the Committees, as detailed in the Minutes.***

**283/20 Welsh Government:**

The Clerk submitted, for consideration, the following correspondence:

(a) **Independent Remuneration Panel:** Members noted the intention to review the payments/allowances for members of town and community councils prior to the elections in May 2022. The Clerk advised members that the Annual Report had just been published, and would be on the next Policy & Finance Committee agenda.

(b) **Code of Conduct:** Members noted the draft updated guidance on the Code of Conduct from the Public Services Ombudsman for members of town and community councils.

**284/20 Conwy CBC:**

(a) **Cross Sector Covid Renewal Group (Town Team):** The Clerk gave a brief verbal report on a meeting held on the 16<sup>th</sup> February, which she had attended with Cllr M Worth. VCA had sought feedback on their initial branding concepts, and a consultant gave a presentation on Conwy CBC's Culture Strategy. This strategy had a separate section for Colwyn Bay, and

members discussed how Colwyn Bay 'heritage' was important and that they would like to see this promoted.

- (b) **Bay Life Strategic Officer Group:** The Clerk had attended a meeting held on the 9<sup>th</sup> February, and reported that the amended Town Centre Improvement Plan proposals were being discussed with Welsh Government officials and with CBC Cabinet members, to see if the project would be supported, before officers come to discuss the revised scheme with the town council. The Clerk also reported that she had received a request from the Pier Trust to give a presentation to the Town Council.

***Resolved to combine these two items and convene a special meeting of the Council later this month (date to be confirmed by the Clerk).***

- (c) **Conwy Town Clerks:** Following a Clerks meeting on the 9<sup>th</sup> February, the Clerk informed members that several town councils had commenced discussions to take responsibility for public toilets from Conwy CBC. Members discussed how it would be financially prohibitive for the town council to also take on this responsibility; and that they may be more amenable if Conwy CBC were to improve the current facilities. Members agreed that toilet facilities were important for those who were disabled, required private medical injection locations, or baby changing facilities. Members noted the information.

- (d) **Events:** Following a meeting with the Conwy Events team on the 21<sup>st</sup> January, the Clerk advised members that there were currently no major events being considered this year, due to there being no indication from the Welsh Government about when these might be able to go ahead, and the time needed to prepare for such events. Further updates will be provided as and when received.

- (e) **Urban Street Planting Schemes:** The Clerk submitted, for consideration, information received late in the afternoon on designs for urban street planting schemes. Cllr H Fleet informed members that the Rhos on Sea Greening Group had identified these areas before the lockdown, and requested time to consult with that group about the plans.

***Resolved to delegate the response to the Clerk, after allowing additional time for any feedback from Cllr Hannah Fleet and members of the Colwyn in Bloom Committee, due to the short timeframe for responses.***

- (f) The Clerk submitted, for consideration, the Draft Library and Information Strategy by Conwy CBC. Cllr C Hughes informed members that there was a proposal to close Colwyn Bay Library, and relocate it within Coed Pella. The consultation would launch in May, and there was significant discussion on social media regarding the future of the library building. Members were supportive of keeping the current library as a central community hub within the town, especially as it was the first public building in Colwyn Bay that had been paid for by subscription.

***Resolved to note the strategy and wait for the public consultation.***

**285/20 External Audit:** Members noted the successful completion of the External Audit for the 2019/20 financial year.

The meeting closed at 9.00pm.

..... Chairman