

MINUTES OF A POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON WEDNESDAY 24TH MARCH 2021

PRESENT: Chairman: Cllr C Hughes
Cllrs: H Fleet, D Howcroft, A Khan, P Richards, Dr K Swindon

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

1/20 Welcome and Apologies for Absence

The Chair welcomed members to the meeting. Apologies for absence were received from Cllrs D Jones, MA Jones, A Mason and H Meredith.

2/20 Declarations of Interest:

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

3/20 Minutes:

***Resolved to approve and sign, as a correct record, the Minutes of:
(a) The last meeting of the Committee, held on 10th February 2021.***

4/20 Matters Arising from Previous Meetings:

(a) Min. 249/20 & 256/20– Town Hall works:

(i) **Gutters and Downpipes:** The Clerk submitted, for consideration, a report received from Dewis, the Conservation Architect. Members reconsidered the three quotations received for the repair/replacement of the gutters and downpipes. It was noted that this decision had been delegated to the Committee by the Council, to enable the contractor to be appointed without further delay on the receipt of advice from the architect.

A discussion took place about whether to seek listed building consent to replace the gutters and down pipes with new aluminium guttering, which could delay the works by a further 3+ months, or to repair/retain the existing cast-iron guttering. After a vote, it was decided to retain the cast-iron guttering at the Town Hall site.

After considering the quotations received, it was unanimously agreed that the preferred contractor for undertaking these works is DR Williams (Felinwnda) Ltd.

Resolved to request the Clerk to instruct the preferred contractor, DR Williams, to undertake the works to remove/repair/replace the cast iron gutters, re-fix and redecorate the downpipes, replace/repair fascia and soffits and fit two new ground floor windows, at an estimated total cost of £27,425.60, including

scaffolding costs (£11,980).

Further resolved to delegate the phasing of the works to the Clerk, to seek to complete essential/urgent repairs as soon as possible, whilst ensuring the annual VAT limit (in relation to exempt business supplies) is not exceeded.

(ii) **Rear Annexe Ceiling:** The Clerk submitted, for consideration, two quotations for the repairs to the external wall/roof and to the internal ceiling (first floor) of the rear annexe.

Resolved to request the Clerk instructs DR Williams to undertake these additional works, at an estimated cost of £1,525.

(b) Min. 249/20 – Play Equipment:

(i) It was noted that an increased grant of £2,000 was provisionally offered to the Town Council (still awaiting written confirmation) towards the play equipment for lower Eirias Playground and that the works would be completed within the next few weeks (total cost of £47,950).

Resolved to authorise the Clerk to pay the play equipment invoice of £47,950 plus VAT.

(c) Min. 253/20 - Harbour Master Risk Assessment for Colwyn Bay and Rhos on Sea:

The Clerk submitted, for information, a copy of the risk assessment for the seafront and members noted that the requirement for any lifesaving equipment/resources is not included. Members expressed concern that the current risk assessment was out of date as it referred to the Pier in its previous state, and that now Colwyn Bay Watersports Centre was closed, there was no resources on the promenade for lifesaving. Members noted that many north Wales beaches are lifeguarded, but not in Conwy, and agreed that water safety is paramount.

Resolved to request the Clerk writes to the Harbour Master (cc Jane Richardson, CCBC) to request an updated risk assessment and an RNLI survey be completed for Colwyn Bay waterfront.

5/20 Finance:

(a) *Resolved to authorise payments made on behalf of the Council for the period 01.02.21 to 28.02.21, 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 28.02.21.*

(c) *Resolved to note the following correspondence from CCLA:*

(i) *Market Report*

(ii) *Local Authority Property Fund prices as at February 2021*

(iii) Negative Interest Rates and impact on PSDF

(iv) The Clerk gave a brief verbal report following an online Q&A regarding the possible impact of negative interest rates. There had been some hints that the Bank of England may introduce negative interest rates in order to encourage spending and to boost the economy, but which will ultimately cost the banks for holding customer's money. Currently, the Town Council uses the Public Sector Deposit Fund for its surplus cash (as the fund is more liquid for cash flow), which is spread over several banks. Therefore, if negative interest charges were levied against each bank, the fund may not provide a dividend for the Town Council for a period of time. Members noted the information.

Resolved to authorise a withdrawal (transfer) from the PSDF prior to year-end, for accounting purposes, and authorise re-investment in April 2021 (note these are general reserves held for cash flow purposes and invested in the PSDF to give security and instant access, as required).

- (d) Members noted that the Clerk has enquired about the possibility of claiming an exemption from NNDR for the Town Hall for the periods Mar-May 2020 and Jan-Mar 2021, and will report back to the Committee when a response has been received.
- (e) The Clerk gave a verbal update regarding three outstanding invoices relating to the 2019/20 financial year, which remain outstanding as at March 2021. These related to a small photocopying invoice of £1 for a past Councillor and two room hire invoices for £20 each for Conwy Access Group. It was noted that Conwy Access Group does not have any funding/bank account and invoices have previously been settled personally by the Chairman, who is currently ill.

Under the circumstances, it was resolved to recommend that all three invoices be written-off, as a gesture of goodwill.

6/20 Welsh Government:

The Clerk submitted, for consideration, the following consultations / correspondence:

- (a) Equality and Inclusion Funding Programme**
- (b) Partnership Council for Wales – information on the implementation of the Local Government and Elections (Wales) Act:** The Clerk outlined the following key dates for town/community councils: May 2021 - remote attendance at meetings, requirement to publish draft minutes within 7 working days (and available for six years); April 2022 - duty to prepare an annual report (already applies to larger councils under WCFG Act; 5 May 2022 - General Power of Competence introduced (and power of wellbeing repealed), duty to prepare a training plan, public participation in meetings, abolition of community polls.

- (c) Letter from Ken Skates, MS, regarding the Manchester Recovery Taskforce public consultation on rail services, circulated by the Clerk on the 3rd March 2021 and responded to, after consulting with members via e-mail, on the 5th March 2021.

Members noted the correspondence.

7/20 Conwy County Borough Council:

- (a) **Playgrounds:** The Clerk submitted, for information, an update from Paul Williams, Playground Inspector, on progress with works for 2020/21, and members noted that the works would be completed within the next few weeks.
- (b) The Clerk have a brief verbal report following a recent meeting between Town Clerks in Conwy and Officers and Cabinet Members of CCBC. Greg Robbins, CCBC, had stated that the public conveniences were being risk assessed and were due to re-open once Covid-19 restrictions are lifted. Additional toilet facilities will be put into use to meet visitor demand. He was keen to start a conversation with Town Councils for support in taking over the public conveniences, with a pilot due to take place with some town/community councils.

The authority had invested £527,000 towards playground upgrading works (approx. £3,000 per playground) with work being prioritised for funding based on risk assessments.

Members noted the information.

- (c) **Summer Concerts:** Members noted that the two summer concerts have now been postponed to the same weekend in August 2022 and that Rachael Gill (CCBC) had called to apologise that she had been unable to provide information in advance of the artist making an announcement. Rachael Gill had informed the Clerk that there may be a test event with the Cambrian Rally and the Tour of Britain later in the year.
- (d) The Clerk informed Members that she had been in discussion with GWIL regarding possible electronic noticeboard(s) for Old Colwyn, Colwyn Bay and Rhos on Sea, and whether the underspend in the events budget for 2021 could be used. The Clerk would bring further information to a future meeting.
- (e) Cllr C Hughes gave a brief update on local funding: the Welsh Government has allocated a further £6.9 million towards the sea defence works on Old Colwyn Promenade, alongside the £3 million already allocated by CCBC. The WG had also invested £1.09 million to convert the Conwy refuse collection vehicles to electric to reduce emissions.

8/20 Independent Remuneration Panel for Wales:

Members noted the IRPW Annual Report for 2021/22, and that the report would go to

the next Council meeting for adoption by the Town Council.

9/20 Local Members Ward Allowances:

(a) The Clerk submitted, for consideration, the following project proposal:

(i) Cllr C Brockley - £50.30 for printing of promotional leaflets for the Ancient Llandrillo Charities.

Resolved to approve proposal (i) for payment.

(b) The Clerk submitted, for information, an update of the ward allowances for 2020/21. Members noted that many ward allowances had not been spent this year, due to Covid-19, and it was agreed to carry over the underspends to 2021/22. It was noted that the previous carry forward of £300 would need to be spent by December, due to 2022 being an election year.

Resolved to approve the carry-forward of ward allowances to 2021/22. Further resolved to request the Clerk sends an updated list to members to advise of the ward allowances balances.

10/20 Grants:

(a) Events Grants:

The Clerk submitted, for consideration, an event grant application for PMA Theatre.

Resolved to approve the grant funding subject to the event being able to take place, as detailed in Schedule 'B' attached.

(b) Small grants 2020/21:

(i) The Clerk submitted, for consideration, the final small grant application for Q4.

Resolved to recommend approval of grant application F1, as detailed in Schedule 'C' attached.

(ii) Members were asked to consider donations to the Llandrillo Charities and Sir John Henry Morris Jones Trust fund from any remaining small grants budget for 2020/21.

Resolved to recommend donations of £4,500 for the Llandrillo Educational Charity; £4,000 for the Sir John Henry Morris Jones Trust, and the balance to the Llandrillo Poor Charities.

Further resolved that the Clerk/Councillors appointed to these Trusts be asked

to provide reports back to future meetings of the Council or this Committee.

(c) PB Youth Grants: The Clerk gave a verbal report following the PB Voting Event (held via Zoom) on the 18th March. There had been positive feedback from those attending regarding the public involvement and technology used.

Resolved to ratify payment of the grants as detailed in Schedule 'D' attached.

Members were asked to consider an increased grant for proposal 6 'Sports Sessions', from the underspend in the remaining Youth Grants budget for 2020/21.

Further resolved to approve the higher grant amount to proposal 6 'Sports Sessions', as detailed in Schedule 'D' attached.

Meeting closed at 7.45pm

..... Chairman

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2021	Barclaycard	DD	69.00	I 044	Mobile Phone/ Flowers
03/02/2021	Staples UK Ltd	DD	16.79	I 044	Ink
05/02/2021	Mrs R Dudley	FP	26.00	I 042	WFH Allowance
05/02/2021	Scottish Power	FP	556.29	I 042	Xmas Lights Electricity
05/02/2021	Conwy County Borough Council	FP	792.00	I 042	Tan Lan Skip 18/12
05/02/2021	Smart Controls	FP	600.00	I 042	Service Visit
05/02/2021	I P Williams	FP	793.56	I 042	Translations for Dec/Jan
05/02/2021	GLS Educational Supplies	FP	45.58	I 042	Stationery Supplies
05/02/2021	Microshade Business Consultant	FP	142.18	I 042	IT Services
05/02/2021	Cllr Neil Bastow	FP	55.00	I 042	Mayor's Allowance
05/02/2021	Plastecowood	FP	4,140.00	I 043	Picnic Tables for Prom
12/02/2021	Miss Louise Austin	FP	26.00	I 045	WFH Allowance
12/02/2021	S & L Industrial Cleaners	FP	65.00	I 045	Town Hall Windows
12/02/2021	Society Local Council Clerks	FP	90.00	I 045	Practitioner's Conference
15/02/2021	Employees	FP	5,304.08	I 045	Salaries February
15/02/2021	HMRC	FP	1,687.73	I 045	PAYE & NI
15/02/2021	Gwynedd Council	FP	1,624.25	I 045	Pensions Feb
16/02/2021	British Gas	DD	574.46	I 044	Gas Rhiw Road
16/02/2021	British Gas	DD	32.10	I 044	Gas Town Hall
16/02/2021	British Gas	DD	17.01	I 044	Rear Annex Gas
16/02/2021	OneCom	DD	66.30	I 044	Phones/Broadband
16/02/2021	British Gas	DD	317.41	I 044	British Gas Town Hall
16/02/2021	British Gas	DD	-17.01	I 044	Gas Rear Annex
26/02/2021	Stratton Print (Mike Jones)	FP	182.00	I 046	Stationery (Letter heads)
26/02/2021	Snowdonia Fire Protection LTD	FP	138.62	I 046	Fire Extinguisher Service (TH)
26/02/2021	Conwy County Borough Council	FP	1,110.96	I 046	Install Picnic Tables
26/02/2021	Kind Bay Initiative	FP	500.00	I 046	Small Grant
26/02/2021	One Voice Wales	FP	50.00	I 046	Cllr Training DJones
26/02/2021	Mrs R Dudley	FP	26.00	I 046	WFH Allowance February
Total Payments			<u>19,031.31</u>		

SCHEDULE 'B'

Events Grants 2021/22

Budget = £45,000

Ref:	Applicant:	Event:	Date(s) of event:	Amount Requested:	Total Cost: (if known)	Approved (£):	Date approved / Paid:	Covid-19 Notes	
								Email contact date	Details
<u>Brought forward from 2020/21:</u>									
A	Action for Arts Trust Ltd	Festival of Voice	t.b.c.	£ 4,500.00	£ 13,500.00	£2,200.00		23/04/20 10:39 (Sent)	Asked if they could postpone their event until 2021
B	IMAGINE Colwyn Bay	State of Independents Project	t.b.c.	£2,825.00	£11,300.00	£2,825.00		15/10/20 (sent to PCRT)	Event re-purposed to Christmas shop local campaign, but had to be postponed again due to Covid
C	TAPE Community Music and Film	Bay of Colwyn Imagine Festival	t.b.c.	£ 5,000.00	£ 113,483.00	£5,000.00		09/04/20 sent / ch	Asked if event could be postponed to 2021 Postponement Approved 7.12.20 Min 167/20(h)
<u>Considered 13.1.20:</u>									
D	Lucy Farrar	Uke a Bay		£ 3,600.00	£ 3,600.00	£3,600.00			Subject to Covid restrictions being lifted and event being able to go ahead
<u>Considered 24.3.21:</u>									
E	PMA Theatre	Wind in the Willows' show at Theatr Colwyn	18-21 November 2021	£1,000.00	£3,818.00	£1,000.00			
				<u>£12,325.00</u>		<u>£14,625.00</u>	<u>£0.00</u>		
PLUS CCBC Major Events 2021/22:									
<u>Considered 6.1.21:</u>									
1	Sarah Ecob / Paul Sampson	Gogs Film Festival	t.b.c.	£ 5,000.00		£ 5,000.00			
				TOTAL:		£19,625.00	£0.00		

Summary of Small Grant Applications for 2020/21

SCHEDULE 'C'

Applicant:	Amount Requested:	Amount Rec / Approved:	Moved to Youth Grants	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 Penthos 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 nee 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		£0	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 Eilan 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 Eilan	£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 2hrs 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) (not 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 T Conwy Sea Cadets		(500 approved but not paid) 0		To continue supporting Old Colwyn and Glyn ward residents with pharmacy collections and food parcels /shopping etc (for next three months) To assist towards building costs, whilst the group has no income			n/a	not claimed - ceased operating
U Youth Shedz 4:28		500		Running costs for the soup n box van, supporting on average 15 vulnerable people per week in the Colwyn Bay area			19.6.20	
? Min y Don Bowling Club	£350	350 reissued re 2019/20		(deferred from 2019/20 due to Covid-19) - repair of club mower and seed / top soil for green			19.6.20	
Sub-total		500						
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	0		Towards the set up costs of a new community hub, replacing CCE 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				
Y Relate Cymru	£450	450		Towards the purchase of FM and DAB licences				
Z Coast Community Media and Radio	£500	500						
Sub-total		950						
P&F Committee 18.11.20 (Urgent items)								
A1 Conwy District Scout Executive Committee	£500	500		Towards the replacement of an asbestos roof on the campsite building				
B1 Sure Hope Church	£500	500		Towards the purchase of food, to prepare 500 Christmas meals in December to over 300 homes in the area				
C1 Kind Bay Initiative	£500	500		Towards the rental/utilities of the Eat Easy restaurant to provide food to the vulnerable for the next 6 months REC: Support in principle and await update re alternative accommodation			26/02/2021	
Sub-total		1500						
D1 Min Y Don Bowling Club	£500	500		Towards mower repairs, seeding and top-soil				
E1 Mochdre Bowling Club	£500	DECLINE		To purchase and fit a water heater for tea/coffee making OUTSIDE THE AREA OF OUR COUNCIL				
Sub-total		500						
P&F 24.03.21								
F1 MacMillan Cancer Support	£500			To provide support to those within the county of Conwy				

ANNUAL BUDGET 2020/21 =	£10,000	£11,720	£0
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		

#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.

"COLWYN YN CYFRI - COLWYN COUNTS" -- 2021

PARTICIPATORY BUDGETING

SCHEDULE 'D'

PB in the Bay of Colwyn 2021

18th March 2021

Voting on Project Proposals

Total Fund: £5,000

Fund 'Pot' provided by The Bay of Colwyn Town Council

No.	Proposal Name	Cost	Points Total	Avg	RunTot	1	2	3	4	5	6	7	8	9	10	Total no of votes
1	"Virtual Reality in Colwyn Bay"	£650	275	6.55	£650.05	1	2	3	1	2	8	9	9	6	1	42
* 2	"Porth Eirias Beach Club"	£1,000	370	8.81	£1,650.05	0	0	0	1	0	0	3	11	13	14	42
3	"Autonomy Dancers"	£1,000	335	7.79	£2,650.05	0	0	2	0	3	3	13	6	3	13	43
4	"Caru Colwyn"	£950	323	7.51	£3,600.05	0	0	0	1	5	10	5	6	9	7	43
5	"Sports Sessions " - Colwyn Youth Service	£800	340	7.91	£4,400.05	0	0	0	1	3	3	7	14	8	7	43
6	"Sports Sessions" - Pauline Wilson	£639	303	7.05	£5,039.47	1	0	2	3	7	4	4	8	7	7	43
		£5,039	1,946													

Leading Project's points: **370**