

MINUTES OF THE TWENTY FIFTH ANNUAL MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 P.M. ON MONDAY 20TH JULY 2020

PRESENT: The Town Mayor, Cllr N Bastow
Cllrs: Mrs G Baker; B Barton; C Brockley; Mrs H Fleet; D Howcroft;
C Hughes; D Jones; M A Jones; Mrs M Jones; A Khan; T Pearson; M Pickard;
P Richards; Ms K Swindon; M Tasker; M Worth

OFFICERS: Mrs C J Earley, Town Clerk
Mrs R P Dudley, Assistant Clerk

IN ATTENDANCE: County Councillor C Carlisle

1/20 WELCOME AND APOLOGIES FOR ABSENCE:

The Mayor, Cllr Neil Bastow welcomed Members to the twenty fifth Annual Meeting of the Bay of Colwyn Town Council. Apologies for absence were received from Cllr A Mason.

2/20 ELECTION OF THE MAYOR AND DEPUTY MAYOR:

Resolved to endorse the recommendation of the Council that the election of the Town Mayor and Deputy Mayor for the municipal year 2020/21 would be postponed until meetings can safely be held in person again, using the powers given in the local Authority (Coronavirus) (Meetings)(Wales) Regulations 2020.

3/20 COMMITTEES AND DELEGATIONS:

- a. *Resolved to re-appoint the two standing committees of the council: The General Purposes and Planning Committee and the Policy & Finance Committee, and approve the updated terms of reference (schedule 'A' attached).*
- b. *Resolved to approve the terms of reference of two other committees of the council: The Colwyn in Bloom Committee and the Volunteer Awards Committee, subject to an addition to the delegated powers of the Volunteer Awards Committee to allow it to nominate current/ past award winners for other regional/national volunteer awards (schedule 'A' attached).*
- c. *Resolved to confirm continuance of the scheme of delegation to officers, as detailed in schedule 'B' attached.*

4/20 OTHER BUSINESS:

The following items of business were then considered, in accordance with Standing Order 5(p):

- a. The existing Standing Orders and Financial Regulations were reviewed and accepted, without amendment.
- b. The Clerk gave a brief report on the current list of Legal Agreements/Service Level agreements with other bodies, which included leases, tenancies and service level agreements. The report was noted by members.
- c. Members reviewed the List of Representatives on Outside Bodies and considered. It was noted that several of the groups were inactive and the list was updated/amended accordingly.
Cllr Carlisle offered to forward the Raynes Quarry contact details, as our representative had not been to a meeting for a while.
Resolved to approve the updated list, as detailed in Schedule 'C' attached, and to defer the two vacancies to the next Council Meeting.
- d. The updated Asset Register, as at 31.3.2020, which was noted by members.
- e. Members noted/approved the renewal of the Town Council's insurance policy in August 2020 under a long term (3yr) agreement.
- f. Members noted that all other policies/procedures (items xv-xviii) will be reviewed on a cyclical basis.

5/20 ATTENDANCE AT MEETINGS:

The Clerk submitted, for information, a list of councillor's attendance for the municipal year 2019/20 and the meeting dates for the Council and Committees for 2020/21.

Resolved to receive and note the attendance list, as detailed in schedule 'D' attached, and to approve the meeting dates for 2020/21, as detailed in Schedule 'E'.

6/20 ANNUAL REPORT:

The Clerk submitted the Annual Report for 2019/20.

Resolved to receive and approve the final version of the Annual Report 2019/20.

The meeting closed at 7.05 pm

..... Chairman

BAY OF COLWYN TOWN COUNCIL

Terms of Reference

SCHEDULE A

General Purpose and Planning Committee

Membership (2020/21): Cllrs: G Baker; B Barton; N Bastow; D Bradley, C Brockley; G Campbell; Mrs M Jones; J Pearson (& Tree Warden); C Matthews; M Tasker; M Worth.

Ex-Officio Members: Town Mayor and Deputy Mayor (when not already members)

Chairman/Vice-Chairman
(2020/21):

To be appointed by the Committee.

Both will ordinarily serve a two year term of office and are encouraged to undertake the One Voice Wales Charing Skills training module, or other relevant training, within three months of taking up office, if not already done.

Quorum:

One third of members (four)

Reporting:

The General Purpose and Planning Committee reports directly to the Council.

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1. To consider any matter not specifically delegated to any other Committee.
 2. To recommend to the Council any alterations in the boundaries of the Communities or their Wards, and in polling arrangements.
 3. To exercise delegated powers in the submission of views to the Local Authority in response to consultation in respect of planning applications, planning appeals, licensing applications and temporary traffic regulations.
 4. To recommend to the Council the observations to be submitted to the Local Planning Authority in response to consultation in all other planning matters.
 5. To maintain, and keep under review, the Council's policies and procedures for providing public information and for public consultation and participation, to include the Town Council's website and social media pages.

Approved 20.7.2020
Min. 3/20(a)

BAY OF COLWYN TOWN COUNCIL

Terms of Reference

Policy & Finance Committee

Membership (2020/21): Cllrs: H Fleet; D Howcroft; C Hughes; M Jones; D Jones; A Khan; A Mason; Mrs H Meredith; T Pearson; M Pickard; P Richards; K Swindon

Plus Ex-Officio Members: Town Mayor and Deputy Mayor
(when not already members)

Chairman/Vice-Chairman
(2020/21):

To be appointed by the Committee

Both will ordinarily serve a two year term of office and are encouraged to undertake the One Voice Wales Charing Skills training module, or other relevant training, within three months of taking up office, if not already done.

Quorum:

One third of members (five)

Reporting:

The Policy & Finance Committee reports directly to the Council.

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1. To advise the Council in the creation of a corporate plan of objectives and priorities, having regard to the needs of the Community, and the overall resources of the Council, and to consider and if necessary to report to the Council upon any policy proposals of other Committees.
 2. To notify the Committees concerned or, if necessary, the Council of the need for changes in policy and/or in the standards of services provided in order to achieve its objectives; or the need for new services.
 3. To keep under review the organisation and management processes of the Council and to advise the Council upon any desirable alteration of them (including changes in Committee Structure or in the distribution of functions, powers and duties of Committees in the light of changing circumstances).
 4. Having regard to the Council's resources, to advise the Council on the following matters:-
 - (a) The Council's annual estimates, including the priority to be accorded to the development of the Council's services and the timing of the introduction of any new services;

- (b) The annual precept to be levied by the Council.
- (c) To keep under regular review the Council's Expenditure Programme, and advise the relevant Committees and Council on major variations from approved programmes.
5. To manage all investments and insurances; to keep under review the financial procedures and controls of the Council; and to secure the audit of the Council's accounts.
 6. To examine new and proposed legislation, respond to consultation documents, as required, and to advise the appropriate Committees in its implementation.
 7. To provide and maintain any office accommodation and services, and the arrangements for records and archives.
 8. To determine Councillors' travelling and subsistence allowances; any allowance to be paid to the Chairman for the purpose of enabling him or her to meet the expenses of the office; and the payment of expenses of official and courtesy visits.
 9. To keep under review the Council's Standing Orders and Financial Regulations.
 10. To manage and maintain any land, properties and other assets owned by the Council.
 11. To recommend to the Council the action to be taken in relation to applications to the Council by Voluntary Bodies for financial assistance.
 12. To authorise all payments to be made on behalf of the Council, ensuring that these fall within the budgetary limits previously approved by the Council in its Annual Estimates and any limits imposed by the Council's Financial Regulations.
 13. To make recommendations to the Council regarding any virements required between budget headings, as a result of changing circumstances during the course of the financial year.

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Colwyn in Bloom Committee

Membership (2020/21): Town Council members: Cllr H Fleet, Cllr C Hughes, Cllr A Khan, Cllr J Pearson, Cllr M Worth
Co-opted members representing other organisations are appointed as full voting members of the committee.
Current representation is:

Horticultural Society	1 representative
Chamber of Trade/Business rep	2 representatives
Wales in Bloom	1 representative
Ex-Town Manager	1 representative
Resident's Associations & Environmental Federations (Old Colwyn/ Dingle / Glyn etc)	8 representatives
ERF Dept, Conwy C.B.C.	4 representatives
Bryn Euryn Nursery	1 representative
Other Community Rep(s)	2 representatives

Chairman (2020/21): (to be appointed by the Committee)

Quorum: One third of the current members

Reporting: The Colwyn in Bloom Committee reports directly to the Town Council

The Colwyn in Bloom Committee has delegated powers to consider and decide all matters in connection with the organisation of the annual Colwyn in Bloom competition(s) and annual entries for the town into Wales in Bloom and Britain in Bloom (when invited). This uses the general power given in S.144 of the Local Government Act 1972 to attract visitors to the town by making the environment more attractive.

The group has delegated powers to commit to expenditure on behalf of the Council, within the limits of the budget approved by the Council each year for Colwyn in Bloom activities.

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Volunteer Awards Committee

Membership (2020/21): Cllr A Khan (Colwyn Bay)
Cllr B Barton (Old Colwyn)
Cllr H Fleet (Rhos on Sea)
Representatives from:
Business Sector – Mr Steve Griffiths
Colwyn Bay Civic Society – Mr Graham Roberts
Horticultural Society / Colwyn in Bloom – Hannah Fleet
Community & Voluntary Services Conwy– Mrs Ceri Jones/
Jan Smith

Chairman (2020/21): To be appointed by the Committee

Quorum: Three members

Reporting: The Volunteer Awards Committee reports directly to the Town Council

The Volunteer Awards Committee is given delegated power to:

1. Receive nominations and to consider and decide upon the awards to be presented by the Town Council each year for the following categories of volunteers:

- Adult Volunteer of the Year (age 25-64 years)
- Adult Volunteer of the Year (age 65 years or over)
- Young Volunteer of the Year (age under 25 years)
- 'Green' Volunteer of the Year
- Trustee of the Year
- Group Volunteers of the Year
- Additional Category – for volunteers who do not meet the criteria for other categories

2. Submit nominations for current/past award winners to other national or regional volunteer award schemes, such as the annual High Sherriff's Awards or the Queen's Awards for Voluntary Service.

3. Invite the Town Mayor to nominate a person/group for the John Davies Memorial Award for Volunteering.

DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	RFO
Communications	To deal with all press and public relations on behalf of the Council.	Town Clerk/ Assistant Clerk
Documents	To sign documents on behalf of the Council.	Town Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk/ Assistant Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at Conwy Council Borough Council.	Town Clerk
Finance	To administer the Council's bank balances.	RFO
	To maintain adequate insurance cover for the Council's activities and property.	RFO
	To act as the Responsible Financial Officer.	RFO
	To authorise the payment of accounts	Town Clerk
	To write off outstanding debts in accordance with Financial Regulations.	RFO
	Authorisation of routine expenditure within the agreed	Town Clerk

Service Area	Function	Officer
	budget.	
	Emergency expenditure up to £3000 outside of the agreed budget.	Town Clerk
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk
Governance	To receive declarations of acceptance of office.	Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Town Clerk/ Assistant Clerk
	To certify any bye-laws approved by the Council.	Town Clerk
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Mayor and/or Chair of the appropriate Committee.	Town Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk/RFO

Service Area	Function	Officer
Land and Property	To purchase necessary goods and supplies.	RFO
	To maintain the Council's offices and property in accordance with financial regulations.	Town Clerk
Lettings	To authorise casual lettings of the Council's properties subject to payment in accordance with the approved scale of charges.	Town Clerk/Assistant Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Assistant Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk
	To implement national pay awards and conditions of service.	Town Clerk
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk

CYNRHYCHIOLWYR Y CYNGOR AR FUDIADAU ALLANOL
COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

SCHEDULE C

ENW'R SEFYDLIAD / PWYLLGOR NAME OF ORGANISATION/COMMITTEE	CYNRHYCHIOLWYR PRESENNOL CURRENT REPRESENTATIVES
Corfflu Hyfforddi'r Llu Awyr 271 (Bae Colwyn) 271(Colwyn Bay) Air Training Corps	Y Cyngorydd / VACANCY
Ymddiriedolaeth Cofeb Andrew Fraser Andrew Fraser Memorial Trust	Y Cyngorydd / Cllr A Khan – Glyn Ward Y Cyngorydd / Cllr P Richards – Glyn Ward Y Cyngorydd / Cllr M Worth
Grŵp Llywio Byw yn y Bae Bay Life Steering Group	Y Cyngorydd / Cllr P Richards
Ymddiriedolwyr Canolfan Gymunedol Bryn Cadno Bryn Cadno Community Centre Trustees	Cyngorydd / Cllr M Worth (Aelod Ward Rhiw / Rhiw Ward Member)
Gweithgor Bryn Euryn Bryn Euryn Working Party	Y Cyngorydd / Cllr J Pearson
Siambwr Fasnach Bae Colwyn Colwyn Bay Chamber of Trade	Y Cyngorydd / Cllr C Hughes Y Cyngorydd / Cllr P Richards
Grŵp Llywio Gwydnwch Cymunedol Community Resilience Steering Group	Un Aelod o bob Ward / One Member per ward: Rhos – Cllr C Brockley Dinarth – Cllr J Pearson Rhiw – Cllr M Worth Glyn – Cllr C Matthews Eirias - Cllr B Barton Colwyn - Cllr K Swindon
Grŵp Mynediad Conwy Conwy Access Group	Y Cyngorydd / Cllr P Richards Y Cyngorydd / Cllr Mrs H Meredith
Clymblaid Masnach Deg Conwy Conwy Fairtrade Coalition	Y Cyngorydd / Cllr J Pearson
Fforwn Derbyniadau Conwy Conwy Admission Forum	Y Cyngorydd / Cllr B Barton
Fforum Cyswllt Cyngor Bwreistref Siriol Conwy i Gynghorau Tref a Chymuned Conwy CBC Town & Community Council Liaison Forum	Y Maer / The Mayor or Y Dirprwy Faer / Deputy Mayor Y Clerc / The Clerk Plus 2 reps from Assets & Services Working Group on a rotational basis.
Conwy CBC Local Area Forum	Y Cyngorydd/Cllr P Richards
Cadetiaid y Môr Conwy Conwy Sea Cadets	Y Cyngorydd / Cllr J Pearson
Côr Meibion Colwyn (Is-Lywydd) (Vice-President)	Y Maer / The Mayor
Rhwydwaith Aelodau CVSC CVSC Members Network	Y Cyngorydd /Cllr G Baker
Ffederasiwn Amgylcheddol Nant Eirias/ Dingle Environmental Federation	Y Cyngorydd /Cllr C Hughes
Grŵp Rheoli Ymgynghorol Ffos Anoddun Fairy Glen Management Advisory Group	Y Cyngorydd/ Cllr D Bradley
IMAGINE Colwyn Bay	Y Clerc / The Clerk Y Cyngorydd/ Cllr C Brockley
Elusennau Llandrillo yn Rhos Llandrillo yn Rhos Charities	Y Cyngorydd /Cllr C Brockley Y Cyngorydd / Cllr D Howcroft Y Cyngorydd / Cllr M Tasker

Grŵp Rheoli Ymgynghorol Nant y Groes Nant y Groes Management Advisory Group	Y Cyngorydd / Cllr P Richards
Cymdeithas Cyngorau Lleol Gogledd a Chanolbarth Cymru North & Mid Wales Association of Local Councils	Y Clerc / The Clerk Y Maer / The Mayor or Y Dirprwy Faer / Deputy Mayor Y Cyngorydd / Cllr B Barton Y Cyngorydd / Cllr Mrs H Meredith Maximum 3 delegates to attend per meeting
NWAMI Advisory Panel	Y Cyngorydd/Cllr C Matthews
Canolfan Cymunedol Hen Golwyn Old Colwyn Community Centre	Y Cyngorydd / Cllr K Swindon
Old Colwyn War Memorial & Armistice Day Committee	Y Cyngorydd / Cllr Mark Jones Y Cyngorydd / Cllr Mrs M Jones
Panel Coedwig Pwllcrochan Pwllcrochan Woods Panel	Y Cyngorydd / Cllr Mrs H Meredith Y Cyngorydd/Cllr C Hughes
Grŵp Cyswllt Chwarel Raynes Raynes Quarry Liaison Group	Y Cyngorydd/Cllr Mrs M Jones
Cymdeithas Mansnachwyr Llandrillo yn Rhos Rhos on Sea Traders Association	Y Cyngorydd/Cllr Mrs G Baker
<u>Llywodraethwyr Ysgolion/School Governors</u> Hen Golwyn Hen Golwyn T. Gwynn Jones Llandrillo yn Rhos Pendorlan/Glan y Môr Swyn y Don St Joseph's Ysgol Bod Alaw	Y Cyngorydd / Cllr B Barton Y Cyngorydd / Cllr A Mason Y Cyngorydd / Cllr K Swindon Y Cyngorydd / Cllr D Howcroft Y Cyngorydd / Cllr C Matthews Y Cyngorydd / Cllr Mrs M Jones Y Cyngorydd / Cllr N Bastow Y Cyngorydd / Cllr MA Jones
Cronfa Ymddiriedolaeth Syr Henry Morris Jones Sir John Henry Morris Jones Trust Fund	Y Cyngorydd/ Cllr H Fleet – Rhos on Sea Y Cyngorydd/ Cllr C Matthews - Colwyn Bay Y Cyngorydd / Cllr A Pearson – Old Colwyn
Pwyllgor Rheoli Theatr Colwyn Theatr Colwyn Management Committee	Y Cyngorydd / Cllr C Matthews Y Cyngorydd / Cllr Mrs H Fleet Y Cyngorydd / Cllr J Pearson Y Cyngorydd / Cllr M Worth
Warden Coed Tree Warden	Y Cyngorydd / Cllr J Pearson
Hyrwyddwr Llesiant Cenedlaethau'r Dyfodol Wellbeing of Future Generations Champion	VACANCY

SCHEDULE D

COUNCILLOR'S ATTENDANCE RECORD 2019/20 (13/05/19 – 05/05/2020)

NAME OF COUNCILLOR	POSSIBLE ATTENDANCE**	ACTUAL ATTENDANCE	%	Additional Sub-Committees Attended
Councillor Mrs Glenys Baker	26	16	62%	1
Councillor Bob Barton	26	21	81%	2
Councillor Neil Bastow (*Mayor)	34	25	74%	2
Councillor Dave Bradley	26	3	12%	0
Councillor Chris Brockley	26	21	81%	0
Councillor Gemma Campbell	26	7	27%	1
Councillor Hannah Fleet	19	13	68%	5
Councillor David Howcroft	19	12	63%	0
Councillor Christopher Hughes	19	15	79%	5
Councillor Deborah Jones (Elected 14/11/2019)	8	8	100%	0
Councillor Mark Jones	19	11	58%	0
Councillor Mrs Merrill Jones (*Dep Mayor)	34	21	62%	2
Councillor Adam Kealey (Resigned Sept 2019)	7	1	14%	0
Councillor Abdul Khan	19	11	58%	5
Councillor Adrian Mason	19	3	16%	0
Councillor Colin Matthews	26	14	54%	2
Councillor Mrs Hazel Meredith	19	10	53%	0
Councillor Anthony Pearson	19	9	47%	0
Councillor Jeff Pearson	26	20	77%	4
Councillor Mick Pickard	19	10	53%	0
Councillor Paul Richards	19	13	68%	2
Councillor Kate Swindon	19	10	53%	1
Councillor Max Tasker	26	14	54%	0
Councillor Steve Williams (Resigned Dec 2019)	18	9	50%	0
Councillor Malcolm Worth	26	24	92%	4

** Mayor and Deputy Mayor are Ex-Officio members of both Committees*

*** includes Full Council & Committee Meetings only (General Purpose & Planning and Policy & Finance)*

TIMETABLE OF MEETINGS FOR 2020/21 SCHEDULE E

ANNUAL MEETING	<i>20/07/2020 (delayed due to COVID-19)</i>
Policy & Finance Committee	20/05/2020
General Purpose & Planning Committee	26/05/2020
Full Council	08/06/2020
General Purpose & Planning Committee	16/06/2020
Policy & Finance Committee	01/07/2020
General Purpose & Planning Committee	07/07/2020
Full Council	20/07/2020
General Purpose & Planning Committee	28/07/2020
Policy & Finance Committee	19/08/2020
General Purpose & Planning Committee	25/08/2020
Full Council	07/09/2020
General Purpose & Planning Committee	15/09/2020
Policy & Finance Committee	30/09/2020
General Purpose & Planning Committee	06/10/2020
Full Council	19/10/2020
General Purpose & Planning Committee	27/10/2020
Policy & Finance Committee	18/11/2020
General Purpose & Planning Committee	24/11/2020
Full Council	07/12/2020
General Purpose & Planning Committee	15/12/2020
Policy & Finance Committee	06/01/2021
General Purpose & Planning Committee	12/01/2021
Full Council	18/01/2021
General Purpose & Planning Committee	02/02/2021
Policy & Finance Committee	10/02/2021
General Purpose & Planning Committee	23/02/2021
Full Council	01/03/2021
General Purpose & Planning Committee	16/03/2021
Policy & Finance Committee	24/03/2021
General Purpose & Planning Committee	06/04/2021
Full Council	26/04/2021
General Purpose & Planning Committee	04/05/2021
ANNUAL MEETING	17/05/2021