

**COFNODION O GYFARFOD PWYLLGOR POLISI A CHYLLID, CYNGOR TREF  
BAE COLWYN A GYNHALIWDYD O BELLTER (TRWY ZOOM), NOS FERCHER,  
1<sup>AF</sup> GORFFENNAF 2020 AM 6.30 P.M.**

**YN BRESENNOL:** Y Cyngorydd C. Hughes (Cadeirydd)  
Cynghorwyr H. Fleet, D. Howcroft, , D. Jones, T. Pearson, P.  
Richards. K. Swindon (Is-Gadeirydd)

**SWYDDOGION:** Mrs C. J. Earley, Clerc y Dref  
Miss L. Austin, Swyddog Gweinyddol Cynorthwyol

**527/19 Croeso ag Ymddiheuriadau am Absenoldeb:**

Yn absenoldeb y Cadeirydd, y Cyngorydd K. Swindon yn y Gadair a chroesawyd yr Aelodau i'r cyfarfod. Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cynghorwyr A. Khan ag H. Meredith..

**528/19 Datgan Cysylltiadau:**

Atgoffwyd yr aelodau o'r angen iddynt ddatgan unrhyw gysylltiadau personol a / neu gysylltiadau sy'n rhagfarnu, a natur y fath gysylltiadau. Datganwyd y cysylltiadau canlynol:

Cyngorydd D Howcroft - eitem 6(b)(i) Lwfans Ward Aelodau Lleol a 7(a) Cais am Grant Bychan – cysylltiad personol (heb fod yn rhagfarnu): diddordeb yn y cais..

Cyngorydd P Richards – eitem 7(b)(i) Grant am Ddigwyddiad Uke a Bay – cysylltiad personol ag un all ragfarnu yn y cais am ei fod yn helpu i drefnu'r digwyddiad.

Cyngorydd C Hughes - eitem 7(c) Grant Mawr – cysylltiad personol ag un all ragfarnu yn y cais, fel Cadeirydd Ffederasiwn Cadwraeth ac Amgylcheddol Bae Colwyn.

Cyngorydd P Richards – eitem 7(c) Grant Mawr – cysylltiad personol ag un all ragfarnu yn y cais, fel Is-Gadeirydd Ffederasiwn Cadwraeth ac Amgylcheddol Bae Colwyn.

**529/19 Cofnodion:**

*Penderfynwyd cymeradwyo a llofnodi cywirdeb Cofnodion y cyfarfod a gynhaliwyd ar 20<sup>fed</sup> Mai 2020.*

**530/19 Cyllid:**

*(a) Penderfynwyd rhoi awdurdod am y taliadau a wnaed ar ran y Cyngor yn y cyfnod o 1/4/2020 hyd at 31/5/2020 sy'n ymddangos yn Atodiad 'A' sydd gyda hwn.*

*(b) Penderfynwyd rhoi awdurdod i'r Clerc i anfon datganiadau banc trwy e-bost at y Cadeirydd i wirio / dilysu datganiadau cysoni'r banc fel yr oedd ar 31/5/2020.*

(c) *Fe nodwyd na dderbyniwyd unrhyw ohebiaeth oddi wrth CCLA.*

**531/19 Yr Addewid Gwyrdd:**

Cyflwynodd y Clerc adroddiad i'w ystyried gan staff Neuadd y Dref am y defnydd o bapur a chostau postio cysylltiedig ag argraffu a phostio agendau'r Cyngor. Roedd y staff wedi gwneud nifer o awgrymiadau, yn cynnwys anfon agendau yn electroneg (oni bai bod gwir angen am gopi ar bapur), parhau i brynu papur o adnodd cynaliadwy ac ymrwymiad i blannu coed newydd yn ein hardal leol

Er bod un Aelod o'r farn bod copi ar bapur yn fwy defnyddiol iddynt, roedd pob Aelod yn dallt y rhesymau am yr argymhellion ac roedd mwyafrif o'r Aelodau o blaid y syniad. Dywedodd yr Aelodau eu bod wedi ymgyfarwyddo a derbyn yr agendau trwy e-bost yn ystod y pandemig COVID-19 ac mai rŵan oedd yr amser i barhau i anfon yr agendau yn electroneg. Dywedodd rhai o'r Aelodau yr hoffent gael y budd o ryw faint o hyfforddiant TG er mwyn defnyddio technoleg yn llawn i wneud nodiadau ar gyfer cyfarfodydd gan ddefnyddio pecynnau agendau electroneg.

*Penderfynwyd argymell cymeradwyo'r adroddiad ac ychwanegu hyfforddiant TG i Gynghorwyr at y rhestr o argymhellion a welir yn Atodiad 'B' sydd gyda hwn.*

**532/19 Lwfansau Ward Aelodau Lleol:**

- a) Nodwyd gan yr aelodau'r crynodeb o lwfansau ward ar gyfer 2020/21 a ddiweddarwyd.
- b) Cyflwynodd y Clerc prosiect(au) a dderbyniwyd i'w ystyried a dderbyniwyd gan Aelodau:
  - i) D. Howcroft - £500 tuag at ddiffibriliwr i Ysgol Llandrillo yn Rhos
  - ii) G. Baker - £300 tuag at ddiffibriliwr i Ysgol Llandrillo yn Rhos
- Cyrhaeddodd y Cynghorydd C. Hughes yn y pwynt yma ac fe gymerodd y Gadair.

*Penderfynwyd cymeradwyo a thalu cynigion i) a ii).*

**533/19 Grantiau:**

(a) **Grantiau Bychan:** Cyflwynodd y Clerc y ceisiadau am grantiau bychan am chwarter 1 i gael eu hystyried fel y gwelir yn Atodiad 'C' sydd gyda hwn.

- Datganodd y Cynghorydd D. Howcroft ei gysylltiad â chais W ond am fod y cais am swm o dan £500, roedd eithriad yn berthnasol ac felly nid oedd y cysylltiad yn un allai ragfarnu.

*Penderfynwyd argymell cymeradwyo ceisiadau V a W am grantiau fel y gwelir yn Atodiad 'C' sydd gyda hwn.*

(b) **Grantiau am Ddigwyddiadau:**

- i) **Uke-a-Bay:** Cyflwynodd y Clerc cais a ddiweddarwyd oddi wrth Uke a Bay a ohiriwyd oherwydd COVID-19

- Datganodd y Cynghorydd P. Richards ei gysylltiad yn y cais a chafodd ei osod dros dro yn ystafell aros y cyfarfod Zoom.

*Penderfynwyd argymhell bod y cais diwygiedig a welir yn Atodiad 'D' sydd gyda hwn, yn cael ei gymeradwyo.*

- c) **Digwyddiadau yn Hen Golwyn:** Cadarnhaodd y Clerc iddi dderbyn diweddariad byr ar lafar oddi wrth drefnydd y Ffair Haf a'r Farchnad Nadolig a chadarnhaodd bod y ddau ddigwyddiad wedi cael eu canslo oherwydd costau diogelwch ychwanegol angenrheidiol oherwydd y pandemig coronafeirws.

*Penderfynwyd nodi'r diweddariad.*

#### **534/19 Grantiau Mawr – Ffederasiwn Cadwraeth ac Amgylcheddol Bae Colwyn:**

- Datganodd y Cynghorwyr P. Richards a C. Hughes eu cysylltiad yn yr eitem hon a gadawsant ystafell cyfarfod Zoom dros dro.

Cyflwynodd y Clerc, er gwybodaeth, adroddiad a dderbyniwyd oddi wrth y Ffederasiwn Cadwraeth ac Amgylcheddol yn datgan nad oedd y bwriad am gyrbau isel ym Mharc Eirias wedi symud ymlaen. (Derbyniodd y Ffederasiwn grant mawr o £5,000 a dalwyd yn 2019/.20). Gofynnwyd i'r aelodau ystyried a fyddai angen i'r Ffederasiwn cyflwyno cais newydd am boncyn arafu yn Nant Eirias yn hytrach na gosod cyrbau isel (ac ad-dalu'r grant), neu a ellir symud ymlaen gyda'r newid yma o dan y cais cyfredol.

Roedd yr Aelodau yn barod i gefnogi'r amnewid mewn egwyddor, ar yr amod y derbynnir cadarnhad bod y cais yn parhau i gynnwys tri chwr isel mewn mannau eraill ym Mharc eirias yn ogystal â'r poncyn arafu yn nant Eirias.

- Ailymunodd y Cynghorwyr P. Richards a C. Hughes yn y cyfarfod Zoom: Cadarnhaodd y Cynghorydd C. Hughes bod y tri chwr isel yn parhau i fod yn gynwysedig yn y cais.

*Penderfynwyd cymeradwyo'r diwygiad i'r cais am Grant Mawr.*

**535/19** Fe nodwyd y derbyniwyd llythyr o ddiolch oddi wrth Bayside Radio am y grant bychan a dderbyniwyd ganddynt..

**536/19** Hysbyswyd yr aelodau gan y Clerc bod cyfarfodydd wythnosol PCRT i gael eu cynnal pob bythefnos o hyn ymlaen.

Daeth y cyfarfod i ben am 7.25 p.m.

.....Cadeirydd

## Schedule A

## List of Payments made between 01/04/2020 and 31/05/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	Canda Copying Ltd	SO	114.00	I 001	photocopy rental
09/04/2020	I P Williams	FP	616.32	I 001	Translations (March)
09/04/2020	Clira Ltd	FP	108.00	I 001	Legionella Monitoring
09/04/2020	Defibrillator Eirias Fund	FP	600.00	I 001	BB Ward Allowance
09/04/2020	S & L Industrial Cleaners	FP	80.00	I 001	Town Hall Maintenance
09/04/2020	Cllr Merrill Jones	FP	63.90	I 001	Dep Mayor Travel Expenses
09/04/2020	Conwy County Borough Council	FP	732.25	I 002	NNDR
09/04/2020	Microshade Business Consultant	FP	127.78	I 002	IT Services (April)
09/04/2020	Citiizen's Advice Bureau	FP	1,250.00	I 002	Large Grant
09/04/2020	Home Start Conwy	FP	1,250.00	I 002	Large Grant
09/04/2020	Knights of Snowden	FP	5,000.00	I 002	Large Grant
09/04/2020	Upper Colwyn Bay Centre	FP	2,500.00	I 002	Large Grant
15/04/2020	Employees	FP	5,132.01	I 003	Salaries April
15/04/2020	HMRC	FP	1,587.74	I 003	PAYE & NI
15/04/2020	Gwynedd Council	FP	1,574.91	I 003	Pension conts
15/04/2020	Clerical Medical	FP	50.00	I 003	AVCS Clerk
23/04/2020	Coast Community Radio	FP	500.00	I 004	Small Grant
23/04/2020	Print My Route Ltd	FP	500.00	I 004	Small Grant
23/04/2020	Mr Davis Scrubs Up CBay	FP	500.00	I 004	Small Grant
23/04/2020	Zaid Al-Obaidi	FP	500.00	I 004	Small Grant
23/04/2020	Bus Inst Access Savings Acc	Cashbook 3	200,000.00		
30/04/2020	OneCom	DD	64.51	I 005	Phones/Broadband
01/05/2020	St Joseph's (Wreham Diocesan)	FP	500.00	I 005	CoVid 19 Grant
01/05/2020	Ysgol Bryn Elian	FP	500.00	I 005	CoVid 19 Grant
01/05/2020	Fat Lads Football	FP	478.00	I 005	CoVid 19 Grant
01/05/2020	Alexander Locksmiths Ltd	FP	120.00	I 005	Town Hall Locks
01/05/2020	Sure Hope Church	FP	500.00	I 005	CoVid 19 Grant
01/05/2020	Blachere Illuminations	FP	843.48	I 005	Town Hall Tree
01/05/2020	Society Local Council Clerks	FP	84.00	I 005	Climate Change Webinar
01/05/2020	Conwy County Borough Council	FP	736.00	I 006	NNDR
01/05/2020	Dwr Cymru	FP	398.20	I 006	Rhiw Road 19'20
01/05/2020	S Dawson	FP	500.00	I 006	CoVid19 Grant
05/05/2020	Barclaycard	DD	34.39	I 009	Zoom & Mobile Phone Topup
07/05/2020	Cllr Bob Barton	FP	68.40	I 006	Travel Expenses
07/05/2020	Scrubs up Colwyn Bay	FP	500.00	I 007	CoVid19 Grant
07/05/2020	Benefit Advice Shop	FP	2,000.00	I 007	Large Grant
07/05/2020	Foodshare NWales	FP	500.00	I 007	CoVid19 Grant
07/05/2020	I P Williams	FP	233.94	I 007	Translations - April
07/05/2020	Canda Copying Ltd	FP	127.98	I 007	Copies
15/05/2020	Employees	FP	5,131.41	I 008	Salary May
15/05/2020	Cllr Bob Barton	FP	120.00	I 008	Basic Payments
15/05/2020	Cllr Glenys Baker	FP	120.00	I 008	Basic Payment 19'20
15/05/2020	Cllr David Howcroft	FP	120.00	I 008	Basic Payment 19'20
15/05/2020	cllr Tony Pearson	FP	120.00	I 008	Basic Payment 19'20
15/05/2020	Cllr Merrill Jones	FP	400.00	I 008	Deputy Mayor Allowance
15/05/2020	HMRC	FP	1,808.34	I 008	PAYE & NI
15/05/2020	Gwynedd Council	FP	1,574.91	I 008	May Contributions

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2020	Clerical Medical	FP	50.00	I 008	AVC's Clerk
15/05/2020	Dwr Cymru	FP	344.59	I 008	Town Hall 30/4
15/05/2020	Conwy County Borough Council	FP	5,250.00	I 008	Bus Shelter Maintenance
18/05/2020	S I Dawson - Chicago 1935	FP	420.00	I 009	Small Grant CoVid19
22/05/2020	British Gas	DD	1,260.46	I 009	Rhiw Road Q1
22/05/2020	British Gas	DD	346.95	I 009	Town Hall Q1
22/05/2020	British Gas	DD	1,102.34	I 009	Rear Annexe Q1
29/05/2020	OneCom	DD	61.51	I 009	Phone/Broadband
29/05/2020	Snowdonia Fire Protection LTD	FP	54.00	I 009	Callout re: Boiler Works
29/05/2020	Conwy County Borough Council	FP	5,250.00	I 009	Bus Shelter Maintenance
29/05/2020	Snowdonia Fire Protection LTD	FP	-54.00	I 010	Call out re: Boilerworks
29/05/2020	Snowdonia Fire Protection LTD	FP	54.00	I 010	Callout Re: Boilerworks
29/05/2020	CCLA	FP	200,000.00	I 010	PSDF General Reserves
29/05/2020	J W Jones & Sons	FP	4,818.60	I 010	Town Hall Boilers
29/05/2020	Mrs R Dudley	FP	9.12	I 010	Reimbursement for Stamps
29/05/2020	St Joseph's Church	FP	500.00	I 010	CoVid Small Grant
29/05/2020	Sure Hope Church	FP	500.00	I 010	Covid Grant Foodshare
30/05/2020	Staples UK Ltd	DD	92.98	I 009	Ink
30/05/2020	Staples UK Ltd	DD	22.07	I 009	Ink
Total Payments			<u>460,453.09</u>		



# CYNGOR TREF BAE COLWYN

## BAY OF COLWYN TOWN COUNCIL

**Report to:** Policy and Finance Committee  
**Date:** June 2020  
**Written by:** Town Hall Staff  
**Subject:** Review on Paper Usage for Agendas

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### 1. BACKGROUND:

- 1.1. In accordance with Green Pledge 3.6, the staff team has been reviewing the use of paper for the day-to-day activities of the Council and has identified that meetings are one of main areas where paper usage could easily be reduced.
- 1.2. One tree will produce 16.67 reams of paper or 8333 sheets of paper<sup>1</sup>. One ream of paper = 500 sheets = 6% of a tree.
- 1.3. The following figures are a conservative estimate and do not include the additional item packs that are also printed on the day of the meetings.

### 1.4. POLICY & FINANCE:

- 1.4.1. In 2019, there was a total number of 1,430 pages in all the agendas for Policy & Finance. To print one double-sided copy of each agenda used 715 sheets of paper. At each meeting, four spare copies are provided; therefore 2,860 sheets of paper were used in 2019, for the Policy & Finance meetings.
- 1.4.2. However, 12 copies were printed off for each meeting (Councillor postal copies + spare packs) meaning 8,580 sheets of paper were used<sup>2</sup>.
- 1.4.3. As one ream of paper consists of 500 sheets of paper, in 2019 the agenda used 17.16 reams of paper<sup>3</sup>.
- 1.4.4. Five reams of paper costs £19.98 inc. VAT, so the agendas cost over £68.57 to print<sup>4</sup>.

### 1.5. GENERAL PURPOSE AND PLANNING:

- 1.5.1. In 2019, there was a total number of 1,282 pages in all the agendas for GPP. To print one double-sided copy of each agenda used 641 sheets of paper. At each meeting, six spare copies are provided; therefore 3,846 sheets of paper were used in

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<sup>1</sup> <http://conservatree.org/learn/EnviroIssues/TreeStats.shtml>

<sup>2</sup> 12 copies x 715 pages = 8580 sheets of paper

<sup>3</sup> 8580/500 = 17.16 reams of paper

<sup>4</sup> 17.16/5 x 19.98 = £68.57

2019, for the GPP meetings.

**1.5.2.** However, 12 copies were printed off for each meeting (Councillor postal copies + spare packs) meaning 7,692 sheets of paper were used<sup>5</sup>.

**1.5.3.** As one ream of paper consists of 500 sheets of paper, in 2019 the agenda used 15.38 reams of paper<sup>6</sup>.

**1.5.4.** Five reams of paper costs £19.98 inc. VAT, so the agendas cost over £61.45 to print<sup>7</sup>.

## **1.6. FULL COUNCIL:**

**1.6.1.** In 2019, there was a total number of 663 pages in all the agendas for Full Council. To print one double-sided copy of each agenda used 331 sheets of paper. At each meeting, four spare copies are provided; therefore 1,326 sheets of paper were used in 2019, for the Full Council meetings.

**1.6.2.** However, 18 copies were printed off for each meeting (Councillor postal copies + spare packs) meaning 5,958 sheets of paper were used<sup>8</sup>.

**1.6.3.** As one ream of paper consists of 500 sheets of paper, in 2019 the agenda used 11.91 reams of paper<sup>9</sup>.

**1.6.4.** Five reams of paper costs £19.98 inc. VAT, so the agendas cost over £47.59 to print<sup>10</sup>.

## **1.7. POSTAGE COSTS:**

**1.7.1.** The average cost of posting a pack out is £1.30; therefore, the approximate cost for postage of all agendas (8 P&F, 16 GPP and 9 FC) in 2019 was £42.90.

**1.7.2.** As the sending out of the larger/heavier agenda packs was the main reason for leasing the franking machine, there is an additional indirect cost of £239.40 per annum for the lease of the franking machine from Pitney Bowes, plus occasional ink costs.

## **2. SUMMARY:**

**2.1.** Using the figures from Conservatree, used for the above calculations, if one tree produces 16.67 reams and our meetings used a total of 41.89 reams, then 2.5 trees were used to print our agendas in 2019<sup>11</sup>.

**2.2.** Sheets of paper used to print all the agendas last year: 22,230.

**2.3.** Trees cut down – 2.66<sup>12</sup>.

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<sup>5</sup> 12 copies x 641 pages = 7692 sheets of paper

<sup>6</sup> 7692/500 = 15.38 reams of paper

<sup>7</sup> 15.38/5 x 19.98 = £61.45

<sup>8</sup> 18 copies x 331 pages = 5958 sheets of paper

<sup>9</sup> 5958/500 = 11.91 reams of paper

<sup>10</sup> 11.91/5 x 19.98 = £47.59

<sup>11</sup> 41.89/16.67 = 2.51 trees

<sup>12</sup> 22230 (sheets of paper)/8333 (sheets in a tree) = 2.66 trees

### **3. OPTIONS:**

- 3.1.** Sending out all agenda reports packs electronically in future, unless paper copy is absolutely necessary. The only exception to this is that we still have a legal requirement to send the summons by post (this has not yet been removed by an update to the legislation in Wales).
- 3.2.** Having the agenda displayed on the projector screen in meetings rather than printing spare packs.
- 3.3.** Planting trees to replace those we are using.
- 3.4.** Continuing to purchase sustainably resourced paper.
- 3.5.** Ending the lease contract for the franking machine and using stamps instead, with a small electronic scale being required for larger, heavier items (to save queuing in the Post Office).

### **4. RECOMMENDATION:**

- 4.1. That the Council adopts 3.1 to 3.5 above.**



Summary of Small Grant Applications for 2020/21

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Purpose of Grant:	Notes / Exp Powers:	S137 Total	Paid	Report
<u>Urgent Covid-19 grant apps considered 11.6.20 (PCRT):</u>								
S Old Colwyn Events / Foodbank		11.6.20	500	To continue supporting Old Colwyn and Glyn ward residents with pharmacy collections and food parcels /shopping etc (for next three months)				
T Conwy Sea Cadets		11.6.20	0	To assist towards building costs, whilst the group has no income				
U Youth Shedz 4:28		11.6.20	500	Running costs for the soup n sox van, supporting on average 15 vulnerable people per week in the Colwyn Bay area				
			1000					
V Ty Gobaith	£500	01.07.20		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				
W Ysgol Llandrillo yn Rhos	£350	07.07.20		Towards the purchase of a defibrillator to be placed outside of the school				
<b>ANNUAL BUDGET 2020/21 =</b>		<b>£10,000</b>	<b>TOTAL YTD=</b>	<b>£7,920</b>				
<b>Unspent Cllr Ward Allowances (19'20)</b>		<b>£1,900</b>						
<b>Unspent small grants budget from 19'20</b>		<b>£6,990</b>						
<b>Plus unclaimed Cllr Basic Payments 2019'20</b>		<b>£18,890</b>						
		<b>£18,890</b>						

#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.