

**MINUTES OF A POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON WEDNESDAY 12<sup>TH</sup> MAY 2021**

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

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

**371/20 Welcome and Apologies for Absence**

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

**372/20 Declarations of Interest:**

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

**373/20 Minutes:**

***Resolved to approve and sign, as a correct record, the Minutes of:***

***(a) The last meeting of the Committee, held on 24<sup>th</sup> March 2021.***

**374/20 Matters Arising from Previous Meetings:**

**(a) Min. 250/20(d) - Room Hire Policy:** The Clerk submitted, for consideration, the draft wording for the room hire policy for the Town Hall.

***Resolved to recommend the room hire policy for adoption.***

**375/20 Finance:**

**(a) *Resolved to authorise payments made on behalf of the Council for the period 1.3.21 to 31.3.21 and 1.4.21 to 30.4.21, as detailed in Schedule 'A' attached.***

**(b) *Resolved to authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliations as at 31.3.21.***

**(c) *Resolved to receive the draft income and expenditure statement as at 31.3.21 (prior to any year-end adjustments), as detailed in Schedule 'B' attached.***

Members noted that the Clerk is in the process of finalising the year-end accounts, prior to the internal audit at the end of this month.

**(d) Members noted the following correspondence from CCLA:**

**(i) Market Report as at March 2021**

- (ii) Property Sector Review, April 2021
- (iii) Market Report as at April 2021
- (iv) LAPF update.

**376/20 Welsh Government:** Members noted that no correspondence had been received.

**377/20 Conwy County Borough Council:**

**(a) Resolved to authorise payment of the previously approved contributions for Theatr Colwyn / Oriel Colwyn for 2021/22:**

- (i) Theatre Colwyn - £55,000**
- (ii) Oriel Colwyn – £10,000**
- (iii) Gogs Film Festival (event grant) - £5,000**

**(b)** The Clerk submitted, for consideration, a response received from Bay Life (regarding a potential application for UK Covid Renewal funding towards regeneration projects) which stated that the grant was a 90% revenue 10% capital funding opportunity and, therefore, could not be used for this purpose. It was suggested that an application could possibly be made for capital funding towards the proposed digital noticeboards from the WG Transforming Towns fund.

***Resolved to request the Clerk forwards on details of the UK Covid Renewal funding to Judy Greenwood for information.***

**378/20 Town Hall:**

**(a) Resolved to authorise expenditure related to equipment and labour for enabling the Main Chamber for hybrid meetings (approx. 6 hours labour plus cabling and connections).**

The Clerk advised members that hybrid meetings are likely to be a permanent feature, in accordance with the recent Local Gov't and Elections (Wales) Act, and asked members to consider approving a budget of up to £1,000 to purchase a suitable conference style camera, with wide angle lens and automated, up to 15x zoom capacity, to improve video coverage of meetings and facilitate improved hybrid meeting technology.

***Resolved to delegate authority to the Clerk to seek advice, as required, and purchase suitable camera equipment to facilitate better quality hybrid meeting coverage.***

**(b) Bison Bede Platform Lift:** The Clerk submitted, for consideration, the recent six-monthly inspection report which detailed some minor damage to the hydraulic pump outer casing, and a response received to a request for lift servicing.

Members noted that the lift was approx. 20 years old and that Bison Bede no longer traded, and members discussed whether a capital reserve needed to be set

up for when the lift would need to be replaced. Cllr P Richards offered to make further enquiries in respect of a contact who may be able to assist with service/repairs in future.

***Resolved to request the Clerk seeks quotations for a new lift to see if a capital reserve is required.***

**379/20 Local Members Ward Allowances:**

The Clerk submitted, for consideration, the following project proposal:

- (i) Cllr C Brockley - £550 to the Llandrillo Educational Charity

***Resolved to approve proposal (i) for payment.***

**380/20 Grants:**

- (a) Small grants 2021/22:** The Clerk submitted, for consideration, an urgent application received from Sure Hope Church for Q1.

***Resolved to approve payment of the application, as detailed in Schedule 'C' attached.***

- (b) Thank you Letters:** Members noted thank you letters from the following grant recipients:

- (i) Min-y-Don Bowling Club (small grant)
- (ii) MacMillan Cancer Support (small grant)
- (iii) Benefit Advice Shop (large grant – first instalment)
- (iv) Homestart Conwy (large grant – first instalment)
- (v) Y Pentan (large grant)

Meeting closed at 7.00pm

..... Chairman

## Nominal Analysis Details

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2021	Canda Copying Ltd	DD	114.00		19.00	4040	101	95.00	Copier Rental
01/04/2021	I P Williams	FP	129.90			4032	101	129.90	Translations March
01/04/2021	Cllr C Brockley	FP	50.30			4530	170	50.30	Ward Allowances - Leaflets
01/04/2021	One Voice Wales	FP	250.00			4020	106	250.00	Cllr Training
01/04/2021	Conwy County Borough	FP	732.25			4150	110	732.25	NNDR Town Hall
01/04/2021	Society Local Council Clerks	FP	54.00		9.00	4020	101	45.00	SLCC/OVW Conference
01/04/2021	CCLA	TNSFR	200,000.00			5000		200,000.00	PSDF Investment (Gen Reserves)
06/04/2021	Barclay Card	DD	10.00			4155	101	10.00	Phone Top up
15/04/2021	HMRC	FP	1,775.21			4000	101	1,775.21	PAYE & NI
15/04/2021	Cllr N Bastow	FP	120.00			4017	106	120.00	Cllr Paym't 20'21
15/04/2021	Cllr A Pearson	FP	120.00			4017	106	120.00	Cllr Payment 20'21
15/04/2021	Cllr Debra Jones	FP	120.00			4017	106	120.00	Cllr Payment 20'21
15/04/2021	Employees	FP	5,326.15			4000	101	5,326.15	Salaries April
15/04/2021	Gwynedd Council	FP	1,628.92			4000	101	1,628.92	April pensions
16/04/2021	L Austin	FP	26.00			4000	101	26.00	WFH Allowance
16/04/2021	R Dudley	FP	26.00			4000	101	26.00	WFH Allowance
16/04/2021	S & L Industrial Cleaners	FP	65.00			4160	110	65.00	TH Windows
16/04/2021	Y Pentan	FP	500.00			4300	130	500.00	Large Grant 21'22
16/04/2021	Canda Copying Ltd	FP	2.20		0.37	4040	101	1.83	Photocopies Q4
16/04/2021	Benefit Advice Shop	FP	2,000.00			4300	130	2,000.00	Large Grant 21'22
16/04/2021	Menter Iaith	FP	950.00			4315	130	950.00	Youth Grant
16/04/2021	Citizen's Advice Bureau	FP	2,900.00			4300	130	2,900.00	Large Grant 21'22
16/04/2021	Kind Bay Initiative	FP	3,000.00			4300	130	3,000.00	Large GRant 21'22
16/04/2021	Microshade Business	FP	145.78		24.30	4041	101	121.48	IT Services
16/04/2021	Colwyn Youth Centre	FP	1,450.00			4315	130	1,450.00	Youth Grant
16/04/2021	Conwy County Borough	FP	114.00		19.00	4520	170	95.00	BBQ Signs
16/04/2021	Conwy County Borough	FP	6,000.00		1,000.00	4311	130	5,000.00	Imagine Project Contribution
16/04/2021	Home Start Conwy	FP	1,250.00			4300	130	1,250.00	Large Grant 21'22
16/04/2021	Sport Conwy	FP	1,000.00			4315	130	1,000.00	Youth Grant
16/04/2021	Cruse Bereavement Care	FP	1,250.00			4300	130	1,250.00	Large Grant 21'22
19/04/2021	EON	DD	10.32		0.49	4155	170	9.83	Elec Feeder 1 Station Road
19/04/2021	EON	DD	10.14		0.48	4155	170	9.66	Elec Feeder pillar 2
20/04/2021	British Gas	DD	767.00		127.83	4155	111	639.17	Elec Rhiw Road
20/04/2021	British Gas	DD	439.56		73.26	4155	111	366.30	GAS Rhiw road
20/04/2021	British Gas	DD	15.96		0.76	4155	112	15.20	GAS Rear Annexe
20/04/2021	British Gas	DD	122.27		5.82	4155	110	116.45	Gas Town Hall
30/04/2021	ONECOM	DD	69.28		11.55	4155	110	57.73	Phones/Broadband
30/04/2021	GLS Educational Supplies	FP	43.54		7.26	4025	101	36.28	Stationery
30/04/2021	Bayside Radio	FP	5,760.00			4300	130	5,760.00	Large Grant
30/04/2021	LiveTech	FP	48.00		8.00	4041	101	40.00	Update Website
30/04/2021	Snowdonia Fire Protection LTD	FP	102.00		17.00	4160	110	85.00	Annual Service Town Hall

## Nominal Analysis Details

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/04/2021	Snowdonia Fire Protection LTD	FP	84.00		14.00	4160	112	70.00	Annual Service Rear Annexe
30/04/2021	Conwy County Borough	FP	70,000.00			4490	155	65,000.00	Theatr/Oriel Gallery Funding
						4420	150	5,000.00	Gogs Film Festival Event Grant
30/04/2021	Conwy County Borough	FP	5,250.00			4600	190	5,250.00	Bus Shelter Maintenance
30/04/2021	Ysgol Bryn Elian	FP	3,000.00			4300	130	3,000.00	Large Grant 21'22
		Total Payments	<u>316,831.78</u>	<u>0.00</u>	<u>1,338.12</u>			<u>315,493.66</u>	

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Office Rental Income	2,191	1,096	2,200	1,104			49.8%
1005 Room Hire Income	3,860	(20)	3,200	3,220			(0.6%)
1010 Photocopying Receipts	82	7	100	93			7.3%
1080 Grant Income	500	28,636	0	(28,636)			0.0%
1085 Events Income	2,634	0	2,000	2,000			0.0%
1090 Colwyn In Bloom Income	185	0	0	0			0.0%
1095 Community Projects Income	0	2,000	0	(2,000)			0.0%
1176 Precept	456,000	479,700	479,700	0			100.0%
1190 Interest Received	1,738	881	1,500	619			58.8%
1195 Earmarked Capital Receipts	7,363	5,441	7,200	1,759			75.6%
1999 Other Income	13,137	(360)	13,500	13,860			(2.7%)
<b>Total Income</b>	<b>487,690</b>	<b>517,382</b>	<b>509,400</b>	<b>(7,982)</b>			<b>101.6%</b>
<u>Expenditure Detail</u>							
4000 Salaries	99,271	103,801	104,500	699		699	99.3%
4015 Travel Expenses	896	3	1,250	1,247		1,247	0.2%
4017 Members Allowances	2,350	360	5,950	5,590		5,590	6.1%
4020 Seminars/Courses	1,969	772	2,700	1,928		1,928	28.6%
4025 Stationery & Supplies	1,539	1,187	1,750	563		563	67.8%
4026 Postages	1,272	240	1,500	1,260		1,260	16.0%
4027 Insurance	4,325	5,691	4,500	(1,191)		(1,191)	126.5%
4030 Audit Fees	668	(267)	700	967		967	(38.1%)
4032 Professional Fees	5,132	4,253	6,000	1,747		1,747	70.9%
4035 Subscriptions	531	526	2,500	1,974		1,974	21.0%
4040 Office & IT Equipment	1,275	1,960	1,500	(460)		(460)	130.7%
4041 IT & Software Support	2,736	2,945	2,300	(645)		(645)	128.1%
4100 Mayor's Allowance	1,058	144	1,500	1,356		1,356	9.6%
4105 Civic Regalia	3,377	0	500	500		500	0.0%
4115 Municipal Events	3,015	0	2,950	2,950		2,950	0.0%
4120 Election Expenses	9,123	281	16,000	15,719		15,719	1.8%
4150 Rates	7,713	7,356	7,950	594		594	92.5%
4155 Utilities	15,219	15,037	18,150	3,113		3,113	82.8%
4160 Repairs & Maintenance	10,066	6,770	16,400	9,630		9,630	41.3%
4166 Fire Alarm	371	291	1,200	909		909	24.2%
4300 Large Grants	27,145	23,500	30,000	6,500		6,500	78.3%
4301 Large Grants S137	8,615	0	0	0		0	0.0%
4305 Small Grants	1,100	12,220	22,090	9,870		9,870	55.3%
4306 Small Grants S137	3,524	0	0	0		0	0.0%
4310 Scholarships S137	1,500	1,500	1,500	0		0	100.0%
4311 Regeneration/Projects	0	4,840	56,500	51,660		51,660	8.6%

## Detailed Income &amp; Expenditure by Account 04/05/2021

Month No: 12

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4312 Community Eng / Place Plans	0	0	20,000	20,000		20,000	0.0%
4314 Regeneration/Projects S137	6,000	0	0	0		0	0.0%
4315 Youth Grants	2,000	0	15,000	15,000		15,000	0.0%
4330 Sponsorships	0	0	500	500		500	0.0%
4400 Prom Day	10,000	0	10,000	10,000		10,000	0.0%
4402 Bonfire	13,680	0	17,500	17,500		17,500	0.0%
4403 Christmas Event	0	0	5,000	5,000		5,000	0.0%
4404 Parc Eirias Event	0	0	20,000	20,000		20,000	0.0%
4405 1940's Event	0	0	15,000	15,000		15,000	0.0%
4420 Other Events	35,011	478	45,000	44,522		44,522	1.1%
4460 Colwyn in Bloom	13,608	10,396	21,500	11,104		11,104	48.4%
4490 Theatr Colwyn Contribution	55,000	55,000	55,000	0		0	100.0%
4501 Play Schemes	6,500	0	6,750	6,750		6,750	0.0%
4502 Christmas Lights	26,958	22,379	27,500	5,121		5,121	81.4%
4503 CCTV	22,273	11,088	11,088	0		0	100.0%
4504 Parks & Gardens	0	0	500	500		500	0.0%
4507 Other CCBC Service Contributio	0	0	25,000	25,000		25,000	0.0%
4508 Andrew Fraser Memorial Clock	5,000	15,748	0	(15,748)		(15,748)	0.0%
4510 War Memorial Maintenance	1,850	0	200	200		200	0.0%
4520 Street Furniture	5,425	9,626	7,500	(2,126)		(2,126)	128.3%
4530 Ward Allowances	(120)	2,910	14,758	11,848		11,848	19.7%
4531 Ward Allowances S137	2,991	(600)	0	600		600	0.0%
4601 Play Equipment	0	47,950	66,500	18,550		18,550	72.1%
<b>Total Overhead</b>	<b>419,966</b>	<b>368,386</b>	<b>694,186</b>	<b>325,800</b>	<b>0</b>	<b>325,800</b>	<b>53.1%</b>
<b>Total Income</b>	<b>487,690</b>	<b>517,382</b>	<b>509,400</b>	<b>(7,982)</b>			<b>101.6%</b>
<b>Total Expenditure</b>	<b>419,966</b>	<b>368,386</b>	<b>694,186</b>	<b>325,800</b>	<b>0</b>	<b>325,800</b>	<b>53.1%</b>
<b>Net Income over Expenditure</b>	<b>67,724</b>	<b>148,996</b>	<b>(184,786)</b>	<b>(333,782)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>67,724</b>	<b>148,996</b>					

Summary of Small Grant Applications for 2021/22

**SCHEDULE C**

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	<i>Moved to Youth Grants</i>	Purpose of Grant:	Exp Powers:	S137 Total	Notes:	Report received:
A <u><i>Urgent application considered 12.05.21</i></u> Sure Hope Church	£500	12.05.21	£500.00		To purchase a large freezer to hold frozen food donations				
<p><b>ANNUAL BUDGET 2020/21 = £10,000</b></p> <p><b>Plus unclaimed Cllr Allowances 2020'21</b></p>									
	<u>£10,000</u>		TOTAL YTD=	<u>£500</u> <u>£0</u>			<u>£0</u>		

\* 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.