

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM)  
AT 6.30 PM ON MONDAY 7<sup>th</sup> JUNE 2021**

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

**OFFICERS:** Mrs C Earley, Town Clerk and RFO  
R Dudley, Assistant Clerk

**39/21 Welcome and Apologies for Absence:**

- (a) The Chairman welcomed all members to the meeting. Apologies for absence were received from Cllrs: G Baker, D Jones, H Meredith and M Tasker.
- (b) The Clerk gave a verbal update regarding Cllr H Meredith and her inability to attend meetings during the pandemic restrictions and asked for the Council to consider extending her leave of absence for a further 6 months.  
***Resolved to approve an extension of the leave of absence for Cllr H Meredith for a further 6 months.***

**40/21 Announcements:**

The Mayor had no announcements.

**41/21 Declarations of Interest:**

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

**42/21 Visitors to the Council:**

- (a) The Clerk submitted a request from Mel Lawton and James Timber, Transport for Wales, to attend the next meeting of the Council to discuss proposed improvements to bring back into use two buildings at Colwyn Bay Station. The Clerk also showed the members slides of the work done at Abergele Station.  
***Resolved to invite Mel Lawton and James Timber to the next meeting of the Council in July.***
- (b) The Chair invited the County Councillors present to give a brief report. Cllr A Khan congratulated Cllr M Jones on her inauguration as Mayor and informed the Council that the Leader of the County Council was now Cllr C McCoubrey, following the resignation of Cllr S Rowlands, due to him being elected to the Welsh Assembly.

#### **43/21 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 26<sup>th</sup> April 2021.***

(ii) ***The Annual Meeting of the Council, held on 17<sup>th</sup> May 2021.***

Members noted that the remaining items from Standing Order 4p, including the appointment of representatives to outside bodies, will be on the next Agenda and were asked to advise the clerk by end of June if they wish to stand down from any position that they currently hold.

(b) ***Resolved to receive and note the minutes of the following meetings:***

(i) ***The General Purpose & Planning Committee meetings, held on 4<sup>th</sup> May and 25<sup>th</sup> May 2021.***

(ii) ***The Policy & Finance Committee meeting held on 12<sup>th</sup> May 2021.***

(iii) ***The Colwyn in Bloom Committee meeting, held on 24<sup>th</sup> May 2021.***

(iv) ***The Volunteer Awards Committee meeting, held on 19<sup>th</sup> May 2021.***

(v) ***Notes from a meeting of the Community Plan Team, held on 24<sup>th</sup> May 2021.***

(c) **Pandemic Crises Response Team (PCRT):** Members noted that the PCRT have not met since 22<sup>nd</sup> April and the Clerk asked the Council to consider a proposal to formally disband it, now that meetings can legally proceed fully remotely, if required.

***Resolved to formally disband the Pandemic Crisis Response Team.***

#### **44/21 Matters Arising from Those Minutes:**

(a) **Min. 346/20(e) – Gutter and Roof Repairs:** The Clerk gave a brief update and asked the Council to approve authorising additional works to replace/repair lead work and re-point the chimney at the rear annexe, at the cost of £972 plus £432. It was noted that the leadwork repairs were urgent, as could cause further water ingress. The Councillors agreed it made sense to get all of the work done, whilst the scaffolding was still erected, thus saving that additional cost at a later date.

***Resolved to approve the additional work and the Clerk was asked to authorise the contractor to proceed with the work.***

(b) **Min. 346/20(g) & 360/20(b)– Digital Noticeboards:** The Clerk and Cllr Worth gave a verbal report on the joint project with GWIL and IMAGINE. It is proposed to have 3/4 digital noticeboards in the area funded in partnership with the Town Council. The Clerk asked the Council to delegate authority to the GPP Committee to submit a joint funding application to Gwynt y Mor windfarm community fund to make up any shortfall in funding.

***Resolved to delegate to the GPP Committee, authority to submit the joint funding application.***

(c) **Min 374/20– Room Hire Policy:**

***Resolved to adopt the revised policy on room hire at the Town Hall, with immediate effect.***

(d) **Min 377/20(a) – Conwy CBC Contributions:**

***Resolved to ratify payment of the contributions to Theatr Colwyn (£55,000), Oriol Colwyn (£10,000) and the GOGs Film Festival (£5,000).***

(e) **Min. 378/20a – Equipment to facilitate hybrid meetings:** The Clerk asked for feedback from the members who had attended the hybrid annual meeting virtually. Members said that the sound had been good but the camera needed to be of a higher quality for such a large room, as it was difficult to see people. The Clerk had asked Conwy CBC for advice about suitable conference room cameras, but they were unable to help, so the Clerk offered to seek advice from Cambrian Photography with regard to purchasing a suitable longer term digital webcam/camera solution for the hybrid meetings. The Clerk will update the Council when she has more information.

(f) **Min. 378/20 (b) – Town Hall Lift:** Members noted that a second opinion had been obtained from a lift servicing operator and that when a price has been received, this will be referred to the Policy & Finance Committee for a budget to be approved.

***Resolved to authorise payment of the £65 call-out/service fee.***

(g) **Min. 380/20 – Small Grants:**

***Resolved to endorse the recommendation of the Committee to award Sure Hope Church with a small grant of £500, as detailed in Schedule C to the minutes.***

(h) **Min. 12/21(d) – Colwyn in Bloom Committee:**

***Resolved to approve an amendment to the Terms of Reference to enable Cllr S Ryder to be appointed as a committee member to replace Cllr P Richards, who is already a member of the Committee as a Glyn in Bloom/Colwyn Bay Environment Federation representative.***

(i) **Min. 18/21 – Biodiversity Action Plan:**

***Resolved to adopt the draft plan.***

(j) **Community Plan Team:**

***Resolved to approve an allocation of up to £5,000 from the Community Plan budget for overtime for additional clerical support for the Community Plan Team during the next two years, to be line-managed by the Town Clerk.***

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

**45/21 Welsh Government:**

The Clerk submitted, for consideration, the following correspondence:

(a) Local Government and Elections (Wales) Act – interim guidance regarding S47 and returning to face-to-face meetings.

***Resolved to receive and note the correspondence.***

## 46/21 Conwy CBC:

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

- (a) **Bay life Strategic Management Board Meeting:** The Clerk gave a verbal report on the meeting held on the 27<sup>th</sup> April 2021, which she had attended with Cllr C Hughes. The meeting had mainly been about the Town Centre improvement plan and stakeholder's feedback. It was noted that concern had been expressed that the new plans conflict with active travel priorities by re-opening Station Road to traffic, providing a new car-park and removing the planned cycle lanes. Concern was expressed that several members had contacted CCBC after the last meeting to state differing views to the Town Council's decision to oppose the re-opening of Station Road to traffic and retain it as a vibrant, pedestrian friendly entertainment/leisure space.

***It was proposed, seconded and resolved, by a majority vote of 10 in favour to 6 against), to write to Jane Richardson, Conwy CBC to reaffirm the position of the Town Council and its opposition to the re-opening of Station Road.***

A recorded vote was requested prior to the vote taking place, in accordance with the Council's Standing Orders. The voting was as follows:

In favour: C Brockley; G Campbell; H Fleet; C Hughes; C Matthews; J Pearson; S Price; S Ryder; K Swindon; M Worth

Against: N Bastow; D Howcroft; A Khan; Mrs M Jones; R Owen; T Pearson

Temporarily absent from the meeting: A Mason

- Cllr P Richards joined the meeting at this juncture

- (b) **Draft Conwy Library and Information Strategy (includes proposals for Colwyn Bay Library):** The draft strategy was submitted by the Clerk for consideration and it was noted that the proposals and a questionnaire now open to the public to respond. Councillors felt the proposals were lacking in detail and there was no information about the fate of the Colwyn Bay Library building, should the library service move to the Coed Pella Council building. There was also concern that the proposed site is not family friendly or as accessible as the current site. The building itself is also of historic value, as it was paid for by donation/public subscription and is therefore very important in the eyes of the local community. Councillors have had lots of communication from residents who are all against the library moving.
- Resolved that copies of the proposals/questionnaire are printed for distribution by Councillors.**
- Further resolved that the Council writes to state its formal objections to the moving of the library, due to the strength of public feeling.**

- (c) Members noted a response from Ellen Edwards regarding the UK Covid Renewal Funding and also noted that this would be an agenda item for the next meeting of the Conwy Town Clerk's Group. The Clerk will report back with any further information in due course.

**47/21 Year End Accounts & Audit:**

- (a) Members received a copy of the Draft Statement of Accounts, plus supporting notes for 2020/21.
- (b) Members noted the report from the Internal Auditor and the two recommendations which needed to be addressed for y/e 31<sup>st</sup> March 2021. It was noted that these will be referred to the Policy & Finance Committee and Audit Sub-Committee for action.
- (c) ***Resolved to approve the accounting statements and Annual Governance Statement in the Annual Return for the year ended 31<sup>st</sup> March 2021, ready for submission to the External Auditor.***

**48/21 Audit Wales:**

The Clerk gave a brief verbal report on a Good Practice Exchange Online Event, 'Your Town, Your Future', which she had attended on 20<sup>th</sup> May. A case study had been shared on the use of Digital means to regenerate Town Centres, including the use of a digital App to assist in evaluating footfall, weather and events etc. A local company M-Spark is involved in a Welsh Government project to promote digital towns and CCBC has some involvement/interest in this project.

***Resolved to contact Conwy CBC to ask how the Town Council may contribute/be involved in making Colwyn Bay a digital town and to invite suitable representative(s) to attend a future meeting to give a presentation to the Council.***

**49/21 Corporate Plan Action Plan:**

The Clerk submitted the Draft Action Plan for 2021/22 and asked if members had any amendments/additions to it.

***Resolved to add 'to encourage Conwy CBC to make public facilities open for wider community use, where possible' to item 4.1 in the Draft Action Plan.***

**50/21 Correspondence:**

The Clerk submitted a letter of update from Norbert MBU-MPUTU on his efforts to strengthen links between Kinshasa, DRC and Wales, which was noted by members.

**51/21 Rhiw Ward Election:**

The Clerk submitted the notice of the timetable for the election called in Rhiw Ward and asked members to consider if poll cards are required should an election be contested at a cost of £1975 (printing and 2<sup>nd</sup> class post costs).

***Resolved to opt for poll cards if the election is contested in Rhiw Ward.***

The meeting closed at 8.30pm.

..... Chairman