

**MINUTES OF A HYBRID MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE COUNCIL CHAMBER AND REMOTELY (VIA ZOOM) AT 6.30PM ON MONDAY 19<sup>th</sup> JULY 2021**

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

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

**83/21 Welcome and Apologies for Absence:**

- (a) The Chairman welcomed all members to the meeting. Apologies for absence were received from Town Cllrs: G Baker, D Jones, A Mason, H Meredith and R Owen and from County Cllrs: B Cossey and M Doyle.
- (b) The Clerk asked the Council to consider a leave of absence for Cllr D Jones for a period of six months, due to ill health.

***Resolved to approve a leave of absence for Cllr D Jones for 6 months.***

**84/21 Announcements:**

The Mayor informed the Council that Civic Sunday would be held at 1pm on Sunday 26<sup>th</sup> September 2021 in St John's Church, Old Colwyn, and asked for members' support. Official invitations will be issued nearer to the date.

***All Members are asked to put this date in their diaries/calendars, as it is an important event in the municipal year.***

**85/21 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr Worth declared an interest in item 6(g) and left the Chamber whilst this item was being discussed.

**86/21 Visitors to the Council:**

- (a) The Clerk submitted a request from Mel Lawton and James Timber, Transport for Wales, to defer their presentation to a future meeting, due to a delay in getting the authority to proceed with the next phase of the project to bring empty station buildings into use. This was noted by members.

- (b) The Chair invited the County Councillors present to give a brief report. Cllr C Hughes reported that the Pier had been officially opened by Cllr A Khan, as Conwy CBC Chairman, last week. The Pier was now open to the public. Cllr Hughes also informed members that the developer of the Meadow Lodge development (in Eirias Park) had gone into receivership, causing delays to the project, but the Bryn Euryn Nursery redevelopment project is on time.

**87/21 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 7<sup>th</sup> June 2021.***
- (b) ***Resolved to receive and note the minutes of the following meetings:***
- (i) ***The General Purpose & Planning Committee meetings, held on 15<sup>th</sup> June and 6<sup>th</sup> July 2021.***
  - (ii) ***The Policy & Finance Committee meeting held on 30<sup>th</sup> June 2021.***

**88/21 Matters Arising from Those Minutes:**

- (a) **Min. 43/21 (a)** – Members considered the remaining matters deferred at the Annual Meeting, as follows:
- (i) **Standing Orders and Financial Regulations:** Members approved the continuation of the current documents (pending a review following receipt of guidance from the Welsh Government on the requirements of the Local Government and Elections (Wales) Act 2021).
  - (ii) Members reviewed the representation on Outside Bodies, noting the arrangements for members to provide reports back to the Council.

***Resolved to appoint Cllr Lisa Wilkins to fill the Ysgol St Joseph's school governor vacancy.***

- (iii) Members noted a copy of the updated asset register, as at 31.3.21.

- (iv) Members reviewed the council's annual subscriptions.

***Resolved to approved annual subscriptions to:***

- 1. Society of Local Council Clerks (Clerks' membership)***
- 2. North & Mid Wales Association of Local Councils***
- 3. Community and Voluntary Services Conwy***
- 4. Information Commissioners Office (registration as a Data Controller/Processor)***

- (v) Members noted a summary of the other policies/procedures adopted by the Council.

- (b) **Min. 12/21(d) & 44/21(h) – Colwyn in Bloom Committee:** Members noted that the amendment to the Terms of Reference to enable Cllr Sarah Ryder to be appointed to the Committee to replace Cllr Paul Richards was not able to be implemented, as Cllr P Richards was already a member of the Committee as a representative of Glyn in Bloom and/or Colwyn Bay Conservation and Environment Federation.

***Resolved to increase the Town Council's membership from 5 to 6 members in the Committee's Terms of Reference, to enable Cllr S Ryder to be appointed to the Committee.***

- (c) **Min. 44/21 (a) – Roof and Gutter Repairs:** The Clerk gave a verbal report on the current works and members were asked to approve several additions to the contract and consider the approval process for any further additional works, as summarised below:

- (i) Approval of the increased costs for the two new windows, of £1,182 each:

***Resolved to request the Clerk clarifies with the contractor whether the window frames would be hardwood or softwood (hardwood is preferred).***

- (ii) Estimate for flat roof repairs to rear annexe (to follow):

***Resolved to recommend delegation of approval to the Clerk, with the consent of the Mayor and Chairs of the Buildings Sub-Committee (Cllr A Khan) and Policy & Finance Committee.***

- (iii) Repairs to damage to stonework of tower:

***Resolved to approve a survey by structural engineer from Vale Consultancy (pencilled in for Friday 23<sup>rd</sup> July) at a cost of £400 + VAT.***

***Further resolved to delegate to the Clerk, with the consent of the Mayor and Chairman of the Buildings Sub-Committee and P&F Committee, to approve additional repair works to the tower, up to a maximum cost of (£2,000), or refer to Buildings Sub-Committee for approval if above this figure.***

- (iv) Repairs to roof/lead work/fascia boards for rear store (vacant):

***Resolved to delegate to the Buildings Sub-Committee to consider any further works to the vacant rear store, other than urgent repairs/making safe.***

- (v) Repairs to rotten woodwork (above former police side entrance):

***Resolved to approve works, to include rafter end and lead cap flashing at a cost of £1,056 + VAT, and to ask NW Police and CVSC to cover these costs, as per the approved cost sharing agreement.***

- (vi) ***Resolved to ratify the additional costs of £532 for minor/urgent works approved by the Clerk during a site visit with the conservation architect (whilst scaffolding was in situ - to remove growth, repair slates and clean the lead gutter to the rear annexe).***

- (vii) Other works:

***Resolved to approve the decoration of 7 high level windows and one fire escape door to the rear annexe, whilst the scaffolding is in situ, at a cost of £940.40 + VAT (and***

*note these charges will be shared by the rear annexe occupiers and town council under the existing cost sharing agreement.)*

*(viii) Resolved to delegate authority to the Clerk, in conjunction with the Mayor and Chair of the Buildings Sub-Committee (Cllr A Khan) & P&F Committee, to approve any further additional costs incurred in gaining access for the removal of shrubs/growth from any areas at height (whilst the additional scaffolding is on site) and for carrying out minor roof/other repairs requiring high level access.*

(d) **Min. 44/21(e) – Equipment to Facilitate Hybrid Meetings:** The Clerk gave a verbal report following receipt of advice/estimated costs from Cambrian Photography. A quote was still awaited but they had recommended a central control unit (approx. £300) attached to 3-4 separate cameras, positioned and focussed at locations around the Main Chamber. Due to digital cameras not having sufficient battery life, USB webcams were considered to be a better solution, as a cost of approx. £100 each. It was noted that a site visit would be required, if the Council wished to pursue this, to determine number/position/wiring requirements.

It was discussed whether this is necessary, or if the current set-up is sufficient for the time being (until guidance is received from Welsh Government and/or CCBC IT services). A member suggested that a better alternative might be an ‘off-the-shelf’ central 360 degree camera specifically for meeting rooms - with conference room capability and pre-set camera positions (not requiring voice recognition).

*Resolved to recommend deferring this and using the existing technology, until further guidance from the Welsh Government has been received.*

(e) **Min. 46/21(b) – Draft Library and Information Strategy Consultation:** The Clerk submitted, for consideration, a copy of the original conveyance document, which was noted by members.

(f) **Min. 71/21 – Small Grants:**

*(i) Resolved to ratify payment of the small grants for Q2, to Applicants B & C, as detailed in Schedule ‘C’ to those minutes.*

*(i) Resolved to ratify payment of the balance of the small grants budget from 2020/21 (£1,370) to the Llandrillo Poor Charities, as per the recommendation of the Policy & Finance Committee in March 2021.*

(b) **Min. 71/21 (b) – Events Grants:**

*(ii) Resolved to ratify payment of grants (subject to return of signed service level agreements) to Applicants F & G, as detailed in Schedule ‘D’ to those minutes.*

(iii) The Clerk submitted, for information, an update received from the organisers of the Uke-a-Bay event stating that this year's event would be ticketed and limited to 50 people with the capacity to livestream to other locations. The event was planned for Saturday 7<sup>th</sup> August, subject to Welsh Government guidelines. It was noted that the grant requested from the Town Council would therefore reduce to approximately £1,100.

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

**89/21 Welsh Government:** Members noted the following correspondence, submitted for consideration by the Clerk:

- (a) Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021. It was noted that the Clerk already holds one of the specified qualifications required for the Council to be able to use the general power of competence when it comes into force in May 2022.
- (b) An update on the relaxation of the Covid Regulations and advice on returning to face-to-face meetings and/or the workplace.

Members noted that the current guidance is still to work from home, if possible, and this is expected to continue to apply on 7th August, under the Welsh Government's phased approach to the relaxation of all restrictions. Staff will prepare for a return to the office, once the Welsh Government advises to do so.

***Resolved to recommend the Policy & Finance Committee considers the adoption of a flexible working policy (based on CCBC one), to enable some working from home to continue (on receipt of a written request from staff), once the guidance is amended and restrictions are lifted.***

**90/21 Conwy CBC:** Members noted the following reports/correspondence:

- (a) Draft Culture Strategy and Launchpads: Members received copies of the slides from a recent presentation given to Conwy Town Clerks.
- (b) The Clerk gave a verbal report following a recent meeting about the 'Transforming Towns' Welsh Government regeneration funding allocation to North Wales, which focuses on town centres.

***Resolved to request the Clerk contacts Elen Edwards, CCBC, with a view to submitting a bid/expression of interest to the 'Transforming Towns' fund for a contribution to the digital noticeboards project.***

- (c) The Clerk gave a verbal report from the Clerk on a recent 'Smart Towns' workshop.

**91/21 Insurance Renewal:** The Clerk submitted, for consideration, quotations received for the renewal of the council's combined insurance policy (due August).

***Resolved to accept Zurich 5-year Long Term Agreement at a cost of £4,380.87.  
Further resolved to approach a local broker for quotes at the next renewal.***

**92/21 Awel y Môr Offshore Wind Farm:**

***Resolved to defer any report to the General Purpose and Planning Committee meeting on the 27<sup>th</sup> July 2021.***

**93/21 Planning Aid Wales/One Voice Wales Online Event:**

Cllr Jeff Pearson gave a verbal report following a Regenerating Welsh Towns And Communities Post Covid-19 event, held on the 23<sup>rd</sup> June. In summary: 30% of retail is now bought online; towns are 34% retail, 54% residential, 10% offices; empty shops were attributed to prohibitive business rates and competition, especially in the clothing sector; stores that 'stack high sell cheap' thrive; online shopping has become more convenient post-Covid as many shops are only opening during the day when people are at work; community spirit needs to be regenerated, with councils and businesses working together, and place plans used to determine the needs of residents; an increase in pedestrianised areas, improved signage, more bins and seating, would encourage people back in to the town centres.

Cllr Pearson was thanked for his report.

**94/21 War Memorial:** The Clerk submitted, for consideration, a quotation received for the ongoing cleaning/maintenance of the war memorial in Queens Gardens, Colwyn Bay and the war memorial in Old Colwyn.

***Resolved to approve the quotations (£695 + VAT for Queens Gardens and £120 + VAT for Old Colwyn plaques) and to instruct the contractor to commence work.***

The meeting closed at 8.15pm.

..... Chairman