

MINUTES OF A POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON WEDNESDAY 30TH JUNE 2021

PRESENT: Mayor: Cllr Mrs M Jones
Chairman: Cllr D Howcroft, Vice Chairman (see Min. 60/21 below)
Cllrs: H Fleet, C Hughes, T Pearson, P Richards, L Wilkins

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

59/21 Welcome and Apologies for Absence

The outgoing Chairman, Cllr C Hughes, opened the meeting and welcomed new councillor, Lisa Wilkins, to her first committee meeting, following her election (unopposed) on 11th June.

Apologies for absence were received from Cllrs: D Jones, A Khan, H Meredith and K Swindon.

60/21 Election of Chairman and Vice-Chairman:

Nominations were invited for the Office of Chairman of the Committee for 2021/22.

It was proposed and seconded that Cllr Kate Swindon (current Vice-Chair) be elected as Chairman of the Committee. There were no other nominations.

Resolved unanimously to elect Cllr Kate Swindon as Chairman of the Committee for 2021/22.

In Cllr K Swindon's absence, Cllr Hughes then invited nominations for the office of Vice-Chairman.

It was proposed and seconded that Cllr David Howcroft be elected Vice-Chairman of the Committee for 2021/22. There were no other nominations.

Resolved unanimously to elect Cllr David Howcroft as Vice-Chairman of the Committee for 2021/22.

In the absence of the Chair, Cllr K Swindon, the Vice-Chair Cllr D Howcroft then took the Chair.

61/21 Declarations of Interest:

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

62/21 Minutes:

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

(i) The last meeting of the Committee, held on 12th May 2021.

(b) Resolved to re-appoint and approve the Terms of Reference for the following Sub-Committees, which report to this Committee, as detailed in Schedule 'A' attached:

(i) Buildings Sub-Committee

It was noted that there was currently a vacancy on the sub-committee and nominations were sought to fill this.

Resolved to appoint Cllr D Howcroft to fill the vacancy on the Buildings Sub-Committee.

(ii) Staffing Sub-Committee

(iii) Audit Sub-Committee

63/21 Matters Arising from Previous Meetings:

(a) Town Hall:

(i) The Clerk informed members that the contractors were now on site and undertaking the roof and gutter works, starting with the rear annexe, before working their way around the rest of the building. It was noted that a group of young adults had been gathering at the rear of the building, by the entrance to Conwy Connect, and leaving rubbish and bottles. The contractors have installed heras fencing with a coded padlock, after cable ties were cut through. The Clerk advised members that there may be a need to consider a permanent gate/fence at this location to avoid future issues.

Resolved to request the Clerk obtains a quote from the contractors to install a permanent gate/fence to restrict access to the area between the rear of the Town Hall and the Rear Annexe.

(ii) The Clerk submitted, for consideration, further information/quotes for a new platform lift in the Main Chamber, ranging from £8,000 to £22,000. Members noted the quotes, obtained for budgetary purposes, and discussed the service contract quote received also quoted for 2 service visits per year, which may extend the current lifts service life.

Resolved to recommend that the Council budgets to provide an earmarked reserve (of £10,000?) for the eventual replacement of the lift.

Further resolved to accept the service contract quote from Pickerings Lift, at a cost of £110.00.

(iii) Members noted the receipt of the maintenance plan, which is to be referred to the Buildings Sub-Committee once the follow-up prioritisation report is received.

Resolved to approve the payment of the maintenance plan invoice at a cost of £700 +VAT.

64/21 Finance:

- (a) Resolved to authorise payments made on behalf of the Council for the period 1.5.21 to 31.5.21, as detailed in Schedule 'B'.
(i) Resolved to ratify/authorise urgent work carried out by Computer World to improve the memory and hard drive on the Clerk's laptop to increase the processing speed and reduce the likelihood of freezing/dropping out of meetings, at a cost of £84.99.***
- (b) Resolved to authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 31.5.21.***
- (c) Resolved to note the following correspondence from CCLA:
(i) Market Report as at May 2021
(ii) Property Sector Update, June 2021
(iii) PSDF statement as at 31.5.21
(iv) Property Fund prices May 21***
- (d) Internal audit: The Clerk submitted, for consideration, the recommendations from the internal auditor following the completion of the 2020/21 audit:
(i) Risk of Supplier Fraud – the auditor recommended a section be added to the annual risk assessment to review and ensure our procedures are robust.
(ii) Review the level of fidelity insurance cover held - to ensure it covers all cash balances held.***

Resolved to delegate to the Audit Sub-Committee to write incorporate the recommendations into the risk assessment and management report for 2021/22.

Further resolved to request that the Clerk reviews the level of fidelity insurance cover and increase this, if needed, prior to renewal of the policy on 1/8/21.

65/21 Welsh Government: Members noted the following correspondence:

- (a) One Voice Wales response to the consultation draft on the Power to Trade, to be extended to Town and Community Councils in 2022.***
- (b) Notice of the publication of the Welsh Governments Programme for Government and the updated Wellbeing Statement.***

66/21 Conwy County Borough Council:

- (a) Resolved to authorise funding of £6,750 for the summer playing out programme for 2021.***

- (b) Members noted a response declining the request for a short term exemption from NNDR for two three month periods during 2020/21.
- (c) The Clerk submitted, for information, notice of the removal of the slide at Rhos playground on safety, grounds, and asked members to consider any proposal for its replacement. It was noted that the play inspector had advised that there was no funding available from the CCBC budget for its replacement. Members referred to the previous policy to request information on how the CCBC play equipment budget has/would be spent, before the town council agrees to use its own playground budget for repairs/replacement equipment.

Resolved to defer this item and ask the Clerk to request details of planned 2021/22 works from CCBC.

67/21 Town Hall Repairs & Maintenance: The Clerk informed members that a water leak has been discovered between the meter and the supply into the Town Hall and that she was awaiting quotation(s) for further investigation/repairs.

Resolved to defer to the next Committee meeting, when quotations have been received.

68/21 Insurance: Members noted that the Council's three year long term agreement with Zurich ends this year and that the Clerk is striving to obtain three quotations, prior to the policy renewal date of 1st August 2021. One broker had already responded to say that the current price from Zurich could not be matched.

Resolved to defer to the next Full Council meeting, when a second (BHIB) quotation will hopefully have been received.

69/21 Local Members Ward Allowances:

(a) The Clerk submitted, for consideration, the following project proposals:

- (i) Cllrs S Price, K Swindon and M Jones – proposed contributions of £600, £500 and £500 respectively towards a new defibrillator for the external wall at Queens Court, Abergele Road, Old Colwyn
- (ii) Cllr M Worth – proposed contribution of up to £175 towards Colwyn in Bloom photography competition prizes.

Resolved to approve the proposals for payment.

70/21 Independent Remuneration Panel for Wales:

The Clerk submitted, for information, the summary of allowances/payments made to members in the last financial year. The Clerk informed members that the anomaly of some members seemingly being paid twice in the same year would no longer occur as payments would now be paid in September and not at year-end. Members noted the

information.

Resolved to authorise the Clerk to submit the return to the IRPW and publish on the Council's website by 30th September, as required.

71/21 Grants:

(a) Small grants 2021/22: The Clerk submitted, for consideration, the small grant applications for Q1.

Resolved to recommend approval of grant applications B and C, as detailed in Schedule 'C' attached.

(b) Events Grants: The Clerk submitted, for consideration, the following applications received for events grants:

- (i)** Everybody's Birthday Party
- (ii)** Open Air Cinema

Resolved to recommend approval of grants for applications F and G, subject to the events being able to take place, as detailed in Schedule 'D' attached.

(c) The Clerk gave a brief update following an email from Benefit Advice Shop. The organisation had continued to assist clients throughout the pandemic despite having to close their outreach sessions at the Town Hall (funded by a large grant), by conducting telephone consultations and by visiting people in their homes, in a safe manner.

Resolved to request the Clerk circulates the emails to Committee members for information.

Meeting closed at 7.40pm.

.....Chairman

Terms of Reference

Audit Sub-Committee

<u>Membership (2020/21):</u>	Mayor and Deputy Mayor Chairman & Vice-Chairman, Policy & Finance Committee Cllr. A Khan
<u>Chairman (2020/21):</u>	Chairman, Policy & Finance Committee
<u>Quorum:</u>	Three members
<u>Reporting:</u>	The Audit Sub-Committee reports to the Policy & Finance Committee and/or directly to the Town Council

The Audit Sub-Committee advises the Policy & Finance Committee and/or the Council on, and has delegated authority to consider, any matter relating to the financial procedures and controls of the Council, to include: financial regulations, internal controls and procedures; annual investment strategy; risk assessment and management; internal and external audit arrangements.

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Buildings Sub-Committee

Membership (2021/22): Cllrs: D Howcroft; H Fleet; D Jones; A Khan; T Pearson

Chairman (2021/22):

Quorum: Three members

Reporting: The Buildings Sub-Committee reports to the Policy & Finance Committee

The Buildings Sub-Committee has delegated responsibility to prepare and prioritise a planned maintenance schedule for the Rhiw Road buildings, appoint contractors and oversee any contracts (within the budget approved) and approve the re-charging of appropriate costs to other occupiers, in accordance with the terms of any leases.

It is also responsible for considering (but not deciding upon) any future renovation or refurbishment of unoccupied parts of the building and commencing discussions on any leases to other organisations, reporting on these and making recommendations to the Policy & Finance Committee, as appropriate.

The sub-committee has responsibility to appoint member(s) to assist the Clerk with the annual inspection of the premises and updating of the inventory of contents for the Town Hall.

The Sub-Committee will also appoint a Member to attend and report back from any meetings of the Rhiw Road Buildings Occupiers' Committee.

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Staffing Sub-Committee

Membership: The Mayor, Deputy Mayor,
Chairman and Vice-Chairman, General Purpose & Planning Committee
Chairman and Vice-Chairman, Policy & Finance Committee

Chairman: The Mayor

Quorum: One Third of the Members of the Sub-Committee or three members,
whichever is the greater.

Reporting: The Staffing Sub-Committee reports to the Policy & Finance
Committee

The Staffing Sub-Committee advises the Council on all employment related matters. It has delegated authority to make arrangements for conducting the annual appraisal of the Clerk, to keep under review the employment related policies of the Council and to appoint members to any Hearing Panel which may be required under the Council's Grievance and Disciplinary Procedures.

List of Payments made between 01/05/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/05/2021	Employees	FP	5,325.75	I 007	Salaries May
14/05/2021	Cllr Neil Bastow	FP	600.00	I 007	Mayor Allowance 20/21
14/05/2021	Cllr C Brockley	FP	400.00	I 007	Chair Allowance
14/05/2021	HMRC	FP	1,965.61	I 007	PAYE & NI
14/05/2021	Gwynedd Council	FP	1,628.92	I 007	Pensions May
15/05/2021	Wales in Bloom	FP	225.00	I 008	Entry Fee for 2021
15/05/2021	Humphreys Signs Ltd	FP	114.00	I 008	Honour's Board Update
15/05/2021	Conwy County Borough Council	FP	736.00	I 008	NNDR Town Hall
15/05/2021	Princess Road Pre-School	FP	929.31	I 008	Youth Grant
15/05/2021	Thomas Jones Ltd	FP	1,042.80	I 008	Joinery Town Hall
15/05/2021	Conwy County Borough Council	FP	8,126.56	I 008	Station Road Feeder Pillars
15/05/2021	Microshade Business Consultant	FP	145.78	I 008	IT Services
15/05/2021	Sets Ltd	FP	3,493.80	I 008	Xmas Lights 20/21
15/05/2021	I P Williams	FP	433.20	I 008	Translations
17/05/2021	EON	DD	19.82	I 009	Feeder Pillars 1&2
18/05/2021	British Gas	DD	673.48	I 009	Electric Rhiw Road April
18/05/2021	British Gas	DD	383.29	I 009	Gas Rhiw Road April
18/05/2021	British Gas	DD	15.26	I 009	Gas Rear Annexe
18/05/2021	Llandrillo yn Rhos Charities	005522	550.00	I 010	Cllr C Brockley Ward Allowance
21/05/2021	One Voice Wales	FP	350.00	I 011	Member Training April
21/05/2021	Planning Aid Wales	FP	130.00	I 011	Members Training
21/05/2021	Absolute Sound & Light	FP	657.89	I 011	Hybrid Sound in Chamber
21/05/2021	Dwr Cymru	FP	977.14	I 011	Water for Rhiw Road/ Town Hall
25/05/2021	British Gas	DD	66.44	I 009	Gas Town Hall
29/05/2021	Pitney Bowes	DD	27.00	I 009	Franking Credit
31/05/2021	OneCom	DD	69.28	I 009	OneCom Phones/Broadband
31/05/2021	Staples UK Ltd	DD	77.99	I 009	INK
Total Payments			29,164.32		

Summary of Small Grant Applications for 2021/22

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Moved to Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Date Paid	Notes:	Report received:
<i>Urgent application considered 12.05.21</i>										
A Sure Hope Church	£500	12.05.21	£500.00		To purchase a large freezer to hold frozen food donations			18.6.21		
B Llandudno and Colwyn Bay Tramway Society	£500	30.06.21	£500.00		Towards ongoing maintenance/improvements to tram No7 and to progress work on narrow-gauge tram					
C RVS Companionship at Home	£200	30.06.21	£200.00		For day to day running costs: volunteer mileage, training and induction, refreshments, stationery and stamps					
ANNUAL BUDGET 2020/21 =							£10,000	TOTAL YTD=		£1,200
Plus unclaimed Cllr Allowances 2020'21							£10,000			£0
										£0

* 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.

SCHEDULE D

Events Grants 2021/22

Budget = £45,000

Ref:	Applicant:	Event:	Date(s) of event:	Amount Requested:	Total Cost: (if known)	Approved (£):	Date approved / Paid:	Covid-19 Notes	
								Email contact date	Details
<u>Brought forward from 2020/21:</u>									
A	Action for Arts Trust Ltd	Festival of Voice	t.b.c.	£ 4,500.00	£ 13,500.00	£2,200.00		23/04/20 10:39 (Sent)	Asked if they could postpone their event until 2021
B	IMAGINE Colwyn Bay	State of Independents Project	t.b.c.	£2,825.00	£11,300.00	£2,825.00		15/10/20 (sent to PCRT)	Event re-purposed to Christmas shop local campaign, but had to be postponed again due to Covid
C	TAPE Community Music and Film	Bay of Colwyn Imagine Festival	t.b.c.	£ 5,000.00	£ 113,483.00	£5,000.00		09/04/20 sent / ch	Asked if event could be postponed to 2021 Postponement Approved 7.12.20 Min 167/20(h)
<u>Considered 13.1.20:</u>									
D	Lucy Farrar	Uke a Bay		£ 3,600.00	£ 3,600.00	£3,600.00			Subject to Covid restrictions being lifted and event being able to go ahead
<u>Considered 24.3.21:</u>									
E	PMA Theatre	Wind in the Willows' show at Theatr Colwyn	18-21 November 2021	£1,000.00	£3,818.00	£1,000.00			
<u>Considered 30.06.21</u>									
F	Glyn Ward Invest Local	Everybody's Birthday Party	31st July 2021	£1,000.00	£3,300.00	£1,000.00			
G	Glyn Ward Invest Local	Open Air Cinema	27th - 28th August 202	£1,000.00	£7,321.00	£1,000.00			
				£18,925.00		£16,625.00	£0.00		
PLUS CCBC Major Events 2021/22:									
<u>Considered 6.1.21:</u>									
1	Sarah Ecob / Paul Sampson	Gogs Film Festival	t.b.c.	£ 5,000.00		£ 5,000.00			
				TOTAL:		£21,625.00	£0.00		