

**MINUTES OF A POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN
COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON WEDNESDAY 18TH AUGUST 2021**

PRESENT: Chairman: Cllr K Swindon
Cllrs: D Howcroft, H Fleet, C Hughes, P Richards, L Wilkins

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

119/21 Welcome and Apologies for Absence

The Chair welcomed members to the committee meeting. Apologies for absence were received from Cllrs: D Jones, A Khan, H Meredith and T Pearson.

120/21 Declarations of Interest:

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

121/21 Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 30th June 2021.

122/21 Matters Arising from Previous Meetings:

(a) Town Hall: The Clerk advised members that the building contractor has recently been on annual leave and she had not received any further update regarding the ongoing roof and gutter repairs. A report from the structural engineer following his visit last month is also still awaited.

Resolved to request the Clerk reports back to the Council meeting in September once any report has been received.

- Cllr C Hughes arrived at this juncture.

(i) *Resolved to ratify the emergency call-out of a plumber to clear blocked drains in the rear annexe (and note the invoice is awaited).*

(ii) The Clerk informed members that a quote is still awaited in respect of the re-piping work to resolve the suspected water leak between the meter and entry into the building.

(b) Insurance Renewal: The Clerk submitted, for consideration, a further quotation from Zurich after some amendments/additions were made to the policy. As the amended quote is significantly higher than the original premium offered, the Clerk is now seeking alternative quotations from other insurance companies and a local

broker. In the interim, Zurich had extended the current insurance policy until the 13th September (on a daily rate premium).

Resolved to defer to the Council in September, once further quotes have been obtained.

123/21 Finance:

- (a) *Resolved to authorise payments made on behalf of the Council for the period 1.6.21 to 31.7.21, as detailed in Schedule 'A'.***
- (b) *Resolved to authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 31.7.21.***
- (c) The Clerk submitted, for information, the income/expenditure account for the period to 31.7.21, and advised members that the Office and IT equipment budget line is showing a potential £500 overspend by the year-end, due to the audio connection works carried out in the main chamber to facilitate hybrid meetings.**

Resolved to note the income/expenditure account and report by the Clerk.

- (d) *Resolved to receive and note the following correspondence from CCLA:***
 - (i) Market Report as at July 2021***
 - (ii) PSDF statement as at 31.7.21***
 - (iii) Property Fund statement as at 30.6.21***
 - (iv) Property fund prices – July 2021***
- (e) *Resolved to authorise payment for the following items:***
 - (i) Cleaning of the bronze work and stone steps at Queens Gardens and bronze work at Old Colwyn (to be reimbursed from the maintenance funds held by Cllr B Cossey).***
 - (ii) Contribution towards the maintenance of Rhos Paddling Pool (£1809.81).***
 - (iii) Purchase of 50 slate plaques with town crest for use at Volunteer Awards event(s) in September and for other relevant presentations (e.g. long service awards), at a cost of £300.00 (£5.50 each plus delivery of £25).***

124/21 Welsh Government:

- (a) Members noted a briefing note on multi-location meetings which detailed the requirement for facilities to be made available for people to attend meetings remotely. The Clerk informed members that she is striving to obtain three quotes by the September Council meeting in regard to technology solutions for the Town Hall meeting rooms, to include a portable camera (with voice recognition/zoom in facility), and a new projector. The Clerk advised members that a permanently fixed camera/LED screen could prove to be problematic due Town Hall's listed building status and that a portable device would enable hybrid meetings to be run either from the main chamber or the committee room, which has better**

ventilation and is more suitable for smaller numbers of in-person attendees.

- (b) Members noted the response submitted by the Clerk to apply for the digital democracy grant.
- (c) **Transforming Towns Funding:** The Clerk submitted, for information, a response from Elen Edwards regarding the expression of interest for funding towards the four digital noticeboards. Members noted that the application required some minor reworking/revision (as the fund was for town centres, only the Colwyn Bay boards may qualify for the funding) before being resubmitted by the Clerk.
- (d) The Clerk submitted, for information, the Welsh Government's updated Covid guidance for businesses, employers and organisations, issued on 5th August. It was noted that the Clerk has now updated the Risk Assessment, in light of the updated guidance, and will circulate this to all members, and await any feedback before approval at the Council meeting in September.

The Clerk informed members that a flexible homeworking policy has been drafted, in light of current arrangements and in preparation for the full/partial return of staff to the office, based on drafts seen from CCBC/Llandrillo College. The Clerk will circulate the draft to members and sought members' views on whether a full/comprehensive policy is needed, given that the Town Council is unlikely to be able to support any request for permanent homeworking (due to being a very small staff team and the need for staff presence at Town Hall).

Resolved to request the Clerk checks with other Clerks, through N&MWALC and or SLCC branch, for any suitable bespoke policy first.

125/21 Conwy County Borough Council:

- (a) **Connecting the Town Hall to the Local Full Fibre Network:** Members noted that a revised appointment is awaited to complete the connection (delayed due to access being required to the police station).
- (b) Members noted the consultation on Council Tax premiums for second homes and long-term empty homes in Conwy County.
- (c) Members noted the information (slides) about the Community Ownership Fund.
- (d) **CCTV: *Resolved to authorise the payment of the maintenance contribution of £11,088 for the cameras for 2021/22.***
- (e) **Bay Life:** Members noted the Bay Life progress report as at 28.6.21.
- (f) **Rhos Park – damaged play equipment:** The Clerk submitted, for information, a response from Bryn Shiland to confirm that CCBC will fund the replacement of the

damaged play equipment.

- (g) Members noted the minutes of the Town and Community Council forum meeting held in April.

126/21 Independent Remuneration Panel for Wales:

The Clerk submitted, for information, a report on the review undertaken by the IRPW of payments for members of town and community councillors and note the recommendations of the panel in respect of allowances for 2022/23. Members noted that with an electorate of 20,000+, the Town Council falls into group 1, with basic payments and at least one senior payment mandatory.

127/21 Energy Contract Renewal: The Clerk submitted, for consideration, quotes received for the gas and electricity supplies for the Rhiw Road site, which are due for renewal in September. Members noted that the first quote was based on last year's energy consumption, which was lower than usual as the heating had been placed on a lower setting for 2/3rd of the site. The updated quote, circulated by the Clerk, is based on more usual consumption figures, presuming most of site will require heating this winter. The Clerk informed members that she has been advised that the Council could terminate the contract early, with no charges, should it wish to transfer responsibility for the meters to NW Police, to be able/wish to bring the meters under the NW Police energy contract from 2022 onwards.

Resolved to recommend the council enters into a new three-year fixed price contract, for price certainty, as per the broker's recommendations (with Opus Energy and British Gas Light).

128/21 Colwyn Community Wellbeing Network:

Members received the notes from a recent meeting of the Wellbeing Network and noted the Clerk and Cllr H Fleet's update on the network's progress to date.

129/21 One Voice Wales:

Members noted information on the Innovative Practice Conference, to be held remotely on Wednesday 22nd September.

130/21 Workshop Proposal:

The Clerk submitted, for consideration, an enquiry received about leasing the vacant rear storeroom to provide a workshop/exhibition space. The Clerk informed members that all current tenants of the Rhiw Road site were not-for-profit organisations, and that she would need to check if the Council had legal powers to lease to an individual/business. Members were generally supportive of the proposal, as it would make good use of a redundant building, and queried if the proposers would consider setting up as a CIC or Co-Operative.

Resolved to recommend the Clerk enters into further discussion with the proposers and to refer them to CVSC for advice on the creation of a not-for-profit organisation.

131/21 Local Members Ward Allowances:

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

- (i) Cllrs C Hughes, C Mathews, P Richards - proposed contributions of £113.33 per member (project total £339) towards Colwyn Bay Model Boat club, to refurbish the benches around the lake, and to address weed control in the lake.

Resolved to approve the proposal for payment.

Further resolved to request the Clerk sends out an updated summary of Ward Allowances remaining, due to the need for them to be spent by December 2021 because of the 2022 elections.

132/21 Grants:

- (a) **Events Grants:** No applications had been received.
- (b) Members noted the following letters of thanks:
 - (i) Llandudno and Colwyn Bay Tramway Society (Small Grant)
 - (ii) Llandrillo Charities and the Sir John Henry Morris Jones Trust (for the donations received from the year-end small grants balance for 2020/21).

Meeting closed at 7.15pm

..... Chairman

Date: 10/08/2021

Bay of Colwyn Town Council 2021/22

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Time: 13:35

Treasurers A/c 00164077

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	EON	DD	11.40	I 013	Feeder pillar 1
01/06/2021	E-on	DD	13.08	I 013	Feeder Pillar 2
01/06/2021	Coast Community RA	FPI	841.01	LA/3/21	Service Charges
01/06/2021	Coast Community RA	FPI	0.03		Service Charges
02/06/2021	Prom Ally	FPI	961.44	LA/4/21	Service Charges
02/06/2021	C J Earley	BGC	5.88	BGC	Public Sector Deposit
02/06/2021	C J Earley	BGC	-5.88		Public Sector Deposit
02/06/2021	Prom Ally	FPI	-961.44		Service Charges
04/06/2021	Sir John Henry Morris Trust	FP	4,000.00	I 012	Donation
04/06/2021	R P Dudley	FP	26.00	I 012	WFH Allowance for May
04/06/2021	L Austin	FP	26.00	I 012	WFH Allowance May
04/06/2021	N Bastow	FP	35.00	I 012	Reburse Mayor Exp May
04/06/2021	DR Williams	FP	14,376.00	I 012	Scaffolding
04/06/2021	Alpha Business Centre	FP	21.57	I 012	Year Planners
04/06/2021	Staples UK Ltd	FP	77.99	I 012	Ink
04/06/2021	Clira	FP	108.00	I 012	Monthly legionella check
04/06/2021	I P Williams	FP	561.84	I 012	Translations
04/06/2021	Barclaycard	DD	10.00	I 013	Mobile phone
04/06/2021	Sir JHm Jones Trust	COR	-4,000.00		COR - payment entered twice
15/06/2021	Employees	FP	5,325.55	I 014	Salaries June
15/06/2021	HMRC	FP	1,685.81	I 014	PAYE & NI
15/06/2021	Gwynedd Council	FP	1,628.92	I 014	Pensions
15/06/2021	JDH Business Services Ltd	FP	567.00	I 014	Internal Audit
15/06/2021	One Voice Wales	FP	150.00	I 014	Member Training
17/06/2021	British Gas	DD	650.94	I 013	Elec Rhiw Road
17/06/2021	British Gas	DD	322.22	I 013	Gas Rhiw Road
17/06/2021	Llew Jones Ltd	FP	130.00	I 015	Cllr GC Ward Allowance
17/06/2021	S & L Industrial Cleaners	FP	95.00	I 015	Cleaning Town Hall & Clock
17/06/2021	Sure Hope Church	FP	500.00	I 015	Small Grant Q1
17/06/2021	Findel GLS	FP	101.74	I 015	Litter Pick Supplies
21/06/2021	British Gas	DD	16.01	I 013	Gas Rear Annexe
21/06/2021	British Gas	DD	158.84	I 013	Gas Town Hall
22/06/2021	Pitney Bowes	DD	71.82	I 013	Franking Machine
22/06/2021	CVSC	FPI	-3,659.78		Service Charges
24/06/2021	CVSC	FPI	3,659.78	LA/6/21	Service Charges
24/06/2021	Conwy Connect	FPI	770.07	LA/1/21	Service charges
24/06/2021	Conwy Connect	FPI	-770.07		Service Charges
28/06/2021	Onecom Ltd	DD	69.28	I 013	Phone Broadband
29/06/2021	Pitney Bowes	DD	107.00	I 013	postage Credit
30/06/2021	Dewis Consultants Ltd	FP	840.00	I 016	TH Maintenance
30/06/2021	National Zoological Society	FP	54.00	I 016	GC Ward Allowance David's Day
30/06/2021	R Dudley	FP	26.00	I 016	WFH Allowance
30/06/2021	L Austin	FP	26.00	I 016	WFH June Allowance
30/06/2021	MP Lifting	FP	78.00	I 016	Lift Inspection
Total Payments			28,712.05		

List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	Canda Copying Ltd	SO	114.00	I 017	Rental Payment
02/07/2021	Microshade Business Consultant	FP	145.78	I 017	IT Services
02/07/2021	AD Window Cleaning	FP	510.00	I 017	CIB Watering
02/07/2021	I P Williams	FP	702.66	I 017	Translations
02/07/2021	Clira Ltd	FP	108.00	I 017	legionella Monitoring
05/07/2021	Barcalycard	DD	22.25	I 019	Barclaycard
15/07/2021	Employees	FP	5,325.75	I 018	Salary July
15/07/2021	HMRC	FP	1,685.61	I 018	PAYE & NI
15/07/2021	Gwynedd Council	FP	1,628.92	I 018	July Conts
15/07/2021	Conwy County Borough Council	FP	736.00	I 018	NNDR
15/07/2021	Mrs M Richardson	FP	109.73	I 018	Reimburse CIB
15/07/2021	J Westhorpe - SIP	FP	71.85	I 018	CIB Buffet
15/07/2021	EON	DD	10.14	I 019	Feeders Pillar 1
15/07/2021	EON	DD	12.76	I 019	Feeder Pillar 2
19/07/2021	British Gas	DD	616.46	I 019	Elec Rhiw Road
19/07/2021	British Gas	DD	81.25	I 019	Gas Rhiw Road
19/07/2021	British Gas	DD	15.34	I 019	Gas Rear Annexe
19/07/2021	British Gas	DD	14.05	I 019	Gas Town Hall
22/07/2021	L Austin	FP	26.00	I 020	WFH Allowance
22/07/2021	Roz Dudley	FP	26.00	I 020	WFH Allowance
22/07/2021	RVS	FP	200.00	I 020	Small Grant Q1
22/07/2021	Colwyn Bay Cricket Club	FP	45.00	I 020	CIB Awards Night 7/10
22/07/2021	Conwy County Borough Council	FP	736.00	I 021	NNDR (TH July)
22/07/2021	Society Local Council Clerks	FP	599.60	I 021	Nat Conference 2021
22/07/2021	Microshade Business Consultant	FP	145.78	I 021	IT Services JULY
22/07/2021	Conwy County Borough Council	FP	5,379.00	I 021	CIB Planting
22/07/2021	GLS Educational Supplies	FP	34.51	I 021	Stationery
22/07/2021	Computer World	FP	84.99	I 021	Computer World
22/07/2021	Conwy County Borough Council	FP	140.23	I 021	Rhiw By-Election
28/07/2021	OneCom	DD	69.28	I 019	Phones/Broadband

Total Payments	19,396.94
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