

MINUTES OF A POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON WEDNESDAY 29TH SEPTEMBER 2021

PRESENT: Chairman: Cllr K Swindon
Cllrs: D Howcroft, H Fleet, C Hughes, M Jones (Mayor), T Pearson (Deputy Mayor), P Richards, L Wilkins

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

188/21 Welcome and Apologies for Absence

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

189/21 Declarations of Interest:

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

190/21 Minutes:

- (a) Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 18th August 2021.**
- (b) Resolved to receive the notes of a Remembrance Sunday Working Group meeting, held on the 16th September 2021.**

191/21 Matters Arising from Previous Meetings:

(a) Town Hall:

- (i) The Clerk submitted a written summary and gave a verbal report on the ongoing roof and gutter repairs. Members were asked to approve/ratify quotes received for additional (urgent) works, following a site meeting with the builder and conservation architect on 10th September 2021.**

Resolved to approve quotes and ratify payments, as summarised in Schedule 'A' attached.

The Clerk informed members that £17,000 was held in an earmarked reserve, plus £23,000 had been allocated in the 2021/22 budget. Members were advised that the deficit of approximately £10,000 could come from either earmarked capital reserves, or from general reserves.

Resolved to approve the payment of the approximate deficit of £10,000 from capital reserves.

The Clerk requested authority to seek specialist VAT advice from either CCBC VAT Officer and/or SLCC VAT advisors Parkinson Partnership, due to buildings works now exceeding the amount previously estimated.

Resolved to authorise the Clerk to seek further advice regarding potential VAT implications stemming from the cost of the additional works.

(ii) The Clerk informed members that she had met a second contractor on site on Monday, who had carried out some tests and confirmed that the leak is between the meter (on pavement) and the boiler room below the Town Hall main entrance, where the supply enters the building. The pipe may be possible to repair, if not the short length of pipe will need to be replaced.

Resolved to delegate approval of the repair works to the Clerk and Chair, up to a maximum cost of £2,000.

(iii) Members were asked to consider the need for either security fencing/gate or additional CCTV coverage for the rear annexe access area behind the main Town Hall building. The Clerk submitted, for consideration, a quote received for an additional camera from Hamilton Security, and members noted that a second quote is awaited from Snowdonia Fire & Security, to add a new camera to the existing NW Police CCTV system, which can be monitored from the police station next door. The Clerk advised members that additional CCTV coverage would be the simpler/cheaper option, as this would not require planning consent and may have the advantage of out-of-hours monitoring through the police station next door. If this did not resolve the problem, fencing/gate could always be added at a later date.

Members suggested that a security gate/fence might be a more suitable long term solution and requested the Clerk seeks guidance from the planning department on what consent(s) might be required.

Resolved to defer to the next meeting while the Clerk contacts the planning department to enquire if a gate/fencing would require listed planning consent.

192/21 Digital Noticeboards:

- (a) Members noted that the expression of interest for Transforming Towns funding had been approved, but that confirmation of match funding from partners is required, before a full application can be submitted.
- (b) The Clerk gave a verbal update on funding from Together for Colwyn Bay, Imagine and application(s) to the windfarm community fund(s). Transforming Towns could provide 70% funding towards the two Colwyn Bay noticeboards, with Together for Colwyn Bay providing the remaining 30%. The Town Council, with contributions from the Imagine project and the Gwynt y Mor/Rhyl Flats Wind Farm fund, would then need to fund the digital noticeboards for Old Colwyn and Rhos on Sea. The

Clerk was waiting for further quotes and members noted that the Transforming Towns funding would need to be used by March 2022.

Members also requested that the existing wooden noticeboards still be maintained. The Clerk confirmed that the General Purpose and Planning Committee were currently looking at these, and informed members that GWIL were looking to replace the noticeboard by the Bay View Centre in Colwyn Bay.

193/21 Remembrance Sunday:

Resolved to delegate authority to the Clerk to apply for road closures and secure traffic management support for the Old Colwyn and Colwyn Bay parades/road closures, in accordance with the approved traffic management plans for the two events.

Members noted that volunteers from St David's Hospice may be able to assist with both Bonfire and Remembrance Sunday events, in return for a donation and covering cost of one member of staff.

194/21 Finance:

(a) Resolved to authorise payments made on behalf of the Council for the period 1.8.21 to 31.8.21, as detailed in Schedule 'B' attached.

(b) Resolved to authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 31st August 2021.

(c) Resolved to authorise the transfer of £150,000 from the BIA account (general reserves) into the Public Sector Deposit Fund, to reduce the funds held in Lloyds and earn a better rate of return.

(d) The Clerk submitted, for consideration, a report on the forecast reserves as at 31st March 2022, should income and expenditure for the year be as budgeted. Members noted that the forecast general reserves are approximately £17,500 higher than projected when the budget was approved, which could help cover the increased building costs and/or VAT.

(d) Resolved to note the following correspondence from CCLA:

(i) Market Report as at August 2021

(ii) Property Sector update – August 2021

(iii) Property Fund prices – August 2021

(iv) PSDF statement as at 31.8.21

(e) Members noted the balances of earmarked reserves as at August 2021.

(f) Members noted the Rialtas newsletter and authorised the Clerk to register for Making Tax Digital by April 2022.

195/21 Welsh Government: No correspondence had been received.

196/21 Conwy County Borough Council:

(a) Bay Life: The Clerk gave a verbal report following a meeting held on the 22nd September. The key points were:

(i) Progress report on key projects: Housing renewal TRI has progressed to phases 3-5; Imperial Buildings owner declined Welsh Government funding and will begin works to convert to apartments and retail imminently; Commercial Property Investment Scheme is looking at various properties within the town centre; 7 Abergele Road has a few snagging issues being resolved by the builders before lease can be drawn up; Colwyn Bay Waterfront Project is at Phase 2b; Old Colwyn promenade works will benefit from an increase in grant funding from £6.75 million to £9 million; the Douglas Road Family Centre is scheduled for completion in the Autumn; the Imagine project is nearing its completion date and a number of works are currently being wound up.

(ii) Colwyn Bay Investment and Recovery Plan (previously Integrated and Animated Spaces): Road improvements are currently under discussion between Transport for Wales and consultants; there was a desire to create a 'sense of space', tying in Station Road, Penrhyn Road and the Station forecourt with vehicle-free areas available for cafes; Station Road is an ongoing discussion with a preferred option not yet established.

(iii) Disabled access to beach: there had been progress with beach accessible wheelchairs being stored at/hired from Porth Eirias.

(iv) Pier/beach /Prom concessions: Bay Life were looking at sites for promenade concessions.

Members noted the report and questions were raised over the concessions on the promenade. Members stressed the need to make sure there is funding available to replace them before they are closed/demolished and existing occupants given opportunity first. Members noted that Geraint Edwards, CCBC, had agreed to meet with the Access Group to consider further improvements for the disabled access to the beach.

Resolved to write to Elen Edwards / Jane Richardson for further info (re: existing concessions and occupants - Rhos prom) to share with local residents.

Further resolved to write to Transport for Wales to highlight the Town Council's policy on the re-opening of Station Road.

197/21 Imagine Project:

The Clerk updated members on jointly funded projects with the Imagine Project: the

Sculpture trail installations are currently underway; the gateway signs installation imminent; the Augmented Reality trail has launched, and the underpass art project has commenced.

198/21 Bonfire Event:

The Clerk gave a verbal report following a meeting of the Bonfire Sub-Committee held on the 22nd September, and asked members to consider if any additional budget should be made available to fund additional steward support should the event go ahead.

Members discussed how they would like the sub-committee to explore other options for future events, e.g. a lumiere/light show to reduce the carbon footprint.

Resolved to approve an additional budget of up to £1,000 to meet any additional costs.

199/21 Colwyn Community Wellbeing Network:

The Clerk and Cllr H Fleet gave a brief verbal report following a recent meeting of the network. Both felt that a presentation given by Conwy Employment Hub, who worked with individuals who are facing barriers to employment and helping them to overcome these, to the wellbeing network had been beneficial. The Clerk informed the Committee that the group was currently looking at linking the Town Council's website with the Dewis website (Wales wide wellbeing resource).

Resolved to invite the Conwy Employment Hub to present at a future council meeting.

200/21 Gwynedd Pensions:

Members noted a divesting statement from Gwynedd Pension Fund.

201/21 North & Mid Wales Association of Local Councils:

Resolved to authorise renewal of membership to N&MWALC at a cost of £90 p.a. (larger councils rate).

202/21 Local Members Ward Allowances:

The Clerk submitted, for consideration, the following project proposals received from members:

- (a) Cllr G Baker - £300 for Rhos Methodist Church towards redevelopment of community facilities.

Resolved to support in principle, but to seek clarification on what the funding will be used for. Further resolved for Cllr D Howcroft to contact secretary of the

church committee to request a report/share more information about proposal for redevelopment and the implications on the community space.

- (b) Cllr M Worth - £79.48 for new Colwyn in Bloom trophy (photography competition).
- (c) Cllr C Matthews - £300 to help establish a new North Wales Merchant Navy Community Group.
- (d) Cllr Merrill Jones - request for £230 for a Skip for Tan Lan, Old Colwyn (from CCBC).

Resolved to approve payment to project proposals (a) – (d).

- (e) ***Resolved to approve a request for the ward allowance contributions approved for Eirias/Colwyn Wards to be combined to secure the installation of either one or two new defibrillators in Old Colwyn before the end of the year.***

Members were reminded that all ward allowances projects should be approved/completed by 31st December, due to the pre-election period in 2022.

203/21 Grants:

- (a) **Small Grants:** The Clerk submitted, for consideration, the applications received for Q2. It was noted that application 'A' was to be withdrawn as they were in receipt of a Ward Allowance from members.

Resolved to recommend approval of grant application C, as detailed in Schedule 'C' attached. Further resolved to request applicant B to re-submit their form on the updated grant application form.

- (b) **Events Grants:** None were received.

(c) Youth Grants:

- (i) The Clerk submitted, for consideration, a request from a PB Youth Grant applicant, Autonomy Dancers, asking to defer their funding of £1,000 to 2022, due to their event being postponed due to the pandemic.

Resolved to defer the £1,000 funding approved from the PB Youth Grants until confirmation is received that they can attend next year.

- (ii) The Clerk asked members to consider how to allocate the remaining Youth grant funding for 2021/22.

Resolved to run the Participatory Budget again, if assistance is available from CVSC/Conwy youth service.

- (d) **Letters of Thanks:** Members noted the following:

- (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.

(e) Communities & Heritage Local Projects funding opportunity: Members noted the information about the funding available. This had already been shared with Helen Jackson, to see if it might be of benefit towards any IMAGINE heritage projects, and members suggested it also be shared with the Heritage Group.

Meeting closed at 8:40pm

..... Chairman

Rhiw Road Gutter and Building Repair Works 2021

Summary of Works:

Item	Description of works	Original Quoted cost:	Additional cost:	Approved by:	Date Paid	Notes:
1. Scaffolding	erect, hire and dismantle scaffolding in 8 sections around the site	£11,980.00		Council	(2020/21)	Total cost paid in advance (previous financial year)
2020'21 Year-end sub-total		£11,980.00				
2. Gutters & downpipes	Remove all gutters, clean and re-fix Decoration of gutters Provisional sum to replace lengths of damaged gutters (cast iron) Re-fix all existing downpipes Provisional sum to replace/repair fascia and soffits Decoration of downpipes, fascias and soffits	£4,829.00 £459.75 £3,000.00 £892.00 £1,000.00 £1,536.85	£20.40			Actual spend to date = £2,394.89 £1,020.40 spent as at 23.9.21
3. Windows	Replace toilet window with new softwood window PLUS Replace kitchen window with new softwood window Alternative hardwood quote - 2 windows considered 6.9.21 - Accoya chosen Decorate six large windows (Town Hall)	£790.00 £623.00	-£790.00 £3,021.60	Council 6/9/21		instead of original softwood quoted
4. Other	New lead coping to rear annexe roof (Prom Ally) repair damaged ceiling (Prom Ally)	£725.00 £800.00				
Sub-Total (Original quote for works) =		£26,635.60				

5. Additional Works

a) Windows	Decoration of 7 first floor windows and one fire door - rear annexe		£940.00	council 19/7/21		cost to be shared between rear annexe occupiers - email sent 20.7.21 to notify
b) Roof	Removal of growth, slate repairs and cleaning of lead guttering - rear annexe Provisional sum for slate and framework repairs (main building) Rear annexe small flat roof - strip existing roof, fit boards, renew rotten fascia boards, lay new roofing felt, renew all lead cover flashings		£532.00 £5,000.00 £3,360.00	to P&F 29/9 to P&F 29/9 to be ratified 29/9		Works comited prior to scaffoldin removal Actual expenditure to date = £4,432 URGENT - works completed whilst scaffolding in situ
c) Other	Rafter end and lead cap flashing to lower extension (police/CVSC side)		£1,056.00	council 19/7/21		Cost to be shared between NWP & CVSC - notified 20.7.21
d) Turret Repairs	Repairs to turret stonework and louvres windows: additional cost for structural engineer re: tower survey repairs to turret as per SE recommendations (see report from Vale Consultancy) (installation of Helifix ties) re-pointing - provisional sum (to match) Repairs to restraining ties on turret flat roof Additional scaffolding for turret repairs		£400.00 £5,530.80 £5,000.00 £597.00 £3,114.00	council 19/7 to P&F 29/9 to P&F 29/9		
e) Ventilation Tower (Main roof)	Reinstate pigeon wire to round high level window (Town Hall) Scaffold to access ventilation tower for repairs Provisional cost for timber repairs, decoration and pigeon protection		£1,620.00 £2,000.00	to P&F 29/9 to P&F 29/9		check if any additional cost for this or if included in provisional costs
f) Chamber Roof/windows	Replacement of slate tiles to area of rear Town Hall roof release two sealed windows in main chamber (for ventilation)		(awaited) £225.12	to P&F 29/9 To be ratified 29/9		URGENT - works done to comply with RA for Volunteer Awards events
g) Main Roof/Chimney	Additional scaffolding to access main gable/chimney Removal of large vegetation from coping Provisional cost to repair chimney coping		£1,320.00 £452.42 £1,000.00	to P&F 29/9 to P&F 29/9 to P&F 29/9		
g) Miscellaneous	Skip		£210.00			
2021/22 Total Costs		£14,655.60	£34,609.34			
Updated Total Cost of Works (D R Williams plus Structural Engineer)		£60,844.94				
Plus cost of Structural Engineer		£400.00				

List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/08/2021	Barcalycard	DD	126.25	I 027	postage/CIB Prizes
06/08/2021	Small World Theatre	FP	5,000.00	I 023	Sculpture Trail
06/08/2021	Llandudno Tramway Society	FP	500.00	I 023	Small Grant
06/08/2021	S & L Industrial Cleaners	FP	30.00	I 023	Clock Cleaning
06/08/2021	Canda Copying Ltd	FP	11.81	I 023	Q1 copy Charges
06/08/2021	I P Williams	FP	303.96	I 023	Translations July
06/08/2021	GLS Educational Supplies	FP	35.80	I 023	Supplies
06/08/2021	AD Window Cleaning	FP	1,755.00	I 024	CIB Watering
06/08/2021	Clira	FP	108.00	I 024	Legionella Monitoring
06/08/2021	TAPE	FP	1,100.00	I 024	UKE -A Bay Events Grant
06/08/2021	Snowdonia Fire Protection LTD	FP	114.00	I 024	Emergency Light Repairs
06/08/2021	Conwy County Borough Council	FP	736.00	I 024	NNDR
13/08/2021	Employees	FP	5,325.35	I 025	Salaries
13/08/2021	HMRC	FP	1,686.01	I 025	PAYE & NI
13/08/2021	Farmers Bronze Restoration	FP	1,098.00	I 026	War Memorial
13/08/2021	Computer World	FP	15.00	I 026	Laptop Repair
13/08/2021	RBS Software Solutions	FP	464.40	I 026	IT Services
13/08/2021	Powlsons Ltd	FP	718.80	I 026	CIB Portfolio 2021
13/08/2021	One Voice Wales	FP	150.00	I 026	July Training
13/08/2021	Microshade Business Consultant	FP	145.78	I 026	IT Services
13/08/2021	Rhuddlan Town Council	FP	50.00	I 026	Mayoral Event
16/08/2021	EON	DD	10.65	I 027	Feeder Pillar 1
16/08/2021	EON	DD	11.40	I 027	FEEDER PILLAR 2
16/08/2021	British Gas	DD	654.76	I 027	Elec Rhiw Road
16/08/2021	British Gas	DD	61.66	I 027	Gas Rhiw Road
16/08/2021	British Gas	DD	9.21	I 027	Gas Town Hall
16/08/2021	British Gas	DD	16.05	I 027	Gas Rear Annex
19/08/2021	Conwy County Borough Council	FP	1,809.81	I 024	Paddling Pool Maintenance
20/08/2021	Pickering Lifts	FP	132.00	I 028	664 87 48 81
20/08/2021	View Creative	FP	5,928.00	I 028	Branding Project
20/08/2021	S & L Industrial Cleaners	FP	30.00	I 028	Clock Cleaning
27/08/2021	One Com	DD	69.28	I 027	Phones/Broadband
Total Payments			28,206.98		

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					
D Colwyn Bay Model Boat Club	£340.39	29.09.21		(withdrawn - ward allowance approved)	Repair / repaint all benches and seats in Eirias Park; recompense for weed cutting / inhibitors in lake					
E NWAMI	£500	29.09.21		DEFER - send updated grant form	To purchase 2 laptops to assist those in the community					
F Samaritans	£200	29.09.21	£200.00		Towards the recruitment / training of volunteers, and publicity and outreach in their catchment area to assist more people in the community,					
ANNUAL BUDGET 2020/21 =							£10,000	TOTAL YTD=		£1,400
Plus unclaimed Cllr Allowances 2021'22							£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.