

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON WEDNESDAY 17TH NOVEMBER 2021

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

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

245/21 Welcome and Apologies for Absence:

The Chair welcomed members to the committee meeting. Apologies for absence were received from Cllrs C Hughes and A Khan who were attending another meeting and may be late.

246/21 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following interests were declared:

Cllr K Swindon, personal and prejudicial interest in Item 13(b) Event Grant, as close personal associate of applicant.

Cllr P Richards, personal and prejudicial interest in Item 13(b) Event Grants, as assisting with the organisation of event.

Cllr P Richards, personal and prejudicial interest in Item 12(a) Ward Allowance, as Trustee of Colwyn Bay Conservation and Environment Federation

Tina Earley (Clerk), personal and prejudicial interest in Item 12(a) Ward Allowance, as Trustee of the Upper Colwyn Bay Community Centre.

Cllr H Fleet, personal and prejudicial interest in Item 12(a) Ward Allowance as member of Rhos on Sea Greening Group.

Cllr A Khan, personal and prejudicial interest in Item 12(a) Ward Allowance, as Trustee of the Upper Colwyn Bay Community Centre.

247/21 Minutes:

(a) Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 29th September 2021.

248/21 Matters Arising from Previous Meetings:

(a) Town Hall:

(i) Ongoing roof and gutter repairs: The Clerk informed members that an access/safety wire will need to be fitted in the main chamber roof void (now that access has been obtained via a door on gable end wall) to enable pigeon proofing to be repaired/improved. Costs to follow, and all other works on track as per

estimates previously provided.

Resolved to approve the additional work required to ensure the roof space is adequately protected from pigeons.

(ii) Water leak: It was noted that a quote for repairs is being chased through the builders on site.

(iii) The Clerk informed members that a response had been received from a Planning Officer confirming the need for listed building consent for security fencing and a gate for access to the rear annexe. Planning permission/lbc is required for any fencing as it would fall within the curtilage of the listed building. The fencing would need to be in a traditional form of either timber or metal railings (a galvanised steel palisade type would not be appropriate). Planning had requested details to include the position, height, design and materials, along with photographs, to be sent through to Planning for consideration.

Resolved to request the Clerk seek details from the builder and submits this information to Planning.

(iv) The Clerk submitted, for consideration, the updated VAT projections/ calculations in respect of the building works and members noted that advice had been sought from Parkinson Associates (previously the SLCC's VAT advisor), as the CCBC VAT officer had been unable to advise/assist. Current projections show the average VAT over a seven-year period to be just within the permitted range, to enable VAT to continue to be reclaimed in full. This will need to be checked again as we approach the year end and projected costs are more accurate, though there is further leeway due to a partial exemption for parts of the building used solely by the Town Council (for non-business purposes).

(b) Digital Noticeboards: Members received an update from the Clerk, including a spreadsheet detailing the three quotations, and approved the choice of preferred contractor/product and submission of the full application to the Welsh Government's Transforming Towns fund. The current estimate for application is for £18,000 of a total £52,000 estimated cost, to include CCBC groundworks and electrical works, which are subject to a final site survey/visit next week. The groundworks should be completed by January, with the noticeboards in situ by the end of March 2022. The Town Council's contribution is currently estimated at around £23,000, with a further £4,000 from the IMAGINE project, as the Welsh Government and Together for Colwyn Bay funds can only be used for the two central Colwyn Bay screens.

Resolved to recommend approval of an increased budget (if required) of up to £24,000 to ensure the four digital screens can be supplied/installed by March.

(c) Insurance Renewal: Members noted that the updated insurance valuation report for the Town Hall has been submitted to Zurich, to comply with the renewal condition.

(d) North and Mid Wales Association of Local Councils: Members noted a response received from the Secretary of N&MWALC in support of the Council's request to keep Station Road closed to traffic.

(e) Together for Colwyn Bay: The Clerk submitted, for consideration, a request for from T4CB for further discussion about use of the rear outhouse. Members proposed that discussions continue and stated that they wanted T4CB to ensure/confirm that it will be available as a multi-use facility for Glyn ward residents.

Resolved to ask the Clerk to respond and find out more about its intended use and report back to a future meeting.

249/21 Finance:

(a) Resolved to authorise payments made on behalf of the Council for the period 1.9.21 to 30.09.21 and 01.10.21 to 31.10.21, as detailed in Schedule 'A' attached.

- Cllr C Hughes arrived at this juncture.

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

(c) Resolved to receive and note the following correspondence from CCLA:

(i) PSDF statement as at 31.10.21

(ii) Local Authority Property Fund statement as at 30.9.21

(iii) CCLA Market Report 31.10.21

(iv) LAPF prices as at 31.10.21

(d) Members received a brief verbal report from the Clerk and noted the income/expenditure report as at 30th September 2021 (half-year).

(e) The Notice of Rialtas (finance software) fees for 2022/23 was received and noted by members.

(f) Bangor University: Resolved to approve the payment of the invoice for the 2021/22 academic year.

Welsh Government: Members noted the following correspondence:

(a) A letter detailing the Welsh Ministers' concerns as to coronavirus numbers and, as winter approaches, the pressures on the NHS.

(b) Notice of a Local Government and Housing Committee inquiry into second homes.

250/21 Conwy County Borough Council:

(a) Imagine Project: The Clerk informed members that the Imagine project had been granted an extension until March to ensure project completion and to undertake

work on legacy arrangements. Cllr C Brockley had also been in attendance at the meeting held on the 9th November 2021 and would report back to the General Purpose and Planning Committee. The Gateway signs had now been installed and the sculpture trail was nearing completion.

- (b) The Clerk submitted, for information, a notice of a recent survey on the evening economy, with members noting a recent resurgence in people out during the evening in Colwyn Bay.
- (c) **Bonfire Event:** The Clerk informed members that the recent Bonfire Event had been a success, with a good turnout and an increase in donations of 30% on the evening, compared to recent years. The swans on the boating lake had been seen the day after the event and were feeding happily.

Members discussed the implications of holding the Bonfire event in future. The Clerk informed members that she would be attending a climate change meeting and the Council would be reviewing its Climate Change Action Plan, before arranging a Bonfire sub-committee meeting in the New Year.

Resolved to recommend that Cllr H Fleet be invited to attend the next Bonfire Sub-committee meeting to feedback information she had received from a climate change expert regarding organised bonfire night events.

Cllr C Hughes informed members that the Colwyn Bay Conservation and Environment Federation had undertaken a litter-pick the day after the event and had collected 60kg of rubbish, including plastic firework holders. Members queried whether the Conservation and Environment Federation could also be represented on the Bonfire Sub-Committee. It was noted that one of the Town Council's representatives on the committee is also a member of the Federation, but is sometimes unable to attend due to other commitments.

Resolved to request the General Purpose and Planning Committee reviews/ amends the Bonfire Sub-Committee's Terms of Reference to allow Colwyn Bay and Environment Federation to have a seat on the Committee.

- (d) Members supported, in principle, a request received from CCBC for ongoing funding support for major events in 2022.

Resolved to request the Clerk to add these events to the draft budget for 2022/23 and take to Full Council for consideration.

251/21 Cyber Security:

A notification (from Microshade) that the National Cyber Security Centre (a part of GCHQ) are rolling out a pilot programme called Active Cyber Defence, was noted by members.

252/21 Society of Local Council Clerks:

Members noted the National Conference notes from the meeting held in October.

253/21 Gwynedd Pension Fund:

The Clerk submitted, for consideration, a letter from a group of residents regarding the Local Government Pension Scheme's investment portfolio. Members agreed with several of the points made in the letter.

Resolved to request the Clerk write to the group to thank them for their comments. Further resolved to write to Gwynedd Pension Fund to ask for a response and to encourage them to take action.

254/21 Community Plan Team:

- (a) The Clerk and Cllr H Fleet informed members that Planning Aid Wales had been appointed to support the development of a community/place plan for the Bay of Colwyn area, following a recent appointment panel. Planning Aid Wales were a charity with expertise in the production of Place and Community Plans, and would be creating a new part-time job for someone in the area.

A member stated that he was not happy that, as a County Councillor, he had been prevented from being on the Steering Group by the Town Council, but that the Steering Group had subsequently (some time later) appointed a different County Councillor as an official representative of the Central Area Local Members Forum on the group.

- Cllr A Khan arrived at this juncture.

Resolved to request that the Town Council deliberate adopting a policy: that all members be treated equally, and that no town councillor serving as a county councillor should be treated differently (when considering appointments to outside bodies).

Further resolved that Cllr H Fleet would raise the issue with the Community Plan Team Steering Group at the next meeting.

- (b) Members noted the slides from a recent presentation given to town and community councils in Conwy in respect of Transforming Towns funding.

255/21 Local Members Ward Allowances:

- (a) The Clerk submitted, for consideration, the following project proposals received from members:

- (i) Cllr Sarah Ryder – deferred until Full Council (form awaited)
- (ii) Cllr Adrian Mason - £600 for Chromebooks for Ysgol Hen Golwyn

- (iii) Cllr Paul Richards - £166 towards the Andrew Fraser Memorial Clock
- (iv) Cllrs Chris Hughes, Colin Matthew and Paul Richards - £670.36, £186.67 and £600 respectively, towards an adventure/trim trail in Eirias Park
- (v) Cllr Ricki Owen - £900 towards grounds improvement works at Upper Colwyn Bay Community Centre
- (vi) Cllr Hannah Fleet - £900 towards planting/environmental projects by Rhos on Sea Greening Group

Resolved to authorise payment for proposals (ii) to (vi), and to defer proposal (i) to Full Council on the 6th December (when further information has been submitted).

- (b) Members noted that the next Council meeting will be the last opportunity for approval of any ward allowances for the 2021/22 financial year.

Resolved to request that the Clerk sends out an updated summary of all remaining ward allowances to members.

256/21 Grants:

- (a) **Small Grants:** The Clerk submitted, for consideration, the deferred application from Q2 (NWAMI) and an urgent application received for Q3 from Sure Hope Church.

Resolved to decline the application from Applicant 'E', due to concern about a lack of suitable premises, but to arrange a personal visit to explain the reason and to support the applicant to submit an alternative/ improved application. Further resolved to approve payment for Application 'G', as detailed in Schedule 'B' attached.

- (b) **Events Grants:**

- Cllr K Swindon declared an interest in the item and retired to the waiting room for the duration of this item.

The Clerk and Cllr P Richards gave a verbal update on the postponed TAPE winter lights/projections project from 2020/21 (£5,000 had been approved). Cllr P Richards had accompanied Neil from TAPE around Colwyn Bay to locate possible sites for Christmas animations and projections this year to supplement the festive lighting. The proposal was to also make a Christmas song and for local people to be involved in making this and the 2d/3d models for the animations. Potentially, this could be extended in future to get more businesses involved and expand out into Old Colwyn and Rhos on Sea.

Resolved to approve the budget (£5,000) to be carried forward to run the event this year.

(c) **Large Grants:** Members noted the part-year report from the Benefit Advice Shop.

Resolved to authorise payment of the second instalment of the large grants for 2021/22, as detailed in Schedule 'C' attached.

(d) **Letters of Thanks:** Members noted the letters of thanks from the following:

(i) Colwyn Bay Model Boat Club (small grant)

257/21 Confidential Item:

In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order 3(d), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

(a) The Clerk gave a verbal update in respect of the discussions about the proportion of liability for the claim relating to the 2018 bonfire event.

Resolved to defer to Full Council.

Meeting closed at 8.30pm.

..... Chairman

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2021	Penrhyn Slatecraft	FP	360.00	I 029	Slate Plaques
02/09/2021	Wispy Willow Creations	FP	500.00	I 029	Fisherman Sculpture repair
02/09/2021	Beaumaris Town Council	FP	30.00	I 029	WIB Awards
02/09/2021	Conwy County Borough Council	FP	736.00	I 029	NNDR Town Hall
02/09/2021	Louise Austin	FP	26.00	I 029	WFH Aug Payment
02/09/2021	Roz DudleyWF	FP	26.00	I 029	WFH Aug Payment
02/09/2021	Snowdonia Fire Protection LTD	FP	72.00	I 029	Call out 20/8
02/09/2021	AD Window Cleaning	FP	1,830.00	I 029	CIB Watering
02/09/2021	Clira	FP	108.00	I 030	Monthly Monitoring
02/09/2021	I P Williams	FP	430.20	I 030	Translations for August
02/09/2021	Cllr Merrill Jones	FP	63.75	I 030	Mayor Expenses
10/09/2021	Bus Inst Access Savings Acc	TFR	130,000.00		
10/09/2021	Zurich Management Services	FP	7,498.75	I 032	Insurance
10/09/2021	Microshade Business Consultant	FP	145.78	I 032	IT September
10/09/2021	Zurich Management Services	FP	-324.16	TE	correction due to VAT error
10/09/2021	Zurich Management Services	FP	324.16	TE	Insurance re-entered (no VAT)
10/09/2021	Zurich Management Services	FP	324.16		Insurance lift inspection cont
10/09/2021	Zurich Management Services	COR	-324.16	TE	Reverse of correction
13/09/2021	Llandrill Charities	005529	1,370.00	I 032	Underspend Small grants
15/09/2021	EON	DD	10.84	I 031	Feeder Pillar 1
15/09/2021	EON	DD	13.08	I 031	Feeder Pillar 2
15/09/2021	British Gas	DD	631.60	I 031	Elec rhiw road
15/09/2021	Employees	FP	5,325.75	I 033	Salaries September
15/09/2021	Cllr Merrill Jones	FP	750.00	I 033	Mayoral Allowance
15/09/2021	HMRC	FP	1,785.61	I 033	PAYE & NI
15/09/2021	Gwynedd Council	FP	1,628.92	I 033	Sept Pension Conts
20/09/2021	British Gas	DD	96.36	I 031	Gas Rhiw Road
20/09/2021	British Gas	DD	16.01	I 031	Gas REar Annexe
20/09/2021	British Gas	DD	20.26	I 031	Gas Town Hall
22/09/2021	Pitney Bowes	DD	71.82	I 031	Postage
28/09/2021	OneCom	DD	69.28	I 031	OneCom
30/09/2021	Village Deli Miss L A Jones	FP	461.65	I 034	Civic Sunday Catering
30/09/2021	Colwyn Bay Model Boat Club	FP	339.00	I 034	CH CM PR Ward Allowance
30/09/2021	Chris Hemmings	FP	438.89	I 034	CIB Reimbursement
30/09/2021	Just a Bite	FP	870.00	I 034	Volunteer Awards Catering
30/09/2021	AD Window Cleaning	FP	1,660.00	I 034	CIB Watering September
30/09/2021	Clira	FP	108.00	I 034	Monthly Monitoring Sept
30/09/2021	Louise Austin	FP	26.00	I 034	WFH Sept
30/09/2021	One Voice Wales	FP	150.00	I 034	Training Cllr Ryder
30/09/2021	Planning Aid Wales	FP	60.00	I 035	Training GB/CM
30/09/2021	Roz Dudley	FP	41.45	I 035	CIB Expenses
30/09/2021	S & L Industrial Cleaners	FP	30.00	I 035	AF Clock Cleaning
30/09/2021	Conwy County Borough Council	FP	6,750.00	I 035	Playing Out 2021
30/09/2021	Conwy County Borough Council	FP	736.00	I 035	NNDR
30/09/2021	NW Merchant Navy	FP	300.00	I 035	Ward Allowance CM

Total Payments	<u>165,587.00</u>
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List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2021	Canda Copying Ltd	SO	114.00	I 037	Copier Rental
05/10/2021	Barclaycard	DD	101.79	I 037	Various
08/10/2021	Dance Collective	FP	880.00	I 036	Imagine Trail
08/10/2021	Microshade Business Consultant	FP	145.78	I 036	IT/Software
08/10/2021	Canda Copying Ltd	FP	18.91	I 036	Copy Charges
08/10/2021	I P Williams	FP	370.52	I 036	Translations
08/10/2021	Old Colwyn Residents Assoc	FP	2,200.00	I 036	Ward Allowances Defib
15/10/2021	Employees	FP	5,325.75	I 038	Salaries October
15/10/2021	J Pearson	FP	120.00	I 038	Cllr Basic Payment
15/10/2021	G Baker	FP	120.00	I 038	Cllr Basic Payment
15/10/2021	HMRC	FP	1,745.61	I 038	PAYE & NI
15/10/2021	Gwynedd Council	FP	1,628.92	I 038	Pensions October
18/10/2021	British Gas	DD	26.44	I 037	GAS Rhiw Road
26/10/2021	EON	DD	93.24	I 037	Station Road Pillar 2
26/10/2021	EON	DD	92.35	I 037	Station Road Pillar 1
28/10/2021	Onecom Ltd	DD	69.28	I 037	phones Broadband
29/10/2021	Matthews & Sons	FP	109.15	I 039	CIB Trophy Engraving
29/10/2021	N W A T & L C C	FP	90.00	I 039	Membership BCTC
29/10/2021	Get Set Go Events	FP	10,800.00	I 039	Fireworks
29/10/2021	Vale Consultancy	FP	480.00	I 039	Structural Survey
29/10/2021	The Kind Bay Initiative	FP	300.00	I 039	Ward Allowance CM
29/10/2021	Friends of Rhos on Sea	FP	200.00	I 039	CIB Bulb Planting
29/10/2021	GLS Educational Supplies	FP	57.19	I 039	Stationery
29/10/2021	One Voice Wales	FP	50.00	I 039	Cllr Training CM 21/9
29/10/2021	Rhos Methodist Church	FP	300.00	I 039	Ward Allowance GB
29/10/2021	Dwr Cymru	FP	385.75	I 040	Rhiw Road 1/2 YEAR
29/10/2021	Dwr Cymru	FP	370.99	I 040	Water Bill Town Hall 1/2 year
29/10/2021	Just a Bite	FP	504.00	I 040	CIB Catering
29/10/2021	D R Williams	FP	19,889.26	I 040	Restoration Town Hall
29/10/2021	Louise Austin	FP	26.00	I 040	WFH Allowance
29/10/2021	Roz Dudley	FP	52.00	I 040	WFH Allowance SeptemberOctober
29/10/2021	C Earley	FP	52.00	I 040	WFH Allowance Sept/Oct
29/10/2021	Merrill Jones	FP	64.10	I 040	Mayor Allowance
Total Payments			46,783.03		

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,					
E NWAMI	£500	17.11.21		Decline	To purchase 2 laptops to assist those in the community					
G Sure Hope Church	£500	17.11.21	£500.00		Towards the purchase of vegetables to make 600 Christmas meals					
ANNUAL BUDGET 2020/21 =							£10,000	TOTAL YTD=		£1,900
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.

SCHEDULE 'A'

Summary of Large Grant Applications for 2021/22,

REF:	Applicant:	Amount Requested:	Purpose:	Amount of Grant paid 2020/21	Grant Approved 2021/22	Notes:	Bank details rec'd:	First Instalment paid
						Provisional Budget = £35,000		16.4.21
A	Autonomy Dancers	£ 1,000.00	Towards costumes, travel, and entry fees to the British Dance Festival in December 2021	n/a	YOUTH	Refer to youth grants (PB) pot		
B	Bayside Radio	£ 5,760.00	To extend the broadcasting licence for 3-months; to offer support to local businesses and regeneration of the area	£1,000 (COVID small grants)	£5,760.00	Approved 26.4.21 after presentation from director and response to concerns about longer term sustainability of the service.		£5,760
C	Benefit Advice Shop	£ 6,391.20	To continue to assist local residents with advice and advocacy	£4,000	£4,000	Plus free/low cost use of back room for one day per week.		£2,000
D	Conwy District CAB	£ 17,373.02	To part fund a dedicated generalist advisor post for Bay of Colwyn residents for 3 days a week	£2,500	£5,800	Offer funding for one day per week dedicated support for Bay of Colwyn residents, plus offer free/low cost use of back room to deliver one day a week drop-in sessions at Town Hall.		£2,900
E	CRUSE	£ 2,500.00	For room rental of a support/counselling room at the Town Hall	£0 - missed deadline	£2,500	approved		£1,250
F	Happy Faces	£ 3,000.00	To convert a room at Ysgol Bryn Elian into a sensory room	£0	£3,000	Offer funds directly to the school (via PTA/Friends group, if they have one)		£3,000
G	Home Start Conwy	£ 4,000.00	To continue to provide volunteers to support families by encouraging good parenting and family values and help parents to interact well with their children	£2,500	£2,500	approved		£1,250.00
H	Llandudno & Colwyn Bay Tramway Society	£ 2,000.00	Maintenance of tram no.7, work on narrow gauge tram and IT equipment	£0 - declined	£0	Advise them to apply for a small grant (£500), as in previous years.		
I	NW Development Trust	£ 5,000.00	Support officer(s) - full application to follow	£0	£5,000	REC: Minded to support the work of the Trust, but custom and practice of this council is not to fund a 'post'. Request resubmit with focus on other revenue or capital costs, plus updated business plan to explain refocus, if not successful in obtaining the lease for 7 Abergele Road.		
J	The Kind Bay Initiative	£ 4,160.00	Original application for part-time co-ordinator post declined. Re-purposed application received/considered 10.2.21 for equipment for new premises and a small contribution towards rent (small grant of £500 previously approved towards rent)	£0	£3,000	REC: Commend the work being done by KBI to support the local community during the pandemic, but offer lower grant of £3,000 towards purchase of equipment for new premises	got	£3,000.00
K	Y Pentan	£ 1,000.00	Towards printing costs of Y Pentan	£1,000	£1,000	approved		500
		£ 52,184.22			£32,560.00	If the deferred application(s) highlighted are subsequently approved		£19,660.00