

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 5TH JANUARY 2022

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

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

287/21 Welcome and Apologies for Absence:

The Chair welcomed members to the meeting. An apology for absence was received from Cllr A Pearson.

288/21 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. It was noted that large grants and events grants were not scheduled to be considered at this meeting. No personal/prejudicial interests were declared.

289/21 Minutes:

- (a) Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 17th November 2021.***

290/21 Matters Arising from Previous Meetings:

- (a) **Town Hall:** The Clerk tabled e-mail correspondence to inform members that the lead contractor would be back on site from Monday 10th January to prepare for the installation of the two replacement windows and the final section of replacement cast iron guttering. The contractor had a few concerns whilst undertaking the structural repair works to the turret and had requested a site meeting with the Clerk and the structural engineer to review the proposed works and consider these concerns. This would entail an additional call-out fee for the structural engineer to attend site and provide further advice. The lead contractor had also submitted a quote for £1,000 + VAT (for a day's labour/plant plus materials), to carry out the necessary works to repair the identified water leak (to the Town Hall water supply).

Resolved to approve:

- 1. Payment of a call-out fee for a structural engineer to review the turret repairs.***
- 2. The water leak repair works, at an estimated cost of £1,000 + VAT.***

- (b) **Digital Noticeboards:** The Clerk advised members that the groundworks (by CCBC) to prepare for the installation of three noticeboards would commence on the 17th January. A pre-application consultation had been submitted in regard to the Cefn

Road noticeboard, as the site is within Old Colwyn Conservation Area.

It was noted that the General Purpose and Planning Committee would be considering the conditions of the grant offer relating to the need for 'Transforming Towns' branding on the units and a requirement for all content to be bi-lingual.

(c) **Insurance Renewal:**

Resolved to approve payment of the fee (£300+VAT) for the updated valuation report, which was required for insurance purposes.

- (d) **Gwynedd Pension Fund:** The Clerk gave a verbal report following her attendance at the Annual Meeting held on 25th November, where the matter of responsible investing had been covered in depth. It was noted that members of the panel had been questioned by one of the authors of the recent correspondence regarding divesting from fossil fuels and she had appeared satisfied with the further information and explanations provided. Members noted the report.

291/21 Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1.11.21 to 30.11.21 and 01.12.21 to 20.12.21, as detailed in Schedule 'A' attached.***

- (b) ***Resolved to authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 30.11.21***

- (c) ***Resolved to receive the following correspondence from CCLA:***

- (i) PSDF statement as at 30.11.21***
- (ii) Local Authority Property Fund statement as at 30.11.21***
- (iii) CCLA Market Report Nov 21***
- (iv) LAPF prices as at 30.11.21***

- (d) **Earmarked Reserves:**

Resolved to recommend the transfer of the following budgets, allocated for 2021/22, to earmarked reserves to cover future expenditure:

- (i) Civic Regalia - £500 (for future repairs/replacements)***
- (ii) Election Expenses - £5,000 (towards 2022 election costs)***
- (iii) Play Equipment - £19,000 (to add this year's budget allocation to the existing Earmarked Reserve)***
- (iv) Colwyn in Bloom - £5,000 (for additions to / maintenance of the Sculpture Trail)***
- (v) Colwyn Victoria Pier - £15,000 (approved in principle in March 2021 towards the development phase of a project to further develop/extend the Pier, for which a detailed business plan is still awaited from the Pier Trust).***

(e) **Authorisation of Payments:**

(i) Resolved to authorise payment of £175 of the agreed £275 fee for providing PA equipment for the cancelled Tree of Lights event, to cover costs incurred by the contractor.

(f) **Draft Annual Estimates 2022/23:**

The Clerk submitted V1 of the draft annual estimates for income/expenditure for 2022/23. Members noted that the full accompanying budget report/notes will be submitted to Council on the 17th January. The Clerk advised members that, based on the current Estimates, there would be no need for an increase in the precept request for 2022/23. Members noted that salary costs were estimated based on current grade/pay scales, to include estimated cost of living rises for 2021 and 2022 and up to £5,000 for overtime for administrative assistance in connection with Community Plan work (approved by the Council in 2021, but not anticipated to be required until the 2022/23 financial year), as per the Clerk's separate confidential report.

Cllr C Hughes asked if the Colwyn in Bloom budget line needed to be increased due to some equipment/planters beginning to look tired and needing replacement.

Resolved to request that Cllrs P Richards and C Hughes prepare a list of works required and forward to the Clerk/Assistant Clerk, for consideration by the Colwyn in Bloom Committee.

(g) **Annual Training Plan:**

Resolved to approve the draft Annual Training Plan for 2022/23, which includes an increased budget for member training following the elections in May.

292/21 Welsh Government: The Clerk submitted, for consideration, the following correspondence:

(a) **The Local Government and Elections (Wales) Act 2021 Draft Statutory Guidance for Community and Town Councils.**

The Clerk reported that several of the new requirements were already being done, as these had been either best practice or requirements under other legislation for several years (e.g. Annual reports for larger councils under the WBFG Act 2015). It was highlighted to Members that the guidance for training plans is much more thorough and that the Council would therefore need to undertake a skills audit of all staff and members after the elections in May, to identify and prioritise training for the new term of office. It was recommended that a response be submitted to agree that the structure/coverage of the guidance is clear and practical (question 1) and to comment that:

(i) A link to, or brief summary of, the Wednesbury principle would be helpful in Chapter 1 (question 2).

- (ii) A link to Welsh language skills would be useful as part of the skills audit to inform a council's training plan (question 7).

Resolved to recommend that:

- 1. The Council approves the submission of a brief response to the consultation questions, as summarised above.***
- 2. The Clerk be requested to draft an appropriate form for all members and staff to complete after the elections in May, to inform the preparation of a more detailed training plan, in line with Welsh Government guidance.***

293/21 Conwy County Borough Council:

The Clerk submitted, for consideration, a request for CCTV and paddling pool contributions for 2022/23 (the same as current year - £11,088 and £1,810 respectively).

Resolved to approve the inclusion of contributions to CCBC for £11,088 for CCTV and for £1,810 towards the paddling pool in the Annual Estimates for 2022/23.

Members noted that a Town and Community Council Forum is scheduled for Tuesday 11th January (clashes with GPP on the same evening) with updates expected on the CCBC budget and on public conveniences.

294/21 Community Wellbeing Network:

The Clerk gave a brief verbal update and asked members to consider transferring the £20,000 budget allocation (for 2021/22) to an earmarked reserve, whilst discussions are ongoing about the possible recruitment of a part-time local wellbeing co-ordinator.

Resolved to recommend the transfer of £20,000 from the current year's budget into an earmarked reserve for Community Wellbeing Projects.

- Cllr A Khan arrived at this juncture.

295/21 Local Members Ward Allowances:

Members noted the final list of approved ward allowance allocations for 2021/22, and that the underspend of £4,622 would be transferred into the Small Grants budget.

296/21 Grants:

- a. **Small Grants:** The Clerk submitted, for consideration, the small grant applications received for Q3. A discussion took place regarding application 'J', with members requesting more information about participation by/benefit to residents of the Bay of Colwyn area, given that most/all of the activities seem to

take place elsewhere in the county. Confirmation was also requested that the applicant is a 'not for profit' enterprise and not a business.

Resolved to recommend approval of small grants for Applications 'H' and 'I' (as detailed in Schedule 'B' attached) and to request further information from Applicant 'J'.

The Clerk advised members that there was currently £12,552 unspent in the small grants budget, following the transfer of unspent ward allowances, and asked all members to encourage local groups to apply for support.

- b. **Events Grants/Large Grants:** The Clerk submitted summaries of the applications received to date (as at 20/12 – closing date 31/12) and members agreed to hold a Special Meeting of the Committee at 6:30 pm on Wednesday 12th January to consider all of the large grant and event grant applications for 2022/23 and make recommendations to the Council for the budgets required.
- c. **Youth Grants:** Members noted the youth grants press release and that applications are now being encouraged for youth grants (closing date 31st January) and these will be considered at the February Committee meeting.
- d. Members noted the following letters of thanks/ reports:
 - i. RVS
 - ii. Samaritans NE

The meeting closed at 7.30pm.

..... Chairman

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2021	British Gas	DD	623.47	I 044	Elec Rhiw Road Sept
02/11/2021	J R Gilmore	FP	1,500.00	I 041	Imagine Video
02/11/2021	Small World Theatre	FP	19,750.00	I 041	Sculpture Trail
02/11/2021	Conwy County Borough Council	FP	736.00	I 041	Rates NNDR
02/11/2021	I P Williams	FP	257.70	I 041	Translations
04/11/2021	Barclaycard	DD	143.88	I 044	Zoom Subscription
05/11/2021	British Gas	DD	97.31	I 044	Gas Rhiw Road
05/11/2021	British Gas	DD	26.44	I 044	Gas Town Hall
05/11/2021	British Gas	DD	15.43	I 044	Gas Rear Annexe
12/11/2021	Colwyn Bay Cricket Club	FP	93.00	I 043	Bar Drinks CIB
12/11/2021	S & L Industrial Cleaners	FP	30.00	I 043	Clock Cleaning
12/11/2021	CSM	FP	1,510.20	I 043	Security Bonfire Night
12/11/2021	Canda Copying Ltd	FP	18.91	I 043	Copies Q2
12/11/2021	Society Local Council Clerks	FP	144.00	I 043	Training /Pract Conf
12/11/2021	Arona Group	FP	1,176.00	I 043	Signs Bonfire Night
12/11/2021	Planning Aid Wales	FP	90.00	I 043	Training JP/CM/SP
12/11/2021	Microshade Business Consultant	FP	145.78	I 043	IT Services
12/11/2021	Clira Ltd	FP	108.00	I 043	Water Monitoring
15/11/2021	Employees	FP	5,325.55	I 042	Salaries November
15/11/2021	Cllr A Pearson	FP	120.00	I 042	Cllr Pearson Basic Pay't 21'22
15/11/2021	Gwynedd Council	FP	1,628.92	I 042	Pensions November
15/11/2021	HMRC	FP	1,715.81	I 042	PAYE & NI
15/11/2021	Opus Energy	DD	473.42	I 044	Gas Bill
16/11/2021	British Gas	DD	959.11	I 044	Electricity Rhiw Road
20/11/2021	Arona Group	FP	980.00	I 045	Remembrance Sunday
26/11/2021	Friends of Rhos on Sea	FP	900.00	I 046	Cllr H Fleet - Greening W/A
26/11/2021	Upper Colwyn Bay Comm Centre	FP	900.00	I 046	Cllr R Owen Ward Allowance
26/11/2021	Ysgol Iau Hen Golwyn	FP	600.00	I 046	Cllr A Mason Ward Allowance
26/11/2021	OneCom	DD	69.28	I 044	Phone/Broadband
26/11/2021	CBay Fire Station Social Fund	FP	1,571.50	I 045	Donation from Bonfire
26/11/2021	Festive Lighting	FP	9,985.82	I 045	Festive Lighting hire charges
26/11/2021	Blachere Illuminations	FP	1,483.20	I 045	replacement Lamps LED
26/11/2021	Planning Aid Wales	FP	30.00	I 045	Training Cllr Owen
26/11/2021	Mrs C J Earley	FP	26.00	I 045	WFH Allowance
26/11/2021	Mrs R Dudley	FP	26.00	I 045	WFH Allowance
26/11/2021	Miss Louise Austin	FP	26.00	I 045	WFH Allowance
26/11/2021	O.R.M.S	FP	825.00	I 045	Medical provision for Bonfire
26/11/2021	Bangor University	FP	1,000.00	I 045	Scholarships
26/11/2021	Reach Publishing	FP	192.00	I 045	Bonfire Advert
26/11/2021	S & L Industrial Cleaners	FP	95.00	I 045	Cleaning
26/11/2021	St David's Hospice	FP	350.00	I 045	Stewards for municipal events
Total Payments			<u>55,748.73</u>		

List of Payments made between 01/12/2021 and 20/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2021	CCLA	FP	150,000.00	I 046	Public Sector Deposit Fund
07/12/2021	Pitney Bowes	DD	71.82	I 053	Franking Post
10/12/2021	Powlsons	FP	130.00	I 47	Printing of Annual Reports
10/12/2021	Staples UK Ltd	FP	98.68	I 047	Ink Cartridges for LA/TE
10/12/2021	I P Williams	FP	521.46	I 047	Translations
10/12/2021	Microshade Business Consultant	FP	145.78	I 047	IT Services
10/12/2021	S & L Industrial Cleaners	FP	95.00	I 047	Cleaning
10/12/2021	Snowdonia Fire Protection LTD	FP	316.44	I 047	Service + replace Smoke detect
10/12/2021	Clira Ltd	FP	108.00	I 047	Monthly Monitoring
10/12/2021	Small World Theatre	FP	696.00	I 048	Inst of Arch Sculpture Trail
10/12/2021	Helen Jackson	FP	15.31	I 048	Reimburse Refreshments
10/12/2021	M Badger	FP	200.00	I 048	Recycled Art Workshop
10/12/2021	271Colwyn Bay ATC	FP	40.00	I 048	Donation (Bonfire) volunteers
10/12/2021	Benefit Advice Shop	FP	2,000.00	I 048	Large Grant 2nd Inst
10/12/2021	Conwy Citizen's Advice Bureau	FP	2,900.00	I 048	Large Grant 2nd Inst
10/12/2021	Cruse Bereavement Care	FP	1,250.00	I 048	Large Grant 2nd Inst
10/12/2021	Home Start Conwy	FP	1,250.00	I 048	Large Grant - 2nd Inst
10/12/2021	Y Pentan	FP	500.00	I 048	Large Grant 2nd inst
10/12/2021	Conwy County Borough Council	FP	276.00	I 049	Tan Lan Skip Ward Allow
10/12/2021	Andre Fraser Mem Trust	FP	166.00	I 049	WA PR clock repairs
10/12/2021	Tatws Trading	FP	450.00	I 049	WA AK Xmas Trees for CBay
15/12/2021	Employees	FP	5,325.55	I 050	Salaries December
15/12/2021	Cllr S Price	FP	120.00	I 050	Basic Payment
15/12/2021	HMRC	FP	1,715.81	I 050	PAYE & NI
15/12/2021	Gwynedd Council	FP	1,628.92	I 050	Pensions December
15/12/2021	Opus Energy	DD	795.24	I 053	Gas Bill
17/12/2021	CBay Conservation & Fed Env	FP	1,772.14	I 049	Adventre Trail - Ward Allows
17/12/2021	Upper CBay Community Centre	FP	600.00	I 049	Ward Allow Lift repairs
17/12/2021	Little Lights Toddler Group	FP	900.00	I 049	Ward Allowance LW
17/12/2021	Route Media	FP	21,426.00	I 052	Route Media
17/12/2021	Clwyd & Gwynedd ACF	FP	40.00	I 051	Donation Bonfire Volunteers
17/12/2021	Conwy County Borough Council	FP	1,112.14	I 051	ERF Staff Costs Bonfire
17/12/2021	Alpha Business Centre	FP	134.89	I 051	Display Board Ward Allow AK
17/12/2021	Employees	FP	78.00	I 051	WFH Allowances
17/12/2021	Old Colwyn Community Centre	FP	900.00	I 051	Ward Allowance TP
17/12/2021	Ysgol Llandrillo yn Rhos	FP	900.00	I 051	Ward Allowance JP

Total Payments	198,679.18
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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><u>Urgent application considered 12.05.21</u></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						
H Llandrillo yn Rhos Mothers Union	£500	05.01.22	£500.00		To pay for transport to meetings for members of the Mothers Union						
I Urdd Gobaith Cymru - Eisteddfod Yr Urdd	£300	05.01.22	£300.00		Towards running costs of the festival						
J Dawns I Bawb	£150	05.01.22		DEFER	Towards provision of bilingual dance activities						
ANNUAL BUDGET 2021/22 = £12,000 Less u/spend tfr to Trust Funds from 2020'21 -£1,370 Plus unspent Cllr Ward Allowances 2021'22 £4,622 £15,252							TOTAL YTD=		£2,700 £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.