

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.45<sup>PM</sup> ON MONDAY 7<sup>TH</sup> MARCH 2022**

**PRESENT:** The Mayor, Cllr Mrs M Jones (Chairman)  
Cllrs: G Baker, C Brockley, G Campbell, H Fleet, C Hughes, M Jones, A Khan, A Mason, C Matthews, J Pearson, T Pearson (Dep Mayor), P Richards, S Ryder, L Wilkins and M Worth

**OFFICERS:** C Earley, Town Clerk and RFO  
R Dudley, Assistant Clerk

**384/21 Welcome and Apologies for Absence:**

The Chairman welcomed all members and visitors to the meeting. Apologies for absence were received from Town Cllrs: D Howcroft, D Jones, H Meredith, R Owen, K Swindon and M Tasker. An apology was also received from County Cllr B Cossey.

**385/21 Announcements:**

- (a) The Mayor updated the Council about her Charity Quiz event which had taken place last weekend and had been a success. The Mayor thanked members who had attended and/or donated a raffle prize. The Mayor informed the members that the next Charity night was an entertainment evening with a sausage/chip supper to be held on 14<sup>th</sup> April 2022. More information would be emailed to members for sharing/circulating.
- (b) The Mayor thanked all councillors who had volunteered as Stewards for the St David's Day Parade. The Event could not go ahead with out stewards.

**386/21 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Declarations of interest were received from:

- (i) Cllr M Worth – personal and prejudicial interest in Item 6(g)(ii) Rhiw Road Leases, as the Chairman of the Men's Shed.
- (ii) Cllr J Pearson – personal and prejudicial interest in Item 6(g) (iii) Rhiw Road Leases, as a Director of Coast Community Radio.

**387/21 Visitors to the Council:**

- (a) Members noted that Marc Roberts, Colwyn Victoria Pier Trust, has requested to defer and attend the June Council meeting, to give an update to the newly elected Town Council.
- (b) Members noted that Alun Pritchard, Conwy CBC had also requested to attend the June Council Meeting to update the Council on RGC matters.
- (c) Members noted the response from Kate Surry, Biodiversity Officer, CCBC, to request to defer her attendance at a future meeting of either the full Council, or the Colwyn in Bloom

Committee, and received a copy of the CCBC Biodiversity Duty Plan.

(d) Members considered a proposal for a presentation on the JobSense project.

***Resolved to agree that Cllr Ryder can invite JobSense to present to a future Council meeting (date to be agreed with the Clerk/Chairman).***

(e) The Chair invited the County Councillors present to give a brief report. Cllr A Khan updated members regarding the CCBC finances/budget, following the last Council meeting. Conwy CBC had approved a Council tax raise of 3.95%. This was needed to help balance the books and try and keep the current levels of services. Cllr C Hughes added that the increase was mainly to cover capital projects.

The Chair thanked the County Councillors for their reports.

### **388/21 Minutes:**

(a) ***Resolved to receive, approve and sign, as a correct record, the minutes of:***

(i) ***The last ordinary meeting of the Council, held on 17<sup>th</sup> January 2022.***

(b) ***Resolved to receive and note the minutes of the following meetings:***

(i) ***The General Purpose & Planning Committee, held on 1<sup>st</sup> February 2021 and 22<sup>nd</sup> February 2022 (draft).***

(ii) ***The Policy & Finance Committee, held 16<sup>th</sup> February 2022.***

(iii) ***The Audit Sub-Committee, held on 21<sup>st</sup> February 2022.***

### **389/21 Matters Arising from Those Minutes:**

(a) **Min. 317/21(a) – Climate Change:**

(i) The Clerk submitted notes from a meeting arranged by Conwy CBC officers on 22.2.2022, which were noted by members.

(ii) The appointment of a Climate Change Champion was considered by the Council.

***Resolved to nominate Cllr C Brockley to represent the Town Council, as Climate Change Champion at the Stakeholder Engagement Forum Meetings and to lead on the Town Council's Climate Change Action Plan.***

(iii) Members noted information on the calculation of carbon footprints.

(iv) The Clerk informed the members that she and the Assistant Clerk were attending a SLCC Climate Change Summit on 23<sup>rd</sup> March to learn from best practice in the sector.

***Resolved that the Clerk/Assistant Clerk feedback to Cllr Brockley, as the Council's new Climate Change Champion.***

(b) **Min. 317/21(c) – Digital Noticeboards:**

(i) The Clerk updated the Council, informing them that there is a 2 week delay to installation, due to shipping delays. The clerk requested approval to pay 50% of the final invoice - £8,927.50, plus the Conwy CBC installation costs for 2 of the 4 screens (to enable the WG funds to be claimed) with the remaining 50% (25% of total cost) to be paid on installation. Members considered the risks involved and agreed that the 25% retention was a sensible/acceptable mitigation.

***Resolved to approve the payment of 50% of the final invoice (£8,927.50), plus 50% of***

***the CCBC installation costs, in advance of the work being completed and to approve the claiming of the grant proceeds.***

(ii) Min 346/21(b) – Policy & Finance:

(1) The Clerk requested approval/authorisation to sign the partnership agreement with GWIL.

***Resolved to approve the signing of the partnership agreement with GWIL***

**(2) *Resolved to accept and approve the terms of use and FAQ's for publication.***

(iii) The Clerk requested authorisation to pay for a subscription to Canva Pro (Cost £100 p.a.) to enable staff to produce posters, social media posts and to use the Colwyn branding.

***Resolved to approve the payment of £100 p.a. for the subscription to Canva Pro.***

(c) **Min. 319/21(d) – Concrete Lamp Columns:**

Member noted the response from the Head of Street Lighting regarding the replacement of columns in Colwyn Bay and Colwyn Heights. Cllr A Khan informed the Clerk he had a further update, which he would email to the Clerk.

(d) **Min 319/21(f) – St David's Day Parade:**

The Clerk requested approval for payment of the following in respect of the parade:

(i) PA Equipment for St Paul's (for the singing of the Anthem by local school children)

(ii) Flags and refreshments for Civic Guests and Volunteers (£4.94 & £19.58)

***Resolved to approve both payments.***

(iii) Members noted that the IMAGINE Project had funded the cost for Traffic Management support.

Members commented on how wonderful the event had been. The Clerk said that she had received positive feedback from participating schools and local residents.

(e) **Min 346/21(a) – Town Hall Works:**

The Clerk sought formal ratification of the approval to pay the invoice for the latest stage of works (£14,925.97 +VAT) (following approval by the Policy and Finance Committee), given it is over £5,000.

***Resolved to ratify approval of the payment of the invoice for £14,925.97.***

(f) **Min 350/21 – External Audit:**

Members noted the satisfactory completion of the Audit carried out by the Wales Audit Office for 2020/21.

(g) **Min 351/21 – Rhiw Road Leases**

The Clerk requested the Council to endorse the following recommendations of the Policy and Finance Committee:

(i) **Main Building:**

***Resolved to request that the Clerk instructs a solicitor to renew the CVSC lease for a further 7-year period, from August 2022.***

(ii) **Ground Floor, Rear Annexe:**

***Resolved to authorise the Clerk to instruct a Solicitor to draft a new 7-year lease with Men's Shed, on the same terms as Conwy Connect lease (which is due to expire in***

**August 2022, with the option to renew not having been taken up).**

- Cllr M Worth, having declared a personal/prejudicial interest, left the meeting whilst this item was debated.

- (iii) **Resolved that consent be given to Coast Community Radio & Media, subject to any necessary planning approval being obtained, to install an antenna on the rear annexe, on the condition that the antenna is not visible from the front of the Town Hall/Police Station.**

Cllr J Pearson, having declared a personal/prejudicial interest, left the meeting whilst this item was debated.

- (h) **Min 352/21- Events Grants: Members considered the recommendations of the Committee to:**

- (i) Pay the invoice from TAPE (£5000) for the That's My Bauble event. Members praised the event and requested that a letter of thanks be sent to the organisers.

**Resolved to approve the payment and send a letter of thanks to TAPE.**

- (ii) **Resolved to approve Application F and decline application B.**

- (iii) Members noted the launch of small grants of up to £500 for jubilee events/parties and to delegate authority to the Policy and Finance Committee to approve these, within the existing Events Grant Budget.

**Resolved to approve delegation to the Policy & Finance Committee to determine the applications and confirm that schools can also apply.**

- (i) **Min 353/21(a) – Small Grants:**

**Resolved to approve the small grants to NWAMI and Dawns I Bawb, as detailed in Schedule C to the minutes.**

- (j) **Min 354/21(b) – Youth Grants:**

**Resolved to approve the youth grants for applicants A,B and C, as detailed in Schedule D to those minutes.**

- (k) **Min 360/364/21 – Audit Sub-Committee:**

**Resolved to endorse the following recommendations of the sub-committee:**

- (i) **That the Council's training plan includes a recommendation that members of the Audit Sub-Committee complete the Advanced Finance webinar from One Voice Wales (which covers financial governance and accountability)**

- (ii) **To retain the existing Internal Controls**

- (iii) **The annual review of Internal Audit and the re-appointment of JDH Business Services as Internal Auditor for 2021/22.**

- (iv) Members were asked to consider the recommendation/ quotation to increase the Town Council's fidelity insurance cover from £500k to £1m, in response to the auditor's recommendation to review. It was noted that there would be no extra cost for this year, but a small premium increase of around £10 p.a. would apply from renewal in 2022 onwards.

***Resolved to confirm the increase in cover, given the low cost and additional protection this would give.***

(v) ***To adopt the Annual Investment Strategy for 2022/23***

(vi) ***To approve the updated Risk Assessment and Management Report for 2021/22.***

(l) **Min 351/21(e) – Pitney Bowes Franking Machine:**

The Clerk asked the Council to consider a revised recommendation to accept a reduced contract (on a rolling basis with one-month cancellation notice at any time) for £12.18 per quarter (31 per week).

***Resolved to approve this recommendation and allow the contract to roll-over at the lower cost.***

(m) ***Resolved to note the resolutions of the Committees, as detailed in the Minutes.***

**390/21 Welsh Government:** Members noted the following correspondence:

(a) Nature and Us – The launch of a national conversation on the future of Wales’ natural environment.

**391/21 Conwy CBC:** Members received and considered the following reports/correspondence:

(a) The Clerk submitted an e-mail request for £5,000 contribution for additional street cleaning for 2022/23. Some Members felt that this should be covered by Conwy CBC and were concerned about a possible double taxation issue, where funds from one local community could be used to subsidise services provided elsewhere. There was concern that this funding, if agreed, would not just benefit our area.

It was noted that the Town Council has set aside a budget of £10,000 for 2022/23 to support CCBC service provision for our area, with only a contribution for the paddling pool having been approved, to date.

A proposal was made and seconded to offer to pay £2,500 up front, with an additional £2,500 at the end of the year, if not needed for other CCBC services. This failed to get a majority vote.

***Resolved to decline the request.***

(b) Members noted that the Olly Murs Concert had been cancelled and had been replaced by Simply Red, with the new concert to be held on 14<sup>th</sup> August 2022.

(c) Members noted information on the new mobile CCTV cameras in Glyn Ward.

(d) Imagine Colwyn Bay – Members noted the end of project activity overview.

(e) Town Team: The Clerk gave a brief report from a meeting held on 3<sup>rd</sup> February and updated members on projects in the area. Members noted the date of the next meeting and a learning visit to Galeri, Caernarfon.

**392/21 Independent Remuneration Panel for Wales:**

(a) Members noted the annual report in relation to allowances payable for 2022/23.

(b) Members were asked to consider/adopt determinations 44-53 relevant to Group 1 Councils (refer to pages 47-57 and Table 11 on page 54).

***Resolved to approve/adopt the determinations 44-53, applicable to Group 1 Councils.***

(c) The Clerk requested approval of the following payments for the senior roles for 2022/23:

(i) Town Mayor - £750

- (ii) Deputy Mayor - £500
- (iii) Chair of Policy & Finance Committee - £500
- (iv) Chair of General Purpose & Planning Committee - £500

***Resolved to approve all the payment for the senior roles for 2022/23.***

- (d) Members noted paragraph 13.16 in relation to a possible exemption from tax for the basic £150 payments from the 2022/23 financial year onwards (confirmation awaited in writing from OVW/HMRC).

**393/21 One Voice Wales:** Members noted an e-mail/report regarding the s47 duty for multi-location meetings and noted that the Clerk is seeking a third quotation for improved equipment to facilitate hybrid meetings, having received a demonstration on Logitech equipment at a recent SLCC training event.

**394/21 Local Government Pension Scheme and NJC pay agreement:**

- (a) The Clerk submitted the slides from a recent presentation given to scheme employers and requested that members note the requirement for a policy on the discretionary elements of the scheme. It was noted that the policy on discretionary elements was adopted in 2014, as per the CCBC policy applicable at that time.
- (b) Members noted confirmation of the NJC agreement on the national salary award for local government staff, to be backdated to April 2021.

***Resolved that the Clerk implements the new salaries and backpay due.***

**395/21 Community Plan Team:** Members received the notes of the following meetings:

- i. The Annual Meeting, held on 20.1.22
- ii. The Team meeting held on 20.1.22
- iii. A meeting to prepare for the Key Stakeholder Event, which was held on Monday 28<sup>th</sup> February.
- b. The Clerk requested authority to sign the contract with Planning Aid Wales (as approved by the Community Plan Team);  
***Resolved to approve the signing of the contract with Planning Aid Wales.***
- c. The Clerk gave a brief report from the Key Stakeholder event. It had been very well attended with people of all backgrounds who provided active participation. The next meeting will be in May after the elections.
- d. Members noted that the Place Plan website is now live and the Clerk asked for delegated authority to approve the printing costs for posters/flyers to promote it plus the additional costs for the boundary marking and ability to add photos - at a cost of £350.  
***Resolved to approve the payment of £350 for the website, plus printing/flyer costs.***
- e. The Clerk requested that Council ratify the payment of costs in relation to the key stakeholder event (from the Community Plan budget), to include hire of the marquee, refreshments and hire of PA equipment. (£200 plus £125 plus approx. £20).  
***Resolved to ratify the payment in relation to the key stakeholder event.***

**396/21 Local Elections:**

- (a) The Clerk submitted slides and notes on the timetable and process for the Elections in May. The Clerk summarised some of the changes in the election process this year and also the deadlines for nominations.
- (b) Members noted a copy of the pre-election protocol guidance.

(c) Members noted the clarification regarding teachers being able to stand for election for Town and Community Councils.

The meeting closed at 8.35pm.

..... Chairman