

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 16TH FEBRUARY 2022

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

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

343/21 Welcome and Apologies for Absence:

The Chair welcomed members to the meeting. Apologies for absence were received from Cllrs: C Hughes, D Jones, A Khan, A Mason, H Meredith.

344/21 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 – Item 10 Youth Grants, personal and prejudicial interest
Cllr P Richards – Item 10 Youth Grants – non-prejudicial interest
Cllr D Howcroft - Item 10 Youth Grants, personal and prejudicial interest
Cllr T Pearson - Item 10 Youth Grants, personal and prejudicial interest

345/21 Minutes:

(a) Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 5th and 12th January 2022.

346/21 Matters Arising from Previous Meetings:

(a) **Town Hall:** The Clerk informed members that work on site has temporarily ceased and all outstanding works, including window repairs and pigeon-proofing of the main chamber roof, had been re-scheduled for April.

Members noted that a report was awaited from the surveyor and that the Clerk will then need to seek advice from the Conservation Officer regarding carrying out structural repairs to the tower (deferred following concerns).

Resolved to approve payment of the invoice for the next stage of works completed of £14,925.97 plus VAT.

(b) **Digital Noticeboards:** The Clerk informed members that the planning application for the digital noticeboards had been approved by the CCBC planning committee the previous week, subject to a minor amendment (re the direction the Old Colwyn screen will face). It was anticipated that the groundworks would be scheduled for

the week commencing the 21st February, and the screens installed the week after.

- (i) Partnership Agreement with GWIL: Members noted the updated draft.
Resolved to recommend for approval by Council.

- (ii) FAQs / Terms and conditions of use: These were submitted for consideration by the Clerk, who confirmed that the noticeboards would also be available for use by local independent businesses with premises in the area (free of charge for the first year), as the purpose of the Welsh Government funding was to drive footfall and encourage business. It was further confirmed that the existing wooden noticeboards would remain, with replacement boards due to be installed shortly in Rhos on Sea and Station Steps.

- (iii) Members noted the quotation from VCA for materials to support/promote the Colwyn brand, paid for from Imagine funding.

347/21 Finance:

- (a) Resolved to authorise payments made on behalf of the Council for the period 21.12.21 to 31.12.21, as detailed in Schedule 'A' attached.***

Further resolved to defer the authorisation of payments made from 01.01.22 to 31.01.22 to the next meeting.

- (b) Resolved to authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 31.12.21***

Members noted that the £50,000 term deposit matured on 14.2.22 and has not been renewed, due to the very low rate of return (0.05%).

- (c) Resolved to receive the following correspondence from CCLA:***
 - (i) PSDF Investor communication (January 22)***
 - (ii) Market Report Jan 22***
 - (iii) LAPF Factsheet Dec 21***
 - (iv) LAPF prices Jan 22***

348/21 Welsh Government: There was no correspondence from the Welsh Government.

349/21 Conwy County Borough Council: The Clerk submitted, for consideration, the Consultation on the Conwy & Denbighshire PSB's draft wellbeing statement. Members were encouraged to consider and respond individually.

350/21 Wales Audit Office: Members noted the confirmation of the satisfactory conclusion of the External Audit for the 2020/21 financial year.

351/21 Leases: The Clerk updated members in respect of the following leases:

- (a) **CVSC** – lease of offices at Rhiw Road site, due for renewal in August 2022 (7 years);

Resolved to recommend that the Clerk instruct a solicitor to renew the lease for a further 7-year period.

- (b) **Conwy Connect** – lease of rooms in rear annexe, due to expire in August 2022, and interest from prospective new tenant(s):

Resolved to recommend the Council negotiates new 7-year lease with Men's Shed, on the same terms as Conwy Connect lease.

- (c) **Coast Community Radio and Media** – lease relating to rooms at the first floor of the rear annexe: It was noted that a formal lease was deferred last year, due to uncertainty due to Covid, but is now being progressed.

Members also considered a request from Bayside Radio for permission for a small antenna on the side of the rear annexe subject to planning approval (if required). Members noted that aerials have been placed on the building in the past when the police station was occupied fully.

Resolved to recommended consent be given, subject to planning approval, and as long as the aerial was not visible from the front of Town Hall/police station.

- (d) Members noted that there were ongoing discussions regarding a possible lease of the rear outhouse to Together for Colwyn Bay who were currently exploring costs/options.

- (e) **Pitney Bowes Franking Machine:**

Resolved to approve the termination of the lease, and approve the cost of a courier to return, once the 62-month contractual period ends in March 2022, due to the significant reduction in postage, which makes it no longer financially beneficial.

352/21 Grants:

- (a) **Events Grants 2022/23:**

- (i) Members noted the event evaluation report from TAPE's That's My Bauble event held in December.

Resolved to authorise payment of the event invoice of £5,000.

- (ii) The Clerk submitted, for consideration, additional/deferred applications received for events in 2022/23 from:

(E) Queens Jubilee Beacon Trail App (£499)

(F) TAPE Music & Film – Lumiere Event 2022 (£5,000)

- Cllr K Swindon declared an interest in application F and left the meeting while the application was being discussed.

Resolved to recommend approval of Application F, and decline Application E

as detailed in Schedule 'B' attached.

- (iii) Members considered the amount of the budget and application process of funding support for community scale events/celebrations to mark the Queen's platinum Jubilee. It was agreed that the existing grant form be used, with applications invited from community groups/organisation and schools (not individuals). There would be a max. of £500 per event but no overall budget, subject to events grant budget not being exceeded.

Resolved to request the Clerk launches the Jubilee Events Grants.

- (iv) Members noted correspondence from Colwyn Bay Cricket Club, in regard to their events grant application, stating that the proposed event had been cancelled.
- (v) The Clerk submitted, for inconsideration, a request to roll forward the GOGs Film Festival event grant (£5,000) from 2021/22 to 2022/23.

Resolved to approve the events grant to be moved to the 2022/23 financial year.

- i. St David's Day: The Clerk submitted, for consideration, quotes received for traffic management support for the St David's Day Parade.

Resolved to approve the quote from Arona Group at a cost of £365 +VAT, subject to them having required operatives available.

353/21 Small Grants 2021/22:

- (a) Members considered a small grant application (E), deferred at a previous meeting, whilst additional information was obtained. Following a visit to the applicant, members noted that grant was to be used to support those who are vulnerable/not comfortable accessing the library service and need additional support. The applicant would aim to introduce people to the library facilities once they are more comfortable using the IT. The premises to be used were considered accessible and suitable for providing IT support.

Resolved to approve the small grant to application E, as detailed in Schedule 'C' attached.

- (a) The Clerk submitted, for consideration, additional information from applicant J (Dawns I Bawb), deferred from the previous meeting.

Resolved to approve the small grant to application J, as detailed in Schedule 'C' attached.

354/21 Youth Grants:

- (a) Members noted a report received from the Youth Grants applicant for 2020/21:
 - i. Caru Colwyn (Menter Iaith)

- (b) The Clerk submitted, for consideration, applications received for youth grants for 2021/22.
 - Cllr K Swindon declared an interest in application F and left the meeting while this application was being discussed.
 - Cllrs D Howcroft and T Pearson declared an interest in application E and left the meeting while this application was being discussed.

Resolved to recommend approval of applications A, B, and C, as detailed in Schedule 'D' attached.

355/21 Large Grants:

- (a) The Clerk submitted correspondence from Benefit Advice Shop regarding their outreach service.

Resolved to approve the change of location for delivery of the local outreach service.

356/21 Reports: Members noted a letter of thanks/reports from:

- (a) Bayside Radio (large grant)

Meeting closed at 7.50pm.

..... 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
----------------	------------

Events Grants 2022/23

Budget =	£35,000
----------	----------------

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Given 2021/22	Recommendation:	Approved (£):	Paid:	Report received?
A	CCBC Major Events	Prom Xtra	7 May 2022	£ 10,000.00			<i>Approved in principle Dec 2021 - see separate budget lines</i>			
		Access All Eirias	12th / 13th August 2022	£ 20,000.00						
		Extra Concert at Eirias	Sat 18th June 2022	£ 10,000.00						
B	Absolute Sound and Lighting	Live Music Events	30th April - 2nd May 2022	£ 5,000.00	£ 7,225.00			£5,000.00		
C	Colwyn Bay Cricket Club	Glamorgan CC Match	August 2022	£ 5,000.00	£5,000 - 11,000		Event cancelled			
D	Uke a Bay	Uke a Bay Festival	12-14th August 2022	£3,600.00		£1,070.00		£1,070.00		
E	Queen's Platinum Jubilee	Platinum Jubilee Beacon Trail	30th April - 12th June 2022	£499.00			NIL			
F	TAPE	Luminaire	December 2022 - January 2023	£5,000.00			£ 5,000.00			
				£59,099.00				£6,070.00	£0.00	

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	£500.00		To purchase 2 laptops to assist those in the community (Cllr HF to visit NWAMI to discuss support needed)						
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	£150.00		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=		£3,350 £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.

Summary of Youth Grant Applications for 2021/22

BUDGET: £10,000

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved: from Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Amount Paid	Notes:
A Cricket Club	£1,000	16/02/2022	£1,000	To upgrade two of the outdoor practice nets.				
B Mochdre FC	£664	16/02/2022	£664	To replace old plastic goals with new metal ones				
C TAPE	£810	16/02/2022	£810	To work with 2 groups of young people to produce a '5 ways to Wellbeing' podcast/radio show				

	£2,474	TOTAL YTD=	£2,474
--	---------------	-------------------	---------------

Balanced to Ledger= £0.00
Section 137= £0.00

* 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.