



CYNGOR TREF BAE COLWYN BAY OF COLWYN TOWN COUNCIL

Mrs Tina Earley, PSLCC, Clerk & Finance Officer/Clerc a Swyddog Cyllid
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Ein Cyf: TE/RD

Our Ref: TE/RD

10^{fed} Mai 2022

10th May 2022

Annwyl Syr/Fadam

Dear Sir/Madam

Gŵys:

Summons:

Fe'ch gwysir i fod yn bresennol yn y seithfed Gyfarfod Blynyddol ar hugain o **Gyngor Tref Bae Colwyn** a gynhelir wyneb yn wyneb yn Neuadd y Dref, Ffordd Rhiw, Bae Colwyn **am 6.30 p.m. nos Lun, 16^{eg} Mai 2022. Fe ddilynir y cyfarfod trwy gyflwyno Gwobrau i Wirfoddolwyr 2022 ac yna, bwffe poeth. i ymuno yn y cyfarfod (trwy Zoom)- cysylltwch â'r Clerc erbyn hanner dydd ar ddiwrnod y cyfarfod er mwyn cael y manylion ar sut i fewngofnodi..**

You are hereby summoned to attend the twenty seventh Annual Meeting of the **Bay of Colwyn Town Council**, to be held in person at the Town Hall, Rhiw Road, Colwyn Bay at **6.30 pm on Monday 16th May 2022** and to be followed by the presentation of the Volunteer Awards for 2022 and a hot buffet.
To join the meeting remotely (via Zoom) – please contact the Clerk by 12 noon on the day of the meeting to request the log-in details.

Yr eiddoch yn gywir,

Clerc y Cyngor

Yours faithfully

Clerc to the Council

AGENDA Cymraeg

1. **Croeso a Chyflwyniadau**
2. **Ymddiheuriadau am Absenoldeb:** Cael unrhyw ymddiheuriadau am absenoldeb.
3. **Ethol Maer:** Ethol Maer y Dref am y flwyddyn ddinesig 2022/23 sydd yn dod.
4. **Ethol Dirprwy Maer:** Ethol Dirprwy Maer am y flwyddyn ddinesig 2022/23 sydd yn dod.
5. **Pleidlais o Ddiolch:** Datgan diolch i'r cyn Maer sy'n ymddeol, ac yna cael anerchiad byr ganddo am ei ddwy flynedd yn y Swydd.
6. **Pwyllgorau a'r Cynllun Dirprwyo:**
 - (a) Ail-benodi dau Bwyllgor Sefydlog y Cyngor; Pwyllgor Amcanion Cyffredinol a Chynllunio a'r Pwyllgor Polisi a Chyllid ac i adolygu / cymeradwyo eu Hamodau Gorchwyl. (I ddilyn).
 - (b) Ail-benodi a chymeradwyo Amodau Gorchwyl dau Bwyllgor arall y Cyngor; Pwyllgor Colwyn yn ei Blodau a'r Pwyllgor Gwobrwyo Gwirfoddolwyr. (Copïau gyda hwn).
 - (c) Adolygu a chymeradwyo'r Cynllun Dirprwyo i Swyddogion. (Copi gyda hwn).
7. **Pŵer Cymhwysedd Cyffredinol:** Pasio penderfyniad i gadarnhau bod y Cyngor wedi bodloni'r amodau ac felly'n gallu defnyddio'r Pŵer Cymhwysedd Cyffredinol fel y nodir yn Neddf Llywodraeth Leol ag Etholiadau Cymru 2021 (yn amodol ar dderbyn cadarnhad gan y Clerc bod y gofynion ar gyfer y nifer lleiaf o aelodau etholedig wedi cael eu cyflawni).
b
8. **Gohirio Materion Eraill:** Gohirio'r eitemau blynyddol eraill, y gwellir manylion amdanynt yn Rheol Sefydlog 5(p), tan Gyfarfod Cyffredinol nesaf y Cyngor sydd i'w gynnal ar 6^{ed} Mehefin.
9. **Galwadau'r Maer:** Derbynn a nodi Galwadau'r Maer am flynyddoedd dinesig 2021/22.
10. **Cyfarfodydd y Cyngor:**
 - (a) Cael a nodi crynodeb o fanylion am bresenoldeb Cyngorwyr mewn cyfarfodydd am y flwyddyn 2021/22. (Copi gyda hwn)
 - (b) Cael rhybudd am ddyddiadau cyfarfodydd y Cyngor a'r ddau brif Bwyllgor ar gyfer 2022/23. (Copïau gyda hwn)
11. **Adroddiad Blynyddol:** Cael copi o Adroddiad Blynyddol drafft 2021/22 (v2). (I ddilyn)

AGENDA English

1. **Welcome and Introductions**
2. **Apologies for Absence:** To receive any apologies for absence.
3. **Election of the Mayor:** To elect the Town Mayor for the ensuing municipal year 2022/23.
4. **Election of Deputy Mayor:** To elect the Deputy Mayor for the municipal year 2022/23.
5. **Vote of Thanks:** To thank the Immediate Past Mayor, who will then be invited to give a brief address on her year in Office.
6. **Committees and Delegations:**
 - (a) To re-appoint the two Standing Committees of the Council; the General Purpose and Planning Committee and the Policy and Finance Committee and review/approve their Terms of Reference. (To follow)
 - (b) To re-appoint and approve the Terms of Reference for the other two Council Committees; the Colwyn in Bloom Committee and the Volunteer Awards Committee. (Copies herewith)
 - (c) To review and approve the Scheme of Delegation to Officers. (Copy herewith)
7. **General Power of Competence:** To pass a resolution to confirm that the Council has met the conditions and is therefore now able to use the General Power of Competence, as laid down in the Local Government and Elections Wales Act 2021 (subject to confirmation from the Clerk that the requirements for a minimum number of elected members has been met).
8. **Deferment of Other Business:** To defer the other items of annual business, as detailed in Standing Order 5(p), until the next Ordinary Meeting of the Council, to be held on 6th June.
9. **Mayor's Engagements:** To receive and note the list of Mayoral Engagements for the 2021/22 municipal year.
10. **Council Meetings:**
 - (a) To receive and note a summary of councillors' attendance at meetings for the year 2021/22. (Copy herewith)
 - (b) To receive notice of the dates of meetings of the council and its two main committees for 2022/23. (Copies herewith).
11. **Annual Report:** To receive and approve the draft Annual Report 2021/22 (v2). (To follow)

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Colwyn in Bloom Committee

Membership (2022/23): Town Council members: Cllr H Fleet, Cllr C Hughes, Cllr A Khan, **Vacancy, Vacancy** and Cllr S Ryder
Co-opted members representing other organisations are appointed as full voting members of the committee.
Current representation is:

Horticultural Society	1 representative
Chamber of Trade/Business rep	2 representatives
Wales in Bloom	1 representative
Ex-Town Manager	1 representative
Resident's Associations & Environmental Federations (Old Colwyn/ Dingle / Glyn etc)	8 representatives
ERF Dept, Conwy C.B.C.	4 representatives
Bryn Euryn Nursery	1 representative
Other Community Rep(s)	2 representatives

Chairman (2022/23): Ingrid Lewis (Chair) Paul Richards (Vice Chair)
(to be appointed by the Committee)

Quorum: One third of the current members

Reporting: The Colwyn in Bloom Committee reports directly to the Town Council

The Colwyn in Bloom Committee has delegated powers to consider and decide all matters in connection with the organisation of the annual Colwyn in Bloom competition(s) and annual entries for the town into Wales in Bloom and Britain in Bloom (when invited). This uses the general power given in S.144 of the Local Government Act 1972 to attract visitors to the town by making the environment more attractive.

The group has delegated powers to commit to expenditure on behalf of the Council, within the limits of the budget approved by the Council each year for Colwyn in Bloom activities.

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Volunteer Awards Committee

Membership (2022/23): Cllr A Khan (Colwyn Bay)
Cllr S Ryder (Old Colwyn)
Cllr H Fleet (Rhos on Sea)
Representatives from:
Business Sector – Mr Steve Griffiths
Colwyn Bay Civic Society – Mr Graham Roberts
Horticultural Society / Colwyn in Bloom – Hannah Fleet
Community & Voluntary Services Conwy– Mrs Ceri Jones/
Jan Smith

Chairman (2022/23): To be appointed by the Committee

Quorum: Three members

Reporting: The Volunteer Awards Committee reports directly to the Town Council

The Volunteer Awards Committee is given delegated power to:

1. Receive nominations and to consider and decide upon the awards to be presented by the Town Council each year for the following categories of volunteers:
 - Adult Volunteer of the Year (age 25-64 years)
 - Adult Volunteer of the Year (age 65 years or over)
 - Young Volunteer of the Year (age under 25 years)
 - 'Green' Volunteer of the Year
 - Trustee of the Year
 - Group Volunteers of the Year
 - Additional Category – for volunteers who do not meet the criteria for other categories
2. Submit nominations for current/past award winners to other national or regional volunteer award schemes, such as the annual High Sherriff's Awards or the Queen's Awards for Voluntary Service.
3. Invite the Town Mayor to nominate a person/group for the John Davies Memorial Award for Volunteering.



SCHEME OF DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council 's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	RFO
Communications	To deal with all press and public relations on behalf of the Council.	Town Clerk/ Assistant Clerk
Documents	To sign documents on behalf of the Council.	Town Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk/ Assistant Clerk
Emergency Planning	To lead the Council 's response in the case of a major emergency in consultation with the Emergency Planning team at Conwy Council Borough Council.	Town Clerk
Finance	To administer the Council 's bank balances.	RFO
	To maintain adequate insurance cover for the Council's activities and property.	RFO
	To act as the Responsible Financial Officer.	RFO
	To authorise the payment of accounts	Town Clerk
	To write off outstanding debts in	RFO





	accordance with Financial Regulations.	
	Authorisation of routine expenditure within the agreed budget.	Town Clerk
	Emergency expenditure up to £3000 outside of the agreed budget.	Town Clerk
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk
Governance	To receive declarations of acceptance of office.	Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Town Clerk/ Assistant Clerk
	To certify any bye-laws approved by the Council.	Town Clerk
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Mayor and/or Chair of the appropriate Committee.	Town Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk/RFO
Land and Property	To purchase necessary goods and supplies.	RFO
	To maintain the Council's offices and property in accordance with financial	Town Clerk

	regulations.	
Lettings	To authorise casual lettings of the Council's properties subject to the approved policy(ies) and terms and conditions of hire.	Town Clerk/Assistant Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Assistant Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk
	To implement national pay awards and conditions of service.	Town Clerk
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk

MAYOR'S ENGAGEMENTS 2021/2022 - Cllr Merrill Jones

DATE	ENGAGEMENT
19/05/2021	Rhyl AM and Mayor Making
20/05/2021	NWAMI Coffee Morning
26/05/2021	Sailing Event
26/05/2021	Sir John Henry Morris Trust photocall
24/06/2021	DEPUTY RNLI Hotpot Supper Evening
29/06/2021	Judging Schools CIB Painting Competition
03/07/2021	Bay Gallery 10yr Celebration
26/07/2021	Indian Consulate Reception
27/07/2021	Bay Gallery Art Presentation (CIB)
28/07/2021	Oriel Gallery Photograph Presentation
07/08/2021	Uke a Bay Andy Eastwood Show
19/08/2021	DEPUTY RVS Tea Party
03/09/2021	Bay Gallery Art Exhibition Opening Night
05/09/2021	Conwy Civic Service
09/09/2021	Eirias Park - Let's Get Physical
10/09/2021	Rydal Speech Day
19/09/2021	Llandudno Civic Sunday
19/09/2021	Rhuddlan Mayor Charity Evening
20/09/2021	Volunteer Awards Night
26/09/2021	Bay of Colwyn Civic Sunday
27/09/2021	Volunteer Awards Night
28/09/2021	Then & Now Launch
02/10/2021	Tree Planting
03/10/2021	Rhyl Civic Sunday
07/10/2021	Winter Lights Teams Meeting
07/10/2021	Colwyn in Bloom Presentation Evening
08/10/2021	Tree planting/Time capsule
22/10/2021	Msparc Pop in
30/10/2021	Coffee Morning (Cllr Baker)
06/11/2021	RGC V Merthyr Hospitality Invitation
09/11/2021	Licencing of Rev Gareth Erlandson
12/11/2021	RNLI Bingo Night
20/11/2021	RNLI Coffee Morning
23/11/2021	Tree of lights (online Ceremony)
25/11/2021	Parkway Xmas Dinner
25/11/2021	Winter Lights Event
28/11/2021	Tree of Lights (Cancelled)
11/12/2021	Opening Day of @20
11/12/2021	Conwy Torchlight Parade
16/12/2021	DEPUTY RNLI Carol Service
05/02/2022	Commonwealth Poet's Congress (NWAMI)
20/02/2022	Holywell Civic Service
05/03/2022	Mayor's Charity Quiz Night
11/03/2022	Llandudno Charity Event
18/03/2022	RNLI AGM
31/03/2022	Scout Awards
03/04/2022	Abergele Civic Sunday
06/04/2022	Conwy Schools boating event
14/04/2022	Mayor's Charity Supper Night (postponed)

27/04/2022 Mayor's Charity Film Night (postponed)
06/06/2022 David Jones Visit to House of Commons as OPM

-  Unconfirmed engagements
-  Confirmed MAYOR engagements
-  Confirmed Deputy Mayor Engagements
-  Immediate Past Mayor Engagements

COUNCILLOR'S ATTENDANCE RECORD 2021/22 for the period 17/05/21 to 3/05/2022

NAME OF COUNCILLOR	POSSIBLE ATTENDANCE**	ACTUAL ATTENDANCE	%	Additional (Sub) Committees Attended
Councillor Mrs Glenys Baker	25	12	48%	3
Councillor Neil Bastow	25	6	24%	0
Councillor Chris Brockley	25	20	80%	0
Councillor Gemma Campbell	25	18	72%	1
Councillor Hannah Fleet	17	16	94%	5
Councillor David Howcroft	17	15	88%	1
Councillor Christopher Hughes	18	16	89%	5
Councillor Debra Jones	Leave of Absence Granted			
Councillor Mark Jones	17	5	29%	0
Councillor Mrs Merrill Jones (Mayor)	33	27	82%	3
Councillor Abdul Khan	17	11	65%	3
Councillor Adrian Mason	17	4	24%	0
Councillor Colin Matthews	25	23	92%	2
Councillor Mrs Hazel Meredith	Leave of Absence Granted			
Councillor Ricki Owen	25	20	85%	0
Councillor Anthony Pearson (*Dep Mayor)	33	23	70%	1
Councillor Jeff Pearson	25	22	88%	10
Councillor Stephen Price	25	20	80%	0
Councillor Paul Richards	18	17	94%	5
Councillor Sarah Ryder	25	21	84%	2
Councillor Kate Swindon	17	11	65%	0
Councillor Max Tasker	25	21	84%	0
Councillor Lisa Wilkins (Elected 8.7.2021)	15	12	80%	0
Councillor Malcolm Worth	25	22	88%	5

*** Mayor and Deputy Mayor are Ex-Officio members of both Committees**

**** includes Full Council & Standing Committee Meetings only (i.e. the General Purpose & Planning and Policy & Finance Committees)**

TIMETABLE OF MEETINGS FOR 2022/23

ANNUAL MEETING	16/05/2022
General Purpose & Planning Committee	24/05/2022
Policy & Finance Committee	25/05/2022
Full Council	06/06/2022
General Purpose & Planning Committee	14/06/2022
General Purpose & Planning Committee	05/07/2022
Policy & Finance Committee	13/07/2022
Full Council	18/07/2022
General Purpose & Planning Committee	26/07/2022
General Purpose & Planning Committee	16/08/2022
Policy & Finance Committee	17/08/2022
Full Council	05/09/2022
General Purpose & Planning Committee	13/09/2022
Policy & Finance Committee	28/09/2022
General Purpose & Planning Committee	04/10/2022
Full Council	24/10/2022
General Purpose & Planning Committee	01/11/2022
Policy & Finance Committee	16/11/2022
General Purpose & Planning Committee	22/11/2022
Full Council	05/12/2022
General Purpose & Planning Committee	13/12/2022
Policy & Finance Committee	04/01/2023 & 11/01/23
General Purpose & Planning Committee	10/01/2023
Full Council	16/01/2023
General Purpose & Planning Committee	31/01/2023
Policy & Finance Committee	08/02/2023
General Purpose & Planning Committee	21/02/2023
Full Council	06/03/2023
General Purpose & Planning Committee	14/03/2023
Policy & Finance Committee	29/03/2023
General Purpose & Planning Committee	04/04/2023
Full Council	24/04/2023
General Purpose & Planning Committee	02/05/2023
Policy & Finance Committee	10/05/2023
ANNUAL MEETING	15/05/2023