

**MINUTES OF THE TWENTY SEVENTH ANNUAL MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE COUNCIL CHAMBER, TOWN HALL, RHIW ROAD, COLWYN BAY AND REMOTELY, VIA ZOOM, AT 6:30PM ON MONDAY 16<sup>TH</sup> MAY 2022**

**PRESENT:** The Retiring Mayor, Mrs Merrill Jones  
The Town Mayor (Elect) Cllr Colin Matthews  
Cllrs: C Brockley; D Carr; N Coverley; R Gaze; J Higgins; D Howcroft;  
C Hughes; P Hughes; L Kennedy; A Khan; T Maclean; S McAllister;  
J Nuttall; R Owen; R Parry; S Price; S Ryder; D Wilkins and G Wynne  
Attending Remotely: Cllrs Hannah Fleet and Debra Jones

**OFFICER(S):** C J Earley, Town Clerk  
R Dudley, Assistant Clerk  
L Austin, Admin Assistant

**IN ATTENDANCE:** Distinguished Guests and Members of the Public (in person /via Zoom)

**1/22 WELCOME:**

The Retiring Mayor, Mrs Merrill Jones, welcomed Members and Guests to the twenty seventh Annual Meeting of the Bay of Colwyn Town Council.

The Town Clerk confirmed that all members had now signed their declarations of acceptance of office to take up their seats after the recent elections and that there were no vacancies on the Town Council.

**2/22 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Town Cllrs: R Lee and B Madden, and from D Jones, MP, and County Cllr G Jones.

**3/22 ELECTION OF MAYOR:**

Nominations were called for the Office of Town Mayor for the new municipal year.

Councillor C Hughes proposed that Councillor Colin Matthews be elected as Town Mayor. Councillor D Howcroft seconded the nomination.

***There being no further nominations, Councillor Colin Matthews was then unanimously elected as Town Mayor for the 2022-23 municipal year.***

Councillor Colin Matthews was invested with the Chain of Office, took the Chair and made and subscribed his Declaration of Acceptance of Office, which was then countersigned by the Clerk, as Proper Officer of the Council.

The Mayor then gave a brief verbal address, thanking his fellow members for the confidence placed in him, and informed the meeting that Cllr C Hughes would be acting as his Consort at Mayoral engagements.

#### **4/22 ELECTION OF DEPUTY MAYOR:**

The Mayor called for nominations for the Office of Deputy Mayor. Councillor Chris Brockley nominated Councillor Hannah Fleet as Deputy Town Mayor for the ensuing Municipal Year. Councillor Stephen Price seconded the nomination.

***There being no further nominations, Councillor Hannah Fleet was duly elected as Deputy Mayor for the 2022-23 Municipal Year.***

As Councillor Hannah Fleet was attending the meeting remotely, it was noted that arrangements will be made to invest the Deputy Mayor with the Deputy's Chain of Office and invite her to subscribe her Declaration of Acceptance of Office at, or before, the next council meeting.

#### **5/22 VOTE OF THANKS:**

Councillor D Howcroft proposed a vote of thanks to Merrill Jones, the Immediate Past Mayor. Councillor S Ryder seconded the vote of thanks. The Mayor then presented Merrill Jones with the Past Mayor's Jewel, as a token of the appreciation of the Council for her work during her term of office.

The Immediate Past Mayor gave a brief verbal address, reflecting on some of the highlights of her year in Office, including visits to many local charitable/voluntary organisations.

#### **6/22 COMMITTEES AND DELEGATIONS:**

- a. Resolved to re-appoint the two standing committees of the council: the General Purposes and Planning Committee and the Policy & Finance Committee, as detailed in the updated terms of reference (schedule 'A' attached).***
- b. Resolved to re-appoint the other two Council Committees: the Colwyn in Bloom and Volunteer Awards Committees, and approve their terms of reference, as detailed in Schedule 'B' attached.***
- c. Further resolved to confirm continuance of the scheme of delegation to officers, as detailed in schedule 'C' attached.***

#### **7/22 GENERAL POWER OF COMPETENCE:**

***Resolved to pass a resolution to confirm that the Council has met the three conditions and is therefore now able to use the General Power of Competence, as provided for by the Local Government and Elections (Wales) Act 2021.***

**8/22 DEFERMENT OF OTHER BUSINESS:**

***Resolved to defer the remaining items to be dealt with under Standing Order 5(p) to the next meeting of the council, to be held on 5<sup>th</sup> June 2022.***

**9/22 MAYOR'S ENGAGEMENTS:**

A list of the Mayor's engagements for the Municipal Years 2021-22 was submitted by the Clerk, for information.

***Resolved to receive and note the list of engagements, as detailed in Schedule 'D' attached.***

**10/22 COUNCIL MEETINGS:**

The Clerk submitted, for information, a list of councillor's attendances for the municipal year 2021-22 and the meeting dates for the Council and Committees for 2022-23.

***Resolved to receive and note the attendance list, as detailed in schedule 'E' attached, and to approve the meeting dates for 2022-23, as detailed in Schedule 'F'.***

**11/22 ANNUAL REPORT:**

The Clerk submitted the Draft Annual Report for 2021-22.

***Resolved to delegate authority to the Clerk to publish the annual report, once the final year-end accounts have been completed and audited and the financial section updated.***

The meeting closed at 7pm

..... Chairman

# BAY OF COLWYN TOWN COUNCIL

## Terms of Reference

### General Purpose and Planning Committee

Membership (2022/23): Cllrs: C Brockley; J Higgins; P Hughes; L Kennedy; T MacLean; B Madden; C Matthews; J Nuttall; R Owen; S Price; S Ryder; D Wilkins.

Ex-Officio Members: Town Mayor and Deputy Mayor (when not already members)

Chairman/Vice-Chairman (2022/23):

To be appointed by the Committee.

*Both will ordinarily serve a two year term of office and are encouraged to undertake the One Voice Wales Charing Skills training module, or other relevant training, within three months of taking up office, if not already done.*

Quorum: One third of members (four)

Reporting: The General Purpose and Planning Committee reports directly to the Council.

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1. To consider any matter not specifically delegated to any other Committee.
  2. To recommend to the Council any alterations in the boundaries of the Communities or their Wards, and in polling arrangements.
  3. To exercise delegated powers in the submission of views to the Local Authority in response to consultation in respect of planning applications, planning appeals, licensing applications and temporary traffic regulations.
  4. To recommend to the Council the observations to be submitted to the Local Planning Authority in response to consultation in all other planning matters.
  5. To maintain, and keep under review, the Council's policies and procedures for providing public information and for public consultation and participation, to include the Town Council's website and social media pages.

# BAY OF COLWYN TOWN COUNCIL

## Terms of Reference

### Policy & Finance Committee

Membership (2022/23): Cllrs: D Carr; N Coverley; H Fleet; R Gaze; D Howcroft; C Hughes; D Jones; A Khan; R Lee; S McAllister; R Parry; G Wynne.

Plus Ex-Officio Members: Town Mayor and Deputy Mayor (when not already members)

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

*Both will ordinarily serve a two year term of office and are encouraged to undertake the One Voice Wales Charing Skills and Introduction to Local Gov't Finance training modules within three months of taking up office, if not already done.*

Quorum: One third of members (five)

Reporting: The Policy & Finance Committee reports directly to the Council.

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1. To advise the Council in the creation of a corporate plan of objectives and priorities, having regard to the needs of the Community, and the overall resources of the Council, and to consider and if necessary to report to the Council upon any policy proposals of other Committees.
  2. To notify the Committees concerned or, if necessary, the Council of the need for changes in policy and/or in the standards of services provided in order to achieve its objectives; or the need for new services.
  3. To keep under review the organisation and management processes of the Council and to advise the Council upon any desirable alteration of them (including changes in Committee Structure or in the distribution of functions, powers and duties of Committees in the light of changing circumstances).
  4. Having regard to the Council's resources, to advise the Council on the following matters:-
    - (a) The Council's annual estimates, including the priority to be accorded to the development of the Council's services and the timing of the introduction of any new services;
    - (b) The annual precept to be levied by the Council.

Approved 30.6.2021  
Min. ....

- (c) To keep under regular review the Council's Expenditure Programme, and advise the relevant Committees and Council on major variations from approved programmes.
5. To manage all investments and insurances; to keep under review the financial procedures and controls of the Council; and to secure the audit of the Council's accounts.
  6. To examine new and proposed legislation, respond to consultation documents, as required, and to advise the appropriate Committees in its implementation.
  7. To provide and maintain any office accommodation and services, and the arrangements for records and archives.
  8. To determine Councillors' travelling and subsistence allowances; any allowance to be paid to the Chairman for the purpose of enabling him or her to meet the expenses of the office; and the payment of expenses of official and courtesy visits.
  9. To keep under review the Council's Standing Orders and Financial Regulations.
  10. To manage and maintain any land, properties and other assets owned by the Council.
  11. To recommend to the Council the action to be taken in relation to applications to the Council by Voluntary Bodies for financial assistance.
  12. To authorise all payments to be made on behalf of the Council, ensuring that these fall within the budgetary limits previously approved by the Council in its Annual Estimates and any limits imposed by the Council's Financial Regulations.
  13. To make recommendations to the Council regarding any virements required between budget headings, as a result of changing circumstances during the course of the financial year.

# 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

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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

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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.



	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
<b>Freedom of Information</b>	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk
<b>Governance</b>	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
<b>Information and Communication Technology</b>	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
<b>Land and Property</b>	To purchase necessary goods and supplies.	RFO
	To maintain the Council's offices and property in accordance with financial	Town Clerk



## 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.

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
<b>Audit</b>	To maintain a continuous internal audit	RFO
<b>Communications</b>	To deal with all press and public relations on behalf of the Council.	Town Clerk/ Assistant Clerk
<b>Documents</b>	To sign documents on behalf of the Council.	Town Clerk
<b>Elections</b>	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
<b>Emergency Planning</b>	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
<b>Finance</b>	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





	regulations.	
<b>Lettings</b>	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
<b>Member support</b>	To deal with member requests for secretarial or administrative support in connection with their duties.	Assistant Clerk
<b>Proper Officer</b>	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk
<b>Staffing</b>	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**

<b>NAME OF COUNCILLOR</b>	<b>POSSIBLE ATTENDANCE**</b>	<b>ACTUAL ATTENDANCE</b>	<b>%</b>	<b>Additional (Sub) Committees Attended</b>
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	<b>Leave of Absence Granted</b>			
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	<b>Leave of Absence Granted</b>			
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

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