

**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 30<sup>TH</sup> MARCH 2022**

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

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

**420/21 Welcome and Apologies for Absence:**

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

**421/21 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 C Hughes – Item 11(c) Large Grants – personal and prejudicial interest  
Cllr P Richards – Item 11(c) Large Grants – personal and prejudicial interest  
C Earley – Item 11(c) Large Grants – personal and prejudicial interest

**422/21 Minutes:**

***(a) Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on the 16<sup>th</sup> February 2022.***

**423/21 Matters Arising from Previous Meetings:**

**(a) (i) Town Hall:** The Clerk submitted, for consideration, the surveyors report and recommendations regarding the tower structural repairs. This had been submitted to the Planning Officer to enquire if Listed Building Consent was required, or if it would be classed as urgent repair works. A copy had also been sent to GR Williams builders for a revised quote. Members noted the update.

**(ii)** Members considered a quotation from the Conservation Architect for completing the listed building consent application for the proposed fence/gate to the rear annexe access, providing drawings/specifications for the proposed fence/gate and a heritage impact statement (which will only need to be prepared once and can then be used for any future planning applications).

***Resolved to accept the quotation of £1,750 for the work to prepare/submit a listed building consent application to install a wooden fence/gate at the rear annexe access.***

(iii) Members received a report on some minor internal defects, following a recent routine inspection, and note that estimates/quotations for repairs will be obtained.

***Resolved to delegate authority to the Clerk to proceed with the repairs, up to a value of £500 per trade, with 3 quotes to be obtained for anything in excess of this amount.***

(iv) The Clerk submitted an update from D R Williams on the deferred works and members were asked to consider a quotation for works to pigeon proof and insulate the Main Chamber roof void.

***Resolved to accept the quote for £2,689.58 to pigeon-proof and insulate the main chamber roof void, but to request a 5-year guarantee on the pigeon-proofing measures.***

***Further resolved to delegate any final decision to the Clerk/Chair and Cllr P Richards after a response to this request is obtained from the builder.***

(b) **Digital Noticeboards:** The Clerk informed members that the noticeboards would be installed by Friday 1<sup>st</sup> April, with content to be uploaded by the editorial team.

***Resolved to authorise payment of the invoices to CCBC (for installation/electrical works) of £14,500, and the balance/final payment to Route Media (25% of total cost).***

(c) **Town Hall Leases:** Members noted that Conwy Connect have confirmed that they will be vacating the premises at the end of April and the Clerk is awaiting an appointment with the solicitor (now Bone & Payne) to draw up the new lease for Mens Shed, to commence on 1/5/22 for a period of 7 years.

#### **424/21 Finance:**

(a) ***Resolved to authorise payments made on behalf of the Council for the period 01.01.22 to 28.02.22, 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 28.02.22.***

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

***(i) Market Report February 2022***

***(ii) PSDF Statement as at February 2022 (and authorise year-end transfer of balance)***

***(iii) Property Fund prices as at February 2022.***

**425/21 Welsh Government:** There was no correspondence from the Welsh Government.

**426/21 Conwy County Borough Council:** The Clerk submitted, for consideration, a request

by Cllr A Khan and PCSO Gethin Chapman for support for the temporary removal of two CCBC benches on Sea View Road, due to antisocial behaviour.

Members considered the request, but felt that a longer term solution was required, as the removal of the benches would only move the problem elsewhere and impact on other residents who use the benches during the day. It was noted that a Safer Streets project had been established, due to anti-social behaviour, and that funding for additional CCTV and a higher police presence had resulted from this.

***Resolved to recommend that the Council declines to support the removal of the benches and requests other ways of addressing the issues are explored.***

The Clerk also submitted, for consideration, a request for funding for the signage required for a PSPO (Public Spaces Protection Order) to designate an area of the town centre as a no-drinking zone, as a more permanent deterrent, at an approximate cost of £800. Members were in approval, in principal, of the Order and signage required, but queried if this would also affect local licensed premises with outdoor seating areas. Cllr L Wilkins offered to find out if there were any implications for local businesses and report back to the committee.

***Resolved to recommend approval of the PSPO signage, at a cost of £800.***

**427/21 Wales Audit Office:** Members received the notice of the audit for 2021-22, including the additional information required and confirmation of the audit cycle for 2021-22 onwards. It was noted that a higher budget would be needed in 2023, when the council would need a full, detailed audit as part of the new 3-year cycle.

**428/21 Cyber Security Risk Management:** Members noted the information from Microshade on additional cyber security measures.

**429/21 Website Updates:** The Clerk submitted, for consideration, a quotation from Livetech to undertake work to add sections to the Town Council website for Community Wellbeing (with direct links to the national Dewis site) and for the Digital Noticeboards, at a daily rate of £315 (estimated to be a maximum 2-days work).

***Resolved to authorise the Clerk to instruct Livetech to undertake the works, and to approve payment at the daily rate of £315.***

**430/21 Grants:**

**(a) Small Grants 2021/22:**

(i) The Clerk submitted, for consideration, the small grant applications received for Q4.

***Resolved to recommend approval of applications K and L, and decline application M (as they have already received a small grant during the current financial year), as detailed in Schedule B attached.***

(ii) Members considered making year-end donations to the following local charities, supported by the Town Council:

1. Llandrillo Poor and Education Charities
2. Sir John Henry Morris Jones Trust Fund

***Resolved to approve year-end donations of £2,000 to each charity, and to recommend carrying forward the remaining small grant balance to the small grants budget for 2022/23.***

**(b) Events Grants 2022/23:**

(i) The Clerk submitted, for consideration, an additional event grant application received.

***Resolved to recommend approval of application G, as detailed in Schedule C attached.***

(ii) The Clerk submitted, for consideration, applications for Platinum Jubilee grants.

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

**(c) Large Grants 2022/23:** The Clerk submitted, for consideration, additional grant applications received.

- Cllrs C Hughes, P Richards and the Clerk declared a personal/prejudicial interest in application G, due to a close personal association with either the Colwyn Bay Environment Federation or Eirias Bowling Club, and were placed in the waiting room while the item was being considered.

***Resolved to recommend approval of grant applications G and H, and decline application F, as detailed in Schedule E attached.***

**(d) Ward Allowances:** Members received and noted the final summary for 2021/22.

**(e) Reports:** Members noted thank you letters/reports from the following:

- (i) Citizens Advice Bureau
- (ii) Home Start Conwy

**431/21 Confidential Matter:**

***In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order 3(d), it was RESOLVED that, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded.***

Members noted correspondence from a solicitor appointed by the Council's insurer in respect of an ongoing claim relating to the 2018 bonfire event.

***Resolved to authorise the Clerk to sign and return the consent form to the solicitor and to await the outcome of the claim, in due course.***

The meeting closed at 8.45pm.

..... Chairman

## List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2022	Canda Copying Ltd	DD	114.00	I 056	Copier Rental Q4
04/01/2022	Barclaycard	DD	19.50	I 056	WIFI Extender
13/01/2022	Hampson Lewis	FP	360.00	I 056	Valuation Town Hall
13/01/2022	Absolute Sound & Light	FP	1,374.00	I 056	Events
13/01/2022	Clira	FP	108.00	I 057	Monthly Water Monitoring
13/01/2022	Society Local Council Clerks	FP	406.00	I 057	Clerk Subs
13/01/2022	Microshade Business Consultant	FP	145.78	I 057	Backup
13/01/2022	livetech	FP	411.00	I 057	livetech
13/01/2022	Canda Copying Ltd	FP	36.54	I 057	Copy Charges Q3
13/01/2022	Signs Workshop	FP	1,311.60	I 057	New Noticeboards
14/01/2022	Employees	FP	5,315.55	I 055	Salary January
14/01/2022	Gwynedd Council	4000	1,628.92	I 055	Pensions January 22
14/01/2022	HMRC	FP	1,685.81	I 055	PAYE & NI January 22
14/01/2022	Conwy County Borough Council	FP	736.00	I 055	NNDR Town Hall
14/01/2022	I P Williams	FP	289.50	I 055	Translations
14/01/2022	Opus Energy	DD	1,088.08	i 056	Gas Rhiw Road
14/01/2022	Opus Energy	DD	340.70	I 056	Gas Rear Annexe
17/01/2022	onecom	DD	69.28	i 056	phones/broadband
21/01/2022	Hamilton Security Systems LTD	FP	72.00	I 058	CCTV Callout
21/01/2022	Cambrian Woodland	FP	2,406.00	I 058	Xmas Trees
21/01/2022	C J Earley	FP	3.69	I 058	Reimbursement for phone calls
24/01/2022	Royal British Legion	005530	37.00	I 058(a)	Rem Sunday Wreaths
24/01/2022	Llandrillo Charities	005531	500.00	I 058(b)	Poor Charity (W/Alls)
24/01/2022	Llandrillo Charities	005532	649.70	I 058	Education Trust
28/01/2022	British Gas Lite	DD	817.78	I 056	British Gas Lite
28/01/2022	CVSC	FP	2,000.00	I 059	GWIL Events 31/7 29/8
28/01/2022	Llandrillo yn Rhos Mothers Uni	FP	500.00	I 059	Small Grant
28/01/2022	Planning Aid Wales	FP	40.00	I 059	Training /Planning R Owen
28/01/2022	Roz Dudley	FP	26.00	i 059	WFH January
28/01/2022	Louise Austin	FP	26.00	I 059	WFH
28/01/2022	C J Earley	FP	26.00	I 059	WFH

Total Payments	22,544.43
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## List of Payments made between 01/02/2022 and 28/02/2022

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2022	Barclaycard	DD	240.00	I 062	Planning Fee/Mobile phone
14/02/2022	Opus Energy	DD	1,245.10	I 062	Gas January
14/02/2022	Onecom	DD	69.28	I 062	phone/Broadband
14/02/2022	Scottish Power	DD	582.88	I 062	Electric Charges
15/02/2022	Employees	FP	5,325.75	I 060	Salary February
15/02/2022	Gwynedd Council	FP	1,628.92	I 060	Pensions February
15/02/2022	HMRC	FP	1,685.61	I 060	PAYE & NI
15/02/2022	Microshade Business Consultant	FP	145.78	I 060	IT Services
15/02/2022	I P Williams	FP	144.96	I 060	Translations
15/02/2022	Clira Ltd	FP	108.00	I 060	Legionella Checks
21/02/2022	Snowdonia Fire Protection LTD	FP	263.77	I 061	Extinguishers Checks
21/02/2022	Societish Local Council Clerks	FP	162.00	I 061	Staff Training
21/02/2022	TAPE	FP	5,000.00	I 061	Xmas Event Grant
21/02/2022	D R Williams	FP	17,911.16	I 061	Town Hall Works
21/02/2022	Conwy County Borough Council	FP	1,066.00	I 061	Lorawan People Flow Sensors
21/02/2022	Dwr Cymru	FP	200.09	I 061	TH Charges to 13/1/22

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Total Payments      35,779.30

**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:
<u>Urgent application considered 12.05.21</u>										
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 (after Cllr HF to visit NWAMI to discuss support needed)			25.3.22		
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				Bank details awaited	
J Dawns I Bawb	£150	05.01.22	£150.00		Towards provision of bilingual dance activities			25.3.22		
K Colwyn Bay Heritage Group	£500	30.03.22	£500.00		Towards membership costs, ongoing maintenance of website and hybrid meeting costs					
L Merched y Wawr	£250	30.03.22	£250.00		Towards the cost of holding meetings, paying for speakers and room rental.					
M Colwyn Bay and Llandudno Tramway Society	£500	30.03.22	£0.00		Ongoing maintenance and improvement works on No7 tram, and to make progress on the portable narrow-gauge tram					
<u>Donation to Trust funds from remaining balance:</u>										
Sir John Henry Morris Jones Trust		30.3.22	£2,000.00							
Llandrill Poor Charities		30.3.22	£2,000.00							
<b>ANNUAL BUDGET 2021/22 =</b>	<b>£12,000</b>									
<b>Less u/spend tfr to Trust Funds from 2020'21</b>	<b>-£1,370</b>									
<b>Plus unspent Cllr Ward Allowances 2021'22</b>	<b>£4,622</b>									
	<b>£15,252</b>									
<b>TOTAL YTD=</b>	<b>£8,100</b>		<b>£0</b>							
										<b>£0</b>

\* 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.



## Events Grants 2022/23

Budget =	<b>£35,000</b>
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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		£3,600.00		
E	Queen's Platinum Jubilee	Platinum Jubilee Beacon Trail	30th April - 12th June 2022	£499.00			NIL	£0.00		
F	TAPE	Luminaire	December 2022 - January 2023	£5,000.00			£ 5,000.00	£5,000.00		
<u>To be considered 30.03.22</u>										
G	St Davids Hospice	Christmas Film Night	Friday 2nd December 2022	£500.00	£538.00			£500.00		
	Platinum Jubilee Grants	(see separate summary)						£2,840.00		
				<b>£59,599.00</b>				<b>£16,940.00</b>	<b>£0.00</b>	

**Summary of Platinum Jubilee Grant Applications**

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Moved to Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Date Paid	Notes:	Report received:
<u>To be considered 30.03.22</u>										
A NWAMI	£495	30.03.2022	£495.00		To hold a multicultural musical and Commonwealth foods jamboree in Colwyn Bay town centre on 3rd June					
B St Josephs Community Centre	£500	30.03.22	£500.00		Jubilee Picnic in the Park					
C Rydal Penrhos	£500	30.03.22	£445.00		School and Community Picnic					
D Ysgol T Gwynn Jones	£400	30.03.22	£400.00		Jubilee Party					
E Ysgol Eirias	£500	30.03.22	£500.00		Surf Snowdonia Jubilee activities					
F Ysgol Nant y Groes	£2,165	30.3.22	£500.00		Jubilee celebration event					
<b>ANNUAL BUDGET 2021/22 =</b>	<b>£0</b>		<b>TOTAL YTD=</b>	<b>£2,840</b>	<b>£0</b>					
<b>Less u/spend tfr to Trust Funds from 2020'21</b>	<b>£0</b>									
<b>Plus unspent Cllr Ward Allowances 2021'22</b>	<b>£0</b>									
	<b>£0</b>									

\* 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 Large Grant Applications for 2022/23**

REF:	Applicant:	Amount Requested:	Purpose:	Amount of Grant paid 2021/22	Grant Approved 2022/23	Notes:	Bank details rec'd:	First Instalment paid	Second Instalment Paid Dec	Report Requested/ Received
A	Benefit Advice Shop	£ 6,931.20	Towards outreach services in Colwyn Bay	£4,000	£4,500		Approved Budget = £30,000			
B	Citizens Advice Bureaux Conwy District	£ 18,159.00	To meet the costs of a Bay of Colwyn specialist advisor	£5,800	£6,000					
C	Home Start Conwy	£ 5,000.00	To support families in the Bay of Colwyn area	£2,500	£4,000					
D	Llandudno and Colwyn Bay Tramway Society	£ 1,000.00	Towards ongoing maintenance; works on narrow gauge tram; replacement of IT equipment	£0 (advised to apply for small grant)	£0	small grant £500 paid July 2021. Advise to apply for small grant again in 2022/23				
E	Y Pentan	£ 2,000.00	Towards printing costs of Y Pentan	£1,000	£1,200					
To be considered at P&F 30.03.22										
F	Coast Community Radio and Media CIC	£ 3,900.00	Towards the operation costs of transmitter fees	£5,760	decline					
G	Colwyn Bay Environment Federation	£ 5,000.00	Towards a shelter for the bowling green	£5,000	£5,000					
H	Home Start Conwy	£ 2,496.00	To support families in the Bay of Colwyn area	£2,500	£2,500					
		<u>£ 44,486.20</u>			<u>£23,200.00</u>			<u>£0.00</u>	<u>£0.00</u>	