

MINUTES OF A HYBRID MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD AT 6.30^{PM} ON MONDAY 6TH JUNE 2022

PRESENT: The Mayor, Cllr C Matthews (Chairman)
Cllrs: C Brockley, D Carr, H Fleet (Deputy Mayor), J Higgins, P Hughes, L Kennedy, B Madden, S McAllister, J Nuttall, R Owen, R Parry, S Ryder, T Maclean, D Wilkins and G Wynne.

COUNTY CLLRS: Cllr C Carlisle, Cllr S Croft

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

VISITORS: Mr J Timber, Transport for Wales
Mr D Ryland, member of public

35/22 Welcome and Apologies for Absence:

- (a) The Chairman welcomed all members and visitors to the meeting. Apologies for absence were received from Town Cllrs: N Coverley, D Howcroft, C Hughes, D Jones, A Khan and S Price. The Chair invited the Deputy Mayor, Cllr H Fleet to sign the Declaration of Acceptance of Office, as she had not been able to attend the Annual Meeting in person, due to a family commitment.
- (b) Members noted the resignation of two newly elected Councillors, Ray Lee and Robert Gaze. The Clerk gave a brief verbal report on the process for electing/appointing replacement Councillors.
- Resolved to authorise the Clerk to go ahead and advertise the co-option(s), should an election not be called in either Ward, in order for the vacancies to be filled at the next meeting.***

36/22 Announcements:

The Mayor informed the Council that he had already attended 5 engagements.

37/22 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. None were declared.

38/22 Visitors to the Council:

- (a) The Chair invited Mr James Timber, Commercial Manager for Transport for Wales to give a presentation about an upgrade to buildings at Colwyn Bay Station and the potential for business and community use. Mr Timber started by showing the Council slides of the phase 1 projects they had finished at Abergele & Pensarn Station, Llandudno Station and Tywyn Station. The idea is to utilise unused space and bring the station back into the community. They are using a toolkit which has basic colours for the inside and the traditional red/green station colours for the outside.

Phase 2 includes Colwyn Bay. There are two spaces: Platform 1 currently being used for storage and Platform 2 the old café building. The space on Platform 1 is being leased to a local Community Group, but the lease has not yet been signed. The building on Platform 2 will be offered to local businesses to operate as a café. The windows are currently boarded up, but once restored will give a sea view.

In answer to a question from a councillor, Mr Timber said they were exploring the idea of opening the access to the promenade and are considering the option.

The Chair thanked Mr Timber for his report and he retired from the meeting.

- (b) The Clerk informed the Council that Alun Pritchard (RGC/North Wales Rugby) will be attending the Council's next Meeting in July to give a brief verbal report on the organisation's current activities and that Marc Roberts (Colwyn Victoria Pier Trust) has also requested to attend a future meeting.
- (c) The Chair invited any County Councillors present to give a report. Newly elected County Cllr H Fleet said that the members had been receiving lots of induction training and support from officers.
Cllr Roger Parry asked if the County Councillors could make enquiries and report back on any progress with the redevelopment of Rhos Point at a future meeting.

39/22 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 25th April 2022.***
 - (ii) ***The minutes of the Annual Meeting of the Council, held on 16th May 2022.***
- (b) ***Resolved to receive and note the minutes of the following meetings:***
- (i) ***The General Purpose & Planning Committee, held on 3rd May 2022 and 24th May 2022 (draft).***
 - (ii) ***The Policy & Finance Committee, held 25th May 2022.***

40/22 Matters Arising from Those Minutes:

- (a) **Min. 467/21(c) & 28/22–Town Hall Works:**
- (i) The Clerk submitted the updated structural engineer's report and recommendations (for information only) and gave a brief verbal update. It was noted that the repair works need to be completed as soon as possible and before the onset of bad autumn/winter weather, which may hinder progress and cause further deterioration.
 - (ii) It was noted that 3 quotes are being sought for the structural repairs to the turret, but these had not yet been received.
It was resolved to delegate authority to the Policy and Finance Committee to make a decision, based on the quotations received by the next meeting.
 - (iii) The Clerk submitted 3 quotations for carrying out the routine PAT testing of the Town Hall appliances.
Resolved to accept the quotation from UK Safety Management for £183 (based on 140

appliances).

(b) Min. 467/21 (d) Rhiw Road Leases:

- (i) It was noted that the Clerk met with the Council's new solicitors, Bone & Payne, on 12th April. The Clerk submitted a letter of introduction and quote for the drawing up of the new/renewal leases and informed the Council that some information in the letter needed to be queried/clarified, as it appeared to relate to a different property.

Resolved to delegate authority to the Policy and Finance Committee to review the information on the proposed lease(s), once clarification has been received.

- (ii) The Clerk gave a verbal report on the end of tenancy inspection carried out in April (Conwy Connect) and informed members that quotes were now being sought for electrical/lighting works, to upgrade the old/faulty fittings to new LED fittings. The clerk will report back with quotations in due course.

(c) Min. 467/21(e) – Rear Annexe: The Clerk submitted a response from NW Police regarding the removal of the aerial, which was noted by members.

(d) Min. 474/21 – Bank Signatories:

- (i) The Clerk asked for nominations for the appointment of two additional bank signatories, due to two of those previously nominated not having been re-elected.

Resolved to appoint Cllrs C Brockley and J Nuttall as the two additional bank signatories.

- (ii) The Clerk submitted a list of additional urgent payments to be made, to include the £10,000 agreed contribution for the Prom Xtra event and staff salaries for June, and asked members to approve as a temporary arrangement (whilst waiting for the request to update the bank mandate, submitted on 25th May, to be actioned) that 2 existing bank signatories (no longer Councillors) be allowed to sign/authorise the urgent payments. The Clerk had asked the Internal Auditor if they would have any concerns with this temporary arrangement, while the bank mandate was being sorted/updated, and they had confirmed that, under the circumstances, they would not raise this as an issue, providing a list of the payments to be made has also been signed by two of the new signatories.

Resolved to approve arrangements for 2 existing signatories, along with the Clerk, to authorise/sign the any approved urgent payments, until the bank mandate has been updated.

(e) Min. 8/22 – Members were asked to consider the following items, deferred at the Annual Meeting on 16th May:

- (i) Standing Orders and Financial Regulations: Members noted the continuation of the current documents (subject to any further updates that may be required, following receipt of guidance on the Local Government and Elections (Wales) Act 2021).

- (ii) To review/update the appointment of representatives to Outside Bodies and note the arrangements for members to provide reports back to the Council. The Chairman asked for nominations. Some appointments were deferred, pending more information about the outside body and whether they were still in existence.

Resolved to appoint the nominated Councillors to Outside Bodies (as per schedule A) and to defer all other appointments until the next meeting, after seeking more information.

- (iii) Members noted a copy of the updated asset register, as at 31.3.22.

- (iv) Members noted confirmation of arrangements for cover for insurable risks.
- (v) Members noted/approved annual subscriptions to:
 - 1. Society of Local Council Clerks (Clerks' membership)
 - 2. North & Mid Wales Association of Local Councils
 - 3. Community and Voluntary Services Conwy (renewed)
 - 4. Information Commissioners Office (registration as a Data Controller/Processor)
- (vi) Members noted a summary of the other policies/procedures adopted by the Council, which had been distributed in Councillor Information packs
- (vii) Members noted that the appointment of members to sub-committees will be considered at the next meetings of the two standing committees.
- (f) **Min. 24/22(f) – Resolved to approve the following transfers to Earmarked reserves for the new financial year:**
 - (i) **£6,326 to capital reserve (from capital receipts 2021/22)**
 - (ii) **£20,000 for Town Hall repairs not completed by year-end (towards the additional works)**
 - (iii) **£25,000 towards Regeneration projects (towards CCBC projects, or those emerging from the Place Plan)**
- (g) **Min. 28/22 – Request for Town Council to take over responsibility for the Old Colwyn War Memorial:** Members noted that the Clerk is meeting with representatives from the Old Colwyn War Memorial committee later this week and will report back, in due course, with further information regarding its ownership and current condition.
- (h) **Min. 29/22(e) – Ward Allowances:** Members considered the recommendation to continue the previous ward allowance scheme for the new term of office, using the existing guidelines and procedures. It was noted that a budget of £300 per member had already been approved by the previous council.
Resolved to authorise continuation of the previous ward allowance scheme for the new term of office.
 - (i) **Resolved to note the resolutions of the Committees, as detailed in the Minutes.**

41/22 Year-end Finance:

- (a) The Clerk submitted a copy of the Draft Statement of Accounts, plus supporting notes, for 2021/22 and members noted that the internal audit had taken place last week.
- (b) Members noted the Internal Auditor's statement for y/e 31st March 2022.
- (c) The Clerk submitted the accounting statements and Annual Governance Statement in the Annual Return for the Year Ended 31st March 2022, ready for submission to the External Auditor.
Resolved to approve the affirmations in the Annual Governance Statement and authorise the Clerk to submit this for External Audit, together with the additional information and any supporting evidence requested.

42/22 Audit Wales: The Clerk submitted notice of the national survey of town and community councils, which covers our relationship with CCBC, community resilience, volunteering, asset transfer and post-pandemic recovery. This was noted by members.

43/22 Welsh Government: Member noted the following correspondence:

- (a) Climate Change Newsletter May 22
- (b) Finance and Governance Toolkit – to receive a thank you letter for taking part in the pilot scheme and a brief verbal report from the Clerk about the pilot scheme and its uses.
- (c) BCUHB – A copy of letter sent to patients of Rhoslan Surgery and an update for elected members.

44/22 Conwy CBC:

Hospitality invitation: The Clerk submitted the invitation for hospitality at the summer concerts and informed members that there were 10 places at the two concerts. The Mayor and Deputy Mayor would host a table at each of the events. The Clerk said that currently both events were under subscribed and it was agreed that guests could be taken to fill any remaining places, if required.

45/22 Community Plan Team:

- (a) The Clerk gave an update on the current community engagement events and asked members to give consideration to ways in which we could encourage more people to attend the final two drop-in events later this month. It was really important for local people to have their say. Leaflets had been printed and were available from the Town Hall, if any Councillors wished to distribute them.

Resolved to approve a small budget to pay for Facebook boost to encourage more people to see the information.

- (b) The Clerk submitted information about Together 4 Colwyn Bay's summer event in August and asked Members to consider whether the town council should request a stall at the event to be manned by Cllrs. Members requested that this item be deferred.

46/22 North Wales Police: The Clerk submitted information about North Wales Community Alerts and members noted they were encouraged to sign up.

47/22 Council Training Plan: The Clerk submitted a copy of the Town Council's draft training plan for 2022/23 and note that bookings are now being taken for the One Voice Wales councillor training programme (webinar) modules 1, 2 and 5. All Councillors are encouraged to complete a minimum of two modules per year from the programme, with costs covered by the town council training budget.

48/22 Corporate Plan

- (a) The Clerk asked members to consider a proposal to hold a team building day in July/August to review and update the Corporate Plan and agree priorities for the term ahead.

Resolved to hold team building day/evening in July/August to review and update the Corporate Plan and agree priorities for the term ahead.

- (b) Members noted the updated (Final) Annual Report for 2021/22. It was agreed that it would be an electronic version this year, but that paper copies would be available on request from the Clerk.

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

49/22 ADDITIONAL CONFIDENTIAL MATTER:

The Clerk gave a brief verbal update on an ongoing claim relating to an alleged injury at the 2018 bonfire night event in Eirias Park.

The meeting closed at 9.15pm.

..... Chairman

CYNYRCHOLWYR Y CYNGOR AR FUDIADAU ALLANOL
COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

ENW'R SEFYDLIAD / PWYLLGOR NAME OF ORGANISATION/COMMITTEE	CYNYRCHOLWYR PRESENNOL CURRENT REPRESENTATIVES
Corfflu Hyfforddi'r Llu Awyr 271 (Bae Colwyn) 271(Colwyn Bay) Air Training Corps	Y Cyngorydd / Cllr Tom Maclean
Ymddiriedolaeth Cofeb Andrew Fraser Andrew Fraser Memorial Trust	Y Cyngorydd / Cllr A Khan – Glyn Ward Y Cyngorydd / Cllr S Ryder – Eirias Ward Y Cyngorydd / Cllr R Owen – Rhiw Ward
Grŵp Llywio Byw yn y Bae Bay Life Steering Group	Y Cyngorydd / Cllr J Higgins
Ymddiriedolwyr Canolfan Gymunedol Bryn Cadno Bryn Cadno Community Centre Trustees	Cyngorydd / Cllr R Owen (Aelod Ward Rhiw / Rhiw Ward Member)
Hyrwyddwr Newid Hinsawdd / Fforwm Ymgysylltu â Rhanddeiliaid ar Newid Hinsawdd CBSC Climate Change Champion and Rep on CCBC Climate Change Stakeholder Engagement Forum	Y Cyngorydd / Cllr C Brockley
Siambwr Fasnach Bae Colwyn Colwyn Bay Chamber of Trade	Y Cyngorydd / Cllr C Hughes Y Cyngorydd / Cllr
Grŵp Mynediad Conwy Conwy Access Group	Y Cyngorydd / Cllr Y Cyngorydd / Cllr
Clymblaid Masnach Deg Conwy Conwy Fairtrade Coalition	Y Cyngorydd / Cllr
Fforum Cyswllt Cyngor Bwreistref Siriol Conwy i Gynghorau Tref a Chymuned Conwy CBC Town & Community Council Liaison Forum	Y Maer / The Mayor or Y Dirprwy Faer / Deputy Mayor Y Clerc / The Clerk
Conwy CBC Local Area Forum	Y Cyngorydd/Cllr R Owen
Côr Meibion Colwyn (Is-Lywydd) (Vice-President)	Y Maer / The Mayor
Rhwydwaith Aelodau CVSC CVSC Members Network	Y Cyngorydd /Cllr T Maclean
Ffederasiwn Amgylcheddol Nant Eirias/ Dingle Environmental Federation	Y Cyngorydd /Cllr C Hughes
Grŵp Rheoli Ymgynghorol Ffos Anoddun Fairy Glen Management Advisory Group	Y Cyngorydd / Cllr
IMAGINE Colwyn Bay (the new name for the Town Team – to lead on the delivery of Conwy Culture Strategy in Colwyn Bay)	Y Clerc / The Clerk Y Cyngorydd/ Cllr C Hughes
Elusennau Llandrillo yn Rhos Llandrillo yn Rhos Charities	Y Cyngorydd /Cllr C Brockley Y Cyngorydd / Cllr D Howcroft Y Cyngorydd / Cllr J Nuttall
Lleodd Lleol ar Gyfer Natur Local Places for Nature	Y Cyngorydd / Cllr H Fleet
Grŵp Rheoli Ymgynghorol Nant y Groes Nant y Groes Management Advisory Group	Y Cyngorydd / Cllr
Cymdeithas Cynghorau Lleol Gogledd a Chanolbarth Cymru North & Mid Wales Association of Local Councils	Y Clerc / The Clerk Y Maer / The Mayor or Y Dirprwy Faer / Deputy Mayor Y Cyngorydd / Cllr Y Cyngorydd / Cllr Maximum 3 delegates to attend per meeting Y Cyngorydd/Cllr C Brockley

Cymdeithas Cyngorau Lleol Gogledd a Chanolbarth Cymru North & Mid Wales Association of Local Councils Rail Liaison Committee	
Canolfan Cymunedol Hen Golwyn Old Colwyn Community Centre	Y Cyngorydd / Cllr D Carr
Old Colwyn War Memorial & Armistice Day Committee	Y Cyngorydd / Cllr D Carr Y Cyngorydd / Cllr
UnLlais Cymru One Voice Wales (rep(s) for regional committee meetings)	
Panel Coedwig Pwllcrochan Pwllcrochan Woods Panel	Y Cyngorydd / Cllr Y Cyngorydd/ Cllr C Hughes
Grŵp Cyswllt Chwarel Raynes Raynes Quarry Liaison Group	Y Cyngorydd/Cllr
<u>Llywodraethwyr Ysgolion/School Governors</u> Hen Golwyn T. Gwynn Jones Llandrillo yn Rhos Pendorlan/Glan y Môr Swan y Don St Joseph's Ysgol Bod Alaw	Y Cyngorydd / Cllr B Madden Y Cyngorydd / Cllr J Higgins Y Cyngorydd / Cllr D Howcroft Y Cyngorydd / Cllr C Matthews Y Cyngorydd / Cllr David Carr Y Cyngorydd / Cllr D Wilkins Y Cyngorydd / Cllr S Ryder
Cronfa Ymddiriedolaeth Syr Henry Morris Jones Sir John Henry Morris Jones Trust Fund	Y Cyngorydd/ Cllr H Fleet – Rhos on Sea Y Cyngorydd/ Cllr C Matthews - Colwyn Bay Y Cyngorydd / Cllr J Higgins – Old Colwyn
Pwyllgor Rheoli Theatr Colwyn Theatr Colwyn Management Committee	Y Cyngorydd / Cllr C Matthews Y Cyngorydd / Cllr H Fleet Y Cyngorydd / Cllr T Maclean Y Cyngorydd / Cllr R Owen
Warden Coed Tree Warden	Y Cyngorydd / Cllr P Hughes
Hyrwyddwr Llesiant Cenedlaethau'r Dyfodol Wellbeing of Future Generations Champion and Wellbeing Steering Group	Y Cyngorydd / Cllr H Fleet

Town Council Policy approved 6.12.2021

All members will be treated equally and no Town Councillor, who is also serving as a County Councillor, should be treated differently, when considering appointments to outside bodies.