

MINUTES OF A HYBRID MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE TOWN HALL AND ONLINE, VIA ZOOM, AT 6.30 PM ON WEDNESDAY 25TH MAY 2022

PRESENT: Chairman: Cllr D Howcroft (Chair) (See Min 24/22)
Cllrs: D Carr, N Coverley, H Fleet, C Hughes, D Jones, S McAllister, R Parry, G Wynne

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

IN ATTENDANCE: Cllr R Owen (via Zoom)

24/22 Election of Chair and Vice-Chair:

In the absence of the outgoing Chair, the Vice-Chair, Cllr D Howcroft, took the Chair for the first item on the agenda. Nominations were requested for Chair and Vice Chair of the Committee for 2022/23.

Resolved to elect Cllr D Howcroft (former Vice-Chair) as Chairman of the Committee for 2022/23 and Cllr H Fleet as Vice-Chairman.

25/22 Welcome and Apologies for Absence:

The Chair welcomed members to the meeting. It was noted that no apologies for absence had been received.

The Clerk informed members that two councillors, for Rhiw and Rhos wards, have resigned their seats, having previously signed their declaration of acceptance of office. The seats will now need to be advertised as Vacant, and the opportunity offered to the community to call an election, before any Co-option could take place.

26/22 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 H Fleet - Item 11(b) Jubilee Grants - personal and prejudicial interest

Cllr G Wynne – Item 11(b) Jubilee Grants – personal and prejudicial interest

As the grants to be considered are £500 or under, an exemption applies and the Cllrs were advised that they do not have to leave the meeting while the item was being discussed.

27/22 Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 30th March 2022.

28/22 Matters Arising from Previous Meetings:

- (a) **Town Hall:** The Clerk updated members on the ongoing building repairs. To date, the works had included: cast guttering and downpipe repairs/replacement, window repairs/replacements, fascias and soffits, roof/tile repair works, cap flashing, investigation of structural issues with the turret stonework, repairs to the ventilation tower, main roof/chimney, and the fitting of insulation and internal pigeon proofing measures to the main Chamber roof void. The total estimated cost of works (to date) is £60,844.94 (+VAT).
- (b) The Clerk informed members that an estimate had been received for the structural repairs to the Town Hall tower, to include an additional level of scaffolding to enable the partial removal of stone blocks and rebuilding, with additional strengthening measures, complete with hot lime mortar (in accordance with Cadw requirements), plus minor lead glass window repairs, lead flashing and flue repairs (from boiler room below the tower). The Clerk reported that the estimate for completion of all of the works was in excess of £50,000.

Members were asked to consider the need to seek/obtain additional estimates/quotations, to comply with financial regulations, or to recommend this be considered as an extension to the existing contract, given the work previously specified had already been instructed and due to the time/difficulties in finding suitably experienced/qualified contractors to carry out more specialist works to period/listed buildings.

- Cllr A Khan arrived at this juncture.

Members noted the difficulties in previously finding suitably qualified/available building contractors and acknowledged the major structural works need to be completed before the winter period, when further deterioration may occur.

Resolved to request the Clerk attempts to seek further quotes and report back to the Full Council on 6th June.

- (c) **Digital Noticeboards:** The Clerk informed members that the new digital noticeboards were installed in the last week. The Town Council, in partnership with Together for Colwyn Bay and the Imagine project, had applied for Transforming Towns funding from the Welsh Government. Members were asked to encourage local community groups and businesses to advertise on the noticeboards, and advise residents that Canva training and Welsh translation was freely available. An editorial panel would meet monthly to agree/upload content on some/all of the boards.

24/22 Finance: Resolved to:

- (a) ***Approve the ongoing delegation to the Clerk to make regular/routine payments on behalf of the Council, as detailed in Schedule A attached.***

- (b) **Authorise payments made on behalf of the Council for the period 1.3.22 to 31.3.22, as detailed in Schedule B attached.**
- (c) **Authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 31.03.22**
- (d) **Receive the following correspondence from CCLA:**
(i) **PSDF Statement as at April 2022**
(ii) **Local Auth Property Fund statement as at 31.3.22**
- (e) The Clerk submitted, for consideration, a report regarding year-end finance matters, to include the draft income/expenditure report as at 31.3.22. Income was approx. £576,000 last year, against expenditure of approximately £510,000 (with some year-end adjustments still outstanding). The internal auditor was due to audit the accounts the week beginning 30th May and a final statement would be ready for approval at the Full Council on 6th June.
- (f) Members were asked to authorise the following additional transfers into earmarked reserves for 2022/23 (from underspent budgets allocated in 2021/22).

Resolved to recommend the additional transfers to Earmarked reserves for the new financial year, as detailed below:

- 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) **Budget 2022/23:** The Clerk submitted, for information, a report on the current year budget (set in January). Members were asked to contact the Clerk if there were any questions.

(h) **Amendments to contracts:**

- (i) The Clerk submitted, for consideration, information from Clira regarding a price increase for the routine monthly legionella testing for the whole Rhiw Road site, from £90pm to £165pm.

Resolved to request the Clerk seek alternative quotes, in due course, for legionella testing for the whole site.

- (ii) The Clerk submitted, for consideration, correspondence from the Council's IT provider offering an alternative to the current Kaspersky anti-virus protection. Members felt that although the Kaspersky product was provided by a UK subsidiary of a Russian company, the opportunity for sending a message, however small, should be taken.

Resolved to proceed with the change to ESET at an additional cost of £3 per month.

- (i) The Clerk informed members that there were urgent payments for the new financial year that required payment. Following the recent elections, there were no elected members remaining as bank signatories available to authorise payments. The bank mandate amendment form had been completed in order to amend the signatories, but the Clerk had been advised that there may be some delay while it was processed by the bank.

The Clerk therefore asked members to consider authorising two ex-councillors, who are still on the bank mandate (until the mandate amendment request is actioned), to sign any urgent payments that need to be made during the next month or so. The Clerk offered to also seek advice from the Internal Auditor to ensure this wouldn't cause issues, from an audit perspective.

The Clerk then submitted a list of urgent payments for approval by the Committee.

Resolved to recommend that urgent payments be permitted to be signed by the two identified former councillors/bank signatories, provided that a list is kept of all cheques/payments signed and this is countersigned by two of the new signatories (current councillors).

25/22 Welsh Government: No correspondence had been received. The Clerk informed members that she would continue to email out Welsh Government correspondence, and asked members to contact her should they want to request items be added to the agenda for consideration or response.

26/22 Conwy County Borough Council: Members were asked to consider the following correspondence:

- (a) Members noted that the signage for the PSPO (to designate an area of the town centre as a zone in which the police could take action against anti-social drinking) has now been ordered, at an approximate cost of £800.
- (b) Members noted the CCBC Standards Committee were seeking nominations. There had been 2 expressions of interest from members of the council, but these had subsequently been withdrawn.

27/22 Subscriptions:

- (a) Members approved membership of CVSC for 2022/23, at no cost.

28/22 War Memorial: The Clerk submitted, for consideration, a request from former County Councillor, Brian Cossey, for the Town Council to take over responsibility as a Custodian Trustee of the Old Colwyn War Memorial.

Members were supportive in principle, but were aware of additional questions that would need answering before committing to taking custody of the memorial. It was also suggested that the War Memorials Trust may be able assist with questions over the ownership of the memorial.

Resolved to recommend support in principle, subject to a number of questions/ issues being clarified before any approval is given.

29/22 Grants:

- (a) **Small Grants 2021/22:** Members noted that the small grants, up to and including £500, are considered quarterly.
- (b) **Jubilee /Events Grants 2022/23:** The Clerk submitted, for consideration Jubilee event grant applications received.

- Cllrs H Fleet and G Wynne declared an interest in Application K, but as the grant was for £500, an exemption applied and they were not required to leave the meeting.

Resolved to recommend approval of Applications G, I , J and K, as detailed in Schedule C attached.

Further resolved to recommend approval of Application H, subject to a minimum of 5 attendees from the Bay of Colwyn area (delegated authority to the Clerk, Chair and Vice-Chair).

- (c) **Large Grants 2022/23:** The Clerk submitted, for information, a summary of the large grants approved for 2022/23.
- (d) **Youth Grants:** The Clerk submitted, for consideration, a request to carry a previously approved grant forward to the new financial year.

Resolved to recommend approval of payment of the deferred Youth Grant, approved in 2020/21.

- (e) **Ward Allowances:** The Clerk informed members of the Local Ward Members Allowance which gives £300 per annum to each Councillor to spend within their ward.

Resolved to recommend approval to continue the scheme to Full Council.

- (f) **Letters of Thanks:** Members noted the following letters of thanks:
 - (i) Urdd Gobaith Cymru (event grant)
 - (ii) Ysgol Eirias (Jubilee grant)
 - (iii) Bayside Radio (large grant)
 - (iv) Homestart Conwy (large grant)

The meeting closed at 8.30pm.

..... Chair

List of Regular Payments for Prior Authorisation for 2022/23

(As required by Financial Regulations 5.6 & 6.7)

Payee:	Frequency:	Method of Payment:	Details:
Arthur Griffiths	irregular	Online banking	Translation fees (if for away)
B & S D Smith	monthly	Online banking	Cleaning / maintenance (clock and town hall)
British Gas / British Gas LITE	monthly	DD	Gas/Electricity Bills - Rhiw Road site
Canda Copying	quarterly	Standing Order	Copier rental (five year lease)
Canda Copying	quarterly	Online banking	Per Copy charge (for ink/servicing etc)
Canva	annually	card payment	annual license fee for Canva Pro software license
CCBC	monthly	Online banking	NNDR
CLIRA	monthly	Online banking	Legionella monitoring
AD Window Cleaning	monthly	Online banking	Colwyn in Bloom watering contracts
Employees	monthly	Online banking	Staff salaries in accordance with contracts/approved schedule
Eon Energy	monthly	DD	Station Road Feeder Pillars
Fletchers	irregularly	Online banking	Gas service and maintenance contract
GLS Educational (WNW)	regularly	Online banking	stationery and supplies
Gwynedd Pensions / Clerical medical	monthly	cheque	pension contributions
HMRC	monthly	Online banking	PAYE & NI
Ifor Williams	monthly	Online banking	Translation fees
Information Commissioners Office	annually	DD	Data protection registration fee
Liveteck	annually	Online banking	Website / e-mail hosting
Mayor & Dep Mayor	monthly	Online banking	Mayor's & Dep. Mayor's Allowance claims
Microshade	monthly	Online banking	IT Software systems / support
One Voice Wales	regularly	Online banking	Training courses (members)
OneCom	monthly	DD	phone and broadband services
Opus Energy	monthly	DD	Gas bills - Rhiw Road site
Other councillors	irregular	Online banking	expenses / allowances claims
Pitney Bowes	monthly	DD	Franking machine rental and postal credit
Planning Aid Wales	irregular	Online banking	Councillor/staff training (planning matters)
SLCC	irregular	Online banking	Training courses (staff)
Snowdonia Fire Protection	irregular	Online banking	Fire Alarm, extinguishers and emergency lighting
Staples	regularly	Online banking	ink and office supplies
Welsh Water	six monthly	Online banking	Water rates

Date Authorised: _____ SIGNED: _____ Chairman Policy & Finance

Minute Number: _____ Other Bank Signatory

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2022	British Gas	DD	1,004.32	I 069	Elec Rhiw Road
04/03/2022	Wales in Bloom	FP	225.00	I 063	WIB Entry Fee
04/03/2022	GLS Educational Supplies	FP	51.16	I 063	Stationery Supplies
04/03/2022	Conwy County Borough Council	FP	365.06	I 063	Removal of Baskets CIB
04/03/2022	Clira Ltd	FP	108.00	I 063	Watering monitoring
04/03/2022	I P Williams	FP	199.50	I 063	Translations
04/03/2022	TAPE	FP	325.00	I 063	PA Equipment for events
04/03/2022	Fletchers Engineering	FP	643.20	I 063	Maintenance Service visit
04/03/2022	Fletchers Engineering	FP	2,567.52	I 063	Replacement pumps
04/03/2022	Roz Dudley	FP	26.00	I 064	WFH Allowance Feb
04/03/2022	C J Earley	FP	26.00	I 064	WFH Allowance FEB
04/03/2022	Louise Austin	FP	26.00	I 064	WFH Allowance FEB
04/03/2022	Louise Austin	FP	16.73	I 064	Reimbursement for Events
04/03/2022	Conwy County Borough Council	FP	240.00	I 064	Room Hire for Event
04/03/2022	Microshade Business Consultant	FP	145.78	I 064	IT Services
04/03/2022	Cllr Merrill Jones	FP	25.00	I 064	Mayor's Allowance
04/03/2022	Staples UK Ltd	FP	18.73	I 064	Ink Cartridges
04/03/2022	RBS Software Solutions	FP	70.80	I 064	MTD Annual Fee
04/03/2022	Route Media	FP	10,713.00	I 064	Digital Noticeboards
07/03/2022	Barclaycard	DD	48.31	I 069	St David Day/Mobile phone
11/03/2022	Louise Austin	FP	10.08	I 065	REimbursement St Davids
11/03/2022	UDS Planning	FP	420.00	I 065	Place Plan Website
11/03/2022	Roz Dudley	FP	4.05	I 065	Travel Exps - Charity Quiz
11/03/2022	ICO	DD	35.00	I 069	Data Protection
14/03/2022	Opus Energy	DD	1,208.22	I 069	Gas Bill
15/03/2022	Employees	FP	6,387.33	I 066	March Salaries
15/03/2022	HMRC	FP	2,272.62	I 066	PAYE & NI
15/03/2022	Gwynedd Council	FP	1,995.26	I 066	Pensions March
25/03/2022	Dawns i Bawb	FP	150.00	I 067	Small Grant
25/03/2022	NWAMI	FP	500.00	I 067	Small Grant
25/03/2022	Colwyn Bay Cricket Club	FP	1,000.00	I 067	Youth Grant
25/03/2022	Mochdre Jnr FC	FP	664.00	I 067	Youth Grant
25/03/2022	TAPE	FP	810.00	I 067	Youth Grant
25/03/2022	Roz Dudley	FP	26.00	I 067	WFH Allowance March
25/03/2022	Louise Austin	FP	26.00	I 067	WFH Allowance March
25/03/2022	C J Earley	FP	51.20	I 067	WFH March/Travel Exps
25/03/2022	Glyn Richards	FP	365.00	I 068	Noticeboard joiner
25/03/2022	Colwyn Bay Cricket Club	FP	30.00	I 068	Community Plan/room Hire 17/5
25/03/2022	St David's Hospice	FP	150.00	I 068	Volunteer Marshalls
25/03/2022	GLS Educational Supplies	FP	48.43	I 068	Supplies
25/03/2022	Cbay Conservation & Env Fed	FP	300.00	I 068	Tree Planting Ward Allow
25/03/2022	S & L Industrial Cleaners	FP	30.00	I 068	Clock Cleaning
25/03/2022	Snowdonia Fire Protection LTD	FP	84.00	I 068	Call out Rear Annexe
25/03/2022	Sets Ltd	FP	10,481.40	I 068	Xmas Lights Install/Remove
25/03/2022	Fletchers Engineering	FP	1,113.79	I 068	Boiler Repairs Rihw Road
28/03/2022	OneCom	DD	69.94	I 069	Broadband
28/03/2022	Pitney Bowes	DD	14.62	I 069	Rental

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2022	Urdd Gobaith Cymru	FP	300.00	I 070	Small Grant
31/03/2022	Llandudno Town Council	FP	30.00	I 070	Mayoral event
31/03/2022	Conwy County Borough Council	FP	17,400.00	I 070	Digital Noticeboards
31/03/2022	Pitney Bowes	DD	14.62	I 070	rental & maintenace charge
31/03/2022	Cash	005533	91.15	I 071	Petty Cash Imprest
31/03/2022	Sir JHM Jones Trust	005534	2,000.00	I 072	Sir JHM Jones donation
31/03/2022	Llandrillo Poor Charities	005535	1,000.00	I 072	Llandrillo Charities donation
31/03/2022	Llandrillo Education Trust	005536	1,000.00	I 072	llandrillo Education Donation

Total Payments 66,927.82

Summary of Platinum Jubilee Grant Applications

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Amount Paid	Date Paid	Purpose of Grant:	Exp Powers:	S137 Total	Date Paid	Notes:																																												
<i>To be considered 30.03.22</i>																																																						
A NWAMI	£495	30.03.2022	£495.00	£495	28/04/2022	To hold a multicultural musical and Commonwealth foods jamboree in Colwyn Bay town centre on 3rd June			18.6.21																																													
B St Josephs Community Centre	£500	30.03.22	£500.00	£500	28/04/2022	Jubilee Picnic in the Park																																																
C Rydal Penrhos	£500	30.03.22	£445.00	£445	06/05/2022	School and Community Picnic																																																
D Ysgol T Gwynn Jones	£400	30.03.22	£400.00	£400	06/05/2022	Jubilee Party																																																
E Ysgol Eirias	£500	30.03.22	£500.00	£500	06/05/2022	Surf Snowdonia Jubilee activities																																																
F Ysgol Nant y Groes	£2,165	30.3.22	£500.00			Jubilee celebration event																																																
<i>To be considered 25/05/22</i>																																																						
G Abbeyfield Colwyn Bay Society	£492.31	25.05.22	£492.31			Jubilee Party for residents																																																
H Conwy Connect	500	25.05.22	£500.00			Family fun day at Llyn Padarn for members																																																
I Ysgol Iau Hen Golwyn	£500	25.05.22	£500.00			Jubilee Party at the school, organised by pupils																																																
J Victoria Park, Colwyn Bay	£186	25.05.22	£186.00			Towards street party on Victoria Park, Colwyn Bay (to be paid on production of receipts)				<u>£0</u>																																												
K Friends of Rhos on Sea	£500	25.05.22	£500.00			Community Jubilee event on Sunday 5th June																																																
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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