

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 16TH FEBRUARY 2022

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

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

343/21 Welcome and Apologies for Absence:

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

344/21 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 K Swindon – Item 10 Youth Grants, personal and prejudicial interest
Cllr P Richards – Item 10 Youth Grants – non-prejudicial interest
Cllr D Howcroft - Item 10 Youth Grants, personal and prejudicial interest
Cllr T Pearson - Item 10 Youth Grants, personal and prejudicial interest

345/21 Minutes:

(a) Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 5th and 12th January 2022.

346/21 Matters Arising from Previous Meetings:

(a) **Town Hall:** The Clerk informed members that work on site has temporarily ceased and all outstanding works, including window repairs and pigeon-proofing of the main chamber roof, had been re-scheduled for April.

Members noted that a report was awaited from the surveyor and that the Clerk will then need to seek advice from the Conservation Officer regarding carrying out structural repairs to the tower (deferred following concerns).

Resolved to approve payment of the invoice for the next stage of works completed of £14,925.97 plus VAT.

(b) **Digital Noticeboards:** The Clerk informed members that the planning application for the digital noticeboards had been approved by the CCBC planning committee the previous week, subject to a minor amendment (re the direction the Old Colwyn screen will face). It was anticipated that the groundworks would be scheduled for

the week commencing the 21st February, and the screens installed the week after.

- (i) Partnership Agreement with GWIL: Members noted the updated draft.
Resolved to recommend for approval by Council.

- (ii) FAQs / Terms and conditions of use: These were submitted for consideration by the Clerk, who confirmed that the noticeboards would also be available for use by local independent businesses with premises in the area (free of charge for the first year), as the purpose of the Welsh Government funding was to drive footfall and encourage business. It was further confirmed that the existing wooden noticeboards would remain, with replacement boards due to be installed shortly in Rhos on Sea and Station Steps.

- (iii) Members noted the quotation from VCA for materials to support/promote the Colwyn brand, paid for from Imagine funding.

347/21 Finance:

- (a) Resolved to authorise payments made on behalf of the Council for the period 21.12.21 to 31.12.21, as detailed in Schedule 'A' attached.***

Further resolved to defer the authorisation of payments made from 01.01.22 to 31.01.22 to the next meeting.

- (b) Resolved to authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 31.12.21***

Members noted that the £50,000 term deposit matured on 14.2.22 and has not been renewed, due to the very low rate of return (0.05%).

- (c) Resolved to receive the following correspondence from CCLA:***
 - (i) PSDF Investor communication (January 22)***
 - (ii) Market Report Jan 22***
 - (iii) LAPF Factsheet Dec 21***
 - (iv) LAPF prices Jan 22***

348/21 Welsh Government: There was no correspondence from the Welsh Government.

349/21 Conwy County Borough Council: The Clerk submitted, for consideration, the Consultation on the Conwy & Denbighshire PSB's draft wellbeing statement. Members were encouraged to consider and respond individually.

350/21 Wales Audit Office: Members noted the confirmation of the satisfactory conclusion of the External Audit for the 2020/21 financial year.

351/21 Leases: The Clerk updated members in respect of the following leases:

- (a) **CVSC** – lease of offices at Rhiw Road site, due for renewal in August 2022 (7 years);

Resolved to recommend that the Clerk instruct a solicitor to renew the lease for a further 7-year period.

- (b) **Conwy Connect** – lease of rooms in rear annexe, due to expire in August 2022, and interest from prospective new tenant(s):

Resolved to recommend the Council negotiates new 7-year lease with Men's Shed, on the same terms as Conwy Connect lease.

- (c) **Coast Community Radio and Media** – lease relating to rooms at the first floor of the rear annexe: It was noted that a formal lease was deferred last year, due to uncertainty due to Covid, but is now being progressed.

Members also considered a request from Bayside Radio for permission for a small antenna on the side of the rear annexe subject to planning approval (if required). Members noted that aerials have been placed on the building in the past when the police station was occupied fully.

Resolved to recommend consent be given, subject to planning approval, and as long as the aerial was not visible from the front of Town Hall/police station.

- (d) Members noted that there were ongoing discussions regarding a possible lease of the rear outhouse to Together for Colwyn Bay who were currently exploring costs/options.

- (e) **Pitney Bowes Franking Machine:**

Resolved to approve the termination of the lease, and approve the cost of a courier to return, once the 62-month contractual period ends in March 2022, due to the significant reduction in postage, which makes it no longer financially beneficial.

352/21 Grants:

- (a) **Events Grants 2022/23:**

- (i) Members noted the event evaluation report from TAPE's That's My Bauble event held in December.

Resolved to authorise payment of the event invoice of £5,000.

- (ii) The Clerk submitted, for consideration, additional/deferred applications received for events in 2022/23 from:

(E) Queens Jubilee Beacon Trail App (£499)

(F) TAPE Music & Film – Lumiere Event 2022 (£5,000)

- Cllr K Swindon declared an interest in application F and left the meeting while the application was being discussed.

Resolved to recommend approval of Application F, and decline Application E

as detailed in Schedule 'B' attached.

- (iii) Members considered the amount of the budget and application process of funding support for community scale events/celebrations to mark the Queen's platinum Jubilee. It was agreed that the existing grant form be used, with applications invited from community groups/organisation and schools (not individuals). There would be a max. of £500 per event but no overall budget, subject to events grant budget not being exceeded.

Resolved to request the Clerk launches the Jubilee Events Grants.

- (iv) Members noted correspondence from Colwyn Bay Cricket Club, in regard to their events grant application, stating that the proposed event had been cancelled.
- (v) The Clerk submitted, for inconsideration, a request to roll forward the GOGs Film Festival event grant (£5,000) from 2021/22 to 2022/23.

Resolved to approve the events grant to be moved to the 2022/23 financial year.

- i. St David's Day: The Clerk submitted, for consideration, quotes received for traffic management support for the St David's Day Parade.

Resolved to approve the quote from Arona Group at a cost of £365 +VAT, subject to them having required operatives available.

353/21 Small Grants 2021/22:

- (a) Members considered a small grant application (E), deferred at a previous meeting, whilst additional information was obtained. Following a visit to the applicant, members noted that grant was to be used to support those who are vulnerable/not comfortable accessing the library service and need additional support. The applicant would aim to introduce people to the library facilities once they are more comfortable using the IT. The premises to be used were considered accessible and suitable for providing IT support.

Resolved to approve the small grant to application E, as detailed in Schedule 'C' attached.

- (a) The Clerk submitted, for consideration, additional information from applicant J (Dawns I Bawb), deferred from the previous meeting.

Resolved to approve the small grant to application J, as detailed in Schedule 'C' attached.

354/21 Youth Grants:

- (a) Members noted a report received from the Youth Grants applicant for 2020/21:
 - i. Caru Colwyn (Menter Iaith)
- (b) The Clerk submitted, for consideration, applications received for youth grants for 2021/22.
 - Cllr K Swindon declared an interest in application F and left the meeting while this application was being discussed.
 - Cllrs D Howcroft and T Pearson declared an interest in application E and left the meeting while this application was being discussed.

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

355/21 Large Grants:

- (a) The Clerk submitted correspondence from Benefit Advice Shop regarding their outreach service.

Resolved to approve the change of location for delivery of the local outreach service.

356/21 Reports: Members noted a letter of thanks/reports from:

- (a) Bayside Radio (large grant)

Meeting closed at 7.50pm.

..... Chairman

List of Payments made between 20/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/12/2021	Bus Inst Access Savings Acc	TRF	100,000.00		Transfer
24/12/2021	Samaritans	FP	200.00	1054	Small Grant Q2
24/12/2021	Conwy County Borough Council	FP	11,088.00	1054	CCTV Contribution
24/12/2021	Sure Hope Church	FP	500.00	1054	Small rant Q3
24/12/2021	RELM Group	FP	3,732.00	1054	Sculpture Installation
24/12/2021	SMART Controls	FP	300.00	1054	Rear Annex Timer
24/12/2021	LiveTech	FP	360.00	1054	Website Branding for CIB
24/12/2021	Conwy County Borough Council	FP	736.00	1054	NNDR Dec
24/12/2021	Fletchers	FP	481.19	1054	Rear Annex Heating Pump
28/12/2021	One Com	DD	69.28	1053	Phones /Broadband
28/12/2021	Barclaycard	DD	17.87	1053	Stapler and Mobile phone

Total Payments 117,484.34

Events Grants 2022/23

Budget =	£35,000
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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		£1,070.00		
E	Queen's Platinum Jubilee	Platinum Jubilee Beacon Trail	30th April - 12th June 2022	£499.00			NIL			
F	TAPE	Luminaire	December 2022 - January 2023	£5,000.00			£ 5,000.00			
				£59,099.00				£6,070.00	£0.00	

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:	
<i><u>Urgent application considered 12.05.21</u></i>											
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 (Cllr HF to visit NWAMI to discuss support needed)						
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						
J Dawns I Bawb	£150	05.01.22	£150.00		Towards provision of bilingual dance activities						
ANNUAL BUDGET 2021/22 = £12,000 Less u/spend tfr to Trust Funds from 2020'21 -£1,370 Plus unspent Cllr Ward Allowances 2021'22 £4,622 £15,252							TOTAL YTD=		£3,350 £0		£0

* 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 Youth Grant Applications for 2021/22

BUDGET: £10,000

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved: from Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Amount Paid	Notes:
A Cricket Club	£1,000	16/02/2022	£1,000	To upgrade two of the outdoor practice nets.				
B Mochdre FC	£664	16/02/2022	£664	To replace old plastic goals with new metal ones				
C TAPE	£810	16/02/2022	£810	To work with 2 groups of young people to produce a '5 ways to Wellbeing' podcast/radio show				

	£2,474	TOTAL YTD=	£2,474
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Balanced to Ledger= £0.00
Section 137= £0.00

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