

**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 13<sup>th</sup> JULY 2022**

**PRESENT:** The Mayor, Cllr C Matthews  
Chairman: Cllr D Howcroft  
Cllrs: N Coverley, H Fleet, C Hughes, A Khan, S McAllister, R Parry,  
G Wynne

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

**92/22 Welcome and Apologies for Absence:**

The Chair welcomed members to the meeting. Apologies for absence were received from Cllr D Jones.

**93/22 Declarations of Interest:**

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

**94/22 Re-appointment of Sub-Committees:**

***Resolved to reappoint the Audit Sub-Committee and Buildings Sub-Committee for the 2022/23 municipal year and to appoint Cllr R Parry to fill the vacancy on the Buildings Sub-Committee.***

**95/22 Minutes:**

***Resolved to approve and sign as a correct record, the Minutes of the last meeting of the Committee, held on 25<sup>th</sup> May 2022, as detailed in Schedule A attached.***

**96/22 Matters Arising from Previous Meetings:**

(a) **Min 25/22 – Committee Vacancies:** Members noted that three members of the General Purpose & Planning Committee have requested to swap committees and these requests will be considered at the Council meeting on Monday 18<sup>th</sup> July.

(b) **Min 28/22(a) – Town Hall:**

The Clerk gave a report on the ongoing building repairs, including an update from

- i. Vale Consultancy (Structural Engineers) on the options for repairs to the tower.
- ii. The Planning/Conservation Officer regarding the need for listed building consent for the repairs.
- iii. Confirmation that CCBC are unwilling to provide any advice or funding

towards the repairs.

**Resolved to**

- iv. Ratify the appointment of Eryri Consulting as Principal Designer for the works, to oversee the H&S aspects of the work, in accordance with the CDM Regulations, at a fixed cost of £600.**
- v. Agree with the recommendation of the Structural Engineer to proceed on the basis of a partial dismantling and rebuilding of the upper section (parapet walls) of the tower.**
- vi. Defer consideration the quotations received for the proposed works until the third quotation has been received (and note that the contractor is awaiting further information from the Principal Designer).  
To then arrange a special meeting of the Committee, should the quotation be received prior to the next meeting of the Committee.**
- vii. Members received and approved the draft designs for a wooden security gate for the access area to the rear annexe (required for health and safety and security purposes) and noted that a quotation will now be sought.
- viii. The Clerk submitted, for consideration, a report on reactive maintenance for the Town Hall for 2022/23 and members were asked to consider quotations received for the minor works.

**Resolved to instruct DR Williams to undertake the treatment/repainting of the external railings, gates and doors, at a cost of £1237.15 (for the Town Hall side of the building) and £1980.93 for the Police/CVSC side of the building – subject to agreement from occupants re: cost sharing.**

**Resolved to instruct DR Williams to replace the external gas meter door at the Town Hall, at a cost of £179.82.**

**Resolved to instruct Bebbington and Wilson to undertake the LED lighting replacement works in the rear annexe, at a cost of £883.60 + VAT.**

**(c) Min 33/22 – Old Colwyn War Memorial:**

The Clerk submitted a report on the recent meeting of interested parties, following a request for the Town Council to accept responsibility for the ongoing maintenance and insurance/public liability of the Old Colwyn War Memorial, with the existing voluntary committee continuing to assist with fundraising, deal with requests for adding names, etc., and arranging any services of remembrance. This follows the recent sale of St Catherine's Church and grounds by the Church in Wales (excluding the small section on which the memorial stands).

The Clerk informed members that she had been informed at the meeting that there are only two possible owners of public war memorials in Wales: either the relevant local authority (or its successor authority), or the church. In this case, it had been confirmed that the land on which the memorial is sited is owned by the Church in

Wales.

Members appreciated the concerns of the local community, but agreed that the Church, as landowner, was therefore still responsible for the memorial. It was queried why the proposed re-siting of the memorial to St John's Church grounds had not proceeded.

***Resolved to recommend the Town Council declines to take over full responsibility for the war memorial from the Church, but recognises its significance and importance to the local community and therefore offers continued support (including funding, by grant application) to the local voluntary committee, which looks after the ongoing maintenance of the memorial.***

**97/22 Finance:**

- (a) Resolved to authorise payments made on behalf of the Council for the period 1.4.22 to 31.5.22 as detailed in Schedule A attached.***
- (b) Resolved to authorise the Chairman and Clerk to carry out the checking/ authenticating of the bank reconciliation(s) as at 31.5.22.***
- (c) Members noted the following correspondence from CCLA:
  - (i) PSDF Statement as at June 2022
  - (ii) Local Authority Property Fund statement as at 30.06.22
- (d) Members noted that the first quarter's income/expenditure report will be submitted at the next meeting.
- (e) Resolved to authorise the continued signing of payments for the new financial year by former signatories, pending actioning of the updated bank mandate, and approve the list of payments to be made, dated 13.7.22***
- (f) Members noted the statement of rebate for Welsh Purchasing Card transactions for 2021'22.
- (g) Members noted the Internal Audit report for 2021'22 the recommendations therein.

**98/22 Welsh Government:** Members noted the following correspondence:

- (a) Statutory Guidance on the Local Government and Elections (Wales) Act 2021
- (b) Report and recommendations from the Clerk on the Statutory Guidance

**99/22 Conwy County Borough Council:**

***Resolved to ratify the summer holiday open access play provision for 2022, which is***

*funded by the town council and takes place at five locations across the area for five weeks (one each day).*

**100/22 Rhiw Road Site:**

- (a) Members noted that the Council's solicitor had now prepared the new leases for Men's Shed and Coast Community Radio, with the replacement lease for CVSC also to be updated, in due course.
- (b) Resolved to authorise the signing of the lease to Coast Community Radio and Media by the Mayor and Deputy Mayor.***
- (c) Members approved the Heads of Terms for the new lease to Mens Shed of the former Conwy Connect offices, backdated to the 1<sup>st</sup> June 2022.
- (d) Resolved to authorise the carrying out of the five-yearly electrical installation inspection for the Police/CVSC and rear annexe distribution boards by the NW Police approved contractor.***

**101/22 Ward Allowances:** Members were reminded that they had £300 Ward Allowances which could be used on projects in their wards. Members were encouraged to send in project proposal forms for consideration.

**102/22 Grants:**

- (a) **Small Grants 2022/23:** The Clerk submitted, for consideration, the small grant applications received for Q1.  
  
***Resolved to recommend approval of applications A, B, C, D, E and F, as detailed in Schedule 'B' attached.***
- (b) **Youth Grants:** The Clerk informed members that Caru Colwyn, one of the Participatory Budgeting grant recipients from 2021, was unable to proceed with all of their planned activities but had organised power boarding sessions to take place this Summer.
- (c) **Letters of Thanks:** Members noted letters of thanks from the following:
  - i. Merched y Wawr (small grant)
  - ii. Rydal Penrhos (Jubilee grant)
  - iii. St David's Hospice (Events grant)
- (d) Members noted the notice of the closure of the Sure Hope Food Share.  
  
***Resolved to request the Clerk writes to thank them for supporting the community over the past few years.***

Meeting closed at 7.50pm.

..... Chairman

## List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2022	Conwy County Borough Council	005537	39.00	I 008/22	Refund Andrew Fraser Clock
01/04/2022	Mrs G Jones	005538	10.00	I 008/22	Salary underpaid January
01/04/2022	Canda Copying Ltd	SO	114.00	I 007/22	Copier Rental Q1
01/04/2022	British Gas	DD	870.80	I 007	Electricity Rhiw Road
04/04/2022	Barclaycard	DD	99.99	I 007/22	Canva Subscription
08/04/2022	S & L Industrial Cleaners	FP	95.00	I 001	Clock Cleaning/TH Windows
08/04/2022	I P Williams	FP	114.72	I 001	Translations (March)
08/04/2022	Planning Aid Wales	FP	10,283.80	I 001	Place Plan Consultancy
08/04/2022	Clira Ltd	FP	108.00	I 001	Water Checks
08/04/2022	Canda Copying Ltd	FP	30.52	I 001	Copy Charges q4
08/04/2022	Smith of Derby Ltd	FP	687.60	I 001	Clock Servicing
14/04/2022	Employees	FP	5,360.38	I 002	Salaries - April
14/04/2022	Gwynedd Council	FP	1,657.44	I 002	Pension Contributions
14/04/2022	HMRC	FP	1,823.53	I 002	PAYE & NI
14/04/2022	Microshade Business Consultant	FP	145.78	I 002	IT Services
14/04/2022	Vale Consultancy	FP	180.00	I 002	Survey Report THall
14/04/2022	Opus Energy	DD	298.56	I 007/22	Gas Rear Annex
14/04/2022	Opus Energy	DD	527.51	I 007/22	Gas rhiw road
14/04/2022	Opus Energy	DD	312.92	I 007/22	Gas Town Hall
14/04/2022	EON	DD	12.54	I 007/22	Feeder Pillar 2
19/04/2022	EON	DD	10.57	I 007/22	Feeder Pillar 1
20/04/2022	Bus Inst Access Savings Acc	TRF	110,000.00		
22/04/2022	Amazon Payments	FP	14.99	I 003	Laptop Stand for Admin Office
22/04/2022	Colwyn Bay Cricket Club	FP	30.00	I 003	CIB Event 13/10/2022
22/04/2022	View Creative Agency	FP	864.00	I 003	Asset Branding
22/04/2022	Go Promotional Ltd	FP	280.74	I 003	Pens for Place Plan Prom X
28/04/2022	Benefit Advice Shop	FP	2,250.00	I 004	Large Grant - BASHop
28/04/2022	CAB Conwy	FP	3,000.00	I 004	Large Grant CAB Conwy
28/04/2022	Home Start Conwy	FP	2,000.00	I 004	Large Grant Home Start Conwy
28/04/2022	Y Pentan	FP	600.00	I 004	Large Grant Y Pentan
28/04/2022	Coast Community Radio & Media	FP	3,900.00	I 004	Large Grant Coast Radio
28/04/2022	CBay Env Federation	FP	5,000.00	I 004	Large Grant CBEFC
28/04/2022	Home Start Conwy	FP	1,250.00	I 004	Large Grant Home Start Conwy
28/04/2022	CBay Heritage Group	FP	500.00	I 005	Small grant CBAY Heritage
28/04/2022	Merched y Wawr	FP	250.00	I 005	Small Grant Merched y Wawr
28/04/2022	Absolute Sound & Light	FP	5,000.00	I 005	Events Grant Ab Sound & Light
28/04/2022	TAPE	FP	5,000.00	I 005	Events Grant TAPE
28/04/2022	NWAMI	FP	495.00	I 005	Jubilee Grant NWAMI
28/04/2022	St Joseph's	FP	500.00	I 005	Jubille Grant St Josephs
28/04/2022	N&MWALC	FP	20.00	I 006	Cllr GBaker Lunch
28/04/2022	Cllr Merrill Jones	FP	187.10	I 006	Mayoral Allowance FEb/March
28/04/2022	Society Local Council Clerks	FP	102.00	I 006	Training Seminar
28/04/2022	Dwr Cymru	FP	730.07	I 006	Water Bill
28/04/2022	British Gas	DD	700.08	I 007/22	Elec Rhiw Road
28/04/2022	OneCom	DD	75.73	I 007/22	Phone /Broadband
29/04/2022	Pitney Bowes	DD	208.00	I 007/22	Franking Credit

List of Payments made between 01/04/2022 and 30/04/2022

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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>
		Total Payments	<u>165,740.37</u>		

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## List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/05/2022	Barclaycard	DD	16.00	I 011	Stationery/supplies
05/05/2022	EON	DD	10.26	I 011	Feeder Pillar 1
06/05/2022	GLS Educational Supplies	FP	57.20	I 010	Stationery/Supplies
06/05/2022	Microshade Business Consultant	FP	145.78	I 010	IT Services
06/05/2022	Amberol	FP	5,832.00	I 010	Barrier Planters - CIB
06/05/2022	CBay Heritage Group	FP	500.00	I 010	Small Grant
06/05/2022	Rydal Penrhos	FP	445.00	I 010	Jubilee Grants
06/05/2022	Ysgol Ty Gwyn	FP	400.00	I 010	Jubilee grants
06/05/2022	Ysgol Eirias	FP	500.00	I 010	Jubilee Grants
06/05/2022	Clira	FP	108.00	I 009	Water Monitoring
06/05/2022	I P Williams	FP	898.56	I 009	Translations April
13/05/2022	Employees	FP	5,359.58	I 010	Salaries May
13/05/2022	HMRC	FP	1,823.93	I 010	PAYE & NI
13/05/2022	Gwynedd Council	FP	1,657.44	I 010	May Pensions
13/05/2022	Employees	FP	-5,359.58	I 009	Salaries May
13/05/2022	Employees	FP	5,359.98	I 009	Salaries May
14/05/2022	Opus Energy	DD	606.97	I 011	Gas Bills
19/05/2022	EON	DD	10.20	I 011	Feeder Pillar 2
20/05/2022	Route Media	FP	10,713.00	I 010	Digital Noticeboards Final
29/05/2022	Pitney Bowes	DD	173.82	I 011	Ink
30/05/2022	Onecom Ltd	DD	75.73	I 011	Phones /Broadband
Total Payments			29,333.87		



**Summary of Small Grant Applications for 2022/23**

<b>Applicant:</b>	<b>Amount Requested:</b>	<b>Date Considered:</b>	<b>Amount Rec / Approved:</b>	<b>Moved to Youth Grants</b>	<b>Purpose of Grant:</b>	<b>Exp Powers:</b>	<b>S137 Total</b>	<b>Date Paid</b>	<b>Notes:</b>	<b>Report received:</b>
A Clwyd & Gwynedd Army Cadet Force (Colwyn Bay)	£500	13.07.22	£500.00		Towards travel costs to take part in South African expedition					
B Conwy Connect	£500	13.07.22	£500.00		Towards the cost of materials for the upkeep of gardening beds at Bryn Cadno Cimmunity Centre					
C Kids Cancer Charity	£500	13.07.22	£500.00		Towards respite holidays for 2 families from Colwyn area					
D Mens Shed	£500	13.07.22	£500.00		Towards solicitors fees for the lease of rooms in the rear annexe					
E Min y Don Bowling Club	£450	13.07.22	£450.00		Towards the cost of improvement works at the Green					
F Old Colwyn Scouts	£250	13.07.22	£250.00		Towards new tents and cooking stoves					
<b>ANNUAL BUDGET 2022/23 =</b>	<b>£10,000</b>	<b>TOTAL YTD=</b>	<b>£2,700</b>	<b>£0</b>						
	<b>£10,000</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.  
 Note: This has been replaced by the General Power of Competence (GPOC), granted by the Local Gov't and Elections (Wales) Act 2021, following a resolution made to confirm eligibility on 16.5.2022