

MINUTES OF A HYBRID MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE, VIA ZOOM, AT 6.30 PM ON WEDNESDAY 24th AUGUST 2022

PRESENT: Vice-Chair: Cllr H Fleet
Cllrs: D Carr, N Coverley, D Jones, A Khan, S McAllister, J Nuttall, S Price, G Wynne

OFFICER: C Earley, Town Clerk and RFO

148/22 Welcome and Apologies for Absence:

The Vice-Chair welcomed members to the meeting. Apologies for absence were received from Cllrs: D Howcroft (Chairman), C Hughes, R Parry

149/22 Declarations of Interest:

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

150/22 Minutes: Resolved to:

- (a) Approve and sign as a correct record, the Minutes of the last meeting of the Committee, held on 13.7.22, as detailed in Schedule A attached.**
- (b) Receive the Minutes of the Staffing Sub-Committee meetings held on 27.7.22 and 17.8.22 (draft).**

151/22 Matters Arising from Previous Meetings:

- a. **Min 96/22(b) - Town Hall Tower Repairs:** The Clerk submitted an updated report regarding the Town Hall Tower repairs.

Resolved to:

- i. Ratify the engagement of Dewis Consultancy, Conservation Architects, to provide advice and ongoing support for the works, in accordance with Cadw funding application requirements, at a cost of £75 p.h.**
- ii. Note a verbal update from the Clerk following a conversation with Cadw earlier today about the Historic Buildings funding (which is currently closed to new applications but is likely to re-open in the Autumn) and ask the Conservation Architect /Structural Engineer for advice about whether any temporary measures may be necessary to support the structure, to allow the repair works to be delayed until a grant funding application to Cadw (for £25,000 towards the cost of the works) can be submitted and considered.**
- iii. To receive an interim evaluation report from the Conservation Architect on the three tenders/quotes received and DEFER appointing a contractor to act as Principal Contractor for the repairs to Council meeting on 5/9.**
- iv. To approve payment of the final invoice for the previous phase of works (redecorating of gutters, downpipes and windows, removing vegetation from**

rear annexe and clearing a blocked passageway/drain) -£7,362.15 + VAT - approved

- a. **Min. 96/22(c) - Old Colwyn War Memorial:** The Clerk gave a verbal update on progress with the engagement of a stonemason/ architect to provide a report on the current condition of the Old Colwyn war memorial, prior to entering into negotiations with the Church regarding its adoption. It was noted that three companies have been approached:
- A - Wm Taylor Stonemasons - recommended a conservation architect be approached
 - B - Rob Chambers Conservation - quote received
 - C - Dewis Consultancy (current Conservation Architect) - quote awaited, but usual rates are £75 p.h.
- It was further noted that Mark from Farmers Bronze has previously provided a detailed report on the cleaning and ongoing maintenance requirements, but that this did not cover the structure itself.
- Resolved to delegate authority to the Clerk/Chair to accept either quote B or C, once the final quote from C has been received.***

- a. **Staffing Sub-Committee:** Members noted the draft minutes and outcome of the interviews, held on 17th August. The Clerk then gave a verbal update, following a conversation with the preferred candidate (CS) earlier this week. It was noted that an urgent meeting of the appointment panel had been held yesterday to consider making a revised offer of employment, due to the quality of the candidate and her having received a second offer of employment, on better terms (a higher initial pay point and more hours per week). Advice had been sought and received from One Voice Wales to confirm that the contractual hours could be increased from 22.5 hours p.w. to 28 hours p.w, without having to re-advertise the post. This would provide the employee with greater certainty of hours/pay, with the additional hours to be funded from the overtime budget of £5,000, previously been approved in connection with the additional Place Plan work. It was also agreed to offer her a starting salary at the higher of the two pay points advertised, due to her previous administrative experience and qualifications.

Resolved to approve the job description for the role and authorise the Clerk to issue a revised contract of employment (subject to receipt of satisfactory references), as recommended by the appointment panel, i.e. to be appointed on pt 7 (of scale G03, pts 6-7, currently £20,444 p.a., pro-rata) for 28 hours per week, to be worked over 4 days.

152/22 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) The Clerk submitted the income/expenditure report for the period ended 31.7.22 (4 months). It was noted that there were no significant areas of concern, other than the Colwyn in Bloom budget, with the committee forecasting a projected overspend of around £1,000 (due to the purchase of 36 new barrier planters earlier this year and increased watering/feed costs).
Resolved to note the report and recommend that the Colwyn in Bloom budget be increased by £1,000 (from general reserves).
- (d) Members noted the following correspondence from CCLA:
 (i) PSDF Statement as at 31.7.2022
 (ii) PSDF Factsheet
 (iii) Local Auth Property Fund statement as at 30.6.22
- (e) It was noted that the Lloyds bank mandate had finally been updated at the end of July.
Resolved to approve and sign the final batch of online payments, which had been authorised online by former councillor/signatories, as detailed in Schedule B attached.
- (f) It was noted that the full fibre broadband at the Town Hall is now up and running.
Resolved to ratify an urgent onsite labour charge of £65+VAT for Computer World to reconnect the public wi-fi zones in the committee room and main chamber and to authorise a further call-out (materials and labour) charge of £164 to supply and install an additional rack to the new IT cabinet, with additional ports to connect the new VOIP telephone equipment.

153/22 Welsh Government: The following correspondence was received and noted:

- (a) A consultation on the extension of the Wellbeing of Future Generations Act wellbeing duty.
 (b) A consultation on 'a Fairer Council Tax'
 (c) Developing a national framework for social prescribing

154/22 Conwy County Borough Council: The Clerk submitted the following correspondence for consideration:

- (a) An enquiry about lifeguard provision for Colwyn Bay beach and the response received from Matthew Forbes, the CCBC Harbourmaster. Members noted that data is currently being gathered by CCBC and considered the enquiry from the harbourmaster as to whether the town council would consider providing funding towards the cost of providing lifeguard cover for the beach, should this be required (estimated at £30,000 p.a.).
 Concern was expressed that the beach is a major tourist asset that benefits a much wider area than just Colwyn Bay and this should not, therefore, be a cost that falls just on local council taxpayers.

Resolved to:

- (i) **Request further details on the projected costs, i.e. how many lifeguards would this provide and for what period(s).**
 (ii) **To request that the data from the current survey(s) is shared, when available.**

(iii) To suggest that parking income from the parking meters installed on the promenade should be used towards the cost of lifeguard provision.

155/22 Town Hall Repairs & Maintenance:

The Clerk submitted two quotes for the urgent repair of the damaged water heater in the Town Hall kitchen.

Resolved to accept the quote from Martin Crossley (plumber) replace the damaged water heater, at a cost of £420.

156/22 Wales Audit Office:

The Clerk submitted details of a query in relation to the 2021/22 audit and a copy of the response submitted, which was noted by Members.

157/22 Ward Allowances:

It was noted that no proposals had been submitted by members as yet.

Resolved to request that the project proposal form be sent out to all members, as a reminder.

158/22 Grants:

a. **Large Grants:** The Clerk submitted a summary of the large grants approved for 2022/23 and members were asked to consider a late (urgent) application from the Kind Bay Initiative. It was noted that the work of groups such as Kind Bay is likely to increase in the coming months, as the cost of living increases affect more households.

Resolved to recommend approval of a grant of £2,000 towards the additional electricity costs and rent, to enable KBI to continue to provide much needed support to the local community.

a. **Events Grants:**

i. The Clerk submitted a summary of Events Grants for 2022/23 and members were asked to consider a late application from Together for Colwyn Bay for funding towards the costs of The Big Picnic. The Clerk also tabled an email, explaining the relationship between Together for Colwyn Bay and the lottery funded Building Communities Trust, and informed members that bank statements had been requested (a full years accounts are not yet available), but not yet received. It was noted that the event had been a success and over 1,000 had attended during the day.

Resolved to defer consideration of the application to the Council meeting on 5th September, to await receipt of the recent bank statements.

ii. Events grant 2012: The Clerk submitted a request from the former Embroiders Guild for permission to dispose of grant funded items (by sale if possible).

Due to the time that has elapsed since the grant was given, it was

Resolved to permit the group to dispose of / sell the items, but to advise that

we cannot help with any disposal costs.

b. **Letters of Thanks:** It was noted that letters of thanks had been received from the following:

- i. Kids Cancer Charity (small grant)
- ii. Min y Don Bowling Club (small grant)
- iii. Llandrillo yn Rhos charities (donation from small grants budget)

The meeting closed at 8:15pm

..... Chairman

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2022	British Gas Lite	DD	835.70	I 015	Elec Rhiw Road
06/06/2022	Barclaycard	DD	77.23	I 015	Supplies Tablecloth/Badges
10/06/2022	Powlsons	FP	50.40	I 012	A2/Maps Place Plan
10/06/2022	St David's Hospice	FP	500.00	I 012	Film night Event -
10/06/2022	Conwy County Borough Council	FP	213.20	I 012	Lora wan Sensors (VAT Only)
10/06/2022	Conwy County Borough Council	FP	346.39	I 012	IT Comms Cabinet
10/06/2022	One Voice Wales	FP	1,980.40	I 012	Membership Fee
10/06/2022	Planning Aid Wales	FP	150.00	I 012	Training Portal
10/06/2022	IDB Systems	FP	210.00	I 012	Audio Repairs (Mics in Chamber
10/06/2022	Cambrian Photography Ltd	FP	180.00	I 012	Annual Mtg Photo
10/06/2022	Conwy County Borough Council	FP	732.25	I 012	NNDR Town Hall
10/06/2022	Just a Bite	FP	696.00	I 014	Catering AM/Vol Awards
10/06/2022	Conwy County Borough Council	FP	12,000.00	I 014	Prom Xtra Sponsorship
10/06/2022	I P Williams	FP	421.62	I 014	Translations
10/06/2022	Staples UK Ltd	FP	73.30	I 014	Ink
10/06/2022	Autonomy Dancers	FP	1,000.00	I 014	Youth Grant
10/06/2022	Clira	FP	108.00	I 014	Legionella Monitoring
10/06/2022	B & W Builders	FP	1,840.90	I 014	Magposts SR ward Allowance
10/06/2022	View Creative	FP	144.00	I 014	VAT only Correction
10/06/2022	Abbeyfield	005539	492.31	I 012a	Jubilee grant
10/06/2022	Conwy Connect	005540	500.00	I 012a	Jubilee GRant
10/06/2022	Ysgol Iau Golwyn	005541	500.00	I 012a	Jubilee Grant
10/06/2022	Friends of Rhos on sea	005542	500.00	i 012a	Jubilee Grant
10/06/2022	View Creative	FP	-144.00	I 014	VAT only correction
10/06/2022	View Creative	COR	-144.00	TE	Reversal of entry
10/06/2022	View Creative	COR	144.00		Reveral of entry (mth 3)
14/06/2022	Opus Energy	DD	329.00	I 015	GAs Town Hall
15/06/2022	Employees	FP	5,419.31	I 013	Salaries June
15/06/2022	Gwynedd Council	FP	1,679.82	I 013	Pensions June
15/06/2022	HMRC	FP	1,689.41	I 013	PAYE & NI
20/06/2022	EON	DD	15.76	I 015	Feeder Pillar 1
20/06/2022	EON	DD	11.33	I 015	Feeder Pillar 2
22/06/2022	Pitney Bowes Ltd	DD	14.62	I 015	Maint Fee
30/06/2022	OneCom	DD	75.73	I 015	Phone/Broadband
30/06/2022	Pitney Bowes	DD	0.59		Underpayment
Total Payments			32,643.27		

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	Canda Copying Ltd	SO	114.00	I 019	Copier Rental
01/07/2022	British Gas	DD	725.88	I 019	Elec Rhiw Road
05/07/2022	Microshade Business Consultant	FP	145.78	I 016	IT Services
05/07/2022	S & L Industrial Cleaners	FP	95.00	I 016	Cleaning
05/07/2022	GLS Educational Supplies	FP	151.16	I 016	Stationery
05/07/2022	Society Local Council Clerks	FP	36.00	I 016	Tra9ing WebinAir
05/07/2022	Canda Copying Ltd	FP	225.92	I 016	Copy Charges Q1
05/07/2022	I P Williams	FP	453.24	I 016	Translations (June)
05/07/2022	Barclaycard	DD	127.80	I 019	Place Plan /Job Advert
08/07/2022	Microshade Business Consultant	FP	142.18	I 018	IT Services (July)
08/07/2022	Amazon UK	FP	44.86	I 018	Keyboard & Plywood
08/07/2022	S & L Industrial Cleaners	FP	30.00	I 018	Cleaning clock
14/07/2022	The Sandwich Boutique	FP	120.00	I 017	Mayor's Event (Sir JHMJones)
14/07/2022	Uk Safety Management	FP	200.86	I 017	PAT Testing
14/07/2022	Smart Controls Systems Limited	FP	600.00	I 017	Routine Service Rhiw Road site
14/07/2022	JDH Business Services Ltd	FP	599.40	I 017	Internal Audit
14/07/2022	Conwy County Borough Council	FP	5,353.20	I 017	CIB Planting
14/07/2022	AD Window Cleaning	FP	1,630.00	I 017	CIB Watering
14/07/2022	Conwy County Borough Council	FP	12,000.00	I 017	Concert sponsorship 18/6
14/07/2022	Merrill Jones	FP	200.24	I 018	Mayoral Exps
14/07/2022	Neil Bastow	FP	252.85	I 018	Mayoral Exps
14/07/2022	Old Colwyn Methodist Church	FP	45.00	I 018	Place Plan Room Hire
14/07/2022	Opus Energy	DD	172.08	I 019	Gas
14/07/2022	Antur Waunfawr	FP	28.80	I 018	Confidential Waste
15/07/2022	Employees	FP	6,548.03	I 020	Salary July
15/07/2022	HMRC	FP	1,885.88	I 020	PAYE & NI
15/07/2022	Gwynedd Council	FP	1,657.44	I 020	Pensions (July)
15/07/2022	Cllr David Howcroft	FP	500.00	I 020	Members Allowance Chair P&F
15/07/2022	Cllr Colin Matthews	FP	600.00	I 020	SNR Mayor Allowance
15/07/2022	Cllr Colin Matthews	FP	-600.00	I 020	SNR Mayor allowance
15/07/2022	Cllr David Howcroft	FP	-500.00	I 020	SNR Chair Allowance
19/07/2022	Liveteck	FP	378.00	I 017	Addition of wellbeing content
19/07/2022	EON	DD	10.86	I 019	Pillar No 1
19/07/2022	EON	DD	11.84	I 019	Pillar 2
22/07/2022	Zurich Management Services	FP	8,093.27	I 021	Insurance Renewal
22/07/2022	Clwyd & Gwynedd ACF	FP	500.00	I 021	Small Grant
22/07/2022	Min y Don Bowling Club	FP	450.00	I 021	Small grant
22/07/2022	Old Colwyn Scouts	FP	250.00	I 021	Small grant Old Colwyn Scouts
22/07/2022	Kind Bay Initiative	FP	500.00	I 021	Small Grant KBI
22/07/2022	Eryr Consulting	FP	720.00	I 021	Design of TH
29/07/2022	British Gas	DD	653.84	I 019	Elec Rhiw Road
29/07/2022	Kids Cancer Charity	FP	500.00	I 022	Small Grant Kids Cancer Charit
29/07/2022	Conwy Connect	FP	500.00	I 022	Small Grant
29/07/2022	Men's Shed	FP	500.00	I 022	Small grant Mens Shed
29/07/2022	Alexa Boase	FP	59.00	I 022	Jubilee Grant
29/07/2022	Conwy County Borough Council	FP	6,750.00	I 022	Playing Out Scheme
29/07/2022	Audit Wales	FP	269.00	I 023	Audit Wales 2019/20 Audit

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/07/2022	Conwy County Borough Council	FP	1,472.00	i 023	NNDR Rates TH
29/07/2022	Smith of Derby Ltd	FP	180.00	l 023	Clock Repair (Face)
29/07/2022	Staples UK Ltd	FP	27.21	l 023	Labels
29/07/2022	The Sandwich Bar	FP	120.00	l 023	Wales in Bloom Buffet
29/07/2022	MNMWALC	FP	42.00	l 023	Lunches Meeting 22/7
29/07/2022	RBS Software Solutions	FP	474.00	l 023	Finance Software
29/07/2022	Onecom Ltd	DD	75.73	l 019	Broadband/Phone
Total Payments			<u>56,122.35</u>		

List of Invoices/Payments for approval 17th August 2022 (P&F Committee)

Date	Inv	To	Details	Net Amount	VAT	Total	CHQ NO/Date paid	Notes
22/07/2022	Zurich		Insurance renewal	£8,039.24	£54.03	£8,093.27	FP 22/7/22	Auth by Council 18/7/22
	CCBC		materials for digital screen install	£755.46	£151.09	£906.55	FP	Final payment for approved works
	Eryri Consulting		Principal designer services for TH work	£600.00	£120.00	£720.00	FP	Approved by Council 18/7/22
	Clwyd & Gwynedd ACF		small grant	£500.00			FP	Approved by Council 18/7/22
	Min y Don Bowling Club		small grant	£450.00				Approved by Council 18/7/22
	Old Colwyn Scouts		small grant	£250.00				Approved by Council 18/7/22
	Kind Bay Initiative		small grant	£500.00				Approved by Council 18/7/22
29/07/2022	TAPE		Uke a Bay Event grant	£3,600.00				Approved by Council Jan22
	Kids Cancer Charity		small grant	£500.00				Approved by Council 18/7/22
	Conwy Connect		small grant	£500.00				Approved by Council 18/7/22
	Colwyn Bay Mens Shed		small grant	£500.00				Approved by Council 18/7/22
	Victoria Park (A Boase)		Jubilee event grant	£59.00				Approved P&F 25.5.22
	Conwy CBC		Playing Out summer hols scheme	£6,750.00				Approved GPP & P&F July 2022
	Audit Wales		External audit fee for 2019/20	£269.00				Ratify by P&F 17/8
	Conwy CBC		Town Hall NNDR (Jul/Aug)	£1,472.00				Regular payment (delegated auth)
	Smith of Derby		Clock repair	£180.00				Auth by Chair of Clock Trust
	Staples		labels	£27.21				delegated auth (Clerk)
	Sandwich Boutique		catering for Wales in Bloom judging	£120.00				delegated auth (Clerk)
	N&MWALC		Quarterly meeeting lunches	£42.00				Approved Council Jul22
	Rialtas		Finance software annual license	£474.00				To P&F approval 17.8.22
Livotech		Website update re digital noticeboard	£151.20				To P&F approval 17.8.22	
25/08/2022	Get Set Go Events		Fireworks order - partial payment	£8,200.00				Order approved by Bonfire Sub-Committee 21
26/08/2022	D R Williams (Felinwnda) Ltd		Final payment re:phase one works	£8,834.58				Works previously approved by Council
	Conwy CBC		Bus Shelter maintenance 2022/23	£6,500.00			(max - awaiting details re: one shelter)	
13/07/2022			Cheques/Payments Authorised by:					

