

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD AT 6.30<sup>PM</sup> ON MONDAY  
5<sup>TH</sup> SEPTEMBER 2022**

**PRESENT:** The Mayor, Cllr C Matthews (Chairman)  
Cllrs: C Brockley, N Coverley, H Fleet (Deputy Mayor), J Higgins, D Howcroft,  
J Hurst, T Maclean, S McAllister, J Nuttall, R Owen, R Parry, S Ryder, D Wilkins  
and G Wynne.

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

**159/22 Welcome and Apologies for Absence:**

The Chairman welcomed all members and visitors to the meeting. Apologies for absence were received from Cllr D Carr, J Clayton, C Hughes, P Hughes, D Jones, L Kennedy, A Khan, B Madden and S Price.

**160/22 Announcements:**

- (a) The Clerk requested that all members (plus guest) support the Mayor and attend the annual Civic Service, to be held at St Paul's Church at 11am on Sunday 18th September, with a buffet lunch afterwards in the Town Hall.
- (b) The Mayor gave a brief update on his recent engagements and asked members for their support with any future charity events. Details of a charity quiz night will be sent to members, once the event details have been confirmed.

**161/22 Declarations of Interest:**

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

**162/22 Visitors to the Council:**

The Chair invited any County Councillors present to give a report. Cllr H Fleet reported that the County Council will be opening 'warm hubs' in the winter months so people could call in and get a warm drink. The library and the office building at Coed Pella will be available.

**163/22 Minutes**

- (a) ***Resolved to receive, approve and sign, as a correct record, the minutes of:  
The last ordinary meeting of the Council, held on 18<sup>th</sup> July 2022.***
- (b) ***Resolved to receive and note the minutes of the following meetings:***
  - (i) ***The General Purpose & Planning Committee, held on 26<sup>th</sup> July 2022 and 16<sup>th</sup> August 2022 (draft).***
  - (ii) ***The Policy & Finance Committee, held 24<sup>th</sup> August 2022 (draft).***

**164/22 Matters Arising from Those Minutes:**

- (a) **Min. 108/22(b) & 151/22(a)** – Town Hall Tower:
  - (i) Members received and noted the report recently submitted to the Policy & Finance Committee.

- (ii) The Clerk reported that 2 contractors had been shortlisted and further clarification / information was awaited from both.

***Resolved to await the report and recommendations from the Conservation Architect and delegate authority to the Policy & Finance Committee to select the preferred contractor.***

- (iii) The Clerk reported that both the architect and surveyor had confirmed that the tower structure was not in any immediate danger of collapse and the works could be deferred to enable a funding application to be submitted to Cadw in the Autumn (when applications are expected to re-open for the Heritage Buildings capital fund).

The Clerk asked members to consider whether they wished to delay the tower repair works, to enable an application to be made to CADW for funding support of up to £25,000. Early indications are that the work fits the criteria for funding support, but there are no guarantees an application will be successful.

***Resolved to delay the works to enable an application to be made to CADW for funding support of up to £25,000 towards the repair works.***

**(b) Min. 108/22 (c) Rhiw Road Leases:**

- (i) Members noted that the new 7-year lease to Men's Shed (rear annexe) back dated to 1.7.2022 has now been drafted and will be signed by the Mayor and Deputy Mayor.
- (ii) Members noted that the work will shortly commence on the drafting of a new 7-year lease to CVSC, on the same terms as the existing lease which expired this month.

**(c) Min 108/22(f) & 151/22(b)– Old Colwyn War Memorial:**

The Clerk confirmed that two quotes had been received for carrying out a structural survey on the War Memorial and the preferred contractor (Rob Chambers) had now been instructed to carry out the survey and provide a report on its condition, at a cost of £602.50. A budget of £500 had been set aside for minor war memorial works and this would be used towards this unexpected cost. The survey is necessary to check the condition of the structure, before the Council enters into negotiations with the Church to take over the responsibility for its future upkeep.

**(d) Min. 108/22(i) & 151/22(c) – Staffing Sub Committee:**

The Clerk informed the Council that Claire Silverwood has been appointed to the role of Administrative Assistant (subject to receipt of references) and would be working 28 hours a week (Tuesday to Friday) with effect from 6.9.2022. The Clerk asked the Council to approve the setting up of an additional Citrix log-in/user account for Claire, to include software license fees and a new email account, to enable all staff to use the system concurrently, at an additional cost of £53.75pm.

***Resolved to approve the authorisation of an additional Citrix log-in/user, to include software license fees and email account, to enable all staff to use the system concurrently, at an additional cost of £53.75pm.***

**(e) Min. 158/22(a) – Large Grants:**

***Resolved to ratify approval of a large grant to Kind Bay Initiative for £2,000 towards electricity and rent costs.***

(f) **Min 158/22(b) – Events Grants:**

The Clerk submitted bank statements from Together for Colwyn Bay and asked members to consider the deferred application for funding towards the Big Picnic event.

***Resolved to approve an event grant of £2,077 towards the costs of the Big Picnic Event, which had taken place on 20.8.22.***

(g) ***Resolved to note the resolutions of the Committees, as detailed in the Minutes.***

**165/22 Welsh Government:** Member noted the following correspondence:

Transforming Towns – Placemaking Grant 2022-25.

**166/22 Conwy CBC:**

(a) ***Resolved to authorise payment of the invoice of £20,000 +VAT for sponsorship of the two August Eirias Park Concerts.***

(b) Members noted information regarding the drop-in consultation events to view the road layout and improvement proposal for Rhos on Sea Promenade.

(c) Members noted the copy of Conwy & Denbighshire Draft Wellbeing Plan for 2022-28 and noted that the Council needs to work to these objectives for their Corporate Plan. It was agreed that the Clerk would arrange an evening workshop to start work on updating/approving the Council's Corporate Plan.

(d) Members noted the Council Tax Premium Consultation Document.

(e) Youth Provision – Members noted the update received regarding the appointment of a youth worker for the Central area.

**167/22 Events:**

(a) ***Resolved to authorise payment of the invoice for £8,200 for the fireworks for the 2022 display, which was approved by the Policy & Finance Committee on 24.8.2022.***

***Further Resolved to ratify the waiving of Financial Regulations by the Sub-Committee to enable the fireworks contract to be awarded to the company set up by the local Fire Station personnel, given their continued involvement in and support for this event over the past 50 years.***

(b) The Clerk submitted a quote from Arona group for providing support for the Bonfire Night and remembrance Sunday events this year.

***Resolved to award the contract for traffic management support for the Bonfire and Remembrance Sunday Events to Arona Group, who provided support for both events last year.***

It was noted that the Town Council would also need to provide stewards for both events to assist with crowd management and parking and the Clerk requested support from Town Councillors.

(c) Members noted the information regarding the ROC Conversation (Conwy) event being held on 27<sup>th</sup> September 2022.

**168/22 Environment Wales Act – S6 Biodiversity Duty:**

The Clerk submitted the draft report, which was noted and approved by members. The Clerk informed members that the Council's biodiversity plan has to be published by the end of this

year and then updated/published every 3 years, in accordance with the Duty under the Act.

**169/22 Councillor Training:**

- (a) Members noted that all Councillors are encouraged to complete modules 1,2 and 5 of the One Voice Wales Training programme, members of the General Purpose and Planning Committee should complete the online training from Planning Aid Wales (request log-in details from Roz) and members of the Policy and Finance Committee should attend module 6 – An Introduction to (Local Government) Finance.
- (b) The Clerk asked members to note that Code of Conduct training will take place in the Town Hall on Wednesday 7<sup>th</sup> September, for all members who were not able to attend the online session provided by Conwy CBC in July.

**170/22 Digital Screens:**

***Resolved to authorise the signing of a three-year contract for the SIM cards for the data transfer/management for the four digital screens, a t total cost of £1,872 (to be invoiced annually).***

The meeting closed at 7.10pm.

..... Chairman