

**MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE, VIA ZOOM, AT 6.30 PM ON WEDNESDAY 29<sup>th</sup> SEPTEMBER 2022**

**PRESENT:** Chairman: Cllr D Howcroft  
Cllrs: D Carr, D Jones, A Khan, J Nuttall,  
S Price, G Wynne, C Hughes

**OFFICER:** T Earley, Town Clerk and RFO  
C Silverwood, Administrative Assistant

**175/22 Welcome and Apologies for Absence:**

The Chair welcomed members to the meeting. Apologies for absence were received from Cllrs: H Fleet (Vice-Chairman), S McAllister, N Coverley, R Parry.

**176/22 Remote Meeting Procedures:**

- (a) The Clerk gave a brief verbal update on the reasons for holding a fully remote meeting. In August the meeting was required to be held remotely due to a staff shortage, as hybrid meetings need an additional member of staff to be present. At the full Council meeting held in September, there were sound issues, with those attending from home not being able to clearly hear some of the councillors. It was therefore noted that the Chairman had agreed that meetings will continue remotely until these issues are resolved, or new equipment is purchased.
- (b) The Clerk submitted an e-mail from Conwy IT services regarding the Logitech equipment on loan to Abergele Town Council. Abergele TC has not yet had a chance to test the kit, due to cancellation of meetings during the mourning period. They will report back after meetings in October.

***Resolved to:***

- (i) ***Request that the Clerk seeks updated quotes for the supply and installation of equivalent Logitech kit for the committee room, pending feedback from Abergele.***
- (c) Copy of the virtual meetings procedures and guidance from One Voice Wales were shared with members. The Clerk reminded members that their video cameras should be left on during the meeting, where possible, to show when they are 'in attendance'.

***Resolved to request that the Clerk shares the procedures and guidance with all members at the next full council meeting.***

**177/22 Declarations of Interest:**

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

**178/22 Minutes:** *Resolved to approve and sign as a correct record, the Minutes of the last meeting of the Committee, held on 24.8.22.*

**179/22 Matters Arising from Previous Meetings:**

- (a) **Min 151/22(a) - Town Hall Tower Repairs:** The Clerk gave a brief verbal report regarding the Town Hall Tower repairs. Dewis Consultancy, Conservation Architects, have now received the final updated prices from the two shortlisted contractors, but their full report and recommendation have not yet been received.  
***Resolved to defer this matter to full Council to enable the report/recommendations from Dewis to be received and considered.***

**177/22 Finance:**

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1.8.22 to 31.8.22 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 31.8.22.***
- (c) Received correspondence from CCLA regarding government support for businesses with energy costs. Noted this does not apply to Bay of Colwyn TC as currently on a three-year fixed energy contract.

**180/22 Welsh Government:** It was noted that there was so correspondence to receive/consider.

**181/22 Conwy County Borough Council:** The Clerk submitted the following correspondence for consideration:

- (a) ***Resolved to authorise payment of the invoice for the agreed contribution of £1,809.81 towards the Rhos Paddling Pool maintenance for the 2022 summer season.***
- (b) The Clerk submitted a request from a resident for sponsorship to be considered to provide free use of Conwy CBC car parks. Concern was expressed, as previous free car parking has been trialled in several car parks in the area and there was no evidence of any increase of footfall or other positive impact on the town centre. Car parks were instead being used for workers, rather than visitors to the town.  
***Resolved to defer this matter to enable The Clerk to request annual revenue figures for all car parks in the Bay of Colwyn area, including the Prom and Porth Eirias, from Conwy CBC.***
- (c) ***Resolved to approve the urgent payment of an overdue invoice to CCBC (for £11,088 -CCTV contribution for 33 cameras), prior to ratification by full Council (as over £5,000)***

**182/22 Wales Audit Office:**

- (a) The Clerk advised members that the year-end audit report for 2021/22 has not yet been received and the posting of a temporary notice of the delay needed to be

approved (to comply with audit regulations).

***Resolved to approve the posting of a notice and note that an extended deadline allows until 30<sup>th</sup> November for the audit to be completed.***

**183/22 Community Wellbeing Network:**

- (a) A brief report on the recent meeting was noted.
- (b) The Clerk asked members to support a drop-in / coffee morning event being held at the Town Hall on Tuesday 4<sup>th</sup> October, for National Older Peoples Day.

**184/22 Rhiw Road Site:**

- (a) It was noted that the periodic electrical installation inspections are currently underway for the main building, Town Hall and rear annexe. This is required to be undertaken every 5 years by law.
- (b) It was noted the cost sharing agreement between Mens Shed and Prom Ally re: electricity recharges are being reviewed.
- (c) A request from Mens Shed to convert a former office in the ground floor of the rear annexe into a kitchen area was considered. It was noted that the Mens Shed will be responsible for carrying out any risk assessments and other Health and Safety requirements. Any relevant permissions will also need to be considered, for example whether planning permission is required. The Clerk confirmed that alterations will be of a reversible nature, other than the installation of a small waste pipe through the outer wall, and all alterations and associated costs will be covered by the Mens Shed.

***Resolved to recommend approval of the conversion of the small office into a kitchen area, subject to written confirmation regarding that planning consent is not needed for the conversion of the office into a freestanding kitchen area.***

**185/22 Ward Allowances:** No proposals had been submitted by members.

**186/22 Grants**

- (a) **Large Grants:** A summary of grants approved for 2022/23 was received by members and an enquiry (application to follow) from M-Sparc was considered. Members noted that there was £900 remaining in the large grants budget and, due to the underspend against budget, an exception had been agreed earlier this year to enable late applications to be considered. It was therefore agreed that a late application could be considered, once the proper application form had been completed and returned. It was also proposed to advertise information about the grants available and the deadlines for applications for the new year on the new digital screens

***Resolved to***

- (i) ask the Clerk to respond to M-Sparc to request that a full application be submitted, and to offer guidance re: the amount and purpose of the funding (i.e. not ongoing staff costs).***

***Request that a poster be prepared for the digital screens to advertise the grants available and the deadline for applications.***

- (b) **Small Grants:** One small grant application received for Q2 was submitted for consideration. The Pier Trust small grant application was considered and concerns

were raised regarding a lack of information/awareness about the overall purpose of the Pier Trust and about the need for, and funding of, Welsh courses, as a number of free Welsh language courses are readily available and funding is also available for this type of activity (see Welsh Government website for information). It was proposed and seconded that the application be deferred and the applicant be requested to give an update to the Town Council on its current activities and priorities. A recorded vote was requested.

**Resolved to:**

**(i) *Defer consideration of the small grant application until the Pier Trust has given an update/presentation to full council on its purpose and current activities.***

***In favour – Cllrs: D Howcroft, C Hughes, A Khan, J Nuttall, S Price, G Wynn***

***Against – Cllr D Carr***

***Abstained – Cllr D Jones***

**(ii) *Request that an annual statement of accounts is requested for all future grant applications (and three months bank statements be accepted only if a statement of accounts is not available and adequate reason is given for this) and that the grant guidance is updated accordingly.***

**(c) Letters of Thanks:** It was noted that letters of thanks had been received from the following:

- i. Colwyn Bay Heritage Group (small grant)
- ii. Autonomy Dancers (Youth Grant)
- iii. Menter Iaith Conwy - Caru Colwyn (Youth grant)

The Meeting closed at 7:45pm

..... Chairman

## List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/08/2022	Barclaycard	DD	138.69	I 026	Various
05/08/2022	TAPE	FP	3,600.00	I 022	Uke a Bay Event
14/08/2022	Opus Energy	DD	89.23	I 026	Gas TH/RAx/ Rhiw Rd
15/08/2022	Christina Earley	005551	2,850.10	I 024	Salary August - Clerk
15/08/2022	Roz Dudley	005552	1,169.87	I 024	Salary August Assist Clerk
15/08/2022	Gwenda Jones	005553	452.23	I 024	Salary August Caretaker
15/08/2022	A D Window Cleaning	005554	1,730.00	I 024	CIB Watering (July)
18/08/2022	Conwy County Borough Council	FP	906.55	I 021	Digital Screen Installtion
18/08/2022	Liveteach	FP	151.20	I 023	Website
18/08/2022	Bus Inst Access Savings Acc	TRF	150,000.00		TRF
19/08/2022	DAC Beachcroft	FP	259.90	I 024	Claims - VAT Only
19/08/2022	Gwynedd Council	FP	1,415.01	I 024	August Conts Pensions
19/08/2022	HMRC	FP	1,690.84	I 024	PAYE &NI
19/08/2022	I P Williams	FP	182.34	I 024	Translations
19/08/2022	One Voice Wales	FP	210.00	I 024	Training Cllr June
19/08/2022	S & L Industrial Cleaners	FP	95.00	I 024	Cleaning of AndrewFraser clock
19/08/2022	Microshade Business Consultant	FP	145.78	I 024	IT Services
19/08/2022	S & L Industrial Cleaners	FP	65.00	I 024	Cleaning of Town Hall
19/08/2022	EON	DD	10.58	I 026	Feeder Pillar 1
19/08/2022	EON	DD	10.57	I 026	Feeder Pillar 2
25/08/2022	Get Set go Events	FP	8,200.00	I 025	Fireworks
25/08/2022	Hamilton Security Systems LTD	FP	238.80	I 025	Replace Faulty Camera
25/08/2022	Computer World	FP	78.00	I 025	Fibre Switch Over Support
25/08/2022	Powlsons	FP	461.80	I 025	CIB Plaques/Portfolio
25/08/2022	Conwy County Borough Council	FP	800.00	I 025	PSPO Signs
25/08/2022	Dewis (Consultants) Ltd	FP	600.00	I 025	Fence/Gate Designs
26/08/2022	One Com	DD	167.34	I 026	Broadband/Phones
26/08/2022	D R Williams Ltd	FP	8,834.58	I 027	163 1911 80
26/08/2022	One Voice Wales	FP	45.00	I 027	Practice Conference
26/08/2022	Colwyn Bay Conservation & Envi	FP	100.00	I 027	Promextra Display
26/08/2022	Computer World	FP	177.00	I 027	Install IT Equip

Total Payments	<u>184,875.41</u>
----------------	-------------------