

**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 4<sup>th</sup> JANUARY 2023**

**PRESENT:** Chairman: Cllr H Fleet  
Cllrs: D Carr, J Nuttall, G Wynne, S McAllister, S Price

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

**287/22 Welcome and Apologies for Absence:**

The Chair welcomed members to the meeting. Apologies for absence were received from Cllrs: D Howcroft, D Jones, N Coverley.

**288/22 Declarations of Interest:**

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

**289/22 Minutes: *Resolved to approve and sign as a correct record, the Minutes of the last meeting of the Committee, held on 16.11.22.***

**290/22 Matters Arising from Previous Meetings:**

**(a) Hybrid Meeting Equipment:** The Clerk gave a verbal update regarding the equipment for hybrid meetings. The equipment has been ordered, under the powers delegated to the Clerk, and the new equipment should be fitted later this month.

**(b) Electrical Remedial Works:** It was noted that a detailed quote is still awaited, following the recent installation inspections.

- Cllr D Carr joined the meeting at this juncture.

**(c) Members Ward Allowance:** The Clerk submitted an updated summary of allowances for the 2022/2023 financial year, together with a request that members consider increasing the maximum amount Members should be allowed to carry forward to the new financial year (previously limited to one year's ward allowance, which is now a maximum of £450p.a.)

***Resolved to recommend approval of the increase and refer to the next full Council meeting for consideration.***

**(d) Council Training Plan 2023'24:** It was noted that the self-assessment column of Councillors learning and development plan sent out in December needed to be completed and returned. Once the training plans are received the Councillors will be supported to attend the relevant courses. It was noted that the learning and development plan will be updated to reflect priority areas from April 2023.

***Resolved to recommend approval of the draft training plan for staff and Councillors 2023'24, as detailed in Schedule 'A' attached.***

**(e) Christmas Window Competition:** It was noted that the winners of the Christmas Window Competition had been informed and were as follows: *Colwyn Bay: Stermat, Rhos on Sea: The Lovely Room and Old Colwyn: Princess Road pre-school.*

**291/22 Finance:**

**(a) Resolved to authorise payments made on behalf of the Council for the period 1.11.22 to 30.11.22, as detailed in Schedule 'B' attached.**

**(b) Resolved to authorise the Vice Chairman and Clerk to carry out the checking/ authenticating of the bank reconciliation(s) as at 30.11.22.**

**(c) Members noted the following correspondence from CCLA:**

**(i) PSDF Statement as at 30.11.22**

**(ii) PSDF Factsheet (Nov 2022)**

**(iii) LAPF statement as at 30.11.22**

**(iv) A response to query(ies) relating to investments in Middle Eastern Banks.**

**(d) Draft Annual Estimates 2022/23**

**(i) The Clerk submitted, for consideration, a report and first draft of the annual estimates for income and expenditure for 2023/24, prior to it being referred for approval by Full Council. Members noted that a budget training session will be held at 4pm on 09.01.2023 via zoom to explain the detail/background of each budget heading. Members requested that several options be presented for increases in the precept, as the needs within the community are increasing alongside the cost of living crisis.**

***Resolved to refer to Full Council the Draft Annual Estimates for 2023/24, together with the following options for increases to the precept request for 2023/24:***

***1. 0% rise next year followed by 5% rise in years 2 & 3***

***2. 3% rise each year***

***3. 0% for 3 years***

**(ii) The Clerk submitted a report on Earmarked Reserves and asked members to consider any additional transfers prior to year-end.**

***Resolved to recommend the approval of transfers to EMRs for 2022/23, as per the Clerk's recommendations.***

**292/22 Welsh Government:** It was noted there was no correspondence to consider.

**293/22 Conwy County Borough Council:**

**(a) The Clerk submitted the current list of funding requests for services 2023/24. It was noted that an additional budget of £30,000 had been provisionally allocated towards the as yet unknown contribution towards the paddling pool costs and in case of any additional/late requests. Members were asked to consider whether an additional budget line may be required for traffic calming signage/measures, or whether this should also come from the CCBC Services budget line.**

***Resolved to defer this matter and refer to the Full Council.***

**294/22 Wales Audit Office:** Members received the notice of the successful completion of the external audit for the 2021/22 financial year and noted that this has now been published.

**295/22 Local Members Ward Allowances:** It was noted there were no proposals submitted by Members.

**296/22 Grants:**

**(a) Small Grants:** The Clerk submitted, for consideration the small grant applications for Q3, as detailed in Schedule 'C' attached.

***Resolved to recommend approval of full amount for grant 'K', approval of £200 for grant 'L' and approval of £200 for grant 'M' and to defer application 'N' to the special meeting of the Committee 11.01.23, as this was submitted late and needs more time to be reviewed by members.***

**(b) Event Grants:**

**(i)** The Clerk submitted summaries of applications received to date and Members agreed to hold a Special Meeting of the Committee at 6.30pm on Wednesday 11<sup>th</sup> January 2023 to consider these applications and make recommendations to the Council for the budgets required.

**(ii)** The Clerk queried if there was a need to allocate a budget to support any King's Coronation events in May 2023 and/or provide commemorative coins/mugs for local school children. Members agreed to recommend that community events should be arranged rather than providing gifts, as experiences would be more greatly appreciated and enjoyed.

***Resolved to defer this to Committee meeting on 11.01.2023 to discuss amount to earmark from the Events Grants budget.***

**(c) Large Grants:** The Clerk submitted summaries of applications received to date and Members agreed to hold a Special Meeting of the Committee at 6.30pm on Wednesday 11<sup>th</sup> January 2023 to consider applications and make recommendations to the Council for the budgets required.

**(d) Youth Grants:** Members agreed to defer any actions on Youth Grants for 2022/23 until the Draft Place Plan has been received, as this is anticipated to have a number of priority actions in relation to facilities for young people.

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

**(i) NWAMI**

**(ii) Christmas Artisan Markets:**

**(iii) Bay View Centre- Christmas activities report.**

The Meeting closed at 7.50pm

..... Chairman

# BAY OF COLWYN TOWN COUNCIL

## **Training & Development Plan – 2023'24**

The contracts of employment for Council staff require officers and other employees to maintain up to date knowledge of their functions and duties. The Council undertakes to support necessary agreed training and development and meet all course and examination expenses and any travel and subsistence costs incurred, in accordance with the agreed scale. The Local Government and Elections (Wales) Act also requires all town and community councils to approve and publish a training plan, to include training for both staff and members of the Council. A knowledge/skills audit and training needs analysis will be undertaken after each ordinary election and be reviewed/ updated annually by the Clerk to inform the annual training plan.

The following is a summary of the training to be undertaken by staff and councillors for the 2023'24 municipal year.

### **1. Clerk**

The Clerk is a Principal Member of the Society of Local Council Clerks. As such, she is expected to undertake a number of continued professional development activities annually and maintain a record of these, for submission to the SLCC on renewal of membership each year.

The Clerk seeks the on-going support of the Council in funding and providing time for her to attend some/all of the following core CPD/training events during the next financial year (costed on the basis of in-person attendance, but may be less for virtual events):

- a. SLCC/OVW Joint Conference for Wales – (cost approx. £80)
- b. SLCC Management in Action Conference – (2 day - cost approx. £375)  
OR
- c. SLCC Practitioners Conference – Feb/March (2 day -cost approx. £375)
- d. SLCC National Conference – Oct/Nov (2 day - cost approx. £450)
- e. SLCC Wales one day regional training seminar (cost approx. £80)
- f. Other online CPD courses, local SLCC branch meetings, Conwy Clerks' training events, or OVW conferences, as and when they occur (usually low cost (<£75), or time and travel expenses only)

### **2. Assistant Clerk**

The Assistant Clerk undertakes a number of administrative tasks, Mayoral / Civic secretarial duties and acts as a Committee Clerk to several committees. She is also expected to deputise for the Clerk during any periods of annual leave or other absence.

During 2019 she completed working through the SLCC's 'Introduction to Local Council Administration' training course, which is a modular based course covering the main aspects of local council administration.

It may also be beneficial for the Assistant Clerk to attend occasional IT refresher courses, specifically Microsoft Office, or other local CPD courses relevant to her work (e.g. Data Protection), as and when these are available, with estimated total costs of £150 p.a.

### **3. Administrative Assistant**

The Administrative Assistant also undertakes some committee support functions and will be supported to complete the SLCC's Introduction to Local Council Administration course. This may progress to registration for CiLCA in the future (cost approx. £250) and/or other relevant one-off courses, with estimated total costs £100 p.a.

### **4. Cleaner/Caretaker**

It is necessary for the caretaker/cleaner to have a basic understanding of health and safety issues and CoSHH regulations etc., for which occasional training may be beneficial (cost estimated to be no more than £100 p.a.).

### **5. Members**

The Council encourages and supports its Members to take up appropriate training opportunities, as and when these arise. Approximate costs for training courses delivered by One Voice Wales (OVW) are £60 per session (reduced to £35 for members). Training may also be available from CCBC, Planning Aid Wales (approx.£30 per session), or other bodies during the year.

Following the elections in May 2022, the Council is undertaking a review of the skills, experience and knowledge of its members and it will then update the training schedule for members to ensure there is sufficient coverage and depth of knowledge and skills across the following areas:

- a. Basic induction training - be provided for all Members by the Clerk
- b. Code of Conduct training will be mandatory for all Members (to be provided by CCBC or OVW and/or delivered by the Clerk)
- c. Core training modules provided by OVW: The Council, The Councillor, The Council Meeting, An Introduction to the Law
- d. The Mayor, Deputy Mayor and Chairmen/Vice-Chairmen of Committees will be encouraged to attend the Charing Skills course provided by OVW.
- e. Members of the Audit Sub-Committee will be expected to complete the Advanced Local Government Finance module, provided by OVW.

- f. Members of the Policy & Finance Committee will be encouraged to attend the Introduction to Local Government Finance modules, provided by OVW.
- g. Members of the General Purposes & Planning Committee will be encouraged to attend the Introduction to Planning modules, available from Planning Aid Wales.
- h. Other OVW Councillor training modules will also be supported, if there is a need demonstrated during the skills audit and sufficient remaining in the training budget.

It is recommended that the Council sets aside a continuing budget of £1,800 p.a. to support member training costs, allowing for an average of £75 (covering the cost of at least two courses) per member. Though the training listed in a. to g. above will be prioritised, other relevant training for members may also be considered, within the budget available.

**Total Annual Training Budget Required = £3,700**

## List of Payments made between 01/11/2022 and 30/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2022	British Gas	DD	759.35	I 043	Elec Police Rhiw Road Site
04/11/2022	Barclaycard	DD	173.88	I 043	Various
14/11/2022	Opus Energy	DD	528.10	I 043	Gas Rhiw Road
15/11/2022	Employees	FP	7,028.03	I 038	Salary November
15/11/2022	Cllr D Jones	FP	150.00	I 038	Cllr Paym't
15/11/2022	HMRC	FP	2,578.94	I 038	PAYE & NI Nov
15/11/2022	Gwynedd Council	FP	2,356.71	I 038	Pensions - Nov
15/11/2022	Mrs C J Earley	FP	163.70	I 038	Travel Expenses
15/11/2022	Microshade Business Consultant	FP	211.46	I 038	IT Services
15/11/2022	I P Williams	FP	813.66	I 038	Translations - October
17/11/2022	Fred Weston Electrical Contrac	FP	5,342.21	I 039	ElectricalConditionReport ECR
17/11/2022	S & L Industrial Cleaners	FP	190.00	I 039	Cleaning
17/11/2022	Nationwide Ambulance Service	FP	1,200.00	I 039	Bonfire Event
17/11/2022	Arona Group Ltd	FP	1,120.00	I 039	Bonfire Traffic Management
17/11/2022	Clwyd & Gwynedd ACF	FP	40.00	i 039	Cadet help bonfire
17/11/2022	CBay Fire Station Social Fund	FP	752.04	I 039	Bonfire
17/11/2022	Conwy County Borough Council	FP	16,455.84	i 039	May Election Charges
17/11/2022	Humphreys Signs Ltd	FP	78.00	I 039	Honours Board Update
17/11/2022	DAC Beachcroft	FP	117.20	I 039	Legal Fees VAT only
17/11/2022	Benefit Advice Shop	FP	2,250.00	I 040	Large grants - 2nd Inst
17/11/2022	CAB Outreach	FP	3,000.00	i 040	Large Grant - CAB
17/11/2022	Home Start conwy	FP	3,250.00	I 040	Large Grants 2nd Inst HSConwy
17/11/2022	Y Pentan	FP	600.00	I 040	Large Grant - Y Pentan
17/11/2022	Get Set Go Events	FP	3,220.00	I 041	Get Set Go Events - FWorks Bal
17/11/2022	Arona Group Ltd	FP	1,045.00	I 041	Rem Sunday Traff Man
17/11/2022	View Creative Agency	FP	300.00	I 041	Place Making Workshop
17/11/2022	Conwy County Borough Council	FP	300.00	I 041	Swn y Don School trip WA/DC
17/11/2022	CBay Con & Env Group	FP	300.00	I 041	Wardf all Tree Planting CH/CM
28/11/2022	Lloyd Forestry	FP	312.00	i 042	Xmas Trees for traders
28/11/2022	Knights of Snowden	FP	100.00	I 042	Donation Rem Sunday Band
28/11/2022	Derek Harvey	FP	50.00	I 042	Donation Parade Marshall RS
28/11/2022	Conwy County Borough Council	FP	142.87	I 042	CIB Up the Poles
28/11/2022	Absolute Sound & Light	FP	1,686.00	I 042	Absolute Sound & Light
28/11/2022	OneCom	DD	68.10	I 043	Phones/Broadband
Total Payments			56,683.09		

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

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Moved to Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Date Paid	Notes:	Report received:
A Clwyd & Gwynedd Army Cadet Force (Colwyn Bay)	£500	13.07.22	£500.00		Towards travel costs to take part in South African expedition	GPOC (formerly S137)		22.7.22		
B Conwy Connect	£500	13.07.22	£500.00		Towards the cost of materials for the upkeep of gardening beds at Bryn Cadno Community Centre	S19 MP Act 1976		29.7.22		
C Kids Cancer Charity	£500	13.07.22	£500.00		Towards respite holidays for 2 families from Colwyn area	GPOC		29.7.22		
D Mens Shed	£500	13.07.22	£500.00		Towards solicitors fees for the lease of rooms in the rear annexe	S19 MP Act 1976		29.7.22		
E Min y Don Bowling Club	£450	13.07.22	£450.00		Towards the cost of improvement works at the Green	S19 MP Act 1976		22.7.22		
F Old Colwyn Scouts	£250	13.07.22	£250.00		Towards new tents and cooking stoves	S19 MP Act 1976		22.7.22		
G Kind Bay Initiative	£500	18.7.22	£500.00		Food - 25 weekly sessions at £20 per session	S19 MP Act 1976		22.7.22		
<u>Considered by P&amp;F on 28.9.22</u>										
H Victoria Pier Trust	£500	28.9.22	DEFERRED		Contribution towards Welsh classes					
<u>Considered by P&amp;F Committee on 16.11.22 (urgent apps)</u>										
I Foodshare NW		16.11.22 & 5.12.22	£500.00		To provide meals to 250/300 Colwyn area households at Christmas					
J NWAMI	£500	16.11.22	£500.00		Light parade event - 20th November					
<u>Considered on 4.1.2023</u>										
K Dawns I Bawb	£100		£100.00		To hold high quality dance activities for people of all ages and abilities across Gwynedd, Conwy and Anglesey.					
L Urdd Eisteddfodd	£200-£300		£200.00		Towards the costs of CDT units, Science, Concerts and Shows for children and youth.					
M Vision Enhancement Services	£475		£200.00		Towards Conwy Sight Loss Stakeholder event refreshments and a budget for transport and marketing.					
<u>To Be Considered on 11.1.2023</u>										
N Colwyn Bay Conservation and Environment Federatic	£500		DEFER		Insurance/admin costs, grass mats and new sign posts (the Dingle)					
<b>ANNUAL BUDGET 2022/23 =</b>	<b>£10,000</b>	<b>TOTAL YTD=</b>	<b>£4,700</b>	<b>£0</b>						<b>£0</b>
	<b>£10,000</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