

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 PM ON WEDNESDAY 8TH FEBRUARY 2023

PRESENT: Cllr H Fleet, Vice-Chair
Cllrs: S McAllister, G Wynne, S Price, D Carr

OFFICERS: C Earley, Town Clerk and RFO
C Silverwood, Admin Assistant

352/22 Welcome and Apologies for Absence:

The Vice-Chair, in the absence of the Chairman, welcomed members to the meeting. Apologies for absence were received from Cllrs: D Howcroft (Chairman), R Parry, N Coverley, C Hughes, D Jones, J Nuttall, and C Matthews (Town Mayor).

353/22 Declarations of Interest:

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

354/22 Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 4th and 11th January 2023.

355/22 Matters Arising from Previous Meetings:

- (a) **Hybrid Meeting Equipment:** The Clerk informed members that the installation of the new equipment took place earlier today. Due to a problem with the bracket to mount the camera, installation could not be completed until another part has been ordered and received. Members were informed the hybrid meeting equipment would be ready to use for the next Policy & Finance meeting..
- (b) **Electrical Remedial Works:** The Clerk tabled a quote for remedial works, following the recent electrical installation inspections.

Members noted authority has been requested from NW Police and CVSC to proceed with works relating to police station / CVSC part of the site.

Resolved to approve:

- (i) ***the works relating to the NW Police/CVSC part of the site, once authority has been received from both occupiers (who will be recharged for the works)***
- (ii) ***the whole site works***
- (iii) ***the urgent (Code 1) items relating to the rear annexe and to request the Clerk seeks two further quotes for the remaining (Code 2) remedial works in the Town Hall and Rear Annexe.***

356/22 Finance:

- (a) **Resolved to authorise payments made on behalf of the Council for the period 1.12.22 to 31.12.22, and 1.1.23 to 31.1.23 as detailed in Schedule 'A' attached.**
- (b) **Resolved to authorise the Vice Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 31.1.23..**

- (c) **Resolved to receive the following correspondence from CCLA:**
 - (i) **PSDF Factsheet as at 31.12.22**
 - (ii) **PSDF Statement 31.12.22**
 - (iii) **Property Market Update January 2023.**
- (d) **Resolved to receive the quarterly income/expenditure report as at 31.12.22.**
- (e) The Clerk tabled the renewal offer for the existing electricity supply for the Station Road feeder pillars. Members noted the existing supplier, EON's rates and the best competitor rates, as supplied by our energy broker. Due to both the standing charge and unit rate being lower, it was
Resolved to authorise changing the electricity supplier to British Gas Lite on a 2-year fixed rate, with effect from the expiry of the current contract in March 2023
- (f) Members noted the notice of a price increase from Microshade (IT provider) for the Microsoft license fees from March 2023.
- (g) **Asset Register:** Members noted the desktop PC has not been used since laptops were purchased in 2020 for the office staff to be able to work from home.

Resolved to contact Cllrs/local schools to ask if anyone could make use of the PC. If not needed, the PC is to be taken to Computer World to be recycled. The hard drive will be professionally removed to dispose of safely and securely.

- (h) **Payment of Invoices:**
 - (i) **Festive Lighting:**
Resolved to ratify payment of the invoice for the 2022/23 hire contract.
 - (ii) **Finance Software:**
Resolved to authorise payment of the invoice of £109.41 plus VAT for the additional Making Tax Digital (VAT) software that is now needed for compulsory online quarterly VAT submissions.

357/22 Welsh Government: There was no correspondence from the Welsh Government to be considered.

358/22 Conwy County Borough Council:

- (a) The Clerk submitted, for information, a quote for additional fixed position CCTV camera(s) for the Sea View Road area of the town centre, following the increase in anti-social behaviour. Members noted that the existing cameras pan around the area, so anti-social behaviour is not always captured on the CCTV unless it has been called in. The new cameras will be fixed on the hotspots, using the pre-existing poles and fixtures. It was noted that the need for additional cameras will be considered at a police liaison meeting later this week and the Clerk will also make enquiries about other possible funding sources.
- (b) Members noted the confirmation of the cost of the first two pieces of replacement play equipment.

Resolved to ratify the placing of an order for the first two pieces of replacement play equipment from the budget allocated.

- (c) **UK Shared Prosperity Fund:** The Clerk tabled an e-mail giving information about the funding. Members noted the intention to establish local intermediary funds for smaller applications.

359/22 Local Members Ward Allowances: There were no proposals submitted by members.

360/22 Grants:

- (a) **Events Grants:** Members noted the updated Events Grant summary for 2023/24.
 - (i) Members received information about the smaller scale Pride event now planned for 2023, in accordance with the reduced grant offer.

Resolved to approve the reduced grant offer for Application 'C' as detailed in Schedule 'B' attached.

- (ii) The Clerk submitted an application from Theatr Colwyn for a series of low cost cinema screenings, at a cost of £5,000.

Resolved to recommend approval of Application 'G' as detailed in Schedule 'B' attached.

- (iii) Members considered arranging a St David's Day Window Competition to involve businesses in the Town Council's event.

Resolved to arrange the window competition in line with the Christmas Window Competition. An overall winner will receive £50 cash prize and a certificate. The two runner-up window displays will each receive a certificate and £25 cash price.

- (b) **Large Grants:**

- (i) Members noted the updated summary of grants for 2023/24. It was noted that £32,828 had been approved in total, with a provisional budget of £30,000 (with the additional amount to be funded from general reserves)

- (ii) Members received a response from Porth Eirias Running Club to the request for additional information and considered the deferred application for funding.

Resolved to award a small grant of £500 from the 2022/23 small grants budget and to inform them that they would be able to apply again in the new financial year, but that we would require a statement of accounts to be included with any future application.

- (iii) Members received the report requested from Home Start Conwy on their 2021/22 activities.

Resolved to confirm approval of a grant for Application 'E' for 2023/24, as detailed in Schedule 'C' attached.

- (iv) Members considered an enquiry about support towards St Paul's clock repairs.

Resolved to recommend a grant application form be completed and submitted for consideration.

- (v) Members considered whether to pay the large grants electronically, in April, and/or invite recipients of large grants to attend the annual awards/presentation evening (usually held annually, in April).

Resolved to invite recipients of large grants to attend the annual awards/presentation evening.

361/22 Confidential Item:

- (a) **Men's Shed Lease:** Members noted the receipt of a query about the lease, which has been forwarded to the solicitor for comment/response.

Meeting closed at 7.45pm.

..... Chairman

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	Petty Cash	005555	96.58	I 044	Petty Cash Imprest
01/12/2022	British Gas Lite	FP	798.71	I 050	Elec Rhiw Road Nov
02/12/2022	Marmalade	FP	458.50	I 045	Catering Civic Sunday
02/12/2022	One Voice Wales	FP	105.00	I 045	Cllr Training
02/12/2022	GLS Educational Supplies	FP	133.60	I 045	Stationery
02/12/2022	Bus Inst Access Savings Acc	TFR	150,000.00		
02/12/2022	EON	DD	22.50	I 050	Feeder Pillars
02/12/2022	EON	DD	-22.50	I 050	Feeder Pillars
02/12/2022	EON	DD	10.53	I 050	Feeder Pillars
02/12/2022	EON	DD	10.58	I 050	Feeder Pillar 1
05/12/2022	Barclaycard	DD	71.09	I 050	British Leg/PI Plan
06/12/2022	Redcape	FP	3,600.00	I 045	Grotto at Bay View Centre
09/12/2022	Colwyn Bay FC Jnrs	FP	300.00	I 046	CBAy Girls FBall WA Cllr Khan
09/12/2022	Dwr Cymru	FP	1,061.71	I 046	Water Rhiw/TH
09/12/2022	Conwy County Borough Council	FP	736.00	I 046	Rates Town Hall
09/12/2022	Food Share North Wales	FP	500.00	I 046	Small Grant Food Share NW
12/12/2022	Artisan Market	FP	560.00	I 047	Xmas Activities
12/12/2022	NWAMI	FP	500.00	I 047	Small grant Lantern Parade
12/12/2022	Microshade Business Consultant	FP	211.46	I 047	IT Services
12/12/2022	S & L Industrial Cleaners	FP	375.00	I 047	Cleaning
12/12/2022	I P Williams	FP	256.74	I 047	Translations
14/12/2022	Opus Energy	DD	752.98	I 050	Gas TH/Rhiw/Annex
15/12/2022	Employees	FP	5,806.06	I 048	December Salary
15/12/2022	Cllr S Price	FP	120.00	I 048	Basic Cllr Payment
15/12/2022	HMRC	FP	1,883.13	I 048	PAYE & NI
15/12/2022	Gwynedd Council	FP	1,897.28	I 048	Pensions December
16/12/2022	Fletchers Engineering	FP	64.80	I 049	Heating Call out Rear annex
22/12/2022	Conwy County Borough Council	FP	3,463.46	I 049	Bonfire Event ERF Support
22/12/2022	Conwy County Borough Council	FP	285.00	I 049	Bonfire Event Bins
22/12/2022	Society Local Council Clerks	FP	72.00	I 049	HR Training Summit
22/12/2022	Society Local Council Clerks	FP	458.00	I 049	Membership Fees 2023
22/12/2022	Roche Audio Visual	FP	3,648.48	I 049	Screen/ Project Hybrid
22/12/2022	GLS Educational Supplies	FP	55.62	I 049	Stationery Supplies
22/12/2022	Conwy County Borough Council	FP	500.00	I 049	Ysgol Iau Jubilee Grant
22/12/2022	Conwy County Borough Council	FP	2,212.91	I 049	Digital Screen Seaview Rd
22/12/2022	Pitney Bowes	DD	14.62	I 050	Postage
22/12/2022	EON	DD	20.42	I 050	Feeder Pillars
28/12/2022	Onecom	DD	68.10	I 050	Phones Broadband
29/12/2022	British Gas	DD	774.30	i 050	Rhiw Road Elec Dec
Total Payments			181,882.66		

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2023	Canda Copying Ltd	SO	114.00	I053	Qtly Copier Rental
04/01/2023	Barclaycard	DD	25.39	I054	Supplies and catering
06/01/2023	Hamilton Security Systems LTD	FP	90.00	I051	CCTV service
06/01/2023	Canda Copying Ltd	FP	35.35	I051	Qtly copy charges
06/01/2023	Colin Matthews	FP	130.75	I051	Myoral expenses
06/01/2023	Conwy County Borough Council	FP	736.00	I051	NNDR
13/01/2023	Employees	FP	5,748.19	I052	Salaries
13/01/2023	HMRC	FP	1,843.33	I052	PAYE & NI
13/01/2023	Gwynedd Council	FP	1,817.38	I052	Pension contributions
13/01/2023	B & S Smith	FP	150.00	I052	Cleaning Dec
13/01/2023	Microshade Business Consultant	FP	211.46	I052	IT SERVICES
14/01/2023	Opus Energy	DD	1,452.46	I054	Gas Dec
19/01/2023	Stermat Hardware	FP	50.00	I053	Festive Window Comp
19/01/2023	Prin cess Road School	FP	25.00	I053	Festive Window Comp
19/01/2023	The Lovely Room	FP	25.00	I053	Festive Window Comp
19/01/2023	Findel Education Ltd	FP	77.36	I053	Cleaning supplies
19/01/2023	Cambrian Woodland Services	FP	2,665.20	I053	Supply of Christmas Trees
19/01/2023	D R Williams (Felinwnda) Ltd	FP	1,036.80	I053	Weekly scaffold inspections
19/01/2023	Livetech	FP	378.00	I053	Website hosting and domain ren
19/01/2023	Banner Group Ltd	FP	51.20	I053	Staples Ink cartrdiges
19/01/2023	Fred Weston Elec Cont Ltd	FP	593.28	I053	Install new sockets
19/01/2023	EON	DD	21.26	I054	Feeder Pillar Elec
30/01/2023	Onecom Ltd	DD	68.10	I054	Phones and Broadband
Total Payments			17,345.51		

Events Grants 2023/24

Budget = **£35,000** Note: £20k for communi

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Given 2022/23	Recommendation:	Approved (£):	Paid:	Report received?
A	Together for Colwyn Bay	Big Picnic in St Pauls grounds	19th August	£ 2,433.50	£ 4,867.00		£ 2,433.50	£2,433.50		
B	Paul Sampson, Oriel Colwyn (CCBC Event)	Northern Eye Photography Festival	October	£ 5,000.00	£ 14,500.00	£ -	£ 5,000.00	£5,000.00		
C	Together for Colwyn Bay	Pride 23	May/June (t.b.c.)	5000 - 10,000	£25,200.00	£0.00	£ 2,500.00	£2,500.00		
D	Uke-a-Bay (via TAPE)	Uke-a-Bay	11th - 13th August	£4,500.00	£4,500.00	£3,600.00	£ 3,600.00	£3,600.00		
E	Sarah Ecob (CCBC Event)	Gogs Film Festival	Nov-23	£5,000.00	£11,349.96	£5,000.00	DEFER (await evaluation form from 2022 event)			
F	King's Coronation Community Events	Separate applications required APPROVED: up to £300 available (by application) for schools and small community events/ street parties (and will also consider additional/late events grant applications for any larger/public events)	w/e 6-8 May 2023	t.b.c.			estimated	£3,000.00		
(to be considered P & F meeting 8/2/23)										
G	Theatr Colwyn & Cinema	Community cinema screenings	2023	£5,000.00	£5,000.00					
							£ 13,533.50	£ 16,533.50		

Summary of Large Grant Applications for 2023/24

REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved 2022/23	Grant Approved 2023/24	Notes:	Bank details rec'd:	First Instalment paid	Second Instalment Paid	Report Requested/ Received
A	Benefit Advice Shop	£6,638	To continue to assist the residents of the area with advice, support and representation.	£4,500	£ 6,638.00					
B	Porth Eirias Running Club	£1,000	To purchase Safety Equipment, first aid kit & funding for First Aid course and another leader. REC: find out more re number of members, promotion activities and costs to participate	0	DEFER					
C	Y Pentan	£1000-£2000	Towards the cost of printing.	£1,200	£ 1,200.00					
D	Citizens Advice Conwy	£ 19,990.00	To fund one caseworker and 2 general advisors for one day a week, to be based at Colwyn Bay library Await presentation to Council on 16/1 and note opportunity to ask questions of applicant	£6,000	£ 19,990.00					
E	Home Start Conwy	£ 5,000.00	To continue to provide services to local families, including activities, training courses and social events at the Tan Lan Centre	£4,000	£ 5,000.00	Approved in principle subject to detailed report/statistics being provided on 2021/22 support/services				
F	Llandudno and Colwyn Bay Tramway Society	£ 1,250.00	Ongoing maintenance and purchase of laptop and monitor for use on tram	£0	decline					
					<u>£ 32,828.00</u>					
		<u>£ 33,878.00</u>								