MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE TOWN HALL AND ONLINE, VIA ZOOM AT $6.30~\rm PM$ ON WEDNESDAY $29^{\rm TH}$ MARCH 2023

PRESENT: Chairman Cllr C Hughes (see min 404/22)

Cllrs: J Nuttall, G Wynne, R Parry, N Coverley, S McAllister,

A Khan, D Jones.

OFFICERS: C Earley, Town Clerk and RFO

C Silverwood, Admin Assistant

404/22 Welcome and Apologies for Absence:

In the absence of the Chair and the Vice-Chair, Cllr C Hughes was elected to act as temporary chair for this meeting only.

Apologies for absence were received from Cllrs: D Howcroft (Chair), H Fleet (Vice Chair), D Carr, C Matthews.

It was noted that the members all wished Cllr D Howcroft a speedy recovery.

405/22 <u>Declarations of Interest</u>: Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following were declared:

Cllr N Coverley - Item 5(d) Renewal of the perimeter board at Colwyn Bay FC – personal, but non-prejudicial interest, as £500 or less.

Cllr S McAllister – Item 9(a) Small Grant – personal, but non-prejudicial interest, as £500 or less.

Cllr C Hughes – Item 9(e) Youth Grant - personal and prejudicial interest.

406/22 <u>Minutes</u>: Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 8th February 2023.

407/22 Matters Arising from Previous Meetings:

(a) Town Hall Tower Repairs: The Clerk tabled the response from Cadw to the grant application submitted in December, received earlier today. Due to the high volume of applications received, CADW has awarded the grants by prioritising those building that were most at risk and the Town Hall's application has, unfortunately, been declined on this occasion. Members noted that the work was considered urgent, to avoid any further deterioration, and unanimously agreed that it should still go ahead using funding from Earmarked Reserves and with the Capital Reserve making up any shortfall.

Resolved to instruct the previously appointed builders, D R Williams, to commence scheduling of works and to request that the Clerk shares a copy of the detailed quotation at next meeting, as a reminder for Members.

- (b) Rhiw Road Leases: The Clerk gave a verbal update to members following an enquiry about the new Men's Shed Lease. Members noted a Men's Shed member with a legal background had queried the reason for a lease and stated concerns with the name on the lease and the permitted use definition. The Clerk met with the Men's Shed member to explain the reasons and background for a lease, to replace the former Tenancy at Will (which was only ever intended to be temporary) and bring this in line with all other building occupiers' terms. The Clerk thanked him for bringing the errors to our attention and confirmed the amendments to the name and Permitted use sections (not solely office use), were currently with the Solicitor to update.
- (c) Electrical Remedial Works: The Clerk tabled two quotes for remedial works, following the recent electrical installation inspections. The two companies were Fred Western and Mel Owen Electrical Solutions. Members noted that Fred Western is NWP approved and Mel Owen is on the Conwy County Borough Council's approved contractor list. Members noted that Mel Owen's quote represented better value for money for building occupiers, in respect of the Town Hall and Rear Annexe Code 2 (non-urgent) works.

Resolved to instruct Mel Owen (Electrical Contractors) Ltd to carry out the Code 2 (non-urgent) remedial works in the Town Hall and Rear Annex, at a total quoted cost of £4,045.

408/22 Finance:

- (a) Resolved to authorise payments made on behalf of the Council for the period 1.2.23 to 28.2.23 as detailed in Schedule 'A' attached.
- (b) Resolved to authorise the Chairman and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 28.2.23.
- (c) Resolved to receive the following correspondence from CCLA:
 - (i) **PSDF Factsheet**
- (d) The Clerk tabled a report on projected income/expenditure as at 28.2.23 and recommended several transfers into earmarked reserves, in preparation for the year-end closedown of accounts.

Resolved to receive and note the projected income/expenditure report and approve the following transfers to earmarked reserves:

- 1195 Capital receipts add y/end balance to capital EMR (approx. £6,800) 4017 & 4530 - unclaimed member basic payments (£150) - c/f with unspent ward allowances (amount to be confirmed)
- 4312 Place Plan c/f £4,000 to EMR (rename former Place Brand EMR) to cover final payment (20%) due in April 2023, on receipt of Draft Plan
- 4420 Other Events £7,250 u/spend to EMR (Other CCBC Services/events)
- 4502 Christmas Lights u/spend to EMR for replacement infrastructure/lights
- 4315 Youth Grants u/spend to EMR (see minute 470 (e) below)
- (e) Resolved to authorise payments for:

- (i) the Bangor University scholarship(s) for 2022'23 (£500).
- (ii) Planning Aid Wales £6,000 + VAT £335
- (iii)Audit Wales £200 external audit fee for 2021/22
- (iv) Renewal of the perimeter board at Colwyn Bay FC for a further year at a cost of *£350 (one year).

Members were asked to consider upgrading the website to include Web Calendar Pro to better facilitate the addition of event notices and forms to the Town Council website.

Resolved to approve an upgrade to the website to include Web Calendar Pro, at an annual cost of \$99 (<£90) per annum.

409/22 Welsh Government: Members received and noted the following correspondence:

- (a) Taxi and Private Hire Vehicle Bill.
- (b) A Written Statement on the Digital Health of Community and Town Councils.

410/22 Conwy County Borough Council:

- (a) The Clerk gave a brief verbal update following the slip tests carried out recently at Conwy's paddling pools. Members noted this was confidential for the present time, as a further update is awaited.
- (b) Members noted that nine festive lighting catenary support columns have been removed from Old Colwyn, on safety grounds (due to their age and extensive corrosion found), and received and noted a quotation from CCBC Street Lighting Department for their replacement, at a cost of £9,900. It was noted this was also on the agenda for discussion by Christmas Lights Sub Committee on 30.3.23, where the future of the roadside festoon lighting as part of the wider Christmas Lighting scheme, would be fully considered.
- (c) The Clerk gave a verbal report following notification of the introduction of an annual license fee for CCBC to grant permission for festive lighting, digital noticeboards and feeder pillars etc on or over a public highway. Annually, 10% of the columns will be inspected and, although the scale of charges has been approved by CCBC, the fee would need to reflect the actual cost of work involved to provide the license.
 - Members noted that a full breakdown of costs/fees is awaited, to ensure CCBC is only covering actual costs incurred to check/sign off applications and further noted that a detailed review of the application process is also expected.
- (d) The Clerk gave a brief update on preparations for this year's Prom Xtra event. Member's were asked to formally ratify the £10,000 contribution towards free activities, previously approved within the budget for 2023'24. Members noted the event was being held Saturday 13th May and the Town Council may be offered a free stall to update the public on the Place Plan.

Resolved to formally ratify the £10,000 contribution towards free activities for the Prom Xtra Event.

411/22 <u>Local Members Ward Allowances</u>: There were no proposals submitted by members.

412/22 Grants:

(a) Small Grants:

- (i) Members received the updated Small Grant summary.
- (ii) Members received and considered an application from Old Colwyn Events Association.

Resolved to recommend awarding a small grant of £500 to Application 'P', as detailed in Schedule 'B' attached.

(iii) Members were then asked to consider the £4,000 underspend on the small grant budget. It was noted that, in previous years, any underspend was donated to support trust funds.

Resolved to recommend awarding £1,500 to Llandrillo yn Rhos Poor Charities, £1,500 to Llandrillo yn Rhos Education Charity and £1,000 to Sir John Henry Morris Jones Trust, from the underspend in the small grants budget for 2022'23.

(b) Large Grants:

- (i) Members noted the updated summary of Large grants for 2023/24. It was noted that there was no budget remaining for further grants and that any additional applications received for large grants for 2023'24 could therefore only be funded using general reserves.
- (ii) Members received and considered an application for St Paul's Church clock repairs. The Chairman highlighted that applications for large grants should usually be received before the 31st December, for inclusion in the new year's budget. Members noted that Churches have other sources of funding available, however, as this is a public clock, this could be considered an exception.

Resolved to recommend approval of £2,941.00 (one third of the total cost of repairs), subject to confirmation from the Church that all other avenues for funding have been exhausted (see Application 'E' as detailed in Schedule 'C' attached).

(c) Event Grants:

- (i) Members noted the updated summary of Event grants for 2023/24.
- (ii) Members received the evaluation report from Gogs Film Festival (2022) and reconsidered the deferred request for funding for a 2023 festival.
 Resolved to recommend approval of Application 'E' as detailed in Schedule 'D' attached.

(iii) Members received and considered an event grant application from Sport Conwy.

Resolved to recommend approval of Application 'H' as detailed in Schedule 'D' attached.

(iv) Members received for consideration an event application from the Artisan Market.

Resolved to recommend approval of a reduced grant of £1,500 for Application 'I', as detailed in Schedule 'D' attached, to be prioritised for the markets which fall within school holiday periods.

(v) Members received and noted an event evaluation from the Big Picnic 2022.

(d) The King's Coronation Grants:

- (i) Members noted the summary/budget for the King's Coronation grants 2023.
- (ii) Members considered applications A to J for the King's Coronation grants as detailed in Schedule 'E' attached.

Resolved to approve grants of £300 to Applications 'A','B','C','D','E','F',
'G','H','I' and 'J' as detailed in Schedule 'E' attached and agreed that
Applicant 'E' would need to provide receipts and proof of purchases prior to
reimbursement.

(e) Youth Grants:

- (i) Members noted the summary of Youth grants for 2022'23. It was noted that any remaining balance in the budget will be added to an EMR for using towards youth activities in 2023'24, as previously agreed by the Council.
 - Cllr Chris Hughes retired from the meeting at this juncture, having declared a personal and prejudicial interest in the next agenda item.
- (ii) Members received and considered an application for a youth grant from Together for Colwyn Bay towards the cost of purchasing equipment for a series of silent discos for local young people. Several members asked questions about the applicant and queried whether other funding was available. Concern was also expressed regarding the amount of previous grant support given to the same organisation during the past year.

Resolved to defer consideration of the youth grant application and invite Together for Colwyn Bay to present their organisation goals and future plans to a full Council meeting, to provide members with a greater level of understanding.

- Cllr C Hughes then returned to the meeting and resumed as Chair.

(T) L6	etters of Thanks:	iviembers noted a lette	er of Thanks from Home	Start Conwy.
The Meetir	ng closed at 9.00p	nm		Chairman

Date: 20/03/2023

Bay of Colwyn Town Council 2022/23

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Time: 17:02

Treasurers A/c 00164077

List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
02/02/2023	British Gas	DD	950.28 058	Electricity Rhiw Jan
03/02/2023	Dawns i Bawb	FP	100.00 055	Small Grant
03/02/2023	Urdd Gobaith Cymru	FP	200.00 055	Small grant Urdd Gobaith
03/02/2023	CB Con & Env Fed	FP	500.00 1 055	Small Grant CBCEF
03/02/2023	CSM Security Consultants LTD	FP	1,543.20 055	Security Bonfire
03/02/2023	I P Williams	FP	898.14 055	Translations Dec/Jan
03/02/2023	Society Local Council Clerks	FP	144.00 055	Staff Training CS
03/02/2023	GLS Educational/ Findel	FP	55.62 055	Cleaning Supplies
03/02/2023	Festive Lighting	FP	10,705.82 055	Yr 2 Xmas Hire Charges
03/02/2023	Employees	FP	5,802.79 056	Salaries February
03/02/2023	Gwynedd Council	FP	1,284.25 056	Pension Conts Feb
03/02/2023	Gwynedd Council	FP	-1,284.25 I 056	Pension Conts Feb
03/02/2023	Employees	FP	-5,802.79 056	Salary February
10/02/2023	S & L Industrial Cleaners	FP	140.00 I 056	Cleaning AF/TH/ Repairs
10/02/2023	Rialtas	FP	131.29 056	Finance software
10/02/2023	Incredible Edibles	FP	500.00 056	Reimbursement of expenses
14/02/2023	Opus Energy	DD	1,337.51 058	Gas Bills
15/02/2023	Gwynedd Council	FP	1,284.25 056	Pension Conts Feb
15/02/2023	Employees	FP	5,802.79 056	Salaries February
15/02/2023	HMRC	FP	1,843.53 I 056	PAYE & NI Feb
15/02/2023	Microshade Business Consultant	FP	211.46 056	IT Services
20/02/2023	Vision Enhancement Services	FP	50.00 057	Small Grant
20/02/2023	Gwynedd Council	FP	533.13 I 057	Pension Conts Feb
20/02/2023	Snowdonia Fire Protection LTD	FP	114.00 057	Fire Extinguisher Service
20/02/2023	One Voice Wales	FP	35.00 057	Cllr Training CM
20/02/2023	Together for Colwyn Bay	FP	2,500.00 057	Pride Event Grant
21/02/2023	EON	DD	10.57 I 058	Feeder Pillar 1 January
21/02/2023	EON	DD	10.53 058	Feeder Pillar 2
28/02/2023	OneCom	DD	68.10 I 058	Phones Boradband

Total Payments

29,669.22

Summary of Small Grant Applications for 2022/23

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Purpose of Grant:	Exp Powers:	S137 or GPOC 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)	2	2.7.22		
B Conwy Connect	£500	13.07.22	£500.00	Towards the cost of materials for the upkeep of gardening beds at Bryn Cadno Cimmunity Centre	S19 MP Act 1976	2	9.7.22		
C Kids Cancer Charity	£500	13.07.22	£500.00	Towards respite holidays for 2 families from Colwyn area	GPOC	2	9.7.22		
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	2	9.7.22		
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	2	2.7.22		
F Old Colwyn Scouts	£250	13.07.22	£250.00	Towards new tents and cooking stoves	S19 MP Act 1976	2	2.7.22		
G Kind Bay Initiative	£500	18.7.22	£500.00	Food - 25 weekly sessions at £20 per session	S19 MP Act 1976	2	2.7.22		
Considered by P&F on 28.9.22									
H Victoria Pier Trust	£500	28.9.22	DEFERRED	Contribution towards Welsh classes					
Considered by P&F Committee on 16.11.22 (urgent a	apps)			Deferred until presentation given to Council to update on Pier Trust objectives					
I Foodshare NW		16.11.22	£500.00	To provide meals to 250/300 Colwyn area households at Christmas	GPOC				
J <i>NWAMI</i>	£500	& 5.12.22 0 16.11.22	£500.00	Light parade event - 20th November	Power to atract visitors (events)				
Considered on 4.1.2023									
K Dawns I Bawb	£100	0	£100.00	To hold high quality dance activities for people of all ages and abilities across Gwynedd,	CoiS19 MP Act 1976				
L Urdd Eistedfodd	£200-£300	0	£200.00	Towards the costs of CDT units, Science, Concerts and Shows for children and youth.	GPOC				
M Vision Enhancement Services	£475	5	£200.00	Towards Conwy Sight Loss Stakeholder event refreshments and a budget for transport a Reduced claim received for £50, due to excluding staff costs	and GPOC				
Considered on 11.1.2023			£50.00	Reduced Claim received for £30, due to excluding stail costs					
N Colwyn Bay Conservation and Environment Federati	£500	0	£500.00	Insurance/admin costs, grass mats and new sign posts (the Dingle)	GPOC	C	3/02/2023		
Considered on 8.2.23									
O Porth Eirias Running Club	£1,000	8.2. & 6.3	£500.00	To purchase Safety Equipment, first aid kit & funding for First Aid course and	GPOC	1	0.3.23		
Considered on 29/3/23				another leader.					
P Old Colwyn Events Association	£500)	£500.00	To organise a 'Party in the Park' on 17th June. This will include entertainment b amateur & professional together with stalls and competitions.	oth				
Recommended Y/end Donations to Local Trust Fund	<u>s</u> :								
Llandrillo yn Rhos Poor Charities			£1,500.00	To support local foodbanks etc					
Llandrillo yn Rhos Education Charity			£1,500.00	To provide additional support to school children (uniforms/school trips etc)					
Sir John Henry Morris Jones Trust			£1,000.00	To support talented local young people (under 19s)					
ANNUAL BUDGET 2022/23	£10,000	TOTAL YT	D= <u>£10,050</u> £	0		<u>£0</u>			

£10,000

^{*} 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 eleigibility on 16.5.2022

Summary of Large Grant Applications for 2023/24

REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved	Grant Approved	Notes:	Bank details rec'd:	First Instalment	Second Instalment	Report Requested/
A Ben	nefit Advice Shop	£6,638	To continue to assist the residents of the area with advice, support and representation.	2022/23 £4,500	2023/24 £ 6,638.00	Approved Budget =£30,000		paid	Paid	Received
B Por	th Eirias Running Club	£1,000	To purchase Safety Equipment, first aid kit & funding for First Aid course and another leader.	0	£ - (see small grant	is)				
			DEFERRED: find out more re number of members, promotion activities and costs to particiapte		£-	REC: Small grant of £500 offered				
C Y Pe	entan	£1000-£2000	Towards the cost of printing.	£1,200	£ 1,200.00					
D Citiz	zens 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	£6,000	£ 19,990.00					
			Deferred for presentation to Council on 16/1 and note opportunity to ask ques							
E Hor	ne 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 Report received/noted 8.2.23 and grant approved	being provided o	n 2021/22 support	/services	
F Llan	ndudno and Colwyn Bay Tramway Society	£ 1,250.00	Ongoing maintenance and purchase of laptop and monitor for use on tram	£0	decline					
<u>To l</u>	be considered 29/03/23									
E St P	aul's Church	£4,412.00	To repair the church clock, which hasn't shown correct time/chimed since August 2022	!						
			Rec: to recommend approval of £2941.00, subject to confirmation that all other avenues for funding have been exhausted			_				
					£ 32,828.00	=				

£ 38,290.00

Events Grants 2023/24

Report Applicant: Date(s): **Total Cost:** Approved (£): Ref: Event: Amount Amount Recommendation: Paid: received? (if known) Given 2022/23 Requested: 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 Northern Eye Photography **B** Paul Sampson, Oriel Colwyn October £ 5,000.00 £ 14,500.00 £-£ 5,000.00 £5,000.00 Festival (CCBC Event) 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) 11th - 13th August £4,500.00 £4,500.00 £3,600.00 £ 3,600.00 £3,600.00 Uke-a-Bay To be considered 29/03/23 - 2022 evaluation received E Sarah Ecob Gogs Film Festival Nov-23 £5,000.00 £11,349.96 £ 5.000.00 (CCBC Event) To be considered 29/03/2023 Separate applications required w/e 6-8 May 2023 (see separate summary £3,000.00 King's Coronation Community APPROVED: up to £300 available (by application) for schools and small community events/ street parties Up to £3k allocated Events (and will also consider additional/late events grant applications for any larger/public events) (to be considered P & F meeting 8/2/23) G Theatr Colwyn & Cinema Community cinema screenings 2023 £5,000.00 £5,000.00 £ 5,000.00 £5,000.00 To be considered 29/03/23 £ 2,980.00 £2,980.00 H Sport Conwy Swim-SUP*-Run event Porth Eirias beac Jun-23 I The Artisan Markets Co. £3,698.00 £ 1,500.00 Colwyn Bay Artisan Market One Sat per month - April until Nov

Budget = £35,000 Note: Plus £7K u/sp

£21,533.50

£0.00

£ 28,013.50

Summary of King's Coronation Grant Applications

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Amount Paid	Date Paid	Purpose of Grant:	Exp Powers:	S137 Total	Date Paid	Notes:
A Parkway Coffee Club	£300	29/03/2023	£300.00			Party/Buffet to Celebrate the King's Coronation			18.6.21	
B Llandrillo yn Rhos Mother's Union		29/03/2023	£300.00			A Sunday lunch for the elderly/isolated/lonely members of the	community			
C Ysgol T Gwynn Jones £300 29/03/2023 £300.00 King's Coronation Event on school grounds		King's Coronation Event on school grounds								
D Ysgol Pen y Bryn		29/03/2023	£300.00			Garden party for Infant & Junior children (450)				
E Alan Williams	£300	29/03/2023	£300.00			Street party Aberhod Cove, Rhos on Sea				
F Colwyn Bay Child Minders	£300	29/03/2023	£300.00			An afternoon tea for the children we look after, held at Brookfie	ld Drive.			
G ClwydAlyn		29/03/2023	£300.00			Street party for the residents of Tal Y Fron				
H Ink Gallery Ltd	£300	29/03/2023	£300.00			Live music by local musicians and creative workshops for children	en.			
ANNUAL BUDGET 2023'24	= £3,000	TOTAL YT	D= <u>£2,400</u>	£0						

Summary of Youth Grant Applications for 2022/23

BUDGET: £10,000

Applicant: Amount Date Amount Purpose of Grant: **Exp Powers:** S137 Amount Notes: Requested: Considered: Rec / Approved: Total Paid from Youth Grants £1,0002021'22? £1,000.00 **Autonomy Dancers** £1,000 To enter competition A Together for Colwyn Bay Ltd. Deferred Funding for equipment for silent discos £1,433.50 29/03/2023 Together for Colwyn Bay has committed to matchfunding the silent disco equipment and chargers up to a value of £1073.50. £1,000.00

 £2,434
 TOTAL YTD=
 £0
 Balanced to Ledger=
 £1,000.00

 Section 137=
 £0.00

^{*} 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.