

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE COMMITTEE ROOM, TOWN HALL AND ONLINE, VIA ZOOM AT 6.30 PM ON WEDNESDAY 10TH MAY 2023

PRESENT: Chairman Cllr D Howcroft
Cllrs: J Nuttall, G Wynne, R Parry, S McAllister, C Hughes,
A Khan.

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

473/22 Welcome and Apologies for Absence:

The Chairman welcomed members to the meeting. Apologies for absence were received from Cllrs: H Fleet (who was attending a function as Deputy Mayor), N Coverley, D Jones and D Carr.

474/22 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following were declared:
Cllr S McAllister – Item 481/22(a)(ii) Small Grant – personal, but non-prejudicial interest, as £500 or less.

475/22 Minutes: Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 29th March 2023.

476/22 Matters Arising from Previous Meetings:

(a)

- (i) **Town Hall Tower Repairs:** The Clerk gave a brief update regarding the town hall building repairs. Members noted a meeting with D R Williams builders had been arranged for Tuesday 16th May. The meeting will involve discussing the ongoing works, receiving the updated costs involved and obtaining the health and safety documentation. Once a response has been received from Jamie Seager Scaffolding Services, a commencement date can be scheduled.

Resolved to request that the Clerk shares a copy of the updated detailed summary of works/quotation at next meeting.

- (ii) **Electrical Remedial Works:** The Clerk gave a brief verbal update:

1. Fred Western have completed the North Wales Police and whole site remedial works, apart from one minor outstanding job.

Resolved that, once the minor outstanding item had been completed and the certificate has been received, approval is given for the invoice of £3,569.07 + VAT to be paid.

2. A meeting had taken place on Monday 10th May with Mel Owen Electrical Solutions. It was noted the costs of works for Mens Shed will be separated from the rest, then the cost for the remaining items will be split between the Town Council, Prom Ally and Bayside Radio. Members

noted the remedial works for the Town Hall and Rear Annexe Code 2 (non-urgent) are scheduled for week commencing 12.6.23.

At this juncture Cllr A Khan joined the meeting.

- (b) **Asbestos Management Plan:** Members received, for consideration, the summary of recommendations and the invoice for the asbestos survey report from Bradley Environmental Consultants. It was noted that where asbestos has been identified, this was not deemed high risk but still requires ongoing management. Work is recommended in the rear storeroom to encapsulate the floor, which contains traces of asbestos in the residual glue from the former floor tiles (removed).
Resolved to recommend for approval payment of invoice for £474 to Bradley Environmental Consultants.
Further resolved to authorise Clerk to seek quotes for putting vinyl floor on top of asbestos in the rear storeroom to encapsulate the floor.

- *At this juncture Cllr A Khan left the meeting, due to technical problems.*

477/22 Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1.3.23 to 31.3.23 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 31.3.23.***
- (c) ***Resolved to receive the following correspondence from CCLA:***
(i) ***PSDF Factsheet 31.3.23***
(ii) ***CCLA PSDF Statement as at 30.4.23***
- (d) ***Resolved to receive the correspondence regarding changes to VAT penalties and interest which came into effect from 31st January 2023. Members noted timeframe is not usually an issue, except at year-end (please see 478/22 (b))***
- (e) ***Additional Payments:***
(i) ***Resolved to authorise payment of £417.87 for Rialtas for the finance and accountancy software for 2023'24.***
(ii) ***Resolved to authorise payment of £240.35 for Livetech website works.***
(iii) ***Resolved to accept a quote for supplying and fitting a replacement for the firewall in the Committee room, to provide safe wi-fi access to all visitors, and to ratify payment of the invoice for the recent visit by Computer World to resolve the wi-fi issues***

478/22 Year End Finance and Audit Arrangements:

- (a) The following correspondence was noted by members: Information required by Wales Audit office 2022'23 regarding additional evidence of basic allowance

payments to members. It was noted that the Council is required to supply evidence for all members who did not receive the basic £150 payment for 2022/23, in the form of a forego form or email.

- (b) The Clerk gave a brief verbal update on progress in preparing the year-end accounts. The following was noted by members:
 - (i) The year-end service charge invoices issued to the Rhiw Road occupiers.
 - (ii) The Q4 VAT return was submitted on 5.5.23, to avoid any late penalties.
 - (iii) Work is now underway on the balance sheet (asset register to be updated) and preparation of paperwork for internal and external audit.
- (c) Members received and noted the draft income and expenditure account.

- *At this juncture Cllr Abdul Khan re-joined the meeting.*

479/22 Conwy County Borough Council:

- (a) Members noted an enquiry had been submitted by Conwy County Council regarding the possibility of funding towards the provision of other activities at the Rhos on Sea paddling pool site this summer, if it was not opening due to safety grounds. Members noted that since the agenda had been sent out there had been a further announcement that the paddling pools may now be opened this summer.
Resolved to wait for official notice/further information from Conwy County Council, which will be shared with members once received.

480/22 Local Members Ward Allowances: The following proposals, submitted by members, were considered.

- (a) ***Resolved to approve £750 for Upper Colwyn Bay Community Centre for equipment to start up a new community Table Tennis Club.***
- (b) ***Resolved to approve £150 for the Nxt Gen Youth Club.***

481/22 Grants:

- (a) **Small Grants:**
 - (i) Members received the updated Small Grant summary.
 - (ii) Members received for consideration an application from Old Colwyn Residents Association.
Resolved to recommend awarding a small grant of £500 to Application 'A', as detailed in Schedule 'B' attached.
 - (iii) Members received for consideration an application from Conwy Mind-Mental Elf.
Resolved to recommend awarding a small grant of £500 to Application 'B', as detailed in Schedule 'B' attached.
- (b) **Large Grants:**
 - (i) Members noted the 22'23 grant report from the Benefit Advice Shop

(c) Youth Grants:

- (i) Members noted the summary of Youth grants for 2022'23.
- (ii) Members received for consideration an application from Autonomy Dancers.
Resolved to recommend for approval a youth grant of £2,975 to application 'B' as detailed in Schedule 'C' attached

- (d) **Event Grants:** Members received the final summary of Coronation Event Grants for 2023'24 as detailed in Schedule 'D' attached.

- (e) **Letters of Thanks:** Members noted a letter of Thanks from Together for Together for Colwyn Bay. The silent disco equipment purchased with the grant was used last week and will be used this weekend by TAPE/Nxt Gen at the Prom Xtra and Pride Events.

- (f) **Legacy:** Members noted that the Andrew Fraser Memorial Clock has received a donation of £4,107 from a legacy in the Will of the Late Barbara Ann Williams.
Resolved to send a letter of Thanks.

The Meeting closed at 7.35pm.

..... Chairman

List of Payments made between 01/03/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	British Gas	DD	844.82	I 064	Rhiw Road Elect
03/03/2023	Conwy County Borough Council	FP	1,472.00	I 059	NNDR Town Hall
03/03/2023	Fred Weston Elec Cont Ltd	FP	420.50	I 059	LED Lights in Town Hall
03/03/2023	I P Williams	FP	432.96	I 059	Translations February
03/03/2023	St David's Hospice	FP	225.00	I 059	St David's stewards events
03/03/2023	Roche AV	FP	1,096.80	I 059	Angekis one touch camera(hybr
03/03/2023	Clira Ltd	FP	198.00	I 059	Monthly water Check
03/03/2023	S & L Industrial Cleaners	FP	30.00	I 059	Andrew Fraser Clock Clean
03/03/2023	Antur Waunfawr	FP	14.40	I 059	Confidential Waste
07/03/2023	Morrisons	DD	11.79	I 064	Mayor Charity Event by Barclay
07/03/2023	NALC	DD	51.71	I 064	Isolation Course
10/03/2023	Conwy County Borough Council	FP	65,000.00	I 060	Theatr/Oriel Colwyn Conts
10/03/2023	Sets Ltd	FP	13,975.20	I 060	Festive Lighting
10/03/2023	St John Ambulance	FP	98.40	I 060	St David's Day F/Aid Cover
10/03/2023	Arona Group Ltd	FP	415.00	I 060	Traffic St David's Day
10/03/2023	Microshade Business Consultant	FP	207.86	I 060	IT Services
10/03/2023	GLS Educational/ Findel	FP	59.95	I 060	Supplies
10/03/2023	Porth Eirias Runners	FP	500.00	I 060	Small Grant
10/03/2023	St Kentigerns Hospice	FP	25.00	I 060	St David's Day Window prize
10/03/2023	St David's Hospice	FP	25.00	I 060	St David's Day Window prize
11/03/2023	Pitney Bowes	DD	14.62	I 064	Rental
11/03/2023	ICO	DD	35.00	I 064	Data Protection
14/03/2023	Opus Energy	DD	514.66	I 064	GAS Rhiw Road
14/03/2023	Opus Energy	DD	170.60	I 064	Gas Town Hall
14/03/2023	Opus Energy	DD	323.06	I 064	Gas Rear Annex
15/03/2023	Employees	FP	5,786.23	I 061	March Salaries
15/03/2023	HMRC	FP	1,855.53	I 061	PAYE & NI
15/03/2023	Gwynedd Council	FP	1,828.40	I 061	Pensions March
20/03/2023	Conwy County Borough Council	FP	7,200.00	I 062	Bus Shelter Maintenance
20/03/2023	Bangor University	FP	500.00	I 062	Scholarship 3rd Year
20/03/2023	Computer World	FP	40.00	I 062	Wiping DeskTop before disposal
20/03/2023	Conwy County Borough Council	FP	200.64	I 062	Removal of Baskets CIB
21/03/2023	EON	DD	26.28	I 064	Feeder Pillars 1/2
22/03/2023	English Baptist Church	FP	50.00	I 062	St David's Day Window Winner
22/03/2023	Liva Micka (Alex Fish Bar)	FP	96.70	I 062	Catering Quiz Night 20/3
28/03/2023	OneCom	DD	68.10	I 064	Phones/Broadband
31/03/2023	Planning Aid Wales	FP	6,335.00	I 063	Place Plan Consultancy
31/03/2023	Staples UK Ltd	FP	54.98	I 063	Ink
31/03/2023	Audit Wales	FP	200.00	I 063	2021/22 Audit Fee
31/03/2023	Clira Ltd	FP	198.00	I 063	Monthly Water Checks
31/03/2023	Mrs Tina Earley	FP	54.80	I 063	Travel Expenses
31/03/2023	British Gas	DD	681.00	I 064	Rhiw Road Elect
31/03/2023	Ink Gallery	DD	27.60	I 064	Coffees paif by Barclaycard
31/03/2023	Tesco	DD	12.74	I 064	Bara Brith Mayor's Quiz
31/03/2023	Amazon UK	DD	11.99	I 064	Chairty Quiz Cultery byBarclay
31/03/2023	Snowdonia Fire Protection LTD	FP	104.04	I 065	Alarm Service (TH &RA)
31/03/2023	Canda Copying Ltd	FP	28.16	I 065	Copier Charges Q4

List of Payments made between 01/03/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2023	S & L Industrial Cleaners	FP	30.00	I 065	Cleaning Andrew Fraser clock
31/03/2023	S & L Industrial Cleaners	FP	65.00	I 065	Cleaning TH windows
31/03/2023	Cllr C Matthews	FP	123.60	I 065	Mayor's reimbursement
31/03/2023	HMRC	FP	186.62	I 065	PAYE & NI reJune 2022
31/03/2023	Llandrillo yn Rhos Charities	CHQ	1,500.00		Donation to Poor Charities
31/03/2023	Llandrillo yn Rhos Education C	CHQ	1,500.00	005562	Donation to Education Charity
31/03/2023	Sir John Henry Morris Jones Tr	CHQ	1,000.00	005563	Donation to Trust Fund
31/03/2023	Cash	005556	95.06	I 066	Petty cash Imprest

Total Payments 116,022.80

Summary of Small Grant Applications for 2023/24

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Purpose of Grant:	Exp Powers:	S137 or GPOC Total	Date Paid	Notes:	Report received:
<i>To be considered 28/06/23</i>									
A Old Colwyn Residents Association	£500		500	TO CELEBRATE THE CENTENARY- AN EVENT IN THE SURE HOPE CHURCH					
B Conwy Mind	£500		500	Fund raising event called mental Elf.					

ANNUAL BUDGET 2022/23 = £10,000 TOTAL YTD= £0 £0

 £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 eligibility on 16.5.2022

Summary of Youth Grant Applications for 2023/24

BUDGET: £19,000

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved: from Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Amount Paid	Notes:
A Together for Colwyn Bay Ltd.	£1,433.50	29/03/2023 & 24/4/23	Deferred £1,433.50	Funding for equipment for silent discos <i>Together for Colwyn Bay has committed to match-funding the silent disco equipment and chargers up to a value of £1073.50.</i>				
<i>To be considered 10.5.23</i>								
B Autonomy Dancers	£2,975		£2,975	TO SUPPORT THE DANCE GROUP ENTERING THE WORLD STREET DANCE CHAMPIONSHIPS where they can represent Colwyn Bay.			<hr/> £0.00 <hr/>	

	£4,409	TOTAL YTD=	£4,409
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Balanced to Ledger= £0.00
Section 137= £0.00

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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	£300	21/04/2023	Party/Buffer to Celebrate the King's Coronation				18.6.21
B Llandrillo yn Rhos Mother's Union	£500	29/03/2023	£300.00	£300	21/04/2023	A Sunday lunch for the elderly/isolated/lonely members of the community				
C Ysgol T Gwynn Jones	£300	29/03/2023	£300.00	£300	21/04/2023	King's Coronation Event on school grounds				
D Ysgol Pen y Bryn	£300	29/03/2023	£300.00	£300	21/04/2023	Garden party for Infant & Junior children (450)				
E Alan Williams	£300	29/03/2023	£300.00	(REMIBURSE RECEIPTS)		Street party Aberhod Cove, Rhos on Sea				
F Colwyn Bay Child Minders	£300	29/03/2023	£300.00	£300.00	21/04/2023	An afternoon tea for the children we look after, held at Brookfield Drive.				
G ClwydAlyn	£300	29/03/2023	NIL			Street party for the residents of Tal Y Fron Decline - outside area				
H Ink Gallery Ltd	£300	29/03/2023	£300.00	£300.00	21/04/2023	Live music by local musicians and creative workshops for children.				
<u>To Be Considered 24.4.23:</u>										
I Residents of Marine View	£300	24/04/2023	£300	(reimb receipts)		Street party for residents				
J Conwy Connect	£300	24/04/2023	£300	300	27/04/2023	Coronation art sessions and a party				
K Ysgol Llandrillo yn Rhos	£300	24/04/2023	£300	300	27/04/2023	A day of celebration activities with the children to include a 'street party'style lunch in school, crafts, dancing etc.				
L Ysgol St Josephs	£300	24/04/2023	£300	300	27/04/2023	Afternoon Tea Party				
M Stuart McAllister	£300	24/04/2023	£300	(reimb receipts)		Street party to be held at Green Hill, Old Colwyn				
N Ysgol Hen Golwyn	£300	26/04/2023	£300	300	27/04/2023					
						Approved by Clerk/Chair under delegated powers				
			TOTAL YTD=	£3,900	£3,000					