

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 28TH JUNE 2023

PRESENT: Vice-Chair, Cllr H Fleet (Chair)
Cllrs: D Carr, S Price, S McAllister, C Hughes

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

56/23 Welcome and Apologies for Absence:

In the absence of the Chair, the Vice-Chair, Cllr H Fleet, chaired the meeting.
Members were welcomed to the meeting.
Apologies for absence were received from Cllrs: D Howcroft, R Parry, G Wynne, J Nuttall, N Coverley, D Jones and A Khan.

57/23 Election of Chair and Vice-Chair

Nominations were requested for Chair and Vice Chair of the Committee for 2023/24.
Resolved to re-elect Cllr D Howcroft as Chairman of the Committee for 2023/24 and Cllr H Fleet as Vice-Chair.

58/23 Re-appointment of Sub-Committees for 2023/24

- (a) Audit Sub-Committee
- (b) Buildings Sub-Committee
- (c) Staffing Sub-Committee

Resolved to re-appoint and approve the Terms of Reference for all three sub-committees for 2023/24.

59/23 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 C Hughes – Item 66/23 (a)(v) Small Grant – personal, but non-prejudicial interest, as £500 or less.

60/23 Minutes: *Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 10th May 2023.*

61/23 Matters Arising from Previous Meetings:

- (a) **Min. 476/22(a)- Town Hall Tower Repairs:** The Clerk gave a brief verbal update regarding the town hall building repairs. It was noted that there had been no response from the scaffolding company to a request for further information and a further update had been requested from the builder regarding his efforts to find a new stone mason who would be able to complete the works this summer/autumn.
Resolved to request the Clerk shares any response from the builder at the next full Council meeting.

(b) **Electrical Remedial Works:**

- (i) The Clerk gave a brief verbal update, informing members that the electrical work by Mel Owen has now been completed.

Resolved to delegate authority to the Clerk, after consultation with the Chair, to pay the invoice once the certificates and final invoice has been received and checked.

- (ii) The Clerk submitted details of the proposed recharges for the works completed by Fred Western and Mel Owen. Members noted the recharges and that there had been no queries from the Town Hall occupiers.

Resolved to note/approve the proposed recharges for the electrical works.

62/23 Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1.4.23 to 30.4.23 and 1.5.23 to 31.5.23, 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 31.5.23.***

- (c) ***Resolved to receive the following correspondence from CCLA:***

- (i) ***PSDF Factsheet 31.3.23***

- (d) ***Resolved to authorise the ongoing delegation to the Clerk to make regular/routine payments on behalf of the Council for 2023/24, as detailed in Schedule 'B' attached.***

- (e) ***Additional Payments:***

- (i) ***Resolved to authorise/ratify payment of £14,750 + VAT to G L Jones for supply/installation of shelter in Eirias Park playground.***

- (ii) ***Resolved to authorise/ratify payment of £5,940 to Conwy CBC for the summer playing out provision for 2023.***

- (iii) ***Resolved to authorise/ratify payment of £4,461 + VAT to Conwy CBC for the supply and installation of summer planters/baskets and barrier planters.***

- (iv) ***Resolved to authorise/ratify payment of £8,921.52 + VAT to the Festive Lighting Company for year 3 hire charges.***

- (f) ***Resolved to authorise courier fees for sending the Mayor's badge and chain off for inspection and repair.*** Members noted the quote for repair will be obtained and shared at next Council meeting.

63/23 Welsh Government:

Members noted the notice of the publication of Public Health Wales's long-term strategy for a Healthier Wales.

64/23 Conwy County Borough Council:

- (a) The Clerk gave a brief verbal update on costs relating to the re-opening of the Rhos on Sea paddling pool. Members noted there had been an issue with a leak/ground water problem which has resulted in delays to the application of the specialist coating and re-opening of the pool.

Resolved to await any further update regarding the time- frame for repairs being completed and the paddling pool re-opening date.

65/23 Local Members Ward Allowances: The following proposal, submitted by members, was considered:

Resolved to approve £200 to Open Doors Friendship group to support a dementia club held at St John's Church Old Colwyn, as submitted by Cllrs J Higgins, S Ryder and S McAllister

66/23 Grants:

(a) Small Grants:

- (i) Members received the updated Small Grant summary.
(ii) Members received and considered an application from Min-y-Don Bowling Club.

Resolved to recommend awarding a small grant of £350 to Application 'C', as detailed in Schedule 'C' attached.

- (iii) Members received and considered an application from Bayside Radio.

Resolved to recommend awarding a small grant of £450 to Application 'D', as detailed in Schedule 'C' attached.

- (iv) Members received and considered an application from Rhos on Sea Rotary.

Resolved to recommend awarding a small grant of £165.83 to Application 'E', as detailed in Schedule 'C' attached.

- At this juncture Cllr S McAllister joined the meeting

- (v) Members received and considered an application from Colwyn Bay Conservation and Environment Federation.

Resolved to recommend awarding a small grant of £500 to Application 'F', as detailed in Schedule 'C' attached

(b) Large/Event Grants:

- (i) Members noted the final summary of Kings Coronation grants and that the Marine View event did not go ahead.

- (ii) Members were asked to consider an enquiry from the Bay View Centre regarding the availability of any match-funding for a summer event/campaign to attract footfall from the Promenade into the town centre. Members supported the suggestion to purchase a fun character (a seagull outfit), which could be used to promote events and social activities. It was felt that this could be used by volunteers (to reduce the expense) and that the business(es) should cover the costs of printing any advertising flyers. Members also

suggested that any costume purchased should remain the property of the Town Council and be available to all organisations within the Bay of Colwyn to help with events.

Resolved to delegate authority to the Chair, Clerk/staff team to liaise with the Bay view Centre Manager to discuss the Town Council buying the seagull costume (up to the value of £1,000) then loaning this out to event and social activity organisers (via the usual equipment booking process)

(iii) Members received and noted the updated Events Grant Summary.

(iv) The Clerk submitted an application for an event grant from Rhos Park Bowling Club.

Resolved to recommend awarding an Event grant of £500 to Rhos Park Bowling Club, Application 'J', as detailed in Schedule 'D' attached.

(c) **Letters of Thanks:** Members noted thank you letters from the following grant recipients:

(i) Conwy Mind (Mental Elf)

(ii) Home Start Conwy (Large grant – first payment)

Members noted that reports will be requested from all those who have not yet submitted them in respect of large grants paid in 2022/23.

(d) **Wellbeing Funding:** Members were asked to consider making some funding available to the Bay of Colwyn Community Wellbeing Network, from the Wellbeing Earmarked Reserve. The funding would be to support local groups and organisations with set-up costs for new activities and/or schemes that offer free or lower cost places for Bay of Colwyn residents. The funding could also support existing clubs and groups by encouraging greater participation and volunteering opportunities. Members discussed the possibility of a participatory budgeting style event, in which the community and/or Wellbeing Network members can be directly involved with deciding how to spend the wellbeing funding.

Resolved to recommend financial support be offered, in principle, for a 3-year period, so that there is sufficient time for successful applicants to develop sustainable projects and activities.

It was noted that the Chair and Clerk will discuss this with the Wellbeing Network at a meeting next week and seek input regarding the amount that would be appropriate per annum and the guidelines and application process involved. A further report will then be submitted to the next Council meeting.

The Meeting closed at 7.50pm.

..... Chairman

List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2023	Canda Copying Ltd	SO	114.00	05/23	Rental Q1
06/04/2023	Employees	FP	5,693.47	01/23	Salaries April
06/04/2023	HMRC	FP	1,935.73	01/23	PAYE & NI
06/04/2023	Gwynedd Council	FP	1,926.58	01/23	Pensions April
06/04/2023	Colwyn Bay FC	FP	350.00	01/23	Sponsorship Board
06/04/2023	Wales in Bloom	FP	230.00	01/23	Entry Fee 2023
06/04/2023	Colwyn Bay Cricket Club	FP	60.00	01/23	CIB Booking 12/10
06/04/2023	Conwy County Borough Council	FP	732.25	01/23	NNDR Town Hall April
14/04/2023	Opus Energy	DD	284.86	05/23	Gas TH
14/04/2023	Opus Energy	DD	605.90	05/23	Gas Police Station
14/04/2023	Opus Energy	DD	375.82	05/23	Gas Rear Annexe
17/04/2023	Benefit Advice Shop	005557	3,319.00	02/23	Large Grant 1st install
17/04/2023	Y Pentan	005558	1,200.00	02/23	Large Grant
17/04/2023	Citizen's Advice Conwy	005559	9,995.00	02/23	Large grant first install
17/04/2023	Home Start Conwy	005560	2,500.00	02/23	Large rRant 1st Install
21/04/2023	Microshade Business Consultant	FP	217.26	03/23	IT Services April
21/04/2023	GLS Educational/ Findel	FP	19.12	03/23	Stationery
21/04/2023	I P Williams	FP	301.23	03/23	translations April
21/04/2023	Parkway Coffee Club	FP	300.00	03/23	Coronation Grant
21/04/2023	Lisa Wilkins	FP	300.00	03/23	Coronation Grant Dinerth Dayca
21/04/2023	Mothers Union (Rhos)	FP	300.00	03/23	Coronation Grant Llandrillo
21/04/2023	Ysgol Pen y Bryn	FP	300.00	03/23	Coronation Grant
21/04/2023	Ink Gallery	FP	300.00	03/23	Coronation Grant
21/04/2023	Ysgol T Gwyn Jones	FP	300.00	03/23	Coronation Grant
21/04/2023	Bradley Env Consultants Ltd	FP	356.40	03/23	Abestos Report
21/04/2023	Bus Inst Access Savings Acc	TFR	150,000.00		
24/04/2023	HMRC	FPO	186.81	06/23	June 2022 NI PAYE
24/04/2023	HMRC	FPO	-186.62	06/23	June 2022 PAYE/NI
24/04/2023	HMRC	FPO	186.81	06/23	June 2022 Paye/NI
24/04/2023	I P Williams	FPO	-301.23	03/23	Translations April
24/04/2023	I P Williams	FPO	301.32	03/23	Translations April
24/04/2023	HMRC	FPO	-186.81	06/23	June 2022 NI/Paye
27/04/2023	One Voice Wales	FP	5,172.00	04/23	Membership 23/24
27/04/2023	Old Colwyn Events Assoc	FP	500.00	04/23	Small Grant
27/04/2023	Conwy Connect	FP	300.00	04/23	Coronation Grant
27/04/2023	Ysgol Llandrillo yn Rhos	FP	300.00	04/23	Coronation Grant
27/04/2023	Ysgol St Joseph	FP	300.00	04/23	Coronation Grant
27/04/2023	Ysgol Hen Golwyn	FP	300.00	04/23	Coronation Grant
27/04/2023	Conwy County Borough Council	FP	5,000.00	04/23	Northern Eye Grant
27/04/2023	Conwy County Borough Council	FP	5,000.00	04/23	Gogs Film Event Grant
27/04/2023	Conwy County Borough Council	FP	5,000.00	04/23	Theatr Colwyn Screenings
27/04/2023	Together for Colwyn Bay	FP	1,433.50	04/23	Youth Grant
30/04/2023	OneCom	DD	77.90	05/23	Phones/Broadband
30/04/2023	OneCom	DD	-77.90	05/23	Phones/Broadband
30/04/2023	OneCom	DD	77.90	05/23	Phones/Broadband
30/04/2023	British Gas	DD	826.61	05/23	British Gas Lite Elec Rhiw Rd

List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			206,226.91		

List of Payments made between 01/05/2023 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>
05/05/2023	Barclaycard	DD	102.57	10/23	Canva / servittes
11/05/2023	I P Williams	FP	233.10	07/23	Translations for April
11/05/2023	Clira Ltd	FP	198.00	07/23	Legionella Monitoring
11/05/2023	RBS Software Solutions	FP	417.87	07/23	Finance Software
11/05/2023	Livetech	FP	240.35	07/23	Website Support
11/05/2023	Bradley Env	FP	474.00	07/23	Asbestos Consultancy
11/05/2023	Computer World	FP	124.20	08/23	Call Out re WIFI
11/05/2023	Cais Social Enterprise	FP	510.00	08/23	Vol awards Buffet
11/05/2023	S & L Industrial Cleaners	FP	30.00	08/23	Andrew Fraser Clock
11/05/2023	Microshade Business Consultant	FP	217.26	08/23	IT Services
11/05/2023	Staples UK Ltd	FP	17.97	08/23	Ink
11/05/2023	Conwy County Borough Council	FP	12,000.00	08/23	Prom Xtra Event
11/05/2023	Sport Conwy	FP	2,980.00	08/23	Event Grant
11/05/2023	Artisan Market	FP	3,698.00	08/23	Event Grant
11/05/2023	Conwy County Borough Council	FP	736.00	08/23	NNDR Town Hall
14/05/2023	Opus Energy	DD	976.22	10/23	Gas Bills
15/05/2023	Employees	FP	5,640.07	07/23	Salaries May
15/05/2023	HMRC	FP	1,937.47	07/23	PAYE & NI
15/05/2023	Gwynedd Council	FP	1,927.31	07/23	May Pension Conts
18/05/2023	UK Safety Management	FP	181.19	09/23	UK Safety Management
18/05/2023	Cllr Colin Matthews	FP	66.05	09/23	Mayor Allow reiiimburse
18/05/2023	S McAllister	FP	300.00	09/23	Coronation Grant
24/05/2023	EON	DD	19.38	10/23	Feeder Pillar 1 & 2
26/05/2023	Dwr Cymru	FP	1,015.08	11/23	water Bills
26/05/2023	Cais	FP	408.00	11/23	Catering for Annual Meeting
30/05/2023	OneCom	DD	77.90	10/23	Phones/Broadband
31/05/2023	British Gas	DD	782.89	10/23	Lite Elec bill Rhiw Road
31/05/2023	Conwy County Borough Council	FP	736.00	11/23	Rates Town Hall
Total Payments			36,046.88		

List of Regular Payments for Prior Authorisation for 2023/24

(As required by Financial Regulations 5.6 & 6.7)

Payee:	Frequency:	Method of Payment:	Details:
AD Window Cleaning	monthly	Online banking	Colwyn in Bloom watering contracts
B & S D Smith	monthly	Online banking	Cleaning / maintenance (clock and town hall)
Banner (Staples)	irregular	Online banking	stationery and supplies
British Gas / British Gas LITE	monthly	DD	Gas/Electricity Bills - Rhiw Road site and Station Road Feeder Pillars
Canda Copying	quarterly	Standing Order	Copier rental (five year lease)
Canda Copying	quarterly	Online banking	Per Copy charge (for ink/servicing etc)
Canva	annually	card payment	annual license fee for Canva Pro software license
CCBC	monthly	Online banking	NNDR
CLIRA	monthly	Online banking	Legionella monitoring
Councillors	irregular	Online banking	expenses / allowances claims
Employees	monthly	Online banking	Staff salaries in accordance with contracts/approved schedule
Fletchers	irregularly	Online banking	Gas service and maintenance contract
GLS Educational (WNW)	regularly	Online banking	stationery and supplies
Gwynedd Pensions / Clerical Medical	monthly	cheque	pension contributions
HMRC	monthly	Online banking	PAYE & NI
Ifor Williams	monthly	Online banking	Translation fees
Information Commissioners Office	annually	DD	Data protection registration fee
Liveteach	annually	Online banking	Website / e-mail hosting
Mayor & Dep Mayor	monthly	Online banking	Mayor's & Dep. Mayor's Allowance claims
Microshade	monthly	Online banking	IT Software systems / support
One Voice Wales	regularly	Online banking	Conferences & Training courses (members/staff)
OneCom	monthly	DD	phone and broadband services
Opus Energy	monthly	DD	Gas bills - Rhiw Road site
Pitney Bowes	monthly	DD	Franking machine rental and postal credit
Planning Aid Wales	irregular	Online banking	Councillor/staff training (planning matters)
SLCC	irregular	Online banking	Conferences & Training courses (staff)
Snowdonia Fire Protection	irregular	Online banking	Fire Alarm, extinguishers and emergency lighting
Staples	regularly	Online banking	ink and office supplies
Various - reserve translators	irregular	Online banking	Translation fees (if Ifor away)
Welsh Water	six monthly	Online banking	Water rates

Date Authorised: _____ SIGNED: _____ Chairman Policy & Finance

Minute Number: _____ Other Bank Signatory

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:
A Old Colwyn Residents Association	£500		500	TO CELEBRATE THE CENTENARY- AN EVENT IN THE SURE HOPE CHURCH	GPOC		9.6.23		
B Conwy Mind	£500		500	Fund raising event called mental Elf.	GPOC		9.6.23		
<u>To be considered 28/06/23</u>									
C Min-y-Don	£350			Maintenance and repair costs for the bowling green					
D Xtra - Bayside Radio	£450			The grant provides support of the volunteering function at Bayside Radio which effectively provides content and programming serving an area of 31,000 people in the immediate locality.					
E Xtra - Rhos on Sea Rotary	£166			Re-imbursement of cost for refurbishing the benches at Rhos Park.					
F Xtra - Centenary Trail Phase 1.	£500			The 2.5k Centenary trail seeks to provide both a strenuous trail for the more physically active, alongside a 2k easy access route suitable for parents with prams and push chairs, the less able and those using wheelchairs and disabled buggies.					

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

Events Grants 2023/24

Budget = £42,250 Note: Incl £7,250 K

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	27/04/2023	
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		
Considered 29/03/23 - 2022 evaluation received										
E	Sarah Ecob (CCBC Event)	Gogs Film Festival	Nov-23	£5,000.00	£11,349.96		£ 5,000.00	£5,000.00	27/04/2023	
Considered 29/03/2023										
F	King's Coronation Community Events	Separate applications required w/e 6-8 May 2023	t.b.c.				£3,000	£3,900.00	27/04/2023	
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)										
Considered 8/2/23										
G	Theatr Colwyn & Cinema	Community cinema screenings	2023	£5,000.00	£5,000.00		£ 5,000.00	£5,000.00	27/04/2023	
Considered 29/03/23 & approved 24.4.23										
H	Sport Conwy	Swim-SUP*-Run event Porth Eirias beac	Jun-23	£2,980.00			£ 2,980.00	£2,980.00		
I	The Artisan Markets Co.	Colwyn Bay Artisan Market	One Sat per month - April until Nov	£3,698.00	£3,698.00		£ 3,698.00	£3,698.00		
<i>Rec: £500 per market for the three markets falling within school holiday periods only (April, July, August) - overturned 24/4/23 and full amount approved</i>										
J	Rhos Park Bowling Club	Colwyn Bowls Festival	31st July - 4th August	£500.00	£3,800.00					
								£ 33,211.50	£34,111.50	£180,172.00