

**MINUTES OF A HYBRID MEETING OF THE BAY OF COLWYN TOWN COUNCIL HELD IN THE COMMITTEE ROOM, TOWN HALL, AND ONLINE (VIA ZOOM) AT 6.30<sup>PM</sup> ON MONDAY 24<sup>th</sup> JULY 2023**

**PRESENT:** The Mayor, Cllr H Fleet (Chair)  
Cllrs: C Brockley, D Carr, J Clayton, J Higgins, P Hughes, S McAllister, T Maclean, C Matthews, J Nuttall, S Price, D Wilkins and G Wynne

**OFFICERS:** C Earley, Town Clerk and RFO  
R Dudley, Assistant Clerk

**85/23 Welcome and Apologies for Absence:**

The Chair welcomed members to the meeting. Apologies for absence were received from Cllrs: N Coverley, D Howcroft (Deputy Mayor), J Hurst, D Jones, L Kennedy, A Khan and R Owen.

**86/23 Announcements:**

- (a) The Mayor thanked members for attending the Council's Civic Service, thanked the Church and Choir for their contribution and informed members that £220 had been collected to be split between the Church and the Choir. The Mayor then gave a brief report on the engagements she had attended since the last Council meeting, which included the primary schools' Colwyn in Bloom presentation, meeting the Wales in Bloom Judge, opening St Joseph's Fair, RNLI Fundraising BBQ, opening of the new social supermarket 'Y Pantri' and hosting the Town Council's table at the Rag 'n' Bone Man Concert in the CSM Stadium, Eirias Park.
- (b) Hybrid Meeting Equipment: The Clerk informed members that new hybrid meeting equipment was being trialled (an Owl Meeting 3) at this Council meeting and reminded members of hybrid meeting procedures, including raising a hand in order to request to speak and not to speak until invited to do so by the Chair, as otherwise this will impact on sound clarity for those attending remotely. It was noted that feedback would be requested from the remote attendees at the end of the meeting, but that if any had any difficulty hearing any items they should raise their hand to request clarification.

**87/23 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr C Brockley declared a personal interest in item 14 and left the meeting whilst this item was being debated.

**88/23 Visitors to the Council:**

**(a) County Councillor Reports:**

Cllr H Fleet reported that she had visited the site of the Children's Assessment Centre, which is being built in Eirias Park and was happy with the mitigation put in place regarding the badger sett. There is temporary accommodation in place, due to the delay in starting the work at Ingleside. Cllr Fleet had also visited Bron y Nant, which had been redeveloped for disability respite and a day care centre.

**(b) Public Participation: No members of the public were present.**

## **89/23 Minutes**

- (a) Resolved to receive, approve and sign, as a correct record, the minutes of  
The last ordinary meeting of the Council, held on 5<sup>th</sup> June 2023.**
- (b) Resolved to receive and note the minutes of the following meetings:**
  - (i) The General Purpose & Planning Committee, held on 13<sup>th</sup> June & 11<sup>th</sup> July 2023.**
  - (ii) The Policy & Finance Committee, held on 28<sup>th</sup> June 2023.**

## **90/23 Matters Arising from Those Minutes:**

### **(a) Min. 39/23(a) – Council Vacancies:**

- (i) It was noted that two applications for co-option had been received by the closing date.  
Resolved to co-opt M C Bell and L C Williams to fill the two vacancies in Eirias Ward.**
- (ii) Dinarth Ward:** Members noted the resignation of Cllr Roger Parry and received the notice of vacancy which would be posted tomorrow. Members requested that a letter of thanks be sent to Cllr Parry's for his long service as a Town/County Councillor.

### **(b) Min 39/23(d) – Summer Concerts:**

- (i) Members noted that the 10 free tickets for N-Dubz had been drawn by the Mayor and five pairs of tickets had been issued to Bay of Colwyn area residents. As a result of the promotion, the Town Council Facebook page now has over 1,000 followers. The Mayor asked that Claire Silverwood be thanked for all her hard work in promoting the competition.**
- (ii) Members were advised that if they received free sponsorship tickets for either of the two concerts they would need to complete a form to register these as gifts/hospitality received, under the Code of Conduct for members (form is available on request).**

### **(c) Min. 39/23(d) – Representatives on Outside Bodies:**

Following the recent member resignations, members were asked to consider filling the vacancies.

**Resolved to appoint Cllr Jason Higgins as the new representative on the Ysgol BodAlaw Governing Body and Cllr Sandra McAllister as the new representative on the Old Colwyn War Memorial & Armistice Day committee.**

**Further Resolved to update the list and to defer filling any remaining vacancies until the next meeting, once the new Eirias Councillors are in post.**

### **(d) Min 39/23(k) – Living Wall Project:**

The Clerk gave a brief verbal update to confirm that she had spoken with the company who constructed the living wall at Venue Cymru. A response about the Town Hall Listed Building status and whether planning permission is needed has not yet been received from Conwy CBC's Conservation Officer, however, the Local Places for Nature Officer has indicated if permission isn't granted (due to the Listed Status), a smaller project could be considered.

### **(e) Min41/23(b) – Town Centre Improvement Plan:**

- (i) Members noted a response from Conwy CBC to the comments submitted to the Consultants.**
- (ii) Members noted a further comment from Cllr C Hughes.**

### **(f) Min. 43/23(c) - Commercial Advertising on the Town Council's noticeboards:**

- (i) Members noted the further response from the NALC legal officer.**
- (ii) The Clerk updated members with the response to her follow-up query to SLCC/OVW regarding using the General Power of Competence to enable the Town Council to allow commercial advertising on the digital screens. The Clerk has now asked for advice from**

Conwy's Legal Officer and will update members further at the next meeting.

- (g) Min. 45/23(a) – CCBC's Amdani Volunteering Project:** Members were asked to consider registering the Town Council as a Volunteer Body to enable advertising opportunities for volunteers to assist at local events such as Bonfire Night, St David's Day Parade.

***Resolved to approve the registration of the Town Council as a Volunteer Body on Amdani's Volunteering Project.***

- (h) Min. 73/23 – Beach Toy Libraries:** The Clerk informed members that T4C Bay has approached a local supplier and are looking to provide two Beach Toy Libraries along the area of the promenade that falls within Glyn ward. Members were asked to consider providing funding for two additional units along the Old Colwyn and Rhos on Sea parts of the beach. The Clerk advised that costs may be more than the £175 quoted (plus delivery/installation), as the Waterfront Officer had suggested design enhancements. Consideration would be given to the location of these toy libraries with regard to avoiding being too close to current suppliers/shops and it was noted that a risk assessment /inspection regime would need to be in place.

***Resolved to support in principle and to approve delegation to the Clerk to purchase two Beach Toy Libraries, up to £300 each (to include delivery/installation).***

- (i) Min. 62/23(e) – Payment Approvals:**

- (i) ***Resolved to ratify the payments of £5,000 or over, as approved by the P&F Committee and detailed in the minutes.***
- (ii) ***Resolved to waive Financial Regulations requiring three quotations, due to the ongoing partnership with Colwyn Bay Fire Station, and to approve an order for Get Set Go Events for the supply of fireworks for the 2023 display, to include some low-noise fireworks at the estimated cost of £11,750 to £12,300 for a 15-20 mins display.***

- (j) Min. 62/23(f) – Repairs to Mayor's Badge and Chain:**

- (i) Members noted the courier costs of £205 (for high value items).
- (ii) Members were asked to consider and approve the repairs required to the badge and chain, which is on long-term loan from Conwy CBC.

***Resolved to approve the repairs required to the badge and chain at the cost of £2,327.46 (plus VAT) and the courier costs of £205.***

- (k) Min. 64/23 – Rhos on Sea Paddling Pool:** No further update from Conwy CBC had been received on the repairs or the date the pool would be open. A County Councillor present said that the water leaks need to be addressed first before the painting can commence.

- (l) Min. 66/23 – Small Grants:**

***Resolved to approve payment of small grants C, D, E and F, as detailed in Schedule B to those minutes.***

- (m) Min. 66/23(b)(ii) – Large Grants:**

- (i) The Mayor and Clerk gave a brief verbal report, following a meeting with the Manager of the Bay View Centre on 12<sup>th</sup> July. The Bay View Centre had originally requested funding support to buy a Seagull Mascot Outfit, in order to advertise the Centre e.g. hand out fliers on the promenade over several days in the summer. This decision had been delegated to the Clerk, in liaison with The Mayor, and it had subsequently been agreed to purchase the Seagull outfit, which could then be loaned out to any organisation for any local events etc, with the Bay View Centre being able to use it on pre-agreed dates over the summer.
- (ii) The Bay View Centre had also asked for funding support towards the cost of fliers to

encourage visitors on the promenade up into the town centre. It was noted that the Town Council is unable to provide support for advertising of commercial enterprises, due to legal constraints.

- (iii) Members were asked to consider a separate request for funding towards proposed Christmas Activities for 2023, from the separate budget provided for this purpose. Excellent feedback had been received from last year's Christmas Grotto event.

***Resolved to support the request for funding for £4,125 (match-funded by 50% by the centre) to provide a Christmas Grotto with an animatronic elf conveyor belt for 2023.***

- (n) **Min. 66/23(d) – Wellbeing Grant Funding:** Members were asked to consider the recommendation that a budget (suggested £10,000 p.a.) be delegated to the Wellbeing Network for a three-year period, to provide financial support for local groups and organisations with set-up costs for new well-being related activities and/or schemes that offer free or lower cost places for Bay of Colwyn residents, or to support existing clubs and groups by encouraging greater participation and/or increase volunteering opportunities. A 3-year term will enable the network to become established and access to funding will help fill in any gaps. Concerns were expressed over the need for adequate safe-guarding measures and regular updates on how the funding was being used were requested.

***Resolved to approve that a budget of 10,000 p.a. be delegated to the Well-Being Network for a three-year period, subject to***

- (i) ***Ensuring adequate safe-guarding measures were in place for any grant recipients.***
- (ii) ***Receipt of regular updates on how the funding is being utilised and***
- (iii) ***Nominating an additional town council member to sit on the Network, alongside Cllr Hannah Fleet.***

- (o) ***Resolved to note the resolutions of the Committees, as detailed in the Minutes.***

**91/23 Welsh Government:** The following correspondence was submitted by the Clerk, for information:

- (a) Notice of the first of two six-week public consultations on the Secondary Legislation in relation to the Procurement Bill, which was noted by members.
- (b) An invitation to take part in the Llais NW survey.

***Resolved not to submit a response on behalf of the Town Council, but that Members could submit a response individually, if they so wished.***

**92/23 Conwy CBC:**

- (a) **Theatr Colwyn Joint Management Committee:** The Clerk gave a brief report from the meeting held on 22<sup>nd</sup> June 2023. It was noted that the cheaper film screenings, which had been funded by a grant from the Town Council, had been well attended to date and more were planned from September. There had been an overspend in the theatre running costs for 2022/23, but this was attributed to a grant not applied for due to lack of staff. The Term of Reference for the Committee had been reviewed, with alterations to be made to allow 5 non-voting additional representatives onto the Management group from relevant organisations/sectors.

- (b) **Bat Friendly Lighting:** Members considered a request for a letter of support for a grant application for bat-friendly lighting.

***Resolved to support the project and request that a letter of support be sent.***

- (c) **Royal Mail Postal Address:** Members noted that the Town Hall address does not come up

on Royal Mail postcode finder, which means the External Auditor will not return the Council's documents by courier, and payment of a £25 fee to Conwy CBC is required to register the address.

***Resolved to approve the payment of £25 fee to Conwy CBC to register the address.***

**(d) Vehicle Activated Signage (VAS):**

- (i) Members noted that an update on progress was requested in relation to the two new VAS at Dolwen/Llanelian Road and members were asked to consider the updated quotation and location plans received from Highways (total cost is £11,842). It was noted that there is no specific budget held for traffic calming, so the new signs would need to be funded from either our EMR for CCBC Services/Events of £27,250, or from this year's allocated CCBC services budget of £20k.

***Resolved to approve the quotation and location plans from Highways at the cost of £11,842 and to take the amount from this year's allocated CCBC Services Contribution budget.***

- (ii) Members considered a letter regarding the existing VAS in our area and were asked to consider any response. It was noted that funding would be applied for from the Welsh Government to replace the 5 existing VAS in our area, but only if the Town Council agrees to commit to cover costs for maintaining or replacing them in the future (with CCBC to continue to carry out inspections and arrange any repairs).

***Resolved to respond to ask for all 5 to be replaced and to confirm our commitment to cover the cost of maintaining them in the future.***

**93/23 One Voice Wales / NALC / Society of Local Council Clerks:**

- (a) The Clerk gave a brief report on the OVW Innovative Practice conference, which the Clerk had attended on 5<sup>th</sup> July. The conference had covered the following points: The Expanding Role of our Sector, specifically in relation to the Cost of living Crisis, use of the General Power of Competence; Climate Change and practical steps to develop an action plan; Advice and Guidance on Insurance matters, including Risk assessments.
- (b) Members received a copy of the Climate Change and Nature Action Guide for Town and Community Councils, recently published by Friends of the Earth
- (c) The Clerk gave a brief update on the preparation work underway for delivering Climate Literacy training to members. The Clerk is in the process of collating all the training information needed to deliver either a one-day course or two half-day courses and will inform all members of the Town Council and the Colwyn in Bloom Committee once she has set the dates, which will be later in the year.
- (d) Members received and noted the Council's annual training plan and the current training record (for training attended since May 2022) and the Clerk asked members to view the list of training courses circulated monthly by OVW and contact the office to book onto any courses they wish to attend. The Clerk urged all Members to attend the Code of Conduct training course, if they hadn't done so already.

**94/23 Reports from Outside Bodies-** Members/Officers were invited to give reports on meetings of outside bodies and the following reports were received:

- (a) Community Wellbeing Network: Notes from the recent meeting, which had focussed on Youth activities.
- (b) Colwyn Bay Town Team: It was noted that no report was available from the meeting held

on 5<sup>th</sup> July, as our representatives had been unable to attend.

- (c) Beach of Dreams: The Clerk gave a brief verbal report, following a Conwy meeting of interested parties held on 20/7/23, and asked member to consider if the Town Council should participate in the launch event in May 2024 and/or volunteer to be a 'Hub' for the main event in May 2025.

***Resolved to support, in principle, participating in the launch event and/or volunteering to be a hub for the 2025 event, subject to receiving more information and agreeing arrangements with any partners in Conwy area.***

- (d) Diolch am 20:

Cllr J Higgins gave a brief verbal report on the meeting he had attended on 17<sup>th</sup> July. Wales are the second Country to make 20mph a legal requirement (Spain was first). The aim is a reduction in casualties, as driving slower results in more reaction time. The penalties for driving 20-25mph, in the 20mph zone will be verbal warnings initially (police have agreed), but driving 25-30mph in the 20mh zone will result in points/speed awareness courses. Wales will also spend £70m on active travel this year. Counties are responsible for deciding on exceptions - not been done as thoroughly as the Welsh Government had hoped, due to capacity issues. The media campaign will start 2 weeks prior to the introduction of the 20mph speed limits.

- (e) Planning Aid Wales - Affordable Housing session:

Cllr P Hughes gave a brief verbal report on the meeting he had attended on 17<sup>th</sup> July. There had been 4 presentations:

- (i) What is affordable housing? - making housing accessible for those that cannot afford market housing.
- (ii) Section 106 money
- (iii) Housing/homelessness crises
- (iv) Challenges to new build homes - The Private rental sector are under pressure. The Welsh Government have set a target of 20,000 new low carbon affordable homes.

- (f) Colwyn Bay Business Forum:

Cllr D Carr gave a brief verbal report on the recent meeting he had attended. The Forum had congratulated Tracey Toulmin on her business award. An audit of signage in the Town was going to be undertaken. The businesses had been advised about the Town Council's position with regard to commercial advertising on the digital screens and would use this as an opportunity to work together to fund advertising collectively. They are looking to extend Christmas late night opening.

The Chair thanked all the representatives for their reports.

**95/23 Insurance Renewal:** Member were asked to consider any quotes for the renewal of the Town Council's insurance policy, due on 4.8.23. The Council had received a quote from their current insurance giving quotes for one year or a fixed price for three years. Due to the ongoing building works, the Ecclesiastical Charity had not been willing to submit an alternative quote for buildings cover (via BHIB).

***Resolved to accept the quote from Zurich for a 3-year long term agreement.***

**96/23 Independent Remuneration Panel for Wales:**

- (a) Members noted the summary of payments made to members for the 2022/23 financial

year.

***Resolved to authorise payments to be made for the senior roles for 2023'24 (£750 for the Mayor and £500 for the Deputy Mayor and Chairs of both Standing Committees).***

- (b) Members noted that an update will be sought regarding the tax status of the new basic /home-working allowances before these payments commence being made (from September).

**97/23 Hybrid Meeting Equipment:** Feedback was requested from those members attending remotely and members considered a quote from AV Roche to purchase either a new model at £849, or the demo model of the Owl 3 (at a reduced price of £749), which included the hard case for storage (both have a one-year guarantee). Remote attendees agreed that it was a much better experience with regard to sound and vision, but said there was a slight delay/loss of sound at times, which could be due to Wi-Fi issues. Members in the meeting need to be aware to speak towards the Owl (centre of the room) and to avoid speaking over each other or covering their mouth when they are speaking. It was noted that the existing camera/speaker would be moved to the main chamber to improve video quality for any remote or hybrid meetings here. ***Resolved to approve the purchase of the demonstration Owl Meeting 3, at the reduced cost of £749 (plus VAT), which includes the hard case and a 1 year guarantee.***

**CONFIDENTIAL BUSINESS:** *In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order 3(d), in view of the confidential nature of the business about to be transacted, it was considered advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.*

Cllr C Brockley, having declared a personal interest, left the meeting whilst this item was being debated.

**98/23 Town Hall Repairs:**

- (a) The Clerk submitted a detailed report regarding the Town Hall scaffolding, to include preliminary legal advice, and members were asked to consider the recommendation(s) therein.

***Resolved to approve the recommendations, as detailed in the confidential report.***

- (b) Min. 61/23(a) – Members noted a response from D R Williams regarding the scheduling of the tower repairs and agreed the work could be rescheduled to March 2024.

The meeting closed at 9.15 pm.

..... Chairman