

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE COMMITTEE ROOM, TOWN HALL, RHIW ROAD AND REMOTELY VIA ZOOM AT 6.30 PM ON WEDNESDAY 16TH AUGUST 2023

PRESENT: Chair, Cllr D Howcroft
Cllrs: D Carr, S Price, C Hughes, H Fleet, A Khan, G Wynne

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

113/23 Welcome and Apologies for Absence:

Members were welcomed to the meeting.

Apologies for absence were received from Cllrs: S McAllister, D Jones and N Coverley.

114/23 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following interests were declared:

Cllr C Hughes - Item 5(d)(iv) Finance - personal interest

Cllr C Hughes - Item 5(d)(v) Finance - personal and prejudicial interest

115/23 Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 28th June 2023.

116/23 Matters Arising from Previous Meetings:

(a) Min. 61/23(a) – Town Hall Works:

(i) Members noted the receipt of the certificates.

Resolved to authorise payment of £2,275 + VAT for completion of the electrical remediation works.

(ii) **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.*

The Clerk submitted an updated report with further advice following the none removal of the scaffolding at the Town Hall by the given date.

Resolved to authorise the Clerk to proceed with the actions recommended by the DAS Legal Advisor, as detailed in the confidential report.

117/23 Finance:

(a) ***Resolved to authorise payments made on behalf of the Council for the period 1.6.23 to 30.6.23 and 1.7.23 to 31.7.23, 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 30.6.23 and 31.7.23.***

- (c) **Resolved to receive the following correspondence from CCLA:**
 - (i) **PSDF Factsheet 31.7.23**
 - (ii) **Local Auth Property Fund quarterly statement (to 30.6.23)**
- (d) **Resolved to authorise/ratify the payment of the following invoices:**
 - (i) **Signs Workshop - £950 plus £54 delivery (+VAT) for new Town Hall noticeboard (to be installed by joiner in next few weeks)**
 - (ii) **Livetech – website updating works £84 + VAT**
 - (iii) **Pickering Lifts – lift inspection visits (2) for the period 1/8/23 to 31/7/24 - £116.70 + VAT**
- *Having declared a personal and prejudicial interest, Cllr C Hughes left the meeting during consideration of the following two items.*
 - (iv) **CAIS – buffet for Wales in Bloom judging day £163.20**
 - (v) **CAIS – buffet for Civic Service £867**
 - (vi) **Route Media – data SIM cards for digital noticeboards (one-year contract) £720+VAT**
 - (vii) **Conwy CBC – sponsorship of three Access all Eirias concerts £30,000+VAT**
 - (viii) **Powlsons - Colwyn in Bloom portfolio, plaque and banners (4) - £694**
 - (ix) **Festive Lighting - Order for 36 new lamp column motifs from Festive Lighting (for columns on Conwy/Abergele Roads), at a total cost of £8,415 plus £420 delivery, following a recent meeting of the Christmas Lightssub-committee**
- (e) The Clerk submitted the quarterly income/expenditure report as at 30.6.23 and gave a brief verbal report.
- (f) Members noted the documents required by the Wales Audit Office to undertake the full audit for the Council for 2022/23 were dropped off at the Abergele office on 26th July 2023.

118/23 UK/Welsh Government:

Members received the notice from the Department for Levelling Up, Housing and Communities, advising that the Community Ownership Fund will open up round 3 on 30th August 2023.

119/23 Conwy County Borough Council:

- (a) **UK Shared Prosperity Fund**
 - (i) The Clerk gave a brief verbal update regarding information received from Conwy CBC about the UKSPF, which is aimed at delivering projects in communities that will address local needs and contribute to building 'Pride in Place' and 'make a visible difference' through the Communities & Place Investment Priority of the UK Shared Prosperity Fund.
 - (ii) Members noted the UKSPF Conwy Community Fund is now also open to applications, for project applications for all interventions under the Investment

Priority area of 'Communities and Place' (W1-W15). Applications can be made until December 2023 for up to £10,000 for small projects that will make a visible difference in your local area. Members discussed the tight deadline for applications and the need for the Bay of Colwyn Place Plan to be adopted, before being able to submit any funding applications to the SPF team at Conwy CBC.

- (b) ***Resolved to approve, in principle, the submission of a funding application to the Welsh Government's Transforming Towns Placemaking Fund on behalf of the Bay of Colwyn Community/Place Plan Steering Group (with support from Conwy CBC) for ongoing support from Planning Aid Wales to progress to adoption and implementation of the Bay of Colwyn Place Plan, to include an additional day per week of administrative support from the Town Council for the period September 23 to March 24.***

- (c) Members noted a complaint about the condition of a town centre street sign and the response from Licensing regarding a lack of funding to replace it. Members considered whether the Town Council could/should provide or seek funding support to address some of the most urgent requests. It was noted that other local Town Councils have provided additional funding for replacement street signs in the recent past and that an audit of all street signs would be helpful, to prioritise those in need of replacement
- Resolved for the Clerk to make enquiries with the Colwyn Bay Regeneration Board about including an audit of signage in the 'Transforming Towns' bid. Members will be updated at the next Council meeting.***

120/23 Open Doors Event:

The Clerk gave a brief verbal update to outline the arrangements for the first Open Doors event at the Town Hall, to be held on Sunday 17th September 2023. The event will include the following:

- Town Hall will be open to the public 10.00am to 3.00pm, with historical artefacts and photos on display in the Main Chamber. Refreshments will be available.
- Tape Community Music and Film will be running a photo editing workshop in the Committee room.
- The public can participate in Colwyn Bay Heritage Group volunteer led guided walks starting and ending at the Town Hall, to include parts of the Imagine Augmented Reality trail.

It was also hoped to be able to include a pop-up drama production of a court room scene in the main chamber, if a suitable script and actor(s) can be secured.

Resolved to approve a budget of up to £1,000 for the first Open Doors Event at the Town Hall, to include securing actor(s) for pop-up drama Court scene.

Local Members Ward Allowances: It was noted that no proposals had been submitted.

121/23 Grants:

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

- (i) Min-y-Don Bowling Club (small grant)
 - (ii) Bayside Radio (small grant)
 - (iii) Llandrillo yn Rhos Ancient Charities (for donations from small grants budget for 2022/23)
- (b) **Other Reports:** Members noted the financial statement from the Artisan Market Company, which has been provided in respect of the Event Grant approved earlier in the year.

The Meeting closed at 7.40pm.

..... Chairman

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/06/2023	Scottish Power	DD	1,303.64	June DDs	Christmas Lights unmetred supp
07/06/2023	Play & Leisure	FP	3,329.66	i11/23	Play equipment
09/06/2023	I P Williams	FP	796.92	12/23	May Translations
09/06/2023	S & L Industrial Cleaners	FP	95.00	12/23	Cleaning of TH & Clock
09/06/2023	Clira Ltd	FP	198.00	12/23	Monthly Monitoring
09/06/2023	Cambrian Photography	FP	180.00	12/23	Annual Meeting Photo
09/06/2023	Farmer's Bronze Restoration	FP	1,518.00	12/23	Cleaning of War Memorials
09/06/2023	Microshade Business Consultant	FP	217.26	12/23	IT Services
09/06/2023	Society Local Council Clerks	FP	567.80	12/23	Clerk's Training
09/06/2023	Fletcher's Engineering	FP	768.00	12/23	Maintenance Service
09/06/2023	Findel Education Ltd	FP	23.93	13/23	Stationery /supplies
09/06/2023	Fred Weston	FP	4,282.88	13/23	Elec Works Rhiw Rd
09/06/2023	Old Colwyn Residents Assoc	FP	500.00	13/23	Small Grant
09/06/2023	Conwy Mind	FP	500.00	13/23	Small grant
09/06/2023	Autonomy Dancers	FP	2,975.00	13/23	Youth Grant
11/06/2023	Pitney Bowes	DD	14.62	15/23	Franking Machine
14/06/2023	Opus Energy	DD	553.36	15/23	Gas
15/06/2023	Employees	FP	5,687.50	13/23	Salaries June
15/06/2023	HMRC	FP	1,932.28	13/23	PAYE & NI
15/06/2023	Gwynedd Council	FP	1,924.40	13/23	Pensions June
15/06/2023	British Gas	DD	47.80	15/23	Feeder Pillar 1
15/06/2023	British Gas	DD	52.67	15/23	Feeder Pillar 2 Q1
16/06/2023	G L Jones Playgrounds	FP	17,700.00	14/23	Play Equipment roundabout
16/06/2023	Banner Group Ltd	FP	30.96	13/23	Ink
16/06/2023	Findel Education Ltd	FP	38.33	14/23	Supplies/Stationery
16/06/2023	Conwy County Borough Council	FP	5,353.20	14/23	CIB Baskets /Planters
16/06/2023	Conwy County Borough Council	FP	5,940.00	14/23	Summer Playing out
28/06/2023	OneCom	DD	77.90	15/23	Phones/Broadband
28/06/2023	British Gas	DD	663.30	15/23	Elec Rhiw Road
Total Payments			57,272.41		

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2023	Canda Copying Ltd	DD	114.00	21/23	Q2 rental copier
03/07/2023	St John the Baptist Church	FP	200.00	17/23	Friendship Club
03/07/2023	One Voice Wales	FP	60.00	17/23	Innovative Practice Conf TE
03/07/2023	AD Window Cleaning	FP	2,350.00	17/23	CIB Watering/Feeding June
03/07/2023	Clira	FP	198.00	17/23	Clira Ltd
03/07/2023	Canda Copying Ltd	FP	38.09	17/23	Q1 Copy Charges
03/07/2023	Smith of Derby Ltd	FP	1,364.40	17/23	Clock Repair
03/07/2023	Conwy County Borough Council	FP	736.00	17/23	Rates July
03/07/2023	The Festive Lighting Company	FP	10,705.82	17/23	Xmas Light Hire
04/07/2023	Tape Music & Film	FP	3,600.00	16/23	UKE-A-BAY Events Grant
05/07/2023	Barclaycard	DD	128.43	21/23	Various
07/07/2023	S & L Industrial Cleaners	FP	30.00	18/23	Clock cleaning
07/07/2023	GLS Educational/ Findel	FP	144.45	18/23	Supplies
07/07/2023	Microshade Business Consultant	FP	217.26	18/23	IT Services
07/07/2023	I P Williams	FP	518.20	18/23	Translations June
14/07/2023	Employees	FP	5,670.79	18/23	July Salaries
14/07/2023	HMRC	FP	1,920.73	18/23	PAYE & NI
14/07/2023	Gwynedd Council	FP	1,917.83	18/23	Pensions July
14/07/2023	Opus Energy	DD	159.56	21/23	Gas RA RR TH
17/07/2023	British Gas	DD	30.59	21/23	Feeder Pillars
21/07/2023	Denbigh in Bloom	FP	34.00	16/23	Wales in Bloom Awards (Sept)
21/07/2023	Mrs C Earley	FP	277.25	16/23	Travel Exps
21/07/2023	One Voice Wales	FP	38.00	16/23	Training Cllr C Matthews
21/07/2023	Conwy County Borough Council	FP	25.00	16/23	Town Hall Address
24/07/2023	Petty Cash Imprest	005564	91.99	19/23	Various items
28/07/2023	Conwy County Borough Council	FP	736.00	20/23	NNDR TH AUG
28/07/2023	T4CBay	FP	2,433.50	20/23	Big Picnic Event Grant
28/07/2023	Rhos Park Bowling Club	FP	500.00	20/23	Bowls Festival Events Grant
28/07/2023	Min y Don Bowling Club	FP	350.00	20/23	Small grants Q1
28/07/2023	Coast Community Radio	FP	450.00	20/23	Small grant Q1
28/07/2023	Rhos Rotary Club	FP	165.83	20/23	Small grant Q1
28/07/2023	CBCEF	FP	500.00	20/23	Small Grant Q1
28/07/2023	Vaughtons	FP	246.00	20/23	Courier Fee for Mayor chain
28/07/2023	OneCom	DD	78.20	21/23	Broadband /Phones
28/07/2023	Zurich Management Services	FP	8,280.23	20/23	Insurance Renewal
31/07/2023	British Gas	DD	771.32	21/23	Elec Rhiw Road
Total Payments			45,081.47		