

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY, VIA ZOOM, AT 6.30 PM ON WEDNESDAY 27TH SEPTEMBER 2023

PRESENT: Chair, Cllr H Fleet,
Cllrs: J Nuttall, G Wynne, A Khan, L Wilkins, S McAllister, D Jones,
S Price

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

ABSENT: Cllrs: C Hughes, D Carr, N Coverley

152/23Welcome and Apologies for Absence: Members were welcomed to the meeting.

- (a) Apologies for absence were received from Cllrs: C Hughes, D Carr, N Coverley.
- (b) Members were asked to consider the election of a new Chair / Vice-Chair, following the recent and very sad passing of Cllr D Howcroft, former Chair of the Committee.

Resolved to appoint Cllr H Fleet (previous Vice-Chair) as Chair and Cllr S Price as Vice-Chair

153/23Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. No interests were declared.

154/23Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 16th August 2023.

155/23Matters Arising from Previous Meetings:

- (a) Min.117/23(d)(ix)- Festive Lighting Order: Members noted that an additional discount had been negotiated and quoted delivery fees of £420 had been waived, reducing the total cost to £8,000 + VAT.
- (b) Min. 119/23(c) – Audit of Signage: Members noted a response from CCBC to a query about funding available for replacing signage, confirming grant funding has been obtained to replace finger post signage in Colwyn Bay, but not for street name signs. It was noted that signage has been identified as one of the emerging actions in the Colwyn Place Plan and the adoption of the Place Plan could therefore result in a wider, more comprehensive signage audit being undertaken.
- (c) The Open Doors Event: The Clerk gave a brief verbal update on the event. Members noted the expenditure incurred from the event including the TAPE photo editing workshop £190, the theatrical play by Magic Light Productions £285 plus £13.84 for refreshments. Members who attended the Open Doors Event said it had been a success and the activities were enjoyed by all. Feedback regarding donations to the Mayor's charities highlighted a need for none cash donation options to be available.

Resolved to recommend to full Council that this should now become an annual event.

156/23 Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 31st August 2023, as detailed in Schedule 'A' attached.***
- (b) ***Resolved to authorise the Chair and Clerk to carry out the checking and authenticating of the bank reconciliation(s) as at 31.8.23.***
- (c) ***Resolved to receive the following correspondence from CCLA:***
 - (i) ***PSDF Factsheet 31.8.23***
- (d) ***Resolved to authorise/ratify the payment of the following invoices:***
 - (i) ***Replacement of broken office chair (£165.82+VAT)***
 - (ii) ***Hamilton Security- To replace the Intercom speech unit by the front door (£195+VAT)***
 - (iii) ***DAC Beachcroft - £207 VAT on legal fees (to be reclaimed)***
 - (iv) ***Get Set Go Events – part payment for fireworks event (£8,200)***
- (e) Members noted that the full external audit has not yet been completed by Wales Audit Office.
Resolved to approve the publication of the Annual Return in draft (subject to audit).

157/23 UK/Welsh Government:

Members noted the Consultation: Scrutiny of the Welsh Government Draft Budget 2024-25.

158/23 Conwy County Borough Council:

- (a) The Clerk gave a brief verbal update on a recent meeting of the CCBC/T&CC Forum. The meeting slides will be shared with the committee once they had been received by the Clerk. The meeting included:
 - (i) A Budget and financial presentation with a Q&A afterwards, which covered a discussion about NWF&RS, who have the power to set their own precept.
 - (ii) The UK Shared Prosperity Fund, to include an overview of the four Key Funds and information about separate ring-fenced pot for Town & Community Councils in Conwy.
 - (iii) Public Conveniences: Issues were highlighted around addressing future demand with less resources, due to significant cuts to the ERF budget year on year. The Head of ERF advised that the charges for paid facilities will be increasing from 30p to 50p. A public consultation has been launched on the Public Toilet Strategy and one of the aims is to share responsibility, or transfer facilities, where possible, and to maximise any grant funding opportunities. The Three Key Options (relevant to Town & Community Councils, that were presented to the forum were:
 - A) Look to transfer facilities to Town and Community Councils
 - b) Maximise grant funding opportunities (e.g. to improve facilities)
 - c) Look for sponsorship, or opportunities to share facilities.Members noted there was no mention of this third option in the Public Toilet Strategy Consultation – see item d)
- (b) UK Shared Prosperity Fund: Members approved urgent letters of support for the following:

- (i) The National Zoo of Wales
- (ii) TAPE and ratify/approve a response to these.
- (iii) The Kind Bay Initiative

Resolved for the Clerk to draft and send the letters of support.

- (c) Community Regeneration Key Fund: Members noted that the Community Regeneration Key Fund has a specific pot ringfenced in Conwy for Town and Community Councils to apply (by December 2023) for project(s) of up to £10k and that an application in respect of one or more of the short-term actions identified in the emerging Bay of Colwyn Place Plan could be submitted. It was noted that any project(s) must fit within interventions W1 to W15 of the UK SPF and be completed by November 2024.

Resolved that the Clerk will arrange a meeting with the Chair and Vice-Chair to consider the emerging actions in the Place Plan and whether any of these could be submitted as potential funded project(s) for 2024.

- (d) Public Toilet Consultation: It was noted that the draft Public Toilet Consultation had recently been re-opened for comment and could be found on the Conwy CBC website.

Resolved to reply regarding omission of sponsorships/contributions from Town and Community Councils as an option in the strategy.

- (e) Members noted that the request for a new crossing at the Pier is being considered as part of the current Town Centre Improvement project.

- (f) Festive Lighting application process: It was noted that Conwy CBC has introduced the new S178 application process with very little notice and no consultation. An urgent meeting has been requested to discuss the onerous requirements and lengthy application process, which is likely to cause issues for all T&CCs in Conwy.

Resolved to instruct the Clerk to challenge the introduction of the new S178 application process and requirements, without any prior consultation, and invite relevant officers and Conwy County Council members to the urgent meeting next week.

159/23 Local Members Ward Allowances:

- (a) Members noted a request had been received to repurpose an already approved proposal for £750 for Upper Colwyn Bay Community Centre to buy foldable card tables instead of table tennis tables. A grant had been obtained from elsewhere to fund the table tennis tables. Responses are still awaited from two of the three members to confirm their support.

Resolved to chase a response from the remaining members.

160/23 Grants:

- (a) **Small Grants:** Members considered a small grant application from Nwami for a Diwali event in November, application 'G' as detailed in 'Schedule B' attached. Feedback from last year said the event was reasonably attended, but it had clashed with the Tree of Lights event in Rhos on Sea.

Resolved to recommend approval for grant 'G', but to advise the event is not held on the same evening as the Tree of Lights switch on and to request that they ensure there will be increased advertising/promotion.

(b) Events Grants:

- (i) The Clerk gave a verbal report on a recent Conwy area meeting re: Beach of Dreams events in 2024/2025. Members noted that the Arts Council funding

bid was not successful and the one-day beach event for the launch in May 2024 is therefore not able to go ahead. Instead, concentration will now be focussed on the UK-wide Event in May 2025.

- (ii) Sport Conwy – Members noted the postponement of the Swim SUP Run event planned for 2nd September.
 - (iii) Members noted that the Old Colwyn Christmas Fair does not require any funding support towards the event planned for 2nd December, as the summer fayre was not able to go ahead (due to bad weather) and funding obtained has been transferred to the Christmas Fair.
 - (iv) Members noted the event evaluation from received from Together for Colwyn Bay.
- (c) **Large Grants:** Members noted the summary of large grants 2023/24.
Resolved to authorise payment of the second instalments, which are due in October.
- (d) **Community Wellbeing Fund:** The Clerk gave a brief verbal update from the meeting of the Bay of Colwyn Wellbeing Network held on 21st September. The focus of the meeting was on volunteering. A discussion had also taken place about the wellbeing grant funding to be managed by the network and it was emphasised that one of the requirements must be ensuring there is adequate safe guarding for participants in any funded activity/event. The next session will be focussed on financial wellbeing.
- (e) **Letters of Thanks:** None had been received since the last meeting.

The Meeting closed at 7.35pm.

..... Chairman

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/08/2023	Barclaycard	DD	175.31	26/23	Various
11/08/2023	Clira Water Hygiene Specialist	FP	198.00	22/23	Monthly Monitoring
11/08/2023	Pickering Lifts	FP	140.04	22/23	Annual Services
11/08/2023	S & L Industrial Cleaners	FP	95.00	22/23	Cleaning TH & AF Clock
11/08/2023	A D Window Cleaning	FP	1,770.00	22/23	CIB Watering July
11/08/2023	I P Williams	FP	371.82	22/23	Translations July
11/08/2023	Roche AV	FP	898.80	22/23	OWL pro 3
11/08/2023	Bus Inst Access Savings Acc	TFR	200,000.00		TFR
14/08/2023	Opus Energy	DD	121.46	26/23	Gas TH RA RR July
15/08/2023	Employees	FP	5,670.79	23/23	Salaries August
15/08/2023	HMRC	FP	1,920.73	23/23	PAYE & NI
15/08/2023	Gwynedd Council	FP	1,917.83	23/23	pensions August
16/08/2023	British Gas Lite	DD	34.56	26/23	Feeder Pillars
17/08/2023	Conwy County Borough Council	FP	36,000.00	20/23	Event Sponsorship Eirias
17/08/2023	Cais	FP	163.20	22/23	Catering WIB
17/08/2023	Cais	FP	867.00	22/23	Catering Civic Sunday
17/08/2023	Mel Owen Elec Solutions	FP	3,270.00	22/23	Elec Works TH & RA
17/08/2023	Livotech	FP	100.80	22/23	Website Work July
17/08/2023	Signs Workshop	FP	1,204.80	22/23	New Noticeboard for TH
18/08/2023	Together 4 Colwyn Bay	FP	150.00	24/23	Nxt Gen Youth (Ward All)
18/08/2023	The Merchant Navy	FP	25.00	24/23	Wreath
18/08/2023	Powlsons Ltd	FP	832.80	24/23	CIB Banners & Newsletter
28/08/2023	OneCom	DD	77.90	26/23	phones/broadband
29/08/2023	Red Cape	FP	1,200.00	25/23	Seagull Costume
29/08/2023	I P Williams	FP	136.32	25/23	Translations August
29/08/2023	Conwy County Borough Council	FP	736.00	25/23	NNDR
31/08/2023	British Gas	DD	723.70	26/23	Elec Police Station Rhiw Road
Total Payments			258,801.86		

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
A Old Colwyn Residents Associator	£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		£350.00	Maintenance and repair costs for the bowling green			28.7.23
D Xtra - Bayside Radio	£450		£450.00	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.			28.7.23
E Xtra - Rhos on Sea Rotary	£166		£165.83	Re-imbursement of cost for refurbishing the benches at Rhos Park.			28.7.23
F Xtra - Centenary Trail Phase 1.	£500		£500.00	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.			28.7.23
<u>To be considered 27/09/2023</u>							
G Nwami	£500			Diwali event in November, the exact date to be confirmed, within Colwyn Bay town center. There will be a musical procession by a talented and experienced group, Bloco Swn.			

ANNUAL BUDGET 2022/23 = £10,000

TOTAL YTD=

£0

£10,000