



# CYNGOR TREF BAE COLWYN BAY OF COLWYN TOWN COUNCIL

Mrs Tina Earley, PSLCC, Clerk & Finance Officer/Clerc a Swyddog Cyllid  
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Ein Cyf: TE/CS

9<sup>fed</sup> Tachwedd 2023

Annwyl Syr/Fadam

## Gŵys:

Fe'ch gwysir i fynychu cyfarfod o **Bwyllgor Polisi a Chyllid** Cyngor Tref Bae Colwyn sydd i'w gynnal yn yr Ystafell Bwyllgor, Neuadd y Dref, Ffordd Rhiw, Bae Colwyn ac o bellter (trwy Zoom), am **6:30 pm nos Fercher 15<sup>fed</sup> Tachwedd 2023**.

*Cysylltwch â'r Clerc os ydych angen i'r manylion mewngofnodi ar gyfer y cyfarfod cael eu hanfon atoch.*

Yr eiddoch yn gywir,

Clerc y Cyngor

**Aelodau: C Bell, D Carr, N Coverley, H Fleet (Maer), C Hughes, D Jones, A Khan, S McAllister, J Nuttall, R Owen (Dip Maer); S Price, L Wilkins, G Wynne**

Our Ref: TE/CS

9th November 2023

Dear Sir/Madam

## Summons:

You are summoned to attend a meeting of the **Policy and Finance Committee** of the Bay of Colwyn Town Council, to be held in the Committee Room, Town Hall, Rhiw Road and remotely (via Zoom) at **6.30 pm on Wednesday 15<sup>th</sup> November 2023**.

*Please contact the Clerk by noon on the day of the meeting if you require the Zoom link for the meeting to be sent to you.*

Yours faithfully

Clerc to the Council

**Members: C Bell, D Carr, N Coverley, H Fleet (Mayor), C Hughes, D Jones, A Khan, S McAllister, J Nuttall, R Owen (Dep Mayor); S Price, L Wilkins, G Wynne**

## AGENDA Cymraeg

1. **Croeso ac Ymddiheuriadau am Absenoldeb** - cael unrhyw ymddiheuriadau am absenoldeb.
2. **Datgan Cysylltiadau**: Fe atgoffir pob aelod o'r angen iddynt ddatgan unrhyw gysylltiadau personol a / neu rhai sy'n rhagfarnu, a natur y fath gysylltiadau.
3. **Cofnodion**:  
(a) Cymeradwyo a llofnodi cywirdeb Cofnodion cyfarfod diwethaf y Pwyllgor a gynhaliwyd ar 27<sup>ain</sup> Medi 2023 (Copïau gyda hwn).
4. **Materion yn Codi o Gyfarfodydd Blaenorol**:  
(a) Cofnod 158/23(a) - Cyllideb CBSC: Cael unrhyw ddiweddariad ar unrhyw 'ofynion' ychwanegol i gynghorau tref a chymuned ar gyfer 2024/25. (I ddilyn)  
(b) Cofnod 158/23(c) - Cronfa Allweddol Adfywio Cymunedol UKSPF: Cael adroddiad gan y Clerc yn dilyn cyfarfod gyda swyddog(ion) UKSPF Conwy ar 7<sup>fed</sup> Tachwedd i drafod y prosiectau / ceisiadau ar y rhestr fer.
5. **Cyllid**:
  - a. Rhoi awdurdod am y taliadau a wnaed ar ran y Cyngor am y cyfnodau o 1af i 30ain Medi ac o 1<sup>af</sup> i'r 31<sup>ain</sup> Hydref 2023.
  - b. Cael ac awdurdodi gwirio / dilysu'r cysoniad(au) banc fel yr oeddynt ar 31<sup>ain</sup> Hydref 2023.
  - c. Cael yr ohebiaeth ganlynol oddi wrth CCLA:
    - (i) Cronfa Eiddo Awdurdodau Lleol – datganiad am fel yr oedd ar 31/10/23
    - (ii) Datganiad PSDF fel yr oedd ar 31/10/23
  - ch Cael y gyllideb a ddiweddarwyd ac awdurdodi talu'r anfonebau canlynol, mewn cysylltiad â'r noson tân gwyllt a ganslwyd:
    - (i) Sain a Goleuadau Absolute - ad-daliad am logi generadur (aros am anfoneb).
    - (ii) Digwyddiadau Bydd Barod Arni - Balans o £3,150 i dalu costau gwaith a wnaed / i'w wneud i baratoi'r tân gwyllt a'u storio ar gyfer y flwyddyn nesaf, ynghyd â chostau staff sy'n daladwy.
    - (iii) Ambiwylans Gogledd Cymru - ffi canslo hwyr o 50% (£500 yn daladwy)
    - (iv) Grŵp Arona -arwyddion digwyddiad ymlaen llaw (£633.96)
    - (v) Diogelwch CSM - yn aros am ymateb ynglŷn ag unrhyw ffioedd canslo
  - d. Cael yr adroddiad Incwm / Gwariant am y 6 mis hyd at 30/9/23.
  - dd Colwyn yn ei Blodau:
    - (i) Cael hysbysiad o enwebiad i Rownd Terfynol Prydain yn ei Blodau ar gyfer 2024 ac ystyried cymeradwyo cyllideb uwch ar gyfer 2024/25 i dalu'r costau ychwanegol dan sylw.
    - (ii) Nodi bod yr Ymchwiliad Prosiect ar gyfer prosiect Gardd Gymunedol Douglas Road wedi cael ei gymeradwyo a bydd gwaith yn dechrau ar y cais llawn (i'w gyflwyno erbyn 10<sup>fed</sup> Rhagfyr).

**6. Llywodraeth y DU / Cymru:** Ystyried unrhyw ohebiaeth neu ymgynghoriadau.

**7. Cyngor Bwrdeistref Sirol Conwy:**

- (a) ) Cael adroddiad blynyddol TCC ar gyfer 2022/23 a chymeradwyo talu'r cyfraniad y gofynnwyd amdano ar gyfer 2023/24. (Copi gyda hwn)

**8. Sgriniau Digidol:**

- (a) Cael adroddiad gan y Clerc ynglŷn â phroblemau gyda'r sgrin yng nghanol tref Bae Colwyn a chymeradwyo galwad am beiriannydd (taladwy oherwydd allan o warant).
- (b) Nodi diweddariad llafar byr gan y Clerc am rai materion diweddar yn ymwneud a data sy'n cael eu monitro.
- (c) Ystyried cais gan T4CB i gymryd drosodd y cyfrifoldeb am y ddwy sgrin ym Mae Colwyn (a ariennir yn rhannol gan T4CB), fel y gallant dderbyn hysbysebion masnachol a chynhyrchu incwm tuag at gostau cynnal a chadw / adnewyddu yn y dyfodol.
- (ch) Derbyn ac ystyried cyngor gan Un Llais Cymru ynglŷn â'r math o gytundeb cyfreithiol fyddai ei angen i drosglwyddo cyfrifoldeb.
- (d) SLCC cyfreithiol cyngor. (Copïau gyda hwn)

**9. Lwfansau Ward Aelodau Lleol:** Ystyried unrhyw gynigion a gyflwynwyd gan aelodau:

- (a) Cynghorydd J. Higgins - Gwelliannau i Barc Min y Don

**10. Staff / Hyfforddiant:**

- (a) Cymeradwyo presenoldeb un aelod o staff ar y cwrs cymorth cyntaf brys yn y gwaith a gynigir gan y Groes Goch Brydeinig (cost £165).
- (b) Cael hysbysiad o Gytundeb Cyflog yr NJC a chymeradwyo talu ôl-daliad sy'n ddyledus (o 1 Ebrill 2023). (Copi gyda hwn)

**11. Grantiau:**

- (a) **Grantiau Bach** - Ystyried unrhyw geisiadau brys am grantiau bach.

- (i) FoodShare North Wales
- (ii) Porth Eirias Runner's Club (Copi gyda hwn)

**(b) Grantiau am Ddigwyddiadau**

- (i) Cael crynodeb o grantiau am ddigwyddiadau 2022/23 a'r adroddiadau / ffurflen werthuso terfynol gan TAPE Cerddoriaeth a Ffilm.
- (ii) Cael ac ystyried cais gan Gwmni Farchnad y Crefftwyr i ddefnyddio'r arian sy'n weddill o'u Grant Digwyddiad ar gyfer 2023/24 i wneud yn iawn am y diffyg yn eu Digwyddiad Marchnad Nadolig (fel y trafodwyd yng nghyfarfod diweddar y Cyngor).
- (iii) Cael nifer o ddiweddariadau byr gan Phil Batty (Theatr Colwyn) am ddangos y ffilmiau cymunedol a nodi'r bwriad i geisio cyllid i barhau â'r rhain yn 2024. (Copïau gyda hwn)

**(c) Grantiau Mawr 2022/23** - Cael adroddiadau ar grantiau mawr oddi wrth:

- (i) B - Canolfan Cyngor ar Bopeth
- (ii) F - Radio Cymunedol a Chyfyngau'r Arfordir (Bayside)
- (iii) G - Ffederasiwn Amgylcheddol Bae Colwyn
- (iv) I - Menter Kind Bay (Copïau gyda hwn)

**(ch) Grantiau Mawr 2023/24** - Cael adroddiad am ran o'r flwyddyn gan:

- (i) Siop Cyngor ar Fudd-daliadau (Copi gyda hwn)

## AGENDA English

1. **Welcome and Apologies for Absence:** to receive any apologies for absence.
2. **Declarations of Interest:** Members are reminded that they must declare the existence and nature of any personal and/or prejudicial interests.
3. **Minutes:**
  - (a) To approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 27<sup>th</sup> September 2023. (Copies herewith)
4. **Matters Arising from Previous Meeting(s):**
  - (a) Min 158/23(a) – CCBC Budget: To receive any update on any additional ‘asks’ for town and community councils for 2024’25. (To follow)
  - (b) Min.158/23(c) – UKSPF Community regeneration Key Fund: To receive a report from the Clerk following a meeting with Conwy UKSPF officer(s) on 7<sup>th</sup> November to discuss the shortlisted project/applications.
5. **Finance:**
  - (a) To authorise payments made on behalf of the Council for the period 1<sup>st</sup> to 30<sup>th</sup> September and from 1<sup>st</sup> to 31<sup>st</sup> October 2023.
  - (b) To receive and authorise the checking/authenticating of the bank reconciliation(s) as at 31<sup>st</sup> October 2023.
  - (c) To receive the following correspondence from CCLA:
    - (i) Local Authorities Property Fund – statement as at 30/9/23
    - (ii) PSDF statement as at 31/10/23
  - (d) To receive the updated budget and authorise payment of the following invoices, in connection with the cancelled bonfire event:
    - (i) Absolute Sound and Lighting – reimbursement for hire of generator (invoice awaited).
    - (ii) Get Set Go Events – Balance of £3,150 to cover costs of work done/to be done to prepare the fireworks and to store them for the next year, plus staff costs payable.
    - (iii) NW Ambulance – late cancellation fee of 50% (£500 payable)
    - (iv) Arona Group – advanced event signage (£633.96)
    - (v) CSM Security – response awaited re: any cancellation fees
  - (e) To receive the Income/Expenditure report for the 6 months to 30/9/23.
  - (f) Colwyn in Bloom:
    - (i) To receive notice of a Britain in Bloom Finalist nomination for 2024 and consider approving an increased budget for 2024’25 to cover the additional costs involved.
    - (ii) To note that the Project Enquiry for the Douglas Road Community Garden project has met with approval and work will now commence on the full application (to be submitted by 10<sup>th</sup> December).
6. **UK / Welsh Government:** To consider any correspondence or consultations.

**7. Conwy County Borough Council:**

- (a) To receive the CCTV annual report for 2022/23 and approve payment of the contribution requested for 2023/24. (Copy herewith)

**8. Digital Screens:**

- (a) To receive a report from the Clerk regarding problems with the Colwyn Bay town centre screen and approve an engineer call-out (chargeable, as out of warranty).
- (b) To note a brief verbal update from the Clerk about some recent data issues, which are being monitored.
- (c) To consider a request from T4CB to take over responsibility for the two Colwyn Bay screens (part-funded by T4CB), so that they can accept commercial adverts and generate income towards future maintenance/replacement costs.
- (d) To receive and consider advice from One Voice Wales in respect of the type of legal agreement that would be required to transfer responsibility.
- (e) SLCC Legal Advice (Copies herewith)

**9. Local Members Ward Allowances - To consider any proposals submitted by members:**

- (a) Cllr J Higgins – improvements to Min y Don Park (Copy herewith)

**10. Staff / Training:**

- (a) To approve the attendance of one staff member on the emergency first aid at work course, offered by the British Red Cross (cost £165).
- (b) To receive notice of the NJC Salary Agreement and approve payment of backpay due (from 1<sup>st</sup> April 2023). (Copy herewith)

**11. Grants:**

- (b) **Small Grants** – To consider any urgent small grant applications:

- (i) FoodShare North Wales
- (ii) Porth Eirias Runner's Club (Copies herewith)

(c) **Events Grants**

- (i) To receive the summary of events grants for 2022/23 and the final reports/evaluation form from TAPE Music and Film.
- (ii) To receive and consider a request from the Artisan Market Company to use the funds remaining from their Event Grant for 2023/24 to make up the shortfall for their Christmas Market Event (as discussed at the recent Council meeting).
- (iii) To receive several brief updates from Phil Batty (Theatr Colwyn) on the community film screenings and note the intention to seek funding to continue these in 2024. (Copies herewith)

- (d) **Large Grants 2022/23**– To receive reports on large grants from:

- (i) B – Citizens Advice Bureau
- (ii) F – Coast Community Radio & Media (Bayside)
- (iii) G – Colwyn Bay Env Federation
- (iv) I – Kind Bay Initiative (Copies herewith)

- (e) **Large Grants 2023/24** – To receive a part-year report from:

- (i) Benefit Advice Shop (Copy herewith)

**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 27<sup>TH</sup> 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

**152/23 Welcome 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***

**153/23 Declarations of Interest:**

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

**154/23 Minutes:**

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

**155/23 Matters 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 1<sup>st</sup> to 31<sup>st</sup> 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 2<sup>nd</sup> September.
  - (iii) Members noted that the Old Colwyn Christmas Fair does not require any funding support towards the event planned for 2<sup>nd</sup> 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 21<sup>st</sup> 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
<b>A Old Colwyn Residents Associator</b>	<b>£500</b>		<b>500</b>	TO CELEBRATE THE CENTENARY- AN EVENT IN THE SURE HOPE CHURCH	GPOC		<b>9.6.23</b>
<b>B Conwy Mind</b>	<b>£500</b>		<b>500</b>	Fund raising event called mental Elf.	GPOC		<b>9.6.23</b>
<u>To be considered 28/06/23</u>							
<b>C Min-y-Don</b>	<b>£350</b>		£350.00	Maintenance and repair costs for the bowling green			28.7.23
<b>D Xtra - Bayside Radio</b>	<b>£450</b>		£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
<b>E Xtra - Rhos on Sea Rotary</b>	<b>£166</b>		£165.83	Re-imbursement of cost for refurbishing the benches at Rhos Park.			28.7.23
<b>F Xtra - Centenary Trail Phase 1.</b>	<b>£500</b>		£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>							
<b>G Nwami</b>	<b>£500</b>			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

## List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/09/2023	Barclaycard	DD	170.30	32/23	Various
04/09/2023	Opus Energy	DD	113.64	32/23	Gas Bills
04/09/2023	British Gas	DD	29.20	32/23	Feeder Pillars
04/09/2023	OneCom	DD	77.90	32/23	Phones/Broadband
08/09/2023	Hamilton Security Systems LTD	FP	78.00	27/23	Door Entry System repair
08/09/2023	Clira Ltd	FP	198.00	27/23	Legionella checks
08/09/2023	JDH Business Services Ltd	FP	672.00	27/23	Internall Audit
08/09/2023	One Voice Wales	FP	76.00	27/23	CLlr Training
08/09/2023	AD Window Cleaning	FP	1,830.00	27/23	August Waering
12/09/2023	Pitney Bowes	DD	14.62	32/23	Rental for Franking Machine
15/09/2023	Employees	FP	5,671.19	28/23	Salaries September
15/09/2023	HMRC	FP	1,920.33	28/23	PAYE Ni September
15/09/2023	Gwynedd Council	FP	1,917.83	28/23	Pensions September
15/09/2023	DAC Beachcroft	FP	207.00	29/23	VAT on Legal Fees
15/09/2023	Microshade Business Consultant	FP	217.26	29/23	IT Services September
15/09/2023	S & L Industrial Cleaners	FP	30.00	29/23	Clock Cleaning
15/09/2023	GLS Educational/ Findel	FP	54.03	29/23	Stationery/Supplies
15/09/2023	Vaughtons	FP	3,038.95	29/23	Mayoral Chain Repair
15/09/2023	GLS Educational/ Findel	COR	-54.03		Correction
15/09/2023	GLS Educational/ Findel	FP	54.03		Stationery/supplies
22/09/2023	Computer World	FP	433.20	30/23	New Wireless Point
22/09/2023	TAPE Community Music & Film	FP	190.00	30/23	Photo workshop Open Doors 2023
22/09/2023	Magic Light Productions	FP	285.00	30/23	Drama Open Doors 2023
26/09/2023	Dragon Signs	FP	864.00	29/23	Dragon Signs
29/09/2023	Get Set Go Events	FP	8,200.00	31/23	Fireworks 2023
29/09/2023	AD Window Cleaning	FP	1,530.00	31/23	CIB Watering Sept
Total Payments			27,818.45		

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2023	Canda Copying Ltd	SO	114.00	33/23	Copier Rental
03/10/2023	British Gas	DD	809.09	33/23	Elec Rhiw road
06/10/2023	I P Williams	FP	485.16	35/23	Welsh Translation September
06/10/2023	Clira Ltd	FP	198.00	35/23	Monthly Monitoring Sept
06/10/2023	Conwy County Borough Council	FP	736.00	35/23	Rates Town Hall
06/10/2023	Glyn Richards	FP	112.00	35/23	Town Hall Nboard Install
13/10/2023	GLS Educational/ Findel	FP	52.14	34/23	Stationery Supplies
13/10/2023	Microshade Business Consultant	FP	217.26	34/23	IT Services OCT
13/10/2023	Matthews & Son (Hardware)	FP	113.60	34/23	CIB engraving
13/10/2023	S & L Industrial Cleaners	FP	95.00	34/23	Clock/Town Hall Cleaning
13/10/2023	Audit Wales	FP	320.00	34/23	External Audit
13/10/2023	Employees	FP	5,962.66	35/23	October Salary
13/10/2023	HMRC	FP	2,126.63	35/23	PAYE & NI October
13/10/2023	Gwynedd Council	FP	2,033.52	35/23	Pensions October
14/10/2023	Opus Energy	DD	137.62	33/23	Gas
16/10/2023	British Gas	DD	27.53	33/23	Elec Feeder Pillars
20/10/2023	Just a Bite	FP	552.00	36/23	CIB Catering
20/10/2023	Colwyn Bay Cricket Club	FP	183.50	36/23	Drinks for CIB presentation
20/10/2023	Plannning Aid Wales	FP	38.50	36/23	Training Course - Cllr JH
20/10/2023	Hamilton Security Systems LTD	FP	234.00	36/23	Repair Door entry System
25/10/2023	Upper Colwyn Bay Community Cen	FP	750.00	36/23	Ward Allowance - JC/LK/RO
25/10/2023	Benefit Advice Shop	FP	3,319.00	36/23	Large Grant (2nd Install)
25/10/2023	Citizen's Advice	FP	9,995.00	36/23	Large Grant (2nd Install)
25/10/2023	Homestart Conwy	FP	2,500.00	36/23	Large grant (2nd Install)
25/10/2023	Ysgol Bryn Elian	FP	380.00	36/23	Small Grant - Bulb Planting
27/10/2023	OneCom	DD	77.90	33/23	Phones/Broadband
27/10/2023	Barclaycard	DD	506.05	33/23	Various
30/10/2023	Canda Copying Ltd	FP	75.98	37/23	Copy Charges Q2
Total Payments			32,152.14		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bus Instant Access Savings Acc	31/10/2023		151,233.62
			<u>151,233.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			151,233.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			151,233.62
		Balance per Cash Book is :-	151,233.62
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/10/2023		425,000.00
			<u>425,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			425,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			425,000.00
		Balance per Cash Book is :-	425,000.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers A/c 00164077	31/10/2023		51,514.19
			<u>51,514.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
30/10/2023 FP Canda Copying Ltd		75.98	
			<u>75.98</u>
			51,438.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			51,438.21
		Balance per Cash Book is :-	51,438.21
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



# The Local Authorities' Property Fund

## Statement of Account

Mrs C J Earley  
Bay of Colwyn Town Council  
Town Hall  
Rhiw Road  
Colwyn Bay  
Clwyd  
LL29 7TE

30 September 2023

In order that the Fund can continue to pay distributions gross of tax, unit holders are required to inform the Manager promptly if their tax status changes.

**Client Name:** BAY OF COLWYN TOWN COUNCIL  
**Account Number:** 626967901 - Capital Reserve

Statement of unitholding held on 30 September 2023					
Date	Description	Cost/Proceeds £	Price per unit p	Number of units	Total unitholding
01/07/23	Brought Forward				56,390.00
30/09/23	Carried Forward				56,390.00

**On 30 September 2023 the mid market value (net asset value) of one unit in the Fund was 284.50 pence and the bid market value of one unit was 280.09 pence giving your investment at that date a mid market value of £ 160,429.55 and bid market value of £ 157,942.75.**

Advice of management expenses for the period to 30 September 2023			
For Period Ended	Number of units held	Expenses per unit p	Total Expenses £
31/07/23	56,390.00	0.152800	86.16
31/08/23	56,390.00	0.152200	85.83
30/09/23	56,390.00	0.146000	82.33
			254.32

Statement of dividends for the period to 30 September 2023					
For Period Ended	Number of units held	Gross per unit p	Gross Distribution £	Expenses Paid £	Amount Payable £
31/07/23	56,390.00	1.239500	698.95	86.16	612.79
31/08/23	56,390.00	1.621600	914.42	85.83	828.59
30/09/23	56,390.00	1.334200	752.36	82.33	670.03
			2,365.73	254.32	2,111.41

The dividend payment of £2,111.41 for the period will be paid to the nominated bank account, reference Bay of Colwyn Town on 31/10/2023

Registered address: One Angel Lane, London, EC4R 3AB  
Freephone: 0800 022 3505

## STATEMENT

Mrs C J Earley  
Bay of Colwyn Town Council  
Town Hall  
Rhiw Road  
Colwyn Bay  
Clwyd  
LL29 7TE

**CLIENT:** BAY OF COLWYN TOWN COUNCIL

**ACCOUNT NAME:** Bay of Colwyn Town Council

**ACCOUNT NUMBER:** 0696790001PC

[illegible]

Statement of Dividends paid during the month to 31 October 2023		
Date	Receiving Account	Amount Paid £
31-10-23	Nominated bank account	1,944.19

**Bcc:** [REDACTED]

**From:** Tina Earley  
**Sent:** Wed 01/11/2023 2:19:42 PM  
**Importance:** High  
**Subject:** Colwyn Bay Bonfire Event - Notice of Cancellation  
[PRESS RELEASE - cancellation notice.docx](#)

Following an urgent meeting this morning and in response to the updated Met Office weather warning, the decision has reluctantly been taken to cancel this year's Bonfire and Fireworks display, scheduled to take place in Eirias Park on Friday evening.

It has not been possible to re-schedule the event, as the park ground is currently still waterlogged from the last storm event and, given the current forecast, is not expected to dry out sufficiently for us to hold a safe event for many days, if not weeks. Staff at Conwy CBC and at Colwyn Bay Fire Station are also on standby to assist with any emergency response needed due to the severe weather warning in place from 18:00 today until 23:59 tomorrow, and this will severely impact on staffing availability for the event.

I understand that you will be disappointed with this announcement. However, I hope you will understand that this decision has not been taken lightly and without due consideration of all alternatives.

Please do not hesitate to get in touch with me to discuss the impact this will have on you/your organisation. Please also find a press release attached, should you wish to share this more widely.

Thank you,  
Tina

**Mrs Tina Earley**  
**Clerc y Dref / Town Clerk**  
**Cyngor Tref Bae Colwyn / Bay of Colwyn Town Council**  
**Ffôn/Tel: 01492 532248**

Mae'r neges e-bost hon ac unrhyw ymgysylltiadau yn gyfrinachol, ac wedi eu bwriadu ar gyfer yr un sy'n cael ei h/enwi yn unig. Gallent gynnwys gwybodaeth freintiedig. Os yw'r neges hon wedi eich cyrraedd ar gam, ni ddylech ei chopaio, ei rhannu na dangos ei chynnwys i unrhyw un. Cysylltwch efo Cyngor Tref Bae Colwyn ar unwaith. Nid yw'r Cyngor na'r un sydd wedi anfon y neges yn derbyn unrhyw gyfrifoldeb am feirysau, a'ch cyfrifoldeb chi yw sganio unrhyw ymgysylltiadau. Mae'r Awdurdod yn monitro'r defnydd o e-bost/rhyngwrwyd a chynnwys y rhain i ddibenion busnes. Yn unol â gofynion y Rheoliad Diogelu Data Cyffredinol, fe hoffem eich hysbysu bydd y wybodaeth a gyflwynwyd gennych yn cael ei ddefnyddio i amcanion Cyngor Tref Bae Colwyn yn unig i gysylltu â chi. Nid yw'r Cyngor yn rhannu'r wybodaeth yma gydag unrhyw un arall nag unrhyw fudiad arall. Os hoffech i'r Cyngor ddileu eich data personol, gadewch i ni wybod os gwelwch yn dda.

This email and any attachments are confidential and intended for the named recipient only. The content may contain privileged information. If it has reached you by mistake, you should not copy, distribute or show the content to anyone but should contact Bay of Colwyn Town Council at once. Neither the Council nor the sender accepts any responsibility for viruses, and it is your responsibility to scan any attachments. The Authority monitors e-mail/internet usage and content for business purposes. Under the requirements of the Data Protection Act, we would like to inform you that the information you have provided will be used solely for the purpose of the Bay of Colwyn Town Council communicating with you. The Council does not share this information with any other person or organisation. If you wish the Council to delete your personal data, please let us know

## Bonfire/Fireworks Finance Report

	2018 Actual	2019 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual	Notes:
<b>Income:</b>							
Cash Donations	<i>£2,498.26</i>	<i>£2,468.97</i>	<i>£3,153.00</i>	<i>£1,504.07</i>	<i>£2,000.00</i>	<i>£0.00</i>	Income lower in 2022 as collectors not in right places (see feedback)
<b>Total Income:</b>	<b><i>£2,498.26</i></b>	<b><i>£2,468.97</i></b>	<b><i>£3,153.00</i></b>	<b><i>£1,504.07</i></b>	<b><i>£2,000.00</i></b>	<b><i>£0.00</i></b>	
<b>Expenditure:</b>							
Bonfire/Firework Materials	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	
Fireworks & Ignition Equipment	<i>£9,000.00</i>	<i>£9,000.00</i>	<i>£10,800.00</i>	<i>£11,420.00</i>	<i>£11,700.00</i>	<i>£11,350.00</i>	see email re cancellation costs
Road Signs, cones & TM support (lights)	<i>£580.00</i>	<i>£600.00</i>	<i>£980.00</i>	<i>£1,120.00</i>	<i>£1,213.00</i>	<i>t.b.c.</i>	
PA Hire	<i>£585.00</i>	<i>£600.00</i>	<i>£695.00</i>	<i>£755.00</i>	<i>£795.00</i>	<i>£100.00</i>	est - invoice for generator hire awaited
First Aid Cover	<i>£320.00</i>	<i>£300.00</i>	<i>£687.50</i>	<i>£1,000.00</i>	<i>£1,000.00</i>	<i>£500.00</i>	50% cancellation fee proposed
CCBC - Barriers & Staff Costs (ERF)	<i>£2,473.89</i>	<i>£2,500.00</i>	<i>£926.78</i>	<i>£2,886.22</i>	<i>£3,100.00</i>	<i>£0.00</i>	Increase for possible Sat working (clear-up?)
CCBC - provision of bins	<i>£313.00</i>	<i>£350.00</i>	<i>£0.00</i>	<i>£255.00</i>	<i>£275.00</i>	<i>£0.00</i>	
CCBC - Additional Leisure staff costs					<i>£300.00</i>	<i>£0.00</i>	New cost from 2023 to enable more staff to be brought in to cover steward positions
Security (CSM)	<i>£484.00</i>	<i>£516.00</i>	<i>£1,258.50</i>	<i>£1,286.00</i>	<i>£1,480.00</i>	<i>£0.00</i>	response awaited re any cancellation fees
Advertising / Publicity	<i>£522.30</i>	<i>£158.00</i>	<i>£160.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	Keep to local radio / social media / noticeboards only (not newspapers)??
Donation to Fire Service Welfare Fund	<i>£1,249.13</i>	<i>£1,234.49</i>	<i>£1,571.50</i>	<i>£752.04</i>	<i>£1,000.00</i>	<i>£0.00</i>	(half of cash donations)
Donation to Volunteers (Cadets etc)	<i>£40.00</i>	<i>£40.00</i>	<i>£80.00</i>	<i>£40.00</i>	<i>£80.00</i>	<i>£0.00</i>	ACF and Air Cadets
Donation for St David's Hospice Volunteers			<i>£175.00</i>	<i>£150.00</i>	<i>£150.00</i>	<i>£0.00</i>	£25 per volunteer
Volunteer / Steward refreshments	<i>£28.63</i>	<i>£54.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	
Collection Buckets / hi-viz / Torches/clickers	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£30.00</i>	<i>£36.99</i>	new clickers purchased
<b>Total Expenditure =</b>	<b><i>£15,595.95</i></b>	<b><i>£15,352.49</i></b>	<b><i>£17,334.28</i></b>	<b><i>£19,664.26</i></b>	<b><i>£21,123.00</i></b>	<b><i>£11,986.99</i></b>	

<b>Town Council Budget:</b>	<b>EXP</b>	<b>£15,000.00</b>	<b>£15,000.00</b>	<b>£17,500.00</b>	<b>£18,500.00</b>	<b>£20,000.00</b>	<b>£20,000.00</b>
<b>plus overspend approved 25.10.21</b>				<b>£2,500.00</b>			
<b>less income</b>	<b>INC</b>	<b>-£2,000.00</b>	<b>-£2,000.00</b>	<b>-£3,143.00</b>	<b>-£1,504.07</b>	<b>-£2,000.00</b>	<b>-£2,000.00</b>
<b>NET EVENT EXPENDITURE</b>	<b>NET</b>	<b>£13,000.00</b>	<b>£13,000.00</b>	<b>£16,857.00</b>	<b>£16,995.93</b>	<b>£18,000.00</b>	<b>£18,000.00</b>

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** [REDACTED]  
**Sent:** Wed 01/11/2023 5:55:27 PM  
**Importance:** Normal  
**Subject:** RE: Colwyn Bay Bonfire Event - Notice of Cancellation

Thanks

CPW

----- Original Message -----

**From:** "Tina Earley" <clerk@colwyn-tc.gov.uk>

**To:** [REDACTED]  
[REDACTED]

**Sent:** Wednesday, 1 Nov, 23 At 17:47

**Subject:** RE: Colwyn Bay Bonfire Event - Notice of Cancellation

Yes, of course Chris. We will cover any outlay that cant be cancelled at this late stage. If you could forward the invoice/receipt on to me when received I will arrange to reimburse you.

Thanks,  
Tina

**From:** [REDACTED]  
[REDACTED]

**Sent:** 01 November 2023 16:46

**To:** Tina Earley <clerk@colwyn-tc.gov.uk>

**Subject:** Re: Colwyn Bay Bonfire Event - Notice of Cancellation

**Importance:** High

Hi Tina

Thanks for the heads up. what a shame for all it is always a fun event to work at. Unfortunately I have had to pay put for the genie hire in advance. I assume that I can forward this onto CBTC?

kind regards  
CPW

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** TERRY KEARNEY  
**Sent:** Fri 03/11/2023 3:29:45 PM  
**Importance:** Normal  
**Subject:** Cancelled Fireworks Display

Good afternoon Tina

Sad news that this years display was cancelled, we were looking forward to carrying out another safe and enjoyable display.

Unfortunately due to the display being cancelled so close to the day, charges will apply. The fireworks had already been primed in preparation of the display as this takes a considerable amount of time and cannot be carried out on the actual day. They will now need de-priming in order to safely store them for next years event. Staff have also been booked for the event (plus the back-up date) since the display date was confirmed and will need to be paid as it is too late for alternative work to be found.

In addition to this, I have had to source extra space to store the fireworks on a long term basis, as the unit is usually taken up by firework equipment and crates after the display.

As such, please find invoice attached for the remaining balance. As a gesture of good will I have included a 10% discount.

Regards

Terry Kearney  
GETSETGO EVENTS

Sent from [Mail](#) for Windows

---

This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, [click here](#) to report it.

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Liam Booth  
**Sent:** Wed 01/11/2023 9:41:27 PM  
**Importance:** Normal  
**Subject:** Re: Colwyn Bay Bonfire Event - Notice of Cancellation

Hi Tina,

I'm sorry to hear about this. As frustrating as it is for all of us involved it will have an effect on our organisation as we have turned down further work to honour your booking. We have also booked the Ambulance crew with the Paramedic in advance and paid for this already so at the moment this is having a financial impact on our business resulting in a potential £660 loss.

I'm not sure how you are working with your other suppliers but we would usually charge a 100% cancellation fee as it's a cancellation with less than 7 days notice.

If you are able to meet us in the middle and pay 50% this would be much appreciated and would cover our losses.

Please advise if this is at all possible.

Best Wishes  
Liam

On Wed, 1 Nov 2023 at 14:19, Tina Earley <[clerk@colwyn-tc.gov.uk](mailto:clerk@colwyn-tc.gov.uk)> wrote:

Following an urgent meeting this morning and in response to the updated Met Office weather warning, the decision has reluctantly been taken to cancel this year's Bonfire and Fireworks display, scheduled to take place in Eirias Park on Friday evening.

It has not been possible to re-schedule the event, as the park ground is currently still waterlogged from the last storm event and, given the current forecast, is not expected to dry out sufficiently for us to hold a safe event for many days, if not weeks. Staff at Conwy CBC and at Colwyn Bay Fire Station are also on standby to assist with any emergency response needed due to the severe weather warning in place from 18:00 today until 23:59 tomorrow, and this will severely impact on staffing availability for the event.

I understand that you will be disappointed with this announcement. However, I hope you will



**ARONA GROUP LTD**  
Specialist Service Provider

# TAX INVOICE

Colwyn Bay Town Council  
Colwyn Town Council  
Rhiw Road  
COLWYN BAY  
Colwyn Bay  
CONWY  
LL29 7TE  
GBR

**Invoice Date**  
6 Nov 2023

**Invoice Number**  
INV-0074

**Reference**  
ATM-NOV23-004

Arona Group Ltd  
Accounts Department  
Kemp House,  
160 City Road  
London  
EC1V 2NX  
UNITED KINGDOM  
accounts@aronagroup.co.uk

Description	Quantity	Unit Price	Amount GBP
Colwyn Bay Bonfire Evening Event Support EVENT CANCELLED Colwyn Leisure Centre, Eirias Road, Colwyn Bay, Conwy, Wales LL29 8HF			
Bespoke advance notification signage (Inc. Sandbags & Cones )	4.00	58.50	234.00
Bespoke Event Temporary Directional Road Traffic Signage - Produced but not installed on site due to cancellation.	11.00	36.36	399.96
		Subtotal	633.96
		TOTAL NO VAT	0.00
		<b>TOTAL GBP</b>	<b>633.96</b>

**Due Date: 5 Dec 2023**  
Payment Terms strictly 30days  
Account: Arona Group Ltd  
Account Number: 63446497  
Sort Code: 60-83-71  
EMAIL: accounts@aronagroup.co.uk



## Detailed Income &amp; Expenditure by Account 30/9/2023

Month No: 6

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Office Rental Income	2,191	548	2,200	1,652			24.9%
1005 Room Hire Income	100	0	0	0			0.0%
1010 Photocopying Receipts	0	11	0	(11)			0.0%
1080 Grant Income	1,241	0	0	0			0.0%
1085 Events Income	1,504	0	2,000	2,000			0.0%
1090 Colwyn In Bloom Income	576	0	0	0			0.0%
1176 Precept	484,000	336,000	504,000	168,000			66.7%
1190 Interest Received	9,571	8,863	4,000	(4,863)			221.6%
1195 Earmarked Capital Receipts	6,929	1,891	6,250	4,359			30.3%
1999 Other Income	16,573	(30)	14,000	14,030			(0.2%)
Total Income	522,685	347,283	532,450	185,167			65.2%
<u>Expenditure Detail</u>							
4000 Salaries	110,437	57,188	122,000	64,812		64,812	46.9%
4015 Travel Expenses	219	277	1,000	723		723	27.7%
4017 Members Allowances	2,450	0	8,250	8,250		8,250	0.0%
4020 Seminars/Courses	1,588	752	3,700	2,948		2,948	20.3%
4025 Stationery & Supplies	882	343	1,000	657		657	34.3%
4026 Postages	402	81	750	669		669	10.8%
4027 Insurance	7,841	10,906	9,500	(1,406)		(1,406)	114.8%
4030 Audit Fees	1,009	(715)	900	1,615		1,615	(79.4%)
4032 Professional Fees	6,034	2,056	6,000	3,944		3,944	34.3%
4033 Recruitment Expenses	107	0	0	0		0	0.0%
4035 Subscriptions	2,673	5,172	5,000	(172)		(172)	103.4%
4040 Office & IT Equipment	4,946	953	2,500	1,547		1,547	38.1%
4041 IT & Software Support	3,373	2,102	3,250	1,148		1,148	64.7%
4100 Mayor's Allowance	1,220	66	1,500	1,434		1,434	4.4%
4105 Civic Regalia	0	2,532	500	(2,032)		(2,032)	506.5%
4115 Municipal Events	3,717	1,966	3,700	1,734		1,734	53.1%
4120 Election Expenses	16,456	0	5,000	5,000		5,000	0.0%
4150 Rates	7,356	4,412	7,700	3,288		3,288	57.3%
4155 Utilities	18,149	4,870	18,450	13,580		13,580	26.4%
4160 Repairs & Maintenance	18,587	9,079	10,500	1,421		1,421	86.5%
4165 Cleaning	65	0	0	0		0	0.0%
4166 Fire Alarm	342	0	1,200	1,200		1,200	0.0%
4300 Large Grants	29,100	17,014	30,000	12,986		12,986	56.7%
4305 Small Grants	10,050	2,466	10,000	7,534		7,534	24.7%
4310 Scholarships	500	0	1,500	1,500		1,500	0.0%
4312 Community Eng / Place Plans	6,715	0	5,000	5,000		5,000	0.0%
4315 Youth Grants	1,000	4,409	10,000	5,592		5,592	44.1%

## Detailed Income &amp; Expenditure by Account 30/9/2023

Month No: 6

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4320 Community Wellbeing Projects	0	0	10,000	10,000		10,000	0.0%
4330 Sponsorships	0	350	500	150		150	70.0%
4400 Prom Day	10,000	10,000	10,000	0		0	100.0%
4402 Bonfire	19,664	8,200	20,000	11,800		11,800	41.0%
4403 Christmas Event	3,660	0	5,000	5,000		5,000	0.0%
4404 Parc Eirias Event	30,000	30,000	20,000	(10,000)		(10,000)	150.0%
4420 Other Events	20,242	35,487	35,000	(487)		(487)	101.4%
4460 Colwyn in Bloom	17,837	13,229	18,000	4,771		4,771	73.5%
4490 Theatr Colwyn Contribution	65,000	0	65,000	65,000		65,000	0.0%
4501 Play Schemes	6,750	5,940	6,200	260		260	95.8%
4502 Christmas Lights	23,714	9,374	30,000	20,626		20,626	31.2%
4503 CCTV	11,088	0	11,880	11,880		11,880	0.0%
4504 Parks & Gardens	500	0	500	500		500	0.0%
4507 Other CCBC Service Contributio	2,610	0	20,000	20,000		20,000	0.0%
4508 Andrew Fraser Memorial Clock	0	(2,630)	0	2,630		2,630	0.0%
4510 War Memorial Maintenance	603	191	1,000	809		809	19.1%
4520 Street Furniture	9,524	1,724	7,500	5,776		5,776	23.0%
4530 Ward Allowances	1,160	350	7,200	6,850		6,850	4.9%
4601 Play Equipment	1,534	17,525	19,000	1,475		1,475	92.2%
Total Overhead	479,100	255,669	555,680	300,011	0	300,011	46.0%
Total Income	522,685	347,283	532,450	185,167			65.2%
Total Expenditure	479,100	255,669	555,680	300,011	0	300,011	46.0%
Net Income over Expenditure	43,585	91,614	(23,230)	(114,844)			
plus Transfer from EMR	17,176	18,095					
less Transfer to EMR	576	0					
Movement to/(from) Gen Reserve	60,185	109,709					

**To:** Colwyn Info[info@colwyn-tc.gov.uk]  
**From:** Heidi Barton-Price  
**Sent:** Tue 31/10/2023 12:01:54 PM  
**Importance:** Normal  
**Subject:** RHS Britain in Bloom 2024 Nomination

Dear Colwyn Bay,

### **RHS Britain in Bloom 2024**

Each year each Region or Nation are asked to 'nominate' entries into categories into the main RHS Britain in Bloom campaign.

(agreement to be nominated for these UK Finals is sought prior to any nomination).

I am pleased to confirm that for 2024 that Wales in Bloom would like to nominate you into the following:

Colwyn Bay - Large Town

**Please confirm by return your confirmed acceptance of this nomination.**

Kind regards

Peter

Peter Barton-Price

Chairman

Wales in Bloom

[campaign@walesinbloom.org](mailto:campaign@walesinbloom.org)

Tel: 07949 629080

[www.walesinbloom.org](http://www.walesinbloom.org)

**Heidi Barton-Price**  
Campaign Coordinator  
Wales in Bloom

[campaign@walesinbloom.org](mailto:campaign@walesinbloom.org)  
[www.walesinbloom.org](http://www.walesinbloom.org)  
Mobile : 07949 629080

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**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Moe Horikawa  
**Sent:** Mon 06/11/2023 4:13:22 PM  
**Importance:** Normal  
**Subject:** RE: Local Places for Nature project enquiry PE-00017131

Hi Tina,

Thank you for your reply.  
Those sound great. Please make sure to include those in your application.  
You can start working on the application.

Thank you,

**Moe Horikawa**

**Rheolwraig Buddsoddi | Investment Manager**

Cronfa Treftadaeth y Loteri Genedlaethol | The National Lottery Heritage Fund

Ffôn | Phone: 02920234145

E-bost | E-mail: [moe.horikawa@heritagefund.org.uk](mailto:moe.horikawa@heritagefund.org.uk)

Dilynwch ni | Follow us on [Twitter](#), [Facebook](#), [Instagram](#)

#CronfaTreftadaethyLoteriGenedlaethol | #NationalLotteryHeritageFund

**Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg ac yn Saesneg.**  
**We welcome correspondence and telephone calls in Welsh and English.**

**From:** Tina Earley <clerk@colwyn-tc.gov.uk>  
**Sent:** Monday, November 6, 2023 3:57 PM  
**To:** Moe Horikawa <Moe.Horikawa@heritagefund.org.uk>  
**Subject:** RE: Local Places for Nature project enquiry PE-00017131

You don't often get email from clerk@colwyn-tc.gov.uk. [Learn why this is important](#)

Hi Moe,

Thank you for getting back to me.

I have already held a very positive/productive meeting with representatives from 5 or 6 local/community groups a few weeks ago and am confident they will send us letters of support. We also have some interest from them in assisting us with:

1. Some of the easier site clearance works (we will need to obtain quotes for contractors to assist with removing some of the larger/more invasive shrubs).
2. Being involved in the garden design, e.g. working with a landscape designer to agree the size/location of the new planters and design the entrance gateway(s)/signage.
3. Adopting one or more of the new planters and supporting/encouraging their members to attend the garden regularly to assist with planting/maintenance, or just to enjoy having a space to sit and enjoy nature so close to the town centre.

Please can you let me know if you require any further information, or if I can start working now on gathering the information/quotes required for a formal application.

Thank you,  
Tina

**From:** Moe Horikawa <moe.horikawa@heritagefund.org.uk>  
**Sent:** 06 November 2023 15:33  
**To:** Tina Earley <clerk@colwyn-tc.gov.uk>  
**Subject:** Local Places for Nature project enquiry PE-00017131

Dear Tina,

Thank you for your enquiry.

I think the background of this project is well stated and it sounds very suitable for the Local Places for Nature Capital Fund criteria.

It is great that you are in contact with local community groups as well. Supporting letters from them will strengthen your application.

Could you include how and in which works the community/ volunteer groups will be involved in this project?

Please feel free to contact me if you have any questions.

Kind regards,

**Moe Horikawa**

**Rheolwraig Buddsoddi | Investment Manager**

Cronfa Treftadaeth y Loteri Genedlaethol | The National Lottery Heritage Fund

Ffôn | Phone: 02920234145

E-bost | E-mail: [moe.horikawa@heritagefund.org.uk](mailto:moe.horikawa@heritagefund.org.uk)

Dilynwch ni | Follow us on [Twitter](#), [Facebook](#), [Instagram](#)

#CronfaTreftadaethyLoteriGenedlaethol | #NationalLotteryHeritageFund

**Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg ac yn Saesneg.  
We welcome correspondence and telephone calls in Welsh and English.**

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This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, [click here](#) to report it.

**To:**

**Cc:**

**From:** Emma Dowell  
**Sent:** Fri 20/10/2023 4:22:15 PM  
**Importance:** Normal  
**Subject:** CCTV Invoicing

Dear Clerks / All

I am raising your invoices please for 2023/2024, some of you have already settled so please ignore this request.

Please let me know if are providing a Purchase Order for my use?  
The amount being requested is referred to in the 'Year Amount' column below.

I am also attaching the Annual Report from last year, please let me know if you wish me to attend a meeting or Forum to present ? and remember there is always the opportunity to request a visit.

It is a very busy time for us in CCTV – I will update in a separate email, thankyou.

Regards

Emma Dowell  
Rheolwr TCC/CCTV Manager  
Gwasanaethau Rheoleiddio a Thai/Regulatory and Housing Services  
Cyngor Bwrdeistref Sirol/CONWY County Borough Council  
Ffon/Tel: 01492 575113  
E-Bost/E-mail: [emma.dowell@conwy.gov.uk](mailto:emma.dowell@conwy.gov.uk)  
Gwe/Web: [www.conwy.gov.uk/cctv](http://www.conwy.gov.uk/cctv)

[twitter.com/conwycctv](https://twitter.com/conwycctv)

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Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg fel ei gilydd. Ni fydd gohebiaeth yn yr un iaith na'r llall yn arwain at unrhyw oedi.  
Mae'r neges e-bost hon ac unrhyw ymgysylltiadau yn gyfrinachol, ac wedi eu bwriadu ar gyfer yr un sy'n cael ei h/enwi yn unig. Gallent gynnwys gwybodaeth freintiedig. Ar gyfer yr amodau llawn ynglŷn â chynnwys a defnyddio'r neges e-bost hon ac unrhyw atodiadau, gweler [https://www.conwy.gov.uk/ebost\\_ymwadiad](https://www.conwy.gov.uk/ebost_ymwadiad)

We welcome correspondence in both Welsh and English. We will respond to correspondence in

# **Public Space Surveillance Cameras (CCTV) ANNUAL REPORT 2022-2023**



**Home Office**

**Safer Streets Fund (2021-2022)**

**Conwy CCTV Successful Bid Round 2**



**Sir Conwy, yr amgylchedd iawn i fod yn ddiogel,  
yn iach ac yn annibynnol**

**Conwy County, the right environment to be safe,  
healthy and independent**

## **INTRODUCTION**

This Annual Report is published by Conwy County Borough Council in accordance with the CCTV Code of Practice for the operation and management of the system.

Conwy County Borough Council, North Wales Police, partners and business organisations remain of the view that CCTV will reduce incidents of crime and public disorder where cameras are either in place or are introduced. It also assists in traffic management and improves community confidence, thereby creating a safer environment for residents, traders, tourists and visitors alike.

The main objectives of the Camera System can be summarised as:

- Assist in the detection, prevention and fear of crime.
- Facilitate the apprehension and prosecution of offenders in relation to crime and public order.
- Provide residents, visitors and businesses with a greater feeling of safety and security. *(Specifically in relation to Corporate Plan Priority 5/ Safety)*
- To enhance community safety, boost the economy and encourage greater use of the town centre/shopping mall, etc.
- To assist with traffic management.
- To assist the Local Authority in its enforcement and regulatory function. *(Specifically in relation to Corporate Plan Priority 1/ The Environment )*

## **CORPORATE PLAN OUTCOMES**

In the main the Public Space Surveillance Camera Department contributes towards the Conwy Corporate Plan 2022-2027 with regard to priority area 5, but with the use of strategically positioned cameras it also has an impact on addressing some significant cross cutting themes throughout the plan as below;



### **5/ Safety - People in Conwy are safe and feel safe.**

This priority is supported by more detailed plans including;

- Community Safety Partnership Action Plan - key organisations who are committed to increasing community safety in Conwy, have developed an action plan which covers: Reducing domestic abuse, reducing the availability of Class A drugs, tackling Environmental Crime (dog fouling, littering and graffiti), reducing alcohol related crime, reducing criminal damage & anti-social behaviour, reducing re-offending, tackling substance misuse, reducing the fear of crime, and increasing reassurance.



- Public Space Surveillance (CCTV) Business Plan and Strategy 2022-2027.
- Corporate Safeguarding Board Action Plan



## **1/ The Environment – People in Conwy value and look after the environment.**

This priority is supported by more detailed plans including;

- Local Flood Risk Management Strategy
- Towards Zero Waste: National Waste Strategy for Wales



## **2/ People in Conwy live in a county which has a prosperous economy**

This priority is supported by more detailed plans including;

- Conwy Events Strategy
- Town Regeneration Action Plans



## **9/ Conwy County Borough Council is resilient**

This priority is supported by more detailed plans including;

- Renewal Programme and the Modernisation Programme
- Medium Term Financial Plan
- ICT Strategy and HR Strategy

### **THE CAMERAS**

The exact location of cameras are available on our Public Website, see hyperlink

[Locations of CCTV Cameras - Conwy County Borough Council](#)

An annual review of existing camera locations and their justification has been completed and a Data Impact Privacy Assessment (DPIA) is available on request as recommended by the Surveillance Camera Code of Practice 2013 [Surveillance camera code of practice - Publications - GOV.UK](#) and as set out in the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) to ensure compliance with the requirements of the Protection of Freedoms Act 2012.

For our CCTV review, Conwy Council compile evidence on 8 factors to assist with determining if each individual camera is necessary and proportionate, the results of which are entered into a scoring matrix which highlight the lowest scoring cameras. The factors considered are as follows:-

- NWP Crime in Area of CCTV Cameras
- CCTV Incidents

- Fit for purpose
- Fibre Rental and associated running costs
- LoS (Line of Sight) future proofing e.g. is camera location suitable for using new wireless technology.
- Financial Contributions
- Operator Opinion
- Public Reassurance

Camera count in April 2022 was 113 in total spread over 19 towns within the county.

No cameras were decommissioned during 2022-23 due to scoring being much improved following the reduction of associated running costs (cancelling of fibre circuits), full use of Line of Sight technology and secured financial contributions from Town & Community Councils in areas where Public Space CCTV is deployed.

### **REDEPLOYABLE CCTV**

There are currently no re-deployable or mobile cameras owned by the CCTV Department suitable for relocating around Conwy County. There is a recognised need for this service and funding is currently being sought via the Shared Prosperity Fund in a bid to bridge this gap.

Early Jan 2022 saw the installation of 4 new cameras, 3 of which are mobile and funded by Safer Street round 2. However these cameras can only be relocated from within Colwyn Bay / Glyn Ward as per criteria of grant funding.

### **THE CONTROL ROOM**

There have been no major changes to the new control room, it remains 100% IP enabled (Internet Protocol) so connected via Conwy Network and built to the required specification for an Alarm Receiving Centre (ARC). All the security systems installed and measures taken to ensure compliance with this intended stream of income have now been tested and have been signed off by auditors from an assessing body named the National Security Inspectorate (NSI) who provide the accreditation. External Audits are undertaken going forward by NSI every 6 months.

The control room hardware and cameras are fully covered by maintenance contracts of a 'Gold Cover' standard, this ensures any failure of equipment/hardware, including cameras is covered with a full replacement within the term of contract.



## **STAFFING**

No change to staffing numbers, remaining at 6 part time and 1 full time manager. This is a skeleton staff with limited resilience so work is ongoing to increase income and source funding in a bid to increase these staffing numbers.

1 member of staff retired in June 2022 with the vacancy being filled with a new recruit.

All Staff are licensed by the Security Industry Authority (SIA) and all staff have passed Non Police Personnel Vetting, this is a requirement to enable us to continue using the North Wales Police airwave radios.

## **NEWS**

The 'new normal' following the pandemic is well established, staff within the control room remained as key workers so it was very much business as usual and thankfully all staff came through safely and we were able to maintain 24/7 opening. It was an interesting time with our 'birds eye view' watching at one point empty streets and the changing priorities due to the various restrictions.

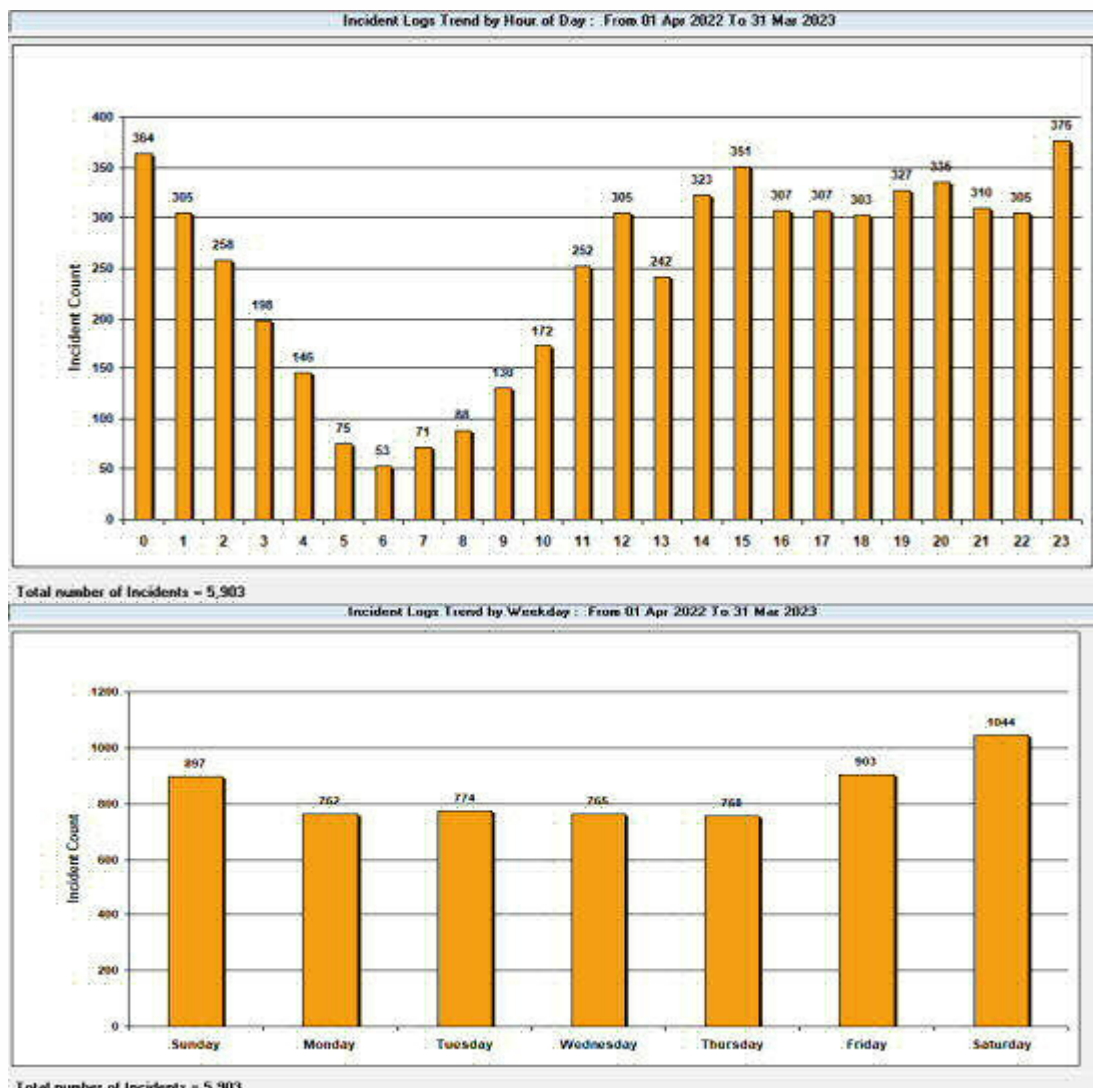
A successful bid for approx. £60k of Safer Street Funding round 2 was completed with the installation of 4 new cameras on Glyn Ward, it also included maintenance costs for 5 years and some new monitoring equipment in control room.

December 2022 saw the beginning of a bid for UK Shared Prosperity Funding also referred to as 'Levelling Up' funding. The final application is titled, *Better Open Spaces management, education and environmental interventions through CCTV service enhancement*. The bid has a total value of approx. £470K towards staffing and mobile cameras, mainly to assist in reducing environmental crime e.g. fly tipping, littering, dog fouling, and dog control orders etc. but the proposal will also future proof and provide resilience for the Public Space CCTV Cameras.

## STATISTICS 2022-23

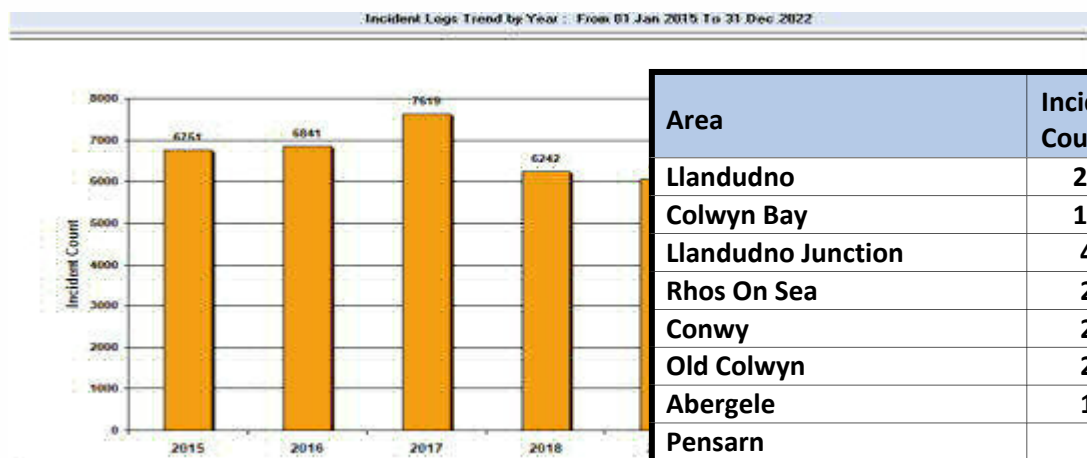
The following statistics detail the number of incidents recorded by CCTV Operators. There were **5903** CCTV incidents last year, **756** of these incidents relate to site monitoring. CCTV incidents are not necessarily recorded crime, e.g. an operator monitors a dog fouling and passes information to an Environmental Enforcement Officer, a Pubwatch Radio Link User requests CCTV to monitor a drunk male, CCTV requests police to attend and suitable advice is given by officers.

### Incidents by Weekdays



### Incidents by Hour of Day

### Incidents by actual year for last 8 years (not year-end)



Yellow = Site Monitoring

Cameras (Top 40 Busiest)	Incidents
001 Multi cameras	671
055 Builders Street Coach	349
085 COL 11 Bollards (Static)	283
036 LAN 5 Llewelyn Avenue	226
083 Station Road	209
082 Station Road (Top)	169
089 COL 15 St Pauls Church	108
056 Skate Park/Builder St	108
049 Mostyn Champneys	107
086 COL 12 Seaview Road	107
088 COL 14 Seaview Road	106
076 COL Abergele Road/BP	89
046 LAN 15 Railway Station	88
042 LAN 11 Madoc St	87
040 LAN 9 Mostyn Street/	85
100 Plough Public House	78
039 The Cenotaph/Prom	76
050 LAN 19 Boulevard	75
041 LAN 10 Mostyn Street	74
093 COL 19 Greenfield Road	64
113 COAST1 Pensarn	62
095 COL 21 Abergele Rd/	60
092 COL 18 Abergele Road/	56
034 LAN 3 The Palladium	56
028 Railway Station/Junct	56
053 LAN 22 Craig y Don	55
012 High Street/Square	54
114 COAST2 Towyn	54
047 Promenade/Imperial	53
069 Station Road/Mochdre	51
078 COL 4 Princess Drive	51
098 Porth Eirias	50

Area	Incident Count
Llandudno	2521
Colwyn Bay	1711
Llandudno Junction	450
Rhos On Sea	231
Conwy	230
Old Colwyn	208
Abergele	158
Pensarn	85
Penmaenmawr	69
Mochdre	63
Kinmel Bay	46
Peulwys	36
Towyn	34
Deganwy	25
Llanwrst	13
Glan Conwy	10

Incident Types	Incident Count
Rowdy/antisocial	500
Sus circs	377
Issue of Codes for Coach Parking	303
Bollards	294
Concern for Safety	281

065 Promenade/Rhos Road	49
045 North Western Gardens	48
032 West Shore/Gloddath	48
044 LAN 13 Trinity Square/	48
115 COAST3 Kinmel Bay	48
103 OC 4 Abergele Rd/Aldi	47
111 AB 5 Peel Street	45
087 COL 13 Ivy Street	42

Assault	222
Domestic	206
White Light Patrol	159
MFH Child	143
RTC (road traffic crash)	141
Criminal Damage	120
Monitoring Persons at the request of others	117

We are in our last year of the CCTV Digital Upgrade Project. This is a 5 year spend to save plan which commenced 01/04/2018 and will realise annual savings of £80k by end of project term from the cancellation of fibre rental. Capital financing costs for the project are being paid back at the approximate cost of £58,200 annually.

2022/2023	YEAR TO DATE		
	Budget	Actual	Variance
	£	£	£
CCTV			
EMPLOYEES TOTAL	235,851	250,172	14,321
PREMISES TOTAL	3,850	7,170	3,320
TRANSPORT TOTAL	250	0	(250)
SUPPLIES TOTAL	99,330	98,421	(909)
SUPPORT SERVICES	1,200	2,040	840
INCOME TOTAL	(125,040)	-68,249	56,791
CCTV TOTAL	215,441	289,554	74,113

Contact us



Emma Dowell

Rheolwr TCC/CCTV Manager

Gwasanaethau Rheoleiddio a Thai/Regulatory and Housing Services

Cyngor Bwrdeistref Sirol/CONWY County Borough Council

Ffon/Tel: 01492 575113

E-Bost/E-mail: [emma.dowell@conwy.gov.uk](mailto:emma.dowell@conwy.gov.uk)

Gwe/Web: [www.conwy.gov.uk/cctv](http://www.conwy.gov.uk/cctv)



[twitter.com/conwycctv](https://twitter.com/conwycctv)

27 October 2023

Mel ab Owain  
Development Officer  
One Voice Wales

Our ref: Wales 23/1040

Your ref: BofCTC/01

Dear Mel

**Client:** Bay of Colwyn Town Council

**Subject matter:** Leasing of equipment

Thank you for your email of 25 October 2023. Bay of Colwyn Town Council (the Council) has requested advice as follows:

*"The Town Council entered into a partnership with a local not-for-profit group, Together for Colwyn Bay, to purchase two digital noticeboards back in 2021.*

*We would now like to arrange a simple license or lease agreement to pass the responsibility for accepting notices/posters and maintaining the boards to T4CB, as they would like to carry some commercial adverts to help build up a pot of funds for replacing/repairing the boards in the future (and we have been informed that we do not have the power to carry such advertisements).*

*Do we need to engage a solicitor to draw up a legal agreement, or is there a simple template we could use? Also, what is the difference between a license and a lease agreement and which would be most appropriate in this instance?*

*Notes: The Council own the boards  
T4CB is a properly constituted local voluntary body".*

Given that the context of the request arises from advice I have previously provided, I have logged in the request with the same reference number. I said in my second advice to the Council on the matter, dated 22 May 2023, that if responsibility is passed to another body "it would need to be made explicit that the advertising is the responsibility of the other body and not the council and that body will be the only beneficiary of advertising revenue".



## **Advice**

My advice is brief, in that it would be appropriate to draw up an agreement. The nature of the agreement will depend on the particular arrangements, and I would advise instructing a solicitor. We do not have a template as it is not a case of one size fits all and the detail would depend on the facts. Getting it right at the outset saves problems and potential expense later on.

In terms of the difference between leases and licences, I refer the Council to our Legal Topic Note 48, which is called “the difference between leases and licences”.

I hope this has been of assistance.

Yours sincerely

Jane Moore

Senior Solicitor and Legal Services Manager

*October 2010*

## **THE DIFFERENCE BETWEEN LEASES AND LICENCES**

### **Why is the difference important?**

1. Leases and Licences can be quite similar in many respects. Both are types of contract which can be used to grant someone rights in or over land but there are important differences between them. All types of contract contain provisions which confer benefits on one or both parties and the benefits conferred by a given contract on the parties to it is dependant on two things:
  - a) the terms of the contract; and
  - b) the type of contract entered into.
2. The importance of [a] speaks for itself but the relevance of [b] is often disregarded. A licence is often considered to be quite precarious because it can be ended quite easily by either party at short notice but a lease is much more secure because the notice required to end it may need to be given as much as 12 months in advance. The added security of leases means that they are considered to be more valuable than a licence.
3. More importantly, however, some types of leases are protected by legislation (e.g. some business leases are protected by the provisions of the Landlord and Tenant Act 1954) but licenses are not.
4. An important consequence of this distinction is that some landowners prefer to grant their occupiers licenses rather than tenancies so that they can avoid the consequences of 1954 Act protection. Owners have, in the past, sought to devise many schemes to avoid agreements they make falling within the provisions of the 1954 Act but the courts have been quick to identify “sham” agreements and to ensure that they are properly labelled as protected leases.

5. Local councils should take care over documents purporting to be licenses and should consider whether the arrangements, properly construed, give rise, in fact to a lease. Similarly, councils should not purport to grant licenses where, in fact, the necessary constituents of a lease are made out. A description of leases and licences is set out below. It is important to note that an agreement may be a lease even though it may be disguised as a licence. In the words of one Lawlord:

“The manufacture of a five-pronged implement for manual digging results in a fork even if the manufacturer, unfamiliar with the English language, insists that he intended to make and has made a spade.”

A court would determine if an agreement was a lease or a licence by looking at the true nature of the agreement rather than the name given by the parties to the agreement.

#### ***(i) Leases***

6. Leases are interests in land and must be evidenced in writing. In *Street v Mountford* (1985), the court held that there are 3 main indicators of a lease. These are (i) exclusive possession of the land is given to the occupier such that the lessee may exclude anyone else from his land (including the landlord) because, during the term of the lease, he “owns” the land. To determine whether or not a given agreement confers exclusive possession a good rule of thumb is to consider whether the agreement confers a large degree of maintenance and control of the premises. An occupier who has a large degree of control over land is more likely to be a lessee than a licensee (ii) the lease is for a fixed or periodic term (e.g. from month to month or year to year) (iii) there is payment of a premium or a periodical payment by the occupier.

#### ***(ii) Licences***

7. The main difference between a lease and a licence is that a licensee does not enjoy exclusive possession of the land and has no rights in the land itself. The ownership of the land remains with the owner who by a written or oral licence confers rights of occupation or use on a person which can be fairly easily withdrawn. It has been said that a licence simply makes lawful what otherwise would be unlawful without it. A classic example is a ticket for a football match. The ticket is viewed, in law, as a licence which permits the purchaser to enter a football stadium. Without a ticket a person would not have permission to be on the premises and would probably be a trespasser. What the tickets

have in common with a licensee is that they entitle the purchaser to enter land for a specified purpose but do not grant any further rights – such as the right to exclude or evict others from the land. Unlike a lease, no formalities are required for the creation of a licence; they may arise from a written or an oral agreement.

8. Where councils are offered exclusive possession of land it is likely that they will be entering into a lease with the owner and should be slow to sign any documents which purport to grant a licence.

### **The Landlord and Tenant Act 1954**

9. As stated above, the Landlord and Tenant Act 1954 provides a number of measures designed to protect business tenants. In this context the word “tenant” applies to lessees. If a council is asked to sign a “licence”, but considers that the “licence” is actually a lease, it should obtain legal advice and seek to enter into a proper lease with the owner. In these circumstances, owners will be aware that the grant of a lease is likely to engage the protection afforded by the 1954 Act and ask the council to give up their rights to such protection by signing various forms. Councils should be slow to do so and should give serious consideration to obtaining independent legal advice. LTN 49 (“Business Tenancies”) deals with the provisions in further detail.

<b>LTN</b>	<b>Title</b>	<b>Relevance</b>
49	Business Tenancies	Sets out the provisions of the Landlord and Tenant Act 1954.
50	The Agricultural Tenancies Act 1995	Explains farm business tenancies.
75	Lease Negotiations	Describes how to negotiate leases. Also defines and gives guidance on important lease terms.

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**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Advice  
**Sent:** Wed 08/11/2023 2:04:10 PM  
**Importance:** Normal  
**Subject:** SLCC Legal Advice

Good Afternoon, Tina,

I just wanted to check that you have received the legal information from Roger Taylor as was requested. Apologies if you had not, I believe that an email system change happened at Wellers. The email is below.

Thank you for your email.

A formal licence is not required, it can be in the form of a letter which should state

“As joint owner of the notice boards at..... we consent to you being responsible for the placing of suitable material on the noticeboards and if appropriate receiving payment for the display. In consideration of this consent you have agreed to be responsible for the future maintenance of the boards keeping them in a good state of repair and condition. If any board becomes incapable of repair you will advise us with a view to agreeing the future of that board.

This arrangement can be terminated by either party giving to the other one month's notice of termination “

The organisation should then sign a copy of the letter and return it to you. It may be wished to include a paragraph about what can be displayed if the Town Council has a policy on this

Regards

@

**Roger Taylor**  
Consultant

**Wellers Law Group LLP**

Butler House,  
Guildford Road,  
Great Bookham,  
Leatherhead  
T:0137 275 0111  
E:roger.taylor@wellerslawgroup.com  
[www.wellerslawgroup.com](http://www.wellerslawgroup.com)

Surrey ,

KT23 4HB



## **LOCAL MEMBERS' WARD ALLOCATION**

### **PROJECT PROPOSAL FORM 2023/24**

<b>1. Ward(s):</b>	Colwyn	
<b>2. Member(s):</b> _____	Jason Higgins	
<b>3. Project Name:</b>	Min Y Don Park Improvement	
<b>4. Project Details:</b>	<p><b>Improvements to Min Y Don park partly funded by local town councillors, grant aid from the shared prosperity fund and overseen by the Old Colwyn Environment Federation.</b></p> <p>(Please provide an outline of the proposal and how it will promote the well-being of inhabitants of the ward. Continue on a separate sheet, if required, and attach any supporting information/photographs etc. which help to explain the project)</p>	
<b>5. Total Amount Requested:</b>	£350 from unused ward allowance.	
<b>5.1 Please specify how the amount requested should be split between the members listed in (2) above, if applicable:</b>	N/A	
<p><b><i>IMPORTANT:</i></b> For amounts of £500 or over, three quotations will be required to comply with the Council's Financial Regulations. Please supply copies of quotation(s) obtained and provide an explanation if three have not been provided.</p>		
<p><b>If successful, please provide details to where the payment should be issued:</b></p>		
<b>Payable to:</b>	T.B.A.	
<b>Full Address or bank account details (sort code and account number:</b>		
<b>Date considered:</b>	<b>Approved:</b>	<b>Paid:</b>

Find a first aid course near you

redcrossfirstaidtraining.co.uk/where-we-train/course-search/?productId=CT-FA1%7CCT1093%7CCT1081&fromdate=12-10-2023&todate=12-02-2024&location=Abergele

Licences Received... Home Page Dashboard Bay of... Google Google Se... Home - Canva Vindico Signage Planning Explorer... Weekly List of Plan... Fortnightly List of P... Admin Facebook All Bookmarks

Venue and course	Date/time	Price	Places
<b>Abergele - British Red Cross Centre</b> 0.68 miles			
<b>Emergency first aid at work</b> Course ref: 1223745	Mon 30 Oct 09:00 - 17:00	£165.00 £198.00 inc VAT	<b>BOOK</b> 6 places available
<b>Emergency first aid at work</b> Course ref: 1223774	Fri 17 Nov 09:00 - 17:00	£165.00 £198.00 inc VAT	<b>BOOK</b> 6 places available
<b>Emergency first aid at work</b> Course ref: 1223826	Mon 11 Dec 09:00 - 17:00	£165.00 £198.00 inc VAT	<b>BOOK</b> 12 places available
<b>First aid at work</b> Course ref: 1227191	Tue 19 Dec - Thu 21 Dec 09:00 - 17:00	£349.00 £418.80 inc VAT	<b>BOOK</b> 11 places available
<b>First aid at work requalification</b> Course ref: 1258866	Wed 24 Jan - Thu 25 Jan 09:00 - 17:00	£265.00 £306.00 inc VAT	<b>BOOK</b> 12 places available
<b>Emergency first aid at work</b> Course ref: 1258887	Fri 26 Jan 09:00 - 17:00	£165.00 £198.00 inc VAT	<b>BOOK</b> 12 places available

Type here to search

15:09 12/10/2023

6 NOVEMBER 2023

## **E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023**

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of [www.lgpsregs.org](http://www.lgpsregs.org).

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.



	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

	<b>1 April 2023</b>		<b>Scale Ranges</b>
<b>SCP</b>	<b>£ per annum</b>	<b>* £ per hour</b>	<b>Based on SCP</b>
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

\* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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## 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
<b>A Old Colwyn Residents Associator</b>	<b>£500</b>		<b>500</b>	TO CELEBRATE THE CENTENARY- AN EVENT IN THE SURE HOPE CHURCH	GPOC		<b>9.6.23</b>
<b>B Conwy Mind</b>	<b>£500</b>		<b>500</b>	Fund raising event called mental Elf.	GPOC		<b>9.6.23</b>
<u>To be considered 28/06/23</u>							
<b>C Min-y-Don</b>	<b>£350</b>		£350.00	Maintenance and repair costs for the bowling green			28.7.23
<b>D Xtra - Bayside Radio</b>	<b>£450</b>		£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
<b>E Xtra - Rhos on Sea Rotary</b>	<b>£166</b>		£165.83	Re-imburement of cost for refurbishing the benches at Rhos Park.			28.7.23
<b>F Xtra - Centenary Trail Phase 1.</b>	<b>£500</b>		£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>							
<b>G Nwami</b>	<b>£500</b>		<b>£500.00</b>	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. <b><i>Request date to avoid clash with Tree of Lights and request poster</i></b>			
<u>To be considered 15/11/23</u>							
<b>H Porth Eirias Runners Club</b>	<b>£300</b>			<i>An extra leader and purchasing Hi-Viz for safety purposes for the Dark nights over the Autumn and Winter season.</i>			
<b>I FoodShare North Wales</b>	<b>£1,750</b>			To redistribute food over the Christmas period to the needy in our North Wales communities.			

ANNUAL BUDGET 2022/23 = £10,000

TOTAL YTD=

£0

## Events Grants 2022/23

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)
<b>A</b>	CCBC Major Events	Prom Xtra	7 May 2022	£ 10,000.00	
		Access All Eirias	12th / 13th August 2022	£ 20,000.00	
		Extra Concert at Eirias	Sat 18th June 2022	£ 10,000.00	
<b>B</b>	Absolute Sound and Lighting	BayFest Live Music Events	30th April - 2nd May 2022	£ 5,000.00	£ 7,225.00
<b>C</b>	Colwyn Bay Cricket Club	Glamorgan CC Match	August 2022	£ 5,000.00	£5,000 - 11,000
<b>D</b>	Uke a Bay	Uke a Bay Festival	12-14th August 2022	£3,600.00	
<b>E</b>	Queen's Platinum Jubilee	Platinum Jubilee Beacon Trail	30th April - 12th June 2022	£499.00	
<b>F</b>	TAPE	Luminaire	December 2022 - January 2023	£5,000.00	
<u>Considered 30.03.22</u>					
<b>G</b>	St Davids Hospice	Christmas Film Night	Friday 2nd December 2022	£500.00	£538.00
<b>H</b>	Platinum Jubilee Grants	(see separate summary)			
<u>Considered 24.8.22 (ratified 5.9.22)</u>					
<b>I</b>	Together for Colwyn Bay	The Big Picnic Event	Saturday 20th August 2022	£2,077.00	£6,177.00
				<b>£59,599.00</b>	

Budget = £35,000
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Amount Given 2021/22	Recommendation:	Approved (£):	Paid:	Note: £20k for community events plus £15K for CCBC/other larger events Report received?
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*Approved in  
principle Dec 2021 -  
see separate budget  
lines*

£5,000.00	<b>£5,000.00</b>	28/04/2022	<b>8.6.22</b>
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Event cancelled

£1,070.00	£3,600.00	<b>£3,600.00</b>	29/07/2022	<b>4.1.23</b>
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NIL

£ 5,000.00	£5,000.00	<b>£5,000.00</b>	28/04/2022	Email 16.10.23
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£500.00	<b>£500.00</b>	10/06/2022	<b>22.12.22</b>
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£5,018.31	<b>£4,391.31</b>	(various)
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£2,077.00	<b>£2,077.00</b>	P&F Oct 2022
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<b>£21,195.31</b>	<b>£20,568.31</b>
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# Event Evaluation Form

Name of Event:	
Colwyn Bay Lumiere	
Date(s):	Location(s):
Jul 22 – Jan 23	Old Colwyn / Colwyn Bay
Organising Body:	Lead Contact Details:
TAPE Community Music and Film	Neil Dunsire: Chief Officer 07990 888883 / neil@tapemusicandfilm.co.uk
Approx. number of visitors that attended your event:	Approx. % of visitors from outside of the local area:
22500	29% (based on tourism profile figures)
Please provide brief details of how your visitor numbers were calculated/estimated:	
Based on the footfall figures for the same period in 2019 (divided by 2 represent the need for visitors to view after sundown, + 1.4% estimated uplift in footfall for 2022.	
Please provide a brief summary of what advertising and publishing took place prior to your event: (Enclose copy of adverts/posters where possible)	
The Lumiere was widely promoted online and on social media. Printed flyers were also distributed through the Bay of Colwyn and via the many people (150) who took part in workshops to develop content for the projections, this included schools and other 3 <sup>d</sup> sector organisations. The event was also promoted through activities at the Colwyn Bay Artisan Market and in the Bay View shopping centre.	
Did you receive press coverage of your event? : Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please provide details and copies of any relevant press releases:	
Do you have plans for similar events in the future? : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If possible, please provide a sample of comments from people who attended your event:	
<p>JM Mum of CM (age14) who took part in the art and animation workshops to create the projections: <i>"My Autistic and ADHD anxious teen, loves coming to TAPE as the team are very accommodating, kind, patient and fully inclusive and also fully supportive of the children expressing themselves in their own way. My child says she feels comfortable and accepted which is rare for her and she is therefore excited to attend TAPE's creative courses, events and offerings. As a result, her confidence and self-esteem have improved and her anxiety has abated, and TAPE has provided her with the motivation to learn more about the creative arts.</i> <i>She is gaining valuable creative skills and life skills through opportunities she may not be able to access anywhere else and her experiences at TAPE are helping her hone her interests and navigate her way into young adulthood and beyond."</i></p> <p>Following on from the last workshops in the Bayview, I was in Colwyn Bay to change batteries on one of the shop window installs in the last few days before Christmas and I saw one of the families who had taken part in creating the animations parked up in their van on Station Road with the side door open. They were inside with fish and chips watching the animations, and the two boys were waiting for their</p>	

Thank you for filling in our Event Evaluation form. Please return to the Town Hall.



CYNGOR TREF BAE COLWYN | BAY OF COLWYN TOWN COUNCIL

# Event Evaluation Form

animations to come around on the loop. When they did, they were shouting out, 'That's my one! Look, look!' They were so excited to see their animations on show above the shop fronts, and the family had made night out of it to come to Bay and see their work, which was so lovely to see and very festive! NeilDunsire (TAPE)

*(Please continue on a separate sheet if required)*

Thank you for filling in our Event Evaluation form. Please return to the Town Hall.

Bay of Colwyn Town Council, Town Hall, Rhiw Road, Colwyn Bay, Conwy, LL29 7TE | [info@colwyn-tc.gov.uk](mailto:info@colwyn-tc.gov.uk)



**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Stella McClure  
**Sent:** Mon 06/11/2023 2:15:09 PM  
**Importance:** Normal  
**Subject:** Re: Christmas Artisan Market grant application

Hi Tina

This is excellent news, thank you so much we really appreciate any financial help towards the entertainment,  
and thanks for getting it looked at and confirmed so quickly.  
I have attached the service level agreement.

Yes, due to the cancellation of two of the markets (Aug & Oct) there will be some funding leftover.

I can't say exactly how much at this stage as I am still confirming acts and fees for November's market.

But I estimate it to be around £500, so if we are able to use this towards the Christmas market that would be amazing and we wouldn't need to apply for any further grant.

Thanks so much for your help and support.  
Stella

On Thu, Nov 2, 2023 at 12:02 PM Tina Earley <[clerk@colwyn-tc.gov.uk](mailto:clerk@colwyn-tc.gov.uk)> wrote:

Hi Stella,

Your request for funding to support activities for the Christmas Artisan market was considered by the Council at its recent meeting. I am pleased to confirm that:

1. An events grant of £850 has been approved (this is the balance remaining in our Christmas Events budget for 2023). A letter of approval and a service level agreement will be forwarded to you tomorrow, for signature and return. Funds will then be paid directly to your account.
2. Given that the recent Artisan Market had to be cancelled, please can you confirm if any funding remains from the previously approved Event Grant to make up the shortfall for your Christmas market event? If not, the Council requests that you also submit a small grant application for up to £500 to make up any shortfall. An application form is attached and this

would need to be returned to me by Weds 8<sup>th</sup> November at latest, for consideration/approval at the Policy & Finance Committee meeting on 15<sup>th</sup> November.

Please do not hesitate to contact me if you have any queries.

Kind regards,

Tina

**From:** Stella McClure <[theartisanmarketcompany@gmail.com](mailto:theartisanmarketcompany@gmail.com)>

**Sent:** 19 October 2023 15:45

**To:** Tina Earley <[clerk@colwyn-tc.gov.uk](mailto:clerk@colwyn-tc.gov.uk)>

**Subject:** Christmas Artisan Market grant application

Hi Tina

Here is our application for the funding for this year's Christmas Artisan Market entertainment.

I have attached our most recent bank statements, July, Aug, Sept.

You already have our financial accounts for the last business year.

Here is a breakdown of costs / budget summary for the attractions we would like help with:

- Father Christmas - £100
- Santa's Grotto - £300
- 'Frozen' characters/street entertainers - £200
- Photo booth / free photo with Santa - £450

- Elves & Christmas fairy street entertainers & face painting - £200
- Gingerbread man - £60
- Live music, brass band, carol singers - £150

If there's any questions or anything else you need, don't hesitate to ask.

Many thanks

Stella

--

**The Artisan Market Company Ltd.**

Uniting creatives & communities

[www.theartisanmarketcompany.co.uk](http://www.theartisanmarketcompany.co.uk)

Stella: [REDACTED]

[REDACTED]

---

**To:** Bay of Colwyn Town Council[admin@colwyn-tc.gov.uk]  
**From:** Phil Batty  
**Sent:** Tue 03/10/2023 3:36:54 PM  
**Importance:** Normal  
**Subject:** Theatr Colwyn Community screening. 50p

Hi, just to say we had 115 people for the Community film screening on 30<sup>th</sup> Sept.  
(from the grant)

Kids film.

Cheers Phil

-----  
Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg fel ei gilydd. Ni fydd gohebiaeth yn yr un iaith na'r llall yn arwain at unrhyw oedi.  
Mae'r neges e-bost hon ac unrhyw ymgysylltiadau yn gyfrinachol, ac wedi eu bwriadu ar gyfer yr un sy'n cael ei h/enwi yn unig. Gallent gynnwys gwybodaeth freintiedig. Ar gyfer yr amodau llawn ynglŷn â chynnwys a defnyddio'r neges e-bost hon ac unrhyw atodiadau, gweler [https://www.conwy.gov.uk/ebost\\_ymwadiad](https://www.conwy.gov.uk/ebost_ymwadiad)

We welcome correspondence in both Welsh and English. We will respond to correspondence in either language without delay.

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This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, [click here](#) to report it.

**To:** Bay of Colwyn Town Council[admin@colwyn-tc.gov.uk]  
**From:** Phil Batty  
**Sent:** Sat 07/10/2023 3:10:22 PM  
**Importance:** Normal  
**Subject:** Theatr Colwyn 50p Community screenings.

Just for info.

So far I have done 4 different Community screenings 1005 people attending.

(5 to go)

Phil

-----  
Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg fel ei gilydd. Ni fydd gohebiaeth yn yr un iaith na'r llall yn arwain at unrhyw oedi.  
Mae'r neges e-bost hon ac unrhyw ymgysylltiadau yn gyfrinachol, ac wedi eu bwriadu ar gyfer yr un sy'n cael ei h/enwi yn unig. Gallent gynnwys gwybodaeth freintiedig. Ar gyfer yr amodau llawn ynglŷn â chynnwys a defnyddio'r neges e-bost hon ac unrhyw atodiadau, gweler [https://www.conwy.gov.uk/ebost\\_ymwadiad](https://www.conwy.gov.uk/ebost_ymwadiad)

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**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Colwyn Info  
**Sent on behalf of:** Bay of Colwyn Town Council  
**Sent:** Mon 23/10/2023 2:25:36 PM  
**Importance:** Normal  
**Subject:** FW: Film screenings.

**From:** Phil Batty <Phil.Batty@conwy.gov.uk>  
**Sent:** 23 October 2023 14:21  
**To:** Bay of Colwyn Town Council <admin@colwyn-tc.gov.uk>  
**Subject:** Film screenings.

Hi Tina.

There may be some other funding available which we could put towards the Community screenings.

We will investigate as I don't know when it would start. (before or after April?)

Either way the contribution from the Town Council has been fantastic and we could apply again for the screenings or if successful in the other bid it would free up some money for other Town events, or if this is something that the Town Councillors are getting positive feedback for then we could try using the money as match funding to increase the screening total to 22 throughout the year.

Will keep you posted.

Cheers  
Phil

Summary of Large Grant Applications for 2022/23

REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved 2022/23	Notes: <div>Approved Budget = £3</div>
A	Benefit Advice Shop	£ 6,931.20	Towards outreach services in Colwyn Bay	£4,500	
B	Citizens Advice Bureaux Conwy District	£ 18,159.00	To meet the costs of a Bay of Colwyn specialist advisor	£6,000	
C	Home Start Conwy	£ 5,000.00	To support families in the Bay of Colwyn area	£4,000	
D	Llandudno and Colwyn Bay Tramway Society	£ 1,000.00	Towards ongoing maintenance; works on narrow gauge tram; replacement of IT equipment	£0	Small grant £500 paid
E	Y Pentan	£ 2,000.00	Towards printing costs of Y Pentan	£1,200	
<u>Considered at P&amp;F 30.03.22 / ratified at Council 25.4.22</u>					
F	Coast Community Radio and Media CIC	£ 3,900.00	Towards the operation costs of transmitter fees	£3,900	
G	Colwyn Bay Environment Federation	£ 5,000.00	Towards a shelter for the bowling green	£5,000	
H	Home Start Conwy	£ 2,496.00	Employing youth worker for 4hrs pw for sessions at Tan Lan	£2,500	
<u>Considered at P&amp;F 24.8.22 / ratified 5.9.22:</u>					
I	The Kind Bay Initiative	£ 2,000.00	Towards the cost of electricity and rent	£2,000	
<div>£ 46,486.20</div>				<div>£29,100.00</div>	

# Grant Funding Report for Bay of Colwyn Town Council

2022/2023

## Contents

<b>Purpose of grant</b>	<b>1</b>
Deliverables and adjustment	1
<b>How the grant was spent</b>	<b>1</b>
Outputs including case study	1
Financial information	6





# Purpose of the Grant

Deliverables as per the original bid	
<b>Proposed provision</b>	To provide dedicated face to face quality specialist and generalist advice and information services through the community venue of Colwyn Bay Town Hall. Home visiting services where required and extending the service across each of the 6 wards
<b>Proposed staffing</b>	Salaries for two day dedicated face to face delivery, volunteer management and overheads

The original grant application requested funding to the level of £18,159.

CAB Cylch Conwy Citizens Advice was pleased to receive an award of £6,000 for 2022/2023. The service provision was adjusted accordingly and focussed on provision of a one day per week service delivered from the community venue of Colwyn Bay Town Hall.

## How the Grant was spent

Conwy Citizens Advice commenced weekly delivery from Colwyn Bay Town Hall April 2022 through to March 2023. The service delivered consisted of a mix of drop in and appointment based services. Additionally this was supported with follow on phone appointments to clients at times when clients did not attend scheduled appointments.

The demand for Citizens Advice services across Conwy has continued to increase as a result of the ongoing cost of living and fuel crisis. The impact of this on clients accessing this project has reduced the volume of clients we have been able to help as the majority have required multiple interventions with a range of

complex issues, repeat appointments and ongoing casework. The case study below demonstrates the volume of work for just one client which is often typical and necessary for the majority of clients presenting from the Bay of Colwyn.

We collected data using an excel spreadsheet until February and then moved to the Citizens Advice casebook recording system. Unfortunately as a result of this some of the information for the month of March 2023 is not in a format that we have been able to extract. This has been resolved for the current years funding.

During the lifetime of this grant award we offered 82 individual clients an initial appointment from the Town Hall. This report details information based on those 82 individual clients however we stress that one unique client will receive many interventions.

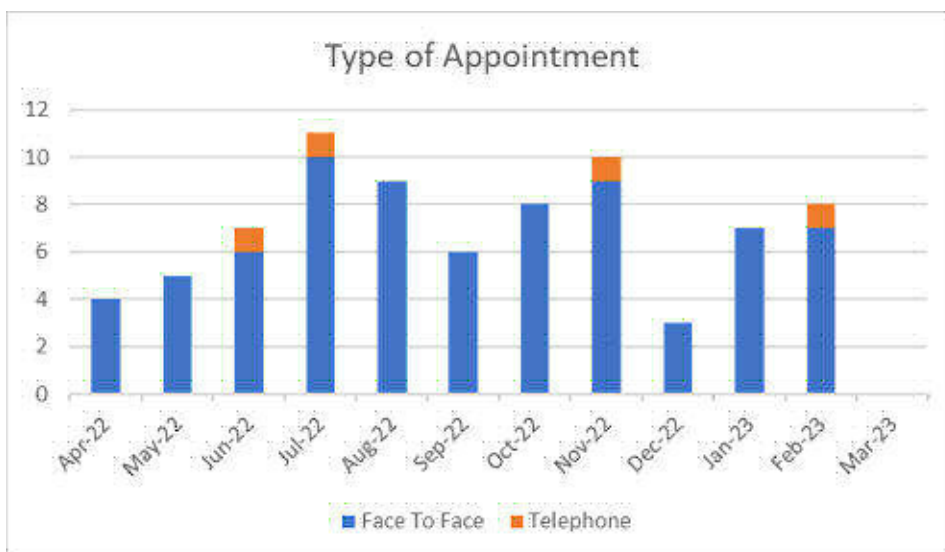
On average a client has between 5 and 10 interactions until their case is complete, this will include the initial triage appointment to fully explore the situation, obtain consents and deal with any presenting emergencies including fuel voucher and food bank referrals. Follow up appointments will be arranged in person, by telephone and email as appropriate to the clients preferences, circumstances and requirements. We do not close cases until the whole situation is resolved as we know not to deliver a holistic advice service will result in the client needing to return.

## Case Study

Client Delyth (name has been changed) presented for her first appointment at Colwyn Bay Town Hall in April 2022 initially for assistance with a Personal Independence Payment (PIP) application form. Delyth has learning difficulties and long term health conditions. Over the following 12 months we assisted the client with a PIP application through mandatory reconsideration to successful appeal. The tribunal finally awarded a backdated claim to 2022 in September 2023. Delyth has been supported with numerous other interventions over the same period including benefit entitlement support, multiple fuel and foodbank referrals, carers allowance queries and energy advice.

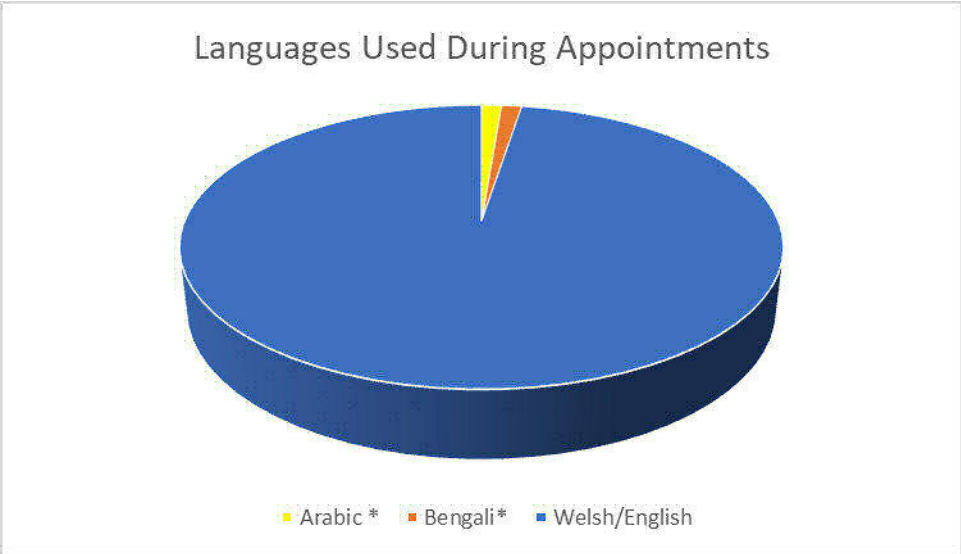
**With support from Citizens Advice Conwy the client was awarded £4940 PIP payments per annum and is now better able to manage her independent living. Delyth received a back payment of £8075**

The majority of initial appointments were face to face and the majority attended which supports the need for the service. Only 17 did not attend.

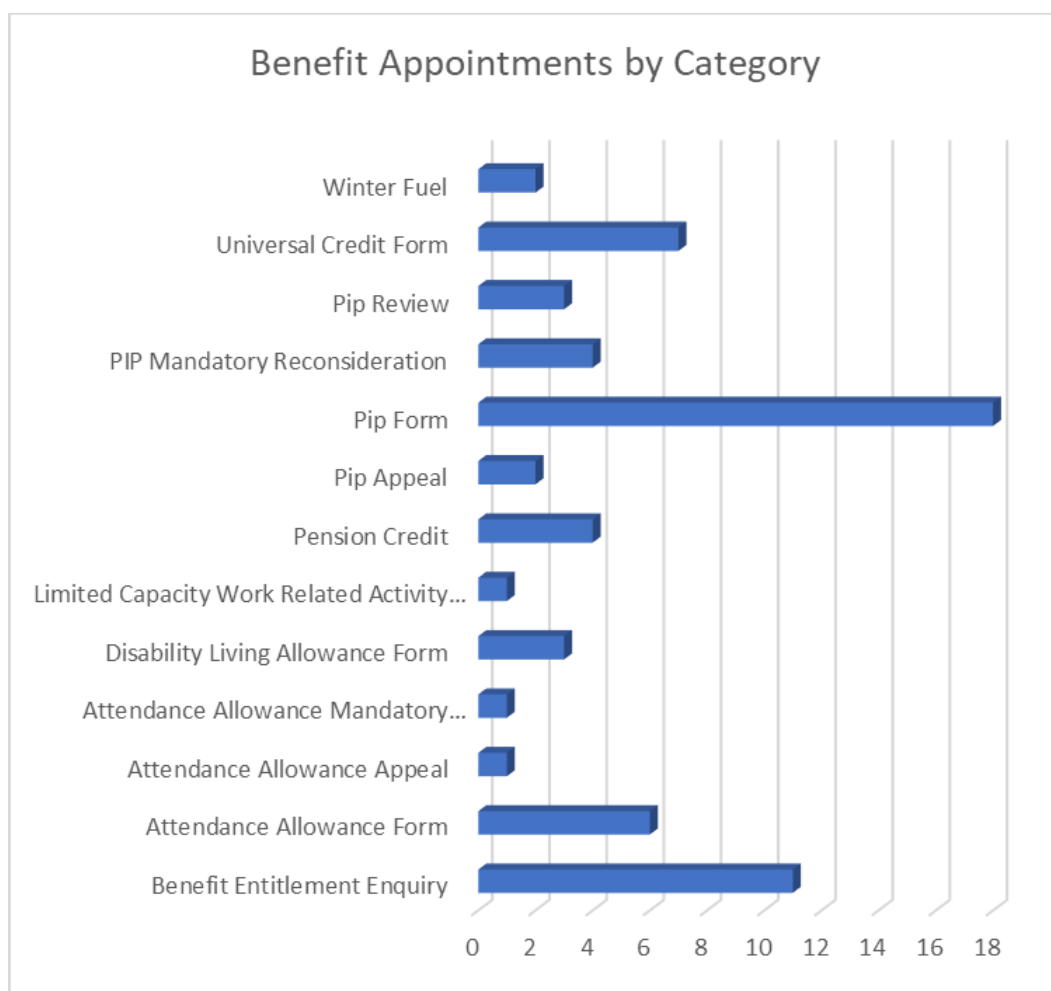




The majority of appointments were delivered in the medium of Welsh or English



The majority of appointments were initially held in relation to benefits. As the case study evidenced we have offered an ongoing service to all clients as required. Although clients attend with a presenting problem we will always explore the situation holistically.



63 of the 82 appointments booked were initially for benefits advice, 9 clients booked appointments for advice on multiple enquiry areas from the outset. 2 clients requested translation services.

Other enquiry areas included blue badge, bus pass, council tax reduction, care home fees, debts and budgeting, employment, housing and evictions and assistance with completion of court forms.

## Financial information

The £6000 grant contributed to the salary of a Generalist Adviser for 1 day per week for a period of 12 months.

Item of Expenditure	£
Salaries	5141.19
Management cost at 5%	257.06
<b>Sub Total</b>	<b>5398.25</b>
On costs towards running the service including travel expenses	601.75
<b>Total</b>	<b>6000.00</b>

The £6000 funding received from the Bay of Colwyn Town Council during 2022/2023 enabled Citizens Advice Conwy to allocate a dedicated Generalist Adviser for 1 day per week for a period of 12 months. The demand for the service was high and as previously reported the complexity of client situations meant that Citizens Advice Conwy was unable to provide straight forward 1 off interventions. This project therefore did not achieve full cost recovery but was supported by other funding streams enabling a holistic approach.

Citizens Advice Conwy would like to take this opportunity to thank the Bay of Colwyn Town Council for their continued support as we continue to work in partnership to deliver a much needed service for the residents of Colwyn Bay.

**Dawn Green**  
**Chief Executive**  
**October 2023**

# **Free, confidential advice. Whoever you are.**

We help people overcome their problems and campaign on big issues when their voices need to be heard.

We value diversity, champion equality, and challenge discrimination and harassment.

We're here for everyone.



## **Bay of Colwyn Town Council: Large Grant Project Report**

**Project dates: April 2022 to September 2022.**

**Grant funding received: £3900.**

Following on from the very generous grant awarded in April 2021 and the underwriting of key operational costs in the wake of the Covid-19 in the first part of that financial year, Coast Community Radio and Media CIC (trading as Bayside Radio) subsequently applied for a second large grant to contribute towards the predicted transmission fees between April and September 2022.

Thanks to the continued generosity of the Bay of Colwyn Town Council a grant of £3900 was awarded, making a significant contribution towards the on-going provision of the Bayside Radio service and the associated transmission costs. Along with match and additional funding from the Postcode Lottery and the Voluntary Services Recovery Fund, the station was able to sustain itself for a significant period of time, enabling it to secure further longer-term funding through advertising and sponsorship. This would not have been possible without the initial assistance that was made available.

During this time, and whilst the Bay of Colwyn was beginning its initial steps towards recovery post Covid, the financial support enabled Bayside volunteers to further build on the good work that had been done previously through social action programming and support of the third sector organisations reaching out to recruit volunteers and service users. Indeed, as the station became increasingly known, Bayside began receiving financial support from Conwy County Borough Council for the broadcast of a training and employment jobs feature and some public service advertising was booked on the station to support local issues such as safety at sea (in the wake of the Nicola Faith tragedy) as well as other Wales wide advertising campaigns.

As the station grew, there was also a positive impact on the number of volunteers who wished to be involved and today we see 23 active volunteers and a number of casual volunteers which assist us on an ad-hoc basis when there are key projects to participate in. Furthermore, Bayside provides an excellent environment to encourage wellbeing and positive mental health through recreation and companionship as well as the attainment of work based and personal skills promoting learning, confidence building and resilience. This has enabled us to work closely with many partner organisations sharing similar values and supporting the community. For example, Bayside is the on-going broadcast and production partner for Tape Music and Film's weekly Wellbeing Podcast and is working increasingly closely with CVSC, Coleg Llandrillo and Amdani! Conwy in the recruitment and deployment of volunteers both inside Bayside Radio and out in the wider community.

The local news provision has significantly increased on-air and on the website as the station has become more well-known and as local organisations, agencies and press organisations include the station in the distribution of their briefings. This has enabled Bayside to provide an even better community radio service as local organisations such as St. David's Hospice, Ty



Gobaith, CAIS, Porters, Together for Colwyn Bay have become very proactive at involving Bayside in projects and using the platform to promote their causes and fundraising.

Bayside are in receipt of testimonials from organisations such as St. David's Hospice and the Conwy Employment Hub which state that Bayside is noted as making a measurable contribution to the effectiveness of their campaigns and social action messaging. This has been very pleasing to witness and is the result of the support that has continued to be made to the station.

Ultimately the beneficiaries of Bayside Radio continue to be the 31,000 people who live within the key transmission area of the station. Our key commitments continue to be providing companionship, information and entertainment to those who may be socially isolated and advice, support and assistance to those who are economically disadvantaged in key local wards.

Furthermore, the station aims to champion the best that the Bay and the wider Conwy area has to offer, promoting events such as Access all Eirias, local sports and community activities. Our objective is to reflect the areas positive to local people and to those from outside the vicinity in a bid to encourage further economic activity and promote a sense of increasing confidence and local pride.

Please do not hesitate to contact me if the Town Council requires any further information or clarification. Once again, we thank the Finance Committee and the wider Bay of Colwyn Council for all their support and on-going encouragement. It is appreciated and valued by all our volunteer team.

Simon Wynne  
Content and Operations Director (Volunteer)  
07811 327898  
[simon@coastcommunity.co.uk](mailto:simon@coastcommunity.co.uk)

**To:** Colwyn Info[info@colwyn-tc.gov.uk]; Bay of Colwyn Town Council[admin@colwyn-tc.gov.uk]  
**From:** Cllr Chris Hughes  
**Sent:** Mon 23/10/2023 11:07:34 AM  
**Importance:** Normal  
**Subject:** Large Grant Award.

Bay of Colwyn Town Council,

I am writing on behalf of the Colwyn Bay Conservation and Environment Federation to express our gratitude for the grant of £5000 that was used to support Eirias Bowling Club. The grant has been used to purchase new seating, gazebos, and supply and install new perimeter shelters.

We are extremely grateful for the support provided by the Bay of Colwyn Town Council. The grant has enabled us to make significant improvements to the facilities at Eirias Bowling Club, which will benefit the local community for many years to come.

We would also like to acknowledge that the work this grant has funded aligns with the **Well-being of Future Generations (Wales) Act 2015**. The grant has helped towards the social, environmental, and cultural well-being of Wales. By supporting Eirias Bowling Club, you have contributed to the well-being goals of a resilient Wales, a healthier Wales, a more equal Wales, a Wales of cohesive communities

Bowling has several positive effects on people's mental and physical wellbeing. It improves vascular health, promotes independence and functional mobility, enhances cognitive health, offers protective effects against physical activity-related illnesses, improves mood and social relationships. Your support for Eirias Bowling Club has not only contributed to the well-being goals of Wales but also helped improve the health and wellbeing of Club members.

Once again, thank you for your generosity and support.

Sincerely,

Chris Hughes

On behalf of Colwyn Bay Conservation and Environment Federation.

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Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg fel ei gilydd. Ni fydd gohebiaeth yn yr un iaith na'r llall yn arwain at unrhyw oedi.

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The Kind Bay Initiative  
Monitoring Report for Large Grant – Colwyn Bay Town Council  
Grant Applied for 26/6/2022

**Total grant applied for £2000**

1 - Money towards electric costs £780

2 - Money towards the 6k yearly rental for KBI Support Hub £1220

Monies received 27/9/2022

**Intended outcomes**

1 – ‘To contribute towards our electric costs that are at present £15 per cooking session and is due to increase exponentially by the end of 2022. £780

- Our electric costs for 22/23 were £2080
- Other than the rental, electricity and food stuffs are our biggest cost and will continue to be so due to the nature of our initiative and the impact of the cost of living crisis .

Some of our statistics are –

Over a 12 month period of February 2022 to February 2023 we supported –

- 2001 attendees with hot food
- 1812 with COOP foodshare
- 269 with emergency clothing
- 267 with mental and emotional support
- 67 with housing and benefits signposting
- 31 people attended the MIND drop in that started later in the year
- 26 people attended the NACRO and CCBC drops ins, that also started later in the year
- Fridays warm hubs/ chess clubs have been running since January 2023

Comparison of need –

January 2022 – 152 attendees came for food and support – compared to

January 2023 – 202 attendees came for food and support

February 2022 – 107 attendees came for food and support compared to

February 2023 - 246 attendees came for food and support

Our numbers have now increased to an average of 300 – 350 a month now accessing our range of services and it is still increasing!

2. Money towards our yearly rental of 6k per annum –

We used the £1220 payment as part of our £3k twice yearly payment to SJ HUGHES & JD WILLIAMS

On 31/10/2022

**The Benefit Advice Shop**  
**Bay of Colwyn Town Council**  
**6<sup>th</sup> Month Report for Grant Funding**  
**1<sup>st</sup> April 2023 to 30<sup>th</sup> September 2023**

We have seen a range of enquiries in the last six months and a lot of follow up work has been required on a number of cases such as letters to the Department for Work and Pensions. This work has involved looking at outcomes and challenging decisions with appeals and representation at Appeal Tribunal Hearings.

We have assisted 95 people with 139 enquiries from the Bay of Colwyn area.

The benefit enquiries are as follows:

Universal Credit	32
Employment and Support Allowance	8
Housing Benefit and Council Tax	16
Attendance Allowance	13
Personal Independence Payment	41
Total	139
Number of Appeals	22

We obtained £215,424.00 in income and benefit gains for the people of the Bay of Colwyn area.

We work closely with a range of outside organisations and receive referrals from them to assist their service users such as CAIS, the Substance Misuse Service, mental health organisations, and Ty Noddfa Hostel.

Networking and working with other organisations and agencies is extremely important for us and the people we assist.