

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE COMMITTEE ROOM, TOWN HALL, COLWYN BAY AND REMOTELY, VIA ZOOM, AT 6.30 PM ON WEDNESDAY 15TH NOVEMBER 2023

PRESENT: Chair, Cllr H Fleet (Mayor)
Cllrs: J Nuttall, G Wynne, L Wilkins, C Hughes

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

ABSENT: Cllrs: A Khan, D Jones, D Carr, N Coverley, S Price, S McAllister, R Owen (Deputy Mayor)

205/23Welcome and Apologies for Absence: Members were welcomed to the meeting. Apologies for absence were received from Cllrs: A Khan, S Price, D Carr, N Coverley, S McAllister, D Jones, R Owen.

206/23Declarations of Interest:

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

207/23Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 27th September 2023.

208/23Matters Arising from Previous Meetings:

- (a) Min 158/23(a) – CCBC Budget: Members noted that an update on any additional ‘asks’ for town and community councils for 2024/25 is still awaited and information will be shared with members once received.
- (b) Min.158/23(c) – UKSPF Community regeneration Key Fund: The Clerk gave a brief verbal update following a meeting with Conwy UKSPF officer(s) on 7th November to discuss the shortlisted projects/applications. Members noted the maximum available per Town/Community Council application was £10,000. The three potential projects are: the beach accessibility project, heritage tourism (events funding) and Min-y-Don park improvements. It was noted a separate application had already been submitted for Min-y-Don park improvements.

Resolved to instruct the Clerk to continue with the discussions and a potential application for the beach accessibility project, as first priority, followed by the heritage/tourism project (events funding).

209/23Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 30th September and from 1st to 31st October 2023 as detailed in ‘Schedule A’ attached.***
- (b) ***Resolved to authorise the Chair and Clerk to carry out the checking/authenticating of the bank reconciliation(s) as at 31st October 2023.***
- (c) ***Resolved 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***
 - (iii) ***PSDF Factsheet 31/10/23***

- (d) Members considered the following invoices in connection with the cancelled bonfire event:
- (i) Absolute Sound and Lighting – reimbursement for hire of generator. It was noted that the hirer had not charged for cancellation of the generator, so no costs had been incurred.
 - (ii) **Get Set Go Events –**
Resolved to authorise payment of the 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 requested). Members noted the email submitted, which suggested a total loss of £660 had been incurred.
Resolved to delegate to Chair and Clerk to seek clarification of the actual loss incurred and reimburse in full, up to £660.
 - (iv) **Arona Group – resolved to reimburse the cost of the advanced event signage (£633.96)**
 - (v) CSM Security – It was noted that no further response had been received and it was therefore presumed that no financial loss had been incurred, as a result of the event cancellation.
- (e) **Members noted the Income/Expenditure report for the 6 months to 30/9/23.**
- (f) **Colwyn in Bloom:**
- (i) Members noted a Britain in Bloom Finalist nomination for 2024 had been received and were asked to consider an increased budget for 2024/25 to cover the additional costs involved.
Resolved to recommend a budget increase of £2k, to be checked/approved by the Colwyn in Bloom committee prior to the Full Council meeting in January.
 - (ii) Members noted that the Project Enquiry submitted to the Heritage Lottery Fund for the Douglas Road Community Garden project has met with approval and work will now commence on the full application (to be submitted by 12th December).

210/23UK/Welsh Government:

- (a) Members noted an invite to a free webinar with representatives from the IRPW, to be held on 27th November. The full details will be shared by email with all members.

211/23Conwy County Borough Council:

- (a) Members noted the CCTV annual report for 2022/23. It was reported that the police commissioner had also offered to come and speak to Town and Community Councils.
Resolved to approve the payment of £11,880 for CCTV maintenance, which had been included in the budget for 2023/24.
Further resolved to recommend that the police commissioner is invited to speak at a future Council meeting.

212/23Digital Screens:

- (a) The Clerk gave a brief verbal update regarding problems with the Colwyn Bay town centre screen. Members noted the screen has hardware issues and has not shown any content for over a month now. A quote had been sought from Route Media who had originally installed the digital screens. The screen was no longer within the 2-year warranty, and a charge of £400 had been quoted for a call-out and assessment.
Resolved to delegate to the Chair and Clerk to consider options/seek further quotes and arrange a site visit up to the cost of £400.
- (b) The Clerk gave a brief verbal update about some recent data connection issues, which are not affecting content updates on the other screens, but are being monitored.
- (c) Members were asked 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.
Resolved to defer consideration of this item to the Council meeting on 4th December, due to a personal interest declared by Cllr C Hughes, which would make the meeting inquorate.
- (d) Members received and noted advice from One Voice Wales in respect of the type of legal agreement that would be required to transfer responsibility.
- (e) Members received and noted SLCC Legal Advice, which included a set of words to create a new agreement on a legal footing.
Resolved to submit the draft wording to the Council meeting for consideration.

213/23 Local Members Ward Allowances:

- (a) ***Resolved to approve £350 ward allowance from Cllr J Higgins towards improvements to Min Y Don park partly funded by local town councillors, grant aid from the shared prosperity fund and to be overseen by the Old Colwyn Environment Federation.***

214/23 Staff / Training:

- (a) ***Resolved to approve the attendance of one staff member per year (on a rolling programme) to complete the emergency first aid at work course, offered by the British Red Cross, at a cost of £165 p.a. (to be added to the Council's annual training plan).***
- (b) Members noted the recently approved NJC Salary Agreement for 2023/24.
Resolved to note the new contractual salaries and approve payment of backpay due (from 1st April 2023).

215/23 Grants:

(a) Small Grants:

- (i) ***Resolved to recommend for approval £500 to FoodShare North Wales, application 'I', as detailed in 'Schedule B' attached and to request feedback on the number of meals provided for residents of the Colwyn Bay area and arrange a visit to new premises.***
- (ii) ***Resolved to recommend for approval £300 to Porth Eirias Runner's Club, application 'H', as detailed in 'Schedule B' attached.***

(b) Events Grants:

- (i) Member's noted the summary of events grants for 2022/23 as detailed in 'Schedule C' attached and the final reports/evaluation form from TAPE Music and Film.
- (ii) ***Resolved to approve 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) Members received several brief updates from Phil Batty (Theatr Colwyn) on the community film screenings and noted the intention to seek funding to continue these in 2024.

(c) **Large Grants:** Members noted the summary of large grants for 2022/23, and received reports from:

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

(d) **Large Grants 2023/24** – Members received a part-year report from the Benefit Advice Shop. It was noted the organisation was working well from its new base in premises on Station Road and it now has more drop-in sessions. Other staff at the premises are also able to provide some basic information and make appointments/signpost people.

The Meeting closed at 7.30pm.

..... Chairman

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		

Summary of Small Grant Applications for 2023/24

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Purpose of Grant:	Exp Powers:	S137 or GPOC Total	Date Paid
A Old Colwyn Residents Associator	£500		500	TO CELEBRATE THE CENTENARY- AN EVENT IN THE SURE HOPE CHURCH	GPOC		9.6.23
B Conwy Mind	£500		500	Fund raising event called mental Elf.	GPOC		9.6.23
<u>To be considered 28/06/23</u>							
C Min-y-Don	£350		£350.00	Maintenance and repair costs for the bowling green			28.7.23
D Xtra - Bayside Radio	£450		£450.00	The grant provides support of the volunteering function at Bayside Radio which effectively provides content and programming serving an area of 31,000 people in the immediate locality.			28.7.23
E Xtra - Rhos on Sea Rotary	£166		£165.83	Re-imbursement of cost for refurbishing the benches at Rhos Park.			28.7.23
F Xtra - Centenary Trail Phase 1.	£500		£500.00	The 2.5k Centenary trail seeks to provide both a strenuous trail for the more physically active, alongside a 2k easy access route suitable for parents with prams and push chairs, the less able and those using wheelchairs and disabled buggies.			28.7.23
<u>To be considered 27/09/2023</u>							
G Nwami	£500		£500.00	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. <i>Request date to avoid clash with Tree of Lights and request poster</i>			
<u>To be considered 15/11/23</u>							
H Porth Eirias Runners Club	£300			<i>An extra leader and purchasing Hi-Viz for safety purposes for the Dark nights over the Autumn and Winter season.</i>			
I FoodShare North Wales	£1,750			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)
A	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	Absolute Sound and Lighting	BayFest Live Music Events	30th April - 2nd May 2022	£ 5,000.00	£ 7,225.00
C	Colwyn Bay Cricket Club	Glamorgan CC Match	August 2022	£ 5,000.00	£5,000 - 11,000
D	Uke a Bay	Uke a Bay Festival	12-14th August 2022	£3,600.00	
E	Queen's Platinum Jubilee	Platinum Jubilee Beacon Trail	30th April - 12th June 2022	£499.00	
F	TAPE	Luminaire	December 2022 - January 2023	£5,000.00	
<u>Considered 30.03.22</u>					
G	St Davids Hospice	Christmas Film Night	Friday 2nd December 2022	£500.00	£538.00
H	Platinum Jubilee Grants	(see separate summary)			
<u>Considered 24.8.22 (ratified 5.9.22)</u>					
I	Together for Colwyn Bay	The Big Picnic Event	Saturday 20th August 2022	£2,077.00	£6,177.00
				£59,599.00	

Budget = £35,000

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	£5,000.00	28/04/2022	8.6.22
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Event cancelled

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

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