

MINUTES OF A HYBRID MEETING OF THE BAY OF COLWYN TOWN COUNCIL HELD IN THE COMMITTEE ROOM, TOWN HALL, AND ONLINE (VIA ZOOM) AT 6.30^{PM} ON MONDAY 4TH DECEMBER 2023

PRESENT: The Mayor, Cllr H Fleet (Chair)
Cllrs: P Ashe, C Bell, C Brockley, D Carr, J Clayton, J Higgins, C Hughes, P Hughes, S McAllister, T Maclean, C Matthews, R Owen, D Wilkins, L Wilkins and G Wynne

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

ABSENT: Cllrs: L Kennedy, S Price and L Williams

226/23 Welcome and Apologies for Absence:

The Chair welcomed members to the meeting. Cllr Phillip Ashe was welcomed to his first meeting, after his recent election to Dinarth Ward. Apologies for absence were received from Cllrs N Coverley, D Jones, A Khan and J Nuttall.

227/23 Announcements:

- (a) The Mayor gave a brief report on the engagements she had attended since the last Council meeting, which included: Penmaenmawr Civic Service; Remembrance Sunday which despite awful weather had been very well attended and the Mayor thanked all the volunteer stewards who had helped on the day, a short remembrance service at Llanellian Cemetery and the Mayor commented on the wonderful handmade display, the Blind Veterans had also invited the Mayor to have a tour of their premises and attend a Remembrance Coffee Morning, Conwy Sports Awards, the Mayor commented on all the home grown talent on display, the Mayor had officially switched the Tree of Lights on this year on the Cayley Promenade and congratulated Rhos Rotary on organising the event for 25 years and as well as raising money for St David's Hospice also bringing so much comfort to people at this time of year, who have lost loved ones.
- (b) The Mayor reminded members of the Code of Conduct particularly the need to show respect and to direct all contributions through the Chair rather than directly to other members. The Mayor reminded members about the care needed when using social media and also sharing information on social media. The Mayor encouraged all members to attend the Code of Conduct training in January. The Clerk had sent the link to all members.

228/23 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr C Hughes, as a director of T4C Bay, declared an interest in item 6(i)(ii) – Town Centre Digital Screens and left the meeting whilst this item was being debated.

229/23 Visitors to the Council:

- (a) County Councillor Reports: No County Councillors present wished to make a report.
- (b) No members of the public were present.
- (c) It was noted that Darren Millar (MS) will be attending the next meeting to be held on 22nd

January 2024.

230/23 Minutes

(a) Resolved to receive, approve and sign, as a correct record, the minutes of:

- (i) The last ordinary meeting of the Council, held on 23rd October 2023.**
- (ii) The Special Meeting of the Council, held on 31st October 2023, subject to an addition to the text under Min 193/23(b), which was proposed, seconded and approved by a majority of the members present at that meeting.**

(b) Resolved to receive and note the minutes of the following meetings:

- (i) The General Purpose & Planning Committee, held on 31st October and 21st November 2023.**
- (ii) The Policy & Finance Committee, held on 15th November 2023.**

231/23 Matters Arising from Those Minutes:

(a) Min. 183/23(a) & 193/23 – Council Vacancies

- (i) Members received notification of the outcome of the recent election in Dinarth ward and noted the appointment of Cllr P Ashe to fill the vacancy on the Policy & Finance Committee.**
- (ii) Members noted the proposed timetable for the requested by-election in Rhos ward and the Clerk asked members to consider the need for poll cards. The Clerk submitted information on the estimated costs and explained the reasons for poll cards, as these made residents aware that a by-election was taking place and turnout is usually very low without them.**

Resolved to note the estimated costs and approve a request for poll cards for the by-election in Rhos ward.

(b) Min. 183/23(b) – Appointments to Outside Bodies:

- (i) The Clerk asked members to consider representing the Town Council on the six themed working groups for the emerging themes/workstreams in the draft Place Plan. Members nominated themselves to the following groups:**

- (1) Housing – Cllrs D Carr, J Clayton, P Hughes and G Wynne**
- (2) Culture, Heritage and Tourism – P Ashe, C Hughes and G Wynne**
- (3) Facilities, Assets, Health and Wellbeing – H Fleet, R Owen and L Wilkins**
- (4) Getting Around – J Clayton, J Higgins and P Hughes**
- (5) Green Colwyn – H Fleet, L Wilkins and D Wilkins**
- (6) Business, Retail and Learning – P Ashe, C Hughes and T Maclean**

Resolved to send an email to all members not at the meeting to ask for any further nominations on the 6 themed working groups (replies needed by end of December at latest, for invites to be forwarded in the New Year).

- (ii) Resolved to defer consideration of any remaining vacancies until the Rhos Ward vacancy has been filled.**

(c) Min. 183/23(c) – Douglas Road Community Garden Project: Members noted that the initial project enquiry had been accepted and work is progressing on a full application. Information is still needed, prior to submission, including a letter from Conwy CBC Estates to confirm its agreement for use of the land for a minimum five year period (by formal license/lease). Some letters of support and quotes for works are also still awaited.

(d) Min.183/23(b) – Transforming Towns Placemaking Grant:

- (i) Members noted that the funding application submitted to provide additional consultancy support from Planning Aid Wales and additional administrative support from the Town Council (7hrs per week) for the period November 2023 to March 2024 was successful (written grant offer letter awaited) and noted the terms of the grant.
 - (ii) ***Resolved to authorise payment of an invoice for £4,000 to Planning Aid Wales, in final payment for the first phase of consultancy on the Place Plan.***
- (e) Min. 183/23(h) & 208/23(b)- UKSPF Community Regeneration Key Fund: The Clerk gave a verbal update, following recent conversations with Conwy CBC grant funding officers and Matthew Forbes, the CCBC Harbour Master. The Harbourmaster is supportive in principle but asked for clarification on the following points:
- The size of the roller for storage purposes and where it will be stored – he suggested that the Town Council may need to purchase a storage/housing unit for the promenade.
- Deployment: how easy it is to take up and replace in the event of beach profiling works or bad weather and how many people would be needed for deployment.
- Can it stay for the whole summer period, subject to occasional removal for the above?
- Where would the two mats be used: suggested locations (1) Pedestrian ramp just west of Porth Eirias or the slipway closer to the Pier (2) former Aberhod slipway or Rhos Harbour/beach area.
- Once the Dog Orders consultation has been completed, it was suggested that the locations are reviewed with the aim of having one on the dog-friendly part and one on the dog-free part of the beach. It was noted that accessible toilets also need to be in the vicinity. The Clerk confirmed that she will make enquiries with other Mobi-mat users to clarify these points and report back to the Harbour Master, with a view to getting his written consent prior to the grant submission deadline.
- (f) Min. 183/23(k) – Christmas Events Budget:
- (i) ***Resolved to authorise payment of the invoice for £4,125 towards the Christmas grotto.***
 - (ii) Members noted that the Artisan Market Christmas event will take place on Saturday 9th December from 10am.
 - (iii) Members were asked to consider funding three prizes (£50, £25, £25) for the annual business Christmas window competition, formerly organised by Colwyn Bay Chamber of Trade. Cllrs C Brockley, J Higgins and R Owen had offered to use their ward allowance to fund the prizes.
- Resolved to approve the use of ward allowance from Cllrs Brockley, Higgins and Owen to fund the Christmas Window Prizes.***
- (g) Min. 171/23(d) & 220/23 – Public Space Protection Order – Dog Control Orders: The Clerk/Chair updated members on the debate that had taken place in the GPP meeting and the response that the members had submitted with regard to the consultation.
- Resolved to request that the Town Council is consulted on the content, prior to the launch of the next public consultation in respect of Old Colwyn / Colwyn Bay / Rhos on Sea beach.***
- (h) Min. 156/23(d) – Payments:
- (i) ***Resolved to ratify the larger payments (£5,000 plus) as detailed in the minutes, of £11,880 for the contribution to CCTV Maintenance costs for 2023/24.***
- (i) Min. 212/23 – Town Centre Digital Screens:
- (i) The Clerk updated the members and informed them that the fault with the screen on Sea View Road was now rectified with help from Conwy CBC Street lighting engineer. Members need to be aware of the £400 for any call-outs as the 2-year warranty had now

expired.

Resolved to request that the Clerk enquires if there is any extended warranty option.

- (ii) The Clerk gave a brief explanation regarding the situation with the Town Council not being able, for legal reasons, to allow businesses to advertise on the digital screens and asked members to consider transferring responsibility for the two Glyn ward screens to Together for Colwyn Bay, using a simple legal agreement provided by the SLCC. Cllr C Hughes offered to answer any questions that members may have before retiring from the meeting, as he had declared a personal/prejudicial interest. In answer to questions, the Clerk confirmed that the 4 screens can play individual playlists and Together for Colwyn Bay (due to funding restraints) can only take on the Glyn Ward Boards. Members wanted more clarification on charging costs, particularly for small businesses and the terms of the proposed lease.

Resolved to contact all members to ask for any questions and to forward the questions to Together for Colwyn Bay and then report back to the Council in due course.

- (j) Min 215/23(a) – Small Grants:

Resolved to ratify approval of the small grant(s) to applicants H & I, as detailed in Schedule 'B' to those minutes.

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

232/23 Welsh Government: To receive/consider the following correspondence:

- (a) Members noted current consultations which may be of interest/relevance to members.
 - (i) Consultation newsletter
- (b) Members noted information about Cymru Can and the launch of the Future Generations Commissioner's seven-year strategy.
- (c) Members noted the Letter from the Minister re: Asbestos regulations.

233/23 Conwy CBC:

- (a) The Clerk asked members to consider the list of 'asks' from Conwy CBC towards service delivery for 2024'25.
 - (i) Public Toilets –3 options had been provided for the 6 toilets in our area: Option(A) The Town Council pay 10% of the operating fees which comes to £7,710.00 and would be reviewed annually. Option (B) The Town Council pay for all the cleaning costs and Option (C) The toilets be transferred to the Town Council. A lengthy debate ensued regarding the condition of the toilets and it was suggested that there should be a 'spend to save' option, where Conwy CBC commits to seeking funding to bring the poorer facilities (Dingle, Combermere Gardens and Paddling Pool) up to a standard whereby a small charge could be levied to help off-set costs. Members also expressed concern about the withdrawal of use of the facilities at Porth Eirias for the public, as the original intention, when that phase of the waterfront work was completed, had been to replace the outdated and poor standard Dingle facilities with the new, modern and accessible facilities within Porth Eirias.

Resolved that the Clerk respond to Conwy CBC to say that the Town Council doesn't accept any of the 3 options presented giving the reasons above.

- (ii) Playgrounds -

Resolved that the Clerk respond to Conwy CBC to confirm that the Council will continue to set aside a budget of £1,000 per playground towards capital works

(replacements/repairs to play equipment) with works to be agreed by the Playground Inspector and to be used for works which cannot be completed with the budget allocated by Conwy CBC for the Bay of Colwyn area playgrounds.

- (iii) Festive Lights – A proposal was submitted for charges for processing S178 applications for attachments to or for taking electrical supplies from Highway Equipment from 2024/25. For 41-70 attachments or equipment items, the charge would be £989.78. The Clerk reported that the new application form/process presented in September had not been accepted by the Town and Community Councils and it had been proposed that further meetings would take place to find a workable solution. The draft presented at that time stated that S178 license fees would apply 'per street'. This would not be acceptable to the Town Council.

Resolved that the Clerk respond to Conwy CBC to clarify that the fee is per application, to cover our whole scheme and also the details of what charges would apply for schemes in excess of 70 attachments.

- (iv) Bus Shelter Maintenance – The Clerk reported that our earmarked reserve for Bus Shelters currently stands at £13,000 and we contribute £250 per shelter, to help build up reserves for future replacements.

Resolved that the Clerk respond to Conwy CBC to confirm that the Town Council will continue to contribute £250 per bus shelter in the Town Council area (currently 24 shelters)

- (v) Community Skips – Member noted that the service is under review.

- (vi) CCTV – The contribution for each camera has not increased and is set at £360, however Conwy CBC are requesting a contribution towards the electricity costs at £60 per camera.

Resolved that the Clerk respond to Conwy CBC to confirm that the Council will budget for the increased contribution of £60 per camera giving a total contribution of £13,860 for the 2024'25 financial year.

- (vii) Other agreed Contributions -

Resolved that the Clerk respond to Conwy CBC to confirm the following budgets will be set aside for service contributions in 2024/25 financial year for:

Costs of operating Rhos Paddling Pool - £1809.91

Theatr Colwyn - £55,000

Theatr Colwyn Community Screenings and Gogs Festival - £10,000

Oriel Colwyn - £10,000

Prom Xtra - £10,000

- (b) Members noted that the Clerk will be working through the draft budget for 2024'25 over the coming weeks, for submission to the Policy & Finance Committee and Council meetings in January.

- (c) The Clerk submitted a copy of the notice to extend the West Promenade parking zone. Members noted the charges for summer and winter between 10am – 4pm. In the winter you could park for up to 2 hours at the cost of £2 but in the summer the cheapest option was 4 hours at £4.50.

Resolved to respond to request that a 1 hour/2-hour slot be available in the summer.

- (d) The Clerk submitted notes from an event to launch the new Destination Conwy strategy, held on 22/11/23, and a follow up contact from Ensemble Cymru which were noted by members.

- (e) The Clerk submitted an invitation to a 'Smart Towns' workshop to be held at 1pm – 3.30pm

on Monday 22nd January 2024 which was noted by members.

234/23 One Voice Wales / NALC / Society of Local Council Clerks:

- (a) Members noted the information about the new One Voice Wales Cost of Living Crisis Team.
- (b) Members noted the notes from the Clerk following the recent annual OVW/SLCC joint conference.
- (c) Members noted the presentation slides from the Independent Remuneration Panel for Wales.
- (d) Members noted the latest OVW news bulletin.

235/23 Climate and Nature Emergency:

- (a) The Chair gave a verbal report on the recent Climate Literacy training day. It had been an informative day and encouraged members who hadn't attended to consider attending the evening course, which if there was enough demand, the Clerk would run over 3 evenings. The Clerk also asked members to authorise payment of the fee of £70 (£10 per person) for accreditation/certificates after their attendance on the day course.
Resolved to authorise payment of the fee of £70 (£10 per person) for accreditation/certificates.
- (b) ***Resolved that the Clerk run another Climate Literacy Course (possibly over 3 nights) for any members who couldn't attend the day course. The Clerk will send an email to members who have expressed interest to seek to agree dates in the New year.***
- (c) The Clerk submitted a proposal from Cllr Tom Maclean and asked members to consider joining the growing number of local councils who have formally declared a climate nature emergency and developed an action plan to respond.
Resolved that the Bay of Colwyn Town Council formally declare a Climate and Nature Emergency and develop an action plan to respond.
- (d) ***Resolved to delegating the drafting of an action plan for 2024'25 to the Colwyn in Bloom Committee and/or the new 'Green Colwyn' Place Plan working group.***
Cllr C Brockley and Cllr S McAllister left at this juncture
- (e) Members noted an invite for representative(s) to attend a Net Zero North Wales Network Meeting on 14th December. The Clerk is hoping to attend dependant on her workload.
- (f) Members were asked to consider the request for support for the Climate and Ecology Bill, which had been deferred at the last meeting.
Resolved to support the motions as detailed in Schedule A attached, expressing support for the Climate and Ecology Bill.

236/23 Councillor Training: The Clerk submitted information on Cyber Ninjas – an online course provided free of charge for all elected members in Wales (available until March 2024), and it was noted that log-in details will be provided shortly for all members to complete the course (2 hours of online learning in bit-sized 10-15-minute modules).

237/23 Reports from Outside Bodies: To receive any reports from Members/Officers on meetings of outside bodies.

- (a) Place Plan Steering Group:
 - (i) The Clerk submitted the notes from the recent meeting which were noted by members.
 - (ii) The Clerk submitted the final pre-adoption version of the Place Plan and asked members

to note that the Steering Group's request for the Town Council to formally adopt the Place Plan will be on the agenda for the January meeting. The Plan will be published on the Council's website within the next 2 weeks.

(iii) Members noted that a bespoke training session for Town Councillors will be provided by Planning Aid Wales, funded by the Transforming Towns grant funding.

(b) CVSC Third Sector Conference – Members noted written reports from Cllrs T Maclean and J Higgins. The Chair thanked the members for submitting the reports.

(c) Members noted the minutes of the Bay of Colwyn Wellbeing Network meeting, held on 30/11/23.

(d) Colwyn Bay Youth Advocates meeting, held on 4/12/23. Cllr C Hughes had attended and would share the notes from the meeting.

238/23 Meeting Dates: Members noted the draft meeting dates for 2024'25 (for approval at the annual meeting in May).

239/23 Town Hall Maintenance:

(a) Resolved to ratify the replacement of an emergency light at a cost of £75.

(b) The Clerk updated the members on Town Hall outstanding works planned for 2024 which included:

Tower Repairs

Repairs to small window panes within several larger windows

Redecoration of black railings/gates at front and side of building

Repairs to sandstone (external) of large Committee Room window.

240/23 CONFIDENTIAL BUSINESS: *In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order 3(d), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.*

(a) Town Hall Repairs: The Clerk gave an update regarding the Town Hall scaffolding.

Resolved to authorise the Clerk to seek legal advice, following any recommendation(s) provided the Head of Legal Services at CCBC

The meeting closed at 9.25 pm.

..... Chairman