

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 10TH JANUARY 2024

PRESENT: Cllr H Fleet (Town Mayor), Chair
Cllrs: P Ashe, D Carr, C Hughes, D Jones, A Khan, S McAllister, J Nuttall, S Price, G Wynne, L Wilkins

OFFICERS: C Earley, Town Clerk and RFO

268/23 Welcome and Apologies for Absence:

Members were welcomed to the meeting. Apologies for absence were received from Cllrs: N Coverley and R Owen (Deputy Mayor).

269/23 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr S McAllister declared a personal (non-prejudicial) interest with regard to the small grant for Ysgol Bryn Elan.

270/23 Minutes:

- (a) ***Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 15th November 2023.***
- (b) ***Resolved to receive the draft minutes of the Staffing Committee meeting held on 5th January 2024.***

271/23 Matters Arising from Previous Meetings:

(a) Min 208/23(b) - UKSPF Community Regeneration Key Fund Beach Accessibility Project:

- (i) The Clerk gave a brief verbal update, asking members to note that the application deadline has been extended to end of January. The Clerk asked members to consider the need for match-funding of up to £3,100 to cover the cost of a tow bar, delivery costs and a possible storage container (if/when required). Members noted that a letter of support/agreement has been received from the Harbour Master's Office, CCBC, today and the application is now ready for submission.

Resolved to recommend approval of match funding up to £3,100, if required.

- (ii) Members noted that mixed feedback has been received from a number of coastal communities who have used either mobi-mat, or similar products, and noted details of a successful project by NRW at Newborough beach.

(b) Min 209/23(f)(ii) – Douglas Road Community Garden Project

- (i) Members noted that an application for £37,500 from the Heritage Lottery's Local Places for Nature fund was submitted in December and a decision is expected in February. If successful, this should cover all costs in respect of the new garden, up to March 2025.
- (ii) Members were asked to note that, if successful, CCBC has agreed to grant a lease of their part of the land to the Town Council for a minimum five-year period and ERF/Biodiversity/LPFN Officers have also confirmed and offered

their support. The Clerk was thanked for her time and effort on this project.

272/23 Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 30th November and from 1st to 31st December 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 December 2023.***
- (c) ***Resolved to receive the following correspondence from CCLA:***
 - (i) ***PSDF November Factsheet***
 - (ii) ***An email regarding a minor adjustment following migration to a new system***
 - (iii) ***Presentation slides from a recent online event attended by the Clerk***
 - (iv) ***The PSDF statement, as at 31.12.23 (tabled)***
- (d) The Clerk submitted correspondence from Rialtas, our finance software provider, and members noted the new scale of license fees for 2024.
- (e) Members received and noted the Income/Expenditure report for the 9 months to 31/12/23 and the Clerk gave a brief verbal report, explaining that some budget headings may look as though they will be overspent, however, some of the funds are coming from earmarked reserves (e.g. play equipment) and there will be some year-end adjustments (e.g. insurance pre-payment).
- (f) Draft Annual Budget/Estimates 2024/25:
 - (i) The Clerk submitted a written report and asked members to consider the draft budget (v1) for 2024/25, which had been based on a modest 3% increase in the precept (as agreed during the 2023/24 budget discussions last year).
Resolved to ask the Clerk to prepare an alternative option, based on a NIL increase in precept, for consideration by the Council on 22nd January.
 - (ii) The Clerk submitted a report on Earmarked Reserves and asked members to consider any additional transfers required prior to year-end.
Resolved to recommend that the year-end transfers to earmarked reserves be approved, as per the Clerks recommendations and detailed in Schedule 'B' attached.
- (g) The Clerk submitted the statement of expenses relating to the election in Dinarth Ward and asked members to ratify payment of the invoice.
Resolved to ratify payment of the invoice in relation to election expenses for Dinarth ward.

273/23 UK/Welsh Government: It was noted that no correspondence had been received for discussion.

274/23 Conwy County Borough Council:

- (a) Play Equipment:
 - (i) An update on the play equipment budget/spend for 2023/24 was noted by members and members considered the additional delivery costs of £178 for the sensory play equipment.
Resolved to ratify the additional delivery costs of £178 for the sensory play equipment.
 - (ii) Members were asked to consider a request that one of the two finger mazes

be located in Min y Don and the other in Lower Eirias playground.

Resolved to recommend approval of the request that one of the finger mazes be located in Min y Don and the other in Lower Eirias playground.

(iii) The Clerk tabled an invoice of £34,200 for the supply and installation of new play equipment in Min-y-Don and Bryn Cadno play areas.

Resolved to authorise payment of the invoice (subject to ratification by full Council).

(b) Members were asked to note that the next Town and Community Council forum meeting will take place on Weds 7th February and an update on the current budget position and request made for support from Town & Community Councils is expected to be presented. The Clerk reported that responses from other Town Councils had been mixed, with approximately half having now agreed to sponsor their public conveniences, to prevent their closure. This could result in pressure on other local councils, such as ours. As far as the Clerk was aware, no Town Councils have agreed to take over the running of their Public Conveniences.

275/23 Colwyn Logo:

The Clerk submitted a request from Denbighshire Art Society who were asking to use the Colwyn Branding logo alongside their own, to help remove confusion about their location.

Resolved to approve the request to use the 'Colwyn' Logo as the aim of the brand is for it to be widely used/shared across the town.

276/23 Local Members Ward Allowances:

(a) The Clerk submitted the updated summary of ward allowances for 2023/24 and reminded members that a maximum of £300 can be carried forward to the new financial year.

(b) The Clerk submitted a request from Cllr J Nuttall for an increased contribution of £450 towards Rhos on Sea MUGA lighting (£300 had previously been approved).

Resolved to approve the increased contribution of £450 for this project.

277/23 Staff / Training:

(a) Members noted the decisions made by the Staffing Sub-Committee meeting, held on 5th January, as detailed in those minutes.

(b) ***Resolved to recommend approval of the staff salary budget for 2024/25 and the Staff and Councillor Training Plan 2024/25, as detailed in those minutes.***

278/23 Grants: Members were asked to note that a further meeting will be convened at 6:30pm on Wednesday 17th January, if it is not possible to consider all of the Grants items at this meeting (due to time restraints in Standing Orders).

(a) **Wellbeing Grants 2023/24:** Members noted the draft terms and conditions for the new Wellbeing Grants and noted the intention to set up a Wellbeing Grants panel to review applications prior to submission to the Town Council for approval. It was queried whether, given that the Council has recently declared a climate and nature emergency, all grant applicants should be required to confirm that they have adopted a suitable environmental policy and/or confirm the actions they

have/will take to ensure their project is sustainable and will not have a negative impact on the climate or local nature and biodiversity.

Resolved to recommend to Council that the Wellbeing Grant terms and conditions be approved, subject to the above addition.

Further resolved to recommend that the Environmental question be included in all future grant application forms (small grants, youth grants, event grants, large grants etc).

(b) **Thank you letter(s):** Members noted the receipt of a letter of thanks from St Johns Ambulance.

(c) **Small Grants 2023/24** – Members were asked to consider the small grant application(s) for Q3, as detailed in the summary enclosed.

Resolved to recommend approval of the small grants as detailed in Schedule C attached.

(d) **Events Grants**

(i) Beach of Dreams 2025–

1. The Clerk submitted confirmation of membership to the new Beach of Dreams 2025 network and gave a brief verbal report, following the first meeting, which was held on 8th January. It was noted that the lead organisation, Kinetika, have been successful with an expression of interest and are now applying for funding for a ‘nationally significant’ project for Beach of Dreams. If successful, the funds will cover the cost of digital production (website etc) in the lead up to the national event in May 2025, plus eight artist residencies during the summer of 2024, five of which will take place in England and one each in Wales, Scotland and Ireland. Due to early involvement/sign-up to the project, the Bay of Colwyn has been selected as the preferred partner for the Wales event/activity. However, there is a very short deadline for submission of the full application (next week!) and a formal acceptance, plus a commitment to provide some match-funding, is required.

Resolved to accept the invite to be a partner in the 2024 artist residency/ commission and to commit to provide £5,000 funding from the Events Grant budget for 2024’25, on the condition that local artist(s)/creative(s) are involved, so that skills and experience can be gained to assist with future events/projects.

2. Next Steps: The Clerk tabled a document details the next steps and including the partnership contract terms. This was noted by members. It was noted that meetings will continue with partners across Conwy County in the lead-up to the nationwide event in May 2025.

(ii) **Artisan Markets 2023** – The Clerk submitted a final report on the Artisan Market events grant expenditure for 2023 and asked members to consider a request to retain some of the funding received for the Christmas Event (which had to be cancelled at late notice due to a severe weather forecast), to cover out-of-pocket expenses incurred.

Resolved to recommend approval of the request to retain some of the funding received for the Christmas Event to cover out-of-pocket expenses due to the late cancellation of the event (due to adverse weather) and to request that the balance of £618.16 be returned.

(iii) **Events Grants:**

1. Members were asked to consider the Events grant applications received for 2024/25, as detailed in Schedule D attached, and provisionally agree the Events Grant budget requirement for the annual estimates.

Resolved to recommend approval of applications A, B and C, as detailed in Schedule 'D' attached.

- Cllr C Hughes declared a personal and prejudicial interest in respect of applications C and D and retired from the meeting during consideration of these.

During the consideration of application D, the Clerk informed members that the Prom Xtra event for 2025 was now in doubt, as the funding request for events for 2024/25 submitted by the CCBC Events team had been declined, due to budget pressures. It was therefore agreed to consider the request for additional funding, tabled by the Clerk on behalf of the CCBC events team, before returning to application D.

- Cllr C Hughes returned to the meeting at this juncture.

2. Prom Xtra: Members were asked to consider a request for an additional £5,000 of funding, to enable the event planned for May 2025 to proceed. It was noted that the event would not be able to go ahead without this additional support. One Member queried whether Together for Colwyn Bay had the capacity/expertise and resources to be able to run both events, given that they are in the same location and over the same weekend.

Resolved to recommend that an additional £5,000 be approved, from the Events Budget for 2024/25, to ensure that Prom Xtra can go ahead.

Further resolved to defer consideration of application D to enable additional information to be sought about the relationship and cost sharing opportunities between the two events and to clarify exactly what support is required, given that T4CB has been successful in obtaining event funding from other sources (UKSPF?).

279/23 Large Grants 2024/25— Due to the time, it was

Resolved to defer the consideration of the Large grant applications received for 2024/25 to the next meeting, to be held on 17th January 2024.

The Meeting closed at approx. 9.30pm.

..... Chair

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2023	Petty Cash Imprest	005565	94.37	35/23	various
03/11/2023	Conwy County Borough Council	FP	736.00	36/23	NNDR TH
03/11/2023	Conwy County Borough Council	FP	65,000.00	36/23	Theatr /Oriell Colwyn
03/11/2023	C Hemmings	FP	500.00	36/23	Inc Ed reimbursement
03/11/2023	Clira	FP	198.00	36/23	Water Monitoring
03/11/2023	S & L Industrial Cleaners	FP	180.00	36/23	Cleaning
03/11/2023	Cais	FP	62.40	36/23	Catering for Meeting
03/11/2023	British Gas	DD	791.49	39/23	Elec Rhiw Road
06/11/2023	Barclaycard	DD	239.30	39/23	Various
09/11/2023	I P Williams	FP	570.12	37/23	Translations
09/11/2023	Microshade Business Consultant	FP	217.26	37/23	IT Services
09/11/2023	The Artisan Market Co	FP	850.00	37/23	Xams Event
10/11/2023	Opus Energy	DD	381.30	39/23	Gas RA/TH/RR
15/11/2023	Employees	FP	8,102.65	37/23	Salary November
15/11/2023	HMRC	FP	3,473.74	37/23	paye & ni
15/11/2023	Gwynedd Council	FP	2,835.53	37/23	Nov Contributions
16/11/2023	British Gas	DD	30.11	39/23	Feeder Pillars
17/11/2023	Arona Group	FP	1,879.46	38/23	Bonfire Signs
17/11/2023	Cllr Maclean	FP	208.00	38/23	WFH Payments
17/11/2023	Cllr R Owen	FP	208.00	38/23	WFH Payments
17/11/2023	Microshade Business Consultant	FP	217.26	38/23	IT Services (Aug)
17/11/2023	St John's Cymru	FP	100.00	38/23	Donation CBay Rem Sunday
17/11/2023	Get Set Go Events	FP	3,150.00	38/23	Bonfire/Fireworks
17/11/2023	Derek Harvey	FP	41.40	38/23	Parade Marshall exps
17/11/2023	Humphreys Signs Ltd	FP	114.00	38/23	Update Honours Board
17/11/2023	I P Williams	FP	1,546.56	38/23	Place Plan Translation Fee
17/11/2023	Dwr Cymru	FP	1,016.29	38/23	Water
17/11/2023	Dwr Cymru	FP	-1,016.69	38/23	Water TH/RR
17/11/2023	Dwr Cymru	FP	1,005.69	38/23	Water TH/RR
17/11/2023	Dwr Cymru	FP	-0.40	38/23	revision 40p less
17/11/2023	Dwr Cymru	FP	0.40	38/23	Correction 40p
17/11/2023	Dwr Cymru	FP	0.40	38/23	Correction 40p
28/11/2023	OneCom	DD	77.90	39/23	Phones/Broadband
Total Payments			92,810.54		

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2023	Knights of Snowdon	FP	100.00	40/23	Rem Sunday Parade - Expenses
02/12/2023	Nationwide Ambulance	FP	792.00	40/23	Bonfire Event
02/12/2023	Fletchers Engineering	FP	129.60	40/23	Rear Annex Callout
02/12/2023	Red cape	FP	4,950.00	40/23	Xms Grotto Bay View
02/12/2023	Antur Waunfawr	FP	25.20	40/23	Confidential Waste
02/12/2023	British Red Cross	FP	198.00	40/23	Staff Training
02/12/2023	Clira Ltd	FP	198.00	40/23	Water Monitoring
05/12/2023	Planning Aid Wales	FP	4,000.00	40/23	Place Plan Consultancy
05/12/2023	Carbon Literacy Trust	FP	70.00	40/23	Certificate Fees
05/12/2023	Conwy County Borough Council	FP	11,880.00	40/23	CCTV Contribution
05/12/2023	Barclaycard	DD	60.06	44/23	Town Hall Repairs
10/12/2023	Opus Energy	DD	1,316.73	44/23	Gas TH/RA/RRd
15/12/2023	Bus Inst Access Savings Acc	TFR	150,000.00		TFR
15/12/2023	Employees	FP	5,958.85	41/23	Salaries December
15/12/2023	HMRC	FP	2,303.59	41/23	PAYE & NI
15/12/2023	Gwynedd Council	FP	2,022.25	41/23	Pensions Deember
15/12/2023	Cllr Hannah Fleet	FP	600.00	41/23	Snr Mayor Payment
15/12/2023	Cllr Ricki Owen	FP	431.80	41/23	Snr Chair Payment
15/12/2023	Conwy County Borough Council	FP	736.00	42/23	NNDR TH
15/12/2023	Absolute Sound & Light	FP	828.00	42/23	PA Hire
15/12/2023	B Cossey	FP	75.00	42/23	OC War Mem Hedge Cut
15/12/2023	Cllr Hannah Fleet	FP	208.00	42/23	Members Allowances
15/12/2023	Roz Dudley	FP	4.95	42/23	Travel Exps
15/12/2023	I P Williams	FP	465.30	42/23	Translations
15/12/2023	Cais	FP	81.60	42/23	Carbon Literacy Lunch
15/12/2023	Microshade Business Consultant	FP	217.26	42/23	IT Services Dec
15/12/2023	S & L Industrial Cleaners	FP	115.00	42/23	Cleaning
15/12/2023	Conwy County Borough Council	FP	5,122.12	42/23	Dinarth By-Election fees
16/12/2023	British Gas	DD	14.20	44/23	Feeder Pillar 1
16/12/2023	British Gas	DD	20.41	44/23	Feeder Pillar 2
22/12/2023	Cyfieithu Cymunedol	FP	465.00	43/23	Place Plan Translation
22/12/2023	Cllr D Wilkins	FP	208.00	43/23	Cllr Allowance
22/12/2023	Cllr L Wilkins	FP	208.00	43/23	Cllr Allowance
22/12/2023	Cllr P Hughes	FP	208.00	43/23	Cllr Allowance
22/12/2023	Kinetika	FP	210.00	43/23	Beach of Dreams Membership
22/12/2023	Conwy County Borough Council	FP	450.00	43/23	MUGA (Ward All Jo N)
22/12/2023	Society Local Council Clerks	FP	501.00	43/23	Membership 2024
28/12/2023	Onecom	DD	77.90	44/23	Phones/Broadband
28/12/2023	British Gas	DD	870.89	44/23	Elec Rhiw Road
Total Payments			196,122.71		

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
321	Capital Reserve	13,254.52		13,254.52
322	EMR Civic Regalia	1,500.00		1,500.00
323	EMR Election Expenses	8,544.16		8,544.16
324	EMR Town Hall R&M	52,425.62		52,425.62
325	EMR Sculpture Trail Grant	5,576.30		5,576.30
326	EMR Place Branding /Place Plan	4,000.00		4,000.00
327	EMR Play Equipment	58,550.00	-17,524.72	41,025.28
328	EMR Colwyn Victoria Pier	15,000.00		15,000.00
329	EMR Wellbeing Projects	50,000.00		50,000.00
330	EMR Regeneration Projects	50,000.00		50,000.00
331	EMR Other CCBC Services/events	27,250.00		27,250.00
332	EMR Ward Allowances	7,390.00		7,390.00
333	EMR Christmas Lighting	6,250.00		6,250.00
334	EMR Youth Grants / Projects	9,000.00		9,000.00
335	EMR Old Colwyn War Memorial	0.00	504.00	504.00
		<u>308,740.60</u>	<u>-17,020.72</u>	<u>291,719.88</u>

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 <i>To be considered 28/06/23</i>	£500		500	Fund raising event called mental Elf.	GPOC		9.6.23
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. <i>Considered 27/09/2023</i>	£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
G Nwami <i>Considered 15/11/23</i>	£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>			
H Porth Eirias Runners Club	£300		£300.00	An extra leader and purchasing Hi-Viz for safety purposes for the Dark nights over the Autumn and Winter season.			
I FoodShare North Wales <i>To be considered 10/1/24</i>	£1,750		£500.00	To redistribute food over the Christmas period to the needy in our North Wales communities.			
J Urdd Gobaith Cymru	£500	10/01/2024	£500.00	To help fund welsh activities such as jamborees, lunch clubs, language awareness			
K River and Sea Sense	£500	10/01/2024	<i>DEFER</i> <i>Ask for more info</i> <i>about resoures</i>	To train teachers in River and Sea Safety to protect children			

ANNUAL BUDGET 2022/23 = £10,000 TOTAL YTD= £4,266

£0

£10,000

- * S.137 of the Local Government Act 1972 gives the Council authority to incur expenditure which, in its opinion, is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its inhabitants, subject to an annual limit and certain restrictions and providing the benefit is commensurate with the expenditure to be incurred.
- Note: This has been replaced by the General Power of Competence (GPOC), granted by the Local Gov't and Elections (Wales) Act 2021, following a resolution made to confirm eligibility on 16.5.2022

Events Grants 2024/25

Provisional Budget = £35,000

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Given 23/24	Recommendation:	Amount Approved (£):	SLA received (date)	Date Paid:	Payment Receipt: (Y)	Report received (date)
A	Artisan Market	To hold Artisan Markets during the year (3) to help bring footfall into the town	April - October	£3,787.00	N/K	£3,698.00	£3,787.00					
B	Uke A Bay (via TAPE)	Ukukele Festival (10yr event)incorporating an open air party in the grounds of St Paul's	9-11 August	£4,500.00	£4,450.00	£3,600.00	£4,500.00					
C	Together for Colwyn Bay	Big Picnic in St Paul's Grounds	3/8/2024 (prov)	£2,433.50	£4,867.00	£2,433.50	£2,433.50					
D	Together for Colwyn Bay	Pride 2024 main event on the promenade during the day but also events on in Town Centre in the evening	May dependant on Prom Extra date	£5,000.00	£31,400.00	£2,500.00	DEFER					
E	Beach of Dreams	Summer 2024 artist co-commission		£5,000.00	£20,000.00		£5,000.00					
F	PromXtra	Additional contribution to make up shortfall		£5,000.00	£15,000.00		£5,000.00					
				£25,720.50			£20,720.50					