



# CYNGOR TREF BAE COLWYN BAY OF COLWYN TOWN COUNCIL

Mrs Tina Earley, PSLCC, Clerk & Finance Officer/Clerc a Swyddog Cyllid  
Cyngor Tref/Town Hall, Ffordd Rhiw Road, Bae Colwyn Bay, LL29 7TE  
Ffôn/Telephone: 01492 532248  
Ebost/Email: [info@colwyn-tc.gov.uk](mailto:info@colwyn-tc.gov.uk)  
[www.colwyn-tc.gov.uk](http://www.colwyn-tc.gov.uk)

Ein Cyf: TE/RD

Our Ref: TE/RD

27<sup>ain</sup> Chwefror 2024

27th February 2024

Annwyl Syr/Fadam

Dear Sir/Madam

## GŴys:

## Summons:

Fe'ch gwysir i fod yn bresennol mewn cyfarfod o **Gyngor Tref Bae Colwyn** a gynhelir yn yr Ystafell Bwyllgor, Neuadd y Dref ac o hirbell (trwy Zoom), **6.30 p.m nos Lun, 4<sup>ydd</sup> Mawrth 2024.**

You are summoned to attend a meeting of the **Bay of Colwyn Town Council**, to be held in the Committee Room, Town Hall, and remotely (via Zoom) at **6.30 pm on Monday 4th March 2024.**

*Gellwch gysylltu â mi erbyn canol dydd ar ddiwrnod y cyfarfod os hoffech i mi anfon y manylion mewngofnodi atoch.*

*Please contact me by noon on the day of the meeting if you require the log-in details for the meeting to be sent to you.*

Yr eiddoch yn gywir,

Clerc y Cyngor

Yours faithfully

Clerk to the Council

## AGENDA Cymraeg

1. **Croeso ag Ymddiheuriadau am Absenoldeb:** Croesawu'r aelodau ag unrhyw ymwelwyr i'r cyfarfod, a chael unrhyw ymddiheuriadau am absenoldeb.
2. **Cyhoeddiadau:** Cael unrhyw gyhoeddiadau gan y Maer ac / neu Glerc y Dref.
3. **Datgan Cysylltiadau:** Fe atgoffir pob aelod o'r angen iddynt ddatgan unrhyw gysylltiadau personol a / neu gysylltiadau sy'n rhagfarnu, a natur y fath gysylltiadau.
4. **Ymwelydd(wyr) a'r Cyngor:**
  - (a) Cael unrhyw adroddiadau neu ddiweddariadau llafar gan unrhyw Gynghorwyr Sir sydd yn bresennol.
  - (b) Cyfranogiad y Cyhoedd: Cael unrhyw gwestiynau neu sylwadau gan aelodaŵ'r cyhoedd sy'n bresennol (os oes rhai).
5. **Cofnodion:**
  - (a) Cael, cymeradwyo a llofnodi cywirdeb cofnodion Cyfarfod Arferol diwethaf y Cyngor a gynhaliwyd ar 22<sup>ain</sup> Ionawr 2024.
  - (b) Cael a nodi cofnodion y cyfarfodydd a ganlyn:
    - (i) Pwyllgor Amcanion Cyffredinol a Chynllunio a gynhaliwyd ar 30<sup>ain</sup> Ionawr (drafft) a 27<sup>ain</sup> Chwefror 2024 (drafft - i ddilyn)
    - (ii) Pwyllgor Polisi a Chyllid a gynhaliwyd ar 22<sup>ain</sup> Chwefror 2024. (drafft).
    - (iii) Pwyllgor Dyfarnu Gwobrwyon i Wirfoddolwyr a gynhaliwyd ar 20<sup>fed</sup> Chwefror 2024. (drafft).
    - (iv) Yr Is-bwyllgor Archwilio a gynhaliwyd ar 20<sup>fed</sup> Chwefror 2024. (drafft). (Copïau gyda hwn).
    - (v) Yr Is-bwyllgor Staffio a gynhaliwyd ar 1<sup>af</sup> Mawrth 2024 (drafft - i ddilyn).
6. **Materion yn Codi o'r Cofnodion Hynny:**
  - (a) Cofnodion 303/23 a 308/23 - Seddau Gwag ar y Cyngor:
    - (i) Cael hysbysiad o sedd wag yn Ward Eirias (Copi gyda hwn).
    - (ii) Cadarnhau talu anfoneb (£7,435.69) am ffioedd etholiadol ar gyfer yr etholiad diweddar yn Ward Rhos.
  - (b) Cofnodion 308/23(f) a 346/23(e) - Trefi Clyfar:
    - (i) Nodi bod sleidiau o'r digwyddiad diweddar ar gael ar gais gan y Clerc.
    - (ii) Cadarnhau cyflwyniad Cynllun Gwaith Trefi Clyfar ar gyfer Ardal Bae Colwyn a nodi bod hwn yn cefnogi nifer o gamau gweithredu Cynllun Lle Colwyn.
  - (c) Cofnod 308/23(h) - Cynllun Lle Colwyn:
    - (i) Cael adroddiad byr am y Digwyddiad Lansio a gynhaliwyd ar 23<sup>ain</sup> Chwefror
    - (ii) Cael nodiadau o gyfarfodydd cyntaf y chwe gweithgor thema (Copi gyda hwn) a nodi y bydd ail gyfarfod y chwe gweithgor yn cael eu cynnal yn ystod yr wythnos yn dechrau ar 26<sup>ain</sup> Chwefror.
  - (ch) Cofnod 308/23(s) - Busnes a Ohiriwyd  
Ystyried yr eitemau canlynol a ohiriwyd yng nghyfarfod diwethaf y Cyngor:

- (i) Cofeb Ryfel Hen Golwyn: Nodi ymateb byr dros dro byr gan yr Eglwys yng Nghymru i baratoi Penawdau Telerau ar gyfer trosglwyddo cyfrifoldeb cyfreithiol am y gofeb i'r Cyngor Tref.
- (ii) Llywodraeth Cymru: Cael cysylltiadau at wybodaeth am Gymru wrth-hiliol ac ystyried cynnig, a gyflwynwyd gan y Cynghorydd J. Higgins, 'Rydym ni, fel cyngor tref, yn cytuno i gefnogi Cynllun Gwaith Llywodraeth Cymru am Gymru wrth-hiliol.'
- (iii) CBSC: Nodiadau o gyfarfod Fforwm Cyngorau Tref a Chymuned a gynhaliwyd dydd Mercher 7<sup>fed</sup> Chwefror.
- (iv) Cymdeithas Cludiant Cymunedol: Ystyried e-bost gan y swyddog datblygu ac ystyried gwahodd Michelle i ymuno â Gweithgor Cynllun Lle 'Gyrru o Gwmpas' i ystyried yr angen am gynllun(iau) trafnidiaeth gymunedol yn ardal Bae Colwyn.
- (v) Noson Agored: Ystyried awgrym a gyflwynwyd gan y Cynghorydd J. Higgins a nodi'r cyngor a ddarparwyd gan ymgynghorydd Cymru, Cymdeithas Clercod Cyngorau Lleol (CCCLI).
- (vi) Yswiriant Eiddo Zurich: Cael manylion am arolwg yswiriant eiddo y gofynnwyd i Zurich amdano a nodi adroddiad ar ganlyniad yr ymweliad. (Copïau gyda hwn).
- (d) Cofnod 345/23(b) - Cyfraith Martyn: Cael unrhyw adroddiad gan y Clerc am y digwyddiad ymgynghori diweddar ynglŷn ag eiddo Haen Safonol.
- (dd) Cofnod 346/23(d)- Darpariaeth Chwarae Allan CBSC 2024/25: Ystyried yr argymhelliad bod y Cyngor Tref yn gofyn am ddarpariaeth lawn o ddeg wythnos yn ystod y gwyliau ym mhob un o'r pum safle presennol, am gost o £11,625, i'w ariannu gan gyllideb Chwarae Allan o £6,700, gyda'r diffyg i ddod o Grantiau leuenctid EMR (£9,000 ar hyn o bryd).
- (e) Cofnod 351/23(b) - Lwfansau Ward Aelodau Lleol: Nodi y gellir cario uchafswm o £300 yr aelod ymlaen i'r flwyddyn ariannol newydd a'r dyddiad cau i gyflwyno unrhyw gynigion lwfans ward terfynol ar gyfer 2023/ 24 fydd dydd Llun 18<sup>fed</sup> Mawrth.
- (f) Cofnod 352/23(c) - Grantiau Mawr: Cadarnhau y bydd derbynwyr grantiau mawr ar gyfer 2024/25 yn cael eu gwahodd i noson ar y cyd, lle cyflwynir Gwobrau i Wirfoddolwyr a Grantiau Mawr a chynhelir dydd Llun 29<sup>ain</sup> Ebrill 2024, a nodi bod gwahoddiad i bob Cynghorydd Tref fod yn bresennol.
- (ff) Cofnod 352/23(a) - Grantiau leuenctid: Cadarnhau cymeradwyo Grant leuenctid o £1,000 tuag at gostau Jamboŕi Sgowtiaid blynyddol, a gynhelir yng Nghastell Gwrych yn 2024 (yn amodol ar gadarnhad na fydd ceisiadau tebyg yn dod i law gan grwpiau sgowtiaid lleol eraill).
- (g) Cofnod 353/23(a) - Atgyweirio Neuadd y Dref:
  - (i) Nodi bod y sgaffaldiau bellach wedi'i dynnu'n llwyr a disgwylir yn awr am restr o'r gwaith sy'n weddill wedi'i gostio'n llawn gan D.R. Williams.
  - (ii) Ystyried archebu'r saer maen dros dro i gwblhau'r gwaith o atgyweirio'r tŵr ym mis Medi 2024, tra'n disgwyl cael / ystyried unrhyw ddyfynbrisiau pellach.
- (ng) Cofnod 339/23 - Pwyllgor Gwobrau Gwirfoddolwyr: Nodi'r trefniadau ar gyfer cyflwyno gwobrau 2024 a rhoi awdurdod dirprwyol i'r Clerc i drefnu'r arlwy / tystysgrifau / placiau (o gyllideb Digwyddiadau Bwrdeistrefol).
- (h) Cofnodion 329-323/23 - Yr Is-bwyllgor Archwilio:
  - (i) Cymeradwyo'r Rheolaethau Mewnol, fel y manylir arnynt yn Atodlen A (i'r cofnodion hynny).
  - (ii) Cymeradwyo'r adolygiad blynyddol o Archwilio Mewnol, fel y manylir arno yn Atodlen B.
  - (iii) Cadarnhau ailbenodi JDH Business Services i fod yn Archwiliwr Mewnol ar gyfer blwyddyn ariannol 2023/24 a chymeradwyo'r Telerau Ymrwymiad (copi gyda hwn).
  - (iv) Cymeradwyo'r Strategaeth Fuddsoddi Flynyddol 2024/25, fel y manylir yn Atodlen D.

- (v) Cymeradwyo'r adroddiad Asesu a Rheoli Risg a ddiweddarwyd, fel y manylir arno yn Atodlen E, a nodi bod hwn yn cynnwys gofynion arolwg risg diweddar gan Zurich.
- (i) Yr Is-bwyllgor Staffio: Ystyried unrhyw argymhellion o gyfarfod yr Is-bwyllgor Staffio a gynhaliwyd ar 1<sup>af</sup> Mawrth. (Cofnodion drafft i ddilyn)
- (I) Pwyllgor Amcanion Cyffredinol a Chynllunio 27/2/24: Ystyried unrhyw argymhellion gan y Pwyllgor, i gynnwys:
  - (i) Cadarnhau taliad yr anfoneb o £11,646+TAW i SETs Ltd am y contract goleuo ar gyfer 2023.
- (II) Nodi unrhyw benderfyniadau eraill gan y Pwyllgorau, fel y manylir arnynt yn y Cofnodion.

**7. Llywodraeth Cymru:** Cael / ystyried yr ohebiaeth ganlynol:

- (a) Comisiynydd Pobl Hŷn Cymru: Cael adroddiad ar brofiadau pobl hŷn o allgau digidol yng Nghymru.
- (b) BIPBC - Cael hysbysiad o gyfres o ddigwyddiadau ymgynghori Gogledd Cymru.

**8. Cyngor Bwrdeistref Sirol Conwy (CBSC):**

- (a) Cael adroddiad ar lafar gan y Clerc am gyfarfod diweddar gyda Chlercod Trefyn Sir Conwy.
- (b) Cael adroddiad am y toriadau posibl i wasanaethau sy'n cael eu hystyried ar gyfer 2024/25
- (c) Cael hysbysiad o ymgynghoriad ar doriadau i wasanaethau llyfrgell.
- (ch) Nodi bod toiledau cyhoeddus anghynnaladwy dan fygythiad o gael eu cau a chael gwybodaeth am y cynllun am doiledau cymunedol. (Copïau gyda hwn).
- (d) Cael unrhyw adroddiad o Gyfarfod Bwrdd Adfywio Bae Colwyn a gynhaliwyd ar 17<sup>eg</sup> Ionawr 2024.

**9. Recordio Cyfarfodydd:**

- (a) Cael ac ystyried cais gan y Cynghorydd R. Owen i'r Cyngor ystyried recordio ei gyfarfodydd.
- (b) Nodi'r cyngor a dderbyniwyd gan GCCLL yn dilyn derbyn cais tebyg blaenorol.

**10 Un Llais Cymru / NALC / Cymdeithas Clercod Cyngorau Lleol:**

- (a) Cael manylion o arolwg gan Dîm Argyfwng Costau Byw Un Llais Cymru.
- b) Cael nodiadau'r Clerc o gyfarfod Pwyllgor y Cyngorau Mwy a gynhaliwyd ar 14<sup>eg</sup> Chwefror.
- (c) Cael manylion am y Seremoni Wobrwyo Flynyddol a
  - (i) Nodi bod enwebiad wedi ei gyflwyno ar gyfer Cyngor Tref Bae Colwyn ar gyfer y fenter ymgysylltu cymunedol orau, am y gwaith ymgysylltu a wnaed i gynhyrchu Cynllun Lle Colwyn.
  - (ii) Ystyried cymeradwyo presenoldeb y Clerc a / neu Gynghorydd yn y digwyddiad gwobrwyo (am gost o £65 y pen ynghyd â theithio), gan ei fod yn rhoi cyfle i glywed am brosiectau / mentrau gorau o bob rhan o Gymru.

**11. Adroddiadau gan Fudiadau Allanol - Cael unrhyw adroddiadau gan Aelodau / Swyddogion ar gyfarfodydd mudiadau allanol, gan gynnwys:**

- (a) Fforwm Busnes Bae Colwyn: Nodi nad yw'r Cynghorydd D. Carr wedi gallu mynychu'r ychydig gyfarfodydd diwethaf ac ystyried penodi ail gynrychiolydd, er mwyn sicrhau bod cyfathrebuâ'r fforwm yn parhau.
- (b) Traeth Breuddwydion: Cael nodiadau o gyfarfodydd diweddar y rhwydwaith cenedlaethol a grŵp cynllunio digwyddiadau Conwy.
- (c) Rhwydwaith Eiriolwyr Ieuentid Colwyn: Cael adroddiad ar lafar gan y Clerc yn dilyn cyfarfod gyda Hannah a Lene o NextGen Youth ac ystyried penodi dau gynghorydd fel cynrychiolwyr

ffurfiol i'r rhwydwaith, sy'n bwydo i mewn i Grŵp Llywio T4CB.  
(ch) Tîm Tref Colwyn (cyfarfod a gynhaliwyd ar 30/1)  
(d) Cyrff Llywodraethol Ysgolion  
(dd) Unrhyw rai eraill?

## AGENDA English

1. **Welcome and Apologies for Absence:** To welcome members and any visitors to the meeting and receive any apologies for absence.
2. **Announcements:** To receive any announcements from The Mayor and/or the Town Clerk.
3. **Declarations of Interest:** Members are reminded that they must declare the existence and nature of any personal and/or prejudicial interests.
4. **Visitor(s) to the Council:**
  - (a) To receive any reports or verbal updates from any County Councillors present.
  - (b) Public participation: to receive any questions or comments from members of the public present (if any).
5. **Minutes:**
  - (a) To receive, approve and sign as a correct record the minutes of the last Ordinary Meeting of the Council, held on 22<sup>nd</sup> January 2024.
  - (b) To receive and note the minutes of the following meetings:
    - (i) The General Purpose & Planning Committees, held on 30<sup>th</sup> January (draft) and 27<sup>th</sup> February 2024 (draft – to follow).
    - (ii) The Policy & Finance Committee, held on 22<sup>nd</sup> February 2024 (draft).
    - (iii) The Volunteer Awards Committee, held on 20<sup>th</sup> February 2024 (draft).
    - (iv) The Audit Sub-Committee, held on 20<sup>th</sup> February 2024 (draft). (Copies herewith)
    - (v) The Staffing Sub-Committee, held on 1<sup>st</sup> March 2024 (draft – to follow).
6. **Matters Arising from Those Minutes:**
  - (a) Min. 303/23 & 308/23– Council Vacancies:
    - (i) To receive notice of the vacancy in Eirias Ward. (Copy herewith)
    - (ii) To ratify payment of the invoice (£7,435.69) for the election fees for the recent by-election in Rhos Ward.
  - (b) Min. 308/23(f) & 346/23(e) – Smart Towns:
    - (i) To note that slides from the recent event are available on request from the Clerk.
    - (ii) To ratify the submission of a Smart Towns Action Plan for the Bay of Colwyn Area and note that this supports a number of actions from the Colwyn Place Plan.
  - (c) Min. 308/23(h) – Colwyn Place Plan:
    - (i) To receive a brief report on the Launch Event, held on 23<sup>rd</sup> February
    - (ii) To receive the notes of the first meetings of the six themed working groups (Copy herewith) and to note that the second meetings of all six working groups will be taking place during w/c 26<sup>th</sup> February.
  - (d) Min. 308/23(s) – Deferred Business  
To consider the following items, deferred at the last Council Meeting:
    - (i) Old Colwyn War Memorial: To note a brief holding response from the Church in Wales to

the drawing up of Heads of Terms for the legal transfer of responsibility for the memorial to the Town Council.

(ii) Welsh Government: To receive links to Information on an anti-racist Wales and to consider a motion, submitted by Cllr J Higgins, that 'We, as a town council, agree to support the Welsh Government's Action Plan for an anti-racist Wales'.

(iii) CCBC: Notes from the Town and Community Council Forum meeting held on Weds 7<sup>th</sup> February.

(iv) Community Transport Association: To consider an e-mail from the development officer and consider inviting Michelle to join the 'Getting Around' Place Plan Working Group to consider the need for community transport scheme(s) in the Bay of Colwyn area.

(v) Open Evening: To consider a suggestion submitted by Cllr J Higgins and note the advice provided by the Wales advisor at the SLCC.

(vi) Zurich Property Insurance: To receive details of a property insurance survey requested by Zurich and note a report on the outcome of the visit. (Copies herewith)

- (e) Min 345/23(b) – Martyn's Law: To receive any report from the Clerk on the recent consultation event regarding Standard Tier premises.
- (f) Min. 346/23(d) – CCBC Playing Out Provision 2024/25: To consider the recommendation that the Town Council requests full ten week holiday provision at all five existing sites, at a cost of £11,625, to be funded by the Playing Out budget of £6,700, with the deficit to come from the Youth Grants EMR (currently £9,000).
- (g) Min 351/23(b) – Local Members Ward Allowances: To note that a maximum of £300 per member can be carried forward to the new financial year and the deadline will be Monday 18<sup>th</sup> March for the submission of any final ward allowance proposals for 2023/24.
- (h) Min. 352/23© – Large Grants: To confirm that large grant recipients for 2024/25 will be invited to a joint Volunteer Awards and Large Grants presentation evening, to be held on Monday 29<sup>th</sup> April 2024, and note that all Town Councillors are invited to attend.
- (i) Min. 352/23(d)– Youth Grants: To ratify approval of a Youth Grant of £1,000 towards the costs of the annual Scout Jamboree, taking place at Gwrych Castle in 2024 (subject to confirmation that similar requests will not be received from other local scout troops).
- (j) Min. 353/23(a) – Town Hall Repairs:
  - (i) To note that the scaffolding has now been fully removed and a fully costed schedule of outstanding works is now awaited from DR Williams.
  - (ii) To consider provisionally booking the stonemason for completion of the tower repairs in September 2024, pending receipt/consideration of any further quotes.
- (k) Min. 339/23 - Volunteer Awards Committee: To note the arrangements for the presentation of awards for 2024 and delegate authority to the Clerk to arrange the catering/certificates/plaques (from the Municipal Events budget).
- (l) Min. 329-323/23 - Audit Sub-Committee:
  - (i) To approve the Internal Controls, as detailed in Schedule A (to those minutes).
  - (ii) To approve the annual review of Internal Audit, as detailed in Schedule B.
  - (iii) To confirm the reappointment of JDH Business Services as Internal Auditor for the 2023/24 financial year and approve the Terms of Engagement (copy herewith).
  - (iv) To approve the Annual Investment Strategy for 2024/25, as detailed in Schedule D.
  - (v) To approve the updated Risk Assessment and Management report, as detailed in Schedule E, and note this includes the requirements from the recent Zurich risk survey.
- (m) Staffing Sub-Committee: To consider any recommendations from the Staffing Sub-

Committee meeting, held on 1<sup>st</sup> March.

(Draft Minutes to follow)

- (n) General Purpose & Planning Committee 27/2/24: To consider any recommendations of the Committee, to include:
  - (i) To ratify payment of the invoice of £11,646+VAT to SETs Ltd for the lighting contract for 2023.
  - (o) To note any other resolutions of the Committees, as detailed in the Minutes.

**7. Welsh Government: To receive/consider the following correspondence:**

- (a) Older Peoples Commissioner for Wales: To receive a report on older peoples' experiences of digital exclusion in Wales.
- (b) BCUHB – To receive notice of a series of North Wales consultation events.

**8. Conwy CBC:**

- (a) To receive a verbal report from the Clerk on a recent meeting with Town Clerks in Conwy.
- (b) To receive a report on potential cuts to services being considered for 2024/25
- (c) To receive notice of a consultation on cuts to library services.
- (d) To note that unsustainable public conveniences are under threat of closure and receive information on the community toilet scheme. (Copies herewith)
- (e) To receive any report from the Colwyn Bay Regeneration Board Meeting, held on 17<sup>th</sup> January 2024.

**9. Recording of Meetings:**

- (a) To receive and consider a request from Cllr R Owen that the Council considers recording its meetings.
- (b) To note the advice received from the SLCC, following receipt of a previous similar request.

**10. One Voice Wales / NALC / Society of Local Council Clerks:**

- (a) To receive details of a survey from the One Voice Wales Cost of Living Crisis Team.
- (b) To receive the Clerk's notes from a meeting of the Larger Councils' Committee, held on 14<sup>th</sup> February.
- (c) To receive details of the Annual Awards Ceremony and
  - (i) Note that a nomination has submitted for Bay of Colwyn Town Council for the best community engagement initiative, for the engagement work undertaken to produce the Colwyn Place Plan.
  - (ii) To consider approving the attendance at the awards by the Clerk and/or a Councillor (at a cost of £65 pp plus travel), as it gives the opportunity to hear of best projects/initiatives from across Wales.

**11. Reports from Outside Bodies- To receive any reports from Members/Officers on meetings of outside bodies, to include:**

- (a) Bay of Colwyn Business Forum: To note that Cllr D Carr has been unable to attend the last few meetings and consider appointment of a second representative, to ensure communication with the forum is ongoing).
- (b) Beach of Dreams: To receive notes from the recent meetings of the national network and the Conwy event planning group.

- (c) Colwyn Youth Advocates Network: To receive a verbal report from the Clerk following a meeting with Hannah and Lene of NextGen Youth and consider appointing two councillors as formal reps to the network, which feeds into the T4CB Steering Group.
- (d) Colwyn Town Team (meeting held on 30/1)
- (e) School Governing Bodies
- (f) Any others?

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL HELD IN THE COMMITTEE ROOM, TOWN HALL, AND ONLINE (VIA ZOOM) AT 6.30<sup>PM</sup> ON MONDAY 22<sup>nd</sup> JANUARY 2024**

**PRESENT:** The Mayor, Cllr H Fleet (Chair)  
Cllrs: P Ashe, C Bell, C Brockley, D Carr, N Coverley, J Higgins,  
C Hughes, P Hughes, A Jones, L Kennedy, A Khan, S McAllister, T Maclean,  
C Matthews, J Nuttall, R Owen, S Price, D Wilkins, L Wilkins and  
G Wynne

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

**ABSENT:** Cllrs: J Clayton, L Williams

**VISITORS:** Darren Millar AM

**303/23 Welcome and Apologies for Absence:**

The Chair welcomed members & Visitors to the meeting. Cllr Ann Jones was welcomed to her first meeting, after her recent election to Rhos Ward. Apologies for absence were received from Cllr D Jones. The Clerk reported that, due to non-attendance at any meetings for six months, thought to be because of illness (but no updates had been received since September 2023), co-opted Councillor Lindsay Williams had now lost her seat for Eirias Ward.

***Resolved to inform CCBC of the vacancy for a councillor for Eirias Ward.***

**304/23 Announcements:**

- (a)** The Mayor gave a brief report on the engagements she had attended since the last Council meeting, which included: Clwydian Crafters Fayre which had been very well attended; St Joseph's Carol concert with Cor Meibion Colwyn; Tenovus Lovelight Christmas Concert with our own Tenovus choir; Presenting awards for best sailors at the Conwy Sea Cadets Presentation Evening; Christmas events at the Bay View Centre which included the Rydal Penrhos Community Wind Band, who played and raised funds for the Mayor's Charities and visiting the Christmas Grotto that the Bay of Colwyn Town Council had supported; and an 'Afternoon of Nostalgia', organised by a Master's Student and hosted by TAPE. The Mayor reminded members about the Colwyn Place Plan launch to be held at Ink Gallery 3pm – 6pm Tuesday 23<sup>rd</sup> January and also her Charity Concert, which will take place on Friday 19<sup>th</sup> April in Theatr Colwyn, in aid of the Mayor's Charities.
- (b)** The Town Clerk informed members that preparations were in hand for the annual St David's Day Parade. The Vicar of St Paul's and Local Primary schools were all happy to be involved and volunteer stewards will be required on the morning of Friday 1<sup>st</sup> March.

**305/23 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 and member of Colwyn Bay Environment Federation, declared a personal and prejudicial interest in items 6(p)(iii) – Events grants and application C in 6(q) Large Grants, and left the meeting whilst these items were being considered. Cllr S Price declared an interest in item 6(q) – Large Grants (application G)

and left the meeting whilst this item was being debated.

**306/23 Visitors to the Council:**

(a) The Mayor welcomed Darren Millar, Member of the Senedd, to the meeting. Darren had asked could he give a brief verbal report on his work and was happy to respond to any questions from members. Darren said an important part of his role was to engage with elected representatives and to work together for everyone's benefit. He raised the following issues:

NHS – Special measures had been imposed to address the failures at Betsi Cadwaladr Health Board. There have been ongoing problems since 2015 with leadership and government. North Walian patients wait longer for treatment than anywhere in the rest of the UK. Emergency Departments are struggling. There is a new Hospital being built in Denbighshire with a minor injuries unit to help ease the burden, which hopefully will be ready in the next 12 months.

Community mental health services are also under huge pressure. Darren commented that the community provision is worse in Conwy County than Denbighshire. The Health Board is trying to make improvements.

There is a lack of both Dentists and Doctors. The West End Medical Centre in Colwyn Bay was highlighted as being of particular concern, as Darren receives so many complaints from his electorate; not being able to access appointments; no call backs; delays in obtaining medication. Complaints do seem to be reducing though and pressures are mainly due to GP recruitment issues.

Darren talked about overdevelopment in the Colwyn Bay area, with significant housing proposals for both Old Colwyn and in Colwyn Bay, and the effect this has on the infrastructure, with concerns about capacity for health and education services and also the issues development causes with a lack of drainage capacity. He has made representations to the Local Planning Authority and is willing to work with the Town Council to address these concerns.

Town Centre and the loss of retail businesses. Although it is recognised this is a national issue, there are steps we can take to turn the situation around. Business rates need to be reduced to help traders and the Welsh Government needs to look again at its budget. Darren has written to the Leader of CCBC to request that a summit be called to develop a plan to revive the town centre.

20 mph speed limit – this policy was implemented last year and resulted in the biggest ever petition being delivered to the Senedd. Darren thinks a more targeted approach would be sensible and through roads and bus routes need to be reverted back to 30mph.

Senedd Reform – There is a proposal to increase of the membership of the Senedd from 60 elected members to 96. The election system will also be different, with the first past the post system being scrapped and voters being asked to vote for a Party, rather than a person.

Darren has received lots of letter of concern about the proposed new system. He does not see the need to increase the number of members and feels these resources should instead be spent on more doctors, nurses and teachers.

Darren finished by saying he is very happy to work with the Town Council to address local concerns. He then asked if any members had any questions and responded to these as summarised below:

- The Barnett Formula – Darren agreed it was an outdated system and needed to be updated. At present it doesn't serve Wales very well, although a deal was struck 5/6 years ago and we do now receive a premium of £1.20 to every £1 in England, which was better than the needs-based assessment at that time. Darren has been calling for it to be reformed for years.
- HS2 – All parties got together to ask for investment in HS2. It is hoped £1 Billion investment will be made to the rail infrastructure in North Wales. Road improvements have been scrapped and North Wales has done very badly with investment compared to South Wales.
- Under the new Senedd proposals, each constituency would be coupled and we would have 6 Senedd members rather than the present 5 (1 + 4 regional members) covering the area. There will be 16 coupled up constituencies in total, with 6 members for each, giving 96 in total.
- Business Rates Relief: Darren said the Welsh Government set the business rate relief in Wales, not the UK Government. Wales currently has the least competitive business rates in the whole of the UK – significantly higher than England. The Welsh Government could choose to extend the same rate relief as England and Darren would like to see town centre rates reduced to help town centres and the struggling hospitality sector.
- West End Medical Centre – Darren agreed that things had got a little better since last September, in terms of a reduction in the number of complaints he receives, but there are still many issues at the Medical Centre. He has a duty to tell the truth about the service – unacceptable levels of service are mainly due to challenges with recruitment and this is the only medical practice he has had to report to the inspectorate, due to concerns regarding treatment.

Darren finished by thanking the Council and praising the staff (Town Clerk and Assistant Clerk) for their work in keeping the local community informed. The Chair thanked Darren for his presentation and he left the meeting.

**(b) County Councillors Reports** – It was reported that Conwy County Education Department had received an excellent report from Estyn.

**(c) Public participation:** There were no questions from members of the public (none present).

- (d) Members noted a request from Andrew Roberts, Tenovus Cancer Care, to attend a future meeting.

***Resolved to ask the Clerk to arrange this.***

### **307/23 Minutes**

- (a) ***Resolved to receive, approve and sign, as a correct record, the minutes of the last ordinary meeting of the Council, held on 4<sup>th</sup> December 2023.***
- (b) ***Resolved to receive and note the minutes of the following meetings:***
- (i) ***The General Purpose & Planning Committees, held on 12<sup>th</sup> December 2023 and 9<sup>th</sup> January 2024 (draft).***
  - (ii) ***The Policy & Finance Committee, held on 10<sup>th</sup> and 17<sup>th</sup> January 2024 (draft).***
  - (iii) ***The Staffing Sub-Committee, held on 5<sup>th</sup> January 2024 (draft).***
  - (iv) ***The Colwyn in Bloom Committee, held on 17<sup>th</sup> January 2024 (draft).***

### **308/23 Matters Arising from Those Minutes:**

- (a) Min. 231/23(a)(ii) – Council Vacancy: Members received the notification of the outcome of the recent election in Rhos ward and noted the estimated election costs.  
***Resolved to confirm that Cllr Ann Jones be appointed to fill the vacancy on the General Purpose & Planning Committee.***
- (b) Min. 231/23(b) – Appointments to Outside Bodies: Members considered appointing members to fill any remaining vacancies.  
***Resolved to update the Outside Bodies list and to appoint: Cllr C Hughes to the Andrew Fraser Clock Trust; Cllrs C Bell and P Ashe to the Place Plan Steering Group; Cllr J Higgins as a new representative for Menter Iaith; Cllr L Wilkins as ‘Play Champion’; Cllr S Price as School Governor for Ysgol Ty Gwyn Jones and Cllrs T Maclean and A Jones to the T4C Bay Youth Advocacy Network.***
- (c) Min. 231/23(e) & 271/23(a)– UKSPF Community Fund (T&CCs): Members noted the extended deadline for submission (to end of January) and received a brief verbal update from the Clerk, confirming that the application for £10k had now been submitted. The Clerk reported to members that there may be a need to purchase a storage unit in the future, should suitable storage not be available at Porth Eirias.  
***Resolved to ratify the grant application, to include approval of the recommended match-funding from the Town Council of up to £3k, should a storage solution be required for over-winter.***
- (d) Min. 231/23(k) – Christmas Business Window Competition: Details of the winners were submitted and the Clerk asked for approval of payment of the prize monies.  
***Resolved to approve of payment of the prize monies.***
- (e) Min. 233/23(c) – West Promenade Parking Zone: Members noted the response to the request that had been submitted for lower charges for short stay parking. It was noted that the charges are standardised across the County, however, the promenade parking will remain free before 10am and after 4pm.
- (f) Min. 233/23(e) – Smart Towns: The Clerk, Cllrs J Higgins and Stephen Price reported on the session arranged by CCBC that had taken place earlier today. It was very interesting to learn how data can be captured for the benefit of the town: learning people’s habits can help businesses to generate more footfall and make informed decisions. Engagement was needed with Conwy technical support and better WIFI in the Town is also needed to make it

happen. It has already been rolled out in Llandudno. Funding may need to be sourced to get it installed and CCBC is looking at supporting a county-wide funding application to support this.

**Resolved to refer the information received (slides) and the action plan to the Business, Retail and Tourism Place Plan Working Group.**

- (g) Min. 235/23 – Climate and Nature Emergency: It had been agreed at the Colwyn in Bloom Committee meeting held on 17<sup>th</sup> January that representatives of the CIB Committee would be nominated to sit on the Green Colwyn Working Group, to work closely with that group in developing a draft action plan, which would then be brought back to Council for ratification. It was further noted that the Clerk had submitted an expression of interest to the Centre for Sustainable Energy (CSE), which has funding for a pilot project to support local communities to address climate change issues.

- (h) Min. 237/23(a) – Colwyn Place Plan:

- (i) Members considered the formal adoption of the Colwyn Place Plan, which had been shared with all Members last month, prior to the launch event at INK Gallery tomorrow.

**Resolved to formally adopt the Colwyn Place Plan.**

- (ii) Members received a copy of the invites for the launch event and also for the six themed working groups first facilitated sessions. It was asked if Hybrid facilities could be made available at the working groups sessions, but this would depend on which session the member was attending, as only the Committee Room has hybrid meeting facilities.

- (iii) The Clerk gave a verbal update, in respect of the grant-funded additional administrative support for the Place Plan work (to 31.3.24). Temporary admin cover (to cover staff sickness) is being arranged, funded by the grant monies, to help get the working groups off to a good start.

- (i) Min. 263/23 – CCTV: Members noted the requests submitted by the GP&P Committee for re-deployable cameras and received information from Emma Dowell, CCBC, on additional cameras to be provided in Glyn/ Rhiw Wards.

- (j) Min. 272/23(f) - Draft Annual Budget/Estimates 2024/25:

- (i) The Clerk submitted the budget report and asked members to consider the two options presented for 2024/25, i.e.

- (1) V1 - A 3% increase in the precept request (to £530,600) – equivalent to an increase of £1.29 for the year for a Band 'D' property to £44.34 p.a. (a balanced budget) OR
- (2) V2 - A 0% increase in the precept request (£515,150) – equivalent to £43.05 per Band 'D' property, with the budget deficit of £15,450 to come from general reserves, (along with £144,536 anticipated expenditure from earmarked reserves in 25/25).

**Resolved, by a majority vote, to approve the annual budget for 2024/25, as detailed in Schedule 'A' attached and agree a 3% increase in the precept (to £530,600), which is equivalent to an increase of £1.29 for the year for a Band 'D' property to £44.34 p.a. (and presents a balanced budget).**

- (ii) Members noted the Forward Budget for the following two years, showing a projected deficit of £10,200 in Year 2 and £2,800 in Year 3, based on a 3% increase in the level of precept (if there is no change in the council tax base figure).

- (iii) Members were asked to agree the level of precept to request from CCBC.

**Resolved to submit a request for a precept of £530,600 from Conwy CBC, as determined in item (i) above,**

- (iv) Members were asked to consider the Clerk's report on Earmarked Reserves and to

approve the recommended transfers to/from reserves for 2023/24 and 2024/25.

***Resolved to approve the recommended transfers to/from reserves for 2023/24 and 2024/25, as detailed in Schedule B attached.***

(k) Min. 272/23(a) and (g) – Payments:

- (i) ***Resolved to ratify the larger payments (£5,000 plus) as detailed in the minutes/schedule A, to include authorising a payment of £34,200 to CCBC for Play Equipment for Min y Don and Bryn Cadno playgrounds.***

(l) Min. 274/23(a) – Play Equipment:

- Resolved to ratify the order and the recommendation that one of the two new finger mazes be located in Min y Don playground.***

(m) Min. 256-258/23 & 277/23 – Staffing Sub-Committee:

(i) Staff/Training:

***Resolved to ratify the budgets for staff salaries and for councillor/staff training for 2024/25.***

- (ii) Sickness Absence Policy: Members considered the model policy, received from OVW and endorsed by the SLCC, which is referred to in the model contract of employment and is required to provide policy guidance to the Clerk and Staff members during any periods of sickness absence.

***Resolved to adopt the model sickness absence policy, to provide policy guidance to the Clerk and Staff members during any periods of absence.***

(n) Min. 278/23(a) – Wellbeing Grants:

- (i) Members received the recommended terms and conditions for applicants and noted that these are subject to an additional clause to require that all grant applicants 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 approve the terms and conditions for Wellbeing grants and note that applications will be considered by a grants panel consisting of members of the Bay of Colwyn Wellbeing Network before being submitted to the Town Council for final approval.***

- (ii) ***Resolved to ratify the recommendation that this environmental clause/question be included in all future grant application forms (small grants, youth grants, event grants, large grants etc).***

(o) Min 278/23(c) – Small Grants:

- (i) ***Resolved to ratify approval of the small grant to applicant J, as detailed in Schedule 'C' attached, and to defer application K to await more information.***

- (ii) The NWAMI report was not received/considered and is therefore deferred to the next Policy & Finance Committee meeting.

- (iii) Members were asked to consider an additional small grant application from Conwy MIND for a fundraising event in February, and which had been missed from the P&F Agenda packs.

***Resolved to approval a small grant of £500 to Conwy Mind to cover costs relating to fundraising event at Porth Eirias beach.***

(p) Min. 278/23(d) – Events Grants:

- (i) Beach of Dreams 2024 – The Clerk submitted further information about the Beach of Dreams 2024 artist residency (subject to Arts Council for England funding) and informed

members about a potential partnership with a TAPE Music & Film Arts, which has an Arts Council Wales funded project running along a similar timeline with a theme of 'Beneath the Waves'. Members were asked to ratify the commitment of £5,000 match-funding towards this event/activity, should the ACE application be successful.

***Resolved to ratify the commitment of £5,000 match-funding to the project and the signing of the partnership agreement, which was required in support of the Arts Council (England) funding bid, to support the regional activities in summer 2024 as part of the lead up to the national event in May 2025.***

(ii) Artisan Markets –

***Resolved to ratify acceptance of the offer to return £618.16 in respect of unspent Events grant funding for the Artisan Christmas market, which had to be cancelled due to the weather.***

**(q) Events Grants 2024/25:**

***Resolved to approve the Events grants for 2024/25, as detailed in Schedule D attached.***

***- Cllr C Hughes left the meeting whilst the following item was being debated.***

(i) Members then considered the further information provided by Together for Colwyn Bay and Conwy CBC's events team in respect of the deferred application 'D' and the potential to share event infrastructure from Prom Xtra towards the costs of this event.

A lengthy debate took place about both events, with some confusion being caused by the variances in cost in some items in the detailed budgets, which have now been provided for both events. After much deliberation, most members agreed that, although some infrastructure/costs could be shared, the two events were quite different from each other and are both valued by the local community.

***Resolved to confirm the award of a £5,000 to Prom Extra from the Events Grants budget (plus £10,000 already committed) to ensure this event can go ahead in May 2024.***

***Further resolved to award £5,000 to T4CB towards the costs of the Pride event, to enable this to grow from the initial test event last year.***

(r) Min. 301/23 – Large Grants: Members were asked to note that any funding approved over the agreed budget of £35,000 will come from general reserves (or the youth grants budget, where applications are for youth activities/projects).

***Resolved to ratify the recommendations of the P&F Committee and award large grants for 2024/25, as detailed in Schedule E attached.***

***Further resolved to decline a late application from Mochdre Sports Club, received on 21<sup>st</sup> January, as the budget had been fully allocated.***

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

In accordance with Standing Orders and, due to the meeting over-running, it was

***Resolved to defer the following agenda items to the next appropriate meeting (Committee or Council):***

(i) ***Old Colwyn War Memorial: To note a brief holding response from the Church in Wales to the drawing up of Heads of Terms for the legal transfer of responsibility for the memorial to the Town Council.***

(ii) ***Welsh Government: Links to Information on an anti-racist Wales and to consider a motion, submitted by Cllr J Higgins, that 'We, as a town council, agree to adopt the Welsh Government's Action Plan for an anti-racist Wales'.***

- (iii) **CCBC:** *To note that the next Town and Community Council Forum meeting is being held on Weds 7<sup>th</sup> February and an update on CCBC's budget and asks of T&CCs is expected at that meeting.*
- (iv) **CCBC:** *To note that ERF will not currently consider any requests for additional litter/dog bins, even if these are to be funded by Cllrs Ward Allowances, due to capacity/resources issues.*
- (v) **Community Transport Association:** *To consider an e-mail from the development officer and consider inviting Michelle to join the 'Getting Around Place Plan Working Group to consider the need for community transport scheme(s) in the Bay of Colwyn area.*
- (vi) **Open Evening:** *To consider a suggestion submitted by Cllr J Higgins and note the advice provided by the Wales advisor at the SLCC.*
- (vii) **Zurich Property Insurance:** *To note details of a property insurance survey requested by Zurich*
- (viii) **One Voice Wales / NALC / Society of Local Council Clerks:**
  - (1) *To receive details of a survey from the One Voice Wales Cost of Living Crisis Team.*
- (ix) *To note that no-one was able to attend the recent Conwy & Denbighshire Area Committee meeting, due to a clash with the P&F Committee meeting, and await the formal minutes.*
- (x) **Reports from Outside Bodies:** *To receive any reports from Members/Officers on meetings of outside bodies.*

**309/23 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 was agreed that it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.*

**Town Hall Repairs:** An updated report was shared from the Clerk, following legal advice being obtained in respect of the Town Hall scaffolding.

Concern was expressed by a member of the Council about potential damage to the scaffolding and/or building due to the recent storms and it was queried who is responsible for inspecting it and who would have liability, should any damage be caused.

**Resolved to authorise the Clerk to liaise with the Chair and proceed with option 2.9.2 in the confidential report, with 2.8.2 as back-up action if required.**

The meeting closed at approx. 9.35 pm.

..... Chair



CYNGOR TREF  
BAE COLWYN

BAY OF COLWYN  
TOWN COUNCIL

## **DRAFT ANNUAL ESTIMATES**

**2024/25**

Approved:

Min:

## Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V1)

|                             |                            | <u>2022/23 -last year</u> |         | <u>2023/24 -current year</u> |            |           |           | <u>2024/25 - next year</u> |     |                 |
|-----------------------------|----------------------------|---------------------------|---------|------------------------------|------------|-----------|-----------|----------------------------|-----|-----------------|
|                             |                            | Budget                    | Actual  | Total                        | Actual YTD | Projected | Committed | Agreed                     | EMR | Carried Forward |
| <u>Budget Income</u>        |                            |                           |         |                              |            |           |           |                            |     |                 |
| 1000                        | Office Rental Income       | 2,200                     | 2,191   | 2,200                        | 548        | 2,192     | 0         | 2,200                      | 0   | 0               |
| 1005                        | Room Hire Income           | 0                         | 100     | 0                            | 0          | 0         | 0         | 0                          | 0   | 0               |
| 1010                        | Photocopying Receipts      | 0                         | 0       | 0                            | 3          | 3         | 0         | 0                          | 0   | 0               |
| 1080                        | Grant Income               | 0                         | 1,241   | 0                            | 0          | 0         | 0         | 0                          | 0   | 0               |
| 1085                        | Events Income              | 2,000                     | 1,504   | 2,000                        | 0          | 0         | 0         | 2,000                      | 0   | 0               |
| 1090                        | Colwyn In Bloom Income     | 0                         | 576     | 0                            | 0          | 0         | 0         | 0                          | 0   | 0               |
| 1095                        | Community Projects Income  | 0                         | 0       | 0                            | 1,074      | 0         | 0         | 0                          | 0   | 0               |
| 1176                        | Precept                    | 484,000                   | 484,000 | 504,000                      | 504,000    | 504,000   | 0         | 530,600                    | 0   | 0               |
| 1190                        | Interest Received          | 100                       | 9,571   | 4,000                        | 14,826     | 20,000    | 0         | 15,000                     | 0   | 0               |
| 1195                        | Earmarked Capital Receipts | 6,000                     | 6,929   | 6,250                        | 4,003      | 8,000     | 0         | 8,000                      | 0   | 0               |
| 1999                        | Other Income               | 14,000                    | 16,573  | 14,000                       | 10         | 14,010    | 0         | 14,000                     | 0   | 0               |
| Total Income                |                            | 508,300                   | 522,685 | 532,450                      | 524,464    | 548,205   | 0         | 571,800                    | 0   | 0               |
| <u>Overhead Expenditure</u> |                            |                           |         |                              |            |           |           |                            |     |                 |
| 4000                        | Salaries                   | 113,000                   | 110,437 | 122,000                      | 92,007     | 122,000   | 0         | 135,000                    | 0   | 0               |
| 4015                        | Travel Expenses            | 1,000                     | 219     | 1,000                        | 282        | 600       | 0         | 700                        | 0   | 0               |
| 4017                        | Members Allowances         | 6,850                     | 2,450   | 8,250                        | 2,280      | 6,000     | 0         | 8,250                      | 0   | 0               |
| 4020                        | Seminars/Courses           | 4,200                     | 1,588   | 3,700                        | 1,082      | 1,800     | 0         | 3,700                      | 0   | 0               |
| 4025                        | Stationery & Supplies      | 1,000                     | 882     | 1,000                        | 420        | 750       | 0         | 750                        | 0   | 0               |
| 4026                        | Postages                   | 750                       | 402     | 750                          | 20         | 250       | 0         | 200                        | 0   | 0               |
| 4027                        | Insurance                  | 8,500                     | 7,841   | 9,500                        | 10,906     | 8,600     | 0         | 9,500                      | 0   | 0               |
| 4030                        | Audit Fees                 | 800                       | 1,009   | 900                          | -395       | 1,270     | 0         | 950                        | 0   | 0               |
| 4032                        | Professional Fees          | 6,000                     | 6,034   | 6,000                        | 3,577      | 6,000     | 0         | 6,000                      | 0   | 0               |

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## Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V1)

|      |                              | <u>2022/23 -last year</u> |        | <u>2023/24 -current year</u> |            |           |           | <u>2024/25 - next year</u> |        |                 |
|------|------------------------------|---------------------------|--------|------------------------------|------------|-----------|-----------|----------------------------|--------|-----------------|
|      |                              | Budget                    | Actual | Total                        | Actual YTD | Projected | Committed | Agreed                     | EMR    | Carried Forward |
| 4033 | Recruitment Expenses         | 0                         | 107    | 0                            | 0          | 0         | 0         | 0                          | 0      | 0               |
| 4035 | Subscriptions                | 4,500                     | 2,673  | 5,000                        | 5,673      | 5,700     | 0         | 6,075                      | 0      | 0               |
| 4040 | Office & IT Equipment        | 2,750                     | 4,946  | 2,500                        | 1,342      | 2,000     | 0         | 2,500                      | 0      | 0               |
| 4041 | IT & Software Support        | 2,700                     | 3,373  | 3,250                        | 2,970      | 3,350     | 0         | 3,550                      | 0      | 0               |
| 4045 | Advertising & Publicity      | 1,000                     | 0      | 0                            | 720        | 240       | 0         | 500                        | 0      | 0               |
| 4100 | Mayor's Allowance            | 1,500                     | 1,220  | 1,500                        | 118        | 500       | 0         | 1,500                      | 0      | 0               |
| 4105 | Civic Regalia                | 500                       | 0      | 500                          | 2,737      | 2,532     | 0         | 500                        | 0      | 0               |
| 4115 | Municipal Events             | 3,500                     | 3,717  | 3,700                        | 3,789      | 4,100     | 0         | 5,115                      | 0      | 0               |
| 4120 | Election Expenses            | 25,000                    | 16,456 | 5,000                        | 4,930      | 13,000    | 0         | 5,000                      | 0      | 0               |
| 4150 | Rates                        | 8,200                     | 7,356  | 7,700                        | 6,620      | 7,360     | 0         | 8,000                      | 0      | 0               |
| 4155 | Utilities                    | 20,300                    | 18,149 | 18,450                       | 9,830      | 18,400    | 0         | 20,350                     | 0      | 0               |
| 4160 | Repairs & Maintenance        | 30,000                    | 18,587 | 10,500                       | 10,270     | 14,000    | 0         | 10,700                     | 73,676 | 0               |
| 4165 | Cleaning                     | 0                         | 65     | 0                            | 0          | 0         | 0         | 0                          | 0      | 0               |
| 4166 | Fire Alarm                   | 1,200                     | 342    | 1,200                        | 0          | 750       | 0         | 1,200                      | 0      | 0               |
| 4300 | Large Grants                 | 30,000                    | 29,100 | 30,000                       | 32,828     | 32,828    | 0         | 35,000                     | 0      | 0               |
| 4305 | Small Grants                 | 10,000                    | 10,050 | 10,000                       | 2,466      | 10,000    | 0         | 10,000                     | 0      | 0               |
| 4310 | Scholarships                 | 1,500                     | 500    | 1,500                        | 0          | 1,500     | 0         | 1,500                      | 0      | 0               |
| 4311 | Regeneration/Projects        | 25,000                    | 0      | 0                            | 0          | 0         | 0         | 10,000                     | 0      | 0               |
| 4312 | Community Eng / Place Plans  | 15,000                    | 6,715  | 5,000                        | 5,952      | 5,565     | 0         | 0                          | 4,000  | 0               |
| 4315 | Youth Grants                 | 10,000                    | 1,000  | 10,000                       | 4,409      | 10,000    | 0         | 10,000                     | 9,000  | 0               |
| 4320 | Community Wellbeing Projects | 20,000                    | 0      | 10,000                       | 0          | 10,000    | 0         | 5,000                      | 15,000 | 0               |
| 4330 | Sponsorships                 | 500                       | 0      | 500                          | 350        | 500       | 0         | 500                        | 0      | 0               |
| 4400 | Prom Day                     | 10,000                    | 10,000 | 10,000                       | 10,000     | 10,000    | 0         | 10,000                     | 0      | 0               |
| 4402 | Bonfire                      | 18,500                    | 19,664 | 20,000                       | 12,711     | 12,051    | 0         | 12,500                     | 0      | 0               |

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## Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V1)

|      |                                | <u>2022/23 -last year</u> |         | <u>2023/24 -current year</u> |            |           |           | <u>2024/25 - next year</u> |          |                 |
|------|--------------------------------|---------------------------|---------|------------------------------|------------|-----------|-----------|----------------------------|----------|-----------------|
|      |                                | Budget                    | Actual  | Total                        | Actual YTD | Projected | Committed | Agreed                     | EMR      | Carried Forward |
| 4403 | Christmas Event                | 5,000                     | 3,660   | 5,000                        | 5,320      | 5,320     | 0         | 5,500                      | 0        | 0               |
| 4404 | Parc Eirias Event              | 30,000                    | 30,000  | 20,000                       | 30,000     | 30,000    | 0         | 10,000                     | 0        | 0               |
| 4405 | 1940's Event                   | 15,000                    | 0       | 0                            | 0          | 0         | 0         | 0                          | 0        | 0               |
| 4420 | Other Events                   | 35,000                    | 20,242  | 35,000                       | 35,662     | 35,661    | 0         | 35,000                     | 0        | 0               |
| 4460 | Colwyn in Bloom                | 17,500                    | 17,837  | 18,000                       | 15,159     | 18,000    | 0         | 20,000                     | 5,576    | 0               |
| 4490 | Theatr Colwyn Contribution     | 65,000                    | 65,000  | 65,000                       | 65,000     | 65,000    | 0         | 75,000                     | 0        | 0               |
| 4501 | Play Schemes                   | 6,950                     | 6,750   | 6,200                        | 5,940      | 5,940     | 0         | 6,700                      | 0        | 0               |
| 4502 | Christmas Lights               | 30,000                    | 23,714  | 30,000                       | 9,374      | 30,000    | 0         | 35,000                     | 6,250    | 0               |
| 4503 | CCTV                           | 11,088                    | 11,088  | 11,880                       | 11,880     | 11,880    | 0         | 13,860                     | 0        | 0               |
| 4504 | Parks & Gardens                | 500                       | 500     | 500                          | 0          | 500       | 0         | 1,000                      | 0        | 0               |
| 4507 | Other CCBC Service Contributio | 10,000                    | 2,610   | 20,000                       | 0          | 0         | 0         | 10,000                     | 0        | 0               |
| 4508 | Andrew Fraser Memorial Clock   | 0                         | 0       | 0                            | -2,540     | 0         | 0         | 0                          | 0        | 0               |
| 4510 | War Memorial Maintenance       | 500                       | 603     | 1,000                        | 1,340      | 695       | 0         | 1,000                      | 504      | 0               |
| 4520 | Street Furniture               | 7,500                     | 9,524   | 7,500                        | 1,116      | 7,500     | 0         | 8,000                      | 0        | 0               |
| 4530 | Ward Allowances                | 7,200                     | 1,160   | 7,200                        | 1,550      | 7,390     | 0         | 7,200                      | 7,200    | 0               |
| 4601 | Play Equipment                 | 39,550                    | 1,534   | 19,000                       | 17,525     | 54,219    | 0         | 19,000                     | 23,330   | 0               |
|      | Overhead Expenditure           | 664,538                   | 479,100 | 555,680                      | 425,221    | 583,751   | 0         | 571,800                    | 144,536  | 0               |
|      | Total Budget Income            | 508,300                   | 522,685 | 532,450                      | 524,464    | 548,205   | 0         | 571,800                    | 0        | 0               |
|      | Expenditure                    | 664,538                   | 479,100 | 555,680                      | 425,221    | 583,751   | 0         | 571,800                    | 144,536  | 0               |
|      | Net Income over Expenditure    | -156,238                  | 43,585  | -23,230                      | 99,243     | -35,546   | 0         | 0                          | -144,536 | 0               |
|      | plus Transfer from EMR         | 0                         | 17,176  | 0                            | 18,095     | 0         | 0         | 0                          | 0        | 0               |
|      | less Transfer to EMR           | 0                         | 576     | 0                            | 1,074      | 0         | 0         | 0                          | 0        | 0               |

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V1)

|                                | <u>2022/23 -last year</u> |        | <u>2023/24 -current year</u> |            |           |           | <u>2024/25 - next year</u> |     |                 |
|--------------------------------|---------------------------|--------|------------------------------|------------|-----------|-----------|----------------------------|-----|-----------------|
|                                | Budget                    | Actual | Total                        | Actual YTD | Projected | Committed | Agreed                     | EMR | Carried Forward |
| Movement to/(from) Gen Reserve | (156,238)                 | 60,185 | (23,230)                     | 116,264    | (35,546)  |           | 0                          |     |                 |

|                           |                              | Current<br>Year Budget | Next Year<br>Budget | Year 2<br>Budget | Year 3<br>Budget | Year 4<br>Budget | Year 5<br>Budget |
|---------------------------|------------------------------|------------------------|---------------------|------------------|------------------|------------------|------------------|
| <b>Budget Income</b>      |                              |                        |                     |                  |                  |                  |                  |
| 1000                      | Office Rental Income         | 2,200                  | 2,200               | 2,200            | 2,200            | 0                | 0                |
| 1085                      | Events Income                | 2,000                  | 2,000               | 2,000            | 2,000            | 0                | 0                |
| 1176                      | Precept                      | 504,000                | 530,600             | 546,500          | 562,900          | 0                | 0                |
| 1190                      | Interest Received            | 4,000                  | 15,000              | 8,000            | 8,000            | 0                | 0                |
| 1195                      | Earmarked Capital Receipts   | 6,250                  | 8,000               | 8,000            | 8,000            | 0                | 0                |
| 1999                      | Other Income                 | 14,000                 | 14,000              | 15,200           | 16,500           | 0                | 0                |
|                           | <b>Total Income</b>          | <b>532,450</b>         | <b>571,800</b>      | <b>581,900</b>   | <b>599,600</b>   | <b>0</b>         | <b>0</b>         |
| <b>Budget Expenditure</b> |                              |                        |                     |                  |                  |                  |                  |
| 4000                      | Salaries                     | 122,000                | 135,000             | 139,000          | 143,200          | 0                | 0                |
| 4015                      | Travel Expenses              | 1,000                  | 700                 | 700              | 700              | 0                | 0                |
| 4017                      | Members Allowances           | 8,250                  | 8,250               | 8,250            | 8,250            | 0                | 0                |
| 4020                      | Seminars/Courses             | 3,700                  | 3,700               | 3,700            | 3,700            | 0                | 0                |
| 4025                      | Stationery & Supplies        | 1,000                  | 750                 | 750              | 750              | 0                | 0                |
| 4026                      | Postages                     | 750                    | 200                 | 200              | 200              | 0                | 0                |
| 4027                      | Insurance                    | 9,500                  | 9,500               | 10,300           | 11,100           | 0                | 0                |
| 4030                      | Audit Fees                   | 900                    | 950                 | 1,000            | 1,750            | 0                | 0                |
| 4032                      | Professional Fees            | 6,000                  | 6,000               | 6,000            | 6,000            | 0                | 0                |
| 4035                      | Subscriptions                | 5,000                  | 6,075               | 6,200            | 6,400            | 0                | 0                |
| 4040                      | Office & IT Equipment        | 2,500                  | 2,500               | 2,500            | 2,500            | 0                | 0                |
| 4041                      | IT & Software Support        | 3,250                  | 3,550               | 3,750            | 4,000            | 0                | 0                |
| 4045                      | Advertising & Publicity      | 0                      | 500                 | 500              | 500              | 0                | 0                |
| 4100                      | Mayor's Allowance            | 1,500                  | 1,500               | 1,500            | 1,500            | 0                | 0                |
| 4105                      | Civic Regalia                | 500                    | 500                 | 500              | 500              | 0                | 0                |
| 4115                      | Municipal Events             | 3,700                  | 5,115               | 5,200            | 5,300            | 0                | 0                |
| 4120                      | Election Expenses            | 5,000                  | 5,000               | 5,000            | 5,000            | 0                | 0                |
| 4150                      | Rates                        | 7,700                  | 8,000               | 8,300            | 8,600            | 0                | 0                |
| 4155                      | Utilities                    | 18,450                 | 20,350              | 21,650           | 22,850           | 0                | 0                |
| 4160                      | Repairs & Maintenance        | 10,500                 | 84,376              | 10,500           | 10,500           | 0                | 0                |
| 4166                      | Fire Alarm                   | 1,200                  | 1,200               | 1,200            | 1,200            | 0                | 0                |
| 4300                      | Large Grants                 | 30,000                 | 35,000              | 35,000           | 35,000           | 0                | 0                |
| 4305                      | Small Grants                 | 10,000                 | 10,000              | 10,000           | 10,000           | 0                | 0                |
| 4310                      | Scholarships                 | 1,500                  | 1,500               | 1,500            | 1,500            | 0                | 0                |
| 4311                      | Regeneration/Projects        | 0                      | 10,000              | 10,000           | 10,000           | 0                | 0                |
| 4312                      | Community Eng / Place Plans  | 5,000                  | 4,000               | 0                | 0                | 0                | 0                |
| 4315                      | Youth Grants                 | 10,000                 | 19,000              | 10,000           | 10,000           | 0                | 0                |
| 4320                      | Community Wellbeing Projects | 10,000                 | 20,000              | 5,000            | 5,000            | 0                | 0                |
| 4330                      | Sponsorships                 | 500                    | 500                 | 500              | 500              | 0                | 0                |
| 4400                      | Prom Day                     | 10,000                 | 10,000              | 10,000           | 10,000           | 0                | 0                |
| 4402                      | Bonfire                      | 20,000                 | 12,500              | 21,000           | 22,000           | 0                | 0                |
| 4403                      | Christmas Event              | 5,000                  | 5,500               | 5,500            | 5,500            | 0                | 0                |
| 4404                      | Parc Eirias Event            | 20,000                 | 10,000              | 20,000           | 20,000           | 0                | 0                |
| 4420                      | Other Events                 | 35,000                 | 35,000              | 35,000           | 35,000           | 0                | 0                |
| 4460                      | Colwyn in Bloom              | 18,000                 | 25,576              | 19,000           | 19,500           | 0                | 0                |
| 4490                      | Theatr Colwyn Contribution   | 65,000                 | 75,000              | 75,000           | 75,000           | 0                | 0                |
| 4501                      | Play Schemes                 | 6,200                  | 6,700               | 6,950            | 7,200            | 0                | 0                |
| 4502                      | Christmas Lights             | 30,000                 | 41,250              | 30,000           | 30,000           | 0                | 0                |
| 4503                      | CCTV                         | 11,880                 | 13,860              | 14,250           | 15,000           | 0                | 0                |
| 4504                      | Parks & Gardens              | 500                    | 1,000               | 1,000            | 1,000            | 0                | 0                |

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|      |                                | Current<br>Year Budget | Next Year<br>Budget | Year 2<br>Budget | Year 3<br>Budget | Year 4<br>Budget | Year 5<br>Budget |
|------|--------------------------------|------------------------|---------------------|------------------|------------------|------------------|------------------|
| 4507 | Other CCBC Service             | 20,000                 | 10,000              | 10,000           | 10,000           | 0                | 0                |
| 4510 | War Memorial Maintenance       | 1,000                  | 1,504               | 1,500            | 1,500            | 0                | 0                |
| 4520 | Street Furniture               | 7,500                  | 8,000               | 8,000            | 8,000            | 0                | 0                |
| 4530 | Ward Allowances                | 7,200                  | 14,400              | 7,200            | 7,200            | 0                | 0                |
| 4601 | Play Equipment                 | 19,000                 | 42,330              | 19,000           | 19,000           | 0                | 0                |
|      | Total Overhead Expenditure     | 555,680                | 716,336             | 592,100          | 602,400          | 0                | 0                |
|      | Total Budget Income            | 532,450                | 571,800             | 581,900          | 599,600          | 0                | 0                |
|      | Expenditure                    | 555,680                | 716,336             | 592,100          | 602,400          | 0                | 0                |
|      | Movement to/(from) Gen Reserve | (23,230)               | (144,536)           | (10,200)         | (2,800)          | 0                | 0                |

## Summary of Reserves and Precept Requirement 2024/25

|                                           | PROJECTION FOR ANNUAL ESTIMATES<br>Current Year 2023/24 |             |            |                                                                             | PROJECTION FOR ANNUAL ESTIMATES |             |            |                             |             |            |
|-------------------------------------------|---------------------------------------------------------|-------------|------------|-----------------------------------------------------------------------------|---------------------------------|-------------|------------|-----------------------------|-------------|------------|
|                                           | £                                                       | £           | £          |                                                                             | Forecast 2024/25 (OPTION 1)     |             |            | Forecast 2024/25 (OPTION 2) |             |            |
| <b>Opening Balances as at 1/4/2023:</b>   |                                                         |             |            | <b>Projected Balances as at 1/4/2024:</b>                                   |                                 |             |            |                             |             |            |
| CCLA PSDF                                 | 425,000.00                                              |             |            | CCLA PSDF                                                                   | 425,000.00                      |             |            | 425,000.00                  |             |            |
| Business Instant Access Acc               | 100,429.00                                              |             |            | Business Instant Access Acc                                                 | 50,000.00                       |             |            | 50,000.00                   |             |            |
| Current Account                           | 9,541.00                                                |             |            | Current Account                                                             | 53,633.00                       |             |            | 53,633.00                   |             |            |
| (less unrepresented chqs at year end)     |                                                         |             |            | Petty Cash Imprest Acc                                                      | 100.00                          |             |            | 100.00                      |             |            |
| Petty Cash Imprest Acc                    | 100.00                                                  |             |            |                                                                             |                                 | 528,733.00  |            |                             | 528,733.00  |            |
|                                           |                                                         | 535,070.00  |            | Budget to/from reserves for 2024/25:<br>total net Inc/exp (Draft Budget V1) |                                 | -144,536.00 |            |                             | -159,986.00 |            |
| Opening Adjustments:                      |                                                         |             |            | <b>Forecast balances at y/e 31/3/2025=</b>                                  |                                 |             | 384,197.00 |                             |             | 368,747.00 |
| Plus year-end debtors etc 31/3/2023       | 34,465.00                                               |             |            | <b>Forecast Reserves 31/3/2025:</b>                                         |                                 |             |            |                             |             |            |
| Less year-end creditors etc 31/3/2023     | -5,256.00                                               |             |            | General Reserves                                                            | 230,798.40                      |             |            | 215,348.40                  |             |            |
| <b>Adjusted Balances as at 1/4/2023=</b>  |                                                         | 564,279.00  |            | Earmarked Reserves (see breakdown)                                          | 153,298.60                      |             |            | 153,298.60                  |             |            |
| Plus <b>projected</b> income 2023/24      |                                                         | 548,205.00  |            | Petty Cash                                                                  | 100.00                          |             |            | 100.00                      |             |            |
| Less <b>projected</b> exp. 2023/24        |                                                         | -583,751.00 |            |                                                                             |                                 | 384,197.00  |            |                             | 368,747.00  |            |
| <b>Projected Balance C/F at 31/3/2024</b> |                                                         |             | 528,733.00 |                                                                             |                                 |             |            |                             |             |            |

### Council's Policy on Reserves:

To retain General Reserves of a **minimum of 25%** of the budgeted annual gross expenditure (**25% of £716,336 = £179,084**), for cash flow purposes.

|                                             | OPTION 1            | OPTION 2          |                                                     |
|---------------------------------------------|---------------------|-------------------|-----------------------------------------------------|
| Estimated general reserves of               | £ 384,197.00        | 368,747.00        | (see report on earmarked reserves)                  |
| Less Earmarked reserves                     | -£ 153,298.60       | -153,298.60       | = 40.4% of projected annual expenditure for 2024/25 |
| <b>Forecast general reserves at 31.3.25</b> | <b>£ 230,898.40</b> | <b>215,448.40</b> |                                                     |

Any surplus is therefore available to cover unforeseen expenditure and/or be allocated to new projects.

### Additional Capital Reserve:

\* The Reserves above exclude the remainder of the Council's earmarked capital reserve, which is invested in the CCLA Local Authorities' Property Fund  
The balance of the fund as at 31.3.2023 is forecast to be approx.£160,000.

These funds are reserved for future capital expenditure only.

|                                               | 2022/23      | APPROVED     | PROPOSED     | PROPOSED     |
|-----------------------------------------------|--------------|--------------|--------------|--------------|
|                                               |              | OPTION 2     | OPTION 1     | OPTION 2     |
| Total Precept requirement:                    | £ 484,000.00 | £ 504,000.00 | £ 530,600.00 | £ 515,150.00 |
| Council Tax base:                             | £ 11,576.17  | £ 11,706.25  | £ 11,966.60  | £ 11,966.60  |
| This equates to a typical Band 'D' precept of | £ 41.81      | £ 43.05      | £ 44.34      | £ 43.05      |
| Increase £ per annum                          |              | £1.24        | £1.29        | £0.00        |
| % increase on previous year                   | 0.16%        | 3.0%         | 3.0%         | 0.0%         |



# CYNGOR TREF BAE COLWYN BAY OF COLWYN TOWN COUNCIL

**Report to:** Policy & Finance Committee  
**Date:** 2<sup>nd</sup> January 2023  
**Written by:** Tina Earley, Town Clerk and RFO  
**Subject:** Earmarked Reserves

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## 1. BACKGROUND:

This report has been written to explain the purpose of, and need for, earmarked reserves, as a means of setting aside funds not required during the current financial year, but which the Council would like to retain for that same purpose in a future financial year, and/or to earmark funds received from grants to assist with monitoring/allocating spend against the grant.

## 2. SUMMARY:

By creating EMRs, the Council can set aside funds which will not be spent during the current financial year for specified future purpose(s), thus avoiding unspent budget balances going back into general reserves and having to be added to the budgets for future financial year(s). EMRs can also be used for managing spend against grant income.

The use of EMRs is recognised as being good accounting practice and avoids the false inflation of budgets for future year(s), assisting in the forward planning of budgets and showing a 'balanced budget' position each year. The Rialtas finance package supports the creation and use of EMRs and recommends the use of these.

## 3. OPTIONS:

The Policy & Finance Committee is requested to consider the approval of the following transfers to/from EMRs for the current financial year:

- 3.1.** Capital Reserve- tfr in estimated income of £8,000 from the CCLA Local Authority Property Fund (capital funds), which can only be used for future capital spend.
- 3.2.** Civic Regalia – tfr in £500 p.a. to be used for the purchase of a stock of Past Mayor's medals (every five years).
- 3.3.** Election Expenses – tfr in £5,000 p.a. over a 5-year term to provide a budget of £25,000 towards the possible election costs for six wards every fifth year.

- 3.4. Town Hall R&M –retain current EMR towards the major repairs planned for 2024'25 (along with use of capital reserves).
- 3.5. Sculpture Trail – retain current EMR towards new sculpture for Rhos on Sea area
- 3.6. Place Plan – retain EMR to cover any Steering Group and Working Group costs
- 3.7. Play Equipment – additional expenditure of £17,695 from EMR anticipated by 31.3.24. Retain balance of £23,330 towards additional equipment in 24'25.
- 3.8. Colwyn Victoria Pier – retain EMR pending further update from Colwyn Victoria Pier Trust.
- 3.9. Community Wellbeing – current year budget of £10,000 to be added to the EMR **if not spent by 31.3.24**, to provide funds to deliver on wellbeing projects identified either by the Place Plan or by the Bay of Colwyn Wellbeing Network (grants process to be launched in 2024).
- 3.10. Regeneration Projects – retain current EMR for match-funding for larger/capital regeneration projects.
- 3.11. Other CCBC Services/Events – retain current EMR to enable any urgent requests to be considered after budget finalised.
- 3.12. Ward Allowances – allowances of £7,390 c/f from 22'23 to be spent by 31.3.24, or lost. Approve **tfr of up to £7,200** for c/f of underspent ward allowances from 23'24.
- 3.13. Christmas Lighting – **any underspend in 2023'24** to be added to the EMR for purchase of new lights in 24'25.
- 3.14. Youth Grants/Projects – **any underspend in 2023'24** to be added to the EMR for youth projects in 24'25.
- 3.15. Old Colwyn War Memorial – balance of funds from OCRA to be retained for future maintenance/works.

#### 4. RISKS:

Residents and/or auditors may ask for explanations, where the approved Annual Budget Estimates appear to show a significant excess of expenditure over income, or where general (unallocated) reserves appear very high, in relation to the Council's policy on reserves. The use of earmarked reserves to set aside funds from general reserves for anticipated future expenditure can help to reduce the appearance of an imbalanced budget, or of over-inflated general reserves.

#### 5. RECOMMENDATIONS:

- 5.1. To approve the transfer of funds from unspent budgets for 2023'24 to EMRs, as detailed in 3.1, 3.2, 3.3, 3.9, 3.12, 3.13 and 3.14 above.
- 5.2. To retain the remaining EMR balances towards future anticipated expenditure.

#### 6. SUMMARY:

The recommended transfers above, less anticipated expenditure in the current year, will result in the EMRs decreasing by £4,385 from the current balance of £291,720 (**see breakdown attached**) to £287,324 by 31.3.24. Anticipated expenditure from EMRs totalling £116,220 is planned in 2024/25, giving a projected EMR balance of £171,305 by 31<sup>st</sup> March 2025.

## Summary of Earmarked Reserves

| Code | Description                 | EMR Balance<br>31/12/2023 | Tfr to / from<br>2023/24<br>(proposed) | Projected EMRs<br>31/03/2024 | Tfr to / from<br>2024/25<br>(projected) | EMR Balances<br>31/03/2025<br>(projected) | Notes:                                                                                    |
|------|-----------------------------|---------------------------|----------------------------------------|------------------------------|-----------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------|
| 321  | Capital Reserve             | £13,254.52                | £8,000.00                              | £21,254.52                   | -£21,250.00                             | £5                                        | For future capital works/projects - proj use for T/H major works                          |
| 322  | Civic Regalia               | £1,500.00                 | £500.00                                | £2,000.00                    | £500.00                                 | £2,500                                    | For purchase of Past Mayors medals every 5 years                                          |
| 323  | Election expenses           | £8,544.16                 | £5,000.00                              | £13,544.16                   | £0.00                                   | £13,544                                   | For five-yearly election costs (next due 2027)                                            |
| 324  | Town Hall R&M               | £52,425.62                |                                        | £52,425.62                   | -£52,426.00                             | £0                                        | For major repairs o/s                                                                     |
| 325  | Sculpture Trail             | £5,576.30                 |                                        | £5,576.30                    | -£5,576.00                              | £0                                        | For new sculpture for Rhos on Sea (ship or bottle bank whale)                             |
| 326  | Place Branding / Place Plan | £4,000.00                 |                                        | £4,000.00                    | -£4,000.00                              | £0                                        | Incidental costs for events/translation/meetings etc                                      |
| 327  | Play Equipment              | £41,025.28                | -£35,219.00                            | £5,806.28                    | -£5,806.28                              | £0                                        | Add expenditure expected by 31.3.24, plus anticipated spend 24/25                         |
| 328  | Colwyn Victoria Pier        | £15,000.00                |                                        | £15,000.00                   |                                         | £15,000                                   | Awaiting project proposals (remove back to gen reserves if nothing comes forward in 2024) |
| 329  | Community Wellbeing         | £50,000.00                | £10,000.00                             | £60,000.00                   | -£15,000.00                             | £45,000                                   | Tfr up to £10k in 2023'24, If not spent by 31/3/24                                        |
| 330  | Regeneration Projects       | £50,000.00                |                                        | £50,000.00                   |                                         | £50,000                                   | Match funding towards major CCBC/other projects                                           |
| 331  | Other CCBC Services/Events  | £27,250.00                |                                        | £27,250.00                   |                                         | £27,250                                   | In case services are threatened due to budget pressures                                   |
| 332  | CLlr Ward Allowances (c/f)  | £7,390.00                 | -£190.00                               | £7,200.00                    | -£7,200.00                              | £0                                        | If all b/f allowances are spent/lost and all 23'24 allowances are c/f                     |
| 333  | Christmas Lights            | £6,250.00                 |                                        | £6,250.00                    | -£6,250.00                              | £0                                        | Towards major replacement programme in 2024                                               |
| 334  | Youth Grants / Projects     | £9,000.00                 | £0.00                                  | £9,000.00                    | -£9,000.00                              | £0                                        | Any u/spend to be c/f towards Place Plan / Youth Advocacy projects                        |
| 335  | Old Colwyn War Memorial     | £504.00                   |                                        | £504.00                      | -£504.00                                | £0                                        | OCRA donation of £1,074 less expenses current year                                        |
|      |                             | <b>£291,719.88</b>        | <b>-£11,909.00</b>                     | <b>£279,810.88</b>           | <b>-£126,512.28</b>                     | <b>£153,299</b>                           |                                                                                           |

## Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V2)

|                             |                            | <u>2022/23 -last year</u> |         | <u>2023/24 -current year</u> |            |           |           | <u>2024/25 - next year</u> |     |                 |
|-----------------------------|----------------------------|---------------------------|---------|------------------------------|------------|-----------|-----------|----------------------------|-----|-----------------|
|                             |                            | Budget                    | Actual  | Total                        | Actual YTD | Projected | Committed | Agreed                     | EMR | Carried Forward |
| <u>Budget Income</u>        |                            |                           |         |                              |            |           |           |                            |     |                 |
| 1000                        | Office Rental Income       | 2,200                     | 2,191   | 2,200                        | 548        | 2,192     | 0         | 2,200                      | 0   | 0               |
| 1005                        | Room Hire Income           | 0                         | 100     | 0                            | 0          | 0         | 0         | 0                          | 0   | 0               |
| 1010                        | Photocopying Receipts      | 0                         | 0       | 0                            | 3          | 3         | 0         | 0                          | 0   | 0               |
| 1080                        | Grant Income               | 0                         | 1,241   | 0                            | 0          | 0         | 0         | 0                          | 0   | 0               |
| 1085                        | Events Income              | 2,000                     | 1,504   | 2,000                        | 0          | 0         | 0         | 2,000                      | 0   | 0               |
| 1090                        | Colwyn In Bloom Income     | 0                         | 576     | 0                            | 0          | 0         | 0         | 0                          | 0   | 0               |
| 1095                        | Community Projects Income  | 0                         | 0       | 0                            | 1,074      | 0         | 0         | 0                          | 0   | 0               |
| 1176                        | Precept                    | 484,000                   | 484,000 | 504,000                      | 504,000    | 504,000   | 0         | 515,150                    | 0   | 0               |
| 1190                        | Interest Received          | 100                       | 9,571   | 4,000                        | 14,826     | 20,000    | 0         | 15,000                     | 0   | 0               |
| 1195                        | Earmarked Capital Receipts | 6,000                     | 6,929   | 6,250                        | 4,003      | 8,000     | 0         | 8,000                      | 0   | 0               |
| 1999                        | Other Income               | 14,000                    | 16,573  | 14,000                       | 10         | 14,010    | 0         | 14,000                     | 0   | 0               |
| Total Income                |                            | 508,300                   | 522,685 | 532,450                      | 524,464    | 548,205   | 0         | 556,350                    | 0   | 0               |
| <u>Overhead Expenditure</u> |                            |                           |         |                              |            |           |           |                            |     |                 |
| 4000                        | Salaries                   | 113,000                   | 110,437 | 122,000                      | 92,007     | 122,000   | 0         | 135,000                    | 0   | 0               |
| 4015                        | Travel Expenses            | 1,000                     | 219     | 1,000                        | 282        | 600       | 0         | 700                        | 0   | 0               |
| 4017                        | Members Allowances         | 6,850                     | 2,450   | 8,250                        | 2,280      | 6,000     | 0         | 8,250                      | 0   | 0               |
| 4020                        | Seminars/Courses           | 4,200                     | 1,588   | 3,700                        | 1,082      | 1,800     | 0         | 3,700                      | 0   | 0               |
| 4025                        | Stationery & Supplies      | 1,000                     | 882     | 1,000                        | 420        | 750       | 0         | 750                        | 0   | 0               |
| 4026                        | Postages                   | 750                       | 402     | 750                          | 20         | 250       | 0         | 200                        | 0   | 0               |
| 4027                        | Insurance                  | 8,500                     | 7,841   | 9,500                        | 10,906     | 8,600     | 0         | 9,500                      | 0   | 0               |
| 4030                        | Audit Fees                 | 800                       | 1,009   | 900                          | -395       | 1,270     | 0         | 950                        | 0   | 0               |
| 4032                        | Professional Fees          | 6,000                     | 6,034   | 6,000                        | 3,577      | 6,000     | 0         | 6,000                      | 0   | 0               |

Continued on next page

## Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V2)

|      |                              | <u>2022/23 -last year</u> |        | <u>2023/24 -current year</u> |            |           |           | <u>2024/25 - next year</u> |        |                 |
|------|------------------------------|---------------------------|--------|------------------------------|------------|-----------|-----------|----------------------------|--------|-----------------|
|      |                              | Budget                    | Actual | Total                        | Actual YTD | Projected | Committed | Agreed                     | EMR    | Carried Forward |
| 4033 | Recruitment Expenses         | 0                         | 107    | 0                            | 0          | 0         | 0         | 0                          | 0      | 0               |
| 4035 | Subscriptions                | 4,500                     | 2,673  | 5,000                        | 5,673      | 5,700     | 0         | 6,075                      | 0      | 0               |
| 4040 | Office & IT Equipment        | 2,750                     | 4,946  | 2,500                        | 1,342      | 2,000     | 0         | 2,500                      | 0      | 0               |
| 4041 | IT & Software Support        | 2,700                     | 3,373  | 3,250                        | 2,970      | 3,350     | 0         | 3,550                      | 0      | 0               |
| 4045 | Advertising & Publicity      | 1,000                     | 0      | 0                            | 720        | 240       | 0         | 500                        | 0      | 0               |
| 4100 | Mayor's Allowance            | 1,500                     | 1,220  | 1,500                        | 118        | 500       | 0         | 1,500                      | 0      | 0               |
| 4105 | Civic Regalia                | 500                       | 0      | 500                          | 2,737      | 2,532     | 0         | 500                        | 0      | 0               |
| 4115 | Municipal Events             | 3,500                     | 3,717  | 3,700                        | 3,789      | 4,100     | 0         | 5,115                      | 0      | 0               |
| 4120 | Election Expenses            | 25,000                    | 16,456 | 5,000                        | 4,930      | 13,000    | 0         | 5,000                      | 0      | 0               |
| 4150 | Rates                        | 8,200                     | 7,356  | 7,700                        | 6,620      | 7,360     | 0         | 8,000                      | 0      | 0               |
| 4155 | Utilities                    | 20,300                    | 18,149 | 18,450                       | 9,830      | 18,400    | 0         | 20,350                     | 0      | 0               |
| 4160 | Repairs & Maintenance        | 30,000                    | 18,587 | 10,500                       | 10,270     | 14,000    | 0         | 10,700                     | 73,676 | 0               |
| 4165 | Cleaning                     | 0                         | 65     | 0                            | 0          | 0         | 0         | 0                          | 0      | 0               |
| 4166 | Fire Alarm                   | 1,200                     | 342    | 1,200                        | 0          | 750       | 0         | 1,200                      | 0      | 0               |
| 4300 | Large Grants                 | 30,000                    | 29,100 | 30,000                       | 32,828     | 32,828    | 0         | 35,000                     | 0      | 0               |
| 4305 | Small Grants                 | 10,000                    | 10,050 | 10,000                       | 2,466      | 10,000    | 0         | 10,000                     | 0      | 0               |
| 4310 | Scholarships                 | 1,500                     | 500    | 1,500                        | 0          | 1,500     | 0         | 1,500                      | 0      | 0               |
| 4311 | Regeneration/Projects        | 25,000                    | 0      | 0                            | 0          | 0         | 0         | 10,000                     | 0      | 0               |
| 4312 | Community Eng / Place Plans  | 15,000                    | 6,715  | 5,000                        | 5,952      | 5,565     | 0         | 0                          | 4,000  | 0               |
| 4315 | Youth Grants                 | 10,000                    | 1,000  | 10,000                       | 4,409      | 10,000    | 0         | 10,000                     | 9,000  | 0               |
| 4320 | Community Wellbeing Projects | 20,000                    | 0      | 10,000                       | 0          | 10,000    | 0         | 5,000                      | 15,000 | 0               |
| 4330 | Sponsorships                 | 500                       | 0      | 500                          | 350        | 500       | 0         | 500                        | 0      | 0               |
| 4400 | Prom Day                     | 10,000                    | 10,000 | 10,000                       | 10,000     | 10,000    | 0         | 10,000                     | 0      | 0               |
| 4402 | Bonfire                      | 18,500                    | 19,664 | 20,000                       | 12,711     | 12,051    | 0         | 12,500                     | 0      | 0               |

Continued on next page

## Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V2)

|      |                                | <u>2022/23 -last year</u> |         | <u>2023/24 -current year</u> |            |           |           | <u>2024/25 - next year</u> |          |                 |
|------|--------------------------------|---------------------------|---------|------------------------------|------------|-----------|-----------|----------------------------|----------|-----------------|
|      |                                | Budget                    | Actual  | Total                        | Actual YTD | Projected | Committed | Agreed                     | EMR      | Carried Forward |
| 4403 | Christmas Event                | 5,000                     | 3,660   | 5,000                        | 5,320      | 5,320     | 0         | 5,500                      | 0        | 0               |
| 4404 | Parc Eirias Event              | 30,000                    | 30,000  | 20,000                       | 30,000     | 30,000    | 0         | 10,000                     | 0        | 0               |
| 4405 | 1940's Event                   | 15,000                    | 0       | 0                            | 0          | 0         | 0         | 0                          | 0        | 0               |
| 4420 | Other Events                   | 35,000                    | 20,242  | 35,000                       | 35,662     | 35,661    | 0         | 35,000                     | 0        | 0               |
| 4460 | Colwyn in Bloom                | 17,500                    | 17,837  | 18,000                       | 15,159     | 18,000    | 0         | 20,000                     | 5,576    | 0               |
| 4490 | Theatr Colwyn Contribution     | 65,000                    | 65,000  | 65,000                       | 65,000     | 65,000    | 0         | 75,000                     | 0        | 0               |
| 4501 | Play Schemes                   | 6,950                     | 6,750   | 6,200                        | 5,940      | 5,940     | 0         | 6,700                      | 0        | 0               |
| 4502 | Christmas Lights               | 30,000                    | 23,714  | 30,000                       | 9,374      | 30,000    | 0         | 35,000                     | 6,250    | 0               |
| 4503 | CCTV                           | 11,088                    | 11,088  | 11,880                       | 11,880     | 11,880    | 0         | 13,860                     | 0        | 0               |
| 4504 | Parks & Gardens                | 500                       | 500     | 500                          | 0          | 500       | 0         | 1,000                      | 0        | 0               |
| 4507 | Other CCBC Service Contributio | 10,000                    | 2,610   | 20,000                       | 0          | 0         | 0         | 10,000                     | 0        | 0               |
| 4508 | Andrew Fraser Memorial Clock   | 0                         | 0       | 0                            | -2,540     | 0         | 0         | 0                          | 0        | 0               |
| 4510 | War Memorial Maintenance       | 500                       | 603     | 1,000                        | 1,340      | 695       | 0         | 1,000                      | 504      | 0               |
| 4520 | Street Furniture               | 7,500                     | 9,524   | 7,500                        | 1,116      | 7,500     | 0         | 8,000                      | 0        | 0               |
| 4530 | Ward Allowances                | 7,200                     | 1,160   | 7,200                        | 1,550      | 7,390     | 0         | 7,200                      | 7,200    | 0               |
| 4601 | Play Equipment                 | 39,550                    | 1,534   | 19,000                       | 17,525     | 54,219    | 0         | 19,000                     | 23,330   | 0               |
|      | Overhead Expenditure           | 664,538                   | 479,100 | 555,680                      | 425,221    | 583,751   | 0         | 571,800                    | 144,536  | 0               |
|      | Total Budget Income            | 508,300                   | 522,685 | 532,450                      | 524,464    | 548,205   | 0         | 556,350                    | 0        | 0               |
|      | Expenditure                    | 664,538                   | 479,100 | 555,680                      | 425,221    | 583,751   | 0         | 571,800                    | 144,536  | 0               |
|      | Net Income over Expenditure    | -156,238                  | 43,585  | -23,230                      | 99,243     | -35,546   | 0         | -15,450                    | -144,536 | 0               |
|      | plus Transfer from EMR         | 0                         | 17,176  | 0                            | 18,095     | 0         | 0         | 0                          | 0        | 0               |
|      | less Transfer to EMR           | 0                         | 576     | 0                            | 1,074      | 0         | 0         | 0                          | 0        | 0               |

Continued on next page

## Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V2)

|                                | <u>2022/23 -last year</u> |               | <u>2023/24 -current year</u> |                |                 |           | <u>2024/25 - next year</u> |     |                 |
|--------------------------------|---------------------------|---------------|------------------------------|----------------|-----------------|-----------|----------------------------|-----|-----------------|
|                                | Budget                    | Actual        | Total                        | Actual YTD     | Projected       | Committed | Agreed                     | EMR | Carried Forward |
| Movement to/(from) Gen Reserve | <u>(156,238)</u>          | <u>60,185</u> | <u>(23,230)</u>              | <u>116,264</u> | <u>(35,546)</u> |           | <u>(15,450)</u>            |     |                 |

## Budget Notes

| <u>A/c Code</u> | <u>Description</u>      | <u>Centre</u> | <u>Description</u>  | <u>Budget Notes</u>                                                                                  |
|-----------------|-------------------------|---------------|---------------------|------------------------------------------------------------------------------------------------------|
| 1176            | Precept                 | 100           | Precept             | REC: small annual increase towards inflationary increases (3%)                                       |
| 1190            | Interest Received       | 101           | Administration      | Lloyds BIA & CCLA PSDF (est at 5% and exp to reduce as reserves are spent)                           |
| 1999            | Other Income            | 101           | Administration      | code used for Welsh purchasing card (barclaycard) rebate                                             |
| 4000            | Salaries                | 101           | Administration      | See Salary Projections                                                                               |
| 4015            | Travel Expenses         | 101           | Administration      | Staff travel expenses                                                                                |
| 4020            | Seminars/Courses        | 101           | Administration      | Staff Training - see annual training plan                                                            |
| 4025            | Stationery & Supplies   | 101           | Administration      | Budget reduced due to savings on printing/ink costs from email agendas and paper reduction           |
| 4026            | Postages                | 101           | Administration      | Stamps only                                                                                          |
| 4027            | Insurance               | 101           | Administration      | One year renewal in 2023 - costs expected to increase again next yr for inflation                    |
| 4030            | Audit Fees              | 101           | Administration      | Est Cost for ext audit £350 / Int audit £600 (higher WAO fee for 2022'23 and every 3 yrs )           |
| 4032            | Professional Fees       | 101           | Administration      | Translation costs and any legal costs                                                                |
| 4033            | Recruitment Expenses    | 101           | Administration      | To come from general reserves if/when required                                                       |
| 4035            | Subscriptions           | 101           | Administration      | SLCC(525), CVSC(15), DP (35) OVW/OTHERS? (5500)                                                      |
| 4040            | Office & IT Equipment   | 101           | Administration      | Copier rental/chgs £800 + others £1700                                                               |
| 4041            | IT & Software Support   | 101           | Administration      | Finance software(£400) & Server/back-up/maint costs(£2400) & Zoom (£150) Website (£300) other £300   |
| 4045            | Advertising & Publicity | 101           | Administration      | Digital noticeboard expenses (data sims 240pa) plus press adverts                                    |
| 4100            | Mayor's Allowance       | 105           | Civic Expenses      | Mayor & Dep Mayor civic expenditure & travel only                                                    |
| 4105            | Civic Regalia           | 105           | Civic Expenses      | Re-stock past mayor medals & honours board updates/ minor repairs (add bal to EMR for past mayors)   |
| 4115            | Municipal Events        | 105           | Civic Expenses      | Vol Awards(500) Civic Service 1000, Rem Sunday 1500, AM £750, St Davids 550, Open Door 700, HonB 115 |
| 4015            | Travel Expenses         | 106           | Democratic Expenses | Members travel expenses                                                                              |
| 4017            | Members Allowances      | 106           | Democratic Expenses | To cover basic wf allowances (£4,992), special responsibility (£500 x3) £750 Mayor + others (£1,000) |
| 4020            | Seminars/Courses        | 106           | Democratic Expenses | Member Training OVW course price increased to £60 (non members) or £35 for members - allows 2-3 each |
| 4120            | Election Expenses       | 106           | Democratic Expenses | £5,000 p.a. towards term end elections (any by-election costs to come from gen reserves)             |

## Budget Notes

| <u>A/c Code</u> | <u>Description</u>    | <u>Centre</u> | <u>Description</u>      | <u>Budget Notes</u>                                                                                   |
|-----------------|-----------------------|---------------|-------------------------|-------------------------------------------------------------------------------------------------------|
| 1000            | Office Rental Income  | 110           | Town Hall               | Cruse office rental fees - invoiced quarterly                                                         |
| 1005            | Room Hire Income      | 110           | Town Hall               | Free hire for 'wellbeing' connected use (re: non-business for VAT)                                    |
| 4150            | Rates                 | 110           | Town Hall               | Town Hall only                                                                                        |
| 4155            | Utilities             | 110           | Town Hall               | Town Hall water, phones/internet, and gas                                                             |
| 4160            | Repairs & Maintenance | 110           | Town Hall               | Planned & reactive maintenance - increased costs expected in 2024 to come from EMRs<br>52k + £21k cap |
| 4166            | Fire Alarm            | 110           | Town Hall               | Service & maintenance - Town hall lights/extinguishers                                                |
| 1999            | Other Income          | 111           | Rhiw Road Site          | Service charge income from occupiers                                                                  |
| 4155            | Utilities             | 111           | Rhiw Road Site          | Elec / Gas / water re: Rhiw Road site (proportion recharged at year end - see income codes)           |
| 4160            | Repairs & Maintenance | 111           | Rhiw Road Site          | routine, reactive and planned maintenance                                                             |
| 4166            | Fire Alarm            | 111           | Rhiw Road Site          | Whole site alarm costs only (recharged)                                                               |
| 1999            | Other Income          | 112           | Rear Annexe Rhiw Rd     | Service charge income - rear annexe.                                                                  |
| 4150            | Rates                 | 112           | Rear Annexe Rhiw Rd     | Re rear outhouse if used for storage                                                                  |
| 4155            | Utilities             | 112           | Rear Annexe Rhiw Rd     | Gas - rear annexe (proportion recharged at year-end - see income codes)                               |
| 4160            | Repairs & Maintenance | 112           | Rear Annexe Rhiw Rd     | Routine, reactive and planned maintenance                                                             |
| 4166            | Fire Alarm            | 112           | Rear Annexe Rhiw Rd     | Rear annexe emergency lighting / extinguishers (recharged)                                            |
| 4300            | Large Grants          | 130           | Grants & Donations      | Council to consider apps received                                                                     |
| 4310            | Scholarships          | 130           | Grants & Donations      | Three scholarships for Bangor Uni students                                                            |
| 4311            | Regeneration/Projects | 130           | Grants & Donations      | match funding for regen projects (tfr to EMR if not used)                                             |
| 4315            | Youth Grants          | 130           | Grants & Donations      | Add any remaining bal to EMR to protect for youth activities and projects                             |
| 4330            | Sponsorships          | 130           | Grants & Donations      | e.g. football, rugby, cricket, countryside & parks etc                                                |
| 4310            | Scholarships          | 137           | Section 137 Expenditure | Three scholarships for Bangor Uni students S137 - DO NOT USE                                          |
| 1085            | Events Income         | 150           | Events                  | Bonfire Event income (weather dependent!)                                                             |
| 4400            | Prom Day              | 150           | Events                  | Support agreed for 5yrs from 2018                                                                     |

| <u>A/c Code</u> | <u>Description</u>       | <u>Centre</u> | <u>Description</u> | <u>Budget Notes</u>                                                                      |
|-----------------|--------------------------|---------------|--------------------|------------------------------------------------------------------------------------------|
| 4600            | Streetscape Improvements | 190           | Capital Projects   | possible contribution to lamp columns (re festive lighting requirements)?                |
| 4601            | Play Equipment           | 190           | Capital Projects   | Annual allocation for replacement equipment -£1k per play area (add to EMR if not spent) |



# CYNGOR TREF BAE COLWYN BAY OF COLWYN TOWN COUNCIL

**Report to:** Policy & Finance Committee  
**Date:** 2<sup>nd</sup> January 2024  
**Written by:** Tina Earley, Town Clerk and RFO  
**Subject:** Earmarked Reserves

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## 1. BACKGROUND:

This report has been written to explain the purpose of, and need for, earmarked reserves, as a means of setting aside funds not required during the current financial year, but which the Council would like to retain for that same purpose in a future financial year, and/or to earmark funds received from grants to assist with monitoring/allocating spend against the grant.

## 2. SUMMARY:

By creating EMRs, the Council can set aside funds which will not be spent during the current financial year for specified future purpose(s), thus avoiding unspent budget balances going back into general reserves and having to be added to the budgets for future financial year(s). EMRs can also be used for managing spend against grant income.

The use of EMRs is recognised as being good accounting practice and avoids the false inflation of budgets for future year(s), assisting in the forward planning of budgets and showing a 'balanced budget' position each year. The Rialtas finance package supports the creation and use of EMRs and recommends the use of these.

## 3. OPTIONS:

The Policy & Finance Committee is requested to consider the approval of the following transfers to/from EMRs for the current financial year:

- 3.1.** Capital Reserve- tfr in estimated income of £8,000 from the CCLA Local Authority Property Fund (capital funds), which can only be used for future capital spend.
- 3.2.** Civic Regalia – tfr in £500 p.a. to be used for the purchase of a stock of Past Mayor's medals (every five years).
- 3.3.** Election Expenses – tfr in £5,000 p.a. over a 5-year term to provide a budget of £25,000 towards the possible election costs for six wards every fifth year.

- 3.4. Town Hall R&M –retain current EMR towards the major repairs planned for 2024'25 (along with use of capital reserves).
- 3.5. Sculpture Trail – retain current EMR towards new sculpture for Rhos on Sea area
- 3.6. Place Plan – retain EMR to cover any Steering Group and Working Group costs
- 3.7. Play Equipment – additional expenditure of £17,695 from EMR anticipated by 31.3.24. Retain balance of £23,330 towards additional equipment in 24'25.
- 3.8. Colwyn Victoria Pier – retain EMR pending further update from Colwyn Victoria Pier Trust.
- 3.9. Community Wellbeing – current year budget of £10,000 to be added to the EMR **if not spent by 31.3.24**, to provide funds to deliver on wellbeing projects identified either by the Place Plan or by the Bay of Colwyn Wellbeing Network (grants process to be launched in 2024).
- 3.10. Regeneration Projects – retain current EMR for match-funding for larger/capital regeneration projects.
- 3.11. Other CCBC Services/Events – retain current EMR to enable any urgent requests to be considered after budget finalised.
- 3.12. Ward Allowances – allowances of £7,390 c/f from 22'23 to be spent by 31.3.24, or lost. Approve **tfr of up to £7,200** for c/f of underspent ward allowances from 23'24.
- 3.13. Christmas Lighting – **any underspend in 2023'24** to be added to the EMR for purchase of new lights in 24'25.
- 3.14. Youth Grants/Projects – **any underspend in 2023'24** to be added to the EMR for youth projects in 24'25.
- 3.15. Old Colwyn War Memorial – balance of funds from OCRA to be retained for future maintenance/works.

#### 4. RISKS:

Residents and/or auditors may ask for explanations, where the approved Annual Budget Estimates appear to show a significant excess of expenditure over income, or where general (unallocated) reserves appear very high, in relation to the Council's policy on reserves. The use of earmarked reserves to set aside funds from general reserves for anticipated future expenditure can help to reduce the appearance of an imbalanced budget, or of over-inflated general reserves.

#### 5. RECOMMENDATIONS:

- 5.1. To approve the transfer of funds from unspent budgets for 2023'24 to EMRs, as detailed in 3.1, 3.2, 3.3, 3.9, 3.12, 3.13 and 3.14 above.
- 5.2. To retain the remaining EMR balances towards future anticipated expenditure.

#### 6. SUMMARY:

The recommended transfers above, less anticipated expenditure in the current year, will result in the EMRs decreasing by £4,385 from the current balance of £291,720 (**see breakdown attached**) to £287,324 by 31.3.24. Anticipated expenditure from EMRs totalling £116,220 is planned in 2024/25, giving a projected EMR balance of £171,305 by 31<sup>st</sup> March 2025.

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          | £5,000.00       |                      |                     |            |                      |                        |
| 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        |                        |                    | £25,720.50      |                      |                     |            |                      |                        |

### 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                         |
| 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 Swm.<br><b>Request date to avoid clash with Tree of Lights and request poster</b> |             |                    | email sent to SR 11.1 to query |
| <u>To be considered 15/11/23</u>   |                   |                  |                              |                                                                                                                                                                                                                                                          |             |                    |                                |
| 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            | £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       | DEFER - ask for further info | To train teachers in River and Sea Safety to protect children                                                                                                                                                                                            |             |                    |                                |
| L Conwy MIND                       | £500              |                  | £500.00                      | To hold a Seal Splash fundraising event on 4th February                                                                                                                                                                                                  |             |                    |                                |

ANNUAL BUDGET 2023/24 = £10,000 TOTAL YTD= £4,766

£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

| REF: | Applicant:                                                  | Amount Requested: | Purpose:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Grant Approved 2023/24 | Grant Recommended 2024/25 | Notes:                                                                                                         | Bank details rec'd: | First Instalment paid | Second Instalment To be Paid | Report Requested Received | Payment: 1st instalment letter/email | Payment: 2nd instalment Confirmation letter/email |
|------|-------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|------------------------------|---------------------------|--------------------------------------|---------------------------------------------------|
|      |                                                             |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |                           | Approved Budget = £35,000                                                                                      |                     |                       |                              |                           |                                      |                                                   |
| A    | Benefit Advice Shop                                         | £6,638            | To assist the residents of the area with all aspects of their Welfare Benefit and Social Security Law problems. We aim to assist 250 people from the area to maximise their income through benefit claims, better off calculations and lengthy disability forms.                                                                                                                                                                                                                               | £6,638                 |                           |                                                                                                                |                     |                       |                              |                           |                                      |                                                   |
| B    | Citizen's Advice                                            | £ 20,000.00       | To provide dedicated fact-to-face quality specialist and generalist advice and information services through the community venue of Colwyn Bay Town Hall, with homesiting services                                                                                                                                                                                                                                                                                                              | £19,990                | £ 19,990.00               | agree £10k initially and remainder (second instalment) subject to detailed report                              |                     |                       |                              |                           |                                      |                                                   |
| C    | CBCEF (CBay Conservation & Environment Federation)          | £5,000            | Planting of 200 Jurassic trees in Eirias Park (see information for species) to enhance the Centenary Trails                                                                                                                                                                                                                                                                                                                                                                                    | £500                   | £ 5,000.00                |                                                                                                                |                     |                       |                              |                           |                                      |                                                   |
| D    | Cruse Bereavement                                           | £ 2,191.12        | To pay the rental on the town council office that we currently rent. This enables us to continue to have a base in Colwyn Bay following the closure of our old office due to rising rental costs. We use the office for client work and meetings and it means we still have somewhere local that people can come to have counselling                                                                                                                                                           | Nil                    |                           | Subject to receipt of report detailing number of clients supported from Bay of Colwyn Area in 2023             |                     |                       |                              |                           |                                      |                                                   |
| E    | Homestart Conwy                                             | £ 5,000.00        | Our premises in Tan Lan combine a community centre with an office for the Home-Start team. This means that we can provide an open- door policy to the community & we are on hand to offer support when needed . During these times of significant financial hardship this has meant that families can simply call in & request food parcels & utility vouchers if needed. We also operated as a warm hub to provide a warm space for people struggling to keep their homes warm in cold spells | £5,000                 | £ 5,000.00                | Request that future applications for large grants include more data on families supported and testimonials etc |                     |                       |                              |                           |                                      |                                                   |
| F    | Llandudno & Colwyn Bay Tramway Society                      | £1,500.00         | Keep this popular mode of transport in the public eye in North Wales, to increase awareness of heritage through appearances at events and via facebook/website. Recent appearance in Colwyn Bay generated a lot of interest.                                                                                                                                                                                                                                                                   | Declined               | declined                  |                                                                                                                |                     |                       |                              |                           |                                      |                                                   |
| G    | Llysfaen Jnr Football Club                                  | £ 3,000.00        | This funding will help innovate and growth of the teams facilities- we currently don't have a team clubhouse and lack in toilet facilities at our grounds. We have one run down changing facilities which are not appropriate to use for the younger teams.                                                                                                                                                                                                                                    | n/a                    | DEFER                     | ask how many members the club has from the Bay of Colwyn area                                                  |                     |                       |                              |                           |                                      |                                                   |
| H    | LATE APPLICATION(S):<br>Mochdre Football Club -RECD 21/1/24 | £9,000.00         | To build a 50-seat covered stand for spectators                                                                                                                                                                                                                                                                                                                                                                                                                                                | n/a                    | DECLINE                   |                                                                                                                |                     |                       |                              |                           |                                      |                                                   |
|      |                                                             | £52,329           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        | £ 38,819.12               |                                                                                                                |                     |                       |                              |                           |                                      |                                                   |
|      |                                                             |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |                           |                                                                                                                |                     | £0.00                 | £0.00                        |                           |                                      |                                                   |

**MINUTES OF A MEETING OF THE GENERAL PURPOSE AND PLANNING COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE (VIA ZOOM) AT 6.30PM ON TUESDAY 30<sup>th</sup> JANUARY 2024**

**PRESENT:** Cllr, R Owen, Chair  
Cllrs: C Bell, C Brockley, J Clayton, H Fleet (Mayor), J Higgins, P Hughes, A Jones, T MacLean and D Wilkins

**OFFICERS:** Mrs C Earley, Town Clerk  
Roz Dudley, Assistant Clerk

**VISITORS:** Cllr P Ashe

**ABSENT:** Cllrs: C Matthews

**318/23 Welcome and Apologies for Absence:**

The Chair welcomed members & visitors to the meeting. Apologies for absence were received from the Clerk, Tina Earley and Cllr L Kennedy.

**319/23 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr Maclean and Cllr Wilkins as Governors at St Joseph's School, declared a personal and/or prejudicial interest in item 7(a)(i) Planning Application no: 0/51371 and left the meeting when this item was being considered.

**320/23 Minutes:**

***Resolved to approve and sign, as a correct record, the minutes of the last meeting, held on 9<sup>th</sup> January 2024.***

**321/23 Matters Arising from Previous Minute:**

a) **Min 219/23(a) Beach Pollution:** Members noted no response has been received from Natural Resources Wales (NRW) about the enquiry sent about the results of their further investigations into the reasons for the pollution which occurred and caused the beach to be closed off.

***Resolved to write again to NRW to ask if any progress had been made with their investigations.***

b) **Min 262/23(b) Bus Shelters:**

i) Members noted a response about the requirements for sites to be considered for living roof shelters and also noted the suggested locations of West End and Five Ways.

***Resolved to contact Conwy CBC to accept the locations of West End and Five Ways as possible Living Roof Shelters.***

ii) Members noted an email and considered the renewal the shelter on Church Road as it is had been damaged. Members suggested it should be replaced with a living roof if it fitted the criteria.

***Resolved to contact Conwy CBC to request a quote for a replacement shelter***

***and for one with a living roof and to request an update on the current budget being held by CCBC.***

- c) **Min 262/23(c) Street Furniture Q3 Inspection:** To receive any further reports from members and to update the list. The inventory was updated following inspections by members/staff of any street furniture in their area. As some items had not yet been inspected, members were asked to email their observations to the Clerk this week. The staff will carry out any inspections that had not been completed, after this week, as this is an insurance requirement and records of inspections must therefore be retained.

**322/23 Conwy CBC:**

**St Paul's Church:**

Members were asked to consider an email about the refuse left in the church grounds and to consider any solutions to the problem. Old Colwyn members reported that St Catherine's Church in Old Colwyn had a similar problem with overflowing bins, litter and dog fouling. St Paul's Church could remove the bin but this might lead to bigger problems with litter. Members suggested requesting an extra Council bin on the road might alleviate the problem. Members felt this was a broader issue which affected most areas. Members were asked to report back to the next meeting regarding any issues with litter in their wards and also knowledge of any areas that had a bin that could possibly be relocated to an area by the Church, subject to Conwy CBC's approval.

**323/23 Old Colwyn Residents Association:** Members noted the meeting due to held on 9<sup>th</sup> January 2024 has been rescheduled to 6<sup>th</sup> February 2024.

**324/23 Planning:**

**a) Planning Applications:**

- i) The Clerk submitted, for consideration, the planning applications received from CCBC. Cllr T Maclean and D Wilkins left the meeting whilst Planning Application 0/51371 was considered.

***Resolved to submit observations on the planning applications, as detailed in Schedule 'A' attached.***

- ii) Members noted a copy of an email from a resident with regard to Planning Application No: 0/51353.

**b) Planning Decisions:**

Members noted the planning decisions received from Conwy CBC for the period 25/12/2023 – 21/1/2024.

- c) **Planning Aid Wales:** Members noted the training courses offered by PAW.

**325/23 Licensing:**

Licensing Applications submitted for the period up to 26<sup>th</sup> January 2024 were noted by members.

The meeting closed at 7.30 pm.

..... Chairman

**CYNGOR TREF BAE COLWYN BAY TOWN COUNCIL**  
**CEISIADAU CYNLLUNIO/PLANNING APPLICATIONS**  
**30/01/2024**

| Cyfeirnod/Reference | LEFEL/<br>LEVEL | CAIS/APPLICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0/51353             | PC              | <p>Datblygiad arfaethedig 23 o fflatiau (cartrefi fforddiadwy) ar dir hen Gartref Nyrsio Guys Cliff gan gynnwys dymchwel yr hen gartref nyrsio<br/> <b>Safle:</b> 79-81, Guys Cliff Care Home, Conway Road, Colwyn Bay, LL29 7LN<br/> <b>Ymgeisydd:</b> Ms Natasha Green</p> <p>Proposed development of 23 no. Apartments (affordable homes) on land at Former Guys Cliffe Nursing Home, including demolition of former Nursing Home<br/> <b>Location:</b> 79-81, Guys Cliff Care Home, Conway Road, Colwyn Bay, LL29 7LN<br/> <b>Applicant:</b> Ms Natasha Green</p> <p><b><i>No objections in principle, but question the number of parking spaces allocated (13) to the number of apartments proposed (23). Members questioned the size of the development and also building up to the boundary line – could it be set further back so it is not so imposing?</i></b></p> |
| 0/51354             | D               | <p>Gosod 1 arwydd wedi'i oleuo'n allanol, 3 arwydd ffasgia wedi'u goleuo'n allanol, ac 1 amgylchyn peiriant codi arian wedi'i oleuo'n fewnol<br/> <b>Safle:</b> Nationwide Building Society, 23, Conway Road, Colwyn Bay, LL29 7AB<br/> <b>Ymgeisydd:</b> Nationwide Building Society</p> <p><b>Dim Gwrthwynebiad</b><br/> Display of 1 no.externally illuminated projecting sign, 3 no. Externally illuminated fascia signs and 1 no. Internally illuminated ATM surround<br/> <b>Location:</b> Nationwide Building Society, 23, Conway Road, Colwyn Bay, LL29 7AB<br/> <b>Applicant:</b> Nationwide Building Society</p> <p><b>No Objections</b></p>                                                                                                                                                                                                                       |
| 0/51356             | D               | <p>Newid defnydd sylweddol o ddibenion yn nosbarth defnydd D1 (Sefydliad Amhreswyl) I ddosbarth defnydd B8 (storio a dosbarthu)(Cais Ol-weithredol)<br/> <b>Safle:</b> Tabernacl Welsh Baptist Church, Abergele Road, Colwyn Bay, LL29 7RU<br/> <b>Ymgeisydd:</b> C Thomas</p> <p>Material change of use from purposes in use-class D1 (non-residential institution) to use-class B8 (Storage and distribution) (Retrospective Application)<br/> <b>Location:</b> Tabernacl Welsh Baptist Church, Abergele Road, Colwyn Bay, LL29 7RU<br/> <b>Applicant:</b> C Thomas</p> <p>Objection</p> <p><b><i>Members support the concerns of the Highways Department and Theatr Colwyn regarding the traffic issues which occur during delivery times as</i></b></p>                                                                                                                  |

|         |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |    | <i>there is no designated loading bay. Fire, Health &amp; Safety concerns were also raised regarding the wooden pallets left stored against neighbouring walls and also questioned if the contents of the deliveries are suitable/safe to be stored in a residential area.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0/51371 | PC | <p>Cynigir gosod paneli ffotofoltaig ar y toeau a nodir ar y dyluniadau a'r wybodaeth ynghlwm. Cynigir bod y trydan a gynhyrchir yn cael ei ddefnyddio ar y safle i gefnogi defnydd ynni'r ysgol; pan fydd yr ysgol ar gau bydd y trydan a gynhyrchir yn cael ei fwydo'n ol i'r grid trydan. Mae'r gwaith gosod yn cynnwys addasu clychedau trydanol mewnol a switshis trydanol. Hefyd, cynigir cael cysylltiadau TG i fonitro perffoemiad ynni a'r defnydd a theclyn i helpu athrawon addysgu disgyblion ar gynhyrchu a defnyddio ynni gwyrdd</p> <p><b>Safle:</b> St Joseph's RC School, Brackley Avenue, Colwyn Bay, LL29 7UU<br/> <b>Ymgeisydd:</b> Mr John Davies</p> <p><b>Dim Gwrthwynebiad</b></p> <p>It is proposed to install Solar Photovoltaic panels to roof areas as shown in the attached design drawings and product information. It is proposed that the electricity generated is used on site to support school energy consumption and during school closure periods the energy generated will be fed back to the main electric grid. The installation includes alteration to existing internal electrical circuits and switch gear. It is also proposed to have I.T. connections installed for monitoring of energy performance and use and a teaching aid to assist the teachers in educating pupils on the production and use of green energy.</p> <p><b>Location:</b> St Joseph's RC School, Brackley Avenue, Colwyn Bay, LL29 7UU<br/> <b>Applicant:</b> Mr John Davies</p> <p><b>No Objections</b></p> |
| 0/51372 | PC | <p>Adeiladu Ciosgau Consesiynau yn rhan o Gam 2B Amddiffyn Rhag Llifogydd Bae Colwyn a gwelliannau i'r parth Cyhoeddus</p> <p><b>Safle:</b> Kiosks, Promenade, West Promenade, Rhos on Sea, LL28 4DU<br/> <b>Ymgeisydd:</b> Benjamin Poulson</p> <p><b>Dim Gwrthwynebiad</b></p> <p>Construction of Concessions Kiosks as part of phase 2B of the Colwyn Bay Flood Defence and public realm improvements</p> <p><b>Location:</b> : Kiosks, Promenade, West Promenade, Rhos on Sea, LL28 4DU<br/> <b>Applicant:</b> Benjamin Poulson</p> <p><b>No Objections – The Town Council are in support of this application.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0/51380 |    | <p>Newid defnydd eglwys wag yn 1 breswyl a chaffi aml-bwrpas ac oriel</p> <p><b>Safle:</b> St Catherine Parish Church, Abergele Road, Old Colwyn, LL29 9RU<br/> <b>Ymgeisydd:</b> Mr Adrian Gaskell</p> <p>Change of use of vacant church to 1 residential unit and multi purpose cafe and gallery space</p> <p><b>Location:</b> St Catherine Parish Church, Abergele Road, Old Colwyn, LL29 9RU<br/> <b>Applicant:</b> Mr Adrian Gaskell</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |  | <p><b><i>No Objections but request that as a condition of approval, consideration to be given to installing a fence above the level of the wall between the entrance to the snooker club and the edge of the war memorial to prevent litter being thrown into the church grounds and that bins are placed in the grounds to alleviate the issues with litter/dog fouling.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0/51381 |  | <p>Newid defnydd eglwys wag yn 1 breswyl a chaffi aml-bwrpas ac oriel (Caniatad Adeilad Rhestredig)</p> <p><b>Safle:</b> St Catherine Parish Church, Abergele Road, Old Colwyn, LL29 9RU<br/> <b>Ymgeisydd:</b> Mr Adrian Gaskell</p> <p>Change of use of vacant church to 1 residential unit and multi purpose cafe and gallery space (Listed Building Consent)</p> <p><b>Location:</b> St Catherine Parish Church, Abergele Road, Old Colwyn, LL29 9RU<br/> <b>Applicant:</b> Mr Adrian Gaskell</p> <p><b><i>No Objections but request that as a condition of approval, consideration to be given to installing a fence above the level of the wall between the entrance to the snooker club and the edge of the war memorial to prevent litter being thrown into the church grounds and that bins are placed in the grounds to alleviate the issues with litter/dog fouling.</i></b></p> |

**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 21<sup>ST</sup> FEBRUARY 2024**

**PRESENT:** Cllr H Fleet (Town Mayor), Chair  
Cllrs: P Ashe, N Coverley, C Hughes, S McAllister, J Nuttall, R Owen (Deputy Mayor), L Wilkins and G Wynne

**OFFICER:** C Earley, Town Clerk and RFO

**340/23 Welcome and Apologies for Absence:**

Members were welcomed to the meeting. Apologies for absence were received from Cllrs: D Carr, D Jones, A Khan and S Price.

**341/23 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr J Nuttall declared a personal (non-prejudicial) interest with regard to Conwy CBC Playing Out Provision.

**342/23 Minutes:**

- (a) *Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 10<sup>th</sup> and 17<sup>th</sup> January 2024.*
- (b) It was noted that the draft minutes of the Audit Sub-Committee meeting held on 20<sup>th</sup> February 2024 would be referred to the Full Council on 4<sup>th</sup> March, as the actions/recommendations there-in require Council approval.

**343/23 Matters Arising from Previous Meetings:**

Members noted that any matters arising from the previous meetings will be covered in the agenda items that follow.

**344/23 Finance:**

- (a) *Resolved to authorise payments made on behalf of the Council for the period 1<sup>st</sup> to 31<sup>st</sup> January 2024 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 31<sup>st</sup> January 2024.*
- (c) *Resolved to receive the following correspondence from CCLA:*
  - (i) *LAPF distribution January 2024*
  - (ii) *The PSDF statement, as at 31.1.24 (tabled)*

**345/23 UK/Welsh Government:** Members noted the following correspondence:

- (a) **Just Transition Framework** - Consultation document.
- (b) **Martyn's Law** - Standard tier consultation. Members noted that the Clerk would be attending one of the forthcoming information sessions.

**346/23 Conwy County Borough Council:** Members noted the following correspondence:

- (a) Town and Community Council Forum Meeting: Cllr H Fleet gave a verbal report on the recent meeting. The Leader of Conwy CBC had given a presentation on the

budgetary position, advising that difficult decisions were having to be made to balance the budget. Notes/slides from a presentation given by Llais were submitted, for information.

(b) Creu Conwy Town Team – Cllr C Hughes gave a brief verbal report. It was noted that the meeting notes would be circulated to members, once received.

(c) Paddling Pool Update – a brief e-mail update confirming that the pools would all be re-opened this summer, was noted by members.

(d) Playing Out Summer 24

*Cllr J Nuttall (who had declared a personal and prejudicial interest) retired from the meeting whilst the following item was discussed.*

*Cllr L Wilkins declared a personal interest, in that her own/looked after children attend some of the sessions – the Committee agreed that this was a personal, not a prejudicial interest, as they were open access sessions that anyone in the community could attend.*

Members were asked to consider the option of either 5 weeks provision in the summer holidays only (5 venues x £1,400 = £7,000) or to recommend extending this to 10 weeks at all five venues (5 venues x £2,325 = £11,625). There was currently £9,000 held in an earmarked for youth grants/projects, plus any underspend from this year. The budget for playing out provision has been set at £6,700, in line with previous year's costs.

***Resolved to recommend that funds are used from the Youth Grants EMR to supplement the budget for 2024/25 and request the full 10 weeks of holiday sessions at all five venues at a total cost of £11,625.***

(e) Smart Towns Initiative

(i) Members noted the presentation slides from a recent event convened by CCBC and attended by Cllrs J Higgins, S Price and the Clerk

(ii) ***Resolved to approve delegation of authority to the Clerk to submit a Smart Towns Action Plan for the Bay of Colwyn Area, which can be used by CCBC to support a transforming towns funding bid to Welsh Government.***

(iii) Members received and noted a working draft of the submission, for information.

(iv) Members noted the close links to a number of actions in the Colwyn Place Plan.

(f) Litter Bins: Members noted that Conwy CBC will not currently support any requests for new litter bins, due to a lack of capacity for emptying.

### **347/23 Colwyn Place Plan**

(a) The Clerk gave a verbal update following the six initial working group meetings which were held on 7<sup>th</sup>/8<sup>th</sup> February, and informed members that the notes from the meetings will be sent to all members of the groups and shared at the next Council meeting.

(b) Members noted that the first claim for reimbursement from the Welsh Government for the current phase of consultancy work and staff overtime was submitted on 12<sup>th</sup> February.

(c) A proposal from Go North Wales was submitted for consideration.

***Resolved to refer it to the Place Plan's Culture, Heritage and Tourism Place Plan working group for initial consideration.***

### **348/23Wales Audit Office:**

- (a) Members noted notice of fees for the 2023/24 external audit.
- (b) Members noted that work has recently commenced on the full audit for 2022/23, submitted in July 23, and that the Clerk will be working on a response to the initial set of questions/requests over the next few weeks.

### **349/23Climate and Nature Emergency:**

- (a) Members noted further information had been received from the Centre for Sustainable Energy (CSE), confirming their selection of Bay of Colwyn Town Council for some targeted support and guidance, following our formal declaration of a climate and nature emergency in December.
- (b) Members noted the notes from the first meeting with CSE, held on 13<sup>th</sup> February and attended by Cllr C Hughes and the Clerk.

### **350/23St David's Day Parade:**

- (a) The quote for traffic management support for the event from Arona Group was submitted.  
***Resolved to confirm the appointment of Arona Group to undertake traffic management duties for the event.***
- (b) The quote for first aid cover from St John's Ambulance was submitted.  
***Resolved to confirm the appointment of SJA to provide first aid provision for the event.***
- (c) The Clerk gave a brief verbal report on the need for volunteer stewards and to undertake risk assessment/management, in preparation for the event.

### **351/23Local Members Ward Allowances:**

- (a) Members were asked to consider any proposals submitted by members.  
Requests were submitted from Cllr L Wilkins - £200 towards Kind Bay Initiative Art Projects; Cllrs L Wilkins, D Wilkins and P Ashe - £1,200 (£400 each) towards a Defibrillator to be located at Colwyn Bay Rugby Club and Cllr S McAllister - £300 towards OCRA Funds.  
***Resolved to approve the three ward allowance proposals submitted by members, as outlined above.***
- (b) Members were asked to note that any final proposals for the current financial year will need to be submitted by Monday 18<sup>th</sup> March at latest, for inclusion in the next/final meeting agenda for 23/24. A maximum of £300 per member can be carried forward to 2024/25.

### **352/23Grants–**

#### **(a) Small Grants 2023/24:**

- (i) The updated summary was submitted and members were asked to consider any additional information received from applicant (K) – River and Sea Sense  
***The Committee were supportive in principle, but, given the options presented, resolved to recommend that the decision be deferred to ask River and Sea Sense to seek feedback from the chosen school(s) on what method of training they would prefer and be able accommodate within their existing time/resources.***

- (ii) Small Grant for NWAMI – Diwali event: It was noted that Cllr J Higgins had confirmed that the NWAMI Diwali event did go ahead as he was in attendance.

***Resolved to approve payment of the grant of £500 towards event costs.***

**(b) Events Grants 2024/25-**

- (i) Members noted the updated summary, as approved by Council on 22/1/24.  
(ii) Extracts from the D-Day 80<sup>th</sup> anniversary guide were submitted and members noted the information about availability of lamplight beacon(s) for any local small-scale events to mark the anniversary, at a cost of £55 per lamp/location.

- (c) **Large Grants 2024/25**– The summary of large grants approved was submitted and members were asked to consider whether to invite recipients to attend the annual Volunteer Awards presentation event, to be held on Monday 29<sup>th</sup> April 2024. Member agreed it was important to thank and share the work of the large grant recipients too.

***Resolved to recommend that the Large Grant Recipients are invited to the Annual Volunteer awards event to be held on Monday 29<sup>th</sup> April 2024.***

*- Cllr Lisa Wilkins retired from the meeting at this juncture.*

- (d) **Youth Grants 2023/24** –the summary of youth grants awarded to date was submitted and members were asked to consider an additional application for £1,000 from 6<sup>th</sup> Colwyn Bay Scouts.

***Resolved to recommend approval of payment of a grant of £1,000 from the Youth Budget 2023/24 towards the 2024 Jamboree Event at Gwrych Castle (subject to confirmation that this was towards overall event costs and similar applications would not be submitted by other local scout groups) as detailed in Schedule B attached.***

- (e) **Thank you Letters and Reports**- Members noted letters/reports from:

- (i) Colwyn Bay Conservation and Environment Federation  
(ii) Conwy MIND – small grant  
(iii) CCBC Events Team – Prom Xtra 2024  
(iv) Cruse Report (2023 statistics)  
(v) Home Start Conwy – letter of thanks for large grant  
(vi) Theatr Colwyn - Theatre Screenings Report

**353/23 Town Hall Repairs**

- (a) The Clerk gave a verbal update following a meeting with DR Williams (with Cllr A Khan also present) earlier this week, and members were asked to note that the scaffolding had now been removed and a costed schedule of all outstanding works (phase 2) has been requested.

***Resolved to approve authorisation of payment of the invoice of £4,025 to J Seager in final settlement for the additional weekly hire charges for the scaffolding for the completion of the first phase of works and the surveys/inspections to prepare for phase 2.***

The Meeting closed at approx. 19.50pm.

..... Chair

## List of Payments made between 01/01/2024 and 31/01/2024

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 02/01/2024       | British Gas                    | DD               | 810.41             | 49/23                 | Elec Rhiw Road                 |
| 04/01/2024       | Barclaycard                    | DD               | 198.00             | 49/23                 | First Aid Training RedCross RD |
| 10/01/2024       | Opus Energy                    | DD               | 863.76             | 49/23                 | Gas Rear Annexe                |
| 10/01/2024       | Opus Energy                    | DD               | 287.96             | 49/23                 | Gas Town Hall                  |
| 10/01/2024       | Opus Energy                    | DD               | 576.90             | 49/23                 | Gas Rhiw Road                  |
| 12/01/2024       | Canda Copying Ltd              | FP               | 141.64             | 45/23                 | Copier rental Q4/chgs Q3       |
| 12/01/2024       | Cllr C Matthews                | FP               | 156.00             | 45/23                 | Cllr Allowance                 |
| 12/01/2024       | Cllr D Jones                   | FP               | 208.00             | 45/23                 | Cllr Allowance                 |
| 12/01/2024       | Cllr D Carr                    | FP               | 208.00             | 45/23                 | Cllr Allowance                 |
| 12/01/2024       | I P Williams                   | FP               | 253.20             | 47/23                 | Translations December          |
| 12/01/2024       | Conwy County Borough Council   | FP               | 736.00             | 47/23                 | NNDR THall                     |
| 12/01/2024       | S & L Industrial Cleaners      | FP               | 30.00              | 47/23                 | Cleaning Clock (Andrew Fraser) |
| 12/01/2024       | Microshade Business Consultant | FP               | 217.26             | 47/23                 | IT Services                    |
| 15/01/2024       | Employees                      | FP               | 5,976.92           | 47/23                 | Salaries January               |
| 15/01/2024       | HMRC                           | FP               | 1,961.77           | 47/23                 | PAYE & NI January              |
| 15/01/2024       | Gwynedd Council                | FP               | 1,997.48           | 47/23                 | Pensions January               |
| 16/01/2024       | British Gas                    | DD               | 29.05              | 49/23                 | Feeder pillars                 |
| 19/01/2024       | Porth Eirias Runners           | FP               | 300.00             | 48/23                 | Small Grant                    |
| 19/01/2024       | Foodshare North Wales          | FP               | 500.00             | 48/23                 | Small Grant                    |
| 19/01/2024       | Livetech                       | FP               | 346.80             | 48/23                 | Hosting & Gov Domain           |
| 19/01/2024       | Cambrian Woodland Services     | FP               | 2,712.00           | 48/23                 | Xmas Trees                     |
| 19/01/2024       | Staples UK Ltd                 | FP               | 50.99              | 48/23                 | Ink                            |
| 19/01/2024       | Cllr Leanne Kennedy            | FP               | 208.00             | 48/23                 | Cllr Allowance                 |
| 23/01/2024       | Conwy County Borough Council   | FP               | 34,200.00          | 48/23                 | Play area Cont                 |
| 26/01/2024       | Cambrian Photography Ltd       | FP               | 19.20              | 46/23                 | Annual Photograph              |
| 26/01/2024       | Clira Ltd                      | FP               | 198.00             | 46/23                 | Monthly Moniitoring            |
| 29/01/2024       | OneCom                         | DD               | 86.90              | 49/23                 | Phones/Broadband               |
| Total Payments   |                                |                  | 53,274.24          |                       |                                |

**Summary of Youth Grant Applications for 2023/24**

**BUDGET: £19,000**

| Applicant:                     | Amount Requested: | Date Considered:     | Amount Rec / Approved: from Youth Grants | Purpose of Grant:                                                                                                                                                                         | Exp Powers: | S137 Total | Amount Paid      | Grant Payment Acknowledgement | Notes: |
|--------------------------------|-------------------|----------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|------------------|-------------------------------|--------|
| A Together for Colwyn Bay Ltd. | £1,433.50         | 29/03/2023 & 24/4/23 | £1,433.50                                | Funding for equipment for silent discos<br>Together for Colwyn Bay has committed to match-<br>Approved 24.4.23 funding the silent disco equipment and chargers up to a value of £1073.50. |             |            |                  | Email 29/08/23<br>£ 1,433.50  |        |
| <u>Considered 10.5.23</u>      |                   |                      |                                          |                                                                                                                                                                                           |             |            |                  |                               |        |
| B Autonomy Dancers             | £2,975            |                      | £2,975                                   | TO SUPPORT THE DANCE GROUP ENTERING THE<br>WORLD STREET DANCE CHAMPIONSHIPS where<br>they can represent Colwyn Bay.                                                                       | GPOC        |            | £2,975.00        | Email 29/8/23                 |        |
|                                |                   |                      |                                          |                                                                                                                                                                                           |             |            | <u>£4,408.50</u> |                               |        |

|  |               |            |               |
|--|---------------|------------|---------------|
|  | <u>£4,409</u> | TOTAL YTD= | <u>£4,409</u> |
|--|---------------|------------|---------------|

***Balanced to Ledger= £8,817.00***

*Section 137= £0.00*

\* 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.

**MINUTES OF A MEETING OF THE VOLUNTEER AWARDS COMMITTEE , HELD IN THE COMMITTEE ROOM, TOWN HALL, ON TUESDAY 20<sup>TH</sup> FEBRUARY 2024 AT 12NOON.**

**PRESENT:** Cllr A Khan (Chairman)  
Cllr H Fleet (also rep. for Colwyn Bay Horticultural Society)  
Kasia Kwiecien, CVSC  
Graham Roberts, Colwyn Bay Civic Society  
Tracey Toulmin (Business Representative)

**OFFICER:** C Earley, Town Clerk

**333/23 Election of Chairman:**

***Resolved that Cllr Abdul Khan is re-elected as Chairman of the Committee.***

**334/23 Welcome and Introductions:**

The Chair welcomed members to the meeting.

**335/23 Apologies for Absence:**

Apologies for absence were received from Cllr J Nuttall.

**336/23 Minutes:**

***Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 28<sup>th</sup> February 2023.***

**337/23 Matters Arising:**

- a. Members noted a simple online nomination form had been developed for use this year and this had been used by the majority of this year's nominators.
- b. The poster, which had been used to advertise the Awards this year and was shared by e-mail, on social media and on the digital screens, was noted by members.

**338/23 Volunteer Awards 2023/2024:**

- a. The Clerk submitted a list of previous nominees / winners.
- b. The Clerk submitted a copy of the current guidelines for nominations.
- c. The Clerk submitted a copy of this year's nominations for awards. Members considered the nominations received, checking they met the awards criteria and that they have been placed in the appropriate categories.

***Resolved that nominees D & F did not meet the criteria and a letter would be sent to the nominator to advise them of the reasons for this.***

Voting then took place, by secret ballot, for category winners in the categories with more than one nomination.

***Resolved to award Highly Commended and Category Winner certificates and prizes to nominees A, B, C, E, G, H, I and J this year, as detailed in Schedule 'A' attached.***

**339/23 Awards Event:**

Members then considered the arrangements for this year's Awards Presentation Event.

***Resolved to hold an Awards Evening at the Town Hall on Monday 29<sup>th</sup> April at 6:30 pm to present the Volunteer Awards and the Large Grants, with attendees to be invited to remain for light refreshments with the Mayor and Members of the Council and Volunteer Awards Committee afterwards.***

***Further Resolved to request that the Clerk prepares an agenda and write-up of award recipients for the Awards Event and that a press release of winners be prepared for publishing after the results have been announced.***

The meeting closed at 1 p.m.

..... Chairman

**MINUTES OF A MEETING OF THE AUDIT SUB-COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE, VIA ZOOM, AT 11AM ON TUESDAY 20<sup>th</sup> FEBRUARY 2024**

**PRESENT:** Cllr Hannah Fleet, Town Mayor (Chairman)  
Cllrs: Abdul Khan, Ricki Owen and Stephen Price

**OFFICER:** Mrs C Earley, Town Clerk

**326/23 Chairman:** Apologies were received from Cllr Hannah Fleet (Chair), who was running late.  
Resolved to appoint Cllr Ricki Owen as temporary Chair, until Cllr Fleet arrived.  
There were no other apologies for absence.

**327/23 Minutes:**  
*Resolved to approve and sign the previously circulated minutes of the last meeting, held on 6<sup>th</sup> February 2023.*

**328/23 Governance & Accountability – A Practitioner’s Guide:**

It was noted that members of this sub-committee are expected to undertake training for members on governance and accountability. An electronic copy of the Practitioners Guide has previously been provided for all members of the sub-committee (for reference) and a 90-minute online training webinar is also available from One Voice Wales. It was noted that dates and booking information can be obtained from the Clerk.

**329/23 Internal Controls and Internal Audit:**

- a) Members reviewed the effectiveness of the Council’s system of internal controls (refer to the Practitioners Guide pages 36-44).

*Resolved to recommend the Internal Controls for approval by Council without amendment, as detailed in Schedule ‘A’ attached.*

- Cllr H Fleet arrived at this juncture and took over as Chair.

- b) Members carried out the annual review of Internal Audit, using the checklist provided in the Practitioners’ Guide (pages 165-166).

*Resolved to recommend the annual review for approval, as detailed in Schedule ‘B’ attached.*

- c) Members reviewed the terms of reference for internal audit and the audit plan for 2023/24 and confirmed the re-appointment of the internal auditor.

*Resolved to recommend the re-appointment of JDH Business Services, as Internal Auditor for 2023/24 and approve the Audit Plan, as outlined in Schedule ‘C’ attached.*

- d) The Clerk submitted, for information, the Internal Auditor’s report for 2022/23,

with an update on recommendation(s) provided, which was noted by members.

**330/23 External Audit:**

Members noted the full External Audit by WAO for 2022/23 had recently commenced and the Clerk is working her way through a response to a number of questions /requests for further information.

**331/23 Annual Investment Strategy:**

- a) Members considered for approval the annual investment strategy for 2024/25.

***Resolved to recommend for approval the Annual Investment Strategy for 2024/25, as detailed in Schedule 'D' attached.***

**332/23 Risk Assessment:**

- a) Members reviewed the updated Council's Risk Assessment and Management Report.

***Resolved to recommend for approval the Council's Risk Assessment and Management Report, as detailed in Schedule 'E' attached.***

- b) Members noted the risk improvement report received from Zurich, following their recent visit to survey the Town Hall site, the recommendations from which have been included in the report in a) above for implementation by May 2024.

The meeting closed at 11.45am

..... Chairman

## **BAY OF COLWYN TOWN COUNCIL** **INTERNAL CONTROLS**

- Regulation 5 of the Accounts and Audit (Wales) Regulations 2014 (as amended) states that the council is responsible for putting in place and ensuring that there is a sound system of internal control. This system must facilitate the effective exercise of the Council's functions, include arrangements to manage risk and secure adequate and effective financial management.
- Internal controls are essential checks and procedures that help council members:
  - ❖ meet their responsibilities to safeguard the council's assets;
  - ❖ administer the council's finances and assets in a way that identifies and manages risk; and
  - ❖ ensure the quality of financial reporting by keeping proper accounting records and preparing timely and relevant financial information.

The following tables detail the system of internal control in operation :-

### **A. HIGH LEVEL CONTROLS**

| <b>CONTROL AREA</b>                       | <b>CONTROL OBJECTIVE</b>                                                                                                           | <b>DETAILS</b>                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Segregation of Duties                  | To ensure that, where possible, no single individual has sole responsibility for any transaction from authorisation to completion. | <b>See Financial Regulations (FR) 1.12, 4.1, section 5 and section 6</b>                                                                                                                                                                                                                                                                         |
| 2. Budgetary Control                      | Procedures for regular budget reporting are in place.                                                                              | <b>FR 4.8</b>                                                                                                                                                                                                                                                                                                                                    |
| 3. Internal Audit                         | Members should consider reports prepared by the internal auditor identifying any weaknesses in internal controls.                  | <b>FR 2.4, 2.5 and 2.6</b>                                                                                                                                                                                                                                                                                                                       |
| 4. Payments                               | The council has robust controls in place over payments made.                                                                       | <b>FR sections 5 and 6</b>                                                                                                                                                                                                                                                                                                                       |
| 5. Document Retention and Data Protection | To ensure compliance with the requirements of the Data Protection Act 2018                                                         | Controls Include: <ul style="list-style-type: none"> <li>• New data protection policies and procedures adopted May 2018</li> <li>• DP statements/privacy notices checked and updated.</li> <li>• Retention policy reviewed/updated</li> <li>• Document destruction records kept</li> <li>• Staff and members trained in DP compliance</li> </ul> |

## **INTERNAL CONTROLS OVER ACTIVITIES AND TRANSACTIONS**

| <b>CONTROL AREA</b>                                     | <b>CONTROL OBJECTIVE</b>                                                                                                                  | <b>DETAILS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Standing orders and financial regulations/procedures | These establish the general rules applicable to council meetings and in carrying out the council's business.                              | <p>Model standing orders and financial regulations are available from One Voice Wales or Society of Local Council Clerks. Councils should base their documentation on these two models. Standing orders must include provisions for securing competition and regulating the way in which the council's contract with suppliers. They should include specified thresholds for obtaining estimates, quotes and tenders. Councils must set thresholds that are most appropriate to their circumstances. Standing orders and financial regulations should require:</p> <ul style="list-style-type: none"> <li>▪ As far as possible, a fully priced official order should be sent to suppliers in advance of delivery of goods.</li> <li>▪ On receipt of invoices, confirmation should be obtained that the goods or services have been received in good order, that the arithmetic is correct and discounts have been received if appropriate.</li> <li>▪ For capital projects, payments should only be made against certified completions under a planned and approved programme of works that is subject to a formal contract approved by the council.</li> </ul> |
| 2. Income received                                      | The controls in place should provide assurance that the income received is secure, accurately recorded and banked as quickly as possible. | <p>All cash and cheques received should be recorded and banked intact as soon as possible. The following controls should be in place:</p> <ul style="list-style-type: none"> <li>▪ Where possible, at least two people are involved in handling and recording monies received;</li> <li>▪ Cash collected is banked as soon as possible without deduction of expenses;</li> <li>▪ Records are kept of each source of funds or fundraising event in enough detail to identify gross receipts or takings and costs incurred;</li> <li>▪ Pre-numbered, carbon copy receipts are</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                 |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Trading income and fees      | Trading includes all goods and services provided for a fee. Controls should ensure that all income due to the council is received and recorded.                                                     | <p>issued for all payments received.<br/><b>FRs Sect 9</b></p> <p>Controls will depend on the type of activity carried out by the council. Controls will generally include:</p> <ul style="list-style-type: none"> <li>▪ Establishing a pricing policy for goods and services supplied including regular review of price structures;</li> <li>▪ Invoicing procedures for all goods and services provided;</li> <li>▪ Review of outstanding debts and collection procedures;</li> <li>▪ Procedures to reconcile goods and services provided to amounts invoiced and cash received to outstanding balances.</li> </ul> <p><b>FRs Sect 9</b></p>                       |
| 4. Income Records               | Internal controls should ensure the council accurately maintains accounting of income.                                                                                                              | <p>Certain basic controls performed regularly may serve as an early warning of anything going wrong. Regular checks are made to ensure that:</p> <ul style="list-style-type: none"> <li>▪ Records of cash and cheques received agree with bank paying in slips;</li> <li>▪ Paying in slips agree with bank statements both in terms of amount banked and date of credit; and</li> <li>▪ Transfers or other direct payments into the bank are verified against supporting paperwork.</li> </ul> <p>These checks should be made by someone other than the person concerned with the original recording of the transactions.<br/><b>FRs 1.12, 2.2 &amp; Sect 9</b></p> |
| 5. Authorisation of expenditure | Expenditure controls ensure that only necessary and authorised purchases are made. Controls also ensure that the council makes payments only for goods and services actually received and at agreed | <p>Controls over purchases may include:</p> <ul style="list-style-type: none"> <li>▪ Establishing authority levels for placing orders and approving payments which are clear and documented; <b>FR 4.1</b> and</li> <li>▪ Ensuring invoices received are checked against orders to confirm process and the receipt of goods or services ordered.<br/><b>FR 5.3</b></li> </ul>                                                                                                                                                                                                                                                                                       |

|                              |                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>6. Wages and Salaries</p> | <p>prices.</p> <p>The purpose of payroll controls is to make sure that the Council pays the correct amounts to genuine employees and HMRC.</p> | <p>Payments whether by cheque or by other means should only be released once confirmation has been received that sufficient funds are available.</p> <p>All payments made should be reported to a council meeting and should be issued immediately after approval.</p> <p>Members must never sign blank cheques or authorise funds transfers which are presented for approval in advance supply or where unsupported by appropriate documentation.</p> <p>Councils must develop specific control procedures for payments by electronic means, taking into account the ease and speed of these transactions.</p> <p>The payment of wages and salaries is often a major item of a council's expenditure and therefore adequate control over these payments is essential. In addition to paying employees, the controls should ensure that the council is not exposed to additional liabilities from breaches of statutory regulations e.g. by failing to correctly deduct tax and national insurance. Internal controls will be established to ensure that:</p> <ul style="list-style-type: none"> <li>▪ PAYE records are maintained for all employees;</li> <li>▪ Statutory deductions are paid to HMRC and pension contributions paid to pension providers promptly;</li> <li>▪ Deadlines for year end returns to HMRC are met e.g. P35, P11D and P60;</li> <li>▪ Minimum wage legislation is adhered to;</li> <li>▪ Only authorised or required deductions are made from pay;</li> <li>▪ All employees have a proper contract of employment and individuals are not incorrectly classified as self employed;</li> <li>▪ Personnel records are checked against pay records periodically to prevent payments to former employees;</li> <li>▪ Changes to pay, hours, overtime or</li> </ul> |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                  |                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Assets        | Internal controls should be in place to safeguard the assets and investments held by the council from loss or damage and to ensure their proper use within the community. | <p>non-standard hours are authorised promptly; and</p> <ul style="list-style-type: none"> <li>No individual has the authority to set his or her own pay.</li> </ul> <p><b>FRs Sect 7 &amp; 4.4</b></p> <p>Internal controls include:</p> <ul style="list-style-type: none"> <li>Maintaining an asset register</li> <li>Regular inspection of fixed assets to ensure they exist, remain in good repair and are being used appropriately;</li> <li>Appropriate authorisation for the disposal or scrapping of fixed assets; and</li> <li>Secure boundaries are maintained of any land and buildings held by the council and all title deeds held securely.</li> </ul> <p><b>FRs Sect 14</b></p> |
| 8. Investments   | Internal controls should ensure that the council's investments are safeguarded.                                                                                           | <p>Controls include:</p> <ul style="list-style-type: none"> <li>Setting an investment policy;</li> <li>Maintaining records of all investments held; and</li> <li>Accounting controls to ensure that all dividends, rent or interest payments due are received.</li> </ul> <p><b>FRs Sect 8</b></p>                                                                                                                                                                                                                                                                                                                                                                                            |
| 9. Bank accounts | Controls over bank accounts ensure that the amount of money held at any given point in time can be identified and that this money is secure.                              | <p>Controls include:</p> <ul style="list-style-type: none"> <li>Monthly preparation of bank reconciliations for all accounts. A second person should review the reconciliations and resolve any discrepancies.</li> <li>Keeping a list of all bank accounts and reviewing for dormant accounts, which should be closed.</li> </ul> <p>To maintain the security of bank accounts, the following controls are in place:</p> <ul style="list-style-type: none"> <li>Formal council approval should be required to set up or close bank accounts.</li> <li>From time to time banks and other institutions holding the council's funds</li> </ul>                                                  |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>should be asked for written confirmation of balances. This should be sent to a named member who is not an authorised signatory. This is a particularly important control where paper statements are not received and reliance is placed on electronic information.</p> <ul style="list-style-type: none"> <li>▪ Segregation of duties to prevent any single person being able to control the council's resources;</li> <li>▪ Proper approval for movements between and payments from bank accounts.</li> <li>▪ Proper approval for payments from bank accounts, to include two signatures for any instruction for payment, including electronic banking transactions;</li> <li>▪ After each electronic banking transaction, a print out should be taken showing transaction details and stored as part of the accounting record;</li> <li>▪ Changes to account details for suppliers paid online are only made after written hard copy notification is checked and signed by the Clerk.</li> <li>▪ Suppliers' account data will be checked regularly (on making electronic payments).</li> <li>▪ Keeping all PC's with access to online banking facilities secure;</li> <li>▪ Ensuring all PC's are up to date with anti virus, spy ware and firewall software;</li> <li>▪ Adequate training for those using the electronic banking facility; and</li> <li>▪ Changing access passwords periodically and following changes in authorised employees and members.</li> </ul><br><ul style="list-style-type: none"> <li>▪ Councils should limit the use of corporate credit cards as they may present unacceptable and unnecessary risks to public funds. Where used, corporate credit card accounts must be set up to operate within a limit set by</li> </ul> |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|               |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. Employees | Employees must ensure that they adhere to the council's control arrangements. | <p>the council and must be cleared monthly by direct debit from the main bank account.</p> <p><b>FRs Sect 5 &amp; 6</b></p> <p>Where employees have responsibilities for collecting money or taking payments, their terms and conditions of employment should include adherence to internal controls, including any updates. Officers should acknowledge in writing they have understood these special responsibilities and received appropriate training.</p> |
|---------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Appendix 2: Annual internal audit review

### Checklist 1 – meeting the standards

| Expected standard          | Evidence of achievement                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes/No                     | Areas for development |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------|
| 1. Scope of Internal audit | <p>Terms of reference for internal audit were (re)approved by full council on [date] <b>4/3/2024</b></p> <p>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p>                                                                                                                                                        | <p>✓</p> <p>✓</p> <p>✓</p> |                       |
| 2. Scope of Internal audit | <p>Internal audit has direct access to those charged with governance (see Financial Regulations).</p> <p>Reports are made in own name to management.</p> <p>Internal audit does not have any other role within the council/board.</p>                                                                                                                                                                                                                                            | <p>✓</p>                   |                       |
| 3. Competence              | <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>                                                                                                                                                                                                                                                                                                                                                             | <p>✓</p>                   |                       |
| 4. Relationships           | <p>The Clerk and Responsible Financial Officer (RFO) are consulted on the internal audit plan. (Evidence is on audit files).</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).</p> | <p>✓</p>                   |                       |

# Appendices

## 5. Planning and reporting

The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council [date]. Internal audit has reported in accordance with the plan on [date]



## Checklist 2 – Characteristics of effectiveness

| Expected standard                                                 | Evidence of achievement                                                                                                                                                                                 | Yes/No | Areas for development |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|
| Internal audit work is planned                                    | Planned internal audit work is based on risk assessment and designed to meet the council's needs.                                                                                                       |        |                       |
| Understanding the whole organisation its needs and objectives     | The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement                                                                                  |        |                       |
| Be seen as a catalyst for change                                  | Internal audit supports the council's work in delivering improved services to the community                                                                                                             |        |                       |
| Add value and assist the organisation in achieving its objectives | The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.                                                                           |        |                       |
| Be forward looking                                                | In formulating the annual audit plan, national agenda changes are considered.<br><br>Internal audit maintains awareness of new developments in the services, risk management and corporate governance.  |        |                       |
| Be challenging                                                    | Internal audit focuses on the risks facing the council.<br><br>Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. |        |                       |
| Ensure the right resources are available                          | Adequate resource is made available for internal audit to complete its work.<br><br>Internal audit understands the council and the legal and corporate framework in which it operates.                  |        |                       |

## Internal Audit Plan 2023/24

### Introduction

According to 'Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019)', the purpose of internal audit is as follows:

*'To review whether the systems of financial and other control are effective.'*

This audit plan sets out how we intend to carry out the review of whether the systems of financial and other control are effective at your council. Our letter of independence can be located at page 4.) of this document.

### What can you expect?

The annual internal audit work is detailed in this plan and comprises one year-end internal audit and the issue of one internal audit report. All Councils receive internal audit reports that detail our audit findings, this is in addition to the internal audit section on the annual return and should be presented to Council annually in order for the Council to agree actions and to address any recommendations.

#### Snapshot of our services

We are a registered firm, fully authorised for audit activity, with the Institute of Chartered Accountants in England and Wales and have implemented arrangements to meet this Institutes' Practice Assurance scheme.

The focus on public sector internal audit has resulted in a substantial client scope extending over 12 counties in England and Wales. The economies of scale associated with a large portfolio of local council internal audits has resulted in competitive fees for a specialist service from highly skilled and experienced staff. This also enables us to identify and share best practice between clients to support continuous improvement

## **Audit Plan**

### **Scope**

Our responsibilities are solely confined to carrying out the internal audit testing as specified by Audit Wales in the Annual Return for Local Councils in Wales.

### **Internal Audits**

One audit is planned after the year-end.

### **Timescale**

The audit will be carried out between April and June. The timescales will be agreed with the Clerk in March.

### **Unplanned Work**

If necessary, work will be varied to include areas where significant weaknesses are identified. No contingency for unplanned work has been included in the plan and each issue will be dealt with as it arises. Examples of unplanned work are:

- Investigations
- Requests from the Council
- Additional work required on planned activities

### **Reporting**

Reports will be provided to the Council after each audit summarising:

- Issues Identified
- Recommendations
- Follow up of previous recommendations

The Internal Audit Plan will be kept under continuous review within the context of achieving overall objectives. Should significant amendments be necessary these will be discussed and reported to the Council at the earliest opportunity.

### **Access to Information, Members and Officers**

We require access to such records and information as is necessary to carry out the required system and transaction testing, and full access to those charged with governance (i.e. members of the council), as required.

**Internal Audit Approach: The internal audit comprises the following:**

Checking that books of account have been properly kept throughout the year

Checking payment internal controls to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for

Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks

Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate

Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for

Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for

Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied

Checking the accuracy of the asset and investments registers

Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)

Year-end review of the financial statements

Where the council is sole trustee to a charity, reviewing whether the council has met its responsibilities as a trustee

**Remote internal audits:** In the instance that the internal audit is carried out remotely, we will issue the Council with a list of records to be submitted electronically. Samples will be selected and photos/scans of source documents will be requested to be provided through our secure portal.



made appropriate arrangements for: -

- identification, management and control of risks in the investments/treasury management activities it undertakes,
- budgeting, accounting and audit arrangements
- its cash and cash flow management requirements
- segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities.
- corporate governance
- procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving laundering of money.

All investments undertaken by this Council will be made and repaid in Sterling.

### **SUMS TO BE INVESTED:**

The Council's earmarked and general reserves, including any temporarily surplus balances which are not required for the day-to-day operating financial requirements of the Council.

### **LISTING OF INVESTMENTS:**

The Council will undertake the following investments for the financial year 2024-25:

**General Reserve:** Deposits in current, deposit account(s) and/or fixed term deposit(s) of up to 12 month's duration with High Street Bank(s) and investments in the CCLA's Public Sector Deposit Fund (instant access), to a maximum of £300,000.

#### **Earmarked Reserve(s):**

(a) For Ongoing Revenue or Capital Projects: Deposit in deposit account(s) and/or fixed term deposit(s) of up to 12 month's duration with High Street Bank(s), and investments in the CCLA's Public Sector Deposit Fund (instant access), to a maximum of £300,000.

(b) For Future Regeneration / Longer Term Capital Scheme(s): Investment in the CCLA Local Authorities' Property Fund, up to a maximum of £200,000.

Last Reviewed: 20/2/2024

Approved: Min. .

# BAY OF COLWYN TOWN COUNCIL

## **RISK ASSESSMENT AND MANAGEMENT REPORT – 2023-24**

*Risk Management – arrangements to identify, evaluate and implement measures to reduce risk.*

*The level of risk is based on this Council's judgement of both the likelihood of occurrence and the potential impact of each identified risk – Levels: H (High), M (Medium) and L (Low).*

This Risk Management Document was last reviewed by the full Council on 4<sup>th</sup> March 2024. It will continue to be reviewed annually, or more frequently if the need arises.

### **1. FINANCIAL**

|     | <b>HAZARDS IDENTIFIED</b>            | <b>WHO MAY BE HARMED &amp; HOW</b>                                                                                                          | <b>ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE</b>                                                                                                                                                                                                                                                                                             | <b>CURRENT RISK RATING</b>                                                                 | <b>FURTHER MEASURES TO BE TAKEN TO REDUCE RISK</b> | <b>RESIDUAL RISK RATING</b> |
|-----|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------|
| 1.1 | Banking                              | Taxpayers may be at unnecessary risk from financial losses due to improper management of banking arrangements or bank going into insolvency | <ul style="list-style-type: none"><li>- Current and investment accounts held with Bank / Building Societies registered with and regulated by the FSA</li><li>- General reserves and earmarked reserves invested with the CCLA (Public Sector Deposit Fund and Property Fund) to spread risk</li><li>- Investment Strategy reviewed and updated annually</li></ul> | L<br>   |                                                    |                             |
| 1.2 | Risk of Consequential Loss of Income | Council would lose income from tenants if building unusable, e.g. due to fire                                                               | Business interruption cover added to policy. Off-site hosting facility set up for important documents. Level of cover will be reviewed if/when rental income increases (e.g. due to new use of vacant space in rear annexe)                                                                                                                                       | L<br> |                                                    |                             |

|     |                                          |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                      |                                                                                            |  |  |
|-----|------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--|--|
| 1.3 | Financial Controls and Records           | Taxpayers at risk of financial losses due to fraud                               | (See Financial Regulations and Internal Controls for full list of Financial Controls)<br>- Monthly bank reconciliation prepared by R.F.O. and reported to Council<br>- Two member signatures required for all cheques and electronic payments<br>- All expenditure approved by the Policy & Finance Committee<br>- Internal and External audits carried out annually | L<br>   |  |  |
| 1.4 | Complying with Borrowing Restrictions    | Risk of not being able to obtain funds or having to repay early                  | - Council to ensure regulations are adhered to when any new borrowing is being considered, i.e. seek Welsh Government prior approval                                                                                                                                                                                                                                 | L<br>   |  |  |
| 1.5 | Loss of cash through theft or dishonesty | Loss to taxpayer / Council                                                       | - Little cash income is received and minimal cash is held on the premises.<br>- Fidelity insurance held – to cover employees/members                                                                                                                                                                                                                                 | L<br>   |  |  |
| 1.6 | Adequate budget management               | Risk of overspend and possible increase in precept due to poor financial control | - Detailed budget approved annually by the Council and level of precept approved for submission to CCBC.<br>- Variances in expenditure against budget reported quarterly to Policy and Finance Committee meeting.                                                                                                                                                    | L<br>  |  |  |
| 1.7 | Compliance with VAT Regulations          | Risk of unexpected financial burden due to non-compliance                        | - Clerk /RFO attended SLCC VAT course<br>- VAT claim completed by RFO and checked by Auditor.<br>- Professional help and advice to be sought when necessary.<br>- Clerk/RFO to monitor expenditure                                                                                                                                                                   | L<br> |  |  |

|  |  |  |                                                                                                                   |  |  |  |
|--|--|--|-------------------------------------------------------------------------------------------------------------------|--|--|--|
|  |  |  | re: exempt activities (premises) to ensure HMRC de-minimus limit not exceeded (currently £7,500 in VAT per annum) |  |  |  |
|--|--|--|-------------------------------------------------------------------------------------------------------------------|--|--|--|

|     |                              |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                              |                                                                                                                                                                                                                                                                     |  |
|-----|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.8 | Supplier / Procurement Fraud | <p>Financial or other losses could be incurred as a result of:</p> <p>Price-fixing, market sharing and bid rigging</p> <p>Manipulation of documentation</p> <p>Bribery and conflict of interest</p> <p>Cyber fraud</p> <p>Contract management risks, including overcharging, duplicate</p> | <ul style="list-style-type: none"> <li>- Staff/member training and awareness raising – see LGA ‘Managing the risk of procurement fraud’ guidance</li> <li>- Separation in duties, including procedures for opening tenders, tender evaluation (record-keeping),</li> <li>- Internal controls reviewed/ updated to reduce risk and procedures implemented for checking/authorising changes to bank details</li> <li>- Code of conduct for staff and members requires declaration of interests and records of gifts / hospitality received</li> <li>- Record keeping and audit trail requirements reviewed</li> <li>- Training provided for staff and members to raise awareness and reduce risk</li> <li>- Procedures implemented for checking and authorising</li> </ul> | <p>L</p>  | <p>Note: Additional/specific cyber fraud insurance cover not available from Zurich (and is not included in most standard council policies).</p> <p>Risk is deemed ‘low’ given current mitigation measures, therefore standalone policy not considered necessary</p> |  |
|-----|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|  |  |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |
|--|--|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  |  | <p>payments, false invoices, phantom suppliers</p> | <p>payments under contracts</p> <ul style="list-style-type: none"> <li>- Two bank signatories check and authorise all online payments</li> <li>- Lloyds Bank automatic verification of account name / sort code / account number for all new or amended supplier accounts</li> <li>- Periodic (annual) review of supplier accounts to remove any that are dormant</li> <li>- Checking sample of online payments to supplier invoices to ensure payment made to right account (include in annual internal audit checks?)</li> <li>- Address and financial health details checked with Companies House, if there are any doubts/concerns about a supplier</li> </ul> |  |  |  |
|--|--|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

## 2. ADMINISTRATION & ORGANISATION

|     | HAZARDS IDENTIFIED          | WHO MAY BE HARMED & HOW                                                                                                                                                                                              | ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE                                                                                                                                                                                                                                                                         | CURRENT RISK RATING                                                                            | FURTHER MEASURES TO BE TAKEN TO REDUCE RISK | RESIDUAL RISK RATING |
|-----|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------|
| 2.1 | Decision Making             | Council may face legal action if it acts without appropriate power, or be the subject of complaints to the Ombudsman for non-compliance, both of which may carry a financial penalty                                 | <ul style="list-style-type: none"> <li>- Record powers for any new items of expenditure</li> <li>- Ensure compliance with Standing Orders / Financial Regulations</li> <li>- Seek advice (from CCBC Legal Dep't and/or others), where necessary and act on any advice received.</li> </ul>                                             | <p>L</p>    |                                             |                      |
| 2.2 | Contracts                   | <p>Risk of legal challenge due to non-compliance with terms of contracts</p> <p>Risk of contractors not fulfilling contractual obligations.- financial and/or reputational loss, or using sub-standard materials</p> | <ul style="list-style-type: none"> <li>- Ensure compliance with Standing Orders / Financial Regulations</li> <li>- Ensure contracts/SLAs are in place and seek legal advice, where necessary</li> <li>- Check contractors have professional accreditation, where relevant (e.g. NICEIC)</li> </ul>                                     | <p>L</p>    |                                             |                      |
| 2.3 | Document Control / Security | <p>Risk of loss of important council documents</p> <p>Legal challenge due to non-compliance with law</p>                                                                                                             | <ul style="list-style-type: none"> <li>- Comply with document retention guidelines</li> <li>- Important documents kept in lockable filing cabinets</li> <li>- Comply with Data Protection Act 2018 and FOI Act requirements</li> <li>- Web hosting of IT server/ secure back-up of docs</li> <li>- Data audit completed and</li> </ul> | <p>L</p>  |                                             |                      |

|     |                        |                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                |  |  |
|-----|------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--|--|
|     |                        |                                                                                                                        | <p>updated Data Protection Policy and Notices adopted May 2018, to comply with DP Act 2018.</p> <ul style="list-style-type: none"> <li>- Staff and Members trained on information management and data protection</li> <li>- Members trained on cyber security and asked to ensure that all non-Council devices used for council business are properly secured/encrypted.</li> </ul> |                                                                                                |  |  |
| 2.4 | Proper Record Keeping  | Risk that documents would not stand up if required by Court of Law                                                     | <ul style="list-style-type: none"> <li>- All Minutes to be numbered and approved and signed at the next meeting</li> <li>- Signed minutes retained in secure storage with back-up copy held on computer</li> <li>- Minutes published on website.</li> </ul>                                                                                                                         | <p>L</p>    |  |  |
| 2.5 | Information Technology | Risk of loss of important documents or damage to Council's IT equipment                                                | <ul style="list-style-type: none"> <li>- On-line secure (gov't standard) hosting service used to maintain security of docs</li> <li>- Internet Security / Anti-virus protection kept up to date</li> <li>- Computers password protected</li> <li>- Cyber security / awareness training undertaken by Clerk/staff</li> </ul>                                                         | <p>L</p>    |  |  |
| 2.6 | Absence of Clerk       | Risk that Council would not be able to function normally if the Clerk were unexpectedly absent for a prolonged period. | <ul style="list-style-type: none"> <li>- Arrangements made for access to equipment and passwords</li> <li>- Records and accounts easily accessible</li> <li>- List of Locum Clerks and advice available from SLCC/OVW</li> <li>- Assistant Clerk ILCA qualified and trained in Agendas and Minute taking</li> </ul>                                                                 | <p>L</p>  |  |  |

|     |                             |                                                                                                                              |                                                                                                                                                                                              |                                                                                          |  |  |
|-----|-----------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--|--|
| 2.7 | Complaints Handling         | Risk of action against the Council, possibly resulting in financial settlement                                               | - Adhere to complaints policy and procedure, adopted by the Council                                                                                                                          | L<br> |  |  |
| 2.8 | Access to Town Hall Offices | Risk of unauthorised access to confidential documents and equipment by visitors or other persons not employed by the Council | - Clerk and Secretary's offices kept locked when not occupied.<br>- cabinets/drawers in storage room kept locked at all times.<br>- IT devices stored in locked rooms and password protected | L<br> |  |  |
|     |                             |                                                                                                                              |                                                                                                                                                                                              |                                                                                          |  |  |

### 3. EMPLOYERS / MEMBERS / PUBLIC LIABILITY

|     | HAZARDS IDENTIFIED                      | WHO MAY BE HARMED & HOW                                                                                          | ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE                                                                                                                                                                                                                                                                                                                                                                          | CURRENT RISK RATING                                                                            | FURTHER MEASURES TO BE TAKEN TO REDUCE RISK | RESIDUAL RISK RATING |
|-----|-----------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------|
| 3.1 | Comply with Employment Law              | Possibility of employment tribunals and financial penalties if Council does not comply with employment law       | <ul style="list-style-type: none"> <li>- Proper advice to be sought whenever necessary (from SLCC, OVW or HR service provider)</li> <li>- Council to adhere to the ACAS code of practice on disciplinary and grievance procedures</li> <li>- Job Descriptions / Employment Contracts held and reviewed regularly</li> <li>- Staffing Sub-Committee appointed and delegated powers to handle grievance / disciplinary matters</li> </ul> | <p>L</p>    |                                             |                      |
| 3.2 | Comply with Inland Revenue Requirements | Possible unexpected financial penalties                                                                          | <ul style="list-style-type: none"> <li>- Regular updates / advice received from the Inland Revenue</li> <li>- Checks undertaken by Internal Auditor</li> </ul>                                                                                                                                                                                                                                                                          | <p>L</p>    |                                             |                      |
| 3.3 | Honesty / Integrity                     | Possibility that Council may be brought into disrepute and/or undergo time-consuming investigations by Ombudsman | <ul style="list-style-type: none"> <li>- Members to be trained and comply with adopted Code of Conduct (see training plan)</li> <li>- Duty on all members to report any compliance issues</li> <li>- Registers of members' interests and gifts/hospitality held and updated regularly.</li> </ul>                                                                                                                                       | <p>L</p>  |                                             |                      |

|       |                                                |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |  |
|-------|------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| 3.4   | Health & Safety of Staff, Visitors and Members | a) Risk of accident, injury or other loss | <ul style="list-style-type: none"> <li>- Employers Liability Insurance held to cover employees, members and volunteers</li> <li>- Health &amp; Safety risk assessments, e.g. manual handling and display screen equipment, undertaken by staff annually and written records kept</li> <li>- Detailed H&amp;S review undertaken for all Council premises – see Appendix A</li> <li>- Fire Safety Assessment of premises last reviewed by ‘competent person’ in 2019 and actions implemented</li> <li>- Detailed H&amp;S Policy adopted 4.3.2019 (Min. 403/18c(xiii))</li> </ul> | L |   |  |
| 3.4.1 |                                                | b) Risk of transmission of coronavirus    | <ul style="list-style-type: none"> <li>- Separate detailed RA undertaken, following HSE guidance, and further actions taken to control the risk. See APPENDIX B</li> <li>- Premises closed to staff and visitors whilst alert level is high (levels 1-4)</li> <li>- Guidance issued to staff on actions needed by all to minimise the risk.</li> <li>- Separate risk assessment prepared for hirers, once Town Hall reopened</li> <li>- RA reviewed/updated following move to alert level 0 on 5.8.21</li> </ul>                                                               | L | - |  |
| 3.4.2 | Lone Working                                   | c) Additional risk to employees, members, | Lone Workers Policy adopted and procedures implemented re:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | L |   |  |

|     |                     |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                            |  |  |
|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--|--|
|     |                     | hirers and contractors due to lone working, e.g. accidents, illness, manual handling, violence and aggression, access and egress | <ul style="list-style-type: none"> <li>- safe access and exit points</li> <li>- risk of violence (access restricted when staff are working alone in the Town Hall)</li> <li>- safety of equipment for individual use</li> <li>- channels of communication in case of emergency</li> <li>- site security, alarm systems and personal attack alarms</li> <li>- supervision</li> <li>- Separate risk assessment required for any <u>new</u> activities requiring lone working</li> </ul> |         |  |  |
| 3.5 | Public Events       |                                                                                                                                  | <ul style="list-style-type: none"> <li>- Adequate planning of events undertaken and roles and responsibilities identified</li> <li>- Insurance checked</li> <li>- Training for stewards provided, as necessary</li> <li>- Risk assessment to be undertaken prior to every public event, involving all parties, and adequate controls implemented and recorded.</li> </ul>                                                                                                             | L<br>   |  |  |
| 3.6 | Risk to Third Party | Risk of injury or other loss to third parties                                                                                    | <ul style="list-style-type: none"> <li>- All assets are regularly inspected, written records are kept and action is taken to repair any damage (e.g. notice boards)</li> </ul>                                                                                                                                                                                                                                                                                                        | L<br> |  |  |
| 3.7 | Hirer's Liability   | Risk of accidental injury, loss or damage to the premises or its contents                                                        | <ul style="list-style-type: none"> <li>- Insurance cover held to cover risk of accidental injury to any person and damage to the premises or contents</li> <li>- All hirers to have a written contract with the Council</li> </ul>                                                                                                                                                                                                                                                    | L<br> |  |  |

|     |                 |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                |  |  |
|-----|-----------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--|--|
|     |                 |                                                                                        | <ul style="list-style-type: none"> <li>- Premises cleaned regularly so any defects can be quickly found</li> <li>- Hirers to provide copies of public liability policies, where held</li> <li>- CCTV system installed with internal and external cameras</li> <li>- Main chamber locked out of hours</li> <li>- All hirers are issued with 'Instructions and information for Persons in Charge', to include basic safety information, emergency procedures and fire safety instructions.</li> </ul> |                                                                                                |  |  |
| 3.8 | Libel & Slander | Risk of proceedings against Council for libel or slander by members or employees       | <ul style="list-style-type: none"> <li>- Insurance cover held to cover risk of proceedings for libel or slander by Members and Employees (cover extends to members whilst representing council on outside bodies)</li> <li>- Advice given to members re: use of social media</li> </ul>                                                                                                                                                                                                             | <p>L</p>    |  |  |
| 3.9 | Contractors     | Risk of claim due to work undertaken by contractor on Council premises or public areas | <ul style="list-style-type: none"> <li>- Contractors to be vetted to ensure that adequate public liability insurance cover is held (suggested min. £2 million-depending on type/scale of work)</li> <li>- Method statement required, showing what measures will be taken to minimise risk</li> <li>- For major works, a copy of the contractor's safety policy and codes of practice are required</li> <li>- Compliance monitored regularly throughout duration of contract</li> </ul>              | <p>L</p>  |  |  |

#### 4. ASSETS

|     | HAZARDS IDENTIFIED                                                  | WHO MAY BE HARMED & HOW                                                                                               | ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CURRENT RISK RATING                                                                        | FURTHER MEASURES TO BE TAKEN TO REDUCE RISK                    | RESIDUAL RISK RATING |
|-----|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------|
| 4.1 | Protection of Physical Assets<br><br>a) Town Hall & Council Offices | Possible financial cost of replacement / repairing of damage                                                          | <ul style="list-style-type: none"> <li>- Buildings and contents insured and cover index-linked</li> <li>- Inventory of contents held, updated annually and contents cover reviewed</li> <li>- Adequate security of building maintained (premises only accessible by coded entry when unoccupied, CCTV installed and main chamber/offices locked)</li> <li>- List of authorised 'key holders' compiled and held by Police Station (next door)</li> </ul> <p>Adequate Insurance cover held and index-linked.<br/><i>Buildings cover increased on transfer of freehold from CCBC (Sept 2015) and subsequently after review in November 2021.</i></p> | L<br>   |                                                                |                      |
|     | b) War Memorial                                                     | <p>Structure may be damaged by impact or vandalism.</p> <p>Bronze statue and plaques may be targetted by thieves.</p> | <p>Photographs of statue and plaques taken and held on file. Memorial registered.</p> <p>Smart water previously obtained from NW Police and used to mark statue and plaques</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | L<br> | Smart water requires re-application – request submitted to NWP |                      |

|     |                                                        |                                                                           |                                                                                                                     |                                                                                          |                                                                                                                                                                 |   |
|-----|--------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|     |                                                        |                                                                           |                                                                                                                     |                                                                                          | after cleaning completed.<br>Chased 18/8/23 and again<br>15/2/24                                                                                                |   |
| 4.2 | Risk of damage to third party, property or individuals | Visitors to the Council's premises                                        | - Public liability Insurance Cover held<br>- Premises regularly inspected for defects and written records kept      | L<br> |                                                                                                                                                                 |   |
| 4.3 | Maintenance of Buildings                               | Possible financial cost due to inadequate routine and planned maintenance | Buildings Sub-Committee appointed and programme of planned maintenance, including an annual inspection, introduced. | M<br> | Buildings have been poorly maintained in the past and a programme of repairs is currently underway. Routine/planned maintenance will then need to be reinstated | L |

## APPENDIX A

### SAFETY REPORT – TOWN HALL & COUNCIL OFFICES AND OTHER ASSETS

#### External

|    | HAZARDS IDENTIFIED       | WHO MAY BE HARMED & HOW                                                                         | ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE                                                                                                                                                                                                                           | CURRENT RISK RATING                                                                                                                                                                        | FURTHER MEASURES TO BE TAKEN TO REDUCE RISK | RESIDUAL RISK RATING |
|----|--------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------|
| A2 | Perimeter Walls / Fences | Risk of falling and causing injury or damage to property due to either damage or wear and tear. | The boundary wall is checked regularly for any signs of wear/damage. Quarterly checklists are used for inspections for A2-A10                                                                                                                                                            | L<br>                                                                                                   |                                             |                      |
| A3 | Slips, trips and falls   | May affect employees, members or visitors to the premises.                                      | The main entrance / disabled entrance and thoroughfares are regularly checked and kept clear of hazards, as far as is reasonably practicable. External lighting of main entrance and side car park provided and checked regularly. Car park surface maintained to be as even as possible | L<br><br><br>L<br> |                                             |                      |
| A5 | Lighting                 | Possible slip, trip or fall hazard if external lighting is inadequate.                          | The external lighting is considered adequate to prevent slips, trips and falls and give security to the building.                                                                                                                                                                        | L<br>                                                                                                 |                                             |                      |

|      |                                  |                                                                                                                                        |                                                                                                                                                                                                                                                           |                                                                                           |  |  |
|------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--|--|
| A6   | Window Cleaning                  | Risk of falling, due to working at height.                                                                                             | An experienced and competent window cleaner is employed by the Council and his work is monitored to ensure safety.                                                                                                                                        | L<br>  |  |  |
| A7   | Contractors - General            | Risk of accident, injury or damage to property during building or maintenance works                                                    | Only competent persons will be engaged and adequate public liability insurance cover must be held. Work will be monitored.                                                                                                                                | L<br>  |  |  |
| A8   | Gullies, Drains & Down Pipes     | Possible damage to the building if not adequately maintained                                                                           | These are regularly inspected (annually) and maintained, as necessary.                                                                                                                                                                                    | L<br>  |  |  |
| A9   | Insurance Issues                 | Risk of slips, trips or falls                                                                                                          | Public Liability Insurance cover is held and reviewed annually.                                                                                                                                                                                           | L<br>  |  |  |
| A 10 | Seats, benches and notice-boards | Accident or injury to member of public, if defects present                                                                             | Regular inspection (informal) by local members, plus formal inspection quarterly (recorded)                                                                                                                                                               | L<br>  |  |  |
| A 11 | Use of disposable barbecues      | General public are using wooden picnic tables as base for disposable barbecues, with potential for burns and damage to wooden surfaces | Fixed metal bases in centre of tables to prevent damage to woodwork have now been removed at the request of CCBC, due to hot surface and risk of burns.<br>- Hazard is much reduced as public now use permanent bench for BBQs rather than picnic benches | L<br> |  |  |

**Internal**

|         | HAZARDS IDENTIFIED   | WHO MAY BE HARMED & HOW                                                                                                    | ACTIONS /CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE                                                                                                                                                                                                                                                                                                                                                                                                                                              | CURRENT RISK RATING                                                                        | FURTHER MEASURES TO BE TAKEN TO REDUCE RISK | RESIDUAL RISK RATING |
|---------|----------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------|----------------------|
| A<br>12 | Hazardous substances | Risk to cleaner or others from use of cleaning chemicals, e.g. dermatitis and eye damage or breathing problems from vapour | Adequate secure storage facilities are available for the cleaning equipment and materials.<br>Copy of approved list of substances and COSHH sheets held and reviewed regularly – staff instructed to consider replacing any cleaning products marked ‘irritant’ with milder alternatives.<br>Mops, brushes and gloves provided (PPE).<br>Cleaner trained to use products safely, i.e. following instructions and inform the Clerk immediately if there are any signs of irritation, e.g. dry/red/itchy skin | L<br>   |                                             |                      |
|         | Manual Handling      | Risk of Manual handling injuries for heavier equipment or materials e.g. back pain                                         | Heavier equipment, and materials (including paper boxes) are stored at accessible levels.<br>Basic manual handling training / guidance provided to any staff required to lift boxes etc.                                                                                                                                                                                                                                                                                                                    | L<br> |                                             |                      |

|         |               |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                              |                                                                                                                                                                                                                                                                    |   |
|---------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| A<br>13 | Hire of Rooms | <p>Risk of accident or emergency occurring whilst the premises are being hired.</p> <p>Risk of defective furniture or fittings causing injury</p> | <p>Conditions of hire are clearly laid down and clear instructions are given to hirers for action in the event of an emergency.</p> <ul style="list-style-type: none"> <li>- Routine weekly checks by cleaner / caretaker and any defects reported to Clerk</li> <li>- H&amp;S inspection of each room carried out annually and findings recorded (see inventory)</li> </ul>                                                                                   | <p>L</p>  |                                                                                                                                                                                                                                                                    |   |
| A<br>14 | Fire Safety   | <p>Risk of injury to staff/ visitors and / or damage to the building due to fire</p>                                                              | <p>See Appendix B for separate Fire Risk Assessment (Feb 2018)</p> <p>Zurich site survey undertaken 23/1/24 and three risk improvement actions identified which require action by 1/5/24</p>                                                                                                                                                                                                                                                                   |  <p>M</p> | <p>Temporary extension cables in Bayside radio's new studio require replacing with permanent sockets. Portable fan heaters should not be used – need to notify all occupiers</p> <p>Smoking to be strictly prohibited in all external areas – signage required</p> | L |
| A<br>15 | Asbestos      | <p>Risk of asbestos inhalation by contractors undertaking repairs or renovations, due to age of premises.</p>                                     | <p>Updated Asbestos Survey undertaken of whole site in 2016 (report on file). Asbestos identified in rear storeroom has now been removed (apart from flooring and sink pad)</p> <p>Other asbestos may be present (e.g. in inaccessible areas such as behind wood panelling) – advise contractors.</p> <p>Asbestos survey shared with all occupiers. Asbestos management plan reviewed and updated 25.4.23. Asbestos in rear store to be monitored annually</p> | <p>M</p>  | <p>Bitumen adhesive to concrete floor in second room of rear store to be encapsulated in layer of screed / under new flooring</p>                                                                                                                                  | L |

|                          |                               |                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                            |  |  |
|--------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--|--|
| A 16                     | First Aid                     | Risk of minor injuries                                                                                                                                          | A fully stocked and in-date first aid box is available for staff, with appropriate guidance notes. (There is no requirement for the Council to provide first aid cover for members or visitors).                                                                                                                                                                                               | L<br>   |  |  |
| A 17                     | Accident Reporting            | Requirement to comply with H&S legislation                                                                                                                      | An accident book is available to record any accidents. Relevant legislations will be complied with, e.g. RIDDOR.                                                                                                                                                                                                                                                                               | L<br>   |  |  |
| A 18 (a)<br><br>A 18 (b) | Electrical Safety             | Risk of injury from use of defective electrical equipment, e.g. electric shock or burns<br><br>Risk of damage / injury due to defective electrical installation | Portable appliance testing is carried out annually by an approved, competent contractor<br>Defective equipment to be removed or replaced promptly.<br>Hirers not permitted to use any appliance which is not PAT tested<br>Periodic inspections carried out in accordance with BS 7671 - recommended to be carried out at 5 year intervals<br>All repairs carried out by qualified electrician | L<br>   |  |  |
| A 19                     | Personal Protective Equipment | Risk of injury to employees using cleaning substances                                                                                                           | Protective equipment (gloves etc) are made available and used where required by COSHH guide. Training given on use of PPE                                                                                                                                                                                                                                                                      | L<br> |  |  |
| A 20                     | Working at Height             | Risk of injury from falling whilst e.g. undertaking the following tasks:<br>a) Changing light bulbs<br>c) High storage                                          | Any activity involving working at heights of over 2m will be assessed and properly managed. Stepladders only to be used when supervised by member of staff. No working at height to be                                                                                                                                                                                                         | L<br> |  |  |

|      |                                                                            |                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                             |                                                                                          |  |  |
|------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--|--|
|      |                                                                            | d) window cleaning                                                                                                                                                                               | undertaken by staff/hirers without prior risk assessment.<br>HSE guidance on safe use of stepladders is made available to anyone who may use ladders.<br>Routine inspection of step ladders carried out to check condition.                                                                                                                                 |                                                                                          |  |  |
| A 21 | Legionella Bacteria                                                        | Risk of catching legionnaire's disease from water systems (contracted through inhalation of water droplets/vapours, e.g. from showers)                                                           | - Legionella risk assessment carried out and routine actions / monthly testing carried out.                                                                                                                                                                                                                                                                 | L<br> |  |  |
| A 22 | Lone Working                                                               | Risks to employees, contractors, members and visitors when working alone, from both normal work duties and from foreseeable emergencies, such as fire, equipment failure, illness and accidents. | Policy and procedures adopted for lone working (See 3.4.1)                                                                                                                                                                                                                                                                                                  | L<br> |  |  |
| A 23 | Slips, trips and falls<br>eg) uneven surfaces, wet floors and trip hazards | Staff, members, hirers and visitors, may suffer injuries if they trip/fall                                                                                                                       | <ul style="list-style-type: none"> <li>- General good housekeeping (warning signs used when floors mopped)</li> <li>- All areas well lit</li> <li>- No trailing leads/cables</li> <li>- Walkways kept clear</li> <li>- Premises cleaned regularly</li> <li>- Mats at entrances to stop water being walked in</li> <li>- Hirers informed (in hire</li> </ul> |                                                                                          |  |  |

|      |                                                    |                                                                                              |                                                                                                                                     |  |  |  |
|------|----------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|      |                                                    |                                                                                              | agreement) of the need for immediate clean-up of any spillages.<br>- Car park surface / paths inspected quarterly                   |  |  |  |
| A 24 | Transmission of infectious diseases, e.g. Covid-19 | Staff, members, hirers and visitors may become seriously ill if contract infectious diseases | - Follow guidance from Public Health Wales, Welsh Government and other relevant agencies<br>- See separate Covid-19 risk assessment |  |  |  |

### **Conclusion**

It is recognised that the Town Clerk and Caretaker/Cleaner's roles are pivotal in ensuring adequate maintenance of the site. Appropriate training will be arranged for the Clerk and Cleaner, if and when available.

## **Risk Rating Matrix:**

### **1. Assess hazard severity and likelihood of occurrence:**

|         | <b>Severity</b>                             |          | <b>Likelihood</b> |          |
|---------|---------------------------------------------|----------|-------------------|----------|
| Slight  | Minor, first aid injury                     | <b>1</b> | Very unlikely     | <b>1</b> |
| Serious | Lost time, injury/illness                   | <b>2</b> | Possible          | <b>2</b> |
| Major   | Fatality / major injury or terminal illness | <b>3</b> | Very likely       | <b>3</b> |

### **2. Multiply two scores together to get overall risk rating of 1 to 9, where 1 is minor and very unlikely and 9 is major and very likely.**

### **3. Use score to determine risk rating:**

|                                                                                    |            |                    |                                          |
|------------------------------------------------------------------------------------|------------|--------------------|------------------------------------------|
|   | <b>6-9</b> | <b>High Risk</b>   | (Unacceptable – act now!)                |
|   | <b>3-4</b> | <b>Medium Risk</b> | (further controls needed to reduce risk) |
|  | <b>1-2</b> | <b>Low Risk</b>    | (no further action required)             |

Many Thanks  
Leanne

**From:** Tina Earley <clerk@colwyn-tc.gov.uk>;  
**Sent:** 16 February 2024 12:50  
**To:** electoral <electoral@conwy.gov.uk>;  
**Subject:** Eirias Ward Vacancy

Confirmation of publication and copy of notice attached ...

**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 chopio, 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/rhyngwyd 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

-----  
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)

## Public Notice - Casual Vacancy

### Bay of Colwyn Town Council (Eirias ward)

Notice is hereby given that 1 vacancy has occurred in the office of Councillor for the above mentioned Community/Ward.

An election to fill the vacancy shall be held if, within fourteen days after the date of this Notice (excluding weekends and bank holidays) a written request for such an election is received by the Democratic Services Manager, Conwy County Borough Council, Bodlondeb, Conwy, LL32 8DU, from TEN persons who are registered as local government electors for the electoral area in which the vacancy has occurred.

Llofnodwyd / Signed

  
Clerc y Cyngor / Clerk to the Council

Dyddiwyd / Dated

14/2/24



6332 8703 0210 0700 6401

COLWYN BAY TOWN COUNCIL  
Ms Tina Earley, TOWN HALL  
7 RHIW ROAD  
COLWYN BAY  
NORTH WALES  
LL29 7TG

CBS Conwy / Conwy CBC  
Adran Incwm / Income Section  
Blwch Post 1 / PO Box 1  
Conwy  
LL30 9GN

**Ffôn / Telephone:** 01492 576610  
**Gwefan:** [www.conwy.gov.uk/mananfonebau](http://www.conwy.gov.uk/mananfonebau)  
**Website:** [www.conwy.gov.uk/sundryinvoices](http://www.conwy.gov.uk/sundryinvoices)  
**E-bost:** [mananfonebau@conwy.gov.uk](mailto:mananfonebau@conwy.gov.uk)  
**Email:** [sundryinvoices@conwy.gov.uk](mailto:sundryinvoices@conwy.gov.uk)

|                                          |            |
|------------------------------------------|------------|
| <b>Rhif y Cwsmer / Customer No.</b>      | 1051397    |
| <b>Rhif yr Anfoneb / Invoice No.</b>     | 210070064  |
| <b>Dyddiad yr Anfoneb / Invoice Date</b> | 23/02/2024 |
| <b>Cyfeirnod Talu / Payment Ref.</b>     |            |

| Disgrifiad / Description                                                                                                                                                                                                                                                                                                                                      | TAW %<br>VAT % | PRIS NET /<br>NET PRICE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------|
| Rhos By Election - 11 January 2024<br><br>Returning Officer - £170<br>Deputy Returning Officer - £115<br>Clerical Assistance - £280<br>Polling Station Staff - £1530<br>Conducting the Count - £250<br>Postal Voting + Poll Cards - £2979.27<br>Travelling - £153.90<br>General (printing, equip, premises etc) - £1957.52<br><br>1.00 Uned/Unit(s) £7,435.69 | 0.00           | 7,435.69                |
| <b>DYDDIAD DYLEDUS / DUE DATE</b> 08/03/2024                                                                                                                                                                                                                                                                                                                  |                |                         |
| <b>CYFANSWM NET / NET TOTAL</b>                                                                                                                                                                                                                                                                                                                               |                | 7,435.69                |
| <b>TAW / VAT</b>                                                                                                                                                                                                                                                                                                                                              |                | 0.00                    |
| <b>CYFANSWM YR ANFONEB / INVOICE TOTAL</b>                                                                                                                                                                                                                                                                                                                    |                | £7,435.69               |

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**Cc:** Colwyn Info[info@colwyn-tc.gov.uk]  
**From:** Rhian Hughes  
**Sent:** Tue 23/01/2024 3:27:39 PM  
**Importance:** Normal  
**Subject:** Smart Towns Event

**\*Please scroll down for English\***

Pwynhawn da Pawb,  
Hoffwn gymryd y cyfle i ddiolch yn fawr i chi am fynychu ein digwyddiad prynhawn ddoe.  
Rydym yn wir gobeithio bod yr holl wybodaeth yn fuddiol i chi ac y gallwn gydweithio gyda chi yn y dyfodol agos.

Busem yn hynod ddiolchgar os yr ellwch chi wblhau ein ffurflen adborth

<https://forms.office.com/e/r5DwNJb2tp>

Amgaeaf cyflwyniad Kiki a Scott i chi rannu gyda eich cysylltiadau ynghyd â copi o'r cynllun gweithredu i chi wblhau os gwelwch yn dda erbyn **Chwefror 9fed**. Gallwn wedyn yrru mlaen eich cynlluniau i Clare a Jasmin yn Cyngor Conwy ac y gallent cynnwys eich dyheadau yn eu cais am arian i Trasnewid Trefi ar eich rhan.

Yn y cyfamser, os oes gennych unrhyw gwestiwn i Kiki neu minnau, peidiwch ac oedi i gysylltu â ni.

Mae'r linc ar gyfer derbyn ein newyddlen isod.

**\*ENGLISH\***

Good Afternoon All,

I would like to take this opportunity to thank you all for attending our event yesterday. We do hope you found the session beneficial and hope we can work closely with you in the near future.

I would be very grateful if you could complete our feedback form as soon as possible by clicking on this link <https://forms.office.com/e/r5DwNJb2tp>

Please find attached a copy of Kiki and Scott's presentation for you to keep for future reference and to share with your contacts. I've also attached a copy of the action plan template and would be very grateful if you could complete it by February 9<sup>th</sup> so we can forward your aspirations to Clare and Jasmin so they can move forward with the Transforming Towns application on your behalf.

The link to receive our monthly newsletter is below.

In the meantime, if you have any questions for Kiki or myself, please do not hesitate to contact us.

Diolch yn fawr / Thank you

We'll look forward to hear from you.

Cofion Cynnes / Best Wishes  
Rhian

SMART Town
First Steps Action Plan

Tref SMART
Cynllun Gweithredu Camau Cyntaf

Table with 2 columns: Field Name, Value. Fields include Enw Cyswilt / Contact Name (Tina Earley), Tref/Town / High Street (Bay of Colwyn – Rhos on Sea, Colwyn Bay and Old Colwyn), Sir / County (Conwy), Dyddiad rydych yn bwriadu cychwyn eich prosiect SMART / Intended Start Date of SMART project (1.4.24), and Dyddiad eich Cynllun / Date of Plan (9.2.24).

1. Disgrifiad o eich tref / Description of your town

Mae pob tref yn wahanol a chyda blaenoriaethau, heriau a nodau gwahanol. I ddechrau, gosodwch yr olygfa, disgrifiwch y gorffennol, y presennol a dyfodol eich tref.

Every town is different and has different priorities, challenges and goals. To begin with, please set the scene, describe the past, present, future of your town.

The Bay of Colwyn covers the North Wales coastal town of Colwyn Bay and its neighbouring communities of Old Colwyn in the East and Rhos-on-Sea to the West, extending inland through the Pwllcrochan Woods to incorporate Upper Colwyn Bay and the village of Bryn-y-Maen. Colwyn Bay is perfectly placed halfway along the North Wales Coast and has good transport links, with frequent bus and train services and easy access by car from the A55 dual carriageway. Colwyn Bay is the second largest urban settlement in North Wales with a current population estimate of approximately 26,478. The town is set on a narrow coastal plain with a backdrop of woods and hills overlooking a wide bay. Colwyn Bay expanded rapidly following the opening of the Chester to Bangor railway in the mid 1800's and Colwyn Bay had become a popular Victorian seaside destination by the late 1800s, with a quality retail offering to meet the requirements of its wealthy visitors, many of whom travelled by train from cities and towns in NW England. Its popularity continued until the growth in holidays abroad took off during the 1960s and 1970s. This saw the start of a gradual decline in its popularity as a holiday destination and a resulting decline in retail custom, plus a surplus of large former guest house accommodation, with many of these subsequently being sold and re-purposed as Houses of Multiple Occupation during the 1980s. The 1980s also saw the new A55 dual carriageway opening, cutting the town centre off further from one of its main and most popular assets, the lovely sandy beach. Fast forward 30 years and the slow decline in retail businesses in the town centre was rapidly hastened by the increasing move to online shopping. The Covid-19 pandemic increased the pace of this most recent change and Colwyn Bay, like many other towns across Wales and the UK, now faces huge challenges, with many empty former retail premises, including some large units, and the loss of many of its former high street chains. The Colwyn Place Plan, developed with the local community and adopted in January 2024, recognises and articulates some of the challenges that the town now faces, but, looking ahead states that:

By the year 2037, the Bay of Colwyn aspires to be a vibrant and distinctive place to live, work and visit with community and inclusivity at its core.



SMART Town
First Steps Action Plan

This will require the community to come together and reinvent the purpose of its town and village centres, seeing them as mixed-use spaces, not only as places to shop, but to work, live, socialise, eat, drink and spend leisure time. Rhos on Sea also has a retail, café and services zone at its core, but has less national chain stores and a regular footfall of loyal locals and visitors, especially during the holiday seasons. The A55 and railway do not cause any physical barrier between the retail area and waterfront in Rhos on Sea, like they do in Colwyn Bay, and this may be one reason why Rhos in Sea has less empty units than its larger neighbour. Old Colwyn and the West End of Colwyn Bay also have some traditional retail/service units at their core, but these are mainly for local use and there is a smaller number of visitors/tourists using these than you would find in Rhos on Sea. Colwyn Bay needs to find new ways to reach out to the residents and visitors in Rhos on Sea, Old Colwyn and Colwyn Heights (a large residential area above Pwllcrochan woods), along with those visiting the attractive new beach and waterfront, to encourage them to make the short journey into Colwyn Bay for some retail, leisure and other services, rather than travelling to bigger rivals further afield like Llandudno, Conwy, Bangor, Rhyl and Chester.

2. Dyheadau eich Tref / Your aspirations for your town

What would you like to achieve with this project? Is your goal to regenerate the high street, and to assess the impact of your interventions? Or are you trying to make your town greener, or more attractive to visitors? (list as many as you like)

Beth hoffech ei gyflawni gyda'r prosiect hwn? Ai adfywio'r stryd fawr yw eich nod, ac asesu effaith eich ymyriadau? Neu a ydych yn ceisio gwneud eich tref yn fwy gwyrdd, neu'n fwy deniadol i ymwelwyr? (rhestrwch gymaint ag y dymunwch)

1. Regeneration of Colwyn Bay town centre and increase footfall to support existing businesses and encourage new ones
2. Assist residents and visitors to the wider Bay of Colwyn area to understand the role, benefits and offering of each of the town/village centres and shop/spend time in each on a regular basis
3. Gather and share quality data on visitors to our town/village centres, to enable businesses to target offerings and better meet their needs
4. Encourage visitors to spend longer in the town and to move more frequently between the beach/waterfront and retail/business zones.

Also refer to relevant actions in the Bay of Colwyn Place Plan, adopted in January 2024– please see an extract of some of the relevant projects/actions attached...

NOTE: the full Place Plan can be found at [www.colwynplaceplan.com](http://www.colwynplaceplan.com)

3. Heriau yn eich Tref / Challenges in your town

Is there a particular challenge that you're hoping to address, or monitor? This could be an issue with traffic, antisocial behaviour, or even a lack of parking spaces (list as many as you like)



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Page 2 of 2

## SMART Town First Steps Action Plan

A oes her penodol yr ydych yn gobeithio mynd i'r afael â hi, neu ei fonitro? Gallai hyn fod yn broblem gyda traffig, ymddygiad gwrthgymdeithasol, neu hyd yn oed diffyg ymwelwyr. (rhestrwch gymaint ag y dymunwch)

There is a public perception, being perpetuated via social media, that Colwyn Bay is becoming a 'ghost town'. We wish to get a more positive dialogue going about the great things on offer in our town and encourage visitors to stay longer, supporting our local businesses and increasing footfall. This would have a positive impact on reducing anti-social behaviour, as this currently seems to get worse at times when the streets/retail zones are quieter.

### olygiad Digidol / Digital review of your town

- What technologies are already in place? Pa dechnolegau sydd eisioes y neu lle?
- What kind of data do you currently have access to? Pa fath o ddata sydd gennych ar hyn o bryd?
- How is mobile/ broadband connectivity? Sut mae cysylltedd symudol/band eang?
- Do you have a town app/ digital platform? A oes gennych ap Tref neu platform digidol?

- Limi  
ted areas of public wi-fi, e.g. waterfront near Porth Eirias (but not sure if this is fully operational?) and at public buildings like the library, Town Hall and Coed Pella
- Som  
e Lorawan footfall counters, e.g. at Bay View Centre and on link path from waterfront to town centre (underpass). However, data is currently held/stored by CCBC and the Bay View Centre and is not widely available/shared in a format which is visual, user friendly and easy to interpret/understand
- Mob  
ile/broadband is generally good, though there are some drop-out areas where signals are not good
- Ther  
e is an Imagine Heritage trail app in existence, but this is not widely known about/used, as it was developed during the Covid pandemic. A wider Town App / Digital platform is needed to cover the whole 'Colwyn' area – utilising the Colwyn brand developed by the Imagine project.

## SMART Town First Steps Action Plan

### 5. Proposed improvements/ Gwelliannau arfaethedig

- Pa fath o dechnoleg hoffech ei weld yn eich tref? / What kind of technology would you like to see in your town?
- Beth hoffech ei weld ei fonitro? What would you like to be able monitor?
- ic wi-fi across the main town/village centres and waterfronts – covering Old Colwyn, Colwyn Bay and Rhos on Sea Publ
- fall counting capacity at key locations Foot
- town app for marketing of events and other promotional activity A
- ther/temperature data Wea
- ant reporting(data) for litter / overflowing bins / anti-social behaviour – to help identify hot spots Inst

### 6. Building your Smart Team / Adeiladu eich Tîm Smart

O'n profiad ni, y prif ffactor sy'n pennu llwyddiant prosiect Trefi Smart yw'r tîm. Nid oes angen tîm mawr (neu technegol!) arnoch o reidrwydd, dim ond llond llaw o bobl sy'n rhagweithiol a chyda meddwl agored. Ystyriwch pwy ddylai gymryd rhan ac ar ba gamau.

From our experience the main factor that dictates the success of a Smart Towns project is the team. You don't necessarily need a big (or techy!) team, just a handful of people who are proactive and open minded. Consider who should be involved and at what stages.

- Pwy fydd yn cymryd perchnogaeth/arwain ar y prosiect? Who will take ownership/ lead the project?
- Pwy fydd yn rhannu y data/ negesuon allweddol gyda rhandeilaid? Who will share the data/ key messages to stakeholders?
- Sut byddwch chi'n ymgysylltu â'r gymuned ehangach? How will you engage with the wider community?
- A oes bylchau sgiliau i'w hysytyried? Are there skills gaps that should be considered?

The Bay of Colwyn Town Council will work closely with the Steering Group of the Colwyn Place Plan, due to a number of close links with actions in the Plan, and with the Colwyn Bay Town Team (which is leading on the Creu Conwy / Culture Strategy). This may also include more in-depth discussions with members of one or more of the six themed working groups, which have recently been

## SMART Town First Steps Action Plan

formed and will be leading on some of the actions in the Place Plan. These include business, voluntary sector and community based members, thus involving a wide cross section of people interested in the future of our town.

### 7. Cefnogaeth Ychwanegol sydd ei angen / Additional support needed

Sut y gall Trefi Smart Cymru eich cefnogi wrth symud ymlaen? Pa adnoddau ychwanegol sydd eu hangen arnoch chi?

How can Smart Towns Wales support you moving forward? What additional resources do you need?

Technical expertise and resources – what is possible and what would it cost?  
Assistance with applying for / accessing funding for improvements

### 8. Adolygiad Cynllun Gweithredu SMART ( i'w wblhau gan y Tîm Trefi Smart) SMART Town Action Plan Review (to be completed by SMART Towns team)

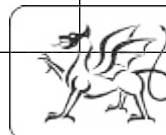
### 9. Tasgau Cynllun Gweithredu Trefi SMART / SMART Town Action Plan Tasks

Dyddiad cychwynol Prosiect SMART  
Intended Start Date of SMART project

| Gweithred / Action | Amserlen/<br>Timescale | Gan Bwy / By<br>Whom |
|--------------------|------------------------|----------------------|
|                    |                        |                      |
|                    |                        |                      |
|                    |                        |                      |
|                    |                        |                      |



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## SMART Town First Steps Action Plan

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### Adnoddau / Resources

[Smart Towns Delivery Manual](#): Pob dim rydych angen ar gyfer cychwyn prosiect Trefi Smart / Everything you need to know about starting a Smart Towns Project

[Smart Towns Action Plans](#): Cymerwch ysbrydoliaeth gan cynlluniau trefi eraill / Take inspiration from other towns' plans

[Smart Towns Case Studies](#): Rhai gweithredoedd mewn Trefi Cymraeg / Some real-world implementation in Welsh towns

[Babel Smart Cities platform](#): Dros 600 o achosion ar draws Ewrop sydd hefyd yn cynnwys costau a phrosesau caffael. Cyfleon ariannu.

Over 600 use cases from all over Europe, also includes costing and procurement. Funding opportunities

[Transforming Towns Guidance](#): Grantiau Creu Lleoedd hyd at 250k, gweler, 'trefi digidol'  
Placemaking grants of up to 250k available, see 'digital towns'.

## **DRAFT**

### **Smart Towns Action Plan for Colwyn Bay**

- A good project for the “Business. Retail and Tourism” Working Group
- Deadline 23<sup>rd</sup> February – Place Plan workshop is on the 7<sup>th</sup> February 6-8pm
- Pre-planning needs to be done before the workshop!

**Remit - The Smart Towns project comes as part of the Welsh Government’s recently announced package of support to revitalise Welsh town centres. The aim is to enable businesses to plan projects that lead to economic growth as well as to make the best use of digital technology.**

**List of projects that could fit the Smart Towns remit? – all taken from the Colwyn Place Plan**

| <b>Place Plan Theme</b>              | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>How could it link to Smart Towns project?</b>                                                                       |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Culture, Heritage and Tourism</b> | <b>TCH/A1</b> Support and promote existing activities that celebrate the Bay of Colwyn’s Unique Selling Points, heritage, culture and tourism offer, including: <ul style="list-style-type: none"><li>• Our proximity of the sea, beach, promenade and woods</li><li>• Heritage Walks / Trails and associated signage.</li><li>• Activities that promote the use of the promenade</li><li>• Welsh Language cultural events</li><li>• Our value as a cycling and walking destination</li></ul> | Heritage trails / walks – digital platforms<br><br>Data collection – visit duration<br><br>Digital screens<br><br>Apps |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                    |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  | <p><b>TCH/A2</b> Working in partnership with appropriate agencies, investigate and develop projects that improve awareness of culture and heritage in the Bay of Colwyn area, including working on the identify and branding of the Bay. Projects could include:</p> <ul style="list-style-type: none"> <li>• The potential for reuse of the station building on platform 3 for tourism.</li> <li>• Incorporating culture into existing connections between the town and promenade (e.g., better signage / public art).</li> <li>• Innovative features / Welcome to Colwyn Bay signage from the A55 to encourage people to stop off in Colwyn Bay.</li> </ul>                                                                                                                                                                              | <p>digital platforms</p> <p>Data collection</p> <p>Digital screens</p> <p>Apps</p> |
|  | <p><b>TCH/A3</b> Undertake further research to investigate need / demand and funding opportunities for new initiatives to improve our tourism offer, including:</p> <ul style="list-style-type: none"> <li>• The availability and distribution of existing tourism accommodation &amp; demand to help inform consideration of future proposals</li> <li>• A Lido in Rhos-on-Sea</li> <li>• The appointment of a dedicated Bay of Colwyn Tourism / Regeneration / Town Manager to promote the area</li> <li>• Demand / opportunities for community ownership of public buildings</li> <li>• Using space on the Pier for wind turbine information boards / activities</li> <li>• The need for hook-up points for motorhomes along the promenade and within Parc Eirias. Investigate opportunities for a dedicated overnight area.</li> </ul> | <p>digital platforms</p> <p>Data collection</p> <p>Digital screens</p> <p>Apps</p> |
|  | <p><b>TCH/A4</b> Develop and deliver new projects that celebrate the culture and heritage of the Bay of Colwyn including:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>digital platforms</p>                                                           |

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                    |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | <p>New heritage trails and linkages to new trail at Parc Eirias Celebrating local figures such as Terry Jones and Sydney Foulkes. Small museum for local heritage and culture.</p> <ul style="list-style-type: none"> <li>• Covered bandstand</li> <li>• Developing the work of the Imagine Trail</li> <li>• Ministry of Food – links to Colwyn Bay</li> </ul>                                                                                                                                                                                                                                                                    | <p>Data collection</p> <p>Digital screens</p> <p>Apps</p>                                                                          |
|                                                   | <p><b>TCH/A6</b> Support, develop and promote a wide programme of events to cater for all age groups and abilities, such as:</p> <ul style="list-style-type: none"> <li>• Cultural events and street life celebrations (e.g., open mic night, street food, live / open air music, food festivals, sporting events) Celebrate and promote the centenary of Parc Eirias</li> <li>• Annual Flower Festival</li> <li>• 'Best of the Bay' and 'Made in Wales's Artisan Markets</li> <li>• Forties Event Events are to be effectively communicated / marketed to the local community and further afield to attract visitors.</li> </ul> | <p>digital platforms</p> <p>Data collection on footfall and visitor duration at events</p> <p>Digital screens</p> <p>Town Apps</p> |
|                                                   | <p><b>TCH/A7</b> Undertake opportunities to improve digital connectivity in the area such as promoting the use of the electronic noticeboards to promote events calendar as a central hub for information. Potential to amalgamate Heritage Group website into the Town Council's website.</p>                                                                                                                                                                                                                                                                                                                                    | <p>Digital screens / noticeboards</p>                                                                                              |
|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                    |
| <p><b>Getting Around – a connected Colwyn</b></p> | <p><b>GA/A1.</b> Investigate funding opportunities to provide signage improvements across the Bay of Colwyn – examples include:</p> <ul style="list-style-type: none"> <li>• New signage from the A55 to direct visitors to park in the town centre for beach access.</li> </ul>                                                                                                                                                                                                                                                                                                                                                  | <p>Signage improvements – digital screens</p>                                                                                      |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                       |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
|                                        | <p>Signage to indicate walking / cycling times and distances across the Bay e.g., 2 minutes' walk to the beach.</p> <ul style="list-style-type: none"> <li>• Signage to promote connectivity between the town, pier and seafront.</li> <li>• New tourism signage – involving schools in the re-design to create a local feel / brand.</li> </ul>                                                                                                                      | <p>Improve signage to town centre – to revitalise</p> <p>Data collection on existing footfall</p>                     |
|                                        | <p><b>GA/A5.</b> Investigate key areas for additional crossing points e.g., Abergele /Conwy Road and the promenade underpass area and work with Conwy CBC to deliver.</p>                                                                                                                                                                                                                                                                                             | <p>Data collection on need / footfall</p>                                                                             |
| <p><b>Promoting a Green Colwyn</b></p> | <p><b>GC/A1.</b> Investigate innovative ways to:</p> <ul style="list-style-type: none"> <li>• Maintain street and beach cleaning</li> <li>• Emptying of bins / dog bins</li> <li>• Provide new bins / dog bins</li> <li>• Discourage people from dropping litter</li> <li>• Encourage active litter picking groups/ awareness campaign with potential schools' involvement. (Schemes already in place as exemplars – Rhos-on-Sea, Parc Eirias, Colwyn Bay)</li> </ul> | <p>Digital campaigns – litter</p> <p>Real time reporting of litter problems</p> <p>Bin monitoring – IoT for Towns</p> |
|                                        | <p><b>GC/A2.</b> Investigate potential projects / events / festivals to promote and celebrate the Bay of Colwyn's green spaces, such as:</p> <ul style="list-style-type: none"> <li>• Celebrating and promoting the centenary of Parc Eirias</li> <li>• Annual Flower Festival</li> <li>• Projects to encourage the varied use of public open spaces such as Bryn Euryn and Parc Eirias.</li> <li>• Local food festival</li> </ul>                                    | <p>digital platforms</p> <p>Data collection</p> <p>Digital screens</p> <p>Towns Apps</p>                              |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|                                    | <b>GC/A6.</b> Form partnerships to promote walking in the Bay of Colwyn's open spaces e.g., Pwllcrochan Woods leaflet and a 'wellbeing in green spaces' project                                                                                                                                                                                                                                                                                                                                                                                                                                             | Digital platforms – walking routes                                                              |
| <b>Business, Retail and Skills</b> | <b>BRL/A1</b> Work with the Business Forum, Business Wales and Federation for Small Businesses to investigate ways to provide improved technical skills and assistance for businesses across the Plan area. Project ideas: <ul style="list-style-type: none"> <li>• Networking opportunities / guest speakers</li> <li>• Empty property action group</li> <li>• Supporting start-ups / business rates</li> <li>• Administrative task support</li> <li>• Licensing requirements guidance</li> <li>• Flexible leases for start-ups</li> <li>• affordable Wi-Fi for businesses / town Wi-Fi network</li> </ul> | WiFi connectivity<br><br>Newsletters<br><br>Email campaign                                      |
|                                    | <b>BRL/A5</b> Investigate opportunities to set up a local promotions / local loyalty scheme with shops.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Digital platform                                                                                |
|                                    | <b>BRL/A7</b> Work with Business Forum to investigate funding opportunities for the appointment of a Business Ambassador / Town manager to support the success of local businesses and promote the sharing of ideas / communication.                                                                                                                                                                                                                                                                                                                                                                        | This ties into the revitalisation of town centre – could Smart Towns fund a town manager role ? |
|                                    | <b>BRL/A11</b> Focus on a diverse retail offer and unique independent businesses – to provide a different retail offer than neighbouring towns                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Data collection – visitor and resident data on what they want for a diverse retail offer        |

**Notes of Housing & Future Development, Colwyn Place Plan Working Group**  
**meeting held at the Town Hall, Rhiw Road, Colwyn Bay**  
**at 2pm on 7<sup>th</sup> February 2024**

**Attendees:**

Shane Wetton (Conwy CBC) – link between groups and Conwy CBC  
Tina Earley (Town Clerk, Bay of Colwyn Town Council)  
Karen Probert (Planning Aid Wales Facilitator)  
Katie Lea (Planning Aid Wales Facilitator)  
Jonny Campbell (Planning Aid Wales photography and video)  
Brian Cossey  
Cllr Paul Hughes  
Cllr Chris Brockley  
Cllr Jo Nuttall  
Kath Griffiths (Cwmpas)  
Jude Horsnell (Conwy CBC)  
Jeremy Grant (formerly Conwy CBC)  
Monty Slocombe (OCRA)  
Julie O'Neill  
David Fernandez-Arias

**Apologies:**

*Cllr David Carr*

On the 7<sup>th</sup> and 8<sup>th</sup> February 2024– the first Colwyn Place Plan themed meetings were held at the Bay of Colwyn Town Council offices. The six meetings were facilitated by Planning Aid Wales with support from the Bay of Colwyn Town Council and Colwyn Place Plan Steering Group members. These meetings form part of the work being undertaken to March 2024 funded by Transforming Towns funds.

There were common points discussed in all six meetings and these are noted below for information. Please refer to the detailed notes for each theme.

**Overview points common to all groups:**

- A Project Officer, based at the Town Council (reference Abergele who have a Place Plan and a project officer) was seen as vital to the success of project delivery for the Place Plan looking ahead beyond the end of March this year.
- Noted that Shane Wetton (CCBC) will be the link between the groups and the Local Authority and will take questions or concerns raised to them.
- Subsequent meetings to take place end of Feb / mid-March. Late afternoon / early evening. Meetings to be held at separate times so those interested in more than one topic can attend. At the TC offices. Could be hybrid.

***ACTION: TC / PAW to set dates / times***

- Contact via E-mail. Shared online files could be very useful.  
***ACTION PAW: To investigate setting up a google drive***
- Not everyone that wants to be involved was able to make the relevant meeting. There are some who would like to be involved in more than one topic area. Meeting notes from each group to be shared with all those who came and those who have expressed an interest.
- Communications and positive news stories about the achievements of the Place Plan were important - Quick Wins need to be communicated!
- In most cases, all projects need further scoping and baseline work.

#### **Acronyms:**

- PAW (Planning Aid Wales)
- CCBC (Conwy County Borough Council)
- TC (Town Council)
- RSLs (Registered Social Landlords)

#### **Overall**

There was a lot of enthusiasm from the group and everyone was very keen to identify links with key organisations (including RSLs and Cwmpas).

#### **Quick win & short-term Projects:**

#### **1.HA6 – Identify the exact needs of the community in relation to housing (work with CCBC in the first instance)**

#### **ACTIONS**

| <b>Who</b>                                                | <b>What</b>                                                                                                                                                                            | <b>When</b>     | <b>Notes</b>                                                                     |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------|
| Jude Horsnell/<br>Jeremy Grant/<br>Shane Wetton<br>– CCBC | Starting point is to gather data available from Council eg Housing needs waiting list – SARs and LHMA – waiting list information. Also gather information from the Policy Team at CCBC | By next meeting | This can be a rolling action – to provide housing data for the use of the group. |

## **2. HA1 – Liaise with Conwy CBC to investigate potential research, initiatives, grants and support to bring empty buildings back into use**

There was much discussion around improving eyesore buildings particularly and there is a strong cross over here with the Retail working group who had similar concerns with empty shops/spaces over shops. It was recognised that as a group, there was a lot of available information already in existence. It was important to find out what grants/loans were available.

### **ACTIONS**

| <b>Who</b>                                                                                                                                                                  | <b>What</b>                                                                                                                                                                                                                                                                                                                                                | <b>When</b>              | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>All Group – but in particular CCBC (Jeremy Grant and Jude Horsnell) and Cwmpas (Kath Griffiths)</p> <p>PAW to gather this information together into a single report.</p> | <p>To tap into existing information and start to compile available grants / loans (e.g. Leasing Scheme Wales – CCBC).</p> <p>PAW to add detail on planning implications (Change of use etc). Compulsory Purchase. What can be done with listed buildings. Provide case studies if time available. (where empty spaces above shops have been improved).</p> | To bring to next meeting | <p>Funds/ grants mentioned during meeting:</p> <ul style="list-style-type: none"> <li>• S106</li> <li>• Architectural heritage fund</li> <li>• National lottery heritage fund</li> <li>• Land and Buildings Development Fund</li> <li>• Community Asset transfer</li> <li>• Community shares</li> <li>• Community ownership fund</li> <li>• CADW</li> </ul> |
| CCBC Officers – Regeneration Team                                                                                                                                           | <p>Pull together information on buildings – how long they have been empty (this can be done through Land Registry but costs £3 per title).</p> <p>Housing working group to liaise with CCBC Regeneration team who have list of empty units.</p>                                                                                                            |                          | Once we start publicising this work / quick wins – landlords may approach us                                                                                                                                                                                                                                                                                |

**3.HA2 – Set up links with the Councils Planning Team to identify S106 funding opportunities and assist with the preparation of design briefs for housing sites**

It was decided that investigation into S106 funds were important and to also make links with the Planning Policy team to get involved with design briefs for housing sites.

**ACTIONS**

| Who                                                                                                       | What                                                                                                                           | When                           | Notes |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------|
| Jude Horsnell (CCBC) to make links with Richard Clark (S106 Officer) and James Harland (Head of Planning) | Making links with Richard Clark to find out if there are any S106 funds available for the Bay of Colwyn area.                  | Make links before next meeting |       |
| All group                                                                                                 | Start to think of ways to liaise with developers on sustainability / climate change issues – getting involved in Design Briefs |                                |       |

**4.HA5 – Investigate funding opportunities to take forward community-led housing schemes working in partnership with others**

**ACTIONS**

| Who                     | What                                                                                                                                                              | When            | Notes                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------|
| Kath Griffiths – Cwmpas | Cwmpas to provide information to the group of funding opportunities. And information on Community Land Trusts (owning property for the benefit of the community). | By next meeting |                                                                                |
| Town Councillors        | To provide information to the group on housing                                                                                                                    | By next meeting | Paul Smith added that generally developers don't list details of solar panels, |

|  |                   |  |                                                                           |
|--|-------------------|--|---------------------------------------------------------------------------|
|  | need in the area. |  | rainwater collection places<br>etc within their planning<br>applications. |
|--|-------------------|--|---------------------------------------------------------------------------|

### **5.HA3 – Investigate the extent of Airbnb and second homes within our area**

#### **ACTIONS**

| <b>Who</b>                            | <b>What</b>                                                                                               | <b>When</b>     | <b>Notes</b>                      |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|
| Jo Nuttall                            | To do a Web search for Airbnb and holiday homes in the Bay of Colwyn to find out to what extent it exists | By next meeting |                                   |
| Jude Horsnell/<br>Jeremy Grant (CCBC) | To gather second home data from the Council                                                               | By next meeting | Jude Horsnell/Jeremy Grant (CCBC) |

**Notes of Colwyn Place Plan - Culture, Heritage and Tourism Working Group**  
**meeting at 6.30pm**  
**on 26<sup>th</sup> February 2024 at Colwyn Town Council, Rhiw Road, Colwyn Bay**

**Attendees:**

Shane Wetton (Conwy CBC) – link between groups and County Council  
Tina Earley (Town Clerk, Bay of Colwyn Town Council)  
Karen Probert (Planning Aid Wales Facilitator)  
Katie Lea (Planning Aid Wales Facilitator)  
Jonny Campbell (Planning Aid Wales photography and video)  
David Masding  
Cllr Jason Higgins  
Vicky Fleming (Pigtown Theatre)  
Amanda Ballance (Conwy CBC)  
Natalie Hughes (Conwy CBC)  
Jasmin Ryan (Conwy CBC)  
Tracy Toulmin  
Gemma Campbell  
Karen Jones  
Graham Jones  
Robin Williams  
Chrissy Patricolo (Lost Sheep Company)  
Rev Dr Warren Leigh  
Peryn Clement-Evans (Ensemble Cymru)  
Marie Crossland (Note taker)

**Apologies:**

*Arthur Creber*  
*Pat Owen*  
*Jim Jones (Go North Wales)*  
*Ian Reid (Colwyn Heritage)*  
*David Padmore*  
*Rev Christine Owen*

On the 7<sup>th</sup> and 8<sup>th</sup> February 2024 the first Colwyn Place Plan themed meetings were held at the Bay of Colwyn Town Council offices. The six meetings were facilitated by Planning Aid Wales with support from the Bay of Colwyn Town Council and Colwyn Place Plan Steering Group members. These meetings form part of the work being undertaken to March 2024 funded by Transforming Towns funds.

There were common points discussed in all six meetings and these are noted below for information. Please refer to the detailed notes for each theme.

### **Overview points common to all groups:**

- A Project Officer, based at the Town Council (reference Abergele who have a Place Plan and a Project Officer) was seen as vital to the success of project delivery for the Place Plan looking ahead beyond the end of March this year.
- Noted that Shane Wetton (CCBC) will be the link between the groups and the Local Authority and will take questions or concerns raised to them.
- Subsequent meetings to take place end of February/mid-March. Late afternoon/early evening. Meetings to be held at separate times so those interested in more than one topic can attend. At the TC offices. Could be hybrid.

***ACTION: TC/PAW to set dates/times***

- Contact via E-mail. Shared online files could be very useful.

***ACTION PAW: To investigate setting up a google drive***

- Not everyone that wants to be involved was able to make the relevant meeting. There are some who would like to be involved in more than one topic area. Meeting notes from each group to be shared with all those who came and those who have expressed an interest.
- Communications and positive news stories about the achievements of the Place Plan were important - Quick Wins need to be communicated!
- In most cases, all projects need further scoping and baseline work.

### **Acronyms:**

- PAW (Planning Aid Wales)
- CCBC (Conwy County Borough Council)
- TC (Town Council)

## Overall

This was a diverse group of people. There was a lot of enthusiasm in the room and we identified a need to try and identify themes around which different events and activities could come together. In this first meeting however, the objective was to identify some 'quick wins' to progress over the coming weeks to the end of March in the first instance. At the next meeting it is suggested that we look again at this idea of what themes could unite various strands of activities.

The success of the Imagine Trail was discussed and the importance of building upon that came up several times. Existing trails could be extended and linked into red or purple plaque trail. Suggestion of a sub-group to focus on new projects that celebrate the culture and heritage of the Bay of Colwyn - again this idea of how to identify the common themes and threads to draw together a diverse range of activities.

CBCC officers also mentioned the value of preparing project proposals that could then readily be used by officers for grant funding bids (Clare Sharples).

***This could be a key action*** to agree what detail / information needed by CBCC for this purpose.

The group felt that we need to unpack the first project ' **A1 - Support and promote existing activities that celebrate the Bay of Colwyn 's USP, heritage, culture and tourism** ' and look further into what draws people here rather than other places.

Discussion followed around events for all ages and abilities – the Centenary was held last September, we hold an annual flower festival, etc. Agreed that there is a need to consider the identity and branding of Colwyn Bay long-term. Colwyn Bay has many beautiful buildings so need signs telling people to "Look Up".

## Quick win Projects

### 1.TCH/A1 – Identifying Historic Assets of Special Local Interest (Local List)

Conwy CBC will be launching an interesting project early in the New Year: - ***Identifying Historic Assets of Special Local Interest.*** This ties in well with project TCH/A1 (support and promote activities that celebrate the Bay of Colwyn's heritage) "You may be aware that the current Conwy Local Development Plan contains a policy named "Buildings and Structures of Local Importance (policy CTH/3)". *This policy seeks to offer some protection to locally important buildings and structures that aren't categorised as Listed Buildings. In preparation for the Revised Local Development Plan, we are seeking to formulate a list of such buildings that is ready to hand when planning applications are received. For this, we would be extremely grateful for the Town and Community Councils ' input, expertise and knowledge of*

*your local areas and readiness to engage with your local communities to put forward nominations to go onto this local list.*

*We will provide some criteria via an online web-form so you can assess any nominations and then submit them to us over the internet (paper forms will also be available if preferred.) For this exercise to run as smoothly as possible, and to capture input from local residents, we envisage that members of the public will channel nominations via their local Town or Community Council."*

- CBCC lead and delivery body.
- Colwyn Heritage Society key partner

## ACTIONS

| Who                                                       | What                                                                                                                                                                                                 | When                          | Notes                                                                                                                                                                              |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PAW/TC                                                    | Contact CCBC to establish when the project opens                                                                                                                                                     | COMPLETE                      | Karen Probert (PAW)<br>Emailed CCBC on 8.2.24.<br><br>Response received on the same day to say that process is likely to start this week. TC will get email outlining the process. |
| TC                                                        | Forward email to people who have volunteered to work on this below                                                                                                                                   | On receipt of Email from CBCC |                                                                                                                                                                                    |
| Gemma Campbell<br><br>David Masding<br><br>Robin Williams | Look at existing information and projects to begin compile a long list of potential nominations. Also need to engage with the Colwyn Heritage Society who are an excellent partner to have involved. | By the next meeting? Earlier? | Gemma/David/Robin to email each other to start task.<br><br><i>NB</i> - potential link to heritage trail / red plaque trail as well as the Imagine trail.                          |
| PAW                                                       | Review initial 'long list' and prepare a shortlist for review by the topic group                                                                                                                     | By 3rd meeting?               | Could this be done by the end of March and be the focus for the PAW time for this topic group?                                                                                     |

See also guidance from CADW here: <https://cadw.gov.wales/advice-support/historic-assets/other-historic-assets/historic-assets-special-local-interest>

## **2. TCH/A1 - Heritage Walks – Red, Blue or Purple Plaque trail**

This project was explored to further and formalise some existing heritage trails, and link into national initiatives and potentially regional (linking with Llandudno and across the coast). A key way also to connect the sea front to the town. Discussion regarding the blue plaques used in Llandudno and who is responsible for this scheme (we don't currently have anything similar in Colwyn Bay). These can be about people or buildings. Shane Wetton thought that this may fall under the Local Authority. We must consider the history of the person or building to ensure that this is appropriate.

NB - Red plaques seem to be a recent way to commemorate fallen firefighters:

<https://www.northwalespioneer.co.uk/news/national/24081890.plaques-unveiled-memory-firefighter-died-line-duty/>

But there are Red Plaques in Llandudno:

<https://www.dailypost.co.uk/news/north-wales-news/story-behind-plaque-famous-pier-27418624>

Purple Plaques are an initiative to celebrate remarkable women. A few already identified in North Wales

<https://purpleplaques.wales/>

- CBCC lead and delivery body
- Colwyn Heritage Society key partner

### **ACTIONS**

| <b>Who</b>                                                | <b>What</b>                                                                                                                                                  | <b>When</b>          | <b>Notes</b>                                                                                                                             |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Gemma Campbell<br><br>David Masding<br><br>Robin Williams | To investigate more about both the Red and Purple plaque schemes in general.<br>Need to set out information on possible scheme objectives / permissions etc. | Before next meeting  | There were two different plaque schemes mentioned. Red plaques as in Llandudno and purple plaques to celebrate important female figures. |
| Town Council                                              | Contact clerk at Llandudno to ask if any information is available about the                                                                                  | Before next meeting. |                                                                                                                                          |

|              |                                                  |                      |  |
|--------------|--------------------------------------------------|----------------------|--|
|              | red plaques. Find out if a Town Council project. |                      |  |
| Jasmin Ryan: | To look who is responsible within the council.   | Before next meeting. |  |

### **3. TCH/A2 - Working in Partnership - Opportunities with Town Team?**

The purpose of the Town Team is to coordinate and lead culturally regeneration activity to support town centre renewal. It is linked to the Imagine Colwyn Bay Project and will run until the end of this year.

#### **ACTIONS**

| <b>Who</b>            | <b>What</b>                                                                               | <b>When</b>          | <b>Notes</b>                                                                                                                                            |
|-----------------------|-------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Natalie Hughes (CBCC) | To review the Town Team projects to identify where there is overlap between the projects. | Before next meeting. | Natalie Hughes could share information with the Topic Group at the next meet to explore in more detail opportunities to connect into Town Team project. |

### **4. TCH/A2 - Station Building on Platform 3**

The potential re-opening of the connection between Platform 3 of the train station and the promenade. The re-use of the Station Building with possible commercial or community uses is one aspect of this. It was raised on several occasions through the community engagement on the Place Plan and could be regarded as a cross cutting project.

- Transport for Wales key gatekeeper/partner
- Friends of Platform 3 Group

#### **ACTIONS**

| <b>Who</b>          | <b>What</b>                                                                                | <b>When</b>         | <b>Notes</b>                                                               |
|---------------------|--------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------|
| Shane Wetton (CBCC) | Identify who the key contacts are likely to be to begin discussing this potential project. | Before next meeting | Transport for Wales?<br>Friends of Platform 3?                             |
| TC/PAW              | Contact Malcom Worth                                                                       | Before next meeting | There is a volunteer group already in place at the station (Malcolm who is |

|        |                                                                                                            |                     |                                                                                                                                                                                                                                                                           |
|--------|------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                            |                     | also Chair for Together in Colwyn Bay).                                                                                                                                                                                                                                   |
| TC/PAW | Approach Abergele<br>TC find out about process and partners to inform approach to scoping out this project | Before next meeting | Abergele Community Action contacted the train company who were looking to do up a historical empty building and added that there are still good links with Transport for Wales.<br><br>There is a community hub in Abergele that is a reuse of an old transport building. |

#### **5. TCH/A4: Visit Conwy - Events Promotion and coordination**

Natalie Hughes stated that Conwy has an Events Team. The biggest event last year was the Pride event / Prom Extra during the second weekend in May. Also, a 1940s festival has previously been held in Colwyn Bay. Conwy 'playing out' – This has been held on the beach and Rydal school (plus 5 other community locations locally every summer holiday ) using various materials including cardboard, etc. good for families. Colwyn Bay has one of biggest St David's Day parades.

Colwyn in Bloom – this is always very successful but not used to its full potential showing photos of entries, etc. Colwyn Bay Horticultural Group is the oldest in the UK. Suggestion to bring back a May Queen (and King) which could pull flowers and historic events together. We Should also consider others eg the Imagine Trail using the sign that informs of artist coming on Colwyn Bay prom to promote other events.

Discussion followed regarding choirs, flower displays, Welsh wool weaving, crafts, etc and how can we bring these together with common themes, specific to Colwyn Bay. Music – Katie Lea suggested music/events has a subgroup.

Shane Wetton suggested that Section 106 may be able to help with finance. Planning Aid Wales can also support this group over the next 6 weeks as part of the grant funding.

#### **ACTIONS**

No specific actions were agreed, but this topic area should be explored further, in a focussed meeting.

**Notes of Facilities, Assets, Health & Wellbeing group, Colwyn Place Plan**  
**Working Group meeting held at the Town Hall, Rhiw Road, Colwyn Bay**  
**At 2pm on Thursday 8<sup>th</sup> February 2024**

**Attendees:**

Shane Wetton (Conwy CBC) – link between groups and council  
Karen Probert (Planning Aid Wales Facilitator)  
Katie Lea (Planning Aid Wales Facilitator)  
Sian Young (Conwy CBC)  
Karen Cross (Red Cross)  
Cllr Ann Jones  
Sue Mahony  
Marie Crossland – Note taker

**Apologies:**

*Courtney Pilbeam*  
*Mark Welsh (Adferiad)*  
*Georgia Kirkbride*  
*Cllr Lisa Wilkins*  
*Lydia Mottershead*  
*David Dudley (Conwy CBC Play Ground Inspector)*  
*Rev'd Christine Owen*  
*David Fernandez-Arias*  
*Neil Dunsire (TAPE Music & film)*

On the 7<sup>th</sup> and 8<sup>th</sup> February 2024 the first Colwyn Place Plan themed meetings were held at the Bay of Colwyn Town Council offices. The six meetings were facilitated by Planning Aid Wales with support from the Bay of Colwyn Town Council and Colwyn Place Plan Steering Group members. These meetings form part of the work being undertaken to March 2024 funded by Transforming Towns funds.

There were common points discussed in all six meetings and these are noted below for information. Please refer to the detailed notes for each theme.

**Overview points common to all groups:**

- A Project Officer, based at the Town Council (reference Abergele who have a Place Plan and a Project Officer) was seen as vital to the success of project delivery for the Place Plan looking ahead beyond the end of March this year.
- Noted that Shane Wetton (CCBC) will be the link between the groups and the Local Authority and will take questions or concerns raised to them.
- Subsequent meetings to take place end of February/mid-March. Late afternoon/early evening. Meetings to be held at separate times so those interested in more than one topic can attend. At the TC offices. Could be hybrid.

***ACTION: TC/PAW to set dates/times***

- Contact via E-mail. Shared online files could be very useful.  
***ACTION PAW: To investigate setting up a google drive***
- Not everyone that wants to be involved was able to make the relevant meeting. There are some who would like to be involved in more than one topic area. Meeting notes from each group to be shared with all those who came and those who have expressed an interest.
- Communications and positive news stories about the achievements of the Place Plan were important - Quick Wins need to be communicated!
- In most cases, all projects need further scoping and baseline work.

#### **Acronyms:**

- PAW (Planning Aid Wales)
- CCBC (Conwy County Borough Council)
- TC (Town Council)

#### **Overall**

This was a topic where it was agreed there was a lot happening already and an important action would be to connect people and resources.

Shane Wetton highlighted that he has made the groups aware of the Place Plan so we can evidence the local support, giving strength to local funders and he has contacts for potential funding. Cllr Hannah Fleet added that Youth Services recently received a Gold Award and thought we could possibly buy in to existing services? Together for Colwyn Bay applied for a grant for the Toastie Club which is very successful and run by volunteers.

#### **Quick win Projects**

##### **1.FAHW/A2. Toilet provision**

It was agreed by this group that toilet provision was an essential however there is no legal requirement for CBCC to do so. The Town Council may be able to fund increased toilet provision but there is a need to demonstrate the value/need of further provision for future budget decisions.

The project, as noted in the Place Plan, specified potential funding and the provision of 24/7 toilet access, but it was agreed that this comes with potential social problems and could be difficult to deliver. As a first stage of scoping out this project, it was agreed to review existing provision and sources of information about toilets (and how up-to-date it is). An audit of the existing provision will give an insight into how accessible the available toilets are to all and could also start to give some insight as to the need for 24/7 provision.

Some sources of information:

- <https://www.conwy.gov.uk/en/Resident/Leisure-sport-and-health/Community-Facilities/Public-Toilets/Public-Toilets.aspx>
- [https://datamap.gov.wales/maps/new?layer=geonode:national\\_toilet\\_map#/](https://datamap.gov.wales/maps/new?layer=geonode:national_toilet_map#/)

The possibility and benefits of 'signposting' to toilets associated with businesses such as pubs and cafes was discussed, and a precedent referenced where a toilet map for a local area enables access (this is online and printed copies are available in libraries etc):

<https://www.bristolhealthpartners.org.uk/news/helping-bedminster-residents-spend-a-penny-local-toilet-map-updated-by-shine-hit/>

*NB* - Note the delivery of this map with partners, and the tools to gather feedback and that regular updates are produced. Shane Wetton stated that this was used in Conwy previously via a financial incentive for shop keepers and so could be set up again.

## **ACTIONS**

| <b>Who</b>                  | <b>What</b>                                                                                      | <b>When</b>     | <b>Notes</b>                                                                                                           |
|-----------------------------|--------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------|
| Sue Mahony/<br>Shane Wetton | To review the existing provision of toilets in the area (note location/condition/accessibility)  | By next meeting |                                                                                                                        |
| Sue Mahony/<br>Shane Wetton | To review existing sources of information about toilets                                          | By next meeting |                                                                                                                        |
| Sue Mahony/<br>Shane Wetton | To review the Toilet Map and feedback to group on initial thoughts for progressing as a project. | By next meeting | Going forward there will be a need to engage with the Business Forum as whole to try and win support for a toilet map. |

## **2.FAHW/A3. Investigate ongoing funding streams for youth play and sports provision**

The excellent provision of the Conwy Youth Service (Gold Award Winning) and the brilliant role of the Community and Voluntary Support Conwy was outlined. These organisations could be the starting points to establish what already exists as a starting point for this project. As a project, this could be a quick win as it had a clear and simple scope, though the reason for the project is less clear.

- Conwy Youth Service - Key Partner
- Community and Voluntary Support Conwy - Key Partner

## ACTIONS

| Who                                                                                                                                                 | What | When | Notes                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------|------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Could PAW make initial contact with the Youth Services (Sian Young may be able to provide some initial advice on this project or CVSC (John Smith)) |      |      | Karen Cross - a topic group member may be interested to progress this action?<br><br><a href="https://cvsc.org.uk/en/">https://cvsc.org.uk/en/</a> |

### **3.FAHW/A4 & FAHW/A6. - Community Assets Register**

This was raised as a potential project to deliver on Actions A4 and A6. Registering Community Assets acts as the first stage in identifying and nominating buildings or other assets such as land that have a main use or purpose of furthering the social wellbeing or social interests of the local community and could do so into the future.

Once listed as Assets of Community Value with the local authority, the local community will be informed if they are listed for sale within the five-year listing period. The community can then enact the Community Right to Bid, which gives them a moratorium period of six months to determine if they can raise the finance to purchase the asset.

It was noted that Abergele Place Plan generated an action to identify Community Assets for the Register - again this could be a precedent for Colwyn. CVSC assisted with the funding of the post for the lead on the Abergele Place Plan via Gwynt y Mor funding – 3 year post.

## ACTIONS

| Who                 | What                                                                               | When            | Notes                                                              |
|---------------------|------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------|
| Shane Wetton (CBCC) | Identify link officer in CBCC and the Council's Community Assets Transfer Policies | By next meeting | Community and Voluntary Support Conwy again a key partner in this? |

### **4.FAHW/A6 - Collate a list of community spaces in the Bay of Colwyn area and promote use of rentable community spaces to the wider community**

The value of such a list was agreed, as well as the need to keep such a list up to date. Following the meeting, Tina Earley, Town Clerk, pointed out that the Town Council holds a list of community spaces for hire.

The Toastie Project was also mentioned as a great local community activity linked to youth support services. Could there be value in collating a list of community projects to raise awareness, as well as community spaces?

Cllr Hannah Fleet suggested that the Town Council could help with extra sessions for community groups. Shane Wetton added that he has made the groups aware of the Place Plan so we can evidence the local support, giving strength to local funders. He has contacts

for potential funding. Cllr Hannah Fleet added that Youth Services recently received a Gold Award and thought we could possibly buy in to existing services? Together for Colwyn Bay applied for a grant for the Toastie Club which is very successful and run by volunteers.

#### **ACTIONS**

| <b>Who</b>                  | <b>What</b>                                                                                                                                                                                                           | <b>When</b>         | <b>Notes</b> |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|
| Sian Young/<br>Shane Wetton | Review and check the current list.<br><br><a href="https://www.colwyn-tc.gov.uk/local-amenities/community-centres-rooms-for-hire/">https://www.colwyn-tc.gov.uk/local-amenities/community-centres-rooms-for-hire/</a> | By the next meeting |              |
| Sian Young/<br>Shane Wetton | Explore how to promote the list to the wider community?                                                                                                                                                               |                     |              |

#### **5.FAHW/A5 & FAHW/A7 - Isolation, loneliness / intergeneration activities**

These two actions were discussed together and links made between many of the other discussed actions (listing the range of existing community projects such as the Toastie Project, as well as the Repair Shop/Together for Colwyn Bay) that address the issues identified in these actions. New projects could also be supported such as Knit and Natter group (this was then linked to funding the Town Council has to support new projects).

Cllr Hannah Fleet stated that the Town Council has a budget of £20K to spend on this so an application needs to be put together but we cannot replicate anything currently being done. An example could be Mums in the Park, Knit and Natter group, increase current provision of a current group. The Wellbeing Team do advertise some services. Some activities need a donation, some are free. Want to add to the list and encourage private providers to apply. Can then be put forward to town council to consider funding for next year.

Potential for these identified issues to inform delivery of other projects in the area ( NB Sian Young mentioned that there is a project coming up bringing together artists and putting into community settings, this is open to all. We can link this with combatting isolation and loneliness. Hiring space in the library for animation project. Discussion regarding local artists and pictures and painting that are up on buildings around the town. SPF funding available for artists. See action 2 below)

#### **ACTIONS**

| <b>Who</b>           | <b>What</b>                                                                                                                    | <b>When</b>         | <b>Notes</b> |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|
| Sian Young<br>(CBCC) | Sign-post to information about existing projects to combat loneliness and isolation and or promote intergenerational activity. | By the next meeting |              |

|                      |                                                                                                                                                                                                              |                     |  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
| Sian Young<br>(CBCC) | Provide more information and updates about the Artist Commissioning mentioned - potential for the Artist brief to be drafted by Place Plan topic group to address the theme of these specific action points. | By the next meeting |  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|

**6.FAHW/A1 - Review community perceptions of safety within the Bay of Colwyn area and work to alleviate community concerns**

We ran out of time to discuss this project, but again the starting point would be to do to a desk-top review of what information on this topic already exists.

**Notes of Getting Around – A Connected Colwyn, Colwyn Place Plan Working Group**  
**meeting held at the Town Hall, Rhiw Road, Colwyn Bay**  
**at 2pm on 7<sup>th</sup> February 2024**

---

**Attendees:**

Shane Wetton Conwy CBC – link between groups and council  
Tina Earley (Town Clerk, Bay of Colwyn Town Council)  
Karen Probert (Planning Aid Wales Facilitator)  
Katie Lea (Planning Aid Wales Facilitator)  
Jonny Campbell (Planning Aid Wales photography and video)  
Cllr Paul Hughes  
Cllr Jason Higgins  
Paul Smith (Conwy County Borough Council)  
Marie Crossland (Note taker)

**Apologies:**

*Dylan Jones*

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***ACTION: TC/PAW to set dates/times***

- Contact via E-mail. Shared online files could be very useful.

***ACTION PAW: To investigate setting up a google drive***

- Not everyone that wants to be involved was able to make the relevant meeting. There are some who would like to be involved in more than one topic area. Meeting

notes from each group to be shared with all those who came and those who have expressed an interest.

- Communications and positive news stories about the achievements of the Place Plan were important - Quick Wins need to be communicated!
- In most cases, all projects need further scoping and baseline work.

#### **Acronyms:**

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- TC (Town Council)

#### **Overall**

There are quite a number of potential projects in this topic area and the group discussed the need to coordinate with CBCC in general as partners/gatekeepers (ie permissions needed). There was definite overlap with Heritage, Culture and Tourism, as well in some ways with Health and Wellbeing.

Overall, it was also agreed that signage was an important element of this theme and that a general audit of signage would be essential to ensure that new signage wasn't adding to 'clutter' and potential confusion. Coordination between the different signage providers was essential and the Council had a key role in terms of permissions and maintenance.

Another point of necessary coordination that was raised, was that between transport providers (ie train and buses linking up).

#### **Quick win Projects**

##### **1.GA/A1 - Signage Improvements (Finger Posts)**

The opportunity to link to a current project was identified: CBCC have engaged an external provider to audit existing multi-directional **finger post** signage and prepare a strategy for updating that signage system.

The consultation on this project is currently live. This presents an opportunity for members of this topic group to engage with the process and add to auditing, strategy and branding discussions with the Council and their consultants. The officer to contact about this project was at the Heritage, Culture and Tourism meeting (Clare Sharples, Tourism and Regeneration).

The need to connect the town to the sea front was discussed and the importance of coordinating with other bodies that provide signage also agreed. Key issues discussed included:

- Use of distances on fingerpost signage, rather than time to reach.
- Destination, as timings vary between age and ability. Signage needs to be placed in appropriate places, e.g. under streetlights etc.

- Timescale of the Local Authority working with external consultants on finger posts and also consider locations with street lighting.
- Use of Colwyn branding.
- Maintenance of signs needs consideration which should be plotted onto LA GIS database of assets – funding will be needed.

CBCC key partner and delivery body.

## **ACTIONS**

| <b>Who</b>            | <b>What</b>                                                                                                                           | <b>When</b> | <b>Notes</b>                                                                                                                                                                            |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cllr Jason Higgins    | It was identified that there were meetings on this topic the next day. Important to know who from the Town Council was able to attend | ASAP        | Cllr Higgins agreed to be the contact for the Topic Group / Town Council for this project.                                                                                              |
| Clare Sharples (CBCC) | Identify opportunities for the Place Plan topic team (and wider Town Council) to contribute to the project.                           | ASAP        | It was agreed that there may be potential for the Place Plan team to review any audit, or contribute to audit process, as well as contributing to shaping strategy and delivery detail. |

### **2.GA/A2 - Investigate the provision of beach-friendly wheelchairs**

Tina Earley (Town Clerk) advised that some progress has already been made and a grant application has been submitted (by the Town Council) to provide two short stretches of access matting on the beach to allow prams and wheelchair users to sit on the beach with their family. If the application is successful, these will be installed for the summer season and located near ramp accesses at Porth Eirias beach and by the Aberhod slipway.

### **3.GA/A4 - Explore the need and practicalities of the introduction of an on-street parking permit system**

This is a clear action which could be placed into 'quick wins' due to the clear nature of the task. It is however a complex project which would take some time (medium term likely). Wider issues like Houses in Multi Occupation, and the aims to enable more Active Travel, together with technical constraints such as street width were discussed.

There is some recent history (2013) of consultation of the use of on-street permits. This should be reviewed and could give further insight into 'need'. It is also necessary to think about the locations that this project could relate to in the first instance (we also discussed the potential for knock-on effects to streets in the immediate vicinity not included in the permit scheme).

- CBCC would be key partner and gatekeepers for this project.
- Consultation with the relevant communities necessary.

## **ACTIONS**

| <b>Who</b>          | <b>What</b>                                                                                        | <b>When</b>             | <b>Notes</b>                                                                                                                        |
|---------------------|----------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Shane Wetton (CBCC) | Access historic survey results on the topic of on-street permits, and feedback to the topic group. | ASAP – for next meeting | Shane Wetton had done this already when he returned to the evening meetings on the 7 <sup>th</sup> ! Need to ask him for an update. |

Other projects discussed:

### **GA/A3 – Set up links with local transport providers**

Suggestion that when trains arrive, buses are waiting to take passengers on to final destination in other areas giving a seamless link between train and bus using the one ticket. Bus to Zoo used to do this but are a private provider (not currently operating). Cllr Jason Higgins stated that this should be possible, but there could be timetable issues. Paul Smith asked if PAW could publicise activity on behalf of the LA with updates/latest developments on the Place Plan. Issue is that newspapers tend to print negative news, not positive. We can also ask the public if they are happy with the finger posts to keep the plan in public focus. Discussion then moved to Platform 3, an empty building on Colwyn Bay train station and you could previously access the beach via a ramp many years ago. There was much discussion around the way this would work in terms of access to the platform and also concern that tourists might not venture further into the town as they would have direct access to the beach and also cafeteria provision on the platform. Discussion followed around signage – need to let external consultants know about our Place Plan and coordinate with Wales Coast Path, Countryside Wales, Rights of Way etc. Stickers can be added to existing signage.

### **GA/A6 - Shaded rest points around bus stops and shelter**

The promenade will be more challenging as previous shelters have all been removed. The group feel there is a need to replace some of them. The request for seating/shelter at Princess Diana garden and Heaton Place bus stops can be referred to the Town Council for consideration for new bus shelters.

**Notes of Promoting a Green Colwyn, Colwyn Place Plan Working Group**  
**meeting held at the Town Hall, Rhiw Road, Colwyn Bay**  
**at 2pm on 8<sup>th</sup> February 2024**

**Attendees:**

Shane Wetton (Conwy CBC) – link between groups and CCBC  
Tina Earley (Town Clerk Conwy CBC and Note Taker)  
Karen Probert (Planning Aid Wales Facilitator)  
Katie Lea (Planning Aid Wales Facilitator)  
Cllr Hannah Fleet (Mayor of Colwyn Bay)  
Cllr Tom MacLean  
Robert Fogg  
Des Mahony  
Paul Richards (Colwyn in Bloom and Friends of Eirias Park)

*Apologies:*

*David Sewell*

*Cllr Lisa Wilkins*

*Cllr David Wilkins*

*Peter Barton-Price*

*Bill McMillan*

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***ACTION: TC/PAW to set dates/times***

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- Communications and positive news stories about the achievements of the Place Plan were important - Quick Wins need to be communicated!
- In most cases, all projects need further scoping and baseline work.

#### **Acronyms:**

- PAW (Planning Aid Wales)
- CCBC (Conwy County Borough Council)
- TC (Town Council)

#### **Overall**

This group represented various groups across the Place Plan area including Colwyn in Bloom, Colwyn Bay Conservation & Environment Federation, Friends of Eirias Park, North Wales Wildlife Trust and residents with an interest in environmental issues.

#### **Quick win projects**

#### **1.GC/A2 – investigate projects/ events/ festivals to promote and celebrate our green spaces**

#### **ACTIONS**

| <b>Who</b>                                  | <b>What</b>                                                                    | <b>When</b>                                           | <b>Notes</b>                                                           |
|---------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------|
| Town Council<br>(Colwyn in Bloom Committee) | Organise a drop in event to promote the RHS "It's your Neighbourhood" scheme - | This is an existing project so update at next meeting | This could be a Quick Win as already in the pipeline with Town Council |

## **2.GC/A6 – Form partnerships to promote walking in the Bay of Colwyn's opens spaces**

### **ACTIONS**

| <b>Who</b>         | <b>What</b>                                                                                                                                                                                      | <b>When</b>     | <b>Notes</b>                                                                                                                                                                                                                                                                      |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paul Richards / TC | Contact the County Footpath Officer to obtain maps of all the paths in the area (is this still Caroline?). Want to establish routes that are accessible for all – including wheelchairs/buggies. | By next meeting | The group discussed needing a comprehensive map of all paths so that different walking routes can be publicised.<br><i>Email sent to CCBC 20/2 and link to online footpaths map rec'd:</i><br><br>Ultimately want to advertise via social media – do a campaign for walks in area |
| Paul Richards      | Make links with Bryn Euryn Management Committee and Kate Surry – CCBC                                                                                                                            | By next meeting | Discussion took place around the SSSI at Bryn Euryn – and need to work with Bryn Euryn Management Committee                                                                                                                                                                       |

## **3.GC/A9 – Investigate any hot spots for overgrown vegetation where it impedes access – liaising with CCBC for solutions and actions**

### **ACTIONS**

| <b>Who</b>                 | <b>What</b>                                                                                                            | <b>When</b>            | <b>Notes</b>                                                                                                                                                                   |
|----------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tina Earley (Town Council) | Funding bid has gone in for the Douglas Road Car Park area which would clear vegetation and create an accessible route | Update by next meeting | This could be a Quick Win! use publicity from this to move to other clearance projects.<br><br>Maybe a project for a group of walkers to check public footpaths in their areas |

## **4. GC/A4 – Investigate demand for new allotments and growing spaces within the Bay**

## ACTIONS

| Who                           | What                                                                                                                                                                     | When         | Notes                                                                                                                                                        |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tina Earley<br>(Town Council) | Need to demonstrate demand for allotments. Get a copy of waiting list if possible. Speak to Chris Hemmings from Incredible Edibles to identify locations of high demand. | Next meeting | The group were aware that there is high demand, but this needs to be evidenced to obtain funding etc<br><br><i>Email sent to ERF 21/2/24 to request info</i> |

## 5. GC/A13 – Green corridors should be incorporated into new and existing housing areas / developments to allow the spread of native species and wildlife

## ACTIONS

| Who        | What                                                                                                           | When                         | Notes                                                                                                                                                                                                      |
|------------|----------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Des Mahony | Contact North Wales Wildlife Trust – to make links and to find out what work they are doing on green corridors | Make contact by next meeting | There are strong links here with the Housing Group – in terms of S106 funding / Housing Briefs – can liaise with James Harland in Planning also                                                            |
| TC         | Contact CCBC to find out what their policy is for No Mow May                                                   | By next meeting              | The group is interested to learn what CCBC are doing for No Mow May – and to add to green corridors throughout the area<br><br><i>E-mail sent to PB-P 21/2 to enquire about any relevant CCBC policies</i> |
| PAW/TC     | Work with the housing working group with regards to obtaining a S106 list                                      |                              |                                                                                                                                                                                                            |
| All group  | Look into any national policies for                                                                            | All of group investigate     | Noted that there is a Tree replacement policy in                                                                                                                                                           |

|  |                                              |  |                                                                                              |
|--|----------------------------------------------|--|----------------------------------------------------------------------------------------------|
|  | tree replacement that could be used locally. |  | Bristol in use 1m high and measure width and determines how many new trees must be provided. |
|--|----------------------------------------------|--|----------------------------------------------------------------------------------------------|

**6.GC/A1 – Investigate innovative ways to maintain street and beach cleaning / emptying of bins/ dog bins/ new bins / stop people dropping litter**

**ACTIONS**

| Who                           | What                                                                                                                                                                                                                                                                           | When                                       | Notes                                                                                                                                                                                    |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tina Earley<br>(Town Council) | There is a litter picking hub at the town council offices.<br>There is currently work underway (by CCBC) to decide where dogs can / can't go on the beach                                                                                                                      | Tina Earley to give update at next meeting | Dog control orders on the beach – We await a further consultation by CCBC regarding Colwyn Bay beach (deferred by CCBC and not included in recent Dog Control Order, due to objections). |
| ALL                           | Refuse bins overflowing – need to map where this is occurring.                                                                                                                                                                                                                 | Report back at next meeting                |                                                                                                                                                                                          |
| Paul Richards                 | To contact Keep Wales Tidy and the Environment Group of Eirias Park – as a preventative of people dropping litter particularly on the beach – look to organise a campaign to stop littering of single use plastic.<br>Also potential for links with Colwyn in Bloom School Art | Update at next meeting                     | Discussed a children's competition -and a poster for shops to say Not to Litter our town.                                                                                                |

|    |                                                                                                                                                          |  |                                                                                 |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|
|    | poster competition.                                                                                                                                      |  |                                                                                 |
| TC | Get hold of a map that shows all bins in the area from CCBC – are they being used effectively? Do any bins need to be moved to be used more effectively. |  | <i>Email request sent to ERF 21/2/24 for list or map of current litter bins</i> |

### **7.GC/A11 – Investigate the potential for improved lighting within Parc Eirias**

#### **ACTIONS**

| <b>Who</b>    | <b>What</b>                                                                                                    | <b>When</b>                   | <b>Notes</b> |
|---------------|----------------------------------------------------------------------------------------------------------------|-------------------------------|--------------|
| Paul Richards | To liaise with Chris Hughes. To discuss low level solar lighting around Eirias park and the centenary pathway. | Make contact by next meeting. |              |

### **8.GC/A10 Liaison to take place with Pier Trust re outdoor wellbeing projects**

Discussion followed and it was suggested that this is linked to Heritage, Culture and Tourism.

**Notes of Business, Retail & Learning, Colwyn Place Plan Working group  
meeting held at the Town Hall, Rhiw Road, Colwyn Town Hall, Colwyn Bay  
at 6pm on 7<sup>th</sup> February 2024**

**Attendees:**

Shane Wetton (Conwy CBC) – link between groups and CCBC  
Tina Earley (Town Clerk Conwy CBC)  
Karen Probert (Planning Aid Wales Facilitator)  
Katie Lea (Planning Aid Wales Facilitator)  
Jonny Campbell (Planning Aid Wales photography and video)  
Amanda Ballance (Conwy CBC)  
David Padmore (T4CBay)  
Libby Duo (Conwy CBC)  
Cheryl Parry (Cheese Deli)  
Jean Smith  
Cllr Chris Hughes  
Katie Minton-Rowlands (Conwy CBC)  
Stella McLure (The Artisan Market)  
Marie Crossland (Note taker)

**Apologies:**

*David Sewell*  
*Mike Learmond (Federation of Small Businesses)*  
*Blake Parikh*  
*Elen Edwards (Conwy CBC)*  
*Caroline Stanyer (Stanley & Lottie Ltd)*  
*Zoe Evans (Headteacher Ysgol Eirias)*

**Overview points common to all groups:**

- A Project Officer, based at the Town Council (reference Abergele who have a Place Plan and a Project Officer) was seen as vital to the success of project delivery for the Place Plan looking ahead beyond the end of March this year.
- Noted that Shane Wetton (CCBC) will be the link between the groups and the Local Authority and will take questions or concerns raised to them.
- Subsequent meetings to take place end of February/mid-March. Late afternoon/early evening. Meetings to be held at separate times so those interested in more than one topic can attend. At the TC offices. Could be hybrid.  
***ACTION: TC/PAW to set dates/times***
- Contact via E-mail. Shared online files could be very useful.  
***ACTION PAW: To investigate setting up a google drive***
- Not everyone that wants to be involved was able to make the relevant meeting. There are some who would like to be involved in more than one topic area. Meeting

notes from each group to be shared with all those who came and those who have expressed an interest.

- Communications and positive news stories about the achievements of the Place Plan were important - Quick Wins need to be communicated!
- In most cases, all projects need further scoping and baseline work.

#### **Acronyms:**

- PAW (Planning Aid Wales)
- CCBC (Conwy County Borough Council)
- TC (Town Council)

#### **Overall**

This group had a very strong and diverse set of people attending. A mix of members from CCBC, Town Councillors, Artisan Market, Together 4 Colwyn Bay, business representatives and residents.

There was a lot of enthusiasm from the group and the aim was to identify some quick wins that would enhance the town centre particularly in the first instance in the coming weeks to the end of March.

CBCC officers were able to inform the group of work that the Council is undertaking in terms of funding proposals and work with the market. There was strong overlap between the work of the existing Business Forum and CCBC and it was agreed that this group would need to ensure no duplication of work already taking place.

#### **Quick win Projects:**

##### **1.BRL/A2 – Empty Spaces**

Discussion on how to improve the appearance, find use for larger empty shops eg Peacocks. Some units are still leased out. Suggestion to use daffodils, Easter advertisements (all must be on the OUTSIDE of the building). Undertake survey of upper floors to detail exactly how many are empty (could use Housing Group to do this). Suggestion to move away from traditional retail and campaign to change planning policy to make change of use easier. We must await RLDP to relax this. Barrier will be cost/process.

#### **ACTIONS**

| <b>Who</b> | <b>What</b>                                                                             | <b>When</b>                      | <b>Notes</b> |
|------------|-----------------------------------------------------------------------------------------|----------------------------------|--------------|
| TC/PAW     | Liaise with housing group to see what survey work they have planned for empty buildings | make a start before next meeting |              |
| Tracey     | To liaise with                                                                          |                                  |              |

|         |                                                                                                                            |  |  |
|---------|----------------------------------------------------------------------------------------------------------------------------|--|--|
| Toulmin | Business Forum to see if there is potential for Easter themed advertisements (all must be on the OUTSIDE of the building). |  |  |
|---------|----------------------------------------------------------------------------------------------------------------------------|--|--|

### **2.BRL/A4 -Artisan Quarter**

On Abergele Road or Sea View Road. Suggestion for car boot or flea markets? Amanda Ballance stated that discussions are already ongoing.

#### **ACTIONS**

| Who             | What                                                    | When                   | Notes |
|-----------------|---------------------------------------------------------|------------------------|-------|
| Amanda Ballance | To give update on markets and the discussions with CCBC | Update at next meeting |       |

### **3.BRL/A6 – Investigate opportunities to apply for funding for shopfront improvements and building renovations**

Promote use of property improvements grants – this can be done via social media. Run a webinar to reach those smaller independent traders. Landlords/business needs to start the application process. Commercial Property Improvement Fund – 70% funding £5K to £50K available.

#### **ACTIONS**

| Who       | What                                                                                                                                                                    | When                     | Notes                                                                                |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------|
| PAW/TC    | Contact CCBC (Development and Regen – Katie Minton-Rowlands) to find out what funding opportunities there are. Including UK SPF- Commercial Property Improvement Funds. | To do by next meeting    | PAW to collate a list of funding opportunities by end of March for use by this group |
| All Group | To produce a Top Ten list of eyesore                                                                                                                                    | To bring to next meeting | Lists to include address/photo if possible                                           |

|  |                                                                        |  |                                                                                                                                                        |
|--|------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | buildings in the area<br>(to include<br>Colwyn/Old Colwyn<br>and Rhos) |  | and as much info on the<br>building as possible (is it<br>listed etc)<br><i>Email sent to Town Cllrs<br/>21/2 to submit any<br/>suggestions to TE.</i> |
|--|------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------|

**4.BRL/A3 – Work with CCBC, landlords and Agents to identify innovative uses / adaptations for buildings eg: pop up shops**

There was much discussion around improving eyesore buildings particularly within the retail areas.

One idea was to place vinyls in the shop windows to make visual improvements when a property was empty.

**ACTIONS**

| Who                             | What                                                                                                                                                                   | When                                                           | Notes                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| All Group                       | To produce a Top Ten list of eyesore buildings in the area (to include Colwyn/Old Colwyn and Rhos)                                                                     | To bring to next meeting                                       | Lists to include address/photo if possible and as much info on the building as possible (is it listed etc) |
| Tracey Toulmin – Business Forum | To approach David Padmore – Chair of Together 4 Colwyn Bay regarding potential funding for improvements within the Glyn Wards (Vinyls for shop windows was discussed). | Before next meeting – an idea of the type of funding available |                                                                                                            |
| PAW                             | To start to investigate what planning permissions are needed for temporary                                                                                             | By third meeting                                               |                                                                                                            |

|                                 |                                                                                                                 |                      |  |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------|--|
|                                 | improvements eg: vinyls on windows/pop up shops etc. Agreed this can be the focus for PAW for the 1-day project |                      |  |
| Tracey Toulmin – Business Forum | To approach Paul Sampson – theme for shops                                                                      | Before next meeting. |  |

#### **5. BRL/A5 – Investigate opportunities to set up a local promotions/loyalty scheme with shops**

After discussion it was decided that a designated loyalty scheme was expensive and this had already been looked into by CCBC and previous schemes had failed. Amanda Ballance informed the meeting of a new Mastercard scheme costing £10K per annum using local gift cards with no cost to local businesses. Instead of a loyalty scheme - in terms of promoting businesses it was felt that positive news was needed (there has been a lot of recent negative press) and the positive news could be focuses on independent shops in the area (getting interviews with new shops that have opened/writing press releases etc). We could use social media to advertise prize fund which could be managed locally by interested businesses (eg Easter Egg hunt). We could establish a calendar of local events/dates with buy in for involvement and working together eg Cheese Deli. Must be mindful if licences needed. Suggestion for date of 16<sup>th</sup> March 2024.

#### **ACTIONS**

| <b>Who</b>      | <b>What</b>                        | <b>When</b>  | <b>Notes</b>                                                                                                                                                                                                                   |
|-----------------|------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Amanda Ballance | Getting good news stories together | By end March | Amanda Ballance can help with case studies and stories for an online presence. Focus on retain in the town centre. Send to local press and social media with primary audience of local residents. Get media students involved. |

#### **6.BRL/A11 - Focus on a diverse retail offer and unique independent businesses – to provide a different retail offer than neighbouring towns**

**ACTIONS**

| <b>Who</b>                                                    | <b>What</b>                                                                                                                          | <b>When</b>            | <b>Notes</b>                                                                                                                            |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| CCBC –<br>Amanda<br>Ballance and<br>Katie Minton-<br>Rowlands | Investigate getting a<br>designated page on<br>CCBC website for<br>Colwyn Bay<br>(currently takes you<br>to Llandudno pages<br>only) | Before end of<br>March | CCBC to liaise with this group<br>– new page could include<br>good news stories                                                         |
| Tracey<br>Toulmin –<br>Business<br>Forum                      | To include good<br>news stories on the<br>Colwyn Facebook<br>page – publicise new<br>independent shops                               | By next meeting        |                                                                                                                                         |
| PAW                                                           | To include a story on<br>an independent<br>shop in the Place<br>Plan newsletter                                                      | By end of March        | All of group to consider who<br>would like to be included in<br>the newsletter – Business<br>Forum to suggest a couple of<br>businesses |

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]; Erlandson, Gareth (Clergy)[GarethErlandson[REDACTED]]  
**Cc:** Plane, Michael[michaelplane[REDACTED]]  
**From:** Rabjohns, Rebecca  
**Sent:** Tue 02/01/2024 12:34:11 PM  
**Importance:** Normal  
**Subject:** War Memorial, Old Colwyn

Dear Tina & Gareth,

I'm sorry for the delay in getting the Heads of Terms to you in relation to the transfer of the war memorial to the Town Council.

I am in the process of preparing to go on maternity leave and will be handing over this request to my colleague Michael Plane who will be in touch in due course.

Best wishes,

Rebecca

Enw / Name: **Rebecca Rabjohns**

Swydd Deitl: Rheolwr Eiddo (Eglwysi)

Job Title: Property Manager (Churches)

Yr Eglwys yng Nghymru / The Church in Wales

2 Sgwâr Callaghan / 2 Callaghan Square

Caerdydd / Cardiff

CF10 5BT

[REDACTED]

=====  
Any views or opinions presented within this e-mail are solely those of the author and do not necessarily represent those of the Church in Wales unless otherwise specifically stated.  
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Barn yr awdur ei hun yw unrhyw farn a fynegir yn yr e-bost hwn, ac nid yw, o angenrheidrwydd, yn cynrychioli barn yr Eglwys yng Nghymru, oni ddynodir hynny'n bendant.

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[F0ED9C&o=%2Fphtw%3A%2Fwtshhw.nrcicurewa..oglsapukyivc%2Freciton-](https://url6.mailanyone.net/scanner?m=1rKdyI-0006JO-4e&d=4%7Cmail%2F90%2F1704198600%2F1rKdyI-0006JO-4e%7Cin6k%7C57e1b682%7C26815447%7C13523707%7C659402C6C451AA412A232440FF0ED9C&o=%2Fphtw%3A%2Fwtshhw.nrcicurewa..oglsapukyivc%2Freciton-)

[&s=Mq\\_8Ru2wqgY2V324i94tpEmMz4w.](https://url6.mailanyone.net/scanner?m=1rKdyI-0006JO-4e&d=4%7Cmail%2F90%2F1704198600%2F1rKdyI-0006JO-4e%7Cin6k%7C57e1b682%7C26815447%7C13523707%7C659402C6C451AA412A232440FF0ED9C&o=%2Fphtw%3A%2Fwtshhw.nrcicurewa..oglsapukyivc%2Freciton-) If you have any queries or require additional

information please contact the Legal Department [legal@churchinwales.org.uk](mailto:legal@churchinwales.org.uk) or by telephone on 02920348200.

=====  
Mae Corff Cynrychiolwyr yr Eglwys yng Nghymru yn cymryd Diogelu Data o ddifrif. Gellir dod o hyd i wybodaeth am sut y cedwir eich data a sut y caiff ei brosesu yn:

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Jason Higgins  
**Sent:** Fri 12/01/2024 12:26:53 PM  
**Importance:** Normal  
**Subject:** Welsh Government - An Anti-racist Wales

Hi Tina,

Following on from our conversation yesterday here are the links for the Welsh Government material.

An introduction to an anti-racist Wales

<https://www.gov.wales/sites/default/files/publications/2022-06/an-introduction-to-an-anti-racist-wales.pdf>

Anti-racist Wales action plan [https://www.gov.wales/sites/default/files/publications/2022-06/anti-racist-wales-action-plan\\_0.pdf](https://www.gov.wales/sites/default/files/publications/2022-06/anti-racist-wales-action-plan_0.pdf)

These are quite lengthy documents but very informative and basically set out what we should be doing. There is a reference to town and community councils on pages 94 - 6 of the action plan. It also sets out the things that One Voice Wales and the WLGA should be doing to support the plan.

I am pretty sure we haven't voted on this before in a council meeting so we could either have this as a vote or one of those things that we agree to note.

I think a vote on the motion that 'We as a town council agree to adopt the Welsh Government's Action Plan for an anti-racist Wales' would be a better path to take as we can then publicise our endorsement of the plan. It would be good if we could have it as an agenda item on 22nd ahead of the NWAMI relaunch on 26th.

Many thanks

Jason

---

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Cllr Hannah Fleet  
**Sent:** Wed 21/02/2024 7:57:27 PM  
**Importance:** Normal  
**Subject:** Notes from T and CC meeting 07.02.24

## Notes from Town and Community Council meeting 07.02.24

### CCBC budget update Charlie McCoubrey

Fire, Coroners, Snowdonia Park all give what they require CCBC cannot change that.  
Settlement from WG depends on a funding formula that prioritises children, we have falling child numbers and falling census numbers overall.

This gave us a settlement of less than 2% but there is a floor so minimum is 2%. So CCBC receives 2% more than the previous year.

There is a chance of a bit more as a result of consequences from English authorities being given extra for education and social care. This will be targeted at those areas when received.

(this has since been received and was used to reduce the real term cut to education and to reduce the increase in telecast fees).

70% of our funding is grant and 30% is from council tax.

Each 1% of council tax gives £700 000.

At the time of the meeting there was still a gap of 4 million to find after services

Over last decade 80 million in savings made so challenging to find further savings.

11 million in cuts last year.

Staff reduced by approx 20% in that time.

Examples of additional pressures - most due to rising inflation

Pay rises include 12-14 million extra in wages.

Storm Babet cost 1.3 million.

Home school transport costs very high -not all statutory.

Homeless now costing 6 million, was 470 000 before covid. CCBC now developing own housing provision but will take time to make significant difference.

Placements for children looked after in specialist accommodation can cost £20 000 a week.

Provision on track to provide more provision locally with 3 present building projects that should give future savings.

Decision made to make sure care workers get the living wage supported by external inspection.

Waste processing costs have increased.

Reserves regarded as having been irresponsibly low, lowest in Wales at times.  
Other councils could dip into theirs last year, but less have that facility now.

Education received an additional 5 million last year but inflation meant they had asked for more. Funding level not set for this year yet but will be a priority despite falling pupil numbers.

Many services County Council support are not statutory so may not be priority. Town Council may wish to pick up some on behalf of residents.

Section 114, if budget cannot be balanced. This results in UK commissioners running council. Where this has happened libraries and leisure centres have been closed immediately. Eg given of Notts family getting call at 10 to vacate hotel emergency accommodation with children by 11.

**Elen Edwards** asked for Town and Community Councils to pass on the costs that they are happy to support. Bay of Colwyn has already done this.

**Melissa Davis** introduced as new to post and the point of contact for Town and Community Councils.

**Llais presentation** -slides attached so limited notes

This is the new body for handling complaints made regarding NHS and social care.  
NHS funding is high compared to social care.  
6000 complaints re BCUHB compared to 30 ish for Conwy social care, praise to CCBC etc for this.

**20mph** - request for feedback on roads presenting an issue to [traffic@conwy.gov.uk](mailto:traffic@conwy.gov.uk)

Sent from [Outlook for iOS](#)

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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

**To:** Colwyn Info[info@colwyn-tc.gov.uk]  
**From:** Michelle Kelsall  
**Sent:** Tue 02/01/2024 4:05:40 PM  
**Importance:** Normal  
**Subject:** Community transport development

Good afternoon,

I am a development officer for the Community Transport Association. We've had a few enquiries from people in the area asking about transport, especially as they can't access public transport because of health or mobility reasons or just general lack of availability. I see there is no community transport provision at all in Conwy county and on social media the community in Penmachno in particular has suggested a community bus of some sort. We know there is a huge demand for inclusive transport from our recent conversations locally with Age Connects, MIND and CVSC and we are keen to support any community or organisation who is willing to develop something locally.

Community transport provides flexible and accessible community-led solutions in response to unmet local transport needs and often represents the only means of transport for many vulnerable and isolated people, often older people or people with disabilities. Using everything from minibuses to mopeds, typical services include voluntary car schemes, community bus services, school transport, hospital transport, dial a ride, wheels to work and group hire services. Most are demand-responsive, taking people from door to door, but a growing number are scheduled services along fixed routes where conventional bus services aren't available. As community transport is always run for a social purpose and never for a profit, it is often the most reliable, resilient and accessible way of ensuring the broadest range of transport needs can be met.

Would the council be willing to explore this further? Or are there community groups that you know of in the area that may be willing to develop something?

I look forward to hearing from you.

Regards

Michelle

**Michelle Kelsall**

Swyddog Datblygu/Development Officer

Cymdeithas Cludiant Cymunedol/Community Transport Association

[michelle.kelsall@ctauk.org](mailto:michelle.kelsall@ctauk.org) /<https://url6.mailanyone.net/scanner?m=1rKhGx-0007BM-5u&pd=4%7Cmail%2F90%2F1704211200%2F1rKhGx-0007BM->

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Jason Higgins  
**Sent:** Tue 02/01/2024 10:01:06 AM  
**Importance:** Normal  
**Subject:** Open Evening - Suggestion

Hi Tina,

Happy New Year!

I have a suggestion to make that would probably require a vote in full council to get approval. Over the holiday period I have noticed a lot of posts and comments on various Facebook groups in response to shop closures, the regeneration plans etc. We have a lot of armchair politicians out there throwing posts and comments around and invariably blaming the council for all the ills of Colwyn Bay. I have responded to some of these along with the Mayor.

My suggestion is that we hold something along the lines of an 'Open Democracy' or similar named event at the Town Hall, possibly in February. We publicise it and give councillors the opportunity to answer questions from the public about what we do and how we seek to influence decisions made about the future of the town. It would provide an opportunity for the public to attend and find out how we work and what we do.

In particular I am keen to see a few things come out of the event.

- 1) Raise the profile of the town council and bust many of the myths about who we are and what we do.
- 2) Someone (yourself or the Mayor as appropriate) to provide a clear explanation of the council's role in the community.
- 3) Encourage those who attend to get involved with our projects but most of all to engage with local politics.

This would be a low budget event as I wouldn't expect many people to show great interest but it would reinforce the fact that we are volunteers and the council is an open and transparent organisation.

I would appreciate your thoughts on the suggestion.

Many thanks

Jason

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(<https://portal.mailanyone.net/index.html#/outer/reportspam?token=dXNlcj1jbGVya0Bjb2x3eW4tdGMuZ292LnVrO3RzPTE3MDQxODk2OTQ7dXVpZD02NTkzREVfQURDMkU4NjQ0NEVCMkYyNjgwMUQ3N0IxQjt0b2tlbj0wNGY2YmVjNmQyZWVhOWE3MjQ1Mjk2MGU1ZGYyN2IzYTkyZDI1MDkwOw%3D%3D>).

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**Cc:** Advice[advice@slcc.co.uk]  
**From:** Emma Smith  
**Sent:** Sun 07/01/2024 5:51:14 PM  
**Importance:** Normal  
**Subject:** Re: Advice needed

Hi Tina, happy new year!

Thanks for your query, it has got the cogs turning before my return to the office tomorrow!

The advice in CAB still stands as far as the most recent 2021 legislation has nothing to overturn this, however for your purposes I don't think, as you say, that this is the type of meeting that you need.

As we are not legally bound to hold a community meeting in Wales, steering clear of the term will help you have more freedom to hold the meeting, which is effectively a community consultation / information sharing exercise. As such, if it is called by you (rather than the Chair and two councillors), and is an open evening rather than being a summons etc to members - and not called a community meeting, then you would avoid the requirements stipulated in the legislation.

If you are happy to proceed this way, which is common practice for councils in Wales, that's great. If you would rather get legal advice on this, please let me know so I can forward your query,

Many thanks,  
Emma  
Emma Smith  
Welsh Advisor

Tel: [0800 260 6814](tel:08002606814)

Web: [www.slcc.co.uk](http://www.slcc.co.uk)

Hi, Happy New Year!

I have a need for some advice please. Though he is aware it is not a legal requirement in Wales, I have been asked by a councillor to put forward a motion to hold a community meeting in May this year. After referring to my CAB (I have the eleventh edition!) and looking at the powers we have in S32 of the Local Government Act, I am not clear whether we would have to arrange three separate meetings, one for each of the communities that forms part of our 'common council', or whether we could hold just the one combined meeting for the three communities. The purpose of the meeting would be to present our annual report and give the electorate the opportunity to ask questions. Also, are we able to hold the meeting(s) in our Council Chamber, or would we need to find a separate venue in each of the community areas? – CAB refers to s134(2) of the LG Act and states a community meeting is forbidden to meet in the same place as the community council!

I am now wondering if we should label this as an open evening / presentation of the annual report rather than as a formal community meeting.

Please can you advise.

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 CyngorTref 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/rhyngwryd 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.

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**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Harry Small  
**Sent:** Tue 23/01/2024 4:08:30 PM  
**Importance:** Normal  
**Subject:** Bay of Colwyn Town Hall Survey; Follow-Up

Hello Tina,

Thank you for taking the time to meet with me today, please pass on my appreciation to everyone who supported during the survey.

As advised, I have attached the latest Zurich Hot Works permit for your reference. Note the points regarding the continuous fire watch period, with a minimum expected period of 60 minutes up to 120 minutes dependant upon the nature of works undertaken (as per the tick box section).

Please also find the feedback questionnaire for the survey [here](#). If you manage to spare a few moments to fill this out, I would greatly appreciate it. There is the option to add additional commentary if you wish.

Thanks again for your help today, any further questions please each out.

Kind regards,

Harry

**Harry Small**  
Apprentice – Property Risk Engineer

Zurich Resilience Solutions  
6<sup>th</sup> Floor, The Colmore Building,  
20 Colmore Circus Queensway,  
Birmingham, B4 6AT



[www.zurich.com/riskengineering](http://www.zurich.com/riskengineering)

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Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head

## Survey Agenda

I would like to have a discussion on the following topics, where applicable:

### General

- Approximate staff numbers and operational hours
- Any recent property incidents or losses
- Property construction details
- Any future plans/refurbishments for the site

### Fire

- Hot work activities and control of contractors
- Fire alarm system, i.e. type of system and remote monitoring
- Staff training, evacuations and fire awareness
- Electrical maintenance procedures, e.g. fixed wiring inspections
- Flammable liquids / gases present and their controls
- Information relating to any fixed fire protection systems, such as sprinklers, gaseous or Ansul systems, etc.
- Types of heating within the buildings, including portable heaters if any
- Details of any cooking facilities and cleaning regimes, e.g. extraction deep cleaning
- Location of external waste on site

### Security

- Details of general security arrangements
- Intruder alarm information, i.e. type of system and remote monitoring
- CCTV information
- Details of any access control systems in place

### Documents *(please send to me before the survey at [harry.small@uk.zurich.com](mailto:harry.small@uk.zurich.com))*

- The latest fixed electrical wiring certificate
- Kitchen extraction deep clean report, if applicable
- A copy of the hot work permit
- A building plan/layout, if available

The discussion will be followed by a survey / walk around of the premises. Once the survey has finished, a short wrap-up meeting of the survey will conclude the visit with discussions around risk improvement advice which may have been given during the day.

**To:** Tina Earley[clerk@colwyn-tc.gov.uk]  
**From:** Harry Small  
**Sent:** Fri 05/01/2024 9:45:34 AM  
**Importance:** Normal  
**Subject:** Property Insurance Survey; Bay of Colwyn Town Council - Town Hall

Good Morning Tina,

I hope you are well.

I am emailing to arrange a Property Insurance Survey of Bay of Colwyn Town Council - Town Hall, as requested by the Zurich underwriting team.

I would like to complete the survey on **23/01/2024, starting at 11:00am.**

I estimate that the survey will take approximately 1.5 hours (made up of a sit down discussion followed by a site tour). I have attached an agenda document for your reference. If I could please see copies of your Hot Works Permit, the latest fixed electrical wiring certificate and a floorplan of the building prior to the visit, that would be a huge help.

Please confirm if the time and date is appropriate. If you have any further questions regarding the visit, please contact me on 07812 265653 or via email [harry.small@uk.zurich.com](mailto:harry.small@uk.zurich.com).

Kind Regards,

Harry

**Harry Small**  
Apprentice – Property Risk Engineer

Zurich Resilience Solutions  
6<sup>th</sup> Floor, The Colmore Building,  
20 Colmore Circus Queensway,  
Birmingham, B4 6AT



[www.zurich.com/riskengineering](http://www.zurich.com/riskengineering)

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Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland.

**To:** Colwyn Info[info@colwyn-tc.gov.uk]

**Cc:** Grant Eglesfield[REDACTED]

**From:** Nathania Minard

**Sent:** Thur 01/02/2024 2:16:00 PM

**Importance:** Normal

**Subject:** Playing Out Summer 2024

Good Afternoon,

I wanted to email you to provide you an outline for playing out provision for summer 2024.

We have previously been able to offer 2 free sessions for each Town and Community Council during the summer holidays unfortunately due to funding constraints we are not in a position to replicate this offer for summer 2024. Additionally we have also been able to run a full timetable of sessions for communities across other school holiday periods; due to funding pressures across all departments we will be scaling back provision across school holidays.

The team have been working hard to develop new mechanisms to ensure that communities are minimally impacted by the financial forecast we find ourselves in. We have been able to make changes to the delivery plan to drive down the cost of sessions.

**The offer for provision for Summer 2024 are as follows:**

**The cost for 5 play sessions during the summer holidays £1,400 (due to inflation the cost per session has slightly increased).**

We would like to propose that you consider buying into year round provision where your community will receive weekly sessions across the whole school year, we are able to run these sessions at a slightly reduced rate due to the longevity of the provision. This will also support any decisions Welsh Government take regarding the mapping of the school year and holidays in future. The Play Development team feel that the consistency as provision during all school holidays will better support families in your community.

**The cost for 10 play session during the year £2,325. (This includes 2**

**sessions in Easter, 1 session during May half term, 5 summer sessions, 1 session in October Half Term, 1 session in February half term)**

The Play Development are on hand to discuss any queries, provide further information and to run funding searches for your community to support the implementation of provision. There are several grants currently active which may be able to access to support funding provision. Myself and Grant are on hand to help with any applications and have community feedback from previous years to also support any grant applications.

If you could consider your councils position in regards to provision for 2024/2025 and contact the team prior to **March 10<sup>th</sup> 2024 to enable us to plan and prepare for the year ahead.**

If you have any questions please do not hesitate to contact me.

Kind Regards

Nathania Minard

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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 either language without delay.

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Engagement Letter for:

**Council**

**JDH Business Services Limited** is pleased to accept appointment as your internal auditor in accordance with the terms and conditions described below.

## **1.) Respective responsibilities of Council and Internal Auditors**

### **i.) The Council – your responsibilities**

- a) As members of the council, you are required to prepare and approve accounts for each financial year in accordance with the requirements of the latest adopted Accounts and Audit regulations and proper accounting practice.
- b) You are responsible for maintaining an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.
- c) You are responsible for undertaking all reasonable steps to assure yourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- d) You are responsible for carrying out an assessment of the risks facing the council and taking appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

You have undertaken to make available to us, as and when required, all the council's books of account and records and related information necessary to carry out our work. You will make full disclosure to us of all relevant information.

The internal auditor shall have the right of access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

As part of our normal procedures we may request you to provide written confirmation of any information or explanations given to us orally during the course of our work.

## **ii.) Internal Audit – Our Responsibilities**

The internal auditor is responsible for reviewing whether the Council's financial management is adequate and effective., and that it has a sound system of internal control. The scope of internal audit is summarised in the Annual Return for Local Councils as follows:

- Checking that books of account have been properly kept throughout the year
- Checking payment internal controls to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end review of the financial statements
- Where the council is sole trustee to a charity, reviewing whether the council has met its responsibilities as a trustee

## **2.) Reporting**

The internal auditor will report to the Council after all interim and year end internal audits. In the event of a serious issue being identified during the year the internal auditor will also report to Council.

### **3.) Independence and Objectivity**

The internal auditor will inform the Council immediately if the internal auditor becomes aware of any conflict of interest that may adversely affect their ability to carry out the internal audit objectively and independently and will resign from the appointment forthwith.

### **4.) Fees**

Our fees are based on the degree of skill and responsibility involved and the time spent on the work and are fixed on the basis of the responsibilities detailed above for each financial year. If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees that will be agreed with the Council in advance.

Our terms relating to payment of amounts invoiced are strictly 30 days net. Interest will be charged on all overdue debts at the rate for the time being applicable under the Late Payment of Commercial Debts (Interest) Act 1998.

### **5.) Period of Appointment**

Once it has been agreed, this letter will remain effective until it is replaced. The appointment is therefore for an unspecified period but subject to annual confirmation by the Council.

### **6.) Agreement of terms**

The terms set out in this letter and our general terms of business shall take effect immediately upon your countersigning this letter and returning it to us or upon commencement of the internal audit, whichever is earlier.

Once it has been agreed, this letter will remain effective until it is replaced. We shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to us immediately.

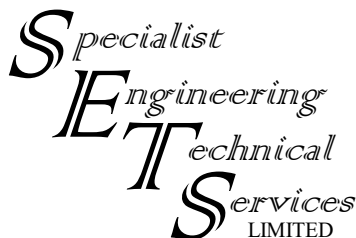
Yours

**JDH Business Services Ltd**

I/We confirm that I/We have read and understood the contents of this letter and agree that it accurately reflects the services that I/We expect you to provide.

Signed.....Dated.....

For and on behalf of the Council



SPECIALIST ENGINEERING TECHNICAL SERVICES LIMITED  
 The Old Scout Hall,  
 Denbigh Street,  
 Henllan, Denbigh,  
 Denbighshire, LL16 5AR  
 Tel: +44 (0)1745 335265  
 Email: enquiries@sets-limited.co.uk

## VAT INVOICE

**TO:** Bay of Colwyn Town Council  
 Town Hall  
 Rhiw Road  
 Colwyn Bay  
 LL29 7TE

| ORDER No.                                                                        | PAGE No. | DATE       | INVOICE |
|----------------------------------------------------------------------------------|----------|------------|---------|
|                                                                                  | 1        | 23/01/2024 | 1655    |
| <b>PROJECT/CONTRACT TITLE</b><br>FESTIVE LIGHTING FOR BAY OF COLWYN TOWN COUNCIL |          |            |         |

| BOQ Code   | Quantity | Description                                                                                    | Unit Price | Unit | Sub-Total  |
|------------|----------|------------------------------------------------------------------------------------------------|------------|------|------------|
| XMAS LIGHT | 1        | Festive lighting for Colwyn Bay Town Council - Installation, Testing, Maintenance and Removal. | £11,646.00 | item | £11,646.00 |

### OUR BANK DETAILS:

**Bank:** Virgin Money (Previously Yorkshire Bank), Liverpool  
**Sort Code:** 05-05-69  
**Account No.:** 70956350  
**Use Payment Reference:** INV1655

|                      |            |
|----------------------|------------|
| <b>SUB-TOTAL</b>     | £11,646.00 |
| <b>VAT @ 20.00%</b>  | £2,329.20  |
| <b>INVOICE TOTAL</b> | £13,975.20 |

**Please forward remittance advice to accounts@sets-limited.co.uk**

Registered Office: The Old Scout Hall, Denbigh Street, Henllan, Denbigh, Denbighshire, LL16 5AR  
 Company Registration No. 3452010 VAT No. 712 2151 88 UTR No. 1343910590 Directors: S.C. Williams Company Secretary: P.C. Williams  
 Specialist Engineering Technical Services Limited is a subsidiary of CJW Holdings Limited