MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL HELD IN THE COMMITTEE ROOM, TOWN HALL, AND ONLINE (VIA ZOOM) AT 6.30PM ON MONDAY 3rd JUNE 2024

PRESENT: The Mayor, Cllr R Owen (Chair)
Cllrs: P Ashe, C Brockley, D Carr, J Clayton, H Fleet, J Higgins, A Khan, L Kennedy, S McAllister, I Mitchell, T Maclean, J Nuttall, D Wilkins, L Wilkins and G Wynne.

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

ABSENT: Cllrs C Bell, C Hughes and S Price

VISITORS: Cllr C Carlisle (CCBC)

31/24 Welcome and Apologies for Absence:
The Chair welcomed members and visitors to the meeting. Apologies for absence were received from Cllrs N Coverley, P Hughes, A Jones, D Jones and C Matthews.

32/24 Announcements:

(a) The Mayor thanked members for their support at the Annual Meeting. The Mayor gave a summary of recent engagements he had attended and thanked the Deputy Mayor, Cllr Nuttall for stepping in, at short notice, to attend Conwy Town Council's Mayor Making, as he had been unwell.

(b) The Clerk informed the Council that the Town's Civic Service would be held on Sunday 14th July at St Paul's Church. All members are asked to attend and show their support. Official invites will be issued in due course.

(c) Pre-Election Guidance - The guidance had been issued to all members and staff. Members noted that meetings can proceed to enable ordinary functions/activities to continue, but were aware to be mindful of avoiding anything which may be deemed as being 'political' or aimed to advance any particular party or candidate - this applies to meetings and other engagements/activities. Some non-urgent agenda items may have to be deferred during this period of heightened sensitivity. Cllr D Wilkins informed members he will be standing as a candidate in the election.

(d) The Clerk informed members that future arrangements for Council Meetings had been discussed with the Chair as it was time for a review. Council Meetings would continue to be hybrid but will be fully remote during the winter months, due to dark nights, cold weather and to save on heating costs.

(e) Guidelines for Mayor and Deputy Mayor: Member noted these were currently being updated and would be ready for approval at the next Council meeting.

33/24 Declarations of Interest:
Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr D Wilkins declared a personal and/or prejudicial interest (see min 32/24(c) above.)

34/24 **Visitors to the Council**:

(a) The Mayor welcomed Natalie Hughes, Conwy CBC to the meeting. Natalie had asked to attend to give a presentation on the Llenwi Project, which was a Conwy County lead project to commission 5 art works/murals, with one of these to be created in Colwyn Bay. Natalie introduced Tomos Jones, who is the commissioned traditional artist on the project. There is also a digital artist who would be working on the murals with Tomos. The project will deliver workshops to celebrate local area's language and culture and collate people's memories to deliver a brief to the artists. The location in Colwyn Bay had not yet been decided. The Town Team and Conwy Tourism were also involved. Natalie was asked to share the links (to websites for both of the artists) with the members. The Chair thanked Natalie and Tomos and said he looked forward to seeing the project progress.

(b) County Councillors Reports – ***Resolved to defer, due to the pre-election period.***

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

35/24 **Minutes**

(a) ***Resolved to receive, approve and sign, as a correct record, the minutes of the last Ordinary Meeting of the Council, held on 22nd April 2024.***

(b) ***Resolved to receive, approve and sign, as a correct record, the minutes of the Annual Meeting of the Council, held on 13th May 2024.***

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

(i) ***The General Purpose & Planning Committees, held on 30th April 2024 and 21st May 2024 (draft).***

(ii) ***The Policy & Finance Committee, held on 8th May 2024 (draft).***

(iii) ***The Colwyn in Bloom Committee, held on 30th April 2024 (draft)***

(iv) ***The Staffing Sub-Committee, held on 17th May 2024 (draft).***

36/24 **Matters Arising from Those Minutes:**

(a) Min. 427/23(d) – Town Hall Tower Repairs: The Clerk submitted two updated tenders, received via the Conservation Architect (Dewis), and members were asked to note that two other contractors had declined the invite to submit an updated tender. Members were asked to consider appointing a contractor to carry out the tower repairs. The Clerk gave a brief verbal update to the Council, following meetings she had had with both contractors, confirming that both seemed willing and able to undertake the contract and had experience working on listed buildings. A good reference had also been obtained from a local Council for the contractor who has not previously completed any external repairs at the Town Hall site. It was noted that contractor A is able to start the works in September, but contractor B (as of last week) is currently able to commence work in late July. A discussion then took place about the estimates, with members noting that the scaffolding cost for B is based on an estimated duration of 12 weeks and a weekly hire fee would apply thereafter. Quote A is based on a weekly fee and is also, therefore, dependent on the duration of the works. It was queried whether the contract includes a 'snagging' period and the Clerk advised members of the proposed payment terms, which would be 10-15% upfront, with monthly invoices thereafter, based on work completed, and a final retention, to be paid on satisfactory completion of the works.

The Clerk advised that the Council will also need to engage the services of the Conservation Architect (as project manager), a structural engineer (to advise) and a H&S Consultant to check the RA/MS and monitor compliance for the works, as the Council is responsible for the safety of contractors and site occupants/staff/visitors etc. Quotes will be obtained from the existing companies (Dewis and Eryri Consulting) and a quote from the preferred structural engineer (depending on which company is selected to undertake the works) will then be submitted to the next P&F meeting (for approval) before a pre-works planning meeting of all parties, along with the appointed builder, is convened.

Resolved to appoint Thomas Jones, Llandudno Ltd, to undertake the Town Hall Tower Repairs, at an estimated cost of £60,624 plus VAT, and to delegate authority to the Policy & Finance Committee to appoint a project manager, health and safety consultant and a structural engineer to oversee the works..

(b) Min. 429/23(b) and 27/24(GP&P Committee)– Beach Accessibility Project (UKSPF funding):

(i) Members noted the reasons why the matting should not be promoted as disabled access.

(ii) Members noted the decision of the Planning Officer to the recent planning enquiry, advising that he did not think it would meet the criteria for permitted development and therefore planning consent would be required. The Clerk tabled a response to the additional questions submitted, confirming that this process would take eight weeks (from submission) and that notice would need to be given to CCBC and Crown Estates, as landowners.

(iii) The Clerk, gave a verbal report following a site visit held with the Harbour Master on Wednesday 29th May. The Harbour Master is very supportive of the project and the preferred locations for the two mats had been confirmed as the Aberhod Slipway and straight onto the beach from the promenade (with the sand level being raised) near to Porth Eirias. Storage would be preferred close to the promenade, to make this easier and in case of any urgent need to remove them off the beach. However, a suitable storage container would need to be sourced and planning consent would also be required for this (and could be less easy to obtain).

(iv) Members were asked to consider whether to proceed with the full planning application and for the beach matting (given the revised timeline for order/installation), noting that delivery of the matting from placing of order would hopefully be around 4 weeks, but can take up to 6-8 weeks.

Resolved to:

(1) Submit one application to cover both mat locations and the potential location for the storage unit, with final size/type of container to be confirmed /agreed later (if this is permitted).

(2) That the Clerk arranges a follow-up meeting with Conwy's grants team to discuss grant conditions around evidence needed of outcomes (e.g. quotes from users of the beach mats), given it may not be possible to install them until end September

37/24 Min. 8/24 - Annual Meeting: Members were asked to consider the following items, deferred from the Annual Meeting held on 13th May:

(i) Standing Orders: Members approved the continuation of the current SOs.

(ii) Financial Regulations: Members approved the continuation of the current FRs and noted that updated model FRs are expected to be circulated in the coming months, following the recent publication of an updated version in England.

(iii) The appointment of representatives to Outside Bodies was reviewed and the list updated as per Schedule A attached to these minutes. Members were asked to note the ongoing arrangements for members to provide reports back to the Council.

(iv) Members received and noted the copy of the updated asset register, as at 31.3.24.

(v) Members received and noted confirmation of arrangements for cover for insurable risks.

(vi) Resolved to note/ratify annual membership/subscriptions to:

(1) Society of Local Council Clerks (Clerks' membership)

(2) Community and Voluntary Services Conwy

(3) Information Commissioners Office (registration as a Data Controller/Processor

(4) One Voice Wales

(vii) Members received a summary of the other polices/procedures adopted by the Council and noted that periodic reviews of all adopted policies would commence later this year.

(viii) Annual Report 2023/24: Members noted that the draft report will be submitted to the next meeting for approval, prior to publication.

38/24 Min. 466/23(e) – Year-end Finance:

(a) Members received and noted the final statement of accounts for 2023-24.

(b) Members received and noted the report from the Internal Auditor.

(c) The Clerk read out the annual governance statement in the annual return and ***it was resolved to approve the Annual Return for submission for External Audit***.

39/24 Min. 472/23(a) – Small Grants***:***

Resolved to ratify approval of payment of small grant A, as detailed in Schedule B to those minutes.

40/24 Min. 472/23(b) – Events Grants:

(a) ***Resolved to ratify payment of Events Grants to those applicants that have returned completed service level agreements, as per the summary attached to those Minutes.***

(b) Members approved payment of the agreed contribution to CCBC for the Prom Xtra event. Concern was raised about the amount of litter in the area after the event.

Resolved to contact the organisers to ask what provision was made for litter collection after the two events.

(c) Members were asked to consider an urgent request for funding for publicity materials for a tree protection awareness and record-breaking attempt. A grant form had been submitted. Members highlighted the positive publicity this would give Colwyn Bay, however, Some Members highlighted that some of the items listed were not sustainable and should not, therefore, be funded..

Resolved to approve funding (on proof of receipts) for £364.11 (excluding pens/T-shirts) and to request that Colwyn Bay is promoted in any publicity for the event..

(d) Beach of Dreams: The Clerk gave a brief update, following a meeting with the project manager and Neil from TAPE, held on 20.5.24, and gave further information about the artist commission. More local Town Councils were now on board with Beach of Dreams 2025 and provisional dates of either 10/11 May or 24th May 2025 are being considered for the Colwyn Bay event. A resource pack has been requested and the Clerk will update Council when more information is known.

(e) Staffing Sub-Committee Minutes:

Members noted the decisions of the sub-committee and also that no further discussions can take place during the period in which the staff member may appeal the decision.

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

41/24 Welsh Government: The following correspondence was submitted:

(a) Independent Renumeration Panel for Wales: Members noted guidance/FAQs on the tax status of councillor basic working from home allowances and reimbursement for consumables. Claim forms would be issued to members in September.

42/24 **Conwy CBC:**

(a) The Clerk gave a brief verbal report on the last meeting of the Board, held on 22.5.24. The Regeneration Board would now merge with the Local Area Forum.

(b) Members noted a report from the Town Team meeting, held on 14.5.24.

(c) Members noted an email invite to the Clerk/Chair to attend an introductory engagement and partnership meeting with the Community Development and Engagement Manager and Cabinet Member.

(d) Digital Screens: Members note that the screen on Rhos Promenade is currently off, due to a power issue. This is being explored with Scottish Power and Street Lighting and is affecting a section of the Promenade. Street Lighting have/are also looking at faults on two other screens - Bay View, which is now working, and we are waiting for feedback regarding the board at the Underpass.

43/24 **Representatives on Outside Bodies:** To receive any reports from the Clerk and/or Members who are representatives of the Council on outside bodies:

(a) Colwyn Bay Business Forum: Members noted a report from Cllr Tom MacLean, who attended the meeting on 22nd May. The report mentioned the impact of recent events on the promenade on footfall in the Town Centre, with businesses stating disappointment that a greater footfall in the town centre had not been witnessed.

44/24 One Voice Wales / NALC / Society of Local Council Clerks:

(a) The Clerk submitted an invitation to the Innovative Practice Conference, to be held on Wednesday 3rd July. Due to other commitments, the Clerk is unable to attend. ***Resolved that If any member is willing/able to attend, please contact the Clerk.***

(b) Local Places for Nature- Douglas Road Community Garden Project: The Clerk gave a brief verbal progress update. She asked members to note that there are some issues/delays and she has a meeting with the Heritage Lottery Fund this week to discuss/agree changes to the project budget. Meetings are being arranged in the next two weeks, with the aim of commencing activity with community groups/partners.

45/24 Other Projects/Correspondence:

(a) ***Resolved to ratify the sending of a letter of support in connection with the Kind Bay Initiative's Lottery funding bid.***

(b) Members noted an update from HSBC on the closure of the Colwyn Bay branch. It was noted that a banking hub will not be considered by HSBC until/unless there are no other banks remaining in the Town.

The meeting closed at 9pm

………………………………… Chair