

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 26TH JUNE 2024

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

OFFICER: Tina Earley, Clerk and RFO

78/24 Welcome and Apologies for Absence and appointment of Chair:

Members were welcomed to the meeting and apologies for absence were received from Cllrs D Jones, A Khan and S McAllister. It was noted that it is custom and practise for the two standing committees for the Chair/Vice Chair to serve a 2 year term, if they are willing to do so. Both had been appointed in September 2023.

Resolved to reappoint Cllr H Fleet as Chair and Cllr S Price as Vice Chair for 2024/25.

79/24 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests.

80/24 Minutes and Sub Committees:

- (a) ***Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 8th May 2024.***
- (b) ***Resolved to receive the Minutes of the Staffing Sub-Committee meeting, held on 21st June.***
- (c) ***Resolved to approve the Terms of Reference and re-appoint the following Sub-Committees for the new Municipal Year:***
 - (i) ***Buildings Sub-Committee – approved subject to adding Cllr I Mitchell to the membership, if he accepts the invitation.***
 - (ii) ***Staffing Sub-Committee – approved with amendments, as recommended by the Sub-Committee (see Sch A attached)***
 - (iii) ***Audit Sub-Committee – as above (see Sch A attached)***

81/24 Matters Arising from Previous Meetings:

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

82/24 Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 30th April and 1st to 31st May 2024, as detailed in Schedule 'B' attached.***
- (b) ***Resolved to authorise the Chair and Clerk to carry out the checking/authenticating of the bank reconciliation(s) as at 31st May 2024.***
- (c) ***Resolved to receive the following correspondence from CCLA:***
 - (i) ***PSDF Statement as at 30.4.24 and 31.5.24***
- (d) ***Resolved to authorise/ratify the following payments:***
 - (i) ***UK Map Centre - £33.42 and £24.82 for updated location/site plans for the planning application for the beach access matting.***

- (ii) **CCBC - £230 planning application fee**
 - (iii) **Kehoe Countryside Ltd - £1,800 (+ VAT) for clearance works for the Douglas Road community garden project (see item 8(b)).**
 - (iv) **CAIS - £297.50 (+ VAT) for the catering for the volunteer awards and large grant presentation event and £255 (+VAT) for the Annual Meeting.**
 - (v) **Cambrian Photography - £175 for the annual meeting and councillor photographs.**
- (e) Members noted that the Council would not qualify (as a smaller authority) for compensation under the FSCS (for deposits of up to £85,000), should financial firms fail, and also that the interest rate on the Lloyds Bank Instant Access savings account will be falling from 1.3% to 1.0% next month. Members were asked to consider whether to transfer additional funds from Lloyds Bank to the CCLA's Public Sector Deposit Fund, which offers a low risk due to the diversification of funds and can still be accessed easily (usually within 48 hours maximum).
Resolved to authorise the transfer of up to £100K from the Business Instant Access account to the CCLA PSDF.

83/24 Staffing Sub-Committee: Members received/noted the following:

- (a) Minutes of the Sub Committee and a brief verbal update regarding the part-time administrative assistant post.
- (b) The Clerk reported that the submission of an application to Gwynt y Mor and Rhyl Flats wind farm for funding for a full-time Place Plan Manager and Deputy Clerk had been successful.
- (c) Members noted the decisions of the Staffing Sub-Committee. It was noted that both vacancies are currently being advertised and the closing date is 8th July 2024. Interviews will take place on 18/19th July 2024. Members were asked to share the information.

84/24 UK/Welsh Government: Members noted that any correspondence and /or consultations will be deferred to the next meeting, after the pre-election period has ended.

85/24 Conwy County Borough Council: Members noted the following correspondence:

- (a) Beach Access Matting – Members noted the submission of the planning application (on 19th June) and that ERF had offered winter storage for the matting at their local compound, with transfer to and from the promenade each year. Members also noted the response from the SPF Team to the delay in completing the project, due to the need to apply for planning consent.
- (b) Douglas Road Community Garden – Members noted the support given by Conwy CBC (ERF department) in securing contractors to complete the groundwork and planter installation and received the updated budget (as approved by the Heritage Lottery, and subject to Town Council approval of contingency). The Clerk gave a verbal update, confirming that the groundworks should not be as high as estimated and the project should now be back within budget and members were asked to ratify the awarding of the following contracts (using delegate powers):
 - (i) Site clearance works – Kehoe Countryside Ltd (£1,800 + VAT) – approved.
 - (ii) Resurfacing works and removal of recycling skip(s) - Dragon Civil Engineering (estimated at £3,500 for patching only) – approved.

- (iii) Construction and installation of bespoke (made-to measure) plastic-wood planters and wooden gateways- B&W Builders and Decorators Ltd -£13,576.38 (it was noted that two alternative quotations have previously been received for £15,000 (bespoke wooden planters) and £20,945 (for fixed size wood/metal planters), in accordance with the council's financial regulations – approved.
- (c) Theatr Colwyn: Members noted that the invoice for the annual contribution will now be raised (with payment requiring approval by Council), but that the GOGs Film Festival, deferred in 2023, will not be able to proceed this year.
Resolved to request that a fresh Events Grant application for 2025 be submitted, in due course.
- (d) Fireworks Event 2024:
 - (i) It was noted that Get Set Go Events (the company set up by ex-fire station personnel to put on the display) is no longer trading and can only store the current fireworks until end of October 2024 / date of this year's display.
 - (ii) Members were asked to consider a proposal, in principle, to trial moving the event to the Promenade this year (it was noted that this would reduce the risk of future cancellation due to waterlogged ground in the park and help respond to the decreasing availability of CCBC staff from Leisure and ERF as stewards for the event, which has resulted in much higher security staff requirements in recent years).
Resolved to support the proposal, in principle, to move the event to the promenade for 2024.
 - (iii) Members noted the draft budget for support from Conwy CBC in running the event on the Promenade, on behalf of the Town Council (with firework contractor costs to operate the display being in addition to this). It was noted that this would require an increased budget this year, as the budget had previously been reduced to take account of the cost of purchasing fireworks. However, this saving would give the opportunity to trial the event at a new location, where it was likely to have less impact on nearby residential properties.
Resolved to request that the budget be increased to enable Conwy CBC's Events staff to operate/manage the event, on behalf of the Town Council, plus the cost of the firework company in putting on the display (to follow).
- (e) Town Team: The Clerk submitted a request for the Town Council to act as 'fund holder' for a grant of £1,000 towards the Place Plan's Culture, Heritage and Tourism Working Group's purple plaque project. Additional information had now been received which was noted by members.
Resolved to approve the request that Town Council act as 'fund holder' for a grant of £1,000 towards the Place Plan's Culture, Heritage and Tourism Working Group's purple plaque project.
- (f) Play Equipment: Members noted that the Town Council has an annual budget of £19,000, plus an earmarked reserve currently standing at £25,825, and were asked to consider proposals for replacement equipment from the Playground Inspector. Information had been requested about the comparative cost of future maintenance for the three different types of equipment, but this information was still awaited.
Resolved to defer item to Council, when the information about comparative maintenance costs has been received, so that an informed decision can be made.

86/24 Town Hall: Members received/considered the following correspondence/information:

- (a) The Clerk gave an updated report on the Town Hall tower repairs which included:
 - (i) Confirmation of the total estimated costs and budget breakdown, with the covering explanatory e-mail, as previously submitted by Thomas Jones (Llandudno) Ltd.
 - (ii) The response to a query about an extended retention / snagging period and reply from Cllr I Mitchell, which was noted.
 - (iii) ***Resolved to authorise payment of the 10% deposit on the contract, as agreed.***
 - (iv) Members noted that the scaffolding is due to be erected w/c 1/7/24, to enable the RA/MS and construction phase plan to be agreed and signed off prior to commencement of works later in the month (w/c 22/7).
- (b) ***Resolved to approve the appointment of the following professional team, to support the Town Council with supervision of the tower repair works:***
 - (i) ***Dewi from Dewis (Conservation Architect), as Project Manager for the works, a cost of £360 per visit (including his written report) – for an estimated four visits = £1,440***
 - (ii) ***Glyn from Eryri Consulting to check/approve the RA/MS and construction phase plan, for health and safety purposes, at a cost of £300.***
 - (iii) ***Peter and/or Huw as Conservation Consultants, should their input be required (i.e. to liaise with CCBC's Conservation Officer, once the RA/MS and CPP are submitted) – estimated cost £250***
 - (iv) ***Structural Engineer – Wolfenden Engineering: initial inspection and report, four follow-up visits during the works, plus final report/sign-off – estimated at £2,070 in total (+ VAT)***
 - (v) Members noted the response from our insurer, Zurich, to notification of the works.
- (c) Cruse Office: The Clerk gave a verbal update following discussions with Cruse about use of the office space for Town Hall staff and approve the formal termination of the lease (which has been holding over since 2005), with effect from 30th June 2024.
Resolved to approve the formal termination of the lease, with effect from 30th June 2024.
- (d) Members noted that a date has now been booked for an energy audit of the Town Hall site (CCBC grant funded).
- (e) The Clerk submitted information from the broker on energy contract prices, ready for when the existing 3-year contract for gas and electricity for the Rhiw Road site comes to an end (30/9/24). It was noted that the consultant felt that energy prices were likely to rise again before September, so early re-contracting (but to apply from 30/9) is recommended.
Resolved to recommend that this item is deferred until after the Energy Audit has been done.

87/24 One Voice Wales: Members noted the following correspondence.

- (a) Guidance on hybrid meetings and the end of Windows 10 support. It was noted

that an audit will be required of all Town Council laptops, prior to the end of support.

- (b) Members noted One Voice Wales' response to the White paper on environmental principles, governance and biodiversity targets.
- (c) Guidance on the recruitment and retention of Clerks/RFOs, which will be saved to the Staffing Sub Committee folder for future reference.
- (d) ***Resolved to authorise the Clerk and/or a councillor's attendance at the joint SLCC/OVW/NALC youth engagement summit in July.***

88/24 Grants: Members considered the following:

- (i) **Small Grants:** Members noted the summary of small grants for 2024/25 and considered a small grant from Clwyd and Gwynedd ACF - £150.
Resolved to recommend approval of the small grant, as detailed in schedule C attached, and to invite the ACF cadets to attend a future meeting to give a presentation of their visit.
- (e) **Event Grants 2024/25:**
 - (i) Beach of Dreams: The Clerk gave an update on the 2024 artist commission and asked members to consider outline proposals for the May 2025 event, to include the possible purchase of two additional silk pennants at £175 each, so we have one for each of our three coastal communities. It was noted that the current preference is for the May 25 event to be held on the day of Prom Xtra, due to the existing event infrastructure being in place and the ability to use the stage/sound equipment to raise the profile of the event. It was further noted that Aled, TAPE Sound Engineer, will be attending a two-day artist workshop next month and the Beach of Dreams team will be in Colwyn Bay on 12/13/14 September.
 - (ii) Members noted that an evaluation report has been requested in respect of Prom Xtra and noted the response to the concerns about litter during/after the Prom Xtra and Pride events, confirming the arrangements that had been in place for collection and removal of litter at/after the events.
 - (iii) The Clerk submitted an event grant application from Theatr Colwyn for the continuation of low-cost film screenings.
Resolved to recommend the approval of the grant of £5,000 for the continuation of low-cost film screenings for the community and to request a tour be arranged for Councillors to visit the Theatre.
- (f) **Wellbeing Grants 2024/25:** The Clerk gave a brief verbal update, confirming that the grants had not yet been launched due to current staff shortages and lack of capacity.
- (g) **Sponsorship:** ***Resolved to approve renewal of the sponsorship board at Colwyn Bay Football Club, at a cost of £450 per annum (from the sponsorship budget previously approved by the council).***
- (h) **Citizens Advice:** Members noted a letter regarding redesigning the advice service.

(i) **Thank you Letters and Reports-** Letters/reports from the following grant recipients were received/noted:

(i) Bryn y Maen show – loan of event radios – noted by members.

The Meeting closed at 8.25pm.

..... Chair

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Appeals Sub-Committee

Membership: The Immediate Past Mayor
Vice-Chair, Policy & Finance Committee
Vice-Chair, General Purpose & Planning Committee
Cllr Stephen Price

Chairman: The Immediate Past Mayor

Quorum: One Third of the Members of the Sub-Committee or three members, whichever is the greater.

Reporting: The Appeals Sub-Committee reports to the Policy & Finance Committee

The Appeals Sub-Committee has delegated authority to consider and respond to any appeal relating to disciplinary or grievance related matters, taking advice from One Voice Wales, SLCC, ACAS and/or HR consultants, as required.

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Staffing Sub-Committee

Membership: The Mayor and Deputy Mayor
Chairman, Policy & Finance Committee
Chairman, General Purpose & Planning Committee
Cllr D Carr, Cllr D Jones

Chairman: The Mayor

Quorum: One Third of the Members of the Sub-Committee or three members, whichever is the greater.

Reporting: The Staffing Sub-Committee reports to the Policy & Finance Committee

The Staffing Sub-Committee advises the Council on all employment/HR related matters, taking advice from One Voice Wales, SLCC, ACAS and/or HR consultants, as required, and has delegated authority to:

- Make arrangements for conducting the annual performance development review for the Clerk
- Review workloads and job descriptions of other employees, as required, and make recommendations regarding any major/permanent changes to hours / roles and responsibilities
- Approve and manage/participate in the recruitment process for replacement employees (within current budget provisions)
- Keep under review the employment related policies of the Council
- Refer matters to any Hearing/Appeals Panel which may be required under the Council's Grievance and Disciplinary Procedures
- Review and update, as required, the annual training plan for staff and councillors

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	British Gas	DD	727.04	04/24	Rhiw Road Electric Bill
03/04/2024	Clira Ltd	BACS	198.00	01/24	Legionella Monitoring
03/04/2024	Canda Copying Ltd	BACS	114.00	01/24	Quarterly Photocopier Rental
03/04/2024	Canda Copying Ltd	BACS	51.68	01/24	Quarterly Copy Charges
03/04/2024	I P Williams	BACS	284.04	01/24	Translation charges March 24
03/04/2024	RBS Software Solutions	BACS	666.00	01/24	Annual Support Licence
03/04/2024	RBS Software Solutions	BACS	132.00	01/24	VAT Submission Subscription
04/04/2024	Barclaycard	DD	177.99	04/24	Monthly payment
10/04/2024	Opus Energy	DD	462.10	04/24	Gas Charges Rhiw Road
10/04/2024	Opus Energy	DD	841.60	04/24	Gas Charges Rear Annexe
10/04/2024	Opus Energy	DD	286.92	04/24	Gas Charges Town Hall
10/04/2024	British Gas	DD	14.45	04/24	Electric - Feeder Pillar 1
10/04/2024	British Gas	DD	15.48	04/24	Electric - Feeder Pillar 2
15/04/2024	Employees - Salaries	BACS	6,589.90	02/24	Salaries for April 2024
15/04/2024	HMRC	BACS	2,188.88	02/24	PAYE & NI April 24
15/04/2024	Gwynedd Council	BACS	1,780.64	02/24	Gwynedd Pensions - April
25/04/2024	Bangor University	BACS	500.00	03/24	Scholarship Payment 23/24
25/04/2024	S & L Industrial Cleaners	BACS	30.00	03/24	Cleaning AF Memorial clock
25/04/2024	Conwy County Borough Council	BACS	2,949.73	03/24	AF Memorial Clock repairs
25/04/2024	Wintergreen CIC	BACS	500.00	03/24	Wintergreen Small Grant
25/04/2024	Rhos Park Bowling	BACS	500.00	03/24	Colwyn Bowls Festival Grant
25/04/2024	National Eisteddfod	BACS	500.00	03/24	National Eisteddfod Grant
25/04/2024	Together for Colwyn Bay	BACS	5,000.00	03/24	NxtGen Youth Grant Award
25/04/2024	Microshade Business Consultant	BACS	217.26	03/24	Server access and support
25/04/2024	Society Local Council Clerks	BACS	78.00	03/24	Event Fee - Net Zero - TE
25/04/2024	One Voice Wales	BACS	5,464.00	03/24	Membership Fee 24/25
26/04/2024	Bus Inst Access Savings Acc	TFR	160,000.00		
29/04/2024	Onecom Ltd	DD	84.07	04/24	Phones/Broadband charges April
Total Payments			190,353.78		

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2024	British Gas	DD	689.43	10/24	Elec Rhiw road
03/05/2024	Benefit Advice Shop	FP	3,319.00	05/24	Large Grant 1st Install
03/05/2024	Citizen's Advice Conwy	FP	9,995.00	05/24	Large Grant 1st Install
03/05/2024	CB Env Federation	FP	2,500.00	05/24	Large grant 1st Install
03/05/2024	Cruse Bereavement Care	FP	1,109.56	05/24	Large Grant 1st install
03/05/2024	Home Start Conwy	FP	2,500.00	05/24	Large Grant 1st Install
03/05/2024	I P Williams	FP	338.91	05/24	Translations April
07/05/2024	Barclaycard	DD	8.50	10/24	Batteries
09/05/2024	Planning Aid Wales	FP	7,250.00	05/24	Place Plan Consultancy2023/24
09/05/2024	Clira Ltd	FP	198.00	05/24	Rhiw Rd Legionella Monitoring
09/05/2024	Conwy County Borough Council	FP	1,543.50	05/24	NNDR Apr/May
10/05/2024	Opus Energy	DD	391.60	10/24	Gas Rhiw road
10/05/2024	Opus Energy	DD	855.92	10/24	Gas Rear Annexe
10/05/2024	Opus Energy	DD	264.88	10/24	Gas Town Hall
11/05/2024	Artisan Market	FP	3,787.00	06/24	Events Grant
11/05/2024	Together for Colwyn Bay	FP	5,000.00	06/24	Events Grant
11/05/2024	Together for Colwyn Bay	FP	2,433.50	06/24	Evetn Grant Big Picnic
11/05/2024	TAPE	FP	4,500.00	06/24	Events Grant Uke a Bay
11/05/2024	S & L Industrial Cleaners	FP	120.00	06/24	Cleaning clock/TH/NBoards
11/05/2024	UK Safety Management	FP	191.27	06/24	PAT Testing
11/05/2024	Dwr Cymru	FP	1,411.69	06/24	Bill Rhiw Road /Town Hall
15/05/2024	Employees	FP	6,379.05	07/24	Salaries May
15/05/2024	HMRC	FP	2,187.74	07/24	PAYE/NI
15/05/2024	Gwynedd Council	FP	1,833.95	07/24	May Conts Pension
16/05/2024	British Gas	DD	14.01	10/24	Pillar no 1 elec
16/05/2024	British Gas	DD	13.16	10/24	Pillar no 2 elec
20/05/2024	Cllr Hannah Fleet	FP	177.68	08/24	Mayors allowance/reimbursement
20/05/2024	Smart Controls	FP	330.00	08/24	Boiler control Service
20/05/2024	Society Local Council Clerks	FP	78.00	08/24	Youth Engagement Summit
20/05/2024	Microshade Business Consultant	FP	217.26	08/24	IT Services
29/05/2024	Onecom Ltd	DD	84.07	10/24	Phones & Broadband
31/05/2024	Conwy County Borough Council	FP	773.00	09/24	NNDR THall
31/05/2024	One Voice Wales	FP	70.00	09/24	Cllr Training - crdit note
31/05/2024	Planning Aid Wales	FP	80.00	09/24	Intro to planning cllrs IM/AJ
31/05/2024	Clira Ltd	FP	198.00	09/24	Watering Checks May
31/05/2024	British Gas Lite	DD	682.68	10/24	Elec Rhiw Road
Total Payments			61,526.36		

Summary of Small Grant Applications for 2024/25

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Purpose of Grant:	Exp Powers:	S137 or GPOC Total	Date Paid
<u>Considered on 9.5.2024</u>							
A Ysgol Pen y Bryn	500		500	Staff training and resources, to deliver safety sessions to pupils by River and Sea Sense	GPoC		21.6.24
<u>To be considered on 26.6.24:</u>							
B Clwyd & Gwynedd Army Cadets	£150		£150	Towards the cost for three representatives from Colwyn Bay detachment to attend commemorative events in Wormhout, France	GPoC		

ANNUAL BUDGET 2024/25 =	£10,000	TOTAL YTD=	<u>£650</u>	<u>£0</u>
plus any unspent ward allowances				
	<u>£10,000</u>			
<u>YEAR-END DONATIONS:</u>				
			Sir John Henry Morris Jones Trust Fund	
			Llandrillo yn Rhos Ancient Charities - to be split between poor charities and education trust	
			<u>£650</u>	

* 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