

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE (VIA ZOOM) AT
6.30^{PM} ON MONDAY 22nd JULY 2024**

- PRESENT:** The Mayor, Cllr R Owen (Chair)
Cllrs: P Ashe, C Bell, C Brockley, D Carr, J Clayton, H Fleet, C Hughes J Higgins,
P Hughes, A Jones, A Khan, C Matthews, T Maclean, J Nuttall, S Price, D Wilkins,
L Wilkins and G Wynne.
- OFFICERS:** C Earley, Town Clerk and RFO
R Dudley, Assistant Clerk
- ABSENT:** Cllr L Kennedy
- VISITORS:** Dylan Jones, Traffic and Network Manager, Conwy CBC
County Cllrs C Carlisle, S Croft, G Jones (CCBC)
24 Members of the Public

107/24 Welcome and Apologies for Absence:

The Chair welcomed members, County Councillors, guest speaker, Dylan Jones and members of the public to the meeting. The Chair said it was good to see so much interest in the Council meeting this evening and took the opportunity to remind all guests that Council and Committee meetings are open to members of the public and that the Town Council welcomes interest in matters which affect the town.

Apologies for absence were received from Cllrs N Coverley, D Jones, S McAllister and I Mitchell.

108/24 Announcements:

- (a)** The Mayor thanked members for their support at the Civic Service held on 14th July 2024 and thanked the Clerk and Assistant Clerk for their work in facilitating the event. The Mayor gave a summary of recent engagements he had attended which included: a visit to the Town Hall by a Congolese delegation which included a Queen & Chief from Congo, welcoming the Wales in Bloom judge on the Town's Judging Day, judging the Colwyn in Bloom school's art entries and awarding the prizes at a presentation and going to the Wales Vs Lancashire Girls Cricket Match.
- (b)** The Clerk gave a quick overview of how the meeting would be conducted and how to use the 'hands up' icon on Zoom, if required. The Clerk asked members of the public/visitors to note that only elected Town Council members will be invited to speak on agenda items during the meeting and take part in any votes. The only exception to this is during agenda items 4b and 4c, when County Councillors are invited to give any comments or reports, followed by a set period of time for any comments on agenda items by members of the public. The Clerk also asked that microphones be muted during the meeting, to limit any background noise.

109/24 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. None were declared.

110/24 Visitor to the Council:

- (a) As there had been a lot of interest from members of the public in this agenda item, the Chair said a few words before handing over to Mr Dylan Jones, Traffic & Network Manager, Conwy CBC. Cllr Hannah Fleet also spoke to clarify some of the confusion which had occurred on social media about the roles of the respective councils.

The Chair said that Members of the town council and the wider public will be aware that Conwy CBC carried out a widescale public consultation, which ended in November 2023. Full details of the consultation can be found on the county council's website. The presentation to be given to the Town Council this evening is to outline the results of that public consultation and to advise us of the next steps. The Chair also reminded Members of the Council and the public of the relevant objectives and principles within the Bay of Colwyn Place Plan, which was adopted by the Town Council in January 2024. This followed a year of thorough public engagement, carried out during 2022, and a further year of scrutinising the 5,628 comments made online or via drop-in events and workshops, and the drafting of the 117-page Place Plan. It was noted that many of the most relevant objectives and principles in the Place Plan can be found under Theme 4 – Getting Around – A Connected Colwyn. During consultation on the Place Plan, respondents identified connection issues between the town centre and the seafront/promenade, the need for better segregation between cyclists and pedestrians, and the need for improved signage, parking provision and traffic management. The Plan also recognised that we will need to tailor Wales's national transport policy to meet our local needs and priorities.

The Chair then handed over to Dylan for his presentation on the outcome of the County Council's consultation and to let us all know what the next steps are.

Dylan introduced himself and thanked the Town Council for giving him the opportunity to update the Council on the consultation. Dylan started by giving the background to the consultation and said that this was the next stage of the 2019 proposals. Three feasibility studies were conducted, focused around: Active Travel, Green infrastructure and the Railway Station Car park.

Responses were summarised from the online consultation and the drop-in held in October 2023 covering seven areas: Station Forecourt, Princess Drive, Eirias Park, Station Road, Ivy Street Carpark, Penrhyn Road and Abergele Road. Based on the responses, areas had been identified where consideration could be given to reviewing the design. These included Penrhyn Road, Abergele Road, Station Forecourt, Footway widths outside Ysgol Bod Alaw and Marine roundabout.

The next steps will be to review the designs and make changes, where appropriate, receive democratic approval of the detailed design, draw up the detailed design and inform the public and stakeholders, create a works delivery programme and then to seek funding opportunities to deliver the improvements, which would need to be completed in phases.

Dylan reassured those present that there would be continued engagement throughout the process with all stakeholders and that CCBC will ensure that the design is in keeping with the

Place Plan objectives. He advised that the consultation response/report is available to view on Conwy CBC's website.

The Chair thanked Dylan for his presentation and asked if there were any questions/observations from Town Councillors, County Councillors and members of the public. These are summarised in Schedule A attached to these minutes.

(b) County Councillors Reports – *Please see Schedule A attached.*

(c) Public participation: *Please see Schedule A attached.*

111/24 Minutes

(a) *Resolved to receive, approve and sign, as a correct record, the minutes of the last Ordinary Meeting of the Council, held on 3rd June 2024.*

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

(i) *The General Purpose & Planning Committees, held on 11th June 2024 and 9th July (draft).*

(ii) *The Policy & Finance Committee, held on 26th June 2024 (draft).*

(iii) *The Staffing Sub-Committee, held on 21st June and 12th July 2024 (draft).*

112/24 Matters Arising from Those Minutes:

(a) Min. 32/24(e) – Guidance for Mayor and Deputy Mayor: The updated guidance was submitted for consideration.

Resolved to approve the updated Guidance for the Mayor and Deputy Mayor, as detailed in Schedule B attached.

(b) Min. 36/24(a) – Town Hall Tower Repairs:

(i) The Clerk gave a brief verbal update informing members that she plans to convene a meeting of all interested parties, to agree the construction phase plan (as amended following further inspections/reports) and a date for the commencement of work.

(ii) A copy of the updated Terms of Reference was submitted and members were asked to consider delegating authority to the Buildings Sub-Committee to approve any urgent additional works and/or overspends to estimated budget lines for the contract, within an agreed margin (of 10% of the total contract price), to reduce the risk of delays to the works, which could then cause an additional weekly scaffold hire charge.

Resolved to delegate authority to the Buildings Sub-Committee to approve any additional works and/or overspends to estimated budget lines for the contract, within an agreed margin of 10% of the original estimated contract price, to reduce the risk of delays to the works, with a caveat that the Buildings Sub Committee call an extra ordinary meeting of the Council if they consider it necessary.

(iii) ***Resolved to delegate authority to the Clerk to instruct an electrician to install IT cabling and two sockets to the former Cruse office, to enable staff to work in that office.***

(iv) **Hybrid Meetings:**

It was noted that some Members had expressed concerns about the sound quality of hybrid meetings hosted in the Committee Room. As a result, Members were asked to consider forming a Working Group to explore the challenges faced and to seek appropriate solutions. Members of the Working Group would be encouraged to attend the new One Voice Wales Digital User Community Meetings and to report back to Council Meetings with any recommendations. Cllrs R Owen, T Maclean, P Ashe and D

Carr expressed an interest in being part of the new working group. Other Councillors were asked to contact the Clerk as soon as possible, if they wished to be part of the Working Group.

Resolved to delegate authority to the Clerk to form a Working Group to explore the issues being experienced with hybrid meetings and consider options to address these

- (c) Min. 36/24(b) and 85/24(a)– Beach Accessibility Project (UKSPF funding): The Clerk tabled a progress report, as submitted to Conwy CBC, and gave a brief verbal update on the submission of the planning application, confirming that over-winter storage had been offered by ERF (subject to the town council covering the costs of transportation). Members were asked to consider delegating authority to the Clerk to proceed with placing the order if/when planning consent is received (subject to the outcome of discussions with the funding team about the revised delivery plan/timescale and evidence required on outcomes). Members were also asked if they preferred blue or sand coloured mats, should the application be approved. The Clerk noted blue was the preferred colour, if possible, as it would be more visible.

Resolved to delegate authority to the Clerk proceed with placing the order if/when planning consent is received (subject to the outcome of discussions with the funding team about the revised delivery plan/timescale and evidence required on outcomes).

- (d) Min. 37/24 (viii) - Annual Report 2023/24: Members received the draft annual report and noted that it would be published once approved and the Welsh Version had been formatted.

Resolved to approve the annual report 2023/24 for translation and publication.

- (e) Min. 40/24(c) – Grant for World Record Attempt: Members noted that the final claim (with receipts) has been received and a payment of £256 has now been made and were asked to consider charging this expenditure to the Small Grants budget (rather than an Events Grant), as it was under £500.

Resolved to charge this expenditure to the Small Grants budget (rather than an Events Grant) as it was under £500.

- (f) Staffing Sub-Committee Minutes: Members noted the minutes and the Clerk gave a brief verbal update.

- (i) The Clerk updated the members on the expressions of interest in both the vacancies: Place Plan Project Manager/Deputy Clerk (30) and the part time Administrative Assistant (over 200). The vacancies had been advertised on Indeed, Town and County Council websites, and in SLCC/OVW/Planning Aid Wales publications.

Resolved to approve payment of fees for the Indeed adverts for June of £81.54. (The July invoice is awaited).

- (ii) Members noted that 26 applications (for the Administrative Assistant) and 2 applications (for the Place Plan Manager) had been received and interviews took/are taking place on 19th/30th July.

- (iii) Members noted Rachel Gill has been appointed (subject to written confirmation) as the new Place plan Project Manager/Deputy Clerk, initially on a one-year fixed term contract (due to funding) and will commence her role on 2nd September 2024. Four candidates will be interviewed for the role of Administrative Assistant on 30th July 2024.

Resolved to ratify the appointment of Rachel Gill as the new Place Plan Project Manager/Deputy Clerk.

- (g) Min. 56/24(b) & 85/24(f) - Playground Equipment:

- (i) A response from the Playground Inspector regarding comparative maintenance costs and quote(s) for the supply of the new equipment (swing units) for Bryn Cadno and Glyn Estate play areas (to be funded from the current budget/reserves of £44,825) were submitted and considered by members.
Resolved to approve the quotation for swing units from Kompan, at the cost of £12,200.77 for Bryn Cadno and £12,539.28 for Glyn Estate.
- (ii) To note the list of further equipment/repairs required and consider any priorities for seeking quotes, from any budget remaining from 2024/25.
Resolved to defer this item to the Policy & Finance Committee
- (h) Min. 82/24 and 86/24(a) – Finance: To approve/ratify the following payments of over £5,000:
 - (i) B&W Builders and Decorators Ltd – supply and installation of new planters at Douglas Road garden (£13,576.38, plus VAT): Some members were concerned with the quality of the planter and gate installation, after they had inspected them recently (prior to completion).
Resolved to delegate authority to the Clerk and the Chair of Green Colwyn Place Plan Group and Chair of Colwyn in Bloom to approve payment, after a final inspection, and to refer back to Council if required.
 - (ii) Thomas Jones (Llandudno) Ltd – 10% of contract price for Tower Repairs (£8,729.88 incl VAT)
Resolved to ratify approval of the upfront payment of 10% of the contract price for the Tower Repairs (£8,729.88 incl VAT).
 - (iii) Conwy CBC
 - (1) Colwyn in Bloom planters and baskets (£5,353.20 incl VAT): A Member enquired if cuts i.e. not mowing areas had affected the entry to Wales in Bloom. The member was reassured by members of the Colwyn in Bloom Committee that WIB encouraged biodiversity and understood it takes time for biodiversity areas to become established. Members wished to thank Peter Barton Price and his team for all their hard work.
Resolved to approve payment to Conwy CBC for the Town Centre Colwyn in Bloom planters and baskets (£5,353.20 incl VAT).
 - (2) ***Resolved to approve the Theatr Colwyn and Oriel Colwyn contribution for 2024/25 (£65,000).***
 - (3) ***Resolved to approve payment of £11,625 for the holiday play provision 2024/25.***
- (i) Min. 85/24(d) – Fireworks Event 2024: Members noted the proposal to move the event to the promenade this year (as one-year trial) and considered the recommendation of the committee to increase the budget back up to £20,000 (subject to receiving the quote(s) from fireworks operator(s)), to enable the CCBC Events Team and a health and safety officer to be appointed to support the safe delivery of the event at the new venue.
Resolved to support the proposal to trial holding the event on the Promenade this year and asked that arrangements be made to clear the beach of any debris the morning after the event.
- (j) Min. 86/24(c) – Cruse Office: Members noted the termination of the Cruse lease, with effect from 30th June 2024.
- (k) Min. 86/24(e) – Rhiw Road Energy Contract: The Clerk gave a brief verbal update , following the recent visit to conduct an energy audit, and members noted that the assessor could see no reason not to enter into a new two/three year energy contract, as there is not likely to be

a move away from gas boilers at the site in the short term. Members were then asked to consider the quotations received to renew the energy contracts (gas and electricity) for the whole site.

Resolved to delegate authority to the Clerk and Chair to consider the quotations received and renew the energy contracts for the whole site.

(l) Min. 88/24(a) – Small Grants:

Resolved to approve the small grant for Clwyd and Gwynedd ACF (£150).

(m) Min. 88/24(b)(iii) – Events Grant: Members were asked to consider and approve an event grant of £5,000 for Theatr Colwyn to continue the low-cost cinema screenings for 2024/25 and it was noted that a request will be made for a tour of the Theatre for Town Councillors.

Resolved to approve an event's grant of £5,000 for Theatr Colwyn to continue the low-cost cinema screenings for 2024/25

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

113/24 Welsh Government: The following correspondence was submitted:

(a) New consultation: Members noted the Draft priorities for Culture 2024-2030

114/24 Conwy CBC:

(a) Town Team: Members noted that meetings were paused due to the pre-election period and noted outline proposals for a joint town Lumiere/Christmas launch event on Thursday 28th November and that the next meeting takes place on 23rd July 2024.

(b) Replacement Local Development Plan: Members noted that the Clerk and Cllrs H Fleet and R Owen attended the recent online update for town and community councils and that the deposit RLDP is due to be published in the Autumn (slides provided for further information).

(c) Council Tax Premiums: to receive notice of a public consultation.

Resolved to delegate authority to the Policy & Finance Committee to respond to the consultation, should any member request this be considered

(d) Members noted that Members of Glyn Ward recently met with representatives of Conwy Arts Trust and a member of Terry Jones's family, to discuss plans for a statue to mark the life and legacy of the Colwyn Bay-born actor, writer, film director and historian.

115/24 Representatives on Outside Bodies: The following reports from the Clerk and/or Members who are representatives of the Council on outside bodies were received/noted:

(a) Colwyn Bay Youth Advocacy Network held on 12th June (Cllr Tom MacLean)

(b) Colwyn Bay Business Forum:

(i) Notes from a meeting held on 10th July 2024 (Cllr Tom MacLean)

(c) Correspondence regarding a survey of businesses undertaken by Cllr P Ashe

116/24 One Voice Wales / NALC / Society of Local Council Clerks:

(a) Community Transport Webinar: Members noted a report from Cllr Tom MacLean and a link to the slides, following the CT webinar held on 18th June, and noted that exploring the need for community transport locally is an action being taken forward by the Place Plan Getting Around Working Group.

(b) Members noted the agenda of the Conwy & Denbighshire Area meeting, held on 10th July (Cllr PA had been unable to attend), and the slides from a presentation given by the North Wales Fire Authority.

- (c) To receive any reports from members on OVW training courses attended
Resolved to defer this item to the next Council meeting.

117/24 Bay of Colwyn Place Plan:

- (a) Members noted that meetings of all six working groups have taken place over the past five weeks (notes have been shared with working group members, all of which include at least two town councillors) and that the Steering Committee will be meeting in August.
- (b) The Clerk submitted notes from a meeting of the new Conwy Place Plan network, which included representatives and Clerks from Abergele, Towyn & Kinmel Bay and Bay of Colwyn and had been arranged to share experiences and facilitate learning from what has worked/not worked elsewhere. Members noted the information.

118/24 Other Projects/Correspondence:

- (a) Llais – Members noted an e-mail from the North Wales Regional Director
- (b) Douglas Road Community Garden: The Clerk gave a brief progress update and members were asked to consider ratifying the signing of the Licence to Occupy (a precursor to the formal lease to enable works to commence).
Resolved to ratify the signing of the Licence to Occupy (a precursor to the formal lease to enable works to commence).
- (c) Keep Wales Tidy Green Prescribing Webinar: Notes from a webinar attended by Cllr Tom MacLean were submitted and noted by members.
- (d) Smart Towns: to receive information about upcoming events.
Resolved to defer this agenda item to the next Council meeting.
- (e) Youth Engagement Webinar/Summit:
- (i) Members noted Notes/slides from Cllr TM on a recent youth engagement seminar.
 - (ii) A report from the Clerk following her attendance at an SLCC Youth Engagement summit on Thursday 18th July. It was noted that the notes will be emailed to members once the accompanying slides have been received.

The meeting closed at 9.15pm

..... Chair

Summary of Feedback following Presentation by Dylan Jones on Town Centre Improvement and Active Travel Project

The following is a summary of the comments made by elected members and members of the public present at the meeting, following the presentation given to the Town Council Meeting on 22.7.24:

General Comments:

- Request for slides/notes to be shared with those not able to be present (*TE to send copy to TT*).
- What is the timeline for the detailed design work?
Funding for this phase of work must be spent by 31.3.25
- Have local businesses been specifically engaged in the consultation to date – they invest money in the town and should be key stakeholders.
- New public toilets are required in the town centre – self-contained automatic cubicles preferred. Can room be found for these?
- Concern about impact on businesses if/when works carried out – sensitive phasing required
- What happens if we can't agree/find common ground – is the scheme dropped completely?
DJ – will have to act on the will of the County Council – if members choose not to progress then it will be dropped. However, Cabinet has given go ahead to continue to detailed design stage.
- Do we know what the requirements of potential funders would be? – what if the public do not agree/want these?
DJ – Active travel elements of the scheme would need to be in line with the Active Travel Act and comply with design standards, otherwise funding would not be approved. Funding for elements not related to Active Travel would need to come from other sources, likely to be a combination

Location Specific Comments:

1. Abergele Road:

- Request for parking bays to be retained, as far as possible, to assist those, such as carers, who need to stop near to shops to pick up goods.
DJ – comments have been taken on board and planters will be mostly removed to improve parking provision.
- Why do we need a cycle path from Colwyn Bay to Old Colwyn?
- Consider rationalising parking to one side only (with raised crossing points) to prevent pinch points

- Would still like to see some green infrastructure and removal of surface water gulleys, which are an obstruction to footways, whilst maintaining parking bays.

2. Station Road:

- This should also be a 'notable area of focus', as the views for and against were fairly evenly split, making it contentious.
Further consultation will take place with stakeholders, including the Local Area Forum members (LAF).
- One view is that Station Road should be more like Penrhyn Road, with one-way traffic
- Holyhead has opened up its high street to traffic and seen vast improvements.
- Station Road was in decline and retail units were closing before it was pedestrianised. Its decline has been over many years and can be attributed to the opening of the Bay View Centre, changes in shopping habits, the size of some of the retail units, expensive rents and the outdated planning policies, which designate it as a primary shopping zone and still restrict changes of use class, which are much needed to breathe life back in to ailing High Streets. Allowing one-way traffic will not solve this.
- A number of businesses and residents want to see changes to Station Road – Conwy should go with the majority view, even if this was by very small margins.
- Danger of missed opportunities – bold decisions need to be made, based on facts, evidence and data and not opinion. We will never please everyone. Blended high streets are the only sustainable option, away from City Centres, with their much higher footfall. Relying on cars and parking will not increase footfall. A more attractive street scene with café culture and hot desk space is needed. We currently have no active travel pathways in our town centre.

3. Marine Roundabout:

- Will any traffic studies take into consideration the proposals for additional housing in the RLDP (and recognise the increased traffic this will cause at Marine roundabout)?
- What about the additional traffic when the A55 is closed and traffic diverted along Rotary Way / Abergele Road?
DJ – they will not do anything that would impact on the functionality of the roundabout, and the same goes for Abergele Road – standard widths to

accommodate two-way traffic will have to be maintained.

4. Eirias Park

- Surprise at opposition to improved paths and dropped kerbs – feeling that this may be due to ‘protest votes’ against all elements of the scheme.

5. Visual Connections from town to Promenade

- This is a key area and needs to be improved

6. Town Square / Station Forecourt

- Happy this is being looked at

BAY OF COLWYN TOWN COUNCIL

GUIDELINES FOR THE OFFICES OF TOWN MAYOR AND DEPUTY TOWN MAYOR

1. CHOOSING TO STAND AS MAYOR

A Mayor, by virtue of office, can use his/her position to stimulate community pride, encourage business, promote the voluntary sector, mould social cohesion etc. A Mayor also has meetings with dignitaries, endless engagements, late nights, early mornings and is in the public eye for virtually the whole year.

For those chosen, or thinking of putting themselves forward for selection, one thing is clear – being Mayor is most definitely different to being a Councillor: it has different “rules”, different working hours, different restraints and perhaps most important to remember, it is often a physically and mentally tiring job. It is also, most probably, a hugely enjoyable and rewarding job if entered into in the right spirit.

Councillors considering the prospect of becoming Mayor should consider the following factors which they will face before or during their year of office:-

- The effect of becoming Mayor on their family and friends
- The effect on a career or job
- The effect on a political career
- The effect on personal and religious beliefs
- The pomp, circumstance and protocol
- The effect on non-Council interests
- The effect on the Mayoral partner
- The effect on a Mayor’s relationships with other Councillors
- The effect on the Mayor’s relationship with his/her constituents
- The effect on the prospective Mayor themselves

The Mayor is seen by many as the embodiment of the Council and as such should uphold the highest standards in all aspects of public life. The behaviour of the Mayor, whose public persona is very much in evidence throughout the term of office, can bring respect or disrespect on the Council as a whole. The Mayor must be capable of enhancing the Council’s reputation as it is such a public position.

2. CHOOSING THE MAYOR

The Mayor is in a unique position amongst fellow councillors. The Mayor will see more, do more, meet more and have more opportunity than most to make a mark on the area. Although the direct powers of the Mayor have declined over the centuries and some refer today to the post as being merely ceremonial, a Mayor with vision and planning can achieve much. However it is acknowledged that the job is a demanding one. Although under section 50 of

the Employment Rights Act 1996 an employer must allow an employee who is a councillor to take time off for the purposes of performing his/her duties as a councillor, there are considerations to be taken into account:-

- The amount of time taken off and the occasions on which time off may be taken must be reasonable, having regard to the councillor's responsibilities on the Council;
- The circumstances of the employers' business; and
- The effect of the absence on that business

So to become Mayor, one has to have time, energy and despite the fact that many councillors went into local government via a political party, a willingness to assume a *non-political* stance for the year of office.

3. ELECTION OF THE MAYOR

- (a) The election of the Mayor is the first item of business at the Annual Meeting (Local Government Act 1972, sections 4(1) and 23(1), with the election being decided by a majority of members present and voting on the matter of the meeting (Local Government Act 1972, Schedule 12 paragraph 39(1)). Unless he or she has resigned or been disqualified, the outgoing Mayor continues in office until his or her successor has been elected and has made a valid declaration of acceptance of office (sections 3(2) and 22(2) of the 1972 Act).

The outgoing Mayor will, if present, preside at the meeting to elect his or her successor (Schedule 12, paragraph 5(1) to the 1971 Act).

If the outgoing Mayor is not present, the outgoing Deputy Mayor shall preside at the meeting to elect the successor.

If neither the outgoing Mayor nor the outgoing Deputy Mayor are present at the meeting, the members present shall choose another member of the Council to preside at that meeting (Schedule 12, paragraphs 5(2) and (3) of the 1972 Act).

- (b) The Mayor shall be elected annually by the Council from amongst the Councillors of the Town. The person elected Mayor shall not seek re-election for a minimum period of two years.
- (c) In normal circumstances it will be assumed that the Councillor who has served as Deputy Mayor for the present year will be nominated and elected as Mayor for the succeeding municipal year.
- (d) Any Councillor who has served on the Council and has not been appointed Mayor shall be appointed Mayor in preference to any other member who has been Mayor.
- (e) A person elected to fill a casual vacancy causing a lesser term than one full year in the office of Mayor, shall not be prejudiced in any ways to his rightful term to be appointed Mayor for a full year.

4. ELECTION OF DEPUTY MAYOR

- (a) The Council shall elect annually a Councillor to be a Deputy Mayor from amongst the Councillors of the Town. The person elected Deputy Mayor shall not seek re-election for a minimum period of two years.
- (b) (i) The Councillor to be nominated for the office of Deputy Mayor, shall be that Councillor, who is the most senior Councillor who has not served as Mayor of the Town.

If the said Councillor, for whatever reason, chooses not to accept the nomination for the next municipal year, he or she shall have the right to be nominated in any succeeding year in advance of his / her junior Councillors.

- (ii) When two or more Councillors have the same length of service with the Council, the Office of Deputy Mayor will be determined by all those members with equal seniority having their names placed in a hat and drawn randomly by the current Mayor at the last Full Council meeting prior to the Annual Meeting (in accordance with Standing Order 2(k)). Those senior members who do not wish to be considered for nomination to the office of Deputy Mayor must notify the Clerk in writing before the last Full Council meeting.
- (iii) Should a Councillor who was not re-elected, be re-elected or co-opted on to the Council within twelve months of the date of the election, it will be deemed to be unbroken service.
- (iv) Should a Councillor who was not re-elected, be re-elected or co-opted on to the Council after a period of over twelve months have elapsed, it will be deemed to be broken service. Therefore previous service with the Council shall not be taken into account when calculating seniority.
- (c) The Deputy Mayor shall, if for any reason the Mayor is unable to act, or the office of Mayor is vacant, discharge all functions which the Mayor as such might discharge.

5. STATUTORY DUTIES AND ROLE OF THE MAYOR

- (a) The Mayor, if present, must preside at meetings of the Full Council. If the Mayor is not present the Deputy Mayor shall preside, and if neither is present, the Council must appoint a Councillor to preside at the meeting.
- (b) Section 245 of the 1972 Act gave Parish and Community Councils the power by resolution to give themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of "Town Mayor".

A clear distinction should be made between a “Mayor” (be it a Mayor or Chairman of a District/Borough) and a Town Mayor – the former enjoying precedence over the latter throughout the whole District/Borough. This means that with the exception of the Lord Lieutenant and High Sheriff, as the representative of the Crown, and the Chair of the Local Authority, the Mayor will have precedence over all other persons in any social function/engagement within the Town.

- (c) In accordance with the Council’s Standing Orders the Mayor and Deputy Mayor will be ex-officio (i.e. full voting) members of all the Council’s two Standing Committees.
- (d) Role of the Mayor:

The Mayor’s main role is to Chair council meetings. He or she can suggest the content and design of the agenda, but as legal signatory, technically the Clerk has the final say. The Mayor is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and, assisted by the Clerk, guides activities by managing the meetings of the Council. The Mayor is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Mayor summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.

The Mayor and Deputy Mayor are encouraged to undertake the Chaining Skills training module provided by One Voice Wales, or other relevant training, within three months of taking up office, if not already done.

The Mayor has the casting vote. His/her first vote is a personal vote as a member of the Council. If there is a tied vote, the Mayor then has a second, or casting vote.

The Mayor has the power to call an extraordinary meeting of the Council at any time, subject to the required notice period.

The Mayor will often be the public face of the Council and will represent the Council at official events. He/she may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not give his or her personal views.

The Mayor cannot legally make a decision on behalf of the Council.

Three other important roles for the Mayor in today’s society are:-

(i) A symbol of the authority

The Mayor through the office of Mayor and its trappings connects the present day with history and acts as a symbol of continuity.

(ii) A symbol of an open society

A modern role for the Mayor is that the office symbolises an open society. The Mayor can (and does) come from any class, gender and ethnic background. This reflects the more open and democratic society we now

live in.

(iii) A expression of social cohesion

The many, often social, engagements that are undertaken by a Mayor are an expression of giving cohesion to the life of the town. The Mayor can act as a link between the various bodies, organisations etc, he/she visits and can feed back the views and concerns of the people into the political field. Similarly, the Mayor can also take the Council's message and themes out into the community and work towards achieving the Council's social, community, educational and economic aims.

- (e) The Mayor is encouraged to choose one or two charities, at an early point in the mayoral year, or possibly when Deputy Mayor or Mayor Elect, and work alongside the chosen charities fundraisers during the year to agree and organise suitable fundraising events.
- (f) The Mayor, by virtue of his/her Office, may also be nominated to be President or Vice-President of several local clubs/societies.

6. MAYOR'S CHAPLAIN

Irrespective of the Mayor's personal beliefs, it is undoubtedly worthwhile for a "Chaplain" to act as a focal point for religious groups in the area and to advise the Mayor on religious matters. The choice of a Chaplain is solely the decision of the Mayor and, as such, it is usually the Mayor who decides to which event(s) the Chaplain should be invited. The Chaplain is often the person who helps to organise the Civic Service and may say grace at civic dinners and/or before Council meetings.

7. MAYORESS , MAYOR'S CONSORT OR MAYOR'S ESCORT

There is no legal obligation to select a Mayoress, Consort or Escort, but almost all Mayors do, for moral and physical support. It is usual for the Mayoress/Consort/Escort to have a badge of office and to be accorded precedence alongside the Mayor. However, as the office of Mayoress/Consort/Escort has no legal precedence, this is a matter for local custom with precedence being accorded on certain occasions only. Generally, the Mayor's wife would be known as the Mayoress, the Mayor's husband would be the Mayor's Consort and a relative or friend would be the Mayor's Escort.

8. CIVIC CEREMONIES

Following local government reorganisation in 1974, many of the customary ceremonies, particularly in former Boroughs, had to be modified to meet the needs of the new larger authorities and others were taken over by successor towns and city Councils. In this way, Councils continued to preserve tradition but adapted it to modern circumstances. Tradition is important in reminding us of our past and heritage but not if it becomes irrelevant and

bizarre. Set out below are a few of the ceremonies/functions that virtually every Council organises. In many cases the protocol to be followed at these ceremonies should be that of local custom.

(a) **Church Service**

The vast majority of local authorities organise an official church service for the Mayor each year. Such a service is usually held on the Sunday following the election of the Mayor (or as near to that date as possible) and is often referred to as the 'Civic Service' or 'Civic Sunday'. It should be remembered by all that the Church service is a traditional way of asking for God's guidance on the Mayor for the forthcoming year and also to mark the strong historic links between Council and Church. The personal belief of the incumbent is of much lesser import than the symbolism of the service.

Some authorities, however, have quite rightly sought to mark the multi-cultural aspect of their town or city and include a strong non-Christian element into the proceedings.

The Church where the service is held is generally selected by the Mayor and the Councillors should support him/her, whatever their own beliefs. Whatever format is chosen, it is important that the Mayor's Chaplain plays a part in arranging or conducting the service.

(b) **Remembrance Sunday**

It is generally customary for the Mayor and Council to attend a service on Remembrance Sunday, whether these services are held at a church or at the local War Memorial (or both).

Remembrance Sunday is observed on the second Sunday in November, generally the Sunday nearest to 11th November. It is essential that the Mayor attends the event in Colwyn Bay and the Deputy Mayor may be invited to attend the service in Old Colwyn.

Where the representatives of the various organisations form part of the civic procession, they will follow the Council where the Mayor leads, and lead the procession where the Mayor comes last. The arrangements for the ceremony must provide for the Mayor to place the first wreath on the War Memorial (except if the Lord Lieutenant is present in person, although local custom may dictate otherwise).

Where there is a town, the greatest tact and care is needed to ensure that the Town Mayor and Town Councillors do not usurp the precedence due to the Chairman of the District/Borough Council. It should be remembered that the Chairman of the District/Borough Council has precedence over everyone and should either lead or follow the civic procession and lay the first wreath.

(c) **Mayor's Awards**

Many Councils promote award schemes by using the Mayor's Office. The Mayor will determine the recipient of the John Davies Memorial Award for Volunteering and will present the Volunteer Awards trophies and certificates at a ceremony in April.

9. MAYOR'S ALLOWANCE

- (a) The Local Government Act 1972 authorises the Council to pay the Mayor, for the purpose of enabling them to meet the expenses of their office, such an allowance as the Council thinks reasonable.
- (b) The annual Mayor's Allowance is determined each year by the Council and covers the cost of attending engagements and events etc. This will be paid monthly, on submission of appropriate details and receipts. The present approved allowance is £1,500 per annum and also includes the Deputy Mayor's expenses.

Note: In accordance with IRPW determinations, a separate (taxable) allowance is paid to the Mayor, Deputy Mayor and Chairman of the two main Committees of the Council in recognition of their senior role in the Council and the additional work/expense in undertaking these roles.

- (c) The Mayor and Deputy Mayor are advised to keep detailed records of all expenditure and be aware that an office is treated as an office of profit by HMRC, unless it can be shown that payments received do no more than cover out of pocket expenses incurred through holding the office. As a general guide to the Mayor and Deputy Mayor, the following items would be expected to be met from the Mayor's allowance:-
 - (i) Purchase of tickets, donations or collections for charitable and other local organisations, where the Mayor has been invited to attend a specific event/function.
 - (ii) Purchase of cards etc (for Christmas and other special events, e.g. 100th birthdays), to include any postage and/or delivery costs.
 - (iii) Travel and subsistence costs (to include approved mileage allowance payments at the current HMRC rates) for attendance at approved events/functions.
 - (iv) Entertaining expenses incurred wholly, exclusively and necessarily in the performance of civic duties.
- (d) In addition to the Mayor's allowance a separate budget is allocated each year for official civic events i.e. Civic Sunday, Remembrance Day, Volunteer Awards, St David's Day parade and other civic events, as authorised by the Policy and Finance Committee and permitted by S176 of Local Gov't Act 1972.
- (e) Expenditure on ordinary clothing worn for official duties is not incurred wholly and exclusively in performance of those duties, therefore it is not an

allowable expense for tax purposes. Consequently, any clothing bought for official duties should be purchased using the Special allowance referred to in b) above and paid directly to the Mayor and Deputy Mayor.

- (f) Mayors are reminded of the requirement to register any gifts or hospitality they have received, or have been offered, over the value of £25.

11. SECRETARIAL AND ADMINISTRATIVE ARRANGEMENTS

- (a) The secretarial and administrative support for the Mayor and Deputy Mayor is provided by the Town Clerk's office.
- (b) An official diary of Mayoral engagements will be maintained by the Mayor's Secretary, at the Town Hall and a copy emailed to the Mayor weekly/on request.
- (c) All Mayor engagements will be confirmed in writing (by email/letter) and no engagements, other than those which have had to be provisionally arranged in the period prior to election, will be confirmed without prior consultation with the Mayor.

The Mayor is kindly requested to forward any direct invitations, which he/she may receive, to the Secretary before a formal acceptance in writing can be sent.

When the Mayor has a previous engagement, either civic or personal, the Deputy Mayor will be requested to undertake the engagement.

If both the Mayor and deputy Mayor are otherwise engaged, the Immediate Past Mayor will be requested to represent the Council at the engagement.

- (d) Copies of all invitations and correspondence regarding mayoral engagements will be forwarded to the Mayor or the Deputy Mayor when he/she has an involvement. The Mayor will be briefed by the Secretary or Town Clerk as to the time and place of the function, mode of dress, duties to be undertaken, whether or not the Mayoress/Consort is invited and any other information as may be available regarding the function and those attending.
- (e) Following his/her attendance at an event the Mayor may request that the Secretary sends on the Mayor's behalf, a letter of thanks to the event organiser.

12. CHAIN AND ROBES OF OFFICE

- (a) The Chain of Office of the Mayor, Mayoress and Deputy Mayor is issued to them for the purpose of wearing at their official engagements.

- (b) The Chain of Office is normally worn at all Council meetings. The Chain of Office will also be worn by the Mayor at all Official engagements. In the absence of the Mayor, the Deputy Mayor will fulfil the engagement and will wear the Official Deputy Mayor's Chain of Office.
- (c) Apart from the Annual Council meeting, the robes of office are only normally worn at special functions e.g. Civic Sunday, Remembrance Day, Military Parades.
- (d) The robes of office will be kept in a wardrobe in the Town Hall, whilst the chains of office are normally kept in the possession of the Mayor, Mayoress and Deputy Mayor. The Mayor will be assigned a key for the wardrobe for out of office access, if required.

13. **SECURITY**

- (a) The Mayor and Deputy Mayor will be issued with the keypad number for the front door to the Town Hall. The Mayor will also be issued with the main key, for out of hours or emergency access.
- (b) In an emergency the Mayor will be the sixth and final responsible person for the Town Hall.

The keyholders and responsible persons are (in order of call out):

1. The Clerk
2. Assistant/ Deputy Clerk
3. Cllr Chris Hughes (Keyholder)
4. Cleaner/Caretaker
5. Administrative Assistant
6. Town Mayor

14. **AMENDMENTS TO GUIDELINES**

A motion to permanently amend or revoke any part or parts of these guidelines shall be submitted to the Annual General Meeting of the Council.