MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE (VIA ZOOM) AT 6.30PM ON MONDAY 9th SEPTEMBER 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, T Maclean, S McAllister, I Mitchell, J Nuttall, S Price, D Wilkins.

OFFICERS: C Earley, Town Clerk and RFO
R Gill, Place Plan Officer and Deputy Clerk
R Dudley, Assistant Clerk

ABSENT: Cllr L Kennedy

171/24 <u>Welcome and Apologies for Absence:</u>

The Chair welcomed members to the meeting and welcomed Rachael Gill to her first Council meeting as a new staff member. Apologies for absence were received from Cllrs N Coverley, D Jones, C Matthews, L Wilkins and G Wynne.

172/24 <u>Announcements:</u>

The Mayor thanked members who had attended the Merchant Navy Remembrance Day and Cllr Paul Hughes for being the standard bearer. The Mayor also thanked Cllr Hannah Fleet for supporting him in his engagement at the Horticultural Society.

173/24 <u>Declarations of Interest</u>:

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

174/24 Visitor(s) to the Council:

(a) Reports or verbal updates from any County Councillors present:
 (i) Cllr Jo Nuttall gave a brief verbal report to update members, following the presentation by Dylan Jones to the last Council meeting. New proposals will be submitted to a Special Local Area Forum meeting after October and Cllr Cheryl Carlisle (Chair) had sought assurance that the Town Council and other key stakeholders will be fully consulted.

(b) Public participation: no members of the public were present.

(c) Members noted and accepted an offer from Darren Millar, MS, to attend a future meeting.
Resolved to forward the future meeting dates to Darren Millar, MS.

(d) Members considered a proposal that Tom Ward be invited to a future Council meeting to give a presentation on activities being facilitated at the Hwb.
Resolved to invitee Mr Ward to attend a future meeting to give a presentation.

175/24 <u>Minutes</u>

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

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

(i) ***The General Purpose & Planning Committees, held on 6th August 2024 and 3rd***

September (draft).

(ii) ***The Policy & Finance Committee, held on 14th August 2024 (draft).***

(iii) ***The Place Plan Steering Committee, held on 15th August 2024 (draft)***

176/24 Matters Arising from Those Minutes:

(a) Min. 112/24(b) and 143/24 – Town Hall Tower Repairs:

(i) Members noted that the installation of the cradle/brace started on 4th September.

(ii) Members noted the revised quotation (following submission of detailed designs by the structural engineer) for the supply and installation of Cintec ties and also the start date of 23rd September.
Resolved to ratify the placing of an order for the Cintec ties, as approved by the P&F Committee on 15th August, at a revised cost of £12,006 (plus VAT).

(iii) A quote was submitted for the reinstatement of the tower access hatch (via the void above the former Town Clerk's office), works to the flat roof to accommodate this and replacement of two broken louvre windows and members noted that these works have been approved by the Conservation Officer (CCBC) as repairs and do not, therefore, require a listed building application. This would enable future roof/tower inspections to take place without the need for scaffolding. It was suggested that a 3-yearly inspection be scheduled (rather than a 5 year one) once the current works have been completed.
Resolved to accept the quotation and instruct the builder.
Further resolved to seek grant funding for any future major repair works needed on the Town Hall building.

(iv) ***Resolved to receive the updated estimate of costs, to include all of the above works***.

(v) ***Resolved to approve payment of the second interim invoice, for the balance of 20% of the total of the revised contract price.***

(vi) ***Resolved to approve payment of an invoice from Dewis for consultancy work undertaken to date (on behalf of the Town Council).***

(b) Min. 112/24(b)(iii) – IT Cabling: The Clerk submitted a quote for cabling works to provide a wired IT connection to the former Cruse Office, now being used by the Town Clerk and Place Plan Manager. It was queried whether Cat 7 or 8 cabling would be better, to future-proof the IT requirements for the office, rather than the Cat 5 cable proposed.
Resolved to accept the quote for urgent cabling works for the Clerk's office, delegate authority to the Clerk to proceed with a higher category of cabling providing the additional cost is not significant (£50), and to note that the works will be undertaken later this month.

(c) Min. 112/24(b) – Hybrid Meetings Working Group: Members received the notes from the first meeting of the working group and noted the actions agreed. A questionnaire had been sent to members of committees and Place Plan working groups about their hybrid meeting experience, so that specific problems can be identified and addressed. In the interim, all Council/Committee Meetings will be held over zoom. The Clerk also tabled a quote provided by the Owl supplier, for an additional connected microphone which should extend/improve sound pick-up in the meeting room. This could be trialled and returned if it does not improve things, provided it is still in a pristine condition.
Resolved to refer this back to the Working Group for consideration, alongside the responses from the recent survey.

(d) Min. 112/24(f) – Staffing Sub-Committee: Members noted that Pamela Everley has been appointed as the Council's new part time Administrative Assistant and she will be commencing her employment week commencing Monday 16th September.

(e) Min.112/24(i) – Fireworks Event 2024: Members noted that a meeting of the event organising committee is to be held on 10th September and were asked to agree to the waiving of financial regulations to enable the committee to consider a single quote for the firework set-up and ignition at the new site in 2024 (as a pilot event). This is due to the contractor needing to use the existing fireworks, purchased last year, and the additional costs and arrangements needed to inspect and collect the fireworks prior to this year's event. A discussion took place regarding the future of the event and it was queried whether other event attractions could be increased in future and the length of the firework display reduced.

Resolved to delegate authority to the Bonfire Sub-Committee to waive financial regulations to consider a single quote for the firework set-up and ignition at the new site in 2024 (as a pilot event).

(f) Min.139/24(e) – Website Security and Updates:

Resolved to approve the new annual maintenance contract for the Council's website, at a cost of £504 p.a., in accordance with the recommendation of the P&F Committee.

(g) Min. 139/24(f) – Douglas Road Community Garden (Gardd Pawb):

(i) ***Members ratified/approved the further order for aggregate and soil for the planters (at a cost of £762.78, incl VAT).***

(ii) It was noted that there was no further update from the Clerk on progress with the garden project due to annual leave and other urgent priorities.

(iii) Members noted the additional construction works not yet completed and noted the gate is to be re-hung on Wednesday and the wooden frame behind planter will form part of initial works - for no extra charge.

Resolved to ratify payment of the invoice for the supply and installation of planters (£13,576.38).

(h) Min. 143/24(d) – Rear Annexe Heating:

(i) The Clerk reported that one quotation had been received (to replace the faulty heating controls) and two others were being sought to renew/repair the heating system, as a matter of urgency.

(ii) Members noted the information provided by Cllr J Nuttall on possible sources of grant funding, which would not cover this work but may be of interest for any future project involving change of use of all or part of the Rhiw Road site.

(iii) Min. 152 and 153/24 – Colwyn Place Plan: Members noted the priorities for the next few months and received the notes/updated actions plans from the recent working group meetings. Rachael Gill, the newly appointed Place Plan Project Manager introduced herself and gave a brief up-date on progress so far. She thanked everyone for their support and said she was looking forward to meeting everyone involved in the Place Plan. The latest Newsletter had been produced and was currently with the translator.

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

177/24 Welsh Government: The Clerk submitted the following correspondence for information/consideration:

(a) A request for support for The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill (deferred at the P&F meeting, to allow members additional time to consider).

178/24 Conwy CBC:

(a) Paddling Pools: The Clerk gave a brief report, following a meeting with Mally Tidswell, held on 3rd September. The Rhos paddling pool is due to close on 16th September for the season. Extensive capital works have taken place to ensure the future sustainability of the four paddling pools in the County, however, there will be an increase in the request for financial support from the Town Councils next year, as the revenue budget for routine maintenance has been cut significantly. Further information will be sent with the request details.

(b) Public Toilets: County Councillors present were asked to give a brief update on the current position with regards to the closure of several facilities in the Bay of Colwyn area. It was noted that a pause had been requested by County Councillors, but any decision will ultimately be made at a political level. It was noted that four local councils had previously agreed to contribute towards the cost of running the service for 2024/25, but others had declined the request for support, resulting in a revenue budget deficit and the proposed closures. It was reported that a meeting has been arranged to discuss the proposed closure of the Dingle facility and the desire to re-open the Porth Eirias facilities to the public. Members were asked to consider a proposal to invite Gary Williams, CCBC ERF department, to a meeting to discuss possible options.

Resolved to invite Gary Williams, CCBC ERF department, along with the relevant Cabinet Member to an urgent meeting to discuss any options to retain/re-open some or all of our public conveniences.

Further resolved to request that the Clerk forwards the current year budget report to all Members.

(c) Town Team: The Clerk gave an update on the switch-on event proposed for Thursday 28th November, following a Town Team Lumiere meeting held on 20th August. It was noted that the Bayview lights can be timed to come on the same time as the Christmas tree and the centre will be open until the same time as the late-night shopping – 8pm. As a backup, in case of bad weather, the Bayview Centre can be used as a dry weather option, for congregating of the lantern parades etc. Parades by NWAMI (Diwali) and Menter Iaith will start off in time to reach the Christmas tree before 6pm, ready for the switch on. The Bay View Centre agreed to price up a grotto and Father Christmas for the event. Creu Conwy will check if Theatr Colwyn panto characters would like to "switch on" the lights, along with the Mayor. TAPE will also be launching their Lumiere Light Trail on the same evening. Members were asked to consider a proposal/quotation from the Bay View Centre, requesting match funding towards both a Christmas grotto and Santa participation in the event.

Resolved to approve match funding of £3,750 towards the Christmas Grotto, to be held for 8 days over the festive period, and to approve £950 for the Santa, Elf and Sleigh appearance at the Lantern Parade/'Switch on' event.

179/24 Events:

(a) Beach of Dreams:

(i) Members noted that the contracted artist and a team from Kinetika will be visiting Colwyn Bay from 11-13th September and noted the draft itinerary for the visit.

(ii) ***Resolved to approve costs for some elements of the visit from either the approved event budget (for 2024/25), and/or from the Mayor's allowance, as required (e.g. for refreshments).***

(b) Open Doors Event: The Clerk gave a brief update on arrangements for this year's event, to be held on Saturday 21st September. Members were asked to volunteer for a 2-hour slot on the day. It was noted that event posters would be circulated this week on the website and social media and members were asked for their assistance in promoting the event locally.

180/24 Council Policies and Procedures:

(a) A list of current Council policies and procedures was submitted by the Clerk and members noted that those that are overdue for review will be placed on the agenda for relevant meetings during the coming months.

(b) Members noted that it is best practice to compile staff related policies into an employee handbook, for issuing to all staff, and approved the draft handbook, as submitted by the Clerk.

181/24 Representatives on Outside Bodies: Members noted the following reports from the Clerk and/or Members who are representatives of the Council on outside bodies, to include:

(a) Colwyn Bay Business Forum meeting, held on 14.8.24– a report from Cllr Tom Maclean

(b) Citizens Advice Conwy – report on grant funded activity for 2023-24

182/24 One Voice Wales / NALC / Society of Local Council Clerks:

(a) Members received the Notice of the annual conference, to be held on 16th October 2024 and were asked to contact the Clerk if they were interested in attending. Cllr S Price expressed an interest in attending.

Resolved to approve the attendance of Cllr S Price, along with one other member or officer.

(b) Members received the Notice of the publication of the Guide to the 2026 Review of Senedd constituencies.

(c) Members considered a request for support for VE Day 80 activities in 2025.

Resolved to place this on a future GPP Committee Meeting for consideration.

(d) Members noted a Guidance note (6) from OVW on powers and policies of local councils.

(e) No reports from members were received/submitted on OVW training courses attended.

(f) The Clerk submitted a Notice of a SLCC/OVW Joint Wales event (online) to be held on 20/11/24 at the cost of £65pp. The agenda, once received, would be forwarded in due course.

Resolved to agree for the Clerk to attend, plus one/two members.

The meeting closed at 8.15pm ……………………………… Chair