

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 14th AUGUST 2024

PRESENT: Cllr H Fleet, Chair
Cllrs: D Carr, A Khan, J Nuttall (Deputy Mayor), R Owen (Mayor), S McAllister, S Price and G Wynne

OFFICER: Tina Earley, Clerk and RFO

IN ATTENDANCE: Cllr P Hughes

135/24 Welcome and Apologies for Absence and appointment of Chair:

Members were welcomed to the meeting and apologies for absence were received from Cllrs P Ashe, N Coverley, D Jones, C Hughes and L Wilkins.

136/24 Declarations of Interest:

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

Mrs Tina Earley, Town Clerk, declared a personal and prejudicial interest in agenda item 6b), which related to staff employment contracts, and retired from the meeting during discussion/vote on that item.

137/24 Minutes:

- (a) *Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 26th June 2024.*
- (b) *Resolved to receive the Minutes of the Staffing Sub-Committee meetings, held on 12th and 30th July (draft).*

138/24 Matters Arising from Previous Meetings:

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

139/24 Finance:

- (a) *Resolved to authorise payments made on behalf of the Council for the period 1st to 30th June and 1st to 31st July 2024, as detailed in Schedule 'A' attached.*
- (b) *Resolved to authorise the Chair and Clerk to carry out the checking/authenticating of the bank reconciliation(s) as at 31st July 2024.*
- (c) *Resolved to receive the following correspondence from CCLA:*
 - (i) *PSDF Statement as at 31.7.24*
 - (ii) *LAPF Statement as at 31.7.24*
 - (iii) *Further resolved to authorise an increased transfer from the Business Instant Access Acc (Lloyds) into the CCLA PSDF of £200,000, once the August precept instalment is received from CCBC.*
- (d) *Resolved to authorise/ratify the following payments:*
 - (i) *Indeed – recruitment (advert) costs for July - £98.33*
 - (ii) *Livotech – Invoice for updates to WP and Litespeed plug-in and trouble-shooting pdf upload issues - £52.50 + VAT*

- (iii) **Zurich Insurance Renewal (under 3 year long term agreement) - £8,776.87 (incl IPT)**
- (iv) **WAO invoice for full audit work undertaken for 2022/23 -£736**
- (e) Members received and considered a quote from Livetech for an annual contract to review the Town Council website on a monthly basis for any security issues and update plug-ins etc, to reduce time spent on trouble shooting issues as they arise and enhance overall site security (in accordance with cyber security training received by staff).
Resolved to recommend approval of the new annual maintenance contract, at a cost of £504 p.a. (£42pm) and to recommend that the annual IT budget be increased accordingly, to cover this in future years.
- (f) Douglas Road Community Garden: The Clerk shared the updated project budget, as detailed in Sch B attached.
Resolved to add Cllrs Jo Nuttall and Paul Hughes to the e-mail circulation list for future meetings of the new 'friends' group.
Resolved:
 - (i) **To approve a payment to MKM BS Llandudno Junction for aggregate and topsoil for Douglas Road planters (grant-funded) -£1,038.10 +VAT (see updated budget report herewith) and approve top-up orders over the coming weeks, of sufficient quantity to enable all the planters to be filled.**
 - (ii) **To ratify an order for an Asgard metal storage unit for the community garden at a cost of £1,275 to include build/installation on site and internal fittings.**
 - (iii) **To approve payment for the supply and installation of planters (deferred at the last meeting), following inspection by Members and a snagging visit by the contractor on 9th August.**
- (g) Translation Services:
 - (i) Members received and considered an e-mail regarding changes to translation services/charging, due to improvements in online translation services, and considered whether an hourly rate may be more appropriate, going forward. It was noted that the suggested hourly rate is £12p.h., subject to initial review after 3/6 months and annually thereafter.
Resolved to approve the move to hourly charging for translation services, at an initial rate of £12p.h. (instead of the current £65 per 1,000 words rate), and to agree a review of the charges in 3/6 months' time.
 - (ii) Members received information from our website provider on website traffic and considered whether some of the minutes posted on the website, e.g. for committee and sub-committee meetings, should only be translated if/when a request is received, due to the low volume of traffic. However, it was noted that the cost of these translations may reduce as a result of (ii) above and our policy has always been to publish all minutes in Welsh, to support our Welsh speaking/learning community.
Resolved that we continue translation of all Council and Committee minutes, irrespective of website traffic, in accordance with our Welsh Language Policy

140/24Staffing Sub-Committee:

- (a) Members noted the decisions of the Staffing Sub-Committee / recruitment panels

and received an update from the Clerk on the appointments made to fill the vacancies for a full time Place Plan Project Manager and part-time Administrative Assistant and their respective start dates of 2nd and 17th September, respectively.

- (b) Members considered a recommendation from the Sub-Committee that all staff contracts be reviewed and updated to bring annual leave entitlement in line with that of County Council employees (as per e-mail received from the Principal HR Officer, CCBC, which was shared with Members).

Having declared a personal and prejudicial interest, the Town Clerk retired to the meeting waiting room, after responding to a couple of questions from Members, whilst this matter was considered.

Resolved to amend all staff contracts to bring annual leave entitlement in line with that offered by Conwy CBC to its officers (with effect from 1st September 2024).

- The Clerk returned to the meeting at this juncture.

141/24UK/Welsh Government: Members received and noted the following correspondence and/or consultations:

- (a) A request for support for The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill (deferred at the last meeting, due to the pre-election period).

Resolved to defer this item to the next Council meeting, to enable Members to consider the draft Bill further, prior to confirming support.

142/24 Conwy County Borough Council: Members received/noted the following correspondence:

- (a) Beach Access Matting – confirmation of planning consent and the anticipated delivery timeframe of six weeks.

Resolved to ratify payment of the pro-forma invoice of £11,054 plus VAT, (in accordance with the delegated power previously approved by the Council).

- (b) Members received and considered further information and costings for the Smart Towns (town wi-fi) project and noted comments from Cllr Jason Higgins.

Resolved to confirm acceptance of the 7 year software/support option, requiring a match fund cost of £7,225.78 (against the budget of £7,414 previously approved).

- (c) A letter regarding the Public Toilets review, confirming the proposed closure or seasonal closure of some of the facilities within the Bay of Colwyn area, was noted.

- (d) A proposal submitted by Cllr T Maclean in respect of updating risk assessments for community venues, following the tragic incident in Southport, was considered. It was noted that a lock-door policy has already been implemented in some local venues and that risk assessments may not be able to cover every eventuality.

Resolved to request that the Clerk writes to Churches and Community venues within the Bay of Colwyn area to encourage them to update their risk assessments and consider any additional measures they can take to improve safety and security of users.

143/24 Town Hall: Members received/considered the following correspondence/information:

- (a) A written update on the Town Hall tower repairs, following a meeting between the builder, structural engineer and conservation architect yesterday and circulated to all Members by e-mail.
- (b) ***Resolved to ratify the approval of design work for a cradle/brace to provide protection whilst the works are underway (as approved by the Building Sub-Committee members, by email circulation) at a cost of £1,035.***
- (c) Additional quotes:
 - (i) For the additional scaffold/bracing works required for the duration of the works (as per designs above).
Resolved to approve an additional budget of £1,017.75 for three further visits by the structural engineer, £2,587.50 for additional scaffolding, plus £517.50 for alterations as work progresses (with no extra weekly hire cost) and £1,770 for bearer boards, supports and wedging.
 - (ii) For the supply and installation of Cintec ties, which are required to secure the structure of the parapet of the tower, prior to the rebuilding of some of the walls, and will help to provide lasting stability/prevent future movement once the works have been completed (at a cost of £17,250).
 It was noted that the use of Cintec ties for the tower had been approved by the CCBC Conservation Officer by phone during the meeting.
 It was queried whether any grant funding may be able to help with the cost of these works and the Clerk advised members that an application had previously been submitted to Cadw, but had unfortunately been declined (probably due to the number of listed buildings currently deemed as being 'at risk').
Resolved to accept the quote for the installation of Cintec ties and note that the earliest date for installation is likely to be late September (as only approved contractors can carry out the installation works).
- (d) Rear Annexe Boiler Room: It was noted that the heating controls for the rear annexe boiler room have failed (due to age) and require repair/replacement (quote received from Smart Controls). The Clerk gave a verbal report suggesting that alternative options be explored and additional quotes be sought for the works.
Resolved to request that the Clerk approaches local/existing heating contractors (Fletchers and JW Jones) to review the system and consider alternatives for the replacement of the costly and over-specified (for our requirements) control system.
Further resolved to request that the Clerk explores any potential sources of grant funding towards this work.

144/24 Climate and Nature Emergency: The Clerk submitted an invitation from CSE to submit an expression of interest for further support in terms of community energy.
Resolved to refer the invitation to Members of the Climate and Nature Sub-Committee and to approve the submission of an expression of interest if they are supportive of doing so.

145/24 One Voice Wales: Members received/noted the following correspondence:

- (a) Presentation slides from Wales Audit Office, given to the recent Larger Councils Committee meeting.

146/24IRPW: Members received/noted the updated statement of payments template and note that returns for 2023/24 are due to be published and submitted by 30th September.

Resolved to authorise the Clerk to complete and publish/submit the report on payments to Members for 2023/24.

147/24Ward Allowances: Members received and considered the following project proposals submitted by Members:

(a) Cllr David Carr – Swn y Don school library - £600

It was noted that the funds would be used for fiction resources for the school library and not in relation to the curriculum, which is a statutory function of CCBC.

Resolved to approve the project proposal and remit payment to the school.

148/24Grants: Members received and noted letters/reports from the following grant recipients:

(a) Theatr Colwyn – subsidised cinema screenings.

Members also noted and welcomed Michael Palin's upcoming visit to the Theatre.

The Meeting closed at 8.25pm.

..... Chair

List of Payments made between 01/06/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/06/2024	Barclaycard	DD	47.54	14/24	Plan for Beach Mat
04/06/2024	Conwy County Borough Council	FP	18,000.00	8/24	Events Grant Prom Xtra
07/06/2024	I P Williams	FP	369.53	11/24	Translations
07/06/2024	Microshade Business Consultant	FP	219.06	11/24	IT Services
07/06/2024	The Sandwich Boutique	FP	102.00	11/24	Sir John H Morris Presentation
07/06/2024	CAIS	FP	306.00	11/24	CAIS
07/06/2024	B&S Smith	FP	30.00	11/24	AF Clock Cleaning
07/06/2024	Antur Waunfawr	FP	18.00	11/24	Confidential waste
10/06/2024	Cambrian Photography Ltd	FP	175.00	12/24	Annual Photograph
11/06/2024	Opus Energy	DD	659.27	14/24	Gas Bill (Rhiw/TH/Rear Annexe)
14/06/2024	Employees	FP	6,212.17	12/24	Salaries June
14/06/2024	Cllr Ricki Owen	FP	702.00	12/24	Mayor's Allowance
14/06/2024	Cllr J Nuttall	FP	400.00	12/24	Deputy Mayor Allowance
14/06/2024	HMRC	FP	2,032.44	12/24	Tax & Ni Staff & Cllrs June
14/06/2024	Gwynedd Council	FP	1,869.74	12/24	June Conts
17/06/2024	British Gas	DD	14.45	14/24	Pillar 1 Elec Bill
17/06/2024	British Gas	DD	14.52	14/24	Pillar 2 Elec bill
21/06/2024	Ysgol Pen y Bryn	FP	500.00	13/24	River & Sea Small grant
21/06/2024	Cais	FP	357.00	13/24	catering for Vol Awards
21/06/2024	One Voice Wales	FP	40.00	13/24	Cllr Training (JN)
27/06/2024	Kehoe Countryside	FP	2,160.00	13/24	Douglas Road Grant LPFN
28/06/2024	One Com	DD	84.07	14/24	Teephone & Broadband
03/07/2024	British Gas	DD	705.24	1/19/24	Rhiw Road Elec Bill
05/07/2024	Barclaycard	DD	288.24	1/19/24	Beach Matting
08/07/2024	Conwy County Borough Council	FP	5,353.20	1/15/24	CIB Planters and Baskets
08/07/2024	GLS Educational/ Findel	FP	92.35	1/15/24	Stationery/Supplies
08/07/2024	JDH Business Services Ltd	FP	733.20	1/15/24	Internal Audit 23/24
08/07/2024	CLIRA	FP	198.00	1/15/24	Water Monitoring
08/07/2024	Canda Copying Ltd	FP	141.10	1/15/24	Renta Q2I/Copy charges Q1
08/07/2024	I P Williams	FP	534.30	1/15/24	Translations
08/07/2024	AD Window Cleaning	FP	1,640.00	1/15/24	CIB Watering
08/07/2024	Conwy County Borough Council	FP	773.00	1/15/24	NNDR Town Hall
08/07/2024	Thomas Jones	FP	8,729.88	1/15/24	Tower Repairs
08/07/2024	S & L Industrial Cleaners	FP	120.00	1/15/24	AF Clock /TH Windows
08/07/2024	Microshade Business Consultant	FP	219.06	1/15/24	IT Services
08/07/2024	One Voice Wales	FP	80.00	1/15/24	Cllr Training TMC/CH
08/07/2024	G B Hebron	FP	256.00	1/16/24	Events Grant - World Record
08/07/2024	Snowdonia Fire Protection LTD	FP	90.00	1/16/24	Fire Alarm Maintenance
08/07/2024	HMRC	FP	1,676.94	1/17/24	PAYE & NI
10/07/2024	Opus Energy	DD	459.53	1/19/24	Gas Rhiw/Anexe/TH
15/07/2024	Employees	FP	4,845.42	1/17/24	Salaries July
15/07/2024	Gwynedd Council	FP	1,669.79	1/17/24	Pensions July
16/07/2024	British Gas	DD	28.17	1/19/24	Pillar 1 & 2
30/07/2024	One Voice Wales	FP	120.00	1/18/24	Traning - CH/TMCx2
30/07/2024	The Village Deli	FP	550.00	1/18/24	The Village Deli
30/07/2024	Planning Aid Wales	FP	40.00	1/18/24	Cllr Training TMC
30/07/2024	Pickerings Lifts	FP	145.64	1/18/24	Pickerings Lifts

List of Payments made between 01/06/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/07/2024	Conwy County Borough Council	FP	11,625.00	I/18/24	Summer Play sessions
30/07/2024	Livetech	FP	95.04	I/18/24	Website Add on
30/07/2024	Snowdonia Fire Protection LTD	FP	78.00	I/18/24	Call out CVSC
30/07/2024	Abergavenny TC	FP	45.00	I/18/24	WIB Awards Lunch
31/07/2024	OneCom	DD	84.07	I/9/24	Phones & Broadband
Total Payments			<u>75,728.96</u>		

Summary Budget by HL funding category

Project cost category	Description	Original Budget	Revised Budget	Notes:
Event Costs	Refreshments for Opening event	£500.00	£500.00	
Professional Fees	Legal fees for lease	£1,750.00	£1,750.00	
	landscape design	<u>£750.00</u>	<u>£0.00</u>	
		£2,500.00	£1,750.00	
Purchase Price of Heritage Items	Supply and installation costs for: 2 entrance gateways, gateway planters, bespoke linear planters along car park boundary, signage, materials for bird boxes and wildlife habitats, blended loam for planters, sustainable pollinator and sensory planting, native fruit trees, water tank(s), storage shed, sundries for planting	<u>£24,500.00</u>	<u>£24,426.38</u>	
Repair & Conservation Work	Removal of overgrowth, litter and large budleia etc, incl digging out roots	£500.00	£1,800.00	More invasive plants require complete root removal
	Gravel / tarmac resurfacing to create accessible garden and pathways	<u>£500.00</u>	<u>£3,500.00</u>	To include safety fencing to prevent access/hazards during works
			£5,300.00	
Equipment and materials	Wheelbarrow, gardening gloves and handtools for all ages (for volunteers)	£500.00	£500.00	
Training for Volunteers	Horticulture led sessions for volunteers, groups and committee members	£1,000.00	£1,000.00	
Publicity/Promotion	Banners, posters, signs etc (design and supply fees)	£500.00	£500.00	
	TOTAL PROJECT COSTS	£30,000.00	£33,976.38	
Evaluation	To be done by Council staff	£1,500.00	£1,500.00	
Contingency	10% for unexpected costs	£3,000.00		
Inflation	Increase since estimates obtained	£3,000.00		
	TOTAL GRANT APPROVED	£37,500.00	£35,476.38	

Douglas Road Community Garden - FINAL Budget

Item	Description	Supplier/Notes(s):	Estimated Cost £	HLF CAT	Revised Cost £	Notes:	CAT
Professional Fees	CCBC Legal/estates cost for lease of land to BCTC	(CCBC legal costs)	£1,750	2	£1,750	fixed cost	1 New staff
	Consultancy fees for landscape gardener to work with community groups on detailed garden designs and for design/artwork for signage	see quote from Lawn & Order	£750	2	£0	original design approved by group	2 Professional fees
		max 10% of total costs	£2,500		£1,750		3 Recruitment
Purchase of Heritage Items				4			4 Purchase price of h
	2 x entrance gateways, one feature gateway with pollinator planters and trellis and one smaller gateway along car park boundary	see quote from Lawn & Order	£7,000	4	£3,000	Quote awaited via Helen (KBI)	5 Event costs
							6 Digital outputs
							7 Equipment and mal
							8 Training for staff
							8 Training for volunte
							Travel for staff
							Travel for volunteer
							Expenses for staff
							Expenses for volun
							Other
							Publicity and promc
							Evaluation
							Contingency
							10 New build work
							16 Community grants
	Bespoke fencing/linear planters for alongside car park boundary (between concrete posts)						
	Min 4 large raised bed planters, 3 large tree planters and bench seats with planting	see quote from J Mann	£8,500		£13,576		
	Additional framework for rear of bench seat and three large tree planters				£2,000	Quote awaited	
Repair & Conservation Work	Signage for entrance(s), plus bespoke positive messaging around garden		£2,000	4	£2,000	(quote awaited)	
	Materials for swift boxes/wildlife habitats (Mens Shed to make)		£100	4	£100		
	Delivery/installation of equipment/planters/materials		£1,000	4	£0	incl in quote above	
	Bulk delivery of soil/compost to fill all raised planters (15 tonnes)		£750	4	£800		
	Sustainable / pollinator planting for entranceway		£500	4	£1,000		
	sensory plants (Lavender, rosemary etc_ for linear boundary planters (30m at 3 per metre)		£150	4		All plants to be combined into one order, via local nursery	
	Plants for bench/seat planters		£200				
	Native Fruit trees (3) plus stakes		£350	4	£150	from CCBC nursery	
	Trellis for planters		£200				
	Large water tank for on-site water access		£2,000	4	£300	(recycled price)	
	Large storage shed for gardening equipment		£1,250		£1,000		
	Sundries for planting - seed trays, potting compost, mulch, string etc		£500		£500		
			£24,500		£24,426		
	Assistance with removal of large/invasive plants dring sympethic clearance works	see Quote from Lawn & Order	£500	5	£1,800		
	plus gravel/tarmac resurfacing to create accessible pathways			5	£3,500	required on advice of CCBC	
			£500		£5,300		
Event Costs	Opening event and thank you for volunteers	(revenue costs less than 15%)	£500	6	£500		
Equipment and Materials	Gardening gloves, wheelbarrow and tools etc for loaning out to volunteers		£500	8	£500		
Training for Volunteers	Horticulture / education led sessions for volunteers & groups		£1,000	10	£1,000		
Publicity and Promotion	Banners, promotional signage/materials		£500	19	£500		
			£30,000		£33,976		
Evaluation	Staff costs for evaluation work (5%)		£1,500		£1,500		
Contingency	10% contingency for unexpected items		£3,000		£0		
Inflation	additional contingency for inflation (10%)		£3,000		£0		
			£37,500		£35,476		



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