MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY, VIA ZOOM, AT 7.30 PM ON WEDNESDAY 25th SEPTEMBER 2024

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

OFFICER: Tina Earley, Clerk and RFO

ABSENT: Cllr S Price

202/24 Welcome and Apologies for Absence and appointment of Chair:
Members were welcomed to the meeting and apologies for absence were received from Cllr D Jones and P Ashe.

203/24 Declarations of Interest:
Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. None were declared.

204/24 Minutes:
(a) ***Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 14th August 2024.***
(b) ***Resolved to receive the Minutes of the Staffing Sub-Committee meetings, held on 20th September (draft).***

205/24 Matters Arising from Previous Meetings:
Members noted that any matters arising from the previous meetings will be covered in the agenda items that follow.

206/24 Finance:
(a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 30th June and 1st to 31st August 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 August 2024.***
(c) ***Resolved to receive the following correspondence from CCLA:***
(i) ***PSDF Statement as at 31.8.24***
(ii) ***LAPF Statement as at 31.8.24***
(d) ***Resolved to authorise/ratify the following payments:***
(i) ***Wear Valley Tanks – 2x 1,000 litre IBC tanks for Douglas Road Garden***
(ii) ***MKM Building Supplies - £240 incl VAT (Compost)***
(iii) ***Equipment and plants for the garden/planting sessions on Saturday 21st September– cost Pottles £504, plus B&Q plus Stermat (£3.97) all within budget.***
(iv) ***The Festive Lighting Company – 50% upfront payment for order of new lamp column motifs - £13,845.36, including VAT***
(v) ***Conwy CBC***
1. ***paddling pool agreed contribution for 2024 £1,810***

2. ***CCTV contribution for 2024/25 - £13,860 (request the annual report from Conwy CBC for 2023/24.)***

(vi) ***An order for the installation of Cat6 cabling to the former Cruse Office, at a cost of £522.53 (£74.46 increase over Cat5 cabling).***

(vii) ***Renewal of data SIMS for digital noticeboards - £720***

(viii) ***One Com - £130 for an extender to improve phone signal to the former Cruse Office.***

(ix) ***Computer World - £923 for supply of new laptop and associated equipment for Place Plan Manager.***

(x) ***Magic Light Productions - £285 for Courtroom drama (x2) at recent Open Doors Event.***

(xi) ***Dragon Civil Engineering - £5568 x VAT for tarmac repairs approx. 60m² and removal of paint storage containers at Gardd Pawb.***

207/24 **UK/Welsh Government:** Members received and noted the following correspondence and /or consultations:

(a) Notice that the Local Government and Housing Committee is holding an inquiry into the role, governance and accountability of the community and town council sector.

208/24 **Conwy County Borough Council:** Members received/noted the following correspondence:

(a) Beach Access Matting – to receive any update on the anticipated delivery timeframe. It was noted that there is no further update, as yet.

(b) Fireworks Event – Members received and noted the updated Event budget, following a recent meeting of the organising Sub-Committee.

(c) Public Conveniences: To consider any options for the retention of facilities in the Bay of Colwyn area for the remainder of 2024/25 – *this item was considered at an Extra-Ordinary Council Meeting, held immediately before this meeting.*

(d) Paddling Pool Contributions: Members noted that an increased contribution has been requested for 2025/26 and were asked to consider deferring any decision until request from all departments have been received for 2025/26 (ideally by the December council meeting, at latest).

Resolved to defer this item until request from all CCBC departments have been received for 2025/26.

(e) Play Equipment – Members noted the prioritised list of the additional works identified by the Play Inspector during his inspections earlier this year (as listed in his original email).

Resolved to include the list on a future GPP agenda, for further consideration, prior to any proposals being made to Council. Further resolved that Cllr Lisa Wilkins be invited to attend the relevant GPP meeting, in her role as Play Champion.

209/24 **Town Hall**:

(a) The Clerk gave a verbal update on the Town Hall tower repairs, which commenced on 23rd September:

Work is underway on installation of the Cintec ties. Approval was requested for

£859.05 for additional steps for the scaffold platform to facilitate the installation of the horizontal ties (which falls within the original estimated budget approved for the Cintec ties to be installed).

Resolved to approve £859.05 for additional steps for the scaffold platform to facilitate the installation of the horizontal ties (noting this was within original estimated budget approved for the Cintec ties to be installed).

(b) Rear Annexe Boiler Room Quotes for Repair/Replacement: It was noted that a third quote is still awaited from Fletchers (NW Police heating engineers – chased again today) and JW Jones has declined to quote, as they do not usually deal with commercial plant room installations.

Resolved to Defer to Council (October) and to also ask the Clerk to speak to the grants officer at CVSC re any options for grant funding towards the works.

210/24 **<u>One Voice Wales:</u>** Members received/noted the following correspondence:

(a) Agenda of the Conwy and Denbighshire Area Committee meeting, to be held on 25th September

(b) Minutes of the last meeting of the Area Committee, held on 10th July

211/24 **<u>IRPW:</u>** Members received the updated statement of payments template for 2023/24, published by the 30th September deadline, and noted that payments for 2024/25 are now due. Forms will be sent out to all Members in the next week or so.

212/24 **<u>Ward Allowances:</u>**

(a) Members received and noted the updated ward allowance summary for 2024'25.

(b) Members considered a project proposal from 3 Colwyn ward members to cover the cost of installation of a new defibrillator for OCRA.

Resolved to approve the project proposal for £874.14 towards the installation cost of a defibrillator on a lamp column on the promenade (Old Colwyn).

213/24 **<u>Grants:</u>**

(a) **Small Grants:** Members noted the summary of small grants for 2024/25 and considered any small grant applications receive for quarter 2 from Merched y Wawr, Rhos on sea Bowling Club, Conwy Mind and Cor Alaw.

Resolved to recommend approval of the small grants, as detailed in schedule B attached. Further resolved to defer the application from NWAMI until further information is received.

(b) **Large Grants:** Members noted receipt of the report from CA Conwy for 2023/24 (as reported to the last Council meeting) and were asked to approve payments of the second instalments of large grants for 2024/25. The September Newsletter from Home Start Conwy was also noted by members.

Resolved to approve payment of the second instalments, but to defer payment to Cruse to clarify if they now need the funds, as the purpose of the grant is now longer relevant (rent of counselling office in Town Hall).

(c) **Thank you Letters and Reports**- To receive letters/reports from the following grant recipients:

(i) Thanks from the Trustees of the Llandrillo Charities for the donation of £3,000 from the Small Grants surplus for 2023/24.

214/24 **Staffing Sub-Committee:**

Resolved to exclude the public and press for the following confidential item, which relates to Staffing matters:

The Clerk gave a verbal update, explaining the background, and asked members to consider the recommendations of the Staffing Sub-Committee in relation to the vacant post of part-time Administrative Assistant.

Resolved to approve the upgrading of the post to Assistant Clerk (still at 28 hours per week), with a starting salary at pt.13 on the national NJC scale, and to re-advertise the post through local/SLCC channels, with a closing date of Monday 7th October.

The staff team were thanked for their hard work and commitment in continuing to cover the vacant post, whilst recognising that all non-urgent administrative work is currently still having to be deferred.

The Meeting closed at 8.45pm. …………………………………… Chair

Time: 16:41

Treasurers A/c 00164077

List of Payments made between 01/08/2024 and 31/08/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2024	British Gas	DD	634.40	1/24/24	Rhiw Road Elec
05/08/2024	Barclaycard	DD	353.87	1/24/24	Various (see below)
06/08/2024	MKM BS LLandudno Jct	FP	1,245.72	1/20/24	Gardd Pawb Soil/chippings
12/08/2024	S & L Industrial Cleaners	FP	30.00	1/20/24	Andrew Fraser Clock Cleaning
12/08/2024	John Preston & co	FP	13,264.80	1/20/2024	Beach Mats
12/08/2024	Microshade Business Consultant	FP	219.06	1/20/24	IT Services
12/08/2024	I P Williams	FP	721.44	1/20/24	Translations July
12/08/2024	Clira Ltd	FP	198.00	1/20/24	Monthly Monitoring Water
15/08/2024	Livetech	FP	63.00	1/20/24	updates & Trouble shooting
15/08/2024	Zurich Management Services	FP	8,776.87	1/20/2024	Insurance
15/08/2024	Wales Audit Office	FP	736.00	1/20/24	Audit Fee 2022/23
15/08/2024	Employees	FP	4,960.60	1/21/24	Salaries August
15/08/2024	HMRC	FP	1,856.92	1/21/24	PAYE & NI
15/08/2024	Gwynedd Council	FP	1,712.60	1/21/24	Pensions August
16/08/2024	British Gas	DD	14.23	1/24/24	Pillar 1 elec
18/08/2024	AD Window Cleaning	FP	2,000.00	1/20/24	CIB Watering
20/08/2024	MKM BS	FP	762.78	1/22/24	Aggregate.Soil Gardd Pawb/
20/08/2024	Clwyd & Gwynedd ACF	FP	150.00	1/22/24	Small grant Qu 3
21/08/2024	CCLA PSDF	TFR	200,000.00		
21/08/2024	Conwy County Borough Council	FP	600.00	1/23/24	Ysgol Swn y Don ward allow DC
30/08/2024	OneCom LTd	DD	84.07	1/24/24	IT Services
		Total Payments	238,384.36		

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
A	Ysgol Pen y Bryn	500	09/05/2024	500	Staff training and resources, to deliver safety sessions to pupils by River and Sea Sense	GPoC		21.6.24
B	Clwyd & Gwynedd Army Cadets	£150	26/06/2024	150	Towards the cost for three representatives from Colwyn Bay detachment to attend commemoriative events in Wormhout, France	GPoC		**15.8.24**
	To be considered on 25.9.24							
C	Merched y Wawr	£300	25/09/2024	**£300.00**	Running costs to hold meetings			
D	NWAMI	£500	25/09/2024	DEFER	Technical support to faciliate hybrid meetings ***DEFER - more info needed re: what 'technical support' is? - more info is needed in applications for support***			
E	Rhos on Sea Bowling Club	£500	25/09/2024	**£500.00**	Repairs to stantions and new jacks etc			
F	Conwy Mind	£500	25/09/2024	**£500.00**	Mental Elf 5K Fun-run in December in Eirias Park ***Ask for poster/publicity info to share & ackn our support please***			
G	Cor Alaw	£500	25/09/2024	**£500.00**	St Paul's Church Event on 30th November			
	ANNUAL BUDGET 2024/25 =	**£10,000**	**TOTAL YTD=**	**£2,450**			***£0***	
	plus any unspent ward allowances							
		£10,000						
	YEAR-END DONATIONS:				Sir John Henry Morris Jones Trust Fund			
					Llandrillo yn Rhos Ancient Charities - to be split between poor charities and education trust			
				£2,450				

* 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 eleigibility on 16.5.2022