

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 13th NOVEMBER 2024

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

OFFICER: Tina Earley, Clerk and RFO

255/24 Welcome and Apologies for Absence and appointment of Chair:

Members were welcomed to the meeting and apologies for absence were received from Cllrs D Carr, N Coverley, D Jones, A Khan and S McAllister.

256/24 Declarations of Interest:

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

257/24 Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 25th September 2024.

258/24 Matters Arising from Previous Meetings:

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

(a) Min. 209/24(a) – Town Hall Tower Repairs: It was noted that the Conservation Architect had visited site on Friday 1st November and approved the recommendation to use helibar fixings alongside the Cintec ties. These had subsequently been ordered and the stonemasons are due back on site tomorrow to fix them, before commencing the dismantling work.

Resolved to approve payment of the invoice for the recent interim site visit by the Conservation Architect (£190 + VAT).

(b) Min. 209/24(b) – Rear Annexe Heating: Members received a copy of the grant application submitted to Gwynt y Mor / Rhyl Flats on 31st October and noted that the Grants Panel will be meeting in December to consider applications.

259/24 Finance:

(a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 30th September and 1st to 31st October 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 30th September and 31st October 2024.***

(c) ***Resolved to receive the following correspondence from CCLA:***

(i) ***LAPF Statement and distribution voucher 30.9.2024 and Statement 31/10/24.***

(ii) ***PSDF Statement as at 30.9.24 and 31.10.24***

(iii) ***PSDF Redemption confirmation (transfer of £100,000 to the current account)***

- (d) Members noted the quarterly income/expenditure report as at 30.9.24 and received a verbal report from the Clerk on those budget headings likely to show a variance of over 10% by year end.
- (e) ***Resolved to authorise/ratify the following payments:***
- (i) ***Groundworks NW Ltd – deposit for play equipment (£3,000 + VAT)***
 - (ii) ***Absolute Sound & Light – PA equipment for Remembrance Sunday and Tree of Lights (£365 + VAT each event)***
 - (iii) ***NW Ambulance Service – First Aid cover for Remembrance Sunday Service and Parade - £200 + VAT***
 - (iv) ***Quantum TM Support and Signage for Remembrance Sunday events in Colwyn Bay (£800 + VAT) and Old Colwyn (£530 + VAT)***
 - (v) ***CCBC – Eirias Ward Election costs 11.4.24 (£4,693.57 excl VAT)***
 - (vi) ***Uproar Fireworks Ltd – display costs £4,470***
- (f) VAT Partial Exemption Calculation: Members received the Clerk's updated partial exemption calculation, following the increase in anticipated repair costs for the Town Hall for 2024/25, and noted the advice from PS Tax, a local authority tax specialist which offers advice to Clerks as an SLCC membership benefit. This confirmed that there should be no VAT reclaim implications, providing the cost of the current year repairs does not escalate further and the policy of not charging for room hire in the Town Hall continues for the next few years. Should the position change, it would be possible to look at an alternative calculation to separate out all costs relating solely to the Town Hall part of the site, rather than doing this on a % of total floor space basis.
- Resolved to retain the advice for future reference, should it be required.***

260/24 UK/Welsh Government: Members received and noted the following correspondence and /or consultations:

- (a) Section 137 (LG Act 1972) Letter 2025/26
- (b) Welsh Parliament Local Government and Housing Committee - Role, governance and accountability of the community and town council sector stakeholder event: a brief verbal report was given by the Clerk, confirming that she had attended the online event and responded to questions from a Committee Member and that the Senedd Committee hoped to receive a response from the Welsh Government to any recommendations it makes in December.

261/24 Conwy County Borough Council: Members received/noted the following correspondence:

- (a) A verbal report from a meeting between the Chair, Mayor, Clerk and Deputy Clerk with the Cabinet Member, the Head of Regeneration and the Town Council Liaison Officer, held on Wednesday 6th November. The CCBC representatives had asked for feedback from town and community council representatives on engagement with CCBC. The Clerk highlighted that the key concern is about timely receipt of any CCBC 'asks' for financial support for services for 2025/26 and highlighting the impact these have on our budget, given that agreed 2024/25 contributions total £153,420 from total budgeted expenditure of £571,800 (excluding one-off spend from Earmarked reserves). We would also like to be included in discussions on options at an earlier stage

when CCBC services are under threat, e.g. public conveniences, and not simply receive a letter at the same time a decision is made public, giving only a few weeks' notice of closure. A more joined up approach, involving elected representatives and officers from all affected communities is requested in instance such as this (as happened with discussions about support for paddling pools). The Clerk also relayed issues with receiving timely information/reports from some departments, where financial support has been agreed (e.g. ERF – with bus shelter maintenance updates having been requested for several months and still not received).

A request was also made that the County Council representatives raise awareness of our adopted Place Plan with County Cllrs and Heads of Department and that they are made aware that we will be referring to this check for any relevant principles, objectives or actions, when any new or increased requests for support are received.

- (b) Town Team: Cllr C Hughes gave a brief verbal report from the meeting held on Tuesday 5th November, confirming that the discussion had mainly been about the forthcoming Colwyn Lights event.

(c) Playgrounds:

- (i) Members noted that there will be a saving of £9,852 on the new play equipment for Bryn Cadno and Glyn Estate playgrounds, as CCBC will now be funding the re-surfacing works from grant funding received.

Resolved to approve payment of a deposit of £3,000 to order the equipment.

- (ii) Members noted that a quote has been requested for drainage improvements to Rhos Playground, but this may be more difficult to resolve if the ground is found to be mainly clay.

262/24Events

- (a) The Clerk gave a verbal report following the Fireworks Event held on the 4th November, funded by the Town Council and managed on our behalf by Conwy Events. Feedback on the night had been very positive. Estimated attendance was around 7,000 (within the core event zone) and up to 10,000 including the whole length of the Promenade. Cash donations were down on previous years, so consideration may need to be given to ways to raise income from other sources, if the event is to continue at this location (to cover the higher costs due to road closure etc) and reviewing the location and number of collection buckets. There will be a meeting of the Bonfire (Fireworks) Committee early in the New Year to consider feedback and discuss the future of the event. Members who attended commented that accessibility was much better and parents had commented that it felt safer with more room making it easier to see children. The lack of a bonfire was a downside of the new venue, together with a lack of concessions/ other activities whilst children wait for the display. Social Media users had also commented that the event had been more autistic friendly.

Resolved to thank the volunteer stewards and to authorise payment of a donation (half of cash takings) to Colwyn Bay Fire Station Welfare Fund, as agreed by the sub-committee.

- (b) The Clerk gave a verbal report following the Remembrance Sunday events on 10th November. Thanks were expressed to all volunteers - Town/County Councillors,

Together for Colwyn Bay, Old Colwyn Residents Association and Conchars. The Church Service and parade went well and both events had been well attended. The Clerk reported that there had been an issue with one of the flagpoles when she had gone to put the flags up on Friday 8th Nov at 2pm. Street Lighting were called out at 2:30pm to assist, as a cherry picker was needed to release the jammed rope, and there **may** be an out of hours call-out charge, as they couldn't get to the site with the cherry picker until 5pm.

- (c) Members noted that the Colwyn Lights Event, to incorporate the lantern parades, start of late night shopping, switching-on of the Christmas Lights and Lumiere trail, will be taking place from 5pm on 28th November. Councillors were reminded that volunteers are required for this event.

263/24One Voice Wales: Members received/noted the following correspondence:

- (a) Confirmation of the pay award for Local Government employees for 2024/25, which is a contractual right for Town Council staff.

Resolved to note the pay award and that backpay will be paid in November salaries.

- (b) Copy of the updated NALC Model Financial Regulations. It was noted that these will be reviewed by the Clerk/RFO and then referred to Council for adoption.

- (c) Notice of funding of £1.5 Million Funding for Safe and Warm Hubs Across Wales.

- (d) A report from Cllr S Price on a recent Funding, Grants and Precepts session.

264/24Ward Allowances:

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

- (b) Members considered a project proposal from two members towards the cost of new team sport kits for Ysgol Llandrillo yn Rhos.

Resolved to approve the project proposal for £405.00 towards the cost of sport kits for Ysgol Llandrillo yn Rhos.

265/24Grants:

- (a) **Small Grants:**

- (i) ***Resolved to recommend approval of the replacement Small Grant application from NWAMI, as detailed in Schedule B attached.***

- (ii) ***Resolved to recommend approval of a Small Grant (donation) of £500 to Urdd Gobaith Cymru.***

- (b) **Wellbeing and Large Grants:** ***Resolved to approve the new application form for Wellbeing Grants of £501 to £2,000 and to recommend amending the criteria for Large Grants, which are considered annually, to £2,001 and above from 2025'26 onwards.***

- (c) **Youth Grants:** ***Resolved to recommend approval of a Youth Grant application from 1Compass (as detailed in Schedule C attached) and to request that the Council are kept informed of progress with the project.***

- (d) **Event Grants:** ***Resolved to recommend approval of an Events Grant application from Always Aim High CIC (as detailed in Schedule D attached).***

- (e) **Thank you Letters and Reports-** ***Resolved to receive thank you letters/reports from the following grant recipients:***

- (i) ***Theatr Colwyn Cinema Screenings – a report on recent attendance***

- (ii) ***Artisan Market – events grant for three markets***

(iii) ***Conwy Mind – small grant acknowledgement***

- (f) Members noted a fundraising letter from St David's Hospice.
Resolved to accept the offer to attend a future meeting to talk about their activities and to forward a grant application form if they wish to request a donation.

The Meeting closed at 8.20 pm.

..... Chair

List of Payments made between 01/09/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2024	British Gas	DD	693.60	1/29/24	Rhiw Road Elec
04/09/2024	Conwy County Borough Council	FP	1,546.00	1/25/24	NNDR Aug & Sept
04/09/2024	One Voice Wales	FP	80.00	1/25/24	CLlr Training
04/09/2024	Conwy County Borough Council	FP	65,000.00	1/25/24	Theatr & Oriel Colwyn
04/09/2024	Clira Ltd	FP	198.00	1/25/24	Monthly Monitoring
04/09/2024	Colwyn Bay Football Club	FP	540.00	1/25/24	Sponsorship 24/25
04/09/2024	AD Window Cleaning	FP	1,770.00	1/25/24	CIB August Watering
04/09/2024	GLS Educational/ Findel	FP	57.56	1/25/24	Supplies
04/09/2024	Signs Workshop	FP	906.00	1/25/24	Old Colwyn NB
04/09/2024	R P Dudley	FP	59.25	1/25/24	WIB Travel Reimbursement
04/09/2024	Society Local Council Clerks	FP	557.00	1/25/24	Nat Conference TE
13/09/2024	Employees	FP	7,791.98	1/26/24	Payroll September
13/09/2024	HMRC	FP	2,367.12	1/26/24	PAYE & NI
13/09/2024	Gwynedd Council	FP	1,961.74	1/26/24	Pensions September
13/09/2024	Computer World	FP	923.00	1/26/24	Place IT
16/09/2024	British Gas	DD	13.67	1/29/24	Pillar 1
16/09/2024	British Gas	DD	13.67	1/29/24	Pillar 2
18/09/2024	Rhuddlan Charity account	FP	75.00	1/27/24	Mayoral Charity Event
18/09/2024	S & L Industrial Cleaners	FP	95.00	1/27/24	TH Windows & AF clock
18/09/2024	Snowdonia Fire Protection LTD	FP	333.27	1/27/24	Servicing TH/RAnnexe
18/09/2024	Save our Shropshire	FP	240.00	1/27/24	CLP Certificate for AJ/PA
18/09/2024	Conwy County Borough Council	FP	18.00	1/27/24	ID Badges
18/09/2024	Microshade Business Consultant	FP	258.96	1/27/24	IT Services
18/09/2024	Conwy County Borough Council	FP	1,810.00	1/27/24	Paddling Pool Contributionn
18/09/2024	Society Local Council Clerks	FP	78.00	1/27/24	Joint OVW Conference
18/09/2024	I P Williams	FP	344.57	1/27/24	Translations Sept
18/09/2024	Staples UK Ltd	FP	34.85	1/27/24	Paper Cups
18/09/2024	B & W Buildings	FP	16,291.66	1/27/24	New Planters Douglas Road
18/09/2024	Dewis Consultants Ltd	FP	456.00	1/27/24	consultation of TH Works
18/09/2024	Thomas Jones Builders	FP	15,001.02	1/27/24	TH Tower Repairs
27/09/2024	Festive Lighting Company	FP	13,845.36	1/27/24	New Motifs
27/09/2024	Conwy County Borough Council	FP	5,000.00	1/28/24	Theatr Colwyn screenings
27/09/2024	TPAS Cymru	FP	34.80	1/28/24	Placemaking 2024
27/09/2024	Pottles Pmrier Plants Ltd	FP	608.88	1/28/24	Plants for Gardd Pawb
27/09/2024	Magic Light Productions	FP	285.00	1/28/24	Courtroom Drama Open Doors
27/09/2024	Dragon Signs	FP	864.00	1/28/24	Data Sim for Digital Boards
27/09/2024	R Gill	FP	13.50	1/28/24	Beach Dreams Reimburse lunch
27/09/2024	The Royal British Legion	FP	55.00	1/28/24	Poppy Wreaths
30/09/2024	OneCom Ltd	DD	84.07	1/29/24	Phones/Broadband
Total Payments			140,305.53		

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 commemorative events in Wormhout, France	GPoC		15.8.24
Considered on 25.9.24							
C Merched y Wawr	£300	25/09/2024	£300.00	Running costs to hold meetings			30/10/2024
D NWAMI	£500	25/09/2024	DEFER	Technical support to facilitate hybrid meetings <i>DEFER - more info needed re: what 'technical support' is? - and advise that more detail is needed in any future applications to prevent need to defer</i>	WITHDRAWN		
E Rhos on Sea Bowling Club	£500	25/09/2024	£500.00	Repairs to stantions and new jacks etc			30/10/2024
F Conwy Mind	£500	25/09/2024	£500.00	Mental Elf 5K Fun-run in December in Eirias Park <i>Ask for poster/publicity info to share & ackn our support please</i>			30/10/2024
G Cor Alaw	£500	25/09/2024	£500.00	St Paul's Church Event on 30th November			30/10/2024
H NWAMI	£500	13/11/2024	£500.00	Pre-Christmas Multi Cultural Gathering			
I Urdd Gobaith Cymru	£500	13/11/2024	£500.00	Towards Eisteddfod Costs			

ANNUAL BUDGET 2024/25 =	£10,000	TOTAL YTD=	£3,450		£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
	£3,450

* 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 eligibility on 16.5.2022

Summary of Youth Grant Applications for 2023/24

						BUDGET:	£19,000	(including EMR)		
Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved: from Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Amount Paid	Grant Payment Acknowledgement	Notes:	
A Together for Colwyn Bay Ltd.	£1,433.50	29/03/2023 & 24/4/23	£1,433.50	Funding for equipment for silent discos Together for Colwyn Bay has committed to match- Approved 24.4.23 funding the silent disco equipment and chargers up to a value of £1073.50.			£ 1,433.50	Email 29/08/23		
<u>Considered 10.5.23</u>										
B Autonomy Dancers	£2,975		£2,975	TO SUPPORT THE DANCE GROUP ENTERING THE WORLD STREET DANCE CHAMPIONSHIPS where they can represent Colwyn Bay.	GPOC		£2,975.00	Email 29/8/23		
<u>Considered 21/2/24</u>										
C 6th Colwyn Bay Scouts	£1,000	21/02/2024	£1,000	Towards the costs of the scouts attending the 2024 Jamboree at Gwyrch Castle			£1,000.00			
D Together for Colwyn Bay	£5,000	27/03/2024	£5,000	Nxt Gen Youth - start up costs and six months rent (approved by Council April)						
E Icompass	£1,000	13/11/2024	£1,000	For Community Projects						
							£5,408.50			

	£11,409	TOTAL YTD=	£22,817
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Balanced to Ledger= £10,817.00
Section 137=

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Events Grants 2024/25

Approved Budget = £35,000

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Given 23/24	Amount Approved	Amount Paid	SLA received (date)	Date Paid:	Confirmation of Receipt requested	Payment Receipt: (Y)	Report received (date)
A	Artisan Market	To hold Artisan Markets during the year (3) to help bring footfall into the town	April - October	£3,787.00	N/K	£3,698.00	£3,787.00	£3,787.00	14.2.2024	10.5.24		E-mail	14.5.24
B	Uke A Bay (via TAPE)	Ukukele Festival (10yr event)incorporating an open air party in the grounds of St Paul's	9-11 August	£4,500.00	£4,450.00	£3,600.00	£4,500.00	£4,500.00	14.2.2024	10.5.24	21.05.24	Email	21.5.24
C	Together for Colwyn Bay	Big Picnic in St Paul's Grounds	3/8/2024 (prov)	£2,433.50	£4,867.00	£2,433.50	£2,433.50	£2,433.50	14.2.2024	10.5.24	21.05.24		
D	Together for Colwyn Bay	Pride 2024 main event on the promenade during the day but also events on in Town Centre in the evening	May dependant on Prom Extra date	£5,000.00	£31,400.00	£2,500.00	£5,000.00	£5,000.00	14.2.2024	10.5.24	21.05.24	Email	30.5.24
E	Beach of Dreams	Summer 2024 artist co-commission	summer 24 (t.b.c.)	£5,000.00	£20,000.00		£5,000.00	£ 393.10		see sheet 2 for exp to date			
F	PromXtra	Additional contribution to make up shortfall (in addition to separate budget approved)		£5,000.00	£15,000.00		£5,000.00	£5,000.00	£5,000.00	5.6.24			
G	Hebron Getachew	Tree Protection awareness raising - world record attempt	22-23 June 24	£628.61	£628.61	£0.00	£364.11	£256.00					
H	Theatr Colwyn	Low cost film screenings 2024/25 NOTE: Paid from budget approved for Theatre Colwyn	all year	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00					
I	Always Aim High	Adult Triathlon to include Junior Swim/Run Event		£5,000.00	£19,241.00	N/A	£5,000.00						
				£31,349.11	£81,345.61		£26,084.61	£21,369.60	Excl Theatre screenings				

Beach of Dreams approved Expenditure

Date:	Description	Amount Paid	Projected
12-Sep	Lunch (Kinetika visit)	£ 13.50	
11-Sep	Evening meeting/meal	£ 379.60	
	Hotel re: Pennant workshop		
		<u>£ 393.10</u>	<u>£ -</u>