

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 19th FEBRUARY 2025

- PRESENT:** Cllr H Fleet, Chair
Cllrs: P Ashe, C Hughes, J Nuttall (Deputy Mayor), R Owen (Mayor) and L Wilkins
- OFFICER:** Tina Earley, Clerk and RFO
Pam Everley, Assistant Clerk
- ABSENT:** Cllr A Khan, D Jones, S Price, N Coverley

394/24 Welcome and Apologies for Absence:

Members were welcomed to the meeting and apologies for absence were received from Cllrs S McAllister, D Carr and G Wynne

395/24 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr Chris Hughes declared a prejudicial interest for the grant application to be considered for Together for Colwyn Bay.

396/24 Minutes:

- (a) *Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 8th January and 15th January 2025.***
- (b) *Resolved to receive the notes of the Hybrid Meeting Working Group held on 5th February 2025.***

397/24 Matters Arising from Previous Meetings:

- (a) Min. 339/24(a) – Town Hall tower repairs:**
 - (i) Members noted the works are now complete.
 - (ii) The Clerk reported on a building inspection of some wall/ceiling defects in the part of the building tenanted by CVSC. A quote of £7,120.00 has been provided, to repair damage caused by water ingress over a number of years. CVSC is currently seeking funding to carry out the repairs, as it is their responsibility to cover the cost of the building repairs, as part of their annual service charge, according to the terms of their lease.
- (b) Min. 339/24(b) - Rear Annexe heating:** Members noted the heating is now fully operational and a monitoring report will need to be submitted to the funders later this year, in accordance with the grant offer.
- (c) Min. 339/24 (c)(i) – CCBC Playground budget:** Members received a verbal report from Cllr H Fleet, confirming this year's funding came from UKSPF and has now been exhausted. CCBC will continue to conduct regular safety inspections of playgrounds and will remove any broken equipment, without replacement. Any repairs/replacements in 2025/26 will therefore need to be funded by the Town Council, or the defective equipment will be taped off, or removed.

- (d) Min. 340/24 (d)(i) – Men's Shed: Members noted the service charge has now been paid.
- (e) Min. 340/24 (g) – Town Hall CCTV: The Clerk reported that the CCTV system has now been upgraded. Staff can now access the video feed on their laptops and the images are much clearer.
- (f) Hybrid Meeting Working Group Recommendations:
 - (i) ***Resolved to authorise the purchase and installation of an Owl extender microphone as per the quote provided.***
 - (ii) ***Resolved to authorise the upgrade of the amplifier in the Main Chamber as per the quote provided.***

The Clerk suggested it may be possible to trial the new equipment during the next Full Council meeting, to be held on 10th March 2025.
- (g) Staffing Sub-Committee: The Clerk reported the Caretaker/Cleaner role will be advertised by the end of this week.

398/24 Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 31st December 2024, and 1st to 31st January 2025, 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 January 2025.***
- (c) ***Resolved to receive the following correspondence from CCLA:***
 - (i) ***LAPF distribution voucher January 2025.***
 - (ii) ***LAPF Statement as at January 2025.***
 - (iii) ***PSDF Statement as at January 2025.***
- (d) Members noted the quarterly income/expenditure report as at 31st January 2025 and a verbal report from the Clerk.
- (e) ***Resolved to authorise/ratify the following payments: Amberol – business hanging baskets (£1031.80 + VAT)***
 - (i) ***Amberol – 3 large tree planters for Gardd Pawb (£1099.00 + VAT)***
 - (ii) ***MKM Builders – compost and gravel for planters (£272.42 + VAT)***
 - (iii) ***Penrhynside Heating – Rear Annexe heating system (£12,200.00 + VAT)***
 - (iv) ***SETs Ltd. – Christmas lighting contract (£11,646.00 + VAT)***

Cllr H Fleet queried the lack of variety of light motifs in Rhos-on-Sea, noting that most were baubles.

Resolved to refer feedback to the Christmas Lights Committee.
- (v) ***Glyn Richards Grounds Maintenance - to ratify the repair/reinstallation of the community noticeboard on Groes Road (urgent works, as had been damaged in a recent storm due to old/rotten posts) - £243.66***
- Cllr J Nuttall advised personal/non-prejudicial interest for this item, as she knows the contractor.
- (f) Members received a copy of the approved Annual Budget/Estimates for 2025/26
- (g) ***Resolved to authorise work by Livetech to make website improvements, which will make the process of uploading meeting minutes and changes to Councillor information more efficient. (Estimate £315 plus VAT)***
- (h) ***Resolved to ratify the updated regular payments list for payments to be made under delegated authority by the Clerk.***

(i) Financial Regulations:

- (i) Members received the updated Financial Regulations and received a verbal overview from the Clerk. It was noted that the figures/optional information from the existing FRs had now been inserted.

Resolved to recommend the new FRs for approval by the Council.

- (ii) Members noted the covering guidance received from OVW.
(iii) Members noted guidance on the Procurement Act 2023 and noted that OVW is seeking legal guidance to ascertain if the £30,000 contract limit for registration on Sell to Wales is applicable to C&TCs in Wales. The Clerk will report back on this, in due course.

399/24 UK/Welsh Government:

- (a) Members received and noted a consultation of the draft Policy and Practice for the Electoral Review Programme 2025

400/24 Conwy County Borough Council: Members received/noted the following correspondence:

- (a) Information regarding funding opportunities, circulated to all Members by e-mail.
(b) ***Resolved to ratify bus shelter repairs and refurbishment, as set out in the e-mail from CCBC ERF, and note that this will also be referred to the General Purpose and Planning Committee for ratification.***

401/24 Bay of Colwyn Place Plan:

- (a) ***Resolved to support the project initiation document requiring match-funding from the Town Council (£20,000 over two years from the Regeneration/Place Plan earmarked reserve) for a project to be delivered by TAPE music and film and to recommend this to Council for approval.***
(b) ***Members resolved to support the required 40% match-funding and the submission of a funding bid to Gwynt y Mor, to extend the Place Plan Manager role for an additional three years, and to recommend this to Council for approval.***

Members also noted that the bid will be submitted to Gwynt y Mor/Rhyl Flats during the week commencing February 24th, to meet the deadline of 1st March.

- (c) Members noted correspondence from the Place Plan Manager regarding projects which may be able to access Section 106 funding.
(d) Members received a verbal update from the Clerk regarding preparations for the opening event for Gardd Pawb on 1st March. It was noted that there will be some additional expenditure, including £500 for materials (due to more complex final designs) and a potential £200 cost for the hire of CAT scan equipment for installation of the feature archway/gate, however, the project remains within budget.

402/24 One Voice Wales / SLCC

- (a) Members noted correspondence regarding VE Day 80
Resolved to approve support for a VE Day-themed window display competition to take place during the week of 8th May 2025. The competition will coincide

with PromXtra/Pride weekend, helping to boost footfall in the town. The Mayor has authorised the use of the Mayoral Allowance to fund a cash prize. The competition will be open to all shops in Colwyn Bay, Old Colwyn and Rhos on Sea.

Further Resolved to offer grants of up to £500 for community groups to host their own small events to mark the VE Day Anniversary.

403/24 Ward Allowances

- (a) Resolved to approve the proposal from Cllr J Clayton, to support the Joshua Tree Children's Cancer Charity with funds to purchase books and other equipment (£600).*
- (b) Resolved to approve the proposal from Cllr C Hughes to support tree planting in Parc Eirias (£200).*

404/24 Grants:

- (a) Events Grants:**
 - (i) Resolved to recommend approval of the Events Grants for 2025/26 as detailed in Schedule 'B', attached.*
- (b) Wellbeing Grants:**
 - (i) Resolved to recommend 'in principle' approval for the Jewish Historical Association of South Wales' application, pending further details about the proposed exhibition and the use of the printed maps, if the exhibition doesn't proceed.*
Further resolved, if approved, to request that JHASW:
 - 1. contact the Heritage Group to see if the information could also be included on their local website,*
 - 2. ensure the Town Council is credited for its support in any published material.*
- (c) Large Grants 2025/26:**
 - (i) Resolved to recommend approval of the application from Citizens Advice Conwy, having received confirmation that the UKSPF funding was received for a specific Conwy-wide project and was not available for the local outreach sessions.*
- (d) Members noted the thank you letters and reports.**

405/24 The Clerk advised Members that the Clerk/RFO and Cllr H Fleet will be absent for the next scheduled meeting on Wednesday 26th March.

Resolved to recommend that Council approves moving the meeting forward by one week, to Wednesday 19th March 2025.

The Meeting closed at 8.10 pm.

..... Chair

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2024	Red Cape Solutions	FP	5,640.00	1/40/24	Santa & Grotto
05/12/2024	Barclaycard	DD	617.25	1/46/24	Various
06/12/2024	Ysgol Bod Alaw	FP	163.00	1/42/24	LLandrillo Charities Grant
06/12/2024	Ysgol Iau Hen Golwyn	FP	455.00	1/42/24	LLandrillo Charity grant - HC
06/12/2024	Ysgol Pen y Bryn	FP	182.00	1/42/24	LLandrillo Char PYB School
06/12/2024	Ysgol Swyn y Don	FP	416.00	1/42/24	LLandrillo Charity SYDon Schoo
06/12/2024	Ysgol St Josef	FP	304.00	1/42/24	LLandrillo Charity St Joseph
06/12/2024	NWAMI	FP	500.00	1/42/24	Small Grant
06/12/2024	ICompass	FP	1,000.00	1/42/24	Youth Grant
06/12/2024	Cllr A Khan	FP	208.00	1/42/24	Members All AK
06/12/2024	Clira Ltd	FP	198.00	1/42/24	Legionella Checks Rhiw Rd
06/12/2024	Conwy County Borough Council	FP	773.00	1/42/24	NNDR Rates TH
06/12/2024	Livetechn	FP	50.40	1/42/24	Website Maintenance Dec
12/12/2024	Bus Inst Access Savings Acc	TFR	100,000.00		
12/12/2024	Flexiform Business Furniture	FP	1,274.99	1/43/24	Asgard Shed GPawb
12/12/2024	CBay Cons & Env Fed	FP	500.00	1/42/24	Inc Edible maint grant
12/12/2024	Urdd Gobaith Cymru	FP	500.00	1/43/24	Small grant
12/12/2024	Microshade Business Consultant	FP	289.56	1/43/24	IT Services Dec
12/12/2024	S & L Industrial Cleaners	FP	30.00	1/43/24	AF Clock Cleaning
12/12/2024	Cllr P Ashe	FP	208.00	1/43/24	Members Allow PA
12/12/2024	Thomas Jones Builders Ltd	FP	23,221.52	1/43/24	TH Tower Repairs
13/12/2024	Employees	FP	9,051.55	1/43/24	December Salaries
13/12/2024	HMRC	FP	3,621.26	1/43/24	PAYE NI December
13/12/2024	Gwynedd Council	FP	3,103.84	1/43/24	Pension Conts Dec
17/12/2024	Groundworks NW Ltd	FP	14,063.64	1/44/24	Play Eq Beyn cadno /glyn
17/12/2024	Knights of Snowden	FP	100.00	1/44/24	Donation re: Parade
17/12/2024	Quantum TM	FP	1,596.00	1/44/24	TM for O/C and CBay Rem
17/12/2024	Society Local Council Clerks	FP	505.00	1/44/24	Clerks SLCC Membership
17/12/2024	Antur Waunfawr	FP	18.00	1/44/24	Confidential Waste Disposal
17/12/2024	British Gas	DD	28.22	1/43/24	Pillars 1&2 (099/091)
17/12/2024	Quantum TM	FP	-1,596.00	1/44/24	TM for Remembrance Sunday
17/12/2024	Quantum TM	FP	960.00	1/44/24	TM for CBay Rem Sun
17/12/2024	Quantum Ltd	FP	636.00	1/44/24	Old colwyn TM Rem Sun
18/12/2024	Utilita	DD	1,024.31	1/46/24	Utilita
18/12/2024	Utilita	DD	1,199.89	1/46/24	Gas Rhiw Road
18/12/2024	Utilita	DD	51.26	1/46/24	Gas Rear Annex
18/12/2024	Utilita	DD	661.13	1/46/24	Gas Town Hall Oct/Nov
24/12/2024	Nat West Account	FP	3,000.00	1/45/24	Correction of donation chqs
24/12/2024	I P Williams	FP	216.00	1/45/24	Translations Nov/Dec
24/12/2024	Society Local Council Clerks	FP	144.00	1/45/24	RG ILCA REG
24/12/2024	Powlsons Ltd	FP	524.40	1/45/24	Powlsons Ltd
24/12/2024	Conwy County Borough Council	FP	773.00	1/45/24	NNDR Jan TH
31/12/2024	OneCom Ltd	DD	264.11	1/46/24	Broadband/Phones DEC

Total Payments	<u>176,476.33</u>
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List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2025	Barclaycard	DD	421.18	1/51/24	Various
10/01/2025	Conwy County Borough Council	FP	12,284.22	1/47/24	Fireworks Event costs
10/01/2025	Cllr R Owen	FP	208.00	1/47/24	Members Allowance RO
10/01/2025	Liveteach	FP	409.20	1/47/24	Website/Hosting/Maintenace
10/01/2025	Microshade Business Consultant	FP	305.42	1/47/24	IT Support
10/01/2025	Dewis Consultants Ltd	FP	228.00	1/47/24	Site visit TH
10/01/2025	Clira Ltd	FP	198.00	1/47/24	Monthly monitoring water
10/01/2025	Canda Copying Ltd	FP	33.31	1/47/24	Qtly rent/chrgs - credit note
10/01/2025	S & L Industrial Cleaners	FP	360.00	1/47/24	Cleaning Th/AF Clock
15/01/2025	Employees	FP	8,202.48	1/48/24	Salaries January
15/01/2025	Gwynedd Council	FP	2,816.68	1/48/24	January Conts
15/01/2025	HMRC	FP	3,136.65	1/47/24	PAYE & NI
16/01/2025	British Gas	DD	24.70	1/51/24	Pillar Payments
19/01/2025	Utilita	DD	1,041.16	1/51/24	Elec TH
19/01/2025	Utilita	DD	-10.00	1/51/24	Correction of charge
21/01/2025	Utilita	DD	976.25	1/51/24	Gas Police Station
21/01/2025	British Gas	DD	136.62	1/51/24	Gas rear Annexe
21/01/2025	Utilita	DD	488.29	1/51/24	Gas Town Hall
21/01/2025	British Gas	DD	-136.62	1/51/24	Gas Rear Annex
21/01/2025	Utilitas	DD	136.62	1/51/24	Gas Rear Annex
24/01/2025	Min y Don Bowling Club	FP	500.00	1/49/24	Small grant
24/01/2025	Porth Eirias Runners	FP	500.00	1/49/24	Small grant Q3
24/01/2025	Wintergreen CIC	FP	500.00	1/49/24	Small Grant Q3
24/01/2025	Rhos Rotary Club	FP	500.00	1/49/24	Small Grant Q3
24/01/2025	CBay Men's Shed	FP	500.00	1/49/24	Small Grant Q3
24/01/2025	Hair by Amy Lewis	FP	25.00	1/49/24	Mayor All Xmas Comp
24/01/2025	Volly Hics	FP	25.00	1/49/24	Mayor All Xams Comp
24/01/2025	ILCA Wales	FP	144.00	1/49/24	ILCA Wales
24/01/2025	Sets Ltd	FP	13,975.20	1/50/24	Xmas Lights 2024
24/01/2025	Penrhynside Heating Services	FP	14,640.00	1/50/24	REar Annex Bolier
24/01/2025	Ysgol Llandrillo yn Rhos	FP	360.00	1/49/24	Llandrillo Charities
24/01/2025	Ysgol Nant y Groes	FP	619.00	1/49/24	LLandrillo Chairties
24/01/2025	Canoe Club	FP	1,997.00	1/49/24	Wellbeing Grant
24/01/2025	Rhos Bowling Club	FP	2,000.00	1/49/24	Wellbeing Grant
31/01/2025	OneCom	DD	12.25	1/51/24	Phones & Boroadband
Total Payments			67,557.61		

Events Grants 2025/26

REC Budget = £35,000

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Rec 2024/25	Recommendation:	Approved (£):	Paid:
A	Theatre Colwyn	9 Cinema screenings aimed at our local Community, presented at Theatr Colwyn Cinema in Colwyn Bay. Screenings will be for different age groups, some for family, children or an older generation. Previous funding of £5000 awarded in 2024/25.	various / 9 sessions throughout the year	£5,000.00	£5,000.00	£5,000.00		£5,000.00	
B	Together for Colwyn Bay Ltd	Pride and Beach Party Extravaganza. Previous funding of £5000 awarded in 2024/25.	Sunday 11 May 2025	£7,000.00	£38,500.00	£5,000.00	Award same amount as last year, as T4CB have funding from other sources	£5,000.00	
C	Together for Colwyn Bay Ltd	Colwyn Bay Christmas Extravaganza; would like this event to be a key part of launching Christmas in Colwyn Bay. (new event for 2025)	first w/e in December (TBC)	£5,000.00	£30,000.00	DEFER - REC: budget approved, but T4CB asked to discuss joint event with the Town Team 19.2.25 Approved £5,000.00	Provisional	£5,000.00	
D	Oriel Colwyn	Northern Eye International Photography Festival - biennial event. Previous funding of £5000 awarded in 2022/23.	Oct-25	£5,000.00	£15,500.00	£5,000.00		£5,000.00	
<u>Considered on 19.2.25</u>									
E	Colwyn Bowls Festival	Crown Green bowling festival - 6 days / 9 competitions. Arranged by Rhos Park and Min y Don BCs.	27.7.25-1.8.25	£500.00		(2023/24) £500	Approved	£500.00	
F	Conwy County Borough Council	Free beach activities for the Eco-Zone (linked to Beach of Dreams) at Prom Xtra	10/11 May 2025	£2,733.00	£2,733.00	£5,000.00	Approved	£2,733.00	