

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 MARCH 2025

- PRESENT:** Cllr H Fleet, Chair
Cllrs: P Ashe, D Carr, C Hughes, A Khan, S McAllister, J Nuttall (Deputy Mayor), L Wilkins and G Wynne
- OFFICER:** Tina Earley, Town Clerk and RFO
Pam Everley, Assistant Clerk
- ABSENT:** Cllr S Price

458/24 Welcome and Apologies for Absence:

Members were welcomed to the meeting and apologies for absence were received from Cllrs R Owen (Mayor), N Coverley and D Jones.

459/24 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 personal and prejudicial interest in respect of the grant application to be considered for Adfeiriad (see Min 467/24(b)).

Councillors H Fleet, S McAlister, C Hughes and A Khan declared a personal (non-prejudicial) interest in relation to the Ward Allowance proposals (see Min. 466/24).

460/24 Minutes:

(a) Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 19th February 2025.

(b) Resolved to receive the draft minutes of the Audit Sub-Committee held on 27th February 2025.

461/24 Matters Arising from Previous Meetings:

(a) Min. 397/24(f) – The Clerk provided an update on the hybrid meeting equipment. Members noted the next meetings for Council (28/4/25) and the Policy & Finance Committee (14/5/25) will be held as hybrid meetings to trial the new equipment.

(b) Min. 397/24(g) – Caretaker/Cleaner role

It was noted that no applications had been received and feedback had indicated that a 6 hours per week permanent employment contract, at a lower hourly rate than the contract cleaning hourly rate, was not attractive. It was further noted that the cost for a contract cleaner may be slightly higher, but that there would be savings in terms of staff management costs and holiday/sick pay etc.

Resolved to ask the Clerk to investigate price and contract terms for local cleaning companies to take on the 6 hours per week cleaning contract.

(c) Audit SC Min. 422/24(a) – Risk Management Report: Members noted the action in the RA to re-apply smart water to the war memorial bronze plaques/ statue after its biennial clean/wax and authorise the Clerk to purchase a set of smart

water for applying to Council assets.

Resolved that the Clerk purchase Smart Water, as required.

462/24 Finance:

- (a) Resolved to authorise payments made on behalf of the Council for the period 1st to 28th February 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 28th February 2025.***
- (c) Resolved to receive the following correspondence from CCLA:***
 - (i) PSDF Statement February 2025.***
 - (ii) LAPF Statement February 2025.***
- (d) Members noted the quarterly income/expenditure report as at 28th February 2025 and received a verbal report from the Clerk, including an explanation of the apparent variances.***
- (e) Members noted the renewal of the energy contract for the feeder pillar supplies (Station Road) for a further two years.***
- (f) Resolved to authorise/ratify the following payments:***
 - (i) Gardd Pawb £1,000 - facilitated garden sessions September-March (inclusive)***
 - (ii) Mrs C Earley - travel claim for period April 2024 to March 2025 (£363.10)***
 - (iii) Kinetika - additional community pennants (10) (£1,000 + VAT); from 2024/25 event grant budget***
 - (iv) Alexander Locksmiths – Town Hall keypad repair (call-out) -£120***
- (g) Members received an update from the Clerk in relation to the projected budget and final grant claim for Gardd Pawb. It was noted that the total claim will be within the £37,500 maximum grant approved (which includes contingency funding).***

463/24 UK/Welsh Government:

- (a) Members received and noted a request for support for the Safety of Lithium Batteries Campaign.***

464/24 Conwy County Borough Council: Members received/noted the following correspondence:

- (a) Members received an update on the draft Service Level Agreement (SLA) being developed with CCBC regarding public toilets, which will be shared with full Council at the next meeting. The Clerk reassured Members that it had been confirmed that the SLA will ensure that BCTC is to be consulted regarding any physical changes to the facilities, or to the level of service being provided. Further information is awaited on the invoicing arrangements, accounting for income received and what would happen if there was any surplus budget at year end.***
Resolved to refer draft SLA to full Council, once clarity is received regarding invoicing and income.

465/24 One Voice Wales / SLCC

- (a) Members noted the launch of the new website, and that log-in details have been circulated.***
- (b) Members noted the digital health guidance notes.***

466/24Ward Allowances

- (a) Members were asked to consider the following final 2024/25 project proposals submitted by Members:
- (i) Glyn Ward – Cllr A Khan: £200 for planting for Canning Road community garden.
 - (ii) Rhos Ward – Cllrs H Fleet and C Brockley: £300 and £270 for the Friends of Rhos on Sea
 - (iii) Rhos Ward – Cllr A Jones: £300 for The Joshua Tree Foundation
 - (iv) Rhiw Ward – Cllr R Owen: £301.94 for UCBCC Whist Club resources
 - (v) Glyn Ward – Cllr C Mathews: £400 for T4CB to support their Toastie Club and Repair Café
 - (vi) Colwyn Ward – Cllrs S McAllister and N Coverley: £200 and £300 for the OCRA memorial bench
 - (vii) Colwyn Ward – Cllr J Higgins: £70 for OCRA defibrillator installation
- Resolved to approve all of the submitted project proposals.***
- (b) ***Resolved to recommend that the balance of the Ward Allowance budget be transferred to the small grants budget (£1260.05), in accordance with the policy previously approved by Council, as detailed in Schedule 'B' attached.***

467/24Grants:

- (a) **Small Grants 2024/25:**
- (i) Members noted the updated summary of Small Grants for 2024/25, to include the increased budget due to unspent ward allowances.
 - (ii) ***Resolved to recommend approval of the application from Welsh Air Ambulance for £200.***
 - (iii) Members noted the funding returned from Rotary Rhos on Sea.
 - (iv) ***Resolved to recommend donating the residual small grants balance to the Sir John Henry Morris Jones Trust (one third) and the Llandrillo Charities (two thirds), as in previous years, as detailed in Schedule 'C' attached.***
- (b) **Events and VE Day Grants (Small event grants) 2025/26**
- (i) Members noted the updated Events Grants summary for 2025/26.
 - (ii) ***Resolved to approve the VE Day event grant applications, as detailed in Schedule 'D' attached (under the delegated authority from the Council).***
 - (iii) Members were asked to consider if/how the Council could offer support to Adferiad/NWAMI to celebrate the links with the people of the Democratic Republic of the Congo.
Cllr C Hughes declared personal and prejudicial interest, as a Director for Adferiad, and withdrew from the meeting whilst this item was discussed.
Resolved to offer support for the celebration event and exhibition in principle and to request an Event Grant application is submitted if financial support is required.
- (c) **Wellbeing Grants 2024/25**
- (i) Members received an updated Wellbeing Grants summary for 2024/25.
 - (ii) Members considered the additional information provided by the Jewish Historical Association of South Wales.

Resolved to recommend approval of the deferred Event Grant, stipulating that BCTC be kept informed of progress, funding support is acknowledged in any published material and that a local exhibition is arranged (ideally in the library) to help raise awareness.

- (iii) Resolved to recommend approval, in principle, for the application from Pantastic Steel Pan and Cajon Duo, subject to clarification on which care homes have been approached, whether any have taken up the offer, and whether the Duo intends to charge the homes/residents for the grant-funded performances. Additionally, members emphasized the importance of diversifying outreach by not visiting the same homes repeatedly, and requested a list of care homes already contacted, as well as those planned for future engagement.***

(d) Members received/noted thank you letters/reports from:

- (i)** T4CB / NxtGen Youth – £5,000 youth grant funded project at The Hwb from April 24 to Mar 25.

Cllr G Wynne commended the comprehensiveness of the report received from T4CB on behalf of NxtGen Youth.

The Meeting closed at 7.45 pm.

..... Chair

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2025	Amberol	FP	1,318.80	1/52/24	Gardd Pawb tree planters
04/02/2025	Amberol	FP	1,238.16	1/52/24	CiB hanging baskets business
04/02/2025	I P Williams	FP	450.00	1/52/24	Translations
04/02/2025	Barclaycard	FP	16.00	1/57/25	Reimbursement to TE Misc
07/02/2025	S & L Industrial Cleaners	FP	315.00	1/53/24	Cleaning (AF clock & TH)
07/02/2025	GLS Educational/ Findel	FP	39.62	1/53/24	Supplies
07/02/2025	Cllr Greg Wynne	FP	156.00	1/53/24	working from home payment
07/02/2025	Cllr Debra Jones	FP	208.00	1/53/24	Working from home allowance
07/02/2025	Always Aim High Events	FP	5,000.00	0/53/24	Event grant funding payment
07/02/2025	Clira Ltd	FP	198.00	1/53/24	Clira Ltd
07/02/2025	Livetech	FP	50.40	1/53/24	Monthly website maintenance
07/02/2025	Conwy County Borough Council	FP	2,456.84	1/53/24	VAT only inv210311860
07/02/2025	Employees	FP	8,172.50	1/54/24	Employee FEB salaries
07/02/2025	Employees	FP	-8,172.50	1/54/24	Employee FEB salaries
10/02/2025	Colwyn Bay Rugby Football Club	COR	-1,200.00	TE	Correction stop chq 005570
14/02/2025	Employees	FP	8,172.50	1/54/24	Employee FEB salaries
14/02/2025	HMRC	FP	3,118.54	1/54/24	PAYE & NI FEB
14/02/2025	Gwynedd Council	FP	2,805.51	1/54/24	JAN Pension contributions
14/02/2025	Utilita	DD	1,192.76	1/57/24	Gas Police Jan
14/02/2025	Utilita	DD	80.25	1/57/24	Gas Rear Annexe Jan
14/02/2025	Utilita	DD	548.58	1/57/24	Gas THall Jan
14/02/2025	British Gas	DD	14.11	1/57/24	Elec Feeder Pillar 2
16/02/2025	British Gas	DD	14.11	1/57/24	Elec Feeder Pillar 1
18/02/2025	Utilita	DD	1,204.93	1/57/24	Elec Rhiw road Jan
21/02/2025	Joshua Tree Childrens Cancer C	FP	600.00	1/55/24	Resources for therapy sessions
21/02/2025	Glyn Richards	FP	243.66	1/55/24	Notice board repairs
21/02/2025	Rachael Gill	FP	30.00	1/55/24	Courier reimb Beach of Dreams
21/02/2025	Citizens Advice Conwy	FP	9,995.00	1/55/24	2nd grant payment
26/02/2025	Computer World	FP	216.00	1/55/24	IT equipment admin office
26/02/2025	Microshade Business Consultant	FP	305.42	1/55/24	IT services FEB
26/02/2025	Colwyn Bay Conservation & Envi	FP	200.00	1/55/24	Eirias P tree planting CH
28/02/2025	C Hemmings	FP	158.95	1/56/24	Incredible Edible shrubs/trees
28/02/2025	Conwy County Borough Council	FP	7,200.00	1/56/24	Bus shelter maint 24/25
28/02/2025	Hamilton Security Systems LTD	FP	913.20	1/56/24	CCTV upgrade
28/02/2025	Onecom Ltd	DD	84.07	1/57/24	Phones/Broadband
Total Payments			47,344.41		

Record of Local Members' Ward Allowances 2024/25

Ward:	Member:	Amount B/F	2024'25 LMWA	Total	Project Details Submitted:	Project Approved	Amount Approved	Notes / Spending Powers?	Date Paid:	Amount Paid:	Amount Remaining:	Proposed Tfr to Small Grants	Amount C/F to 25'26
Rhos													
	Chris Brockley	£270.00	£300.00	£570.00	Friends of Rhos on Sea (greening projects)	19/03/2025	£270.00		21/03/2025	270	£300.00		£300.00
	Hannah Fleet	£300.00	£300.00	£600.00	Friends of Rhos on Sea (greening projects)	19/03/2025	£300.00		21-Mar	300	£300.00		£300.00
	Ann Jones	£300.00	£300.00	£600.00	Joshua Tree Foundation - resources	19/03/2025	£300.00		21-Mar	£300.00	£300.00		£300.00
	Jo Nuttall	£150.00	£300.00	£450.00		10/03/2025	£450.00	GPoC	INV AWAITED		£0.00		£0.00
	Greg Wynne	£0.00	£300.00	£300.00							£300.00		£300.00
Dinarth													
	Phillip Ashe	£300.00	£300.00	£600.00	Rhos United Youth Team kit/equipment	10/03/2025	£600.00	GpoC	14/03/2025	600	£0.00		£0.00
	Lisa Wilkins	£300.00	£300.00	£600.00	Ysgol Llandrillo yn Rhos School Sports Kits	13/11/2024	£205.00	GPoC	28/11/2024	205	£0.00		£0.00
					Ysgol Llandrillo yn Rhos Library resources	10/03/2025	£200.00	GPoC	14/03/2025	200			
					Rhos United Jnrs - footballs	10/03/2025	£195.00	GPoC	14/03/2025	195			
	David Wilkins	£300.00	£300.00	£600.00	Ysgol Llandrillo yn Rhos School Sports Kits	13/11/2024	£200.00	GPoC	28/11/2024	200	£0.00		£0.00
					3rd Rhos on Sea Scouts - camping equipment	10/03/2025	£400.00	GPoC	14/03/2025	400			
Rhiw													
	John Clayton	£300.00	£300.00	£600.00	Joshua Tree foundation - resources	21/02/2025	£600.00	GPoC	21/02/2025	600	£0.00		£0.00
	Debra Jones	£0.00	£300.00	£300.00							£300.00		£300.00
	Paul Hughes	£300.00	£300.00	£600.00							£600.00	£300.00	£300.00
	VACANCY	£300.00	£300.00	£600.00							£600.00	£300.00	£300.00
	Ricki Owen	£300.00	£300.00	£600.00	Upper Colwyn Bay Community Centre - whist club	19/03/2025	£301.94		21/03/2025	301.94	£298.06		£298.06
Glyn													
	Chris Hughes	£230.00	£300.00	£530.00	Eirias Park (hockey) defibrillator installation costs	08/01/2025	£150.00		14/03/2025	150			
					Tree planting in Eirias Park	19/02/2025	£200.00		21/02/2025	200	£180.00		£180.00
	Abdul Khan	£300.00	£300.00	£600.00	Eirias Park (hockey) defibrillator installation costs	08/01/2025	£100.00		14/03/2025	100	£300.00		£300.00
					Canning Road community garden (planting by Inc Ed)	19/03/2025	£200.00		21/03/2025	200			
	Colin Matthews	£300.00	£300.00	£600.00	Eirias Park (hockey) defibrillator installation costs	08/01/2025	£200.00		14/03/2025	200	£0.00		£0.00
					T4CB - Toastie Club and Repair Café	19/03/2025	£400.00		21/03/2025	400			
	Tom Maclean	£300.00	£300.00	£600.00	Eirias Park (hockey) defibrillator installation costs	08/01/2025	£150.00		14/03/2025	150	£360.05	£60.05	£300.00
					CB Community Hwb - new water heater	10/03/2025	£89.95		14/03/2025	89.95			
Eirias													
	Neil Coverley	£0.00	£300.00	£300.00	OCRA for new memorial bench	19/03/2025	£300.00		21/03/2025	£300.00	£0.00		£0.00
	Chris Bell	£300.00	£300.00	£600.00							£600.00	£300.00	£300.00
	VACANCY	£300.00	£300.00	£600.00	Installation of defib in Old Colwyn	26.9.24	£337.07		23/10/2024	337.07	£262.93		£262.93
Colwyn													
	David Carr	£300.00	£300.00	£600.00	Swn y Don books for the library (fiction)	09/09/2024	£600.00		21/08/2024	600	£0.00		£0.00
	Jason Higgins	£270.00	£300.00	£570.00	Installation of defib in Old Colwyn	26.9.24	£200.00		23/10/2024	200	£300.00		£300.00
					Installation of defib in Old Colwyn	19/03/2025	£70.00		21/03/2025	70			
	Sandra MacAllister	£250.00	£300.00	£550.00	Installation of defib in Old Colwyn	26.9.24	£337.07		23/10/2024	337.07	£12.93		£12.93
					OCRA - memorial bench	19/03/2025	£200.00		21/03/2025	200			
	Stephen Price	£300.00	£300.00	£600.00							£600.00	£300.00	£300.00
		£5,970.00	£7,200.00	£13,170.00	Approved =		£7,556.03	Total =		£7,106.03	£5,613.97	£1,260.05	£4,353.92
Total Budget Req'd for 2024'25=		£13,170.00						Balanced to ledger 21/2/25		£6,920.00			

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	£500.00	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	£150.00	Towards the cost for three representatives from Colwyn Bay detachment to attend commemorative events in Wormhout, France	GPoC		15.8.24
	<u>Considered on 25.9.24</u>							
C	Merched y Wawr	£300	25/09/2024	£300.00	Running costs to hold meetings	WITHDRAWN		30/10/2024
D	NWAMI	£500	25/09/2024	DEFER	Technical support to faciliate hybrid meetings 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			
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 Ask for poster/publicity info to share & ackn our support please			30/10/2024
G	Cor Alaw	£500	25/09/2024	£500.00	St Paul's Church Event on 30th November			30/10/2024
	<u>Considered on 13.11.24</u>							
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			
	<u>Considered on 8.01.25</u>							
J	Men's Shed	£500	08/01/2025	£500.00	Towards cost of heating Letter sent 22.1.25			24/01/2025
K	Min y Don Bowling Club	£500	08/01/2025	£500.00	Winter preparation of the greens for next season Letter sent 22.1.25			24/01/2025
L	Porth Eirias Runners	£500	08/01/2025	£500.00	Qualification cost for 2x new Leaders; Leadership in Running Fitness with Welsh Athletic Letter sent 22.1.25			24/01/2025

				Veterans art exhibition at Coed Pella	
				<i>*Members would like to be advised of the dates of the exhibition so that they may attend</i>	
M	Wintergreen	£500	08/01/2025	£500.00 Letter sent 22.1.25	24/01/2025
				Fundraising event on 26 July 2026; raise awareness of services, raise funds for RNLI and Air Ambulance and Guinness World Record attempt.	
				<i>*request for further information regarding their World Record attempt, and a suggestion that they seek to fund a specific item required by the RNLI, to ensure the benefit of any donation is retained locally</i>	
N	The Rotary Club Rhos on Sea	£500	08/01/2025	£500.00 Letter sent 22.1.25	24/01/2025
				GRANT RETURNED AS WORLD RECORD ATTEMPT NO LONGER GOING AHEAD	
				-£500.00	
	<u>Considered on 19.3.25</u>				
O	Welsh Air Ambulance	£200	19/02/2025	£200.00 Contribution towards the cost of upgrading helicopters. Appeal sent to all town and community councils in Wales.	
ANNUAL BUDGET 2024/25 =		£10,000	TOTAL YTD=	£5,650	£0
plus any unspent ward allowances		£1,260			
				£5,610	balance remaining
		£11,260		£11,260	
<u>REC: YEAR-END DONATIONS:</u>				£1,870	Sir John Henry Morris Jones Trust Fund
				£3,740	Llandrillo yn Rhos Ancient Charities - to be split between poor charities and education trust
				£5,610	

* 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

VE Day Events Grants 2025/26

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Rec./Approved
VE:1	Colwyn Bay Community Hwb	VE Day event: family community celebration and street party	8.5.25	£500.00		£500.00
VE:2	Rydal Penrhos School	VE Day event: picnic for pupils and ex-residents of Blind Veterans UK (Llandudno), hosted at Rydal.	8.5.25	£500.00		£500.00
VE:3	Ysgol T Gwyn Jones	VE day street party style event at school	8.5.25	£300.00		£300.00
VE:4	T4CB	Make Do and Mend - A Wartime Skills Fair	3.5.25	£440.00		£440.00
VE:5	CB Heritage Group	PromXtra stall showcasing Ministry of Food 1940-45 and other wartime / VE Day themed activities.	10/11.5.25	£495.98		£495.98
VE:6	Wintergreen CIC	Afternoon tea party for veterans with/ at Rydal Penrhos	8.5.25	-	Withdrawn	-
			Total:	£ 2,235.98		£2,235.98