MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE (VIA ZOOM) AT 6.30PM ON MONDAY 10th MARCH 2025

PRESENT:	The Deputy Mayor, Cllr J Nuttall (Chair) Cllrs: P Ashe, C Bell, D Carr, J Clayton, N Coverley, H Fleet, J Higgins, C Hughes, P Hughes, A Jones, T Maclean, S Price, D Wilkins, L Wilkins and G Wynne
OFFICERS:	T Earley, Town Clerk and RFO R Gill, Place Plan Officer and Deputy Clerk R Dudley, Assistant Clerk
VISITORS:	Dr Sibani Roy Clive Wolfendale
ABSENT:	Cllr C Matthews

431/24 <u>Welcome and Apologies for Absence:</u>

Cllr J Nuttall took the Chair, in the absence of the Mayor, the Chair welcomed members and visitors to the meeting. Apologies for absence were received from The Mayor, Cllr R Owen, and from Cllrs: C Brockley, D Jones, A Khan and S McAllister.

432/24 <u>Announcements:</u>

There were no announcements from the Mayor or Town Clerk.

433/24 <u>Declarations of Interest</u>:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests.
Cllr T Maclean declared a personal/prejudicial interest with regard to item 6(a)(i)&(ii) Council Vacancies, as a Director of Colwyn Hwb and a close personal associate of two of the applicants.
Cllr Chris Hughes declared a personal interest with regard to item 4(a) (as a director of Adferiad).

434/24 <u>Visitor(s) to the Council:</u>

(a) The Chair welcomed Dr Sibani Roy (NWAMI) and Clive Wolfendale (Adferiad) to the Meeting, to give an overview of the links developed with the DR of the Congo (DRC) and respond to any questions from Members. They also sought any support that the Town Council may be able to offer in relation to the potential use of Theatr/Oriel Colwyn for a celebration event and exhibition in October and asked the Council to consider nominating a Member to act as the lead contact for Adferiad on discussions and future activities relating to the Congo Heritage.

CW addressed the Council, explaining the backgrounds of both NWAMI and Adferiad, whose missions both include assisting those who are marginalised by society, due to differing backgrounds or interests. The link of friendship between the DRC and Colwyn Bay had been started by NWAMI and explores an incredible journey of assisting young people from the

DRC, who came to the Congo Institute in Colwyn Bay to be educated. It has been discovered that one of Nelson Mandala's tutors had been educated here in Colwyn Bay. Visits have been made to Colwyn Bay by DRC royalty and other ambassadors, who have met with various Town Mayors and are eager to further the relationship. NWAMI and Adferiad believe this is congruent with their charitable mission to help all to prosper and to dispel inequalities and feel there is an opportunity to celebrate and publicise the relationship. It is therefore proposed that a celebration 'feel good' event, possibly to be held in Theatr Colwyn, would be an incredible opportunity to celebrate the links. As well as a concert, with a mix of Congolese and local entertainers, there could be a display of DRC photographs and art in Oriel Colwyn. The provisional date for the event(s) is 28/29th October, which coincides with Black History month. CW confirmed that Conwy CBC and Paul Sampson, curator of Oriel Colwyn, are also aware/supportive of the event(s).

A brief question and answer session followed, with questions asked about any school links, as students from both countries could learn from each other, and CW and SR were informed that the Colwyn Bay Heritage Society is leading on a 150-year celebration of the formation of Colwyn Bay in 2025, which could possibly link in. It was noted that insurgence and instability in the DRC is a factor, but there is still an opportunity to do more to further the links, for the benefit of both partners.

- Cllr CH, having declared a personal interest, as a Director of CAIS (Adferiad), took no part in the discussion/decision on the requests made.

The Chair thanked Clive and Sibani for their presentation and they left the meeting.
(i)Resolved to nominate Cllr John Clayton to act as the lead contact for Adferiad on discussions and future activities relating to the Congo Heritage.
(ii)Further resolved to request that the Policy and Finance Committee considers any support that the Town Council may be able to offer in relation to the potential use of Theatr/Oriel Colwyn for a celebration event and exhibition in October

(b) Rachael Gill, Place Plan Project Manager, gave an update to Members on Place Plan projects /actions since the last meeting:

(i) RG confirmed that two applications relating to the place plan had been submitted to the Gwynt y Mor/Rhyl Flats Community Funds. A three-year application had been submitted for the continuation of the Place Plan Manager post (finances highlighted in agenda item J) and a two-year project application has been submitted by Tape Music and Film for the Creative Agency project.
In support of the place plan manager role, an application for use of section 106 funds will also be made, as highlighted in agenda item J)

(ii) During this quarter, 5 out of the six groups have met so far with the Facilities, Well-being and Assets group meeting on the 20th March. Attendance had been mixed across the meetings, but all that have attended have had a role to play and contributed.
RG is getting out and about promoting the work of the place plan and developing new relationships/building on those that already exist. Recently met with Transport for Wales and the Community Rail Officer and it is clear that there is lots of positive work we can do together.

(iii) RG has been working with Smart Towns, Conwy Business Team and Business Forum to look at getting the best out of using the BT footfall data available to us.

TE and RG are working with CCBC Strategic Planning team to look at how the Bay of Colwyn Place Plan can be adopted as Supplementary Planning guidance (SPG) and over the next few months CCBC and Planning Aid Wales will be assessing the conformity of the place plan to the RLDP to ensure there are no potential barriers to its adoption.

(iv) Planning Aid Wales have requested support from the Council, as they will be putting forward the Place Plan and the work that has been done with the Community for a RTPI Award in the category of Excellence in Digital Planning.

(c) County Councillors Reports – No reports were received from any county councillors.
(d) Public participation: There were no questions from members of the public (none present).
(e) Members noted that representatives from Theatr and Oriel Colwyn have been invited to attend a future meeting to give a brief presentation and respond to any questions from Members.

435/24 Minutes

(a) ***Resolved to receive, approve and sign, as a correct record, the minutes of the last Ordinary Meeting of the Council, held on 20th January 2025.***
(b) ***Resolved to receive and note the minutes of the following meetings:***
(i) ***The General Purpose & Planning Committees, held on 28th January 2025 & 25th February 2025 (draft).***
(ii) ***The Policy & Finance Committee, held on 19th February 2025 (draft).***
(iii) ***The Colwyn in Bloom Committee, held on 22nd January 2025 (draft)***
(iv) ***The Place Plan Advisory Committee, held on 7th February 2025 (draft)***
(v) ***The Audit Sub-Committee, held on 27th February 2025 (draft)***

436/24 Matters Arising from Those Minutes

(a) Min. 356/24(a) – Council Vacancies: The following vacancies were filled by secret ballot during the meeting, in accordance with the Council's Standing Orders.
(i) Members were asked to consider three applications received for co-option to fill the current vacancy in Eirias Ward.
The third placed candidate was eliminated after the first round of voting, as there was no overall majority in favour of one candidate. A further round of voting then took place.
Resolved, by a majority of 8 votes to 7, to co-opt Sakeena Roberts as a Town Councillor for Eirias Ward.
(ii) Members noted the resignation e-mail from L Kennedy and that no by-election was called and were asked to consider two applications received for co-option to fill the vacancy in Rhiw Ward
Resolved, by a majority of 8 votes to 7, to co-opt Tina Lee as a Town Councillor for Rhiw Ward.

(b) Min. 356/24(b)– Town Hall Tower Repairs: It was noted that the final invoice had not been received, as yet.

Resolved to refer the invoice to the Policy & Finance Committee for approval for payment, if received by 19th March (and then ratified by Council in April).

(c) Min. 356/24(e) – Gardd Pawb:

(i) Members noted the February project update report, submitted to the Heritage Lottery, and that the final project completion / evaluation report and claim is due to be submitted later this month. The Clerk reported that the project has come in within budget.

(ii) The Clerk reported that Street Lighting had been unable to help with undertaking a CAT scan to confirm the location of any underground services, prior to the installation of the gateway/arch feature, and a scanner had therefore had to be hired by the contractor, at an additional cost of £200 (approved by P&F Committee). Members were asked to approve payment of the final invoice for the archway/gate manufacture and installation at a cost of £5,020 + VAT.

Resolved to approve payment of the final invoice for the archway/gate manufacture and installation at a cost of £5,020 + VAT.

(iii) Cllr Ann Jones reported that the formal opening/launch of the garden, held on 1st March 2025 had been very well attended and a number of new garden volunteers had been signed up, as a result. The connection with the first birthday and sensory room opening celebrations at the neighbouring Hwb had worked well in reaching a new audience.

(iv) Members were asked to consider two quotations/recommendations in respect of anti-climb measures for the rear storage room roof (neighbouring Gardd Pawb). It was queried that the wording in the cheaper quote didn't state it was anti-climb paint, just anti-vandal paint.

Resolved to accept the cheaper quotation, providing the paint is confirmed to be anti-climb paint.

(v) The Clerk informed Members of a request to provide a new access, with lockable gate, to enable easier access to Gardd Pawb from the Town Hall and The Hwb (via the metal fence to the rear of The Hwb). Members noted that there was no Gardd Pawb grant funds left to put towards the cost of a new gate/access and suggested that the Hwb could apply for a grant if they wished to pursue it, but it would be their responsibility.

Resolved to request that a response be sent to confirm that funding would need to sought to cover the cost of a new access gate.

(d) Min.356/24(f) – Town Hall CCTV:

Resolved to approve payment of the invoice (£761 + VAT) for the improved DVR (recorder) and replacement camera and note that the footage can now be viewed from any device, improving security for those working in the Town Hall.

(e) Min. 356/24(g)– Terms of Reference for Committees & Sub-Committees: Members were asked to approve the following updated Terms of References for Committees, which had been amended to take into consideration the voting rights of non-elected members:

(i) Old Colwyn War Memorial **Advisory** Committee

Resolved to approve the updated Terms of Reference, to take into consideration the voting rights of non-elected members, as detailed in SCH A attached.

(ii) Fireworks Event Sub-Committee. Members noted the updated Terms of Reference for the sub-committee (amendments to membership due to the changes made to the event location), as approved by the GP&P Committee at its meeting on 25.2.25.

(f) Min. 359/24(a) & 398/24(i) – Financial Regulations:
Resolved to receive and formally adopt the updated Financial Regulations, following review at the recent Policy & Finance meeting, as detailed in SCH B attached.

(g) Min. 359/24 – Local Members Ward Allowances:

(i) Members received the updated summary of allowances (shared by e-mail in February) and considered the following project proposals:

(1) Cllr P Ashe – Training kits for Rhos Utd Jnr teams (£600)
(2) Cllr D Wilkins – 3rd Rhos on Sea Scouts Equipment (£400)
(3) Cllr L Wilkins – Sport Resources for Rhos United Juniors (£195)
(4) Cllr L Wilkins – Library Resources for Ysgol Llandrillo yn Rhos (£200)
(5) Cllr T MacLean - replace water heater in The Hwb kitchen (£89.95)
(6) Cllr J Nuttall - to CCBC towards costs of lighting for MUGA in Church Road, Rhos on Sea (£450)

Resolved to approve payment of the ward allowances for Cllrs P Ashe, D Wilkins, L Wilkins, T Maclean and J Nuttall, as listed above.

(ii) Members noted the final deadline of 12 noon on Weds 19th March (next P&F Committee meeting date) for submission of any final ward allowance projects for 2024/25 for approval.

(h) Min. 397/24(f) – Hybrid Meeting Equipment: Members noted that the recommendations from the working group were approved by the P&F Committee and were asked to ratify the order for:

(i) An Owl extender microphone (returnable within one month if this does not help to resolve some of the sound issues being experienced). (£185 + VAT)

(ii) A new amplifier and USB cabling in the main chamber, to enable the desk microphones to connect-in to a laptop as the sound input for any hybrid meetings. (£651 incl VAT)
It was noted that, subject to this being ratified, the new microphone will then be trialled at the April Council meeting and the May P&F Committee meeting and these meetings will revert to being hybrid meetings thereafter, if successful.
Resolved to approve the orders for the Owl extender microphone and the new amplifier/USB cabling for the main chamber to improve/enhance the hybrid meeting experience.

(i) Min. 339/24(a) & 398/24(e) - Payments for Approval:
Resolved to ratify payment of the following invoices of £5,000 above, as approved by the GP&P and/or P&F Committee:

(i) ***CCBC Bus shelter contribution 2024/25 - £7,200***
(ii) ***Penrhynside Heating – Rear Annexe heating system (£12,200.00 + VAT)***
(iii) ***SETs Ltd. – Christmas lighting contract (£11,646.00 + VAT)***

Further resolved to ratify the purchase of two new monitors and USB connectors for the Assistant Clerks' office, at a cost of £180 + VAT.
Further resolved to approve payment of the invoice for match-funding of £7,225.78 to CCBC re: previously agreed contribution towards the town public wi-fi installation (smart towns initiative)

(j) Min. 401/24 – Place Plan Projects: Members were asked to approve match-funding from the Place Plan EMR towards the following projects (providing external funding bids are successful):

(i) TAPE Music & Film - £20,000 (£10,000 per annum, over two years) for the creation of a new Creative Skills Agency, to deliver on the Place Plan Marketing Strategy.

(ii) Match-funding of 40% to extend the Place Plan Project Manager role for a further 3 years (Year 1 £23,876, Year 2 £24,613 and Year 3 £25,333), to be included in the Staffing budget, plus approximately £25,732 of S106 funding over the three year period (match-funding to make up the shortfall) from Open Spaces allocations totalling £186,885.

Resolved to approve match-funding for both projects (providing external funding bids are successful).

Further resolved to approve an allocation of up to £25,732 of S.106 funding (Open Spaces) towards the Place Plan Project Manager role, over a three-year period.

(k) Min. 402/24(a) – VE Day 2025:

Resolved to note/ratify the decisions by the P&F Committee to:

(i) ***Support a VE Day/Forties window competition to coincide with the VE Day anniversary and Prom Xtra / Pride events, to help attract footfall into town.***

(ii) ***Provide small grants of up to £500 to local groups/organisations wanting to arrange small scale events to celebrate the VE day 80th anniversary and to delegate authority to the P&F Committee to determine any applications received.***

(l) Min. 404/24(a) - Events Grants:

Resolved to confirm approval of two additional Events Grants for 2025/26, as detailed in Schedule B of the P&F Minutes for 19/2/25.

(m) Min. 404/24(b) – Wellbeing Grants:

Resolved to ratify the recommendation to request additional information regarding the application from the Jewish Historical Association for research and mapping, to prepare for an exhibition

(n) Min. 404/24(c) - Large Grants:

Resolved to ratify approval of the deferred large grant application from Citizens Advice Conwy, after further consideration by the P&F Committee.

(o) Next P&F Meeting:

Resolved to ratify the bringing forward of the next scheduled meeting of the Policy & Finance Committee by one week to Wednesday 19th March 2025 and to update the published list of meeting dates accordingly.

(p) Audit Sub-Committee:

(i) ***Resolved to approve the updated Internal Controls, as detailed in Schedule A (to those minutes).***

(ii) ***Resolved to approve the annual review of Internal Audit, as detailed in Schedule B.***

(iii) ***Resolved to confirm the reappointment of JDH Business Services as Internal Auditor for the 2024/25 financial year (subject to confirmation of fees) and approve the Terms of Engagement***.

(iv) ***Resolved to approve the Annual Investment Strategy for 2025/26, as detailed in Schedule D.***

(v) ***Resolved to approve the updated Risk Assessment and Management report, as detailed in Schedule E, and note that separate RAs have been/are being prepared for Gardd Pawb and for the new Beach Accessibility mats.***

(q) ***Resolved to note the resolutions of the Committees, as detailed in the Minutes.***

437/24 Welsh /UK Government – Members noted the following correspondence:

(a) The Welsh Government's Response to the Inquiry into the Role, Governance and Accountability of the Community and Town Council Sector.

438/24 Conwy CBC:

(a) Public Conveniences:

(i) Members noted a response from Cllr G Edwards, confirming that Conwy CBC is not willing/able to use any of the income from the new parking charges on the Promenade towards offsetting the cost of providing toilets for visitors.

(ii) The Clerk gave a verbal report, following a meeting on 5th March with Gary Williams, at which it was agreed that a draft Service Level Agreement would be prepared for review/approval by all councils contributing to public convenience provision, to include minimum opening hours, cleanliness/restocking, vandalism, income etc. Of the 52 Public Conveniences under threat, 48 are remaining open, supported by T&CCs. Conwy CBC had identified some capital funds that has helped convert more of the busier facilities to being a 'paid for' facility. New signage will be needed - possibly to be worded along the lines of 'these facilities are paid for by residents of xxx and any income helps to off-set these costs- please look after them and help us to keep them open'.
Members noted the update and requested that the Town Council be kept informed of any changes to the Public Conveniences in the future, as they were disappointed that they had not been notified in advance about the conversion of some into paid facilities.
Resolved that the Clerk advises Conwy CBC of this request.

(b) Town & Community Council Forum 21st January 2025 –The Clerk gave a brief verbal report. These meetings would be held quarterly from now on. Topics discussed had included: requests for SLA's where funding is offered by T&CCs for service support, attendance at the forum meetings, partnership working with ERF and the issues, the complexity of the Audit process, Conwy CBC sharing consultations and Emergency Planning.

(c) Theatr Colwyn Joint Management Committee: Cllr Tom Maclean gave a brief verbal report. The Theatre had launched an urgent public appeal for support to restore the seats into the theatre. The Photography Exhibition about Terry Jones in the Oriel Gallery had been well attended and popular.

(d) Conwy CBC Budget 2025/25: Members noted an e-mail update from the Strategic Director of Finance and Resources.

439/24 Finance and Governance:

(a) Members noted that the annual Data Protection registration fee is increasing from £35 p.a. to £52 p.a.

(b) Members received and considered the IRPW's final Annual Report for 2025/26 and any discretionary determinations for the new financial year (see pages 25-28).
Resolved to note the mandatory payments and approve the discretionary payments, as in previous years: i.e. extra costs payments for all Councillors, senior role payments (Chairs of GPP & P&F - £500 each, Mayor £750, Dep Mayor £500), financial loss, travel/subsistence (at HMRC approved rates), reimbursement of costs of care/personal assistance. Payment of the discretionary attendance allowance was not adopted.

440/24 North Wales Police:

(a) Members noted the NW Police and Crime Plan 2025-2028.

(b) The Clerk gave a verbal report on a recent Police/Youth Liaison meeting, held at the Town Hall on 12th February 2025. The meeting had overall been very positive. Provision of activities for young people had been discussed. It had been agreed to continue with bi-monthly meetings until the current issues with ASB reduce.

441/24 Representatives on Outside Bodies: Members noted the following reports from Members who are representatives of the Council on outside bodies, to include:

(a) Notes from a meeting of the Colwyn Bay Business Forum, held on 29th January 2025.

442/24 One Voice Wales (OVW) / NALC / Society of Local Council Clerks:

(a) Members received/noted the Clerks notes from the Larger Councils Committee, held on 12th February 2025.

(b) It was noted the Annual Meeting due to be held on 11th March had been postponed and would be rescheduled.

(c) The invitation for renewal of membership of One Voice Wales for 2025/26 was received and considered. Members asked about the benefits of being a member, which were numerous but included legal advice and access to up to date information and advice, both of which were considered necessary.

Resolved to approve renewal of OVW membership for 2025/26.

(d) Information was noted by members on the Cost of Living Crises sessions.

443/24 Other Correspondence:

(a) Members were asked to consider an invite to take part in Open Doors again in September 2025. This would be the 3rd year that the Council has entered and, in the past, it has been linked with other activities e.g. Gardd Pawb. It was suggested that it could be linked with the 150-year celebrations of the formation of Colwyn Bay this year, with support from the Colwyn Bay Heritage Group.. It was suggested a Working Group could be formed to discuss the event. There is a small budget available for this event.

Resolved to delegate authority to the staff team to discuss if/how the event could link into other activity, e.g. the 150th anniversary celebrations/events and/or Gardd Pawb activity. Further resolved to set up a Working Group, if there is any interest from Members in being part of the event planning/discussion (members were asked to contact the Clerk to register their interest).

The meeting closed at 8.50pm ………………………………… Chair

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Old Colwyn War Memorial Advisory Committee

Membership (2024/25):	Town Council members: one member to represent each of Colwyn and Eirias wards Colwyn: Cllr D Carr Eirias: Cllr S McAllister Conwy CBC – Cllr Cheryl Carlisle Co-opted members representing other organisations are appointed as full voting members of the committee. Current representation is: Old Colwyn Residents Association - two members British Legion / veterans - one member St Catherine's & St Johns Church - one member
Chairman (2024/25):	t.b.c.
Quorum:	One third of the current members

Reporting: The Committee reports directly to the Town Council

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The Old Colwyn War Memorial Committee has been formed to discuss the necessary arrangements for annual and ad-hoc services of dedication or remembrance and to make recommendations to the Town Council and/or the Church in Wales about any repairs or other support that may be required.

As/when formal responsibility for the war memorial is transferred to the Town Council, it will also be responsible for carrying out routine inspections of the memorial and making recommendations in respect of any works required.

The Committee has no delegated powers to commit to expenditure on behalf of the Council, for the maintenance of the Old Colwyn War Memorial.

V2 Approved 10.3.2025

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