

MINUTES OF A HYBRID MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, AT 6.30^{PM} ON WEDNESDAY 14th MAY 2025

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

OFFICER: Tina Earley, Town Clerk and RFO
Pam Everley, Assistant Clerk

535/24 Welcome and Apologies for Absence:

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

536/24 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 (CAIS) (see Min 543/24(b)).

Councillors L Wilkins and G Wynne declared a personal (non-prejudicial) interest in relation to the grant application to be considered for St Joseph's School (see Min. 543/24 (b)).

537/24 Minutes:

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

538/24 Finance:

(a) *Resolved to authorise payments made on behalf of the Council for the period 1st to 31st March 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 March 2025.*

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

(i) *PSDF Statement April 2025.*

(ii) *LAPF Statement April 2025.*

(d) Members noted the quarterly income/expenditure report as at 31st March 2025 and received a verbal report from the Clerk.

(e) Members noted the updated Annual Return guidance from Wales Audit with regards to year-end finance and audit.

(f) The Clerk submitted three quotations for the external redecoration of the Town Hall and CVSC/NW Police gates and railings, which are now in a poor condition. It was noted that all three companies recommended different brands/products and it was queried whether there was any substantial difference in the anticipated timeframe before further re-decoration was required, given the difference between the lowest and highest quotes.

It was proposed to award the work to Thomas Jones (the cheapest of the three quotes), subject to clarification on the expected lifespan of the product.

Further resolved to delegate the contract awarding decision to the Clerk, after discussion with the Chair, to avoid further delay.

(g) Resolved to approve the purchase of an Acrobat Adobe license for office use.

(h) Members noted the term and notice deposit rates published by Lloyds as at March 2025.

(i) Resolved to ratify acceptance of the quote and order placed with Parry's Blinds to install window blinds in the Clerk's office, at a cost of £220.

(j) Resolved to ratify the following payments:

(i) Livetech invoice for website edits (£357.00 +VAT)

(ii) Snowdonia Fire for replacement fire extinguishers (£80.00 +VAT)

(iii) CCBC CCTV contribution (£17,952)

(iv) CCBC contribution to MUGA lighting (ward allow 24'25) £450.00

(v) Sound Intervention Ltd - Beach of Dreams sound equip (from event grant budget) (£1,503)

(k) Members received an update on the funding application submitted to Gwynt y Môr for the Place Plan Manager role. The GyM fund's terms have recently been revised, introducing a cap of £75,000 in total grants to any single organisation over a three-year period. As BCTC has already received £25,000 during the last 12 months, the maximum amount currently available to apply for is £50,000, plus a further £10,000 from Rhyl Flats community fund. In light of this, the Clerk proposed adjusting the application to cover a two-year period, enabling a further application to be submitted in 2027.

Resolved to accept the recommendation to reduce the funding application to a two-year term (total request of £58,250), allowing the opportunity to apply for funding for a new project, or a further extension to the role, in March 2027.

539/24 UK/Welsh Government:

(a) Members received and noted the document from Audit Wales: Financial Management and Governance – Lessons from Audit for C&TCs in Wales

540/24 Conwy County Borough Council: Members received/noted the following correspondence:

(a) Members received information regarding Conwy Community Regeneration Key Fund. It was noted that the Clerk and Deputy Clerk/Place Plan Manager are investigating possible projects included in the Place Plan, which may meet the funders conditions and could be delivered within a short time-frame.

Resolved to ask that Cllr J Nuttall seeks quotes/costs, via Conwy CBCC, to upgrade the floodlights for the Rhos MUGA, thus reducing future electricity use/costs and to submit this, alongside any other options, to Council for consideration.

(b) Members received the Conwy CBC risk assessment for the newly installed beach mats. Although they will be inspected regularly by the Harbour Master's team, Cllrs were asked to keep an eye on the condition of the mats if/when passing and notify the Clerk promptly if they have any concerns.

(c) The Clerk provided a verbal report from the CCBC Engagement meeting held on Weds 7th May (attended by the Mayor, Deputy Mayor, Clerk and Place Plan Manager). Topics for the meeting included the need for an urgent meeting to

discuss/agree a basic service level agreement covering the 'sponsorship' of the public conveniences, clearly expressing what is expected of both parties. The Place Plan Manager gave a brief update following the Town Centre engagement event on 1st May and was advised of an upcoming WG grant / pilot project to repurpose spaces above shops.

Members expressed concern about the lack of information being shared in respect of issues with /temporary closure of public conveniences and a member queried why the Rhos on Sea prom toilet had been closed the previous weekend and what the upto date position is with the facilities at Parisellas.

Resolved for the Clerk to contact CCBC (ERF) to enquire about the current position with Parisella facility and the reason for the Rhos facilities recent closure.

541/24 One Voice Wales / SLCC

(a) Members received the Martyn's law guidance /information from SLCC.

(b) The Clerk submitted the updated model Financial Regulations received from One Voice Wales, with minor updates to paragraphs 5.4, 5.7 and 5.11 relating to public procurement, as a result of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024.

Resolved to recommend that the Council adopts the updated paragraphs from the revised model Financial Regulations.

542/24 Ward Allowances

(a) The Clerk submitted a ward allowance project proposal from Glyn wared members.

Resolved to approve the Glyn Ward proposal from Cllrs T Maclean, C Hughes and A Khan (£137.25) for a friendship bench at Nant y Groes School.

543/24 Grants:

(a) Wellbeing Grants 2025/26:

Resolved to recommend approval of grant applications A (TAPE) and B (UAM), as detailed in Schedule 'B' attached.

(b) Events Grants 2025/26:

Cllr C Hughes declared a personal and prejudicial interest, as a Director for CAIS, and withdrew from the meeting for the consideration of the application for Adferiad.

Cllrs L Wilkins and G Wynne declared personal interests with regards to St Joseph's School and withdrew from the meeting for the consideration of the application for St Joseph's School.

Resolved to recommend approval of Events Grant applications H, I and J, as detailed in Schedule 'C' attached.

(c) Youth Grants 2025/26: The Clerk submitted a youth grant application from the Underground Artist Movement, based at The Hwb

Resolved to recommend approval of the youth grant application from UAM, as detailed in Schedule 'D' attached.

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

(i) Home Start Conwy

- (i) Oriel
- (ii) Jewish History Association of Wales
- (iii) Colwyn Community Hwb
- (iv) Rhos Rotary VE Day grant
- (v) Sir John Henry Morris Jones Trust fund for the year-end donation
- (e) The Clerk submitted an email offering to return unspent grant funds of £73.37, provided by BCTC to the local RVS for its Companionship At Home programme, or to agree that the group donate the funds to Ty Gobaith.
Resolved to request that the unused grant funds be returned to the Town Council.
- (f) Members noted the update from Citizens Advice regarding the Tan Lan service
- (g) The Clerk submitted an appeal letter from the Llangollen International Eisteddfod, seeking a donation towards the 2025 Eisteddfod.
Resolved to recommend that a donation of £250 be given to the Llangollen International Eisteddfod, from the Small Grants budget.

The Meeting closed at 7.30 pm.

..... Chair

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	Lloyds Bank	DD	8.50	1/66/24	Bank charges
03/03/2025	Lloyds Bank	DD	8.50	1/66/24	Bank Charges
03/03/2025	LLoyds bank	DD	-8.50	1/66/24	Service charges
04/03/2025	Scottish Power	DD	1,180.69	1/66/24	Xmas Lights Elec
04/03/2025	Utilita	DD	437.36	1/66/24	Town Hall Gas duplicate Paymt
07/03/2025	Barclaycard	DD	546.30	1/66/24	Various
11/03/2025	Heat & Beat Forge	FP	6,024.00	1/58/24	Gardd Pawb Gate
11/03/2025	Mrs Laura Jones	FP	100.00	1/58/24	Gardd PAwb Facepainter
11/03/2025	One Voice Wales	FP	40.00	1/58/24	Training Cllr PH 26/2
11/03/2025	Clira Ltd	FP	198.00	1/58/24	Water monitoring
11/03/2025	Livotech	FP	50.40	1/59/24	Website Maintenance
11/03/2025	I P Williams	FP	450.00	1/59/24	Translations February
11/03/2025	Microshade Business Consultant	FP	305.42	1/59/24	IT Services
11/03/2025	Conwy County Borough Council	FP	7,225.78	1/59/24	Smart Towns WIFI MarchFund
11/03/2025	S & L Industrial Cleaners	FP	270.00	1/59/24	Cleaning TH/AFClock
11/03/2025	ICO	DD	47.00	1/66/24	Data Protection Fee
12/03/2025	Mayor's Charity account	FP	16.00	1/62/24	Quiz Payment transfer
14/03/2025	Employees	FP	8,252.44	1/59/24	Salaries March
14/03/2025	HMRC	FP	3,166.82	1/59/24	PAYE & NI
14/03/2025	Gwynedd Council	FP	2,835.31	1/59/24	Pensions Contributions
14/03/2025	Eirias Hockey Club	FP	600.00	1/60/24	WA Cllrs CM CH TMc AK
14/03/2025	CBay Community Hwb	FP	89.95	1/60/24	WA Heater TMc
14/03/2025	3rd Rhos on Sea scouts	FP	400.00	1/60/24	WA Tents Cllr DW
14/03/2025	Rhos United FC	FP	600.00	1/60/24	WA Youth Kit Cllr PA
14/03/2025	Rhos United FC	FP	195.00	1/60/24	WA Jrs footballs
14/03/2025	Ysgol LLandrillo yn Rhos	FP	200.00	1/60/24	WA Library Resources Cllr LW
16/03/2025	British Gas	DD	13.71	1/66/24	Elec Pillar 1
16/03/2025	British Gas	DD	13.74	1/66/24	Pillar 2
18/03/2025	Utilita	DD	943.78	1/66/24	Elec Rhiw road
18/03/2025	Utilita	DD	769.03	1/66/24	Gas Rhiw Road (Police)
18/03/2025	Utilita	DD	525.81	1/66/24	Gas Rear Annexe
21/03/2025	GLS Educational/ Findel	FP	167.94	1/63/24	Stationery
21/03/2025	Conwy County Borough Council	FP	396.00	1/63/24	Xmas Lights Licence
21/03/2025	Alexander Locksmiths Ltd	FP	120.00	1/63/24	TH Keyapd Repair
21/03/2025	Chris Hemmings	FP	1,000.00	1/63/24	Gardd Pawb Garden Sessions
21/03/2025	Mrs C J Earley	FP	363.10	1/63/24	Travel Exps
21/03/2025	One Voice Wales	FP	40.00	1/63/24	Training Cllr PH 13/3
21/03/2025	Kinetika	FP	1,200.00	1/63/24	Kinetika
21/03/2025	Powlsons	FP	136.80	1/63/24	Gardd Pawb Banners
21/03/2025	Sweet Snowdonia	FP	100.00	1/63/24	Gardd Pawb Banners
21/03/2025	Friends of Rhos on Sea	FP	570.00	1/64/24	WA Cllrs CB HF
21/03/2025	The Joshua Tree	FP	300.00	1/64/24	WA Cllr AJ
21/03/2025	Chris Hemmings	FP	200.00	1/64/24	WA Cllr AK Planting
21/03/2025	T4CBay	FP	400.00	1/64/24	WA Cllr CM Toastie/Repair club
21/03/2025	OCRA	FP	570.00	1/64/24	Ward Allowances
21/03/2025	UpperCBComCentre	FP	301.94	1/64/24	WA Cllrs RO Whist Club
24/03/2025	Petty Cash	005575	162.71	1/65/24	Petty Cash Claim

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/03/2025	Gardd Pawb various	005575	-48.79		coorection of entry
24/03/2025	Petty cash	005575	2.40		milk for Place Plan meetings
24/03/2025	Petty Cash claim	005575	3.50		postages
24/03/2025	Petty cash	005575	44.16		Gardd Pawb exp - sundries
24/03/2025	Petty cash	005575	-1.27		Adjustment to sundries total
25/03/2025	Utilita	DD	437.36	1/66/24	Gas TH
25/03/2025	Utilita	DD	-37.89	1/66/24	Credit Gas Payment TH
27/03/2025	Livetech	FP	428.40	1/67/24	Website upgrade/training
27/03/2025	Cais Social Enterprises Ltd	FP	432.00	1/67/24	Caetering Gardd Pawb Launch
27/03/2025	Conwy County Borough Council	FP	800.00	1/67/24	Gardd Pawb Legal/Estate Fees
27/03/2025	Thomas Jones Ltd	FP	711.60	1/67/24	GArd d Pawb Waterworks
27/03/2025	Quantum Traffic Management	FP	636.00	1/67/24	Signs Rem Sun O/C
31/03/2025	LLoyd's Bank	FP	9.50	1/61/24	Ac Maintenance fee
31/03/2025	Onecom Ltd	DD	84.07	1/66/24	Broadband services
Total Payments			<u>45,034.57</u>		

Summary of Wellbeing Grant Applications for 2025/26

Total Budget 2025'26 = £10,000

REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved 2025'26	Notes:
<u>Considered on 14.05.2025</u>					
A	TAPE Community Music & Film	£2,000.00	Replace seating in the main hall. Match funding of £1070.80 will be accessed from TAPE Capital budget. Total cost of project £3070.80.	£ 2,000.00	Approved 14.5.2025
B	Underground Artist Movement	£2,000.00	UAM Rap Writing Course – Empowering Youth Through Culture and Community Project Summary: In direct support of the Bay of Colwyn Place Plan objective — "To maintain and improve facilities within the Bay of Colwyn, particularly those that focus on youth provision and cultural activities" — and contributing to the FAHW/A1 action area — "Support activities/provision for younger people, particularly in evenings to improve safety and alleviate anti-social issues" — the UAM Rap Writing Course offers a vibrant, transformative opportunity for young people and the wider community.	£ 2,000.00	Approved 14.5.2025
		<u>£ 4,000.00</u>		<u>£ 4,000.00</u>	

REC Budget =	£35,000
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Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Rec 2024/25	Recommendation:	Approved (£):	Paid:
<u>Considered on 14.5.25</u>									
H	Adferiad	Concert and art exhibition celebrating the relationship between Colwyn Bay and the Congo. Delegation led by Queen Bakeabisa Mafuta.	24.10.25	£1,500.00	£2,500.00	n/a	Approved 14.5.25	£1,500.00	
I	St Joseph's School	Community summer fair	28.6.25	£950.00	£950.00	n/a	Approved 14.5.25	£950.00	
J	Conwy Mind	Seal Splash - cold water swim and beach activities	8.6.25	£500.00	£2,434.00	n/a	Approved 14.5.25	£500.00	
K	Beach of Dreams	Prom Xtra BoD activity (c/f from 24'25)	10.5.25	£3,029.71	15000+	£1,970.29		£3,029.71	08/02/1904
				£ 27,718.98	£ 91,733.00	£ 25,000.00	£ -	£23,233.00	

Summary of Youth Grant Applications for 2025/26

						BUDGET:	
Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved: from Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Amount Paid
A. Underground Artists Movement (UAM)	£2,000	14.5.25	£2,000	Artist Development Programme – Building on the Success of the U18 Free Studio Workshop... this grant will help deliver our Youth Development Programme – aimed at 16 to 25-year-olds who are passionate about music, but need support, access, and guidance to take their next steps. The sessions will run either: - weekly for 2 hours across 4 weeks, or - 1 hour a week across 8 weeks,			
		TOTAL YTD=	£2,000			Balanced to Ledger= <i>Section 137=</i>	£0.00 <i>#REF!</i>

* 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.