MINUTES OF A HYBRID MEETING OF THE BAY OF COLWYN TOWN COUNCIL AT 6.30PM ON MONDAY 9th JUNE 2025, HELD IN THE COMMITTEE ROOM, TOWN HALL AND ONLINE, VIA ZOOM.

PRESENT: The Mayor, Cllr J Nuttall (Chair)
Cllrs: P Ashe, C Bell, C Brockley, D Carr, J Clayton, N Coverley, H Fleet, C Hughes, P Hughes, A Jones, A Khan, T Maclean, R Owen, S Price, K Roberts, D Wilkins, L Wilkins and G Wynne.

OFFICERS: T Earley, Town Clerk and RFO
R Gill, Place Plan Officer and Deputy Clerk
P Everley, Assistant Clerk

COUNTY CLLRS: None

35/25 **Welcome and Apologies for Absence:**

The Chair welcomed members to the meeting. Apologies for absence were received from Town Cllrs: J Higgins, D Jones, T Lee, S McAllister, and County Cllr C Carlisle.

36/25 **Announcements:**

(a) The Clerk reminded members in the room about meeting etiquette:- to introduce themselves before speaking (to give the Owl time to pan around) and to project their voice towards the Owl or the extender mic. Members on zoom were asked to use the participator's 'hands up' button to let the Chair know that they wished to speak.

(b) The Mayor provided a verbal update, reflecting on recent engagements attended in an official capacity.

37/25 **Declarations of Interest**:

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

38/25 **Visitor(s) to the Council:**

(a) County Councillors Reports: no reports were given by any Cty Councillors present.

(b) Public participation: There were no members of the public present.

39/25 **Minutes**

(a) ***Resolved to receive, approve and sign, as a correct record, the minutes of:***

(i) ***the last Ordinary Meeting of the Council, held on 28th April 2025,***

(ii) ***the Annual Meeting of the Council, held on 19th May 2025.***

(b) ***Resolved to receive and note the minutes of the following meetings:***

(i) ***The General Purpose & Planning Committee meetings, held on 6th May 2025 & 27th May 2025 (draft).***

(ii) ***The Policy & Finance Committee, held on 14th May 2025 (draft)***

(iii) ***The Climate & Nature Sub-Committee, held on 7th May 2025 (draft)***

(iv) ***The Place Plan Advisory Committee, held on 6th June 2025 (draft)***

Resolved to defer receipt of these as the draft minutes were not yet available.

40/25 **Matters Arising from Those Minutes**

(a) Min. 507/24(a) and 467/24(b)– Congo Delegation & Black History Month:

(i) Members received and noted the report from a further meeting with a delegation from the DRC and representatives from NWAMI/Adferiad, held on 23.5.25 (Cllr JN was in attendance).

(ii) Members noted that the P&F Committee has recommended approval of an Event Grant towards the costs of the October event.

Resolved to take the later agenda item (Event grant approval) as part of this item

Cllr C Hughes declared a personal and prejudicial interest regarding this item and retired from the meeting during this discussion. A discussion took place regarding the proposed event and the benefits of recognising and celebrating the historical links between Colwyn Bay and the Democratic Republic of the Congo.

Resolved to approve the Event Grant application (£1,500).

(iii) Members considered the request for the Town Council to initiate the formal invite to the First Lady of the DRC, via the Ambassador's Office in London (to enable the release of official funding for the visit).

Resolved to decline this request, however, further resolved that the Clerk would offer to send a letter of support for the event itself, on behalf of the Bay of Colwyn Town Council.

(b) Min. 507/24(b) – Council Vacancy, Glyn Ward: Members received a copy of the notice of vacancy, published on 3rd June 2025, and noted that any request for an election must be made by 10 electors by 23rd June, otherwise the Council can proceed to co-option to fill the vacancy.

(c) Min. 507/24(d) – Gardd Pawb:

(i) Members noted that the CCTV Control Room have been asked to keep any eye on any groups gathering in the garden, following a concern raised about intimidation of some of the garden volunteers from KBI, and signs have now been displayed advising of this.

(ii) Several councillors attended the recent community gardening event (with families). Cllr L Wilkins gave a verbal report, saying how much they had enjoyed the event.

(iii) ***Resolved to approve the submission of a nomination to The One Show and RHS Growing Together award for community gardening.***

(d) Min. 507/24(i) – Beach of Dreams:

(i) Members received the final finance report for the Event Grant and noted the project was delivered on budget (£4,926 spent out of budget of £5,000).

(ii) The Clerk presented a copy of the questionnaire developed by the Climate and Nature Sub-Committee and a summary of feedback from the Council's stand at the event. Members discussed the merits of the survey responses and agreed that this should be used to launch further conversations with the community.

(e) Min. 507/24(k) – Volunteer Awards: Cllr J Nuttall expressed support for incorporating the Volunteer Awards ceremony into the Annual Meeting in future years, highlighting that it offers a fitting opportunity for the Mayor—who visits numerous community-led initiatives throughout the year—to celebrate and acknowledge their achievements.

(f) Min. 509/24(a) – Public conveniences:

(i) Members noted a meeting to be held on Tuesday 24th June, at 2pm, to discuss the draft contract/SLA. Resolved that the Clerk should raise the following issues:

(1) Any closure of a sponsored public convenience should be notified to the relevant town/community council by the next working day, with an outline of the reason(s) for the closure and the anticipated re-opening date;

(2) What financial arrangement will be agreed in the event a public facility permanently closes at some point in the future (e.g. The Dingle – noting that planning consent will be required for the development of the replacement facilities at Porth Eirias);

(3) Note that the paddling pool toilets closed at 4pm on a warm, busy day, and query the rationale for this.

(ii) ***Resolved that Cllrs J Nuttall and H Fleet will attend the meeting, along with the Clerk and Deputy Clerk.***

(iii) ***Resolved to withhold payment of the invoice for the 'recharges' for 2025/26 of £43,496 (+VAT) until the written contract/agreement, as requested in January 2025, has been approved. Further resolved that payment of the invoice is delegated to the Clerk following the meeting on 24th June, and with approval from Cllrs JN and HF.***

(g) Min. 8/25 and 11/25 – Annual Meeting: Members considered the following items, deferred from the Annual Meeting held on 19th May 2025:

(i) ***Resolved to approve the continuation of the current Standing Orders.***

(ii) ***Resolved to approve the continuation of the Financial Regulations, incorporating the amendments suggested by OVW and the Internal Auditor.***

(iii) Members received the updated schedule of representatives to Outside Bodies and noted the ongoing arrangements for members to provide reports back to the Council.

(iv) Members received the updated asset register as at 31st March 2025.

(v) Members noted our current Local Council policy arrangements for cover for insurable risks is with Zurich and is reviewed/renewed annually in August.

(vi) ***Resolved to approve/ratify annual membership/subscriptions to:***

(1) Society of Local Council Clerks (Clerks' and Deputy Clerks' membership)

(2) Community and Voluntary Services Conwy

(3) Information Commissioners Office (registration as a Data Controller/Processor)

(4) One Voice Wales (renewed March 2025)

(vii) Members noted a summary of the other polices/procedures adopted by the Council and note that a project will commence in the summer to review/update these on a periodical basis.

(viii) Members received the draft Annual Report for 2024/25, and noted the report will be translated and published next week.

(h) Min. 538/24(f) - Town Hall/Rhiw Road External Redecoration: The Clerk reported that the anticipated lifespan of each of the products/treatments quoted by the three companies was similar (5 years).

Resolved that, following a courtesy notification to the other tenants on site, the Clerk will award the contract to Thomas Jones Builders (Llandudno) Ltd at an estimated cost of £3,312 + VAT. The works will include the removal of ivy from the CVSC railings prior to commencement, and the Clerk will make the necessary arrangements for the work to proceed.

(i) Min. 543/24 (a) – Wellbeing Grants

Resolved to ratify the approval of the grant applications A and B, as detailed in Schedule B to those minutes.

(j) Min. 543/24 (b) – Events Grants

Resolved to ratify approval of grants to applicants H, I and J, as detailed in Schedule 'C' to those minutes.

(k) Min. 543/24 (c) – Youth Grants

Resolved to ratify approval of a grant to applicant A, as detailed in Schedule 'D' to those minutes.

(l) Min. 543/24 (g) – Small Grants

Resolved to ratify approval of a donation of £250 to the International Music Eisteddfod, from the small grants budget.

(m) Climate and Nature Sub-Committee:

(i) Min. 531/24 (b) – Climate Action Plan

Resolved to approve the updated Action Plan, and note the resolutions of the Sub-Committee, as detailed in the minutes.

(n) Colwyn Place Plan:

(i) Members noted the minutes of the recent Advisory Committee Meeting would be circulated separately, once drafted.

(ii) The Place Plan Manager gave a verbal report of actions and progress to date, and reminded Members that a more detailed report will be shared at the quarterly update on Monday 16th June at 5pm, via Zoom.

(iii) Members noted the resolutions of the Committees, as detailed in the Minutes. Cllr A Jones congratulated R Gill on the success of the Colwyn Bay Conversation event, held on 1st May.

41/25 Welsh /UK Government – Members noted the following correspondence:

(a) The Welsh Government is currently undertaking post-legislative scrutiny of the Well-being of Future Generations (Wales) Act 2015 and OVW is collating a response.

(b) Improving the Administration and Enforcement of Council Tax in Wales – notice of consultation.

42/25 Conwy CBC:

(a) Conwy Community Regeneration Key Fund (UKSPF): Members noted that the closing date for applications to the larger fund (£10,000 to £75,000) is mid-day on 16th June. As it would not be possible to receive quotes for any current/planned projects in time for this deadline, a bid would not be submitted for this round.

(b) Smaller Community and Town Council Fund:

(i) Members received an initial e-mail from CCBC regarding the smaller (up to £10k) pot earmarked for community and town councils (deadline for applications not yet known).

(1) Resolved to proceed with a bid to upgrade the Rhos MUGA floodlights. As estimated costs suggest the upgrade will be £10k - £12k it is expected that BCTC will provide match funding of 20% (up to £2k).

(2) Resolved to defer submitting a funding bid for energy saving and generation measures at the Town Hall site (as outlined in the energy audit report), due to the anticipated June/July deadline being too soon to obtain the necessary quotes and any planning consent that may be required.

It was noted that the Clerk and Deputy Clerk will be meeting with Dr David Sprake of Wrexham University to review the report's recommendations and explore advice and support for developing a plan to improve the site's energy efficiency.

(c) Transforming Towns Small Scale Capital Fund: Members received information about funding of up to £15,000 for a capital project within the town centre.
Resolved to obtain estimated costs and approve submission of an Expression of Interest for a mapping project to respond to needs identified by four of the Place Plan Working Groups (Getting Around; Culture, Heritage & Tourism; Business; Facilities, Assets, Health & WB).

(d) Members received the meeting notes of the Colwyn Bay Town Team meeting on 20th May.

(e) Members received the Conwy Youth Service Spring Newsletter.

(f) Members received notification of a Community Boundary Review.

43/25 __Finance and Governance:__

(a) Year-end Finance and Governance Statements: The Clerk submitted the year-end financial statements as at 31st March 2025.

(i) ***Resolved to approve the final statement of accounts for 2024/25***

(ii) Members received and noted the recommendations within the report from the Internal Auditor

(iii) ***Resolved to complete the annual governance statements in the annual return and approve this for signature by the Chair and submission to Audit Wales for External Audit.***

(b) The Clerk submitted a quote for the supply of an additional stock of five Past Mayor's medals. It was noted that alternative quotes had been sought several years ago, but that the cost of changing supplier is prohibitive, as a unique die has to be created to produce the coat of arms for the medals.
Resolved to approve the purchase of (5) Past Mayor medals from Fattorini, to be paid for from the earmarked reserve of £2,500.

(c) ***Resolved to ratify payment of the invoice from CCBC for contributions to the Prom Xtra and Beach of Dreams events, totalling £12,733 (+VAT).***

(d) ***Resolved to approve payment of CCBC invoice for the Colwyn in Bloom planters and baskets etc, for £4,607 (+VAT).***

44/25 __Representatives on Outside Bodies__**:**

(a) To receive any reports from the Clerk and/or Members who are representatives of the Council on outside bodies:

Colwyn Bay Business Forum (CH/RG)- A meeting was held last week - RG gave an update on Place Plan projects/actions, including the proposed town maps – the group were very supportive.

Presentation from Business Wales re: support into employment for young people

(b) Sir John Henry Morris Jones Trust Fund (HF,CH,JH)

It was noted that the Trust had met recently to interview the applicants and had agreed that six beneficiaries will receive funding this year, including several who had not received awards previously.

(c) Old Colwyn Community Centre (DC)- Annual Meeting

Cllr Carr reported that the Centre is doing very well and paying its way. Committee re-elected and provides a vital facility for Old Colwyn.

45/25 One Voice Wales (OVW) / NALC / Society of Local Council Clerks:

(a) Members received issue 2 of the new e-bulletin

(b) Members received the National Awards Conference report

(c) Members received the notice of appointment of a new Development Officer for North Wales

(d) Members were asked to consider appointing a second/reserve representative to each Committee. Current reps are Cllr P Ashe and Cllr S Price.
Resolved that Cllr A Jones will join the Area Committee, and Cllr R Owen will join the Larger Councils Committee, as second/reserve representatives.

46/25 Other Correspondence:

Members noted the advice from Conwy CAB regarding their merger.

The meeting closed at 8.35pm ………………………………… Chair