

MINUTES OF A HYBRID MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE COMMITTEE ROOM, TOWN HALL AND ONLINE, VIA ZOOM, AT 6.30^{PM} ON WEDNESDAY 13th AUGUST 2025

PRESENT: Cllr H Fleet, Chair
Cllrs: D Carr, C Hughes, S McAllister, J Nuttall (Mayor) and L Wilkins

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

ABSENT: Cllrs: S Price, A Khan

129/25 Welcome and Apologies for Absence:

The Chair welcomed members and apologies for absence were received from Cllrs P Ashe, N Coverley, D Jones, and G Wynne (Deputy Mayor).

130/25 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests.

Cllr L Wilkins declared a personal and prejudicial interest in the wellbeing grant application from Rhos Football Club, and withdrew from the meeting at the time of discussion.

131/25 Minutes:

Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 25th June 2025.

132/25 Matters Arising from the Minutes:

- (a) The confirmation of the order placed for 5 Past Mayor medals, to replenish stock (to be paid for from the earmarked reserves), was noted.

133/25 Finance:

- (a) *Resolved to authorise payments made on behalf of the Council for the periods 1st to 30th June, and 1st to 31st July 2025 as detailed in Schedule 'A' attached. Further resolved to authorise the Chair to check and sign the Barclaycard statements for May, June and July 2025.*
- (b) *Resolved to authorise the Chair and Clerk to carry out the checking/ authenticating of the bank reconciliation(s) as at 30th June and 31st July 2025.*
- (c) *Resolved to receive the quarterly income and expenditure report to 30th June 2025.*
- (d) *Resolved to receive the following correspondence from CCLA:*
 - (i) *LAPF Statement July 2025.*
 - (ii) *PSDF Statement July 2025.*
 - (iii) *Changes to the PSDF fees and charges.*
 - (iv) *Notice of CCLA acquisition by Jupiter IM Group.*
- (e) *Resolved to authorise payment of the Council's Zurich insurance policy (£9,214.87) under the current long-term agreement, and to authorise the*

- changes to the policy as presented, resulting in an additional premium of £205.46.*
- (f) *Resolved to approve the purchase of a new laptop, including accessories, for the Clerk (approx. £643 + VAT, plus the screen, connection hub and power lead).*
 - (g) *Mayor's Charity account:*
 - (i) *Resolved to receive the statement of receipts/payments for 2024/25 and approve payment to the Mayor's chosen charity (Upper Colwyn Bay Community Centre) of £1508.41.*
 - (ii) *Resolved to note the bank fees now being applied to the account of £4.25 per month, plus transaction fees for cheque/cash deposits and payments.*
 - (h) *Resolved to authorise for maintenance work to be carried out on the bronze statue/plaques at the Colwyn Bay and Old Colwyn war memorials.*

134/25 UK/Welsh Government:

- (a) Members noted the consultation on Revisions to the Separate Collection of Waste Materials for Recycling – A Code of Practice for Wales.

135/25 Conwy County Borough Council:

- (a) *Resolved to approve the request for match funding from CCBC (£2726.86) to carry out various playground improvements and maintenance.*

136/25 One Voice Wales / SLCC: Members received/noted the following correspondence:

- (a) Report on the Digital health of Community & Town Councils. The Clerk highlighted the Welsh Government's recommendation, being taken forward by the WLGA, for the Unitary Authorities to provide IT services to town and community councils in their area.
Resolved to investigate costs and potential funding opportunities to inform the creation of an IT reserve for future services and equipment, in preparation for the 2027 elections, should the Council and/or councillors require a new IT service provider or additional equipment.
- (b) *Resolved to approve the NJC local government services pay agreement 2025/26 and implement with immediate effect.*
- (c) Members noted the Deputy Clerk and Assistant Clerk have both completed the SLCC's Introduction to Local Council Administration (ILCA) course.
Resolved to approve the Deputy Clerk's enrolment for the CilCA course (required for General Power of Competence), and for the Assistant Clerk to enrol for the FiLCA (Finance) course.
- (d) *Resolved to authorise the Clerk and Deputy Clerk to attend the SLCC's national conference in October 2025 (£450 pp incl 2-day conference and shared accommodation).*

137/25 Ward Allowances:

- (a) *Resolved to approve the project proposal submitted for Glyn Ward, by Cllr C Hughes, for Eirias Bowling Club (£230).*

138/25 Grants:

- (a) Wellbeing Grants 2025/26:

Resolved to recommend approval of grant application C. Rhos Football Club, as detailed in Schedule 'B' attached.

(b) Event Grants 2025/26:

Resolved to recommend approval of grant application L. Chwilota (as match funding for a larger Arts Council for Wales bid), as detailed in Schedule 'C' attached.

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

(i) An update from Theatr Colwyn regarding funding being obtained for the replacement seating.

(ii) CBCEF Large Grant 2024/25 report (copy herewith), to include their request for a change in spending of the funds received

Resolved to instruct CBCEF to return the unspent funds, as the original funding purpose (centenary trail in Eirias Park) could not currently be fulfilled, and to invite them to submit a new application for the revised project.

(iii) Thank you letter from Bryn y Maen Show for equipment loaned

(iv) VE Day grant spend report from Ysgol T Gwynn Jones

(v) 1Compass thank you email and report

(d) A request for financial (and venue) support from Cor Meibion Colwyn, for its proposed Young Musician of the Year competition;

Resolved to support the Cor Meibion Colwyn request for support for the new annual event and:

(i) ***Via Cllr Tom Maclean, ask that the Theatr Colwyn Management Committee consider hosting the event on 1st March 2026 and annually thereafter, possibly at a reduced rate, or as the Town Council's free night each year, which is used to raise funds for the Mayor's Charity(ies) (via a contribution from ticket sales and/or a raffle)***

(ii) ***Following clarification of the number of prizes to be awarded, and amounts, suggest either the Rotary Club or Cor Meibion apply for a small grant (up to £500 max) or an Events or Youth Grant (if over £500 is required).***

(e) Members noted an expression of interest has been submitted to Ambition North Wales, for support for a Clean Energy Feasibility study for the Rhiw Road site and a response is expected later this month.

The meeting closed at 7.50 pm.

..... Chair

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/06/2025	Cais	FP	720.00	I/13/25	Catering for 1-May event PP
06/06/2025	Microshade Business Consultant	FP	323.11	I/13/25	Adobe Acrobat Pro license
06/06/2025	Snowdonia Fire Protection LTD	FP	289.20	I/13/25	Rear Annexe fire extinguishers
06/06/2025	B&S Smith	FP	270.00	I/13/25	Clock & office cleaning
06/06/2025	AD Window Cleaning	FP	240.00	I/13/25	CiB watering May
06/06/2025	Liveteach	FP	50.40	I/13/25	Website maintenance
06/06/2025	Clira Ltd	FP	198.00	I/13/25	Monthly Legionella testing
06/06/2025	I P Williams	FP	380.00	I/13/25	Translation fees May
06/06/2025	Findel Education Ltd	FP	39.53	I/13/25	stationery/supplies
10/06/2025	Conwy County Borough Council	FP	15,279.60	I/11/25	PromXtra and BoD
10/06/2025	Conwy County Borough Council	FP	5,528.40	I/13/25	CiB planters, baskets
13/06/2025	Employees	FP	8,203.16	I/14/25	Salaries June 2025
13/06/2025	HMRC	FP	3,534.49	I/14/25	PAYE and NI June 2025
13/06/2025	Gwynedd Pensions	FP	2,834.63	I/14/25	Pension contrib. June 2025
13/06/2025	Computer World	FP	60.00	I/15/25	Laptop repair (fan RD)
13/06/2025	Cais	FP	600.00	I/15/25	Annual meeting catering
13/06/2025	Microshade Business Consultant	FP	305.42	I/15/25	Monthly IT service
13/06/2025	Ysgol Iau Hen Golwyn	FP	150.00	I/15/25	CiB garden grant
16/06/2025	Utilita	DD	12.36	I/18/25	Gas Rear Annexe May
16/06/2025	Utilita	DD	250.41	I/18/25	Gas Rhiw Road May
17/06/2025	British Gas	DD	14.74	I/18/25	Feeder Pillar 1 May
17/06/2025	British Gas	DD	14.77	I/18/25	Feeder Pillar 2 May
18/06/2025	Signs Workshop	FP	930.00	I/13/25	St Davids Rd noticeboard
20/06/2025	SLCC	FP	315.00	I/16/25	SLCC Membership R Gill
20/06/2025	Mrs Holly V Barlow	FP	25.00	I/16/25	VE Day window comp
20/06/2025	Mrs C A Trow	FP	25.00	I/16/25	VE Day window comp
20/06/2025	Matthews & Son (Hardware)	FP	50.00	I/16/25	VE Day window comp
20/06/2025	Cais	FP	1,500.00	I/16/25	Adferiad event grant
20/06/2025	UAM	FP	2,000.00	I/16/25	UAM Rap course Wellbeing Grant
20/06/2025	TAPE Community Music & Film	FP	2,000.00	I/16/25	TAPE seating Wellbeing Grant
20/06/2025	St Joseph's PTA	FP	950.00	I/16/25	Summer fair Event Grant
20/06/2025	Conwy Mind	FP	500.00	I/16/25	Seal Splash Event Grant
26/06/2025	Conwy County Borough Council	FP	26,097.60	I/17/25	Public conveniences 1st inst.
26/06/2025	Conwy County Borough Council	FP	14,209.97	I/17/25	VAS Signage Dolwen Rd
26/06/2025	Conwy County Borough Council	FP	816.00	I/17/25	CiB Hanging baskets (free)
26/06/2025	UAM	FP	2,000.00	I/17/25	UAM artist dev. Youth Grant
30/06/2025	Onecom Ltd	DD	89.46	I/18/25	Phones and broadband May
Total Payments			90,806.25		

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Lloyds Bank	DD	9.35	I/22/25	Monthly fees May.June
07/07/2025	Barclaycard	DD	34.85	I/22/25	June statement
07/07/2025	British Gas	DD	11.28	I/22/25	Feeder Pillar 1 St.Rd.
07/07/2025	British Gas	DD	11.25	I/22/25	Feeder Pillar 2 St.Rd.
10/07/2025	Conwy County Borough Council	FP	781.00	I/19/25	NNDR July 25
10/07/2025	B & S Smith	FP	420.00	I/19/25	Cleaning services
10/07/2025	CAIS Social Enterprise	FP	117.00	I/19/25	SJHMJ Awards reception
10/07/2025	I P Williams	FP	580.00	I/19/25	Translation services June 25
10/07/2025	AD Window Cleaning	FP	1,700.00	I/19/25	Watering service June 25
10/07/2025	Clira	FP	198.00	I/19/25	Legionella monitoring June 25
10/07/2025	Livetech	FP	264.00	I/19/25	Website maintenance June25
10/07/2025	Canda Copying Ltd	FP	119.70	I/19/25	Copier lease June25
10/07/2025	Canda Copying Ltd	FP	64.05	I/19/25	Copy charges Q1
10/07/2025	LIME Ltd	FP	250.00	I/19/25	Small Grant Llang. Eist.
15/07/2025	Employees	FP	8,310.44	I/20/25	Salaries July 25
15/07/2025	J Nuttall	FP	600.00	I/20/25	Mayors Allowance 25.26
15/07/2025	H Fleet	FP	400.00	I/20/25	SNR / Chair allowance
15/07/2025	HMRC	FP	3,851.66	I/20/25	PAYE & NI July25
15/07/2025	Gwynedd Pensions	FP	2,874.90	I/20/25	July pension contrib.
17/07/2025	Utilita	DD	153.15	I/22/25	Gas Police Stn. Jun25
17/07/2025	Utilita	DD	217.91	I/22/25	Gas Rear Ann. June25
17/07/2025	Utilita	DD	3,281.57	I/22/25	Electricity Rhiw Rd
25/07/2025	3rd Colwyn Bay Old Colwyn	FP	500.00	I/21/25	Small Grant. Scouts
25/07/2025	PMA Theatre	FP	500.00	I/21/25	Small Grant. PMA
25/07/2025	Aberconwy Car & Van Hire	FP	140.00	I/21/25	PP Holyhead trip
25/07/2025	Matthews & Son (Hardware)	FP	15.00	I/21/25	Gardd Pawb spare key
25/07/2025	Humphreys Signs Ltd	FP	114.00	I/21/25	Honours board update
25/07/2025	Pickering Lifts	FP	152.93	I/21/25	Lift inspection
25/07/2025	R P Dudley	FP	11.91	I/21/25	Reimb. Civic Sunday
25/07/2025	Microshade Business Consultant	FP	305.43	I/21/25	IT Services July25
29/07/2025	Lloyds Bank	DD	8.50	I/22/25	Monthly bank fees
30/07/2025	Onecom	DD	89.46	I/22/25	Phones Broadband
Total Payments			26,087.34		

Summary of Wellbeing Grant Applications for 2025/26

					Total Budget 2025'26 £10,000.00			
REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved 2025'26	Notes:	Bank details rec'd:	Payment & advice sent	Payment received letter/email
Considered on 14.05.2025								
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	Yes	20.6.25	Yes
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	Yes	20.6.25	Yes
To be considered on 13.8.25								
C	Rhos Football Club	£1,340.00	Replace existing plastic goals with better quality metal-framed goals in 2 sizes - serving the age groups registered at the Club.	£ 1,340.00	Rec: P&F 13.8.2025			
				£ 5,340.00				
					£4,660.00 Balance Remaining			

Events Grants 2025/26

REC Budget =	£35,000
Plus returned TAPE	£1,387
	£36,387

see Min. 105/25(j) 21.7.25

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Rec'd 24/25	Recommendation:	Approved (£):	Paid:	SLA Received: Payment Receipt:
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	INV awaited	Projector broken, will advise asap.
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		Yes
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		Yes
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	INV awaited	Yes
Considered on 19.2.25										
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	17/04/2025	Yes
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	INV awaited	n/a
Considered on 19.3.25										
G	VE Day Events Grants	see separate summary		£2,485.98				£2,485.98		n/a
Considered on 14.5.25										
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	20.6.25	

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	20.6.25
K	Beach of Dreams	Prom Xtra BoD activity (c/f from 24'25)	10.5.25	£3,029.71	15000+	£1,970.29		£3,028.90	
To be considered on 13.8.25									
L	Chwilota	Digital/immersive art event on Colwyn Bay Pier. Match funding for larger Arts Council bid (£25k)	TBC (2026)	£2,500.00	£27,500.00	n/a	Rec: P&F 13.8.25	£2,500.00	
				£33,698.69	£ 91,733.00	£ 25,000.00	£ -	£34,197.88	