

MINUTES OF A HYBRID MEETING OF THE BAY OF COLWYN TOWN COUNCIL AT 6.30^{PM} ON MONDAY 8th SEPTEMBER 2025, HELD IN THE COMMITTEE ROOM, TOWN HALL AND ONLINE, VIA ZOOM.

- PRESENT:** The Mayor, Cllr J Nuttall (Chair)
Cllrs: C Bell, C Brockley, D Carr, J Clayton, T Davies, H Fleet, J Higgins, C Hughes, P Hughes, A Jones, A Khan, T Maclean, S McAllister, 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:** One Member of the Public

157/25 Welcome and Apologies for Absence:

The Chair welcomed members to the meeting and also welcomed Cllr T Davies to his first Council meeting. Members noted that Cllr T Davies had signed his declaration of acceptance of office on 6th August. Apologies for absence were received from Town Cllrs: P Ashe, N Coverley, D Jones, T Lee, R Owen, K Roberts and from County Cllr G Jones.

158/25 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 reminded to use the participator's 'hands up' button to let the Chair know that they wished to speak.
- (b) The Clerk gave a brief update on the scheduled events for the Open Doors Event which will take place on Saturday 20th September from 11am – 3pm. Activities planned are: Photo/Film exhibition by Colwyn Bay Heritage Group, Ethel Hovey Presentation, court room re-enactment (Magic Light Productions), demonstration of the Imagine Trail App and a 'bring your favourite photo' competition, organised by Colwyn Bay Heritage Group. The Mayor will present the annual report at 1pm and Councillors are requested to attend and meet with and answer any questions from members of the public. An e-mail will be sent out later this week and members are asked to reply with their preferred time slot.
- (c) The Mayor had attended a fundraising quiz /supper night for RNLI last Friday.

159/25 Declarations of Interest:

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

160/25 Visitor(s) to the Council:

- (a) County Councillors Reports: Cllr A Khan congratulated Cllr H Fleet on being appointed to Cabinet and taking on the portfolio for Adult Social Care for Conwy CBC.
- (b) Public participation: The member of the public present confirmed that he did not wish to speak and was attending solely as an observer.
- (c) The Place Plan Manager gave a brief verbal report on current actions/priorities
 - (i) A verbal report was given to members on the recent site visit to Holyhead, that had

taken place to view some of the town centre regeneration projects. It was noted that the regeneration programme in Holyhead is being led by a partnership between Mon Cyf, a social enterprise that followed on from Communities First, and Anglesey County Council. Members noted the presentation slides, included in the agenda pack.

- (ii) Members were asked to consider a project initiation document (PID) submitted on behalf of the Place Plan Advisory Committee for *'Colwyn Bay Reimagined: Building a Town Centre Strategy with Vision and Voice'* Two key events are planned: one delivered by David Rudlin to continue the conversations from the 1st May event, and a separate evening session with local businesses facilitated by Medi Parry Williams, focusing on how to get the best out of data and use it to increase town centre footfall

Resolved to approve the Project Initiation Document, with a budget ask of £5960.30, to be paid from the Regeneration/Projects budget (of £40,000).

- (d) Members were asked to consider proposals by Cllr T Maclean to formally invite the following speakers to future meetings:

- (i) The local Amnesty International Group, which has been active in the area for over 60 years, to deliver a short presentation at a future full council meeting, in order to share details of their ongoing human rights work, local and global campaigns, and opportunities for community engagement.
- (ii) St. David's Hospice, as their insights in terms of palliative care and respite support etc would be informative.

Resolved to invite the Local Amnesty International Groups and St David's Hospice to future meetings of the Council.

161/25 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 21st July 2025.***

- (b) ***Resolved to receive and note the minutes of the following committee/sub-committee meetings:***

- (i) ***The General Purpose & Planning Committee meetings, held on 5th August 2025 and 2nd September 2025 (draft).***
- (ii) ***The Policy & Finance Committee, held on 13th August 2025 (draft)***
- (iii) ***The Climate and Nature Sub-Committee, held on 24th July 2025 (draft)***
- (iv) ***The Christmas Lights Sub-Committee, held on 20th August 2025 (draft)***

162/25 Matters Arising from Those Minutes

- (a) Min. 102/25(d)– Town Hall/Rhiw Road External Redecoration:

Resolved to approve payment of the invoice of £3,932 + VAT, for works that are now complete, (to include £300 for additional preparatory work along the Albert Place boundary for the grinding down of badly corroded sections and an additional coat of primer).

- (b) Min. 102/25(f) - Conwy Community Regeneration Key Fund bid:

- (i) Members noted that the bid for £10,000 from the Key Fund, towards costs of £11,503 to upgrade the MUGA lighting at Church Road and install 6 solar lighting bollards along a busy footpath in Rhos Park, has been approved, subject to conditions (details to follow).
- (ii) Members noted that a planning enquiry has now been submitted to query if the works can be considered as 'permitted development', or if a full planning application is

required. Members noted that the works cannot be instructed until we know if a full planning application will be required for each element - both being considered separately via pre-planning enquiry and a response is expected by the end of month.

- (iii) Members were asked to defer acceptance of the grant offer and consideration of any conditions, as this had not yet been received.

Resolved to recommend that the grant offer be delegated to the Policy & Finance Committee, to review conditions and accept the grant, providing all is in order.

- (iv) ***Resolved to approve the match-funding, estimated at £1,503, from the Regeneration/Projects budget (£40,000).***

- (c) Min. 102/25(c) – Transforming Towns Small Capital Bid (£15,000 max) for Town Mapping:

- (i) The Place Plan Officer gave the background to the submission and explained the reasons for the three locations that had been chosen. The overarching aim of the project is to help visitors find their way around and to encourage greater footfall into the Town Centre.

Resolved to formally ratify submission of an application for £14,919 to cover the full costs of designing, purchasing and installing deliver 3 large-scale, visually striking, double-sided (where possible) maps at strategic high-footfall points to Colwyn Bay town centre.

- (ii) Members noted that, if approved, the Town Council would need to take on responsibility for their ongoing maintenance and an earmarked reserve for an amount equivalent to the 30% match-funding (£4,480) would need to be created, utilising funds from the Regeneration/Projects budget (£40,000).

Cllr Sandra McAllister joined the meeting at this juncture

- (d) Min. 102/25(e) - Place Plan Manager Role: Members noted that the conditions of grant offer have been met, the grant has been formally accepted and the S.106 funds have been requested.

- (e) Min. 102/25(k) & 120/25(d) – Queen’s Garden Fountain: Members noted a holding response and a further update, following a site visit by the new CCBC Environment Officer, Charley Howes and a contractor. Further information/recommendation(s) and a quote for repairs is now awaited. It was noted that there may be S.106 funding available to cover the cost of the repairs.

- (f) Min.107/25(b)- CBFC Sponsorship:

Resolved to approve the wording/layout for the draft hoarding sign, subject to the addition of a coloured border.

- (g) Min. 120/25 (GPP) – Use of Children’s Scooters on Highways: Members noted the request for those Town Councillors who are also school governors to raise these concerns with the local schools.

Resolved to send an email to the schools, with members who were also school governors copied in to enable them to follow up in due course.

- (h) Min. 120/25(b) & 135/25– Play Equipment: Members noted the proposed works, requiring match-funding of £2,726, plus £550 for INK and £204 for parts/repairs, which had been approved by both the GPP and P&F Committees in August and have therefore now been instructed.

Cllr Chris Brockley left the meeting at this juncture

- (i) Min. 123/25 – Old Colwyn Digital Screen:

- (i) The Clerk reported that one further quotation is still awaited for the supply and

installation of a new screen, to replace the faulty one in Old Colwyn. Members reported that the screen was well-used by the local community and supported, in principle, its replacement. Members were asked to consider approving a budget of £5,000 annually (with any unspent budget being transferred to a Street Furniture earmarked reserve), to build up a fund for future replacement screens and software license / data SIM renewal costs.

Resolved to:

- (1) Authorise a budget of up to £7,000 for the replacement of the faulty screen.**
 - (2) Delegate authority to the Policy & Finance Committee to consider the quotations received and authorise the purchase of a replacement screen, within the budget approved.**
 - (3) Approve in principle the setting up of an annual budget and Street Furniture earmarked reserve, towards future costs in relation to the maintenance and eventual renewal of the digital screens..**
- (ii) Resolved to authorise the renewal of the Vindi-show software license for a further 5 year period, at a cost of £3,850 + VAT, for all four screens, (used to upload content to the screens remotely and previously covered by the initial grant funding), with costs to come the current year's Street Furniture budget (with any overspend to come from general reserves).**
- (iii) Resolved to authorise payment of the invoice for the four data SIM renewals for the next 12 months (£720 + VAT) - required for the Vindishow software to connect to the screens to upload content.**
- Further resolved to ask that other options be researched for next year, to see if a cheaper SIM contract could be obtained.**
- (j) Min. 123/25(h) – VAS Sign:** Members noted that a response is still awaited from CCBC ERF regarding the removal of the sign and when it will be replaced. Members were informed that Cllr Gail Jones is chasing this, via the relevant Portfolio holder.
- (k) Min.133/25(a) – Larger payments:**

Resolved to ratify the following larger payments (over £10,000), approved by the P&F Committee:

- (i) CCBC £15,279.60 – Prom Xtra and Beach of Dreams Eco Zone**
- (ii) CCBC £26,097.60 – Public conveniences sponsorship (first instalment)**

Members asked for clarity regarding the Porth Eirias facilities and whether funding had been secured to provide a public accessible toilet provision there.

It was noted that the tender for the provision of new kiosks (with public toilet provision included) for the Rhos-on-Sea phase of the promenade were with Conwy CBC Legal Department for approval. Following a recent press article, where the Town Council's contribution to the public conveniences was barely mentioned, members felt that the Town Council needed more recognition from the Local Authority. A County Councillor had been present at the meeting that had been reported on and commented that our support had been acknowledged in the meeting, but the press chose not to reflect this in its article.

It was noted that the Mayor, Deputy Mayor and Place Plan Manager had met with CCBC reps last week and raised some of these frustrations. One way of showing our contribution could be via signage on the conveniences that the Town Council had sponsored/funded.

Resolved to request that the Clerk takes this feedback to the next Public Conveniences meeting, convened by Conwy CBC on 1st October.

(iii) Playing out sessions 2025/26

- *Cllr Jo Nuttall declared a personal and prejudicial interest in this item and left the meeting whilst the item was being considered:*

Resolved to authorise payment of the invoice of £11,625 for the Playing Out Sessions for 2025/26.

(l) Min. 138/25(a) – Wellbeing Grants:

- *Cllr Lisa Wilkins declared a personal and prejudicial interest in this item and left the meeting whilst the item was being considered.*

Resolved to ratify approval/payment of a grant of £1,340 to Rhos United Football Club, as detailed in Schedule B to those minutes.

(m) Min. 138/25(b) – Event Grant:

Resolved to ratify approval of a grant of £2,500, subject to the approval of a larger Arts Council for Wales bid of £25,000, as detailed in Schedule C to those minutes and to note the further information provided on the draft timetable for the event(s).

(n) Min. 111/25(c) – Climate Action Plan: The Clerk gave a brief progress update on the two initial prioritised actions :

- (i) Arrangements for a community energy advice drop-in event in October: the date of the event was confirmed as Thursday 9th October from 2pm to 7pm, to take place in an empty unit in the Bay View Centre. Organisations confirmed, to date, include Warm Wales, The Wise Group, Conwy CBC's Well-being team and Citizen's Advice Conwy. Other organisations invited, but not yet confirmed, include y NEST Wales, Cartrefi Conwy and a couple of local companies/businesses offering renewable energy advice/services.
- (ii) Actions on the Town Hall site energy audit: The Clerk will be holding a Rhiw Road Occupiers Group meeting next week to discuss the energy audit findings and seek support for the recommendations therein. It was noted that an Expression of Interest submitted to Ynni Community Energy in August for Clean Energy Feasibility Study Support had been successful. Further details are to follow. Advice is also being sought from CCBC (the Clerk has a meeting arranged later this week to find out more about CCBC energy-saving retrofit projects that have been completed, including at a number of local schools). It was noted that, at the recent CSE Energy Learning Network meeting, it was requested that we send a copy of our energy audit report to the Centre for Sustainable Energy.

(o) Min. 113/25 – S6 Biodiversity Duty: Members noted that the draft report for the period 2022-25 and the draft action plan for 2026-28 will be considered by the Sub-Committee at its next meeting, before being referred to Council for approval.

(p) Christmas Lights Sub-Committee:

- (i) To receive the draft budget for 2025 and consider any further quotes received for items discussed/agreed at the meeting.

Resolved to delegate this item to the Policy & Finance Committee, as the quotations had not yet been received from the contractor.

- (ii) ***Resolved to approve that any underspend on the budget for 2025/26 can be added to the EMR towards future lighting purchases.***

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

163/25 Welsh /UK Government – Members noted that no correspondence had been received. _

164/25 Conwy CBC:

- (a) Colwyn Bay Town Team – no reports were received from any recent meeting(s).
- (b) Theatre Colwyn – The Clerk gave a brief verbal report from the Open meeting of the Joint Management Committee, held on 28th August, which she and 8 Councillors had attended. The detailed report had been included in the agenda pack for Councillors unable to attend. It had been a positive meeting. Town Council funding support is much appreciated. Due to our support, the Theatre has been able to offer 25% reduction on commercial hire fees for a number of local organisations using the Theatre, e.g. local schools and dance groups. Discussion had taken place around ways to attract more Welsh language productions. Sara Ecob agreed to mention the Theatre to the Urdd (Menter Iaith use INK, as they prefer a smaller venue). The cost of the Theatre subsidy to BCTC residents is approximately £2.04 per annum, plus 45p for wider Conwy residents. Average visits per month are 2,000, with these being mainly local audiences. Cinema screenings continue to be popular. The Theatre Manager, Phil Batty, is retiring in October and will be sorely missed. Paul Sampson had given an update on Oriel Colwyn, which focuses on championing photography and bringing top quality exhibitions to Colwyn Bay. This October is Northern Eye festival, which repeats every 2 years. There is an Open Call photo competition this year – approximately 150 entries have been received. There is currently an archive display in Porth Eirias and efforts will be made to promote the return of these images to local residents who were featured.
- (c) Harbour Master – Members noted confirmation that the beach mat by the Pier was lifted and re-set on 27th August, after being partially buried by sand. Members were asked to consider when the mats should be removed to store until next Spring.
Resolved to ask Conwy CBC to remove the mats to storage at the end of September.
- (d) Conwy Place Plan Network: Members noted the notes from the last meeting (June), plus slides from the presentation given on S.106 funding.
- (e) Elections: Members noted the statement of expenditure for the recent Glyn Ward by-election.
Resolved to authorise payment of the invoice of £4,819.26.

165/25 Town Hall:

- (a) ***Resolved to ratify an urgent order and payment of £1,318 + VAT for a replacement fire alarm control panel in the Town Hall, following a fault being discovered during routine weekly testing.***
- (b) Gardd Pawb: members received notes from a recent meeting with CH (Incredible Edible Colwyn) to discuss/agree activity in the garden for the next few months.
- (c) Flagpole – Queens Gardens: Members were asked to approve a service visit, to include re-ropeing of the two 8m flagpoles, at a cost of £850.00. The Clerk informed Members that the service needed to be completed by early November, in time for Remembrance Sunday.
Resolved to defer this item and ask the Clerk to check if any alternative companies could be found to provide quotes.

166/25 Representatives on Outside Bodies: Members received and noted the following reports from the Clerk and/or Members who are representatives of the Council on outside bodies:

- (a) Theatr Colwyn – to receive the agenda and written reports for the recent meeting (see Min.

164/25(b) above).

(b) Bay of Colwyn Business Forum –notes from the meeting held on 20th August

167/25 One Voice Wales (OVW) / NALC / Society of Local Council Clerks: Members received and noted the following correspondence:

(a) Notification that the OVW EGM has been cancelled

(b) Governance Toolkit – The Clerk gave an update on the completion of Part 1 of the toolkit (the basic health-check) and asked members to consider appointing a small working group, comprising of the Mayor, Deputy Mayor and Chairs of both Standing Committees, to review the findings, agree the draft action plan and report back to the next meeting of the Council.
Resolved to set up a working group comprising of the Mayor, Deputy Mayor and Chairs of both Standing Committees, to meet with staff to review the findings, agree the draft action plan and report back to the next meeting of the Council.

(c) An introductory e-mail regarding the new Biodiversity Team at OVW. Members noted that the Assistant Clerk (RD) was attending a webinar this week.

(d) An invitation to the annual conference/AGM to be held on Weds 1st October Members were asked to approve funding for up to two councillors to attend (info sent to our One Voice representatives, Cllrs P Ashe and S Price and responses were awaited – the invitation can be opened up to other members if they are not able to attend).
Resolved to agree funding for up to two Members to attend and that the motions for voting on at the AGM be referred to the Policy & Finance Committee, to consider voting by the attending member(s).

168/25 Other Correspondence:

(a) Bay View Centre:

(i) The Clerk submitted a request for match-funding of £4,125 (50%) for provision of the Santa's Grotto for 8 dates in November/December. Members requested signage/banner to acknowledge support of the town council, as a condition of funding. Members also requested that the Town Council enters into earlier discussions next year with the Bay View Manager to discuss other ways of funding this.

Resolved to approve the request for match-funding of £4,125 (50%) for the Santa's Grotto, with the condition that signage is provided to acknowledge the Town Council's support.

(ii) Members noted that T4CB will be funding an additional session, for the lantern parade / lights switch-on evening.

(b) Congo Celebrations: Members noted an update from Adfeiriad on preparations for the October events.

(c) Statement of Payments to Members (2024/25): The Clerk submitted the return for submission/publication for approval and asked members to note that forms will be sent out in the next week or so for payment of allowances for 2025/26 (WFH allowance of £156 and consumables payment of £52).

Resolved to approve the submission/publication of the Statement of Payments to Members.

(d) Commendation from the Mayor- Members were asked to consider a proposal from Cllr T Maclean that Bay of Colwyn Town Council establishes 'Mayoral Commendations' to recognise individual members of the public who, when faced with unforeseen

circumstances, display exceptional presence of mind, initiative, or civic responsibility. These commendations will be distinct from existing awards to community groups, charities, and volunteers, and shall be awarded by the Mayor under delegated powers afforded to the Clerk to refer nominations to the Mayor for consideration. Members asked if there were any examples of these types of commendations in practise and example were given of commendations from North Wales Police, Health Board and the Lord Lieutenant.

Resolved that the Clerk drafts an outline policy/procedure, so that a letter of commendation can be sent on the Mayor's behalf to nominated recipients.

(e) It was noted that there was no additional /urgent correspondence to be tabled (for information only).

169/25 Confidential Items: It was resolved to exclude any members of the Public and Press from the meeting to enable consideration of the following items, deemed to be confidential:

- The member of the public left the meeting at this juncture

(a) Members noted a verbal report from the Clerk and Cllrs DC and HF, following a meeting with the Management Committee of the Greenhill Community Centre, Old Colwyn.

(b) ***Resolved to send a response to the confidential letter received from Conwy CBC***

The meeting closed at 9.15pm

..... Chair