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 6.30PM ON WEDNESDAY 24th SEPTEMBER 2025

PRESENT: Cllr H Fleet (Chair)
Cllrs: P Ashe (Vice Chair), A Khan, S McAllister, J Nuttall (Mayor), S Price, and G Wynne (Deputy Mayor)

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

ABSENT: Cllr N Coverley

176/25 <u>Welcome and Apologies for Absence:</u>
The Chair welcomed members and apologies for absence were received from Cllrs D Carr, C Hughes, D Jones, and L Wilkins.

177/25 <u>Declarations of Interest</u>:
Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests.

The Clerk declared a personal and prejudicial interest in relation to the Christmas lights agenda item.

178/25 <u>Minutes</u>:
Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 13th August 2025.

179/25 <u>Matters Arising from the Minutes:</u>
(a) Min 138/25 (c) (ii) To receive/consider any response from CBCEF to the request for the return of funds and new grant submission in relation to re-directing funding towards CCBC tree planting in Brookfield Drive field.
Members noted that unspent grant funds (£2,778) have now been returned.
Resolved to defer this item to the next meeting, when more information will available from CCBC and CBCEF, regarding an application for an alternative project at Brookfield Drive.

180/25 <u>Finance</u>:
(a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 31st August 2025 as detailed in Schedule 'A' attached. Further resolved to authorise the Chair to check and sign the Barclaycard statements for August 2025.***
(b) ***Resolved to authorise the Chair and Clerk to carry out the checking/ authenticating of the bank reconciliation(s) as at 31st August 2025.***
(c) ***Resolved to receive the following correspondence from CCLA:***
(i) ***LAPF Statement August 2025.***
(ii) ***PSDF Statement August 2025.***

(d) ***Resolved to approve:***

(i) ***The order for Traffic Management support for the Colwyn Bay (£800) and Old Colwyn (£530) Remembrance Day services/parades, to be held on Sunday 9th November.***

The Clerk reported a request from the former British Legion Club for the parade to start there instead of from St Paul's; a response had been sent outlining the safety and cost reasons this was changed previously, and Members agreed to maintain the current arrangements.

(ii) ***Expenses incurred in connection with the Town Hall Open Doors event:***

1. ***Magic Light Productions (£285)***
2. ***Refreshments (£18.85)***
3. ***Staff overtime / flexi leave (5hours x3 staff)***

(e) Members noted correspondence from British Gas advising an update to VAT calculations.

(f) Members noted correspondence with Scottish Power regarding a complaint lodged with them due to an overcharge on the February bill (for festive lighting electricity use for Nov24 to Jan25)

(g) Members noted the closure of a complaint with EDF energy, after a credit balance on the gas account, dating back to September 2024, has finally been repaid.

(h) Having declared a personal and prejudicial interest in the Christmas lights agenda item, due to a personal relationship with and employee of one of the companies who have supplied quotes to SETs Ltd, the Clerk presented the information and then left the room whilst members deliberated.

Resolved to approve the purchase of the following Christmas lights, as recommended by SETs Ltd:

(i) ***2x refurbished lamp-top motifs from Festive Lighting Ltd, to replace those damaged last year (£330 + VAT each, plus £55 each for strengthened corner brackets)***

(ii) ***New sets of white/warm white LED string lights, with twinkle effect, for the Station Road tree (£1,020 + VAT) from Blachere UK Ltd.***

(iii) ***8 sets of hanging stems for the large tree at St Paul's (£2,240 + VAT) from Blachere UK Ltd.***

It was noted that the cost of these could all be covered from the current year's festive lighting budget.

(i) Members received a report from the Place Plan Manager / Deputy Clerk detailing options and recommendations to replace the faulty digital screen in Old Colwyn.

Resolved to approve the recommendation to proceed with IS Group, offering the lowest cost and highest specification.

Further resolved to establish an annual reserves contribution of £6,114 (approx.) from 2026'27 onwards, towards a 5-year replacement cycle of the screens (to renew all four screens every five years) and renewal of software license fees (£180 per screen, per year).

(j) ***Resolved to recommend that Cllr G Wynne be added as a bank signatory to support online banking, replacing Cllr R Owen.***

181/25 UK/Welsh Government:

(a) Members noted the Consultation on Delivering a Best for Wales Deposit Return Scheme.

182/25 Conwy County Borough Council:

(a) Members noted that CCBC will not be replacing public benches. As well as awaiting further quotes, members would like to know if CCBC is taking requests for memorial benches, and if the quote of £1,500 per bench includes installation and maintenance during its lifetime.
Resolved to ask that the Clerk chases the information already requested about alternative types of bench and also asks if CCBC is currently accepting funded requests for new memorial benches from the public, or just from T&C Councils, and whether the price quoted includes installation and routine maintenance during its lifespan.
Further resolved to recommend increasing the street furniture budget, to provide funds for two bench replacements per annum, from 2026/27 onwards (£3,000 p.a. approx.).

(b) Members received information from the Clerk of Towyn and Kinmel Bay TC and note that CCBC dual-hatted councillors may, in the future, be required to use a different email address for Town Council correspondence.

(c) Members noted a verbal report from the Clerk regarding possible changes to future IT support services, from 2027 onwards (after the next elections), in light of the Welsh Government's recent recommendation that Local Authorities should provide IT support services to town and community councils.
Resolved to delegate to the Clerk to query this with CCBC and to investigate possible options/costs for changes to IT support services from 2027 onwards.

(d) Members noted limited grant funding for play area improvements in Conwy.
Resolved that the Clerk liaises with the CCBC Play Inspector and refers any opportunities to GPP.

(e) Members noted the project closure letter, received from CCBC in connection with the Beach Mats UKSPF funded project, which was completed in 2024/25.

(f) Members received the formal grant offer letter for the 2025/26 Conwy Key Fund (Rhos Lighting projects), noting that a decision is expected from Planning within the next week. Members asked that consideration be given to the day/date of installation, to endeavour to avoid disrupting clubs that regularly use the MUGA.

183/25 Town Hall:

(a) Members received the updated inventory for the Town Hall contents.
  (i) ***Resolved to defer approval of the amendments to insurance cover until the Clerk has finalised estimating the current value of all items and check the categories used, for insurance purposes***
  (ii) ***Resolved to approve the items for disposal and to request that the Clerk offers the furniture/equipment on the Disposal list to Crest, in the first instance, and then to dispose of any unwanted items appropriately/safely.***

(b) Members noted that information is being sought (via training courses/webinars) regarding the use of AI by local councils, with the aim of bringing a report/recommendations to a future council meeting.

(c) Members received the notes from a recent meeting of the Rhiw Road Occupiers Group and considered the matters arising from that meeting:

(i) Occupiers had agreed to proceed with a single electricity rate, subject to it being more favourable, instead of the three rates in the original Utilita contract, as the installed smart meter only provides a single reading. (complaint with Utilita still ongoing)

(ii) Site visit to scope the (grant funded) energy feasibility study for the whole site will take place on Thursday 2nd October.

(iii) A quote is awaited from a new local (NWP approved) contractor to undertake the boiler/Air Handling Plant service visits for the whole site.

(iv) NWP are assisting with finding a contractor to carry out the specialist window repairs across the site.

(v) ***Resolved to defer the verbal requests from CVSC and Bayside radio to install additional internal doors, until a detailed written request is received.***

(vi) Members noted that CVSC has now instructed building repair works to a dormer window on the second floor, at their own cost. The contractor had originally scheduled the dormer roof repairs for January 2026, however, following a report of water ingress in the toilet in the corridor from the Clerk's office, could bring this forward to mid to late November. The builder also recommended earlier installation of scaffolding, resulting in a small additional weekly hire cost, to examine the cause of the water ingress and carry out temporary repairs.

Resolved to approve interim remedial work by TJ Ltd to prevent further water ingress, until full repairs to the dormer window are completed. Costs for this work will include a small additional cost for weekly hire of the scaffolding (due to earlier installation), and minor roof repairs, the costs of which would need to be met by the Town Council.

(d) Members noted that a new cleaner has now been appointed (by the Staffing Sub-Committee) for the Town Hall building, at a cost of £120 per week. The new cleaning contract will commence on Monday 29th September.

184/25 **One Voice Wales / SLCC:** Members received/noted the following correspondence:

(a) Members noted the OVW National Conference and Annual General Meeting planned for 1 October, has now been cancelled.

(b) Members received notice of a Welsh Government Consultation on extending the duty on local authorities to broadcast meetings, and noted this does not apply to town and community councils.

185/25 **Ward Allowances:** No project proposals were submitted for consideration at this meeting.

186/25 **Grants:**

(a) Small Grants 2025/25:

Resolved to recommend approval of grant applications as detailed in Schedule 'B' attached.

(b) Wellbeing Grants 2025/26:

Resolved to defer consideration of the application received from Pantastic Steel Pan & Cajon Duo, and request further information.

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

(i) Theatr Colwyn regarding subsidised screenings – evaluation report for 2024/25.

(ii) Theatr Colwyn following their first screening funded by the 2025/26 grant.

(iii) Pantastic Steel Pan & Cajon Duo evaluation report for 2024/25 funding.

(iv) I-compass newsletter and BCTC grant fund acknowledgement

(v) Home Start Conwy merger notice

The meeting closed at 8.15 pm. …………………………………… Chair

Bay of Colwyn Town Council 2025/26

Treasurers A/c 00164077

List of Payments made between 01/08/2025 and 31/08/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/08/2025	HF Trust Ltd	FP	200.00	I/23/25	Catering Wales in Bloom
04/08/2025	Conwy County Borough Council	FP	781.00	I/23/25	NNDR Town Hall
04/08/2025	Rachael Gill	FP	450.00	I/23/25	SLCC CiLCA fee payment
04/08/2025	Conwy County Borough Council	FP	5,000.00	I/23/25	Event Grant Northern Eye
04/08/2025	Clira Ltd	FP	200.00	I/23/25	Legionella monitoring Jul25
04/08/2025	I P Williams	FP	380.00	I/23/25	Translation fees Jul25
04/08/2025	AD Window Cleaning	FP	2,170.00	I/23/25	CiB watering Jul25
04/08/2025	Livetech	FP	50.40	I/23/25	Website maintenance Aug25
04/08/2025	JE Hayes	FP	216.00	I/23/25	Plumber toilet repair TH
04/08/2025	Clira Ltd	FP	-200.00	I/23/25	Correction
04/08/2025	Clira Ltd	FP	198.00	I/23/25	Monthly legionella check Jul25
11/08/2025	Zurich Management Services	FP	9,214.87	I/24/25	Insurance Renewal
15/08/2025	C J Earley	FP	3,618.49	I/24/25	Salary C J Earley
15/08/2025	R E Gill	FP	2,578.06	I/24/25	Salary R E Gill
15/08/2025	R P Dudley	FP	1,467.61	I/24/25	Salary R P Dudley
15/08/2025	P E Everley	FP	1,681.08	I/24/25	Salary P E Everley
15/08/2025	HMRC	FP	4,398.42	I/24/25	PAYE NI Aug25
15/08/2025	Gwynedd Council	FP	3,308.10	I/24/25	Empl. pensions Aug25
15/08/2025	CAIS Social Enterprise	FP	624.00	I/24/25	Catering annual meeting
15/08/2025	Barclaycard	DD	270.36	I/28/25	July 2025 statement
15/08/2025	British Gas	DD	13.23	I/28/25	Station Rd feeder pillars
15/08/2025	British Gas	DD	13.23	I/28/25	Station Rd feeder pillars
15/08/2025	Utilita	DD	47.16	I/28/25	Gas NWP July25
15/08/2025	Bus Inst Access Savings Acc	TFR	170,000.00		Precept transfer
18/08/2025	Banner Group Ltd	FP	55.22	I/25/25	Staples printer ink
18/08/2025	Findel Education Ltd	FP	43.12	I/25/25	Office supplies
18/08/2025	Microshade Business Consultant	FP	305.42	I/25/25	IT Services
18/08/2025	Eirias Bowling Club	FP	230.00	I/25/25	Cllr CH ward allow. trees
18/08/2025	Zurich Management Services	FP	205.46	I/25/25	Additional insured items
19/08/2025	Computer World	FP	929.00	I/25/25	Laptop, screen, hub Clerk
19/08/2025	Utilita	DD	1,003.67	I/28/25	Electricity Rhiw Rd July25
22/08/2025	Cambrian Photography Ltd	FP	175.00	I/26/25	Council photo annual meeting
22/08/2025	Cambrian Photography Ltd	FP	175.00	I/26/25	Council photos
22/08/2025	S & L Industrial Cleaners	FP	270.00	I/26/25	Cleaning TH & Clock
22/08/2025	Snowdonia Fire Protection LTD	FP	78.00	I/26/25	Alarm call out for fault
22/08/2025	Conwy County Borough Council	FP	781.00	I/26/25	NNDR Town Hall
22/08/2025	Cambrian Photography Ltd	FP	-175.00	I/26/25	Reversal / duplicate
29/08/2025	Onecom Ltd	DD	89.46	I/28/25	Broadband phones July25
29/08/2025	Society Local Council Clerks	FP	144.00	I/27/25	FILCA training P.Everley
29/08/2025	Wales in Bloom	FP	75.00	I/27/25	Awards event RD IL SF
29/08/2025	Rhos Utd Junior FC	FP	1,340.00	I/27/25	Wellbeing grant
29/08/2025	Society Local Council Clerks	FP	1,051.00	I/27/25	National conf. TE REG
29/08/2025	Dewis Ltd	FP	228.00	I/27/25	T/H final inspection
31/08/2025	Lloyds Bank	DD	8.53	I/28/25	Bank fees
		Total Payments	213,691.89		

Summary of Small Grant Applications for 2025/26

	Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Purpose of Grant:	Exp Powers:	S137 or GPOC Total	Date Paid	Payment Letter/receipt received
A	Welsh Air Ambulance	£200.00	14/05/2025	£200.00	Contribution towards ongoing service and improvements. - approved			4.5.2025	yes
B	Llangollen International Eisteddfod	(donation)	14/05/2025	£250.00	Contribution towards the 2025 Eisteddfod - Approved				
C	PMA Theatre	£839.98	25/06/2025	£500.00	PMA Theatre seeking funding to purchase a new laptop. This will enable the group to produce more shows and help with running the shows (light, sound, scripts). - Approved			25/07/2025	
D	3rd Colwyn Bay	£500.00	25/06/2025	£500.00	Purchase of new tents to be used by Scouts, Cubs and Beavers aged 6 - 14yrs. - ***Approved***			25/07/2025	
E	Conwy Mind	£500.00	24/09/2025	£500.00	Mental Elf' event 30.11.25 - ***Approved***				
F	Cor Meibion	£400.00	24/09/2025	£400.00	Annual "Young Musician of the Year" competition for the youth residing in the Colwyn coastal areas in conjunction with Rhos on Sea Rotary club. - ***Approved*** - *would like breakdown of intended use of £400 (how much is for prize money?)*				

ANNUAL BUDGET 2024/25 =	**£10,000**	**TOTAL YTD=**	**£2,350**		***£0***
plus any unspent ward allowances					
			£7,650	balance remaining	
	£10,000		**£10,000**		

REC: YEAR-END DONATIONS:

Sir John Henry Morris Jones Trust Fund

Llandrillo yn Rhos Ancient Charities - to be split between poor charities and education trust

£0

* 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.

Note: This has been replaced by the General Power of Competence (GPOC), granted by the Local Gov't and Elections (Wales) Act 2021, following a resolution made to confirm eleigibility on 16.5.2022