

MINUTES OF A HYBRID MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD AT 6.30^{PM} ON MONDAY 27th OCTOBER 2025, IN THE COMMITTEE ROOM, TOWN HALL AND ONLINE, VIA ZOOM

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

OFFICERS: T Earley, Town Clerk and RFO
R Dudley, Assistant Clerk

VISITORS: One Member of the Public

ABSENT: Cllr D Carr

232/25 Welcome and Apologies for Absence:

The Chair welcomed members and the visitor to the meeting. Apologies for absence were received from Deputy Clerk Rachael Gill, Town Cllrs: C Hughes, D Jones, T Maclean, S McAllister, S Price, K Roberts and from County Cllrs G Jones and T Stott.

233/25 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 Mayor had had a busy week attending engagements relating to the visit by the Congolese Delegation. The week had ended with a concert which was fantastic and the musicians were great.
- (c) The Clerk/Mayor reminded members that stewards were still needed for the Fireworks event on Thurs 6th November (5:30pm to 8:00pm) and Remembrance Sunday on 9th November (9:15am to 11:30am). Cllrs David & Lisa Wilkins offered to help at the Fireworks and Cllr Lisa Wilkins at Remembrance Sunday. Cllr T Davis had already volunteered to steward at Remembrance/Sunday but said he was now available for Fireworks as well.
Cllrs were asked to email the office if they could help at either event.

234/25 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.

235/25 Visitor(s) to the Council:

- (a) Public participation: The member of the public present confirmed that he did not wish to speak and was attending solely as an observer.
- (b) County Councillors Reports: No reports were received.
- (c) Members noted that a representative from the local Amnesty International Group will be attending the December meeting to give a brief report on their activities and a response is awaited to the invite sent to St David's Hospice.

236/25 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 8th September 2025.**
 - (ii) The Extra-ordinary Meeting of the Council, held on 13th October 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 30th September 2025 and 21st October 2025 (draft).**
 - (ii) The Policy & Finance Committee, held on 24th September 2025 (draft)**
 - (iii) The Staffing Sub-Committee, held on 11th September and 7th October 2025 (draft)**
 - (iv) The Old Colwyn War Memorial Committee, held on 25th September 2025**
 - (v) The Place Plan Advisory Committee, held on 3^d October 2025.**

237/25 Matters Arising from Those Minutes

- (a) Min. 158/25(a) – Open Doors Event:** The Clerk gave a brief verbal report on the event and asked members to give consideration as to whether to participate again in 2026. The weather had been dreadful which contributed to attendance being really poor in comparison to the 2024 event. If we are going ahead again in 2026, we need to use publicity materials to target different audiences and it was suggested we could have a drop-in to meet Councillors and find out more about the work of the Council/being a Councillor, prior to the 2027 elections. Members all agreed it was a good event and it would be a shame not to continue with it, but agreed it needs publicising earlier and at targeted audiences.
Resolved to proceed with the event again in September 2026.
- (b) Min. 158/25(c)(ii) – Colwyn Bay Town Centre Strategy Event on 22nd October:**
 - (i)** The Clerk gave a brief report in Rachael's absence. The feedback from attendees had been very positive. A follow-up meeting had been arranged with David Rudlin for his feedback on the next steps and a written report will be prepared for the Council.
 - (ii) Resolved to approve and authorise payment of the invoices for David Rudlin (£4,000) and Rydal School for room hire (£100) and catering (£375).**
- (c) Min. 162/25(b) - Conwy Community Regeneration Key Fund bid:** Members noted that the response to the planning enquiry, which was submitted in August to query if the works can be considered as 'permitted development', is still awaited.
- (d) Min. 162/25(c) – Transforming Towns Small Capital Bid (£15,000 max) for Town Mapping:** The Clerk reported that she and Rachael had met with Jasmin Ryan last week and we should hopefully hear about the funding application later this week.
- (e) Min. 162/25(e) – Queen's Garden Fountain:** The Clerk submitted two quotations for initial works to repair the fountain (to replace the distribution board, prior to being able to service/carry out any repairs to the pump). The Clerk informed members that she had subsequently received an email from Liz Ackerley regarding possible funding from Local Places for Nature for a full design/strategy for Queens Gardens and suggested that it may be better to defer any works to the fountain until this work has been completed (if successful).
Resolved that this item be deferred until the outcome of the LPfN funding application is known, due to potential involvement by the Town Council in a design brief for the long term future of the gardens.
- (f) Min. 162/25(j) – VAS Sign:** Members noted the response from Cllr G Jones that the Dolwen Road sign cannot be repaired. Old Colwyn Members commented that the sign had helped

with traffic calming. Cllr Bell offered to inspect the sign to see if it could be repaired.

Resolved to request that the broken sign be returned to the Town Council, to enable it to be inspected in case a repair is possible.

- (g) Min. 162/25(k)(ii) - Public Convenience Sponsorship: The Clerk reported that she was attending a Conwy Clerk's meeting in November, where proposed wording for any sponsorship signs, which would need to be standardised across the County, could be discussed. Members noted that the T&CCs would also have to fund any costs of purchasing/installing them, as no Conwy CBC budget has been allocated for this.

Resolved to delegate responsibility for agreeing wording of sponsorship signage to the Clerk, who will then report back to Council.

- Cllr A Khan arrived at this juncture

- (h) Min. 162/25(n) – Energy Advice Drop in Event: Members noted that the event had taken place on Thursday 9th October. Although footfall had been disappointing, the organisations and businesses in attendance had found it worthwhile in raising awareness about their services. Members were asked to consider combining this with other events next year, such as the Eco-zone at Prom Xtra (reducing energy use) and the Open Doors event at the Town Hall (with case studies on retrofit solutions).

- (i) Min. 165/25(c) – Flagpoles in Queens Gardens: Members noted that a local contractor (contacted by Cllr J Clayton) had assisted with servicing (checking the rope mechanism and lubricating both flagpoles), free of charge, in preparation for Remembrance Day and their support had been acknowledged on social media. Members thanked Cllr Clayton for sorting this out.

- (j) Min. 182/25(d) and 194/25(b)(ii) – Conwy Play Development Grant: Members noted that, with support from the Playground Inspector, an application has been submitted for funding for an additional five sensory boards for installation in three playgrounds in the Bay of Colwyn area.

- (k) Min. 180/25(i) – Digital Screens:

Resolved to approve an annual budget of £6,150 from 2026/27 onwards, to create an earmarked reserve to cover the costs of future screen replacements and software license renewal costs.

- (l) Min. 180/25(j) – Bank Signatory:

Resolved to authorise the addition of Cllr Greg Wynne as a bank signatory (including online banking) to replace Cllr R Owen.

- (m) Min. 182/25(a) – Public Seating:

Resolved to approve an increase to the annual street furniture budget of £3,000 from 2026/27 onwards, to cover the costs of replacing a minimum of two public benches per annum.

- (n) Min. 183/25(c)(vi) – Dormer Window/Roof Repairs: The Clerk submitted a detailed quotation for additional repair works (over and above the initial repairs approved by CVSC), following a close external inspection once scaffolding had been erected, and asked members to note the proposed cost sharing of the total cost of the repairs by all three main site occupiers. Members suggested that further quotes should be sought, but were aware that this work was urgent and needed to be completed before the worst of the winter weather, to avoid any further damage. It was noted that finding a building/roofing contractor to submit alternative quotes, for comparison purposes, had not been possible in the timeframe available and that the urgent repair works were scheduled to commence in mid-November.

Resolved to attempt to secure an alternative quote from a recommended local company and to delegate any decision on awarding the contract for the additional works to the Buildings Sub-Committee.

(o) Min.180/25(d) – Payments:

Resolved to approve/ratify payment of the following larger payments:

(i) CCBC £10,000 – Oriel Colwyn core funding 2025/26

(ii) CCBC £60,000 – Theatr Colwyn core funding 2025/26 (£55,000) plus events grant funding of £5,000 for low cost community film screenings.

(iii) CCBC £5,656 - Paddling Pool contribution 2025/26

Resolved to defer approval of this invoice, as the Council had offered a lower contribution of £3,619.62 for the 2025/26 financial year.

(iv) CCBC £26,097.60 (incl VAT) – Public conveniences sponsorship (second instalment)

(v) Uproar Fireworks £9,000 – Colwyn Bay Fireworks Display 6th November

(p) Min. 186/25(a) – Small Grants: Members received and noted additional information from Rhos Rotary regarding the Cor Meibion application.

Resolved to ratify approval of small grants to applicants E and F, as detailed in Schedule B to those minutes.

(q) Wellbeing Grants: Members noted the deferral of an application, pending further information.

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

238/25 Welsh /UK Government – Members noted that no correspondence had been received. _

239/25 Conwy CBC:

(a) Conwy Place Plan Network: Members noted that the formal notes from the last meeting held on 16th September would be forwarded, on receipt.

(b) Smart Towns: The following correspondence was submitted:

(i) A request for 30% match-funding for Stage 2 of the Smart Town wi-fi project, which would provide accessible data via the Patrwm portal (see <https://patrwm.io/>).

(ii) A summary of additional information gathered at a follow-up meeting with the lead officer from CCBC.

(iii) A map of the current access points and information on approximate costs to install an additional access point on the promenade.

Members were asked to Consider if another Access Point should be installed on the Prom to count footfall to/from town (near underpass), at a cost of £2,000, plus the annual Patrwm license fee (from Regen EMR).

The Clerk reported that the Place Plan Manager had asked David Rudlin for his views at the Place Plan session held last Wednesday and he felt access to data, via Patrwm, would be very useful as the Council and business community try to take collective action to improve footfall. Some members were concerned about the gathering of private information by public wi-fi access and what it would be used for and asked that the T&C's be looked at in detail before signing any contracts. It was noted that answering any detailed questions was optional. Members felt that an additional access point on the Promenade would be useful in measuring footfall from the Promenade to the Town.

Resolved to approve match-funding of ££3,384.30 for phase 2 (Patrwm Licensing for 5 years), plus an additional £2,000 for additional Access Point to be installed on the

Promenade, to be paid for from the Regeneration EMR.

- (c) Members noted the Conwy Employment Hub Annual Report 2024/25.
- (d) Play Equipment: Members noted an update on repairs from the Playground Inspector.
- (e) Members noted information about Play Streets from the Conwy Play Development Officer.
- (f) Information was submitted about a St David's Day 2026 pilot support fund and members were asked to note that this will be considered by the Town Team. Members were asked to consider whether they wish to support a school's parade again in 2026 (on Monday 2nd March), or discuss with the Town Team the possibility of holding a larger community parade on Sunday 1st March. Members felt that the school parade should definitely go ahead, as the school children loved taking part. It was commented that some primary schools, due to location and no transport, couldn't get involved, which was a shame. Councillors with links to Menter Iaith offered to see if they had any ideas that could be fed back to the Town Team.

Resolved to provide continued support for a school's parade on Monday 2nd March and also to support the Town Team, with regard to holding extended community events/activities over the weekend of Saturday 28th February/ Sunday 1st March 2026.

240/25 Town Hall/Community Assets:

(a) Rhiw Road Site:

- (i) Members received the Clerk's notes from a recent meeting of Rhiw Road occupiers group.
- (ii) Members received a report following the servicing of the boilers at the Rhiw Road site and noted that further information has been requested regarding the impact of the failed boiler, given that we are currently investigating the feasibility of alternative heating methods for the site. It was noted that CVSC/North Wales Police would bear any cost for boiler repairs serving their part of the site.

(b) War Memorials:

- (i) Members received and considered the draft Heads of Terms for the freehold transfer of Old Colwyn War Memorial to the Town Council. Members were asked to consider whether we wanted the curved wall included in the transfer, or whether this responsibility should remain with the adjacent landowner (due to difficulty in accessing the rear of the wall to check its condition or carry out any repairs, as it is behind a hedge in the former cemetery grounds and is now in private, third-party ownership).

Resolved to agree to take responsibility for the War Memorial in its entirety: to include the curved wall and corner posts and the land it stands upon.

- (ii) Members noted that the bronze plaques have recently been cleaned and were asked to consider a quote for the pressure washing of the steps and/or paved area around the Queens Gardens memorial, prior to Remembrance Sunday (on safety grounds). The bronze contractor had advised that the steps were very slippery when wet, so although we haven't budgeted for this, we should add an annual cleaning of the steps to our risk assessment/management report.

Resolved to approve the pressure washing of the steps/paved area around the Queen's Garden Memorial and to instruct the contractor to proceed.

241/25 Finance and Audit:

- (a) Members received and noted the audited and signed Annual Return, published on 30th

September. The Clerk/RFO was thanked for her work in securing another clean (unqualified) audit report from the Wales Audit Office.

- (b) Members received and noted information about a new subscription VAT service from PSTax and noted that the Clerk will be contacting them, via the SLCC advice line, once information is received about the feasibility and potential costs to retrofit the Rhiw Road site with energy efficiency measures.
- (c) Festive lighting energy contract – Members received and considered the renewal terms from Scottish Power and noted the daily increased cost. A quote from an alternative unmetered supply energy provider (forwarded by e-mail on 25/10) was also submitted. The Clerk asked members to note that our Climate Action Plan states we will seek to secure green energy contracts wherever possible.

Resolved to accept the quote from the recommended green energy supplier and proceed with signing a new 4 year contract for the festive lighting unmetered supply.

242/25 Representatives on Outside Bodies: To receive any reports from the Clerk and/or Members who are representatives of the Council on outside bodies, to include:

- (a) SLCC National Conference – attended by the Clerk and Deputy Clerk on 14th/15th October. The Clerk reported that the Conference had included topics such as: Place shaping & Partnerships, Welsh Policy, Town Clustering & Local Gov't in France, Apprentice Clerks, Asset Transfer and Standards Committee. Cllr Fleet congratulated the Clerk on her Special Recognition Award presented at the Conference. The Clerk said it had been a humbling experience to accept the award in front of her peers.
- (b) SLCC Clwyd Branch Meeting, held on Tuesday 30th September – The Clerk reported that Clerks across four counties in North Wales (the former Clwyd area) attend this Branch Meeting. Amongst the topics discussed were Section 6 Biodiversity reports, development & training, TC/CC Charters, Practitioners Guide, and the Democracy and Boundaries Commission draft report on Councillor allowances for 2026/27.
- (c) Conwy Town & Community Council Forum, held on 15th October -attended by the Clerk and Chair/Mayor Cllr J Nuttall. The Strategic Development Plan for Wales will be developed over the next couple of years. The Corporate Joint Committee has already been established. There had been an update on the tourism levy which, if adopted, would more than likely not come into force until April 2027. Other topics discussed were Pride in Place – local investment fund, and a smaller Impact fund, plus Conwy CBC funding requests for 2026/27, which are expected in the next few weeks and Resilience and Emergency plans.

243/25 One Voice Wales / NALC / Society of Local Council Clerks/ N&MWALC:

- (a) It was noted that the Clerk will share her notes from the OVW Larger Councils Committee, which she had attended on 23rd October. The Clerk will also share the log on details for OVW website.
- (b) Members noted information about the new Biodiversity Team at OVW.
- (c) Members noted an e-mail about reduced membership fees and Cllr T Davis gave a brief report on the recent 'open' meeting, held on 25th October.
- (d) Members noted the updated model complaints policy from OVW, together with a briefing note on the six-month rule and also noted the Council's existing policy will be reviewed and an updated draft will be brought to a future meeting.

244/25 Other Correspondence:

- (a) Members noted that Planning Aid Wales are a finalist in the RTPI Awards for Planning Excellence for their submission on the Bay of Colwyn Place Plan: Digital Engagement & Video Documentary in the Excellence in Digital Planning category.
- (b) Members noted the posters for the Fireworks Event on 6th November and Remembrance Sunday events on 9th November, which had been shared by email.

245/25 Additional urgent correspondence: None had been received.

246/25 Confidential Items: *It was resolved to exclude 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) Staffing Sub-Committee Min. 217/25(b) - Succession Planning and Proposed Staff Restructure: Members received a summary report from the Clerk and consider the recommendations of the Staffing Sub-Committee to:
 - (i) Support the proposed re-structure of the Town Clerk and Deputy Clerk roles
 - (ii) Delegate authority to the Staffing Sub-Committee to proceed with interviewing the current Deputy Clerk and Assistant Clerk, with a view to filling these roles internally, when the current Clerk retires.
 - (iii) Support the recruitment of a full-time apprentice Clerk, to commence in summer 2026, to support the whole administrative team and provide a valuable opportunity for a local young person.

Following a lengthy discussion, it was resolved to approve the recommendations of the Sub-Committee in full, subject to making the Apprentice Clerk a 2 year fixed term post.

The meeting closed at 9.25pm

..... Chair