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 12th NOVEMBER 2025

PRESENT: Cllr H Fleet (Chair)
Cllrs: A Khan, J Nuttall (Town Mayor), L Wilkins, and G Wynne (Deputy Mayor)

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

ABSENT: Cllrs N Coverley, D Carr, C Hughes, D Jones, S Price

254/25 Welcome and Apologies for Absence:

The Chair welcomed members and apologies for absence were received from Cllrs P Ashe (Vice-Chair) and S McAllister.

255/25 Declarations of Interest:

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

256/25 Minutes:

(a) ***Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 24th September 2025.***

(b) ***Resolved to receive the draft minutes of the Buildings Sub-Committee meeting, held on 31st October 2025.***

257/25 Matters Arising from the Minutes:

(a) Min. 182/25(a) – Public Seating: Members noted that, as a reply regarding the cost / approved type(s) and availability of replacement public benches has still not been received from ERF (CCBC), this issue will now be followed up via the Portfolio Holder, Cllr Mike Priestley.

(b) Min. 182/25(c) – IT Support Services: It was noted that CCBC will not be considering any of the recommendations in the recent Welsh Government Ministerial Report until the new Welsh Government has considered these, which will now be after the Senedd elections in 2026.
Resolved to carry out further research into the IT providers/platforms used by local town councils to begin assessing alternatives available, ready for implementation from May 2027 (after the next Town Council elections).

(c) Min. 182/25(d) – Members noted that a £2,267 capital play development grant has been awarded to cover the cost of five new sensory boards for playgrounds in the Bay of Colwyn area.

(d) Min. 182/25(f) – Rhos Lighting Projects: It was noted that the lack of a response to the planning enquiry, which had been submitted in August, is now putting this project at risk, as it will need to be completed and claim submitted by March 2026 and full planning consent, if required, will take 12 weeks from date of application.
Resolved to follow-up again and copy in councillors H Fleet, A Khan, and J Nuttall (to chase via portfolio holder).

(e) Min. 183/25(c) – Energy Feasibility Study:
  (i) Members received the schedule of works and noted that a lighting assessment across the whole site was undertaken on 11th November.
  (ii) It was noted that instruction has been given for the main site boiler to be repaired (CVSC and NW Police to cover costs). Whilst it was hoped that repairs could wait for the outcome of the energy feasibility work, one boiler for that section of the building is not sufficient to maintain heat over winter.
  (iii) It was further noted that a quote is awaited, to repair/replace the programmer panel for the Town Hall boilers, which are currently being switched on and off manually.

(f) Min. 183/25(c)(vi) and 251/25– Dormer Window and Roof Repairs:
Resolved to ratify the appointment of Thomas Jones (Llandudno) Ltd (by the Buildings Sub-Committee) and note that works have been scheduled to commence on Monday 24th November.

(g) Min. 252/25 – Rhiw Road Site Preventative Maintenance: Members considered the recommendations of the Buildings sub-committee in connection with planned/preventative maintenance for the Rhiw Road site.
  (i) ***Resolved for the quarterly basic Town Hall H&S inspections to continue to be carried out by staff (Feb, May, Aug & Nov – both internal and external);***
  (ii) ***Resolved that an invitation be sent to members of the Building Sub-Committee, to attend the half yearly, more detailed whole-site inspections, as per the maintenance plan, to be carried out in Feb & Aug;***
  (iii) ***Further resolved to liaise with CCBC (Bleddyn Evans) to identify the best approach for regularly surveying listed buildings, in order to pre-empt essential maintenance and prevent costly repairs, ensuring the continued upkeep of the Rhiw Road site.***
  Members considered a five-yearly survey to be an appropriate timeframe.
  It was noted that the contractor carrying out the roof/dormer window repair work, hopefully commencing 24/11/25, will be asked to inspect the general condition of the rear main site roof for any other damage or issues, whilst the scaffolding is up.

258/25 **<u>Finance</u>:**

(a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 30th September and 1st to 31st October 2025, as detailed in Schedule 'A' attached.***

(b) ***Resolved to authorise the Chair and Clerk/RFO to carry out the checking/ authenticating of the bank reconciliation(s) as at 30th September and 31st October 2025.***

(c) ***Resolved to authorise the Chair and Clerk/RFO to check and sign the Barclaycard statements for September and October 2025.***

(d) ***Resolved to receive the following correspondence from CCLA:***
  (i) ***LAPF Statement September 2025.***
  (ii) ***PSDF Statement September 2025.***

(e) ***Resolved to receive the quarterly income/expenditure report, as at 30th September 2025, along with a verbal update from the Clerk/RFO giving explanation for the budgeted items currently showing a projected overspend.***

(f) ***Resolved to authorise/ratify the following orders/payments (all costs excl VAT):***

(i) ***CCBC – installation of replacement festive lighting (festoon) support columns on Cefn Road, Old Colwyn (works approved in 2023) - £1,724.88***

(ii) ***CCBC – Glyn ward by-election costs - £4,819.26 (amended invoice, as first invoice incorrectly included VAT)***

(iii) ***Absolute Sound & Lighting – Rhos Tree of Lights PA equipment hire - £400***

(iv) ***SLCC Bookshop – Charles Arnold Baker Local Council Administration 14th edition (required for CiLCA research) - £144***

(v) ***Uproar Fireworks Ltd – balance of cost of fireworks display - £4,500***

(vi) ***Thomas Fattorini Ltd – purchase new stock of past Mayor medals (ordered 4.8.25) - £2,745.04***

(vii) ***Fireworks Event - Total cash donations = £580.91, less costs of £173.75 (refreshments) = £407.16 net - £200 donation each to CB Fire Station Welfare Fund the local Army Cadets***

Whilst members noted that the cash collection was significantly less than previous years, it was agreed that donation buckets still offer a good opportunity for event stewards to engage with the community and obtain feedback on the event. Future donations could be collected for the Mayor's Charity, alongside supporting any other organisations that assist. It was noted that Abergele TC trialled using card readers for their donation collection this year and CCBC will be asked to share their feedback/results with us. Members also noted that the £1,500 payment made by the concessions present on the night will be deducted from the total event costs.

(viii) ***Remembrance Sunday:***

1. ***Resolved to donate £200 to the Knights of Snowdon Corps of Drums***
2. ***Resoled to approve payment of an invoice for £240.00 to Nationwide Ambulance Service for providing event first aid cover and vehicle***
3. Members noted that a meeting has been requested with rep(s) from the TM company, following issues with the late or non-arrival of some of the resources ordered for the Colwyn Bay parade (vehicles, TMOs, and signage)

(ix) ***Members agreed to receive £2,500 from Llandrillo Charities and distribute this to the 7 local primary schools, in accordance with the formula agreed by the Trustees (to reduce bank charges and additional administration time).***

(g) Members welcomed news that the Gwynedd Pension Fund employer contributions rate will be reduced from 19.3% to 16.2% from 1 April 2026, following the recent triennial valuation, and noted that a copy of the slides explaining the actuarial valuation process are available on request from the Clerk.

(h) ***Resolved to approve payment of the corrected CCBC invoice (£3,619.32) now received for the paddling pool contribution offered for 2025/26.***

259/25 **UK/Welsh Government:**

(a) Members noted the Consultation on changes to Local Government elections rules in Wales.

(b) Members noted the draft annual Democracy and Boundary Commission Cymru report (2026/27), which includes proposals for payments for Town and Community Councillors (no changes proposed).

260/25 **Conwy County Borough Council:**

(a) ***Resolved to approve additional match funding of £187.50 for the Patrwm software set-up and license costs, supplementing the £2,000 previously approved (Min. 239/25 (b)(i)), for the installation of an additional access point for the promenade, under CCBC's Smart Towns 2 project.***

261/25 **One Voice Wales / SLCC:** Members received/noted the following correspondence:

(a) Members received and considered the information provided regarding the Anti Racism Wales Action Plan.
Resolved to recommend the Haverford West TC motion/actions to Full Council, with support in principle, subject to available resources.

(b) Members received the notes from a recent SLCC Martyn's Law Briefing event and noted that the annual fireworks display and remembrance Sunday service and parade would be out-of-scope, as these are non-ticketed events with no restrictions on access/egress.

262/25 **Ward Allowances:** No project proposals were submitted for consideration at this meeting.

263/25 **Grants:**

(a) Wellbeing Grants 2025/26:
Resolved to approve the application received from Pantastic Steel Pan & Cajon Duo for £1,400.00, following consideration of the additional information provided.

(b) Members received/noted thank you letters/reports from:
(i) BAS six month report to October 2025
(ii) Conwy Mind thank you
(iii) Cor Meibion Colwyn thank you

(c) Large Grants 2025/26:
(i) ***Resolved to approve payment of the second instalments of large grants for applicants B, C, D and E, as detailed in the summary included as schedule 'B'.***

The meeting closed at 7.50 pm. …………………………………… Chair

Bay of Colwyn Town Council 2025/26

Treasurers A/c 00164077

List of Payments made between 01/09/2025 and 30/09/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/09/2025	Barclaycard	DD	4.35	1/29/25	Stationery File tabs
13/09/2025	Smart Imaging & Framing	FP	80.00	1/30/25	Council Photos 2024/25
13/09/2025	S & L Industrial Cleaners	FP	360.00	1/30/25	Cleaning
13/09/2025	JDH Business Services Ltd	FP	772.80	1/30/25	Internal Audit Fee 24/25
13/09/2025	Livetech	FP	50.40	1/30/25	Website Maint Sept
13/09/2025	Clira Ltd	FP	198.00	1/30/25	Legionella Monitoring Aug
13/09/2025	GLS Educational/ Findel	FP	71.98	1/30/25	Supplies
13/09/2025	I P Williams	FP	150.00	1/30/25	Translation August
13/09/2025	One Voice Wales	FP	42.00	1/30/25	Training Cllr TD 26/8
13/09/2025	AD Window Cleaning	FP	1,770.00	1/30/25	Watering August
13/09/2025	Employees	FP	7,918.56	1/31/25	Salaries September
13/09/2025	HMRC	FP	4,194.28	1/31/25	PAYE & NI
13/09/2025	Gwynedd Council	FP	2,923.42	1/31/25	Pension conts Sept
13/09/2025	Dragon Signs	FP	864.00	1/31/25	DataSims
13/09/2025	Dragon Signs	FP	4,620.00	1/31/25	Remote Lic Vindico
13/09/2025	Thomas Jones Ltd	FP	4,718.40	1/31/25	Ext Painting Rhiw Road
13/09/2025	Snowdonia Fire Protection LTD	FP	1,581.60	1/31/25	TH Alarm Panel
13/09/2025	Conwy County Borough Council	FP	5,783.11	1/31/25	Glyn Ward By-election
13/09/2025	Conwy County Borough Council	FP	11,625.00	1/31/25	Playing out 2025/26
13/09/2025	Detertech	FP	59.50	1/32/25	Smart Water for Bronze plaques
13/09/2025	Conwy County Borough Council	FP	781.00	1/32/25	NNDR TH
13/09/2025	Planning Aid Wales	FP	40.00	1/32/25	Planning Training 8/10 17/9 TD
18/09/2025	Utilita	DD	1,081.33	1/29/25	Elec Rhiw Road Site
18/09/2025	Utilita	DD	278.90	1/29/25	Gas Police Station
18/09/2025	Utilita	DD	12.56	1/29/25	Gas REar Annexe
18/09/2025	British Gas	DD	14.99	1/29/25	Feeder Pillar 1
18/09/2025	British Gas	DD	14.99	1/29/25	Feeder Pillar 2
18/09/2025	Lloyds Bank	DD	8.50	1/29/25	Bank charges
18/09/2025	OneCom	DD	89.46	1/29/25	Homes/Broadband
18/09/2025	Utilita	DD	-1,081.33	1/29/25	Elec Rhiw road
18/09/2025	Utilita	DD	-278.90	1/29/25	Gas Police Station
18/09/2025	Utilita	DD	-12.56	1/29/25	Gas Rear Annexe
18/09/2025	Utilita	DD	917.73	1/29/25	Elec Rhiw road
18/09/2025	Utilita	DD	56.93	1/29/25	Gas Police Station
18/09/2025	Utilita	DD	23.21	1/29/25	Gas REar Annexe
19/09/2025	Mayor's Charity A/c	FP	50.00	1/32/25	Bank Charges
26/09/2025	RADMTC	FP	40.00	1/33/25	Tickets for Mayor
26/09/2025	Magic Light Productions	FP	285.00	1/33/25	Open doors Court Scene
26/09/2025	Snowdonia Fire Protection LTD	FP	190.80	1/33/25	Emergency Lighting TH
26/09/2025	Cllr Jo Nuttall	FP	133.00	1/33/25	Reimbursement Mayor
26/09/2025	Festive Lighting	FP	954.00	1/33/25	Xmas Lights
26/09/2025	AD Window Cleaning	FP	1,360.00	1/33/25	Watering September

Total Payments 52,747.01

Treasurers A/c 00164077

List of Payments made between 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/10/2025	Cllr T Davies	FP	208.00	1/34/25	Cllr Allowance TD
03/10/2025	Cllr David Wilkins	FP	208.00	1/34/25	Cllr Allowance DW
03/10/2025	Cllr Lisa Wilkins	FP	208.00	1/34/25	Cllr Allowance LW
03/10/2025	Cllr Greg Wynne	FP	208.00	1/34/25	Cllr Allowance GW
03/10/2025	Cllr Abdul Khan	FP	208.00	1/34/25	Cllr Allowance AK
03/10/2025	Cllr David Carr	FP	208.00	1/34/25	Cllr Allowance DC
03/10/2025	Cllr Debra Jones	FP	208.00	1/34/25	Cllr Allowance DJ
03/10/2025	Cllr Jo Nuttsll	FP	208.00	1/34/25	Cllr Allowance JN
03/10/2025	Cllr Neil Coverley	FP	208.00	1/34/25	Cllr Allowance
03/10/2025	Cllr Sandra McAllister	FP	208.00	1/34/25	Cllr Allowance SMc
03/10/2025	Cllr Stephen Price	FP	208.00	1/34/25	Cllr Allowance SP
03/10/2025	Cllr Thomas Maclean	FP	208.00	1/34/25	Cllr Allowance TMc
03/10/2025	Cllr Ricki Owen	FP	208.00	1/34/25	Cllr Allowance
03/10/2025	Microshade Business Consultant	FP	305.42	1/35/25	IT Services
03/10/2025	R P Dudley	FP	8.67	1/35/25	WIB Reimbursement
03/10/2025	I P Williams	FP	520.00	1/35/25	Translations September
03/10/2025	Clira Ltd	FP	198.00	1/35/25	Monthly Montoring Sept
03/10/2025	Livetech	FP	50.40	1/35/25	Monthly Website security
03/10/2025	R P Dudley	FP	29.72	1/36/25	Travel Exp WIB
03/10/2025	Snowdonia Fire Protection LTD	FP	235.92	1/36/25	Fire Alarm Maint Raar Annexe
06/10/2025	Barclaycard	DD	18.85	1/40/25	Supplies for Open Doors 21/9
06/10/2025	British Gas	DD	13.67	1/40/25	Station Rd Pillar 1
06/10/2025	British Gas	DD	13.67	1/40/25	Station Rd Pillar 2
10/10/2025	S & L Industrial Cleaners	FP	270.00	1/36/25	Cleaning TH & AF Clock
10/10/2025	Employees	FP	9,223.08	1/36/25	Salaries October
15/10/2025	Gwynedd Council	FP	3,033.19	1/36/25	Oct Pens Conts
15/10/2025	HMRC	FP	3,393.65	1/36/25	PAYE & NI
15/10/2025	Utilita	DD	278.90	1/40/25	Gas Police/Main
17/10/2025	Cllr S Roberts	FP	208.00	1/37/25	Cllr Allowance SR
17/10/2025	Cllr Ann Jones	FP	208.00	1/37/25	Cllr Allowance
17/10/2025	Cllr Paul Hughes	FP	208.00	1/37/25	Cllr Allowance PH
17/10/2025	Cllr Hannah Fleet	FP	208.00	1/37/25	Cllr Allowance HF
17/10/2025	KHS	FP	1,128.00	1/37/25	Boiler & AHU Service oct 25
17/10/2025	Colwyn Bay Football Club	FP	600.00	1/37/25	Sponsorship Board
17/10/2025	Microshade Business Consultant	FP	305.42	1/37/25	IT Services
17/10/2025	Ingrid lewis	FP	30.25	1/37/25	Travel Exps WIB
17/10/2025	Royal British Legion	FP	57.00	1/37/25	2 x Poppy Wreaths
17/10/2025	Just a Bite Catering	FP	624.00	1/37/25	CIB Buffet
17/10/2025	Colwyn Bay Cricket Club	FP	112.00	1/37/25	CIB Awards Drinks
17/10/2025	C J Earley	FP	57.60	1/37/25	SLCC Conf (Monday Dinner)
21/10/2025	Utilita	DD	1,081.33	1/40/25	Elec rhiw road
25/10/2025	Rob Bebbington	FP	550.00	1/38/25	Ink Skate PArk Painting
25/10/2025	Rydal Penrhos School	FP	475.00	1/38/25	Rydal Penrhos School room hire
25/10/2025	Farmers Bronze Restoration	FP	1,308.00	1/38/25	War Memorial Maintenance
25/10/2025	Mcconnell Chartered Surveyors	FP	4,125.00	1/38/25	Bayview Xmas Grotto
28/10/2025	Conwy Mind	FP	500.00	1/38/25	Small Grant Conwy Mind
28/10/2025	Cor Meibion Colwyn	FP	400.00	1/38/25	Small Grant Cor Meibion

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Bay of Colwyn Town Council 2025/26

Treasurers A/c 00164077

List of Payments made between 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
28/10/2025	Conwy County Borough Council	FP	10,000.00	1/38/25	Oriel Colwyn Cont 25/26
28/10/2025	Conwy County Borough Council	FP	60,000.00	1/38/25	Theatr Colwyn cont 25/26
28/10/2025	Conwy County Borough Council	FP	26,097.60	1/38/25	Public Conveniences 2nd Instal
28/10/2025	Uproar Fireworks Ltd	FP	4,500.00	1/38/25	50% Friework Payment
30/10/2025	One Com	DD	89.46	1/40/25	Broadband/Phones TH
30/10/2025	Lloyd's Bank	DD	8.50	1/40/25	Bank Charges to 9/10
31/10/2025	Abbie Chance	FP	600.00	1/39/25	Cleaning Town Hall
31/10/2025	Rachael Gill	FP	264.90	1/39/25	Travel Exp Jul-Oct
31/10/2025	Antur Waunfawr	FP	28.80	1/39/25	Confidential Waste
31/10/2025	Dwr Cymru	FP	1,093.04	1/39/25	Rhiw Road Water 1/2
31/10/2025	Dwr Cymru	FP	641.43	1/39/25	Town Hall Water 1/2
31/10/2025	Livetech	FP	75.60	1/39/25	Maintenance/New section
31/10/2025	Society Local Council Clerks	FP	78.00	1/39/25	SLCC/OVW Conf
31/10/2025	Conwy County Borough Council	FP	781.00	1/39/25	Rates Nov TH
		Total Payments	136,741.07		

Summary of Large Grant Applications for 2025/26

REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved 2023/24	Grant Approved 2024/25	Grant Recommended 2025/26	Notes: Approved Budget = £0	Payment: 1st Instalment Payment Paid	Amount	Received
A	Aberconwy Care & Share	£5,000	Monthly food delivery for families suffering financial hardship. Of 47 families served in October 2024, 13 of those were in the Bay of Colwyn area. Funding will go towards the purchase of food and other grocery items. Letter sent 22.1.25	£ -	£ -	NIL	**Declined - all Mission Churches are located out of our area and BCTC / Llandrillo Charities already support five active Foodbanks in our area**			
B	Benefit Advice Shop	£6,638	To assist the residents of the area with all aspects of their Welfare Benefit and Social Security Law problems. We aim to assist 250 people from the area to maximise their income through benefit claims, better off calculations and lengthy disability forms. Letter sent 22.1.25	£ 6,638.00	£ 6,638.00	**£ 6,638.00**	**Approve same amount**	17/04/2025	£ 3,319.00	Yes
C	Citizen's Advice Bureau	£ 24,596.00	To provide dedicated fact-to-face quality specialist and generalist advice and information services through the community venue of Colwyn Bay Town Hall, with homesiting services Letter sent 22.1.25	£ 19,990.00	£ 19,990.00	**£ 24,596.00**	**DEFER - refer back to P&F to consider, following information about £157,679 UKSPF funding, which was for whole County and had to be spent by end Jan 25? - Approved Mar25**	17/04/2025	£ 12,298.00	Yes
D	Colwyn Community Hub	£ 8,400.00	Funding will be used to cover the cost of rent for 12 months. Letter sent 22.1.25	£ -	£ -	**£ 8,400.00**	**Approve full amount this year, but request that they look for alternative income generation for next year onwards, as funding at this level**	17/04/2025	£ 4,200.00	Yes
E	Homestart Conwy	£ 5,000.00	Our premises in Tan Lan combine a community centre with an office for the Home-Start team. This means that we can provide an open-door policy to the community & we are on hand to offer support when needed. During these times of significant financial hardship this has meant that families can simply callin & request food parcels & utility vouchers if needed. We also operated as a warm hub to provide a warm space for people struggling to keep their homes warm in cold spells Letter sent 22.1.25	£ 5,000.00	£ 5,000.00	**£ 5,000.00**	**Funding conditional on aknowledging support from BCTC in the premises and in promotional literature**	17/04/2025	£ 2,500.00	Yes
F	Mochdre FC	£ 7,020.00	Additional pitch drainage to improve the playing surface Letter sent 22.1.25	£ -	declined	**£ 5,000.00**	**REC: reduced amount due to previous estimates that 70% of players come from BCTC area**	17//4/25	£ 5,000.00	Yes
G	Y Pentan	£ 2,000.00	Welsh language monthly publication for Welsh speakers in Conwy County, run by volunteers. Funding will be used towards the cost of printing. Letter sent 22.1.25	£ 1,200.00	-	**£ 500.00**	**REC: reduced amount in line with support given by other local councils**	17/04/2025	£ 500.00	Yes
H	*Rhos on Sea Bowling Club*	*£2,000.00*	*To improve the local signage in the surrounding area to enable potential members and visitors to find the club more easily.*	*£ -*	*£ -*		***REC: application be approved and moved to the Wellbeing Grants 2024/25 budget, as it meets the conditions/purpose better Moved to Wellbeing Grant summary***			
	LATE APPLICATION(S):									
									£ 27,817.00	
		£60,654			*£ 31,628.00*	**£ 50,134.00**		**26/06/2526**		
								#REF!		#VALUE!