

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 7th JANUARY 2026

PRESENT: Cllr H Fleet (Chair)
Cllrs: P Ashe (Vice Chair), C Hughes, S McAllister, J Nuttall (Town Mayor), S Price, L Wilkins, and G Wynne (Deputy Mayor)

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

338/25 Welcome and Apologies for Absence:

The Chair welcomed members and apologies for absence were received from Cllrs D Carr, N Coverley, D Jones, and A Khan.

339/25 Declarations of Interest:

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

Cllr C Hughes declared a personal and prejudicial interest as a Director for Together for Colwyn Bay (grant application), clarifying he has dispensation to remain in the meeting for discussion but will leave for the vote.

Cllr H Fleet declared a personal interest as a member of Friends of Rhos on Sea, however, as their grant application is for £500.00 or less, an exemption applies and Cllr Fleet was able to remain present and vote.

340/25 Minutes:

- (a) *Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 12th November 2025.*
- (b) *Resolved to receive the draft minutes of the Staffing Sub-Committee meeting, held on 11th December 2025.*

341/25 Matters Arising from the Minutes:

- (a) Min. 257/25 (d) – Rhos Lighting Projects: Members received an update and noted that works are expected to be completed by mid-late February, in order to submit the grant claim by end of February.

342/25 Finance:

- (a) *Resolved to authorise payments made on behalf of the Council for the periods 1st to 30th November 2025, and 1st to 31st December (tabled), 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 November and 31st December 2025.*
- (c) *Resolved to authorise the Chair and Clerk/RFO to check and sign the Barclaycard statements for November 2025.*

- (d) ***Resolved to receive the income/expenditure report as at 30.11.25, and 31.12.25 along with a verbal report from the Clerk on items that are under or over budget.***
- (e) ***Resolved to receive the following correspondence from CCLA:***
 - (i) ***LAPF Statement November 2025.***
 - (ii) ***PSDF Statement November 2025.***
- (f) ***Resolved to authorise/ratify the following orders/payments (all costs excl VAT):***
 - (i) ***Thomas Jones (Llandudno) Ltd - £7,865.10***
- (g) ***Members received the Staffing Sub-Committee Minutes and noted the Salary Projections for 2026/27 (£183,500 - £3,500 less than 2025/26), required for budgetary purposes.***
- (h) Members received the draft Annual Budget/Estimates for 2026/27 along with a detailed report from the Clerk.
Resolved to recommend the budget to Council for approval.
Further resolved to ask the Clerk to investigate other local Town Council precepts and present a comparison to Council.
 - (i) Members received the precept/council tax base letter from Conwy CBC.
Following discussion regarding the contribution to CCBC for CCTV, Members resolved that the Leader of CCBC be invited to future Police and Youth Liaison meetings.
 - (ii) Members received a report on Earmarked Reserves.

343/25 UK/Welsh Government:

- (a) Members received the S137 letter re: limit for 2026/27 and noted that this was not relevant to those councils, like us, who qualify to use the General Power of Competence.

344/25 Conwy County Borough Council:

- (a) Members noted the current 2026/27 budget survey.

345/25 One Voice Wales / SLCC: Members received/noted the following correspondence:

- (a) Age Friendly Communities Guidance, published by NALC/SLCC.
Resolved to defer this item to Full Council to consider the need for a small Working Group to explore the Age-Friendly Town and Parish Council Guide guidance and recommendations in more detail.

346/25 Ward Allowances: No project proposals were submitted for consideration at this meeting. Members were reminded to submit any proposals by the March meetings, at latest, to use any available funds that cannot be carried forward to 2026'27.
Resolved that the Clerks shares the current ward allowances summary and project proposal form with all Members.

347/25 Grants:

(a) Small Grants 2025/26:

Resolved to recommend for approval the applications received, as detailed in the summary included as schedule 'B'.

(b) Youth Grants 2025/26:

Resolved to recommend for approval the application received, as detailed in the summary included as schedule 'C'.

(c) Large and Events Grants 2026/27: Members received and noted the applications received for both large and event grants for the new financial year.

Resolved that consideration of the Large and Events Grants be deferred to an additional, special meeting of the Committee, scheduled for Wednesday 14 January 2026.

Members briefly discussed the applications received and agreed a number of questions.

Resolved that further information would be sought from applicants and presented at that meeting.

The meeting closed at 8.25 pm.

..... Chair

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2025	Barclaycard	DD	262.73	I/44/25	October statement
07/11/2025	Clira Ltd	FP	198.00	I/41/25	Legionella Monitoring OCT25
07/11/2025	I P Williams	FP	270.00	I/41/25	Translations OCT25
07/11/2025	S & L Industrial Cleaners	FP	120.00	I/41/25	Contract cleaning
07/11/2025	Livetech	FP	50.40	I/41/25	Website maintenance NOV25
07/11/2025	AD Window Cleaning	FP	240.00	I/41/25	Cleaning Queens Gdn memorial
11/11/2025	Conwy County Borough Council	FP	4,819.26	I/31/25	Glyn Ward by-election
13/11/2025	Uproar Fireworks Ltd	FP	4,500.00	I/41/25	Fireworks display 2025 2nd ins
13/11/2025	Society Local Council Clerks	FP	198.00	I/41/25	14th Ed. Local Council Adm bk
13/11/2025	Society Local Council Clerks	FP	-198.00	I/41/25	14th Ed. Local council adm bk
13/11/2025	Society Local Council Clerks	FP	149.40	I/41/25	14th Ed. Local CI Admin bk
13/11/2025	Conwy County Borough Council	FP	2,069.86	I/42/25	Festive lighting columns OC
13/11/2025	Thomas Fattorini Ltd	FP	2,745.04	I/42/25	Past Mayors medals x5
13/11/2025	Colwyn Bay Conservation & Envi	FP	3,619.62	I/42/25	Rhos paddling pool contrib
13/11/2025	Clwyd & Gwynedd ACF	FP	200.00	I/42/25	Donation from fireworks
13/11/2025	Colwyn Bay Fire Station	FP	200.00	I/42/25	Fireworks donation
13/11/2025	Nationwide Ambulance Svc	FP	240.00	I/42/25	Rememb Sunday first aid
13/11/2025	Society Local Council Clerks	FP	640.00	I/42/25	Pract. Conf. Jan26 P Everley
14/11/2025	C J Earley	FP	3,299.80	I/42/25	Salary NOV25
14/11/2025	Rachael Gill	FP	2,468.53	I/42/25	Salary NOV25
14/11/2025	Roz Dudley	FP	1,300.24	I/42/25	Salary NOV25
14/11/2025	P Everley	FP	1,528.18	I/42/25	Salary NOV25
14/11/2025	Gwynedd Council	FP	2,993.12	I/42.25	NOV25 contributions
14/11/2025	HMRC	FP	3,810.43	I/42/25	PAYE and NI NOV25
19/11/2025	Utilita	DD	114.26	I/44/25	Gas Rear Annexe OCT25
19/11/2025	Utilita	DD	523.33	I/44/25	Gas Police Station
19/11/2025	Utilita	DD	843.26	I/44/25	Electricity Rhiw Rd
21/11/2025	Benefit Advice Shop	FP	3,319.00	I/43/25	Large grant 2nd instalment
21/11/2025	CAB Conwy	FP	12,298.00	I/43/25	Large grant 2nd instalment
21/11/2025	Colwyn Community Hwb	FP	4,200.00	I/43/25	Large grant 2nd instalment
21/11/2025	Home Start Conwy	FP	2,500.00	I/43/25	Large grant 2nd instalment
21/11/2025	Pantastic Steel Pan Duo	FP	1,400.00	I/43/25	Wellbeing grant
21/11/2025	GLS Educational/ Findel	FP	43.12	I/43/25	Office supplies
21/11/2025	Microshade Business Consultant	FP	305.42	I/43/25	IT services NOV25
21/11/2025	Conwy County Borough Council	FP	396.00	I/43/25	S178 Festive lighting lic fee
26/11/2025	British Gas	DD	13.67	I/44/25	Feeder Pillar 1
26/11/2025	British Gas	DD	13.67	I/44/25	Feeder Pillar 2
26/11/2025	Onecom Ltd	DD	89.46	I/44/25	Cloud and connection
Total Payments			61,783.80		

List of Payments made between 01/12/2025 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	Lloyds Bank	DD	20.06	I/49/25	Bank charges
05/12/2025	Cllr John Clayton	FP	208.00	I/45/25	Cllr allowance JC
05/12/2025	Abbie Chance	FP	480.00	I/45/25	Town Hall cleaning Nov
05/12/2025	Conwy County Borough Council	FP	781.00	I/45/25	NNDR Dec
05/12/2025	CAIS	FP	208.50	I/45/25	Fireworks volunteer catering
05/12/2025	Matthews & Son (Hardware)	FP	121.80	I/45/25	Trophy engraving CiB
05/12/2025	I P Williams	FP	190.00	I/45/25	Translations Nov
05/12/2025	Livotech	FP	50.40	I/45/25	Website maint. Dec
05/12/2025	Clira Ltd	FP	198.00	I/45/25	Legionella testing Nov
05/12/2025	McConnell	FP	825.00	I/45/25	Santas Grotto 2025
05/12/2025	Hamilton Security Systems LTD	FP	126.00	I/45/25	Annual CCTV maintenance
05/12/2025	Barclaycard	DD	127.78	I/49/25	Barclaycard various
11/12/2025	Scottish Power	BGC	-189.51	I/49/25	Credit
12/12/2025	Bus Inst Access Savings Acc	Transfer	125,000.00		Precept transfer
12/12/2025	Conwy County Borough Council	FP	13,062.00	I/46/25	Fireworks event net costs
12/12/2025	Absolute Sound & Light	FP	960.00	I/46/25	PAHire, RemDay, Tree of Lights
12/12/2025	KHS Mechanical Ltd	FP	696.86	I/46/25	TH boiler controls repair
12/12/2025	Quantum	FP	1,356.00	I/46/25	TM support Remembr.Day
12/12/2025	Rudlan & Co Ltd	FP	4,800.00	I/46/25	Place Plan consultancy
12/12/2025	Pozitive Energy	DD	80.66	I/49/25	Electricity Xmas lights
15/12/2025	Employees	FP	9,406.57	I/47/25	Salaries Dec25
15/12/2025	HMRC	FP	4,017.36	I/47/25	Tax and NI Dec25
15/12/2025	Gwynedd Council	FP	2,996.92	I/47/25	Pensions Dec25
15/12/2025	S & L Industrial Cleaners	FP	78.00	I/47/25	Cleaning
15/12/2025	Cllr John Clayton	FP	400.00	I/47/25	Snr Cllr allowance JC
15/12/2025	Cllr Greg Wynne	FP	400.00	I/47/25	Snr Cllr allowance GW
15/12/2025	Employees	FP	-9,406.57	I/47/25	Salaries Dec25
15/12/2025	Employees	FP	8,606.57	I/47/25	Salaries Dec25
19/12/2025	Abbie Chance	FP	360.00	I/48/25	Town Hall Cleaning Dec
19/12/2025	Broxap	FP	3,200.40	I/48/25	Play equipment finger mazes
19/12/2025	Rialtas	FP	180.00	I/48/25	Budget training PE
19/12/2025	Cllr Phillip Ashe	FP	208.00	I/48/25	Cllr basic allowance PA
19/12/2025	Utilita	DD	381.78	I/49/25	Gas Town Hall Nov25
19/12/2025	Utilita	DD	787.36	I/49/25	Gas Rear Annexe Nov25
19/12/2025	Utilita	DD	1,077.49	I/49/25	Gas Police Station Nov25
19/12/2025	Utilita	DD	1,141.91	I/49/25	Rhiw Rd Electricity Nov25
23/12/2025	British Gas	DD	13.23	I/49/25	Station Rd feeder pillar1
23/12/2025	British Gas	DD	13.23	I/49/25	Station Rd feeder pillar2
29/12/2025	Onecom Ltd	DD	89.46	I/49/25	Phone/broadband Nov25
30/12/2025	Lloyds Bank	PAY	9.35	I/49/25	Bank service charges
Total Payments			173,063.61		

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?)				
considered on 7.1.26								
G Friends of Rhos on Sea	£341.76	07/01/2026	£341.76	New tabbards for environmental improvement group, printed with Friends of Rhos on Sea (x40). REC: approval				
H Colwyn Bay Walking Football Club	£440.00	07/01/2026	£440.00	Registration for 2 teams (over 60's and over 70's) REC: approval				
I Colwyn Choral Society	£450.00	07/01/2026	£450.00	Purchase new music scores to broaden their repertoire for members and performances. REC: approval and request invitation to performance				
J Happy Faces	£500.00	07/01/2026	£500.00	Clock repair contribution - CCBC will pay 50% and Happy Faces are to pay 50% - this grant is for the Happy Faces portion. REC: approval				
ANNUAL BUDGET 2024/25 =		£10,000	TOTAL YTD=	£3,582				£0
plus any unspent ward allowances				£6,418	balance remaining			
		£10,000		£10,000				
<u>REC: YEAR-END DONATIONS:</u>				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 eligibility on 16.5.2022

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved: from Youth Grants	Purpose of Grant:	Exp Powers:	<u>BUDGET:</u> S137 Total	<u>£19,000</u> Amount Paid	<u>(including EMR)</u> Grant Payment Ackn rec'd	Report Rec'd (over £2,000 only)
Underground Artists Movement (UAM)	£2,000	14.5.25	£2,000	Artist Development Programme – Building on the Success of the U18 Free Studio Workshop... this grant will help deliver our Youth Development Programme – aimed at 16 to 25-year-olds who are passionate about music, but need support, access, and guidance to take their next steps. The sessions will run either: - weekly for 2 hours across 4 weeks, or - 1 hour a week across 8 weeks,			£2,000.00	Yes	
considered on 7.1.26									
DJ Diamonds (Morris Dance Troop)	£1,500	7.1.26	£1,500	DJ Diamonds are a new Morris dance troop, based in the Old Colwyn Community Centre. The 32 girls already registered all reside in the Colwyn area. The troop is seeking funding to cover the set up costs of altering the second hand costumes purchased already, pumps and travel costs for the season (March to September). REC: approval					
	£3,500	TOTAL YTD=	£3,500		Balanced to Ledger=		£2,000.00		

Balanced to Ledger= £2,000.00
Section 137= #REF!