

MINUTES OF A HYBRID MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE, VIA ZOOM, AT 6.30^{PM} ON WEDNESDAY 18th FEBRUARY 2026

PRESENT: Cllr H Fleet (Chair)
Cllrs: N Coverley, S McAllister, J Nuttall (Town Mayor), and G Wynne (Deputy Mayor)

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

382/25 Welcome and Apologies for Absence:

The Chair welcomed members and apologies for absence were received from Cllrs P Ashe (Vice Chair), D Carr, C Hughes, A Khan and L Wilkins.

383/25 Declarations of Interest:

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

Cllr H Fleet declared a personal, but non-prejudicial, interest as a member of Friends of Rhos on Sea, in reference to the ward allowance item (as the amount is less than £500 an exemption applies). Cllr Fleet was therefore able to remain present and vote.

384/25 Minutes:

(a) *Resolved to approve and sign, as a correct record, the Minutes of the last meetings of the Committee, held on 7th and 14th January 2026.*

385/25 Finance:

(a) *Resolved to authorise payments made on behalf of the Council for the period 1st to 31st January, 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 as 31st January 2026.*

(c) *Resolved to authorise the Chair to check and countersign the Barclaycard statements for January 2026.*

(d) *Resolved to receive the following correspondence from CCLA:*

(i) *LAPF Statement January 2026.*

(ii) *PSDF Statement January 2026.*

(e) Members received the updated Funding Strategy Statement from Gwynedd Pension Fund.

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

(i) *Place Studio/Katie Lea/Planning Aid Wales – domain renewal for Colwyn Place Plan website– 2 years – £32.50*

(ii) *Abbie Chance – Town Hall Cleaning contract (Jan) - £480.00*

(iii) *Smith of Derby – clock repair - £180.00*

(iv) *Hamilton Security – annual software fees - £65.00*

(v) *IS Group – large scale maps additional design work - £350.00 (from TT grant funds)*

(vi) *Computer World – to wipe clean and recycle old laptops (2) - £30.00*

- (vii) **Thomas Jones (Llandudno) Ltd – completion of the dormer window/roof repairs- £15,546.68 – subject to the Clerk satisfactorily resolving a query between the estimate and final invoice.**
- (viii) **KHS boiler repairs, following heating failure at Police/CVSC part of the building in November 2025 (noting this will be recharged to occupiers with year-end service charges).**
- (ix) **Rhos Lighting Project (SPF funded) – both invoices to be reclaimed from CCBC/grant funding:**
 - **Thomas Jones Ltd – installation of solar bollards in Rhos Park - £1,437+VAT**
 - **SETs Ltd - £6,658.44 – Rhos MUGA lighting upgrade**
- (g) St David's Day Parade – The Clerk submitted a number of quotes for consideration, advising Members that costs had risen since the last event (2024), but that the overall budget for Municipal Events cover the following items.
Resolved to approve orders/payments for the following support services for the St David's Day Parade on 3rd March:
 - (i) **Traffic Management Support – Quantum £1,075**
 - (ii) **First Aid Provision (including emergency vehicle for rear of parade) £250**
 - (iii) Members noted a band has not yet been secured for the parade and enquiries are continuing.
 - (iv) **Stewards** – the Clerk informed Members that we are currently 5 volunteers short of the number needed to safely steward the parade route (covering side roads and the pedestrian zone). Should we not have enough volunteers to safely support road closures, paid security staff would need to be employed (for which there is no budget).
Resolved to approve an emergency additional budget, if required, of (approx £36 each for 2 hours, but could be required to commit to min. 4 hour period @ £72 each) to provide sufficient support for the parade route.
 - (v) Members noted T4CB have been authorised to use the two feeder pillars on Station Road for the electricity supply for the markets, with metered usage to be recharged on a quarterly basis.
 - (h) **Resolved to approve for the new Clerk and Deputy Clerk (RFO) be added to the bank mandates for both Lloyds Bank and CCLA, in preparation for the handover of responsibilities from 1st April.**
Further resolved to approve a new Welsh Purchasing (Barclaycard charge card) application for the new Clerk, with an individual transaction limit of £500.
 - (i) Members noted receipt of the Precept request submitted by Bay of Colwyn Town Council for 2026/27.

386/25 Conwy County Borough Council:

- (a) **Resolved to recommend Council adopts the updated CCBC model policy 'Dealing with Persistent and Vexatious Customers', to Council for adoption, following minor changes due to updated legislation.**
- (b) Public Conveniences:
 - (i) Members received the high level financial outturn statement for Conwy's PCs for the 2024/25 financial year (with some facilities part funded by Town and Community Councils for the period September 2024 to March 2025).

- (ii) Members noted a response about the recent closure of the Rhos Promenade facilities, to enable new doors to be fitted.
Resolved to ask the Clerk to investigate with CCBC why the coin slots for the pay-to-use facilities have been taped over and are not in use.
- (c) ***Resolved to recommend Council adopts the updated CCBC model Code of Conduct, following changes made to the Code of Conduct for Wales on 5 January 2026. (paragraph 4(a) to cover “protected characteristics or socio-economic circumstances”)***
- (d) The Clerk tabled a financial report and gave a brief update on progress with the town centre mapping project. It was noted that a revised grant offer letter had been issued, due to the reduced spend anticipated by 31st March, with permission having been sought and granted to cover the installation costs from the Town Council’s agreed 30% match-funding (with any balance to be put into an EMR for future maintenance).
Resolved to accept and ratify signing of the updated grant offer letter from the Transforming Towns Placemaking Grant, to deliver the new town centre map project.
- (e) The Clerk gave a verbal report regarding progress of the Rhos Lighting Project, funded by SPF, noting the solar bollards are installed and the MUGA lights are to be upgraded by week ending 27 February.

387/25 Ward Allowances:

- (a) ***Resolved to approve the project proposals submitted:***
 - (i) ***Cllr Tom MacLean, Glyn Ward – trophy replacement for Colwyn in Bloom classes (£88.12)***
 - (ii) ***Cllrs H Fleet and C Brockley, Rhos Ward – Friends of Rhos on Sea, ongoing activities in the community (£500 per Cllr / £1,000 total)***
- personal interest declared by HF (non-prejudicial)
 - (iii) ***Cllr C Hughes, Glyn Ward – Together for Colwyn Bay / Colwyn Bay market start-up costs assistance (£180.00)***
 - (iv) ***Cllr S McAlister, Colwyn Ward – Old Colwyn Community Centre repairs contribution (£312.93)***
 - (v) ***Cllr J Nuttall, Rhos Ward – MUGA lights contribution (£300)***

388/25 Grants:

- (a) ***Small Grants 2025/26***
Resolved to recommend for approval the applications received, as detailed in the summary included as schedule ‘B’.
- (b) ***Large Grant 2026/27***
Resolved to recommend the late application from BAS for approval, as detailed in the summary included as schedule ‘C’.
- (c) ***Event Grants 2026/27***
Resolved to recommend that the application received from CCBC for an events grant of £3,000 towards the free wellbeing and eco-zone activity during PromXtra be declined, as this should be funded from the core budget (£10,000). Summary included as schedule ‘D’.

Further resolved to recommend that the annual core budget allocation of £10,000 to support PromXtra be removed, and that CCBC be asked instead to submit an event grant application annually for the full funding amount, to be considered and scrutinised in full by the Committee. As the 2026/27 budget has already been approved by Council, this recommendation would take effect from the 2027/28 budget onwards.

(d) Thank you letters and reports were received from:

- (i) Conwy Arts Trust / Python on the Prom
- (ii) Colwyn Bay Heritage Group
- (iii) Colwyn Bay Walking Football Club
- (iv) Mochdre FC
- (v) Colwyn Choral Society
- (vi) Happy Faces

The meeting closed at 7.25 pm.

..... Chair

List of Payments made between 01/01/2026 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>
02/01/2026	Society Local Council Clerks	FP	532.00	1/50/25	Clerk Membership
02/01/2026	Livotech	FP	50.40	1/50/25	Website Maintenance Jan
02/01/2026	Clira Ltd	FP	198.00	1/50/25	Legionella Monitoring
02/01/2026	Conwy County Borough Council	FP	781.00	1/50/25	Rates Jan NNDR
02/01/2026	Petty Cash Imprest	005576	92.69	1/54/25	Petty Cash
05/01/2026	Barclaycard	DD	170.00	1/55/25	Various
08/01/2026	Thomas Jones Ltd	FP	9,438.12	1/50/25	Roof Dormer Works Inst
08/01/2026	Powlsons	DD	118.00	1/55/25	Christmas lts electric supply
08/01/2026	Powlsons	DD	-118.00	1/55/25	Christmas lights electric
08/01/2026	Pozitive Energy	DD	118.00	1/55/25	Christmas lights electricity
09/01/2026	S & L Industrial Cleaners	FP	120.00	1/51/25	Cleaning
09/01/2026	I P Williams	FP	140.00	1/51/25	Translations Jan
09/01/2026	Livotech	FP	572.40	1/51/25	Website Hosting Dec
15/01/2026	Employees	FP	8,575.86	1/51/25	Salaries Jan
15/01/2026	HMRC	FP	3,797.78	1/51/25	PAYE & NI
15/01/2026	Gwynedd Council	FP	2,992.90	1/51/25	Pension conts Jan
16/01/2026	Ysgol Pen y Bryn	FP	171.00	1/52/25	LLandrillo Charities
16/01/2026	St Joseph's School	FP	352.00	1/52/25	LLandrillo Charities yr 6 supp
16/01/2026	Ysgol Hen Golwyn	FP	465.00	1/52/25	LLandrillo Charities YR6 supor
16/01/2026	Ysgol Bod Alaw	FP	160.00	1/52/25	LLandrillo Charities YR6 suppo
16/01/2026	Ysgol Llandrillo yn Rhos	FP	323.00	1/52/25	LLndrillo Charities YR6 Sup
16/01/2026	Ysgol Swyn y Don	FP	424.00	1/52/25	Llandrillo Charities Yr 6 sup
16/01/2026	Wales in Bloom	FP	230.00	1/52/25	Large Town entry
19/01/2026	British Gas	DD	27.78	1/55/25	Station Rd feeder pillars
19/01/2026	Utilita	DD	1,123.86	1/55/25	Rhiw Rd Electricity Dec2025
20/01/2026	Utilita	DD	261.38	1/55/25	T/H gas supply
20/01/2026	Utilita	DD	464.62	1/55/25	Rear Annexe gas Dec2025
20/01/2026	Utilita	DD	598.97	1/55/25	NWP gas Dec2025
22/01/2026	C Hemmings	FP	1,000.00	1/53/25	CIB Gardd Pawb
22/01/2026	CB Con & Env Federation	FP	500.00	1/53/25	CIB Incredible Edibles
22/01/2026	P D Randle	FP	50.00	1/53/25	Xmas Window winner Coast
22/01/2026	Volly Hics	FP	25.00	1/53/25	Xmas Window Runner up VHics
22/01/2026	Planning Aid Wales	FP	40.00	1/53/25	Intro to training Cllr AJ
22/01/2026	Microshade Business Consultant	FP	380.41	1/53/25	IT Services
22/01/2026	Thomas Jones Ll. Ltd	FP	3,984.00	1/53/25	Solar bollards Rhos on Sea
30/01/2026	Onecom Ltd	DD	89.46	1/55/25	Phone/Broadband Jan2026
Total Payments			38,249.63		

Schedule B

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
A Welsh Air Ambulance	£200.00	14/05/2025	£200.00	Contribution towards ongoing service and improvements. - approved			4.5.2025
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			
Considered on 18.2.26							
K Colwyn Bay Rugby Club	£500.00	18/02/2026	£500.00	Purchase new kit as the club increases in numbers. Funding has been sought from other organisations also.			
L Conwy Connect 4 Learning Difficulties	£300.00	18/02/2026	£300.00	Pre-course consultation to become a qualified Makaton Tutor. Currently CC4LD is delivering sessions at various venues around Colwyn.			
ANNUAL BUDGET 2024/25 =		£10,000	TOTAL YTD=	£3,582		£0	
plus any unspent ward allowances				£6,418	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 eligibility on 16.5.2022

Schedule C

Summary of Large Grant Applications for 2026/27

REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved 2024/25	Grant Approved 2025/26	Grant Recommended 2026/27	Notes:
							Approved Budget = £50,000
A	Home Start Conwy	£ 5,000.00	Grant will be used towards continuing the service and supporting families in the Bay of Colwyn area, providing one-to-one support for families who are isolated and at risk of social exclusion.	£ 5,000.00	£ 5,000.00	£5,000.00	
B	Mochdre FC	£ 3,500.00	Install a concrete spectator pad - to be used later for a converted container with seating.	declined	£ 5,000.00	£3,500.00	
C	Upper Colwyn Bay Community Centre	£ 5,000.00	Building roof repairs, quotes received in March 2025 suggest cost will be £37,000 (plus 5% for inflation once new quotes are received). Will also be applying to Gwynt y Mor for funding.	n/a	n/a	£5,000.00	
D	Colwyn Bay Heritage Association	£ 30,000.00	Develop and produce 3x short historical films focusing on notable local figures: Miss Ethel Hovey, Sir John Pender, and Lady Erskine or John Porter. Each film will cost £10,000. Films will be show in local schools and community venues/screenings.	n/a	n/a	£2,500.00	REC: ask applicant to seek match-funding for first film from other funders
E	Conwy Borough Heritage Association	£ 3,500.00	Funding for the purchase of an ultra-short throw projector, laptop, tablet stand with tablet, and card reader to support our ongoing educational and community initiatives.	n/a	n/a	DEFER	DEFER - REC: explore if TC laser projector could be loaned (would it be insured?) and/or if they could use equipment from CCBC, TAPE or College
F	Citizen's Advice Bureau	£ 24,964.94	Retail 4 day per week Generalist Advisor, delievering drop in sessions Tuesday to Friday 9.30am to 12.30pm at Coed Pella, with the other hours being used for follow up actions for clients and home visits.	£ 19,990.00	£ 24,596.00	£12,500.00	
G	CBCEF / Friends of Eirias Park	£ 5,000.00	Various projects (please refer to form) including: multiple person swing, installation of benches, address winter flooding area, planting new trees and bulbs, and maintenance of existing trees.	£ 5,000.00	n/a	£5,000.00	
H	Benefit Advice Shop	£ 6,638.00	To assist the residents of the area with all aspects of their Welfare Benefits and Social Security Law problems. We will provide an adviser to attend an outreach in Colwyn Bay which is well established and an invaluable part of the network supporting local residents. Any additional work from the outreach will be undertaken in our main office in Rhyl. In 2024/25 we saw 200 people in the outreach and assisted a further 178 by telephone or email. In addition, we assisted 58 people from the Old Colwyn and Llysfaen area and 42 people from the Rhos on Sea area.	£ 6,638.00	£ 6,638.00	£6,638.00	
		<u>£ 83,602.94</u>			<u>£ 34,596.00</u>	<u>£40,138.00</u>	

Considered on 18.2.26

Schedule D

Events Grants 2026/27

Approved Budget = £35,000

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Rec'd 25/26	Recommendation:	Approved (£):	Paid:
Considered on 14.1.26 and 19/1/26									
A	Colwyn Bowls Festival	Crown Green bowling festival - 6 days / 9 competitions. Arranged by Rhos Park and Min y Don BCs.	26/7/26 - 31/7/26	£ 500.00		£ 500.00	£500.00	£500.00	
B	Conwy Arts Trust	Terry Jones statue unveiling event. £5000 requested, however, event will be scaled to budget dependent upon amount offered.	25/4/2026	£ 5,000.00			£7,500.00	£7,500.00	
C	Theatr Colwyn	9 Cinema screenings aimed at our local Community, presented at Theatr Colwyn Cinema in Colwyn Bay. Screenings will be for various / 9 sessions throughout the year different age groups, some for family, children or an older generation.		£ 5,000.00		£ 5,000.00	£5,000.00	£5,000.00	
D	Together for Colwyn Bay	The Big Picnic	Saturday 8/8/2026	£ 5,000.00	£ 5,630.74	n/a	DEFER to allow time to consider accounts submitted approved at full Council 19.1.26	£5,000.00	
E	Together for Colwyn Bay	Christmas Collective 2 events - Lights Switch On & Lantern Parade, and Santa's Festive Funfair	Nov/Dec 2026	£5,000.00	£32,500.00	£5,000.00	DEFER to allow time to consider accounts submitted approved at full Council 19.1.26	£5,000.00	
F	Conwy Events	Prom Xtra - additional free activities PLUS core funding towards event costs (from separate Prom Xtra budget)	Saturday 9th May 2026	£3,000.00 £10,000.00	£7,000.00 £28,293.00	£2,980.90 £10,000.00	NIL £10,000.00		
<u>To be considered on 19/2/26</u>				£20,500.00	£38,130.74	£10,500.00	£13,000.00	£23,000.00	
								£12,000.00	Budget remainin