MINUTES OF A HYBRID MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD ONLINE, VIA ZOOM, AT 6.30PM ON WEDNESDAY 25th MARCH 2026

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

OFFICERS: Tina Earley, Town Clerk and RFO
Rachael Gill, Deputy Clerk and Place Plan Manager
Pam Everley, Assistant Clerk

ABSENT: Cllrs: N Coverley and S Price

477/25 **Welcome and Apologies for Absence:**

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

478/25 **Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests.
Cllr J Nuttal declared a personal (non-prejudicial) interest in reference to the Wild About Colwyn agenda item, stating that she is a member of the Ethics Committee at the Welsh Mountain Zoo.
Cllr A Khan declared a personal interest in the Canning Road Garden (Ward Allowance, £300.00), however, as the amount is for £500.00 or less, an exemption applies and Cllr Khan was able to remain present and vote.
Mrs C Earley (Clerk) declared a personal interest as a Trustee of the Upper Colwyn Bay Community Centre, however, as the small grant application is for £500.00, an exemption applies and the Clerk was able to remain present.

479/25 **Minutes:**

(a) ***Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 18th February 2026.***
(b) Members received the minutes of the Staffing Sub-Committee meeting, held on 18th March 2026.

480/25 Matters Arising from the Minutes:

(a) Min. 388/25 (c.) – Event Grant / Prom Xtra
Following Council's decision to approve the additional £3,000 Event Grant application from CCBC, towards the free wellbeing and eco-zone activities at Prom Xtra (Min. 423/25 (m)(iii)), Members considered which budget the funds should be allocated from.
Resolved to split the amount equally between Youth Grants and Wellbeing Grants (£1,500 each), which will leave the remainder of the Events Grants budget (£12,000) available for other applications in 2026/27.

481/25 Finance:

(a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 28th February 2026, 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 28th February 2026.***

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

(d) ***Resolved to receive the following correspondence from CCLA:***
   (i) ***LAPF Statement February 2026.***
   (ii) ***PSDF Statement February 2026.***

(e) ***Resolved to authorise/ratify the following orders/payments (all costs excl VAT):***
   (i) ***View Creative Agency, map artwork (£4,600)***
   (ii) ***IS Group, map infrastructure (£6,120)***
   (iii) ***SETs Ltd, Christmas lights installation and additional lights purchased (£16,748.77)***

(f) ***Resolved to authorise the Place Plan Manager to submit an application for £65,000 to the Pride in Place Impact Fund to support delivery of the Wild About Colwyn Sculpture Trail, and to approve the procurement process for delivery of the project.***
Further resolved that the Mayor and Chair of the Policy & Finance Committee be present to open the tenders received, with the Clerk, on Thursday 9 April 2026.

(g) Members received the income and expenditure report for the year to date (to the end of February 2026), together with a report tabled by the Clerk highlighting any significant variations from the figures projected in the 2026/27 budget.
Resolved that the Clerk provide an update on the impact of the revised projections for the three year forward budget, illustrating the impact of the £13,870 deficit.

(h) ***Resolved to approve the proposed transfers to/from EMRs for 2025/26, in preparation for the year-end close-down.***

(i) ***Resolved to approve a subscription to Mailchimp at the cost of approx. £10p.m. to enable the quarterly Place Plan newsletter to continue to be sent out to the mailing list.***

(j) Members noted the Bangor University Scholarship was not awarded to a student in 2025/26, apparently due to no applicants meeting the qualification criteria.
   (i) ***Resolved to approve payment of the invoice for the year 2 and 3 students (£1,000).***
   (ii) ***Further resolved for the Clerk to undertake a review of the scholarship, comparing it to other higher education institutions available for students locally, to ensure the scholarship is utilised.***

482/25 Town Hall:

(a) Members received the final Clean Energy Feasibility Report from Greener Edge, funded by Ambition North Wales, shared via email separately by the Clerk.

(b) ***Resolved, unanimously, to authorise the Clerk/Officers to proceed with applications for funding to deliver the measures recommended in the Clean Energy Feasibility Report, which will help to reduce energy consumption and carbon emissions across the Rhiw Road site.***

The Chair congratulated the Clerk and Place Plan Manager on their work to date in progressing the initiative. The Place Plan Manager, in turn, commended the Council for its foresight in approving the role, which has provided a valuable resource.

483/25 **<u>Conwy County Borough Council</u>:**

(a) ***Public Conveniences:***

(i) ***Resolved to receive and approve the signing of the Bay of Colwyn Public Toilet Sponsorship Pack (and agreement) 2026/27.***
Further resolved to approach OVW to request a change in legislation to permit Town and Community Councils to seek sponsorship for local facilities.

(ii) ***Resolved to approve funding (£56) for four of the approved sponsorship signs for the public toilets.***

(iii) The Clerk shared correspondence from ERF regarding the taped-over pay-to-use facilities installed at Combermere Gardens, and whether these should be brought into use.
It was noted that a response is currently awaited from ERF to confirm whether any income generated, should the facilities be brought into use, would be offset against the amount requested from the Town Council (noting that income was taken into account when calculating 'sponsorship' requests for all facilities in 2024/25).
Members expressed dissatisfaction with the maintenance of the facilities, together with the lack of information and cooperation received.
Resolved that the Clerk continue enquiries with CCBC, and that a decision on whether to implement the pay-to-use facilities at Combermere Gardens be deferred until the query about who would receive the financial benefit is known.

(b) Members received the Colwyn Bay footfall statistics, up to and including December 2025, from CCBC. The Clerk advised there is currently no update from CCBC regarding the roll-out of the Smart Towns 2 software.
Resolved to request a presentation to Council and local businesses, demonstrating the use of the new software.

484/25 **<u>One Voice Wales:</u>**

(a) Members noted a new invoice is awaited, based on the updated dwellings number for the 2026/27 membership.

485/25 **<u>Ward Allowances:</u>**

(a) ***Resolved to approve the project proposals submitted, and transfer any unspent allowances to the Small Grants budget for 2026/27:***

(i) ***Cllr D Carr, Colwyn Ward – water cooler replacement at Ysgol Swn y Don (£300.00)***

(ii) ***Cllr J Higgins, Colwyn Ward – OCRA/ maintenance of defibrillators (£300.00)***

(iii) ***Cllr L Wilkins, Dinerth Ward – Prom Ally CIC (£300.00)***

(iv) ***Cllr A Khan, Glyn Ward – Canning Road Community Garden (£300.00)***

486/25 **Grants:**

(a) **Small Grants 2025/26**

(i) ***Resolved to recommend for approval the application received, as detailed in the summary included as schedule 'B'.***

(ii) ***Resolved to donate the residual Small Grants balance, after any unspent ward allowances have been added, to the Sir John Henry Morris Jones Trust and the Llandrillo Charities, as in previous years.***

(b) **Event Grants 2026/27**

(i) ***Resolved to approve request from CCBC that the grant funds approved for Conwy Arts Trust for the Terry Jones Statue event be paid to CCBC (Theatr Colwyn) as lead partner.***

(c) **Thank you letters and reports were received from:**

(i) Friends of Rhos on Sea for the funding to purchase new tabards for litter picking.

The Chair called for a vote of thanks for the Clerk, Mrs C Earley, as this is her last meeting with this Committee before retiring. The Clerk also thanked the Committee for their support.

The meeting closed at 7.45 pm. …………………………………… Chair

Receipts for Month 11 | Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		22,796.12					22,796.12	
FPI	Banked: 03/02/2026	1,371.23							
FPI	CCLA		1,371.23			1190	101	1,371.23	PSDF monthly interest
FPI	Banked: 04/02/2026	50.00							
FPI	UK Leisure Living		50.00			1999	170	50.00	Energy adv event inv PE/6/25
	Banked: 11/02/2026	25,000.00							
TFR	Bus Inst Access Savings Acc		25,000.00			220		25,000.00	Precept Transfer
FPI	Banked: 16/02/2026	50.00							
FPI	Blue Turtle Group		50.00			1999	170	50.00	Energy adv event inv PE/7/25
	Banked: 27/02/2026	31,000.00							
TFR	Bus Inst Access Savings Acc		31,000.00			220		31,000.00	Precept transfer
	Total Receipts for Month	57,471.23		0.00	0.00			57,471.23	
	Cashbook Totals	80,267.35		0.00	0.00			80,267.35	

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Payments for Month 11 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/02/2026	Lloyds	PAY	10.89			4999	101	10.89	Service charges / bank fees
11/02/2026	S & L Industrial Cleaners	FP	30.00			4508	170	30.00	A.F. Clock cleaning JAN26
11/02/2026	Clira Ltd	FP	198.00		33.00	4160	111	165.00	Legionella test Jan26
11/02/2026	Livetech	FP	50.40		8.40	4041	101	42.00	Monthly website maint. JAN26
11/02/2026	Hamilton Security Systems LTD	FP	78.00		13.00	4160	110	65.00	Annual DYDNS charge fr.FEB26
11/02/2026	Scottish Power	FP	10.08		0.48	4502	170	9.60	Festive lights s/chg NOV25
11/02/2026	Friends of Rhos on Sea	FP	341.76			4305	130	341.76	FOROS small grant
11/02/2026	Colwyn Bay Walking Football Te	FP	440.00			4305	130	440.00	CB Walking fb team smll grant
11/02/2026	Colwyn Choral Society	FP	450.00			4305	130	450.00	Colwyn choral. small grant
11/02/2026	Happy Faces	FP	500.00			4305	130	500.00	Happy Faces small grant
11/02/2026	Rhuddlan Town Council	FP	50.00			4100	105	50.00	Mayor JN tickets
11/02/2026	Upper CB Community Centre	FP	70.00			4115	105	70.00	Mayors quiz night venue hire
11/02/2026	Ysgol Nant y Groes	FP	605.00			4999	130	605.00	Llandrillo grant payment
13/02/2026	Employee Salaries	FP	8,586.89			4000	101	8,586.89	Salaries FEB26
13/02/2026	Gwynedd Council	FP	2,989.32			4000	101	2,989.32	Pension contributions FEB26
13/02/2026	HMRC	FP	3,803.52			4000	101	3,803.52	PAYE and NI FEB26
13/02/2026	Abbie Chance	FP	480.00			4165	110	480.00	Cleaning T/H JAN26
13/02/2026	I P Williams	FP	230.00			4032	101	230.00	Translation fees JAN26
13/02/2026	Microshade Business Consultant	FP	305.42		50.90	4041	101	254.52	IT Services DEC25
13/02/2026	Banner Group Ltd	FP	59.04		9.84	4025	101	49.20	printer ink
13/02/2026	Smith of Derby Ltd	FP	216.00		36.00	4508	170	180.00	AF Clock repair
13/02/2026	Glyn Paul Richards	FP	255.00			4520	170	255.00	St Davids Rd noticeboard
16/02/2026	Pozitive Energy	DD	121.25		5.75	4502	170	115.50	Xmas lights electricity
17/02/2026	British Gas	DD	27.50		1.31	4155	170	26.19	Station Rd feeder pillars
18/02/2026	Utilita	DD	600.20		100.03	4155	112	500.17	Rear Annexe Gas JAN26
18/02/2026	Utilita	DD	692.98		115.50	4155	110	577.48	T/H Gas JAN26
18/02/2026	Utilita	DD	1,006.71		167.78	4155	111	838.93	Rhiw Rd Gas JAN26
18/02/2026	Utilita	DD	1,104.76		184.13	4155	111	920.63	Rhiw Rd Electricity JAN26
18/02/2026	Onecom Ltd	DD	89.46		14.91	4155	110	74.55	Phones/broadband JAN26
20/02/2026	KHS Mechanical LTd	FP	2,555.33		425.89	4160	111	2,129.44	Police boiler repair Nov25
20/02/2026	Thomas Jones Llandudno Ltd	FP	18,656.02		3,109.34	4160	111	15,546.68	Dormer window, roof repairs
20/02/2026	Microshade Business Consultant	FP	380.41		63.40	4041	101	317.01	IT Services FEB26
20/02/2026	Conwy County Borough Council	FP	300.00			4530	170	300.00	Rhos MUGA lights JN allow
20/02/2026	Computer World	FP	28.00		4.67	4040	101	23.33	Keyboard and mouse
20/02/2026	Place Studio Ltd	FP	32.50			4312	170	32.50	Place Plan website hosting 2yr
27/02/2026	Abbie Chance	FP	420.00			4165	110	420.00	Cleaning T/H FEB26

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Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/02/2026	Pam Everley	FP	111.60			4015	101	111.60	Travel expenses claim JAN26
27/02/2026	GLS Educational/ Findel	FP	123.42		20.57	4025	101	102.85	T/H supplies
27/02/2026	Thomas Jones Ltd	FP	1,724.40		287.40	4311	130	1,437.00	Rhos solar bollard inst
27/02/2026	Sets Ltd	FP	7,990.13		1,331.69	4311	130	6,658.44	Rhos MUGA lights upgrade
27/02/2026	R Gill	FP	20.98			4460	153	20.98	Exp reimb Gardd Pawb
27/02/2026	SLCC	FP	36.00		6.00	4020	101	30.00	FILCA ext. P Everley
27/02/2026	Cambrian Woodland Services	FP	2,372.98			4502	170	2,372.98	Xmas tree supply install
27/02/2026	Friends of Rhos on Sea	FP	1,000.00			4530	170	1,000.00	Ward allow. HF CB
27/02/2026	Old Colwyn Community Centre	FP	312.93			4530	170	312.93	Ward allow. SMc
	Total Payments for Month		59,466.88	0.00	5,989.99			53,476.89	
	Balance Carried Fwd		20,800.47						
	Cashbook Totals		80,267.35	0.00	5,989.99			74,277.36	

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***			28/10/2025
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?)*			28/10/2025
	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			11/02/2026
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			11/02/2026
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			11/02/2026
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			11/02/2026
	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.			27/03/2026
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.			27/03/2026
	Considered on 25.3.26							
M	Upper Colwyn Bay Community Centre	£500.00	25/03/2026	**£500.00**	Open Day and evening quiz event on 25 July, to celebrate the centre's 25th anniversary. Event will be free and open to all.			
	ANNUAL BUDGET 2024/25 =	**£10,000**	**TOTAL YTD=**	**£5,382**			***£0***	
	plus any unspent ward allowances							
				£4,618	balance remaining			
		£10,000		**£10,000**				
	REC: YEAR-END DONATIONS:			***£2,309***	***Sir John Henry Morris Jones Trust Fund***			
				£2,309	***Llandrillo yn Rhos Ancient Charities - to be split between poor charities and education trust***			
				£4,618				

* 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