MINUTES OF A HYBRID MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD AT 6.30PM ON MONDAY 20th JULY 2026, IN THE COMMITTEE ROOM, TOWN HALL AND ONLINE, VIA ZOOM

PRESENT:	The Mayor, Cllr Greg Wynne (Chair) Cllrs: C Bell, T Davies, H Fleet, J Higgins, C Hughes, P Hughes, A Jones, T Lee, T Maclean, S McAllister, J Nuttall, R Owen, S Price, D Wilkins and L Wilkins
OFFICERS:	R Gill, Town Clerk & Place Plan Officer P Everley, Deputy Clerk & RFO R Dudley, Assistant Clerk
COUNTY CLLRS:	None
ABSENT:	Cllrs: C Brockley, D Jones and K Roberts

90/26 Welcome and Apologies for Absence:

The Mayor welcomed members to the meeting. Apologies for absence were received from Cllrs P Ashe, D Carr, J Clayton, N Coverley, A Khan and County Councillor C Carlisle.

91/26 Announcements:

(a) The Mayor said that he had attended various engagements and was settling into the role.

(b) Pride in Place Impact Funding for Wild About Colwyn; successful but with caviats, £65k to be spent by 31 March 2027. Total project cost estimate £130k with further bids in. Cllr JN thanked the Clerk for efforts to achieve this.

(c) The Clerk reported that the Wales in Bloom judging day will be on Friday 24th July – thanked the Assistant Clerk for all her efforts, and to those who have helped.

92/26 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr J Nuttall declared a prejudicial interest in item 6b – Planning Application 0/53481 and left the meeting while that item was being debated.

Cllrs C Hughes and H Fleet declared interests as Trustees of Sir Henry Morris Jones Trust.

Cllr C Hughes, as a Director, declared an interest in any item on the agenda involving Together for Colwyn Bay, but stated that he has dispensation to speak.

93/26 Visitor(s) to the Council:

(a) Public participation: no members of the public were present.

(b) County Councillors Reports: Cllr JN, gave a verbal report noting that Cllr C Carlisle and C Hughes have been elected as Chair and Vice Chair for another year. Station Road scheme to be developed independently to the political decision to open or keep the road closed. Will have impact on Station Forecourt, which will be complex as permissions needed from TFW etc.

94/26 **<u>Minutes:</u>**

(a) ***Resolved to approve and sign as a correct record the minutes of the:***

(i) ***last Ordinary Meeting of the Council, held on 8th June 2026***

(ii) ***Extraordinary Meeting of the Council, held on 29th June 2026***

Subject to an amendment - Cllr David Wilkins – name spelled incorrectly.

(b) Members received and noted the minutes of the meetings of the:

(i) General Purpose & Planning Committee, held on 7th July 2026 (draft)

(ii) Place Plan Advisor Committee, held on 1st July (draft)

(iii) Staffing Sub-Committee meeting, held on 13th July (draft)

95/26 **<u>Matters Arising</u>**:

(a) Members noted the resolutions of the Committees, as detailed in the Minutes.

(i) Min. 43/26(a) Public Conveniences;

(1) received a verbal report from the Clerk following the 'Hear to Listen' CBC Roadshow; generally positive feedback

(2) noted that signage has now been installed in the public toilets promoting the Town Council's sponsorship

(ii) Min. 43/26(d)(iv) Members noted the Annual Report for 2025/26 is now published on the website and available to the community.

(iii) Min. 47/26(d) Community Governor on the TGB for Ysgol T Gwynn Jones and Iau Hen Golwyn; Members noted that Cllr D Carr, as the local Town Councillor, is in the process of joining the TGB instead of Cllr A Jones.

(iv) Min. 51/26 Members noted responses received from CCBC regarding possible first aid provision on promenade. Members asked about the each all access wheelchair.

Resolved for the Clerk to investigate use of the wheelchair and insurance.

(v) Min. 65/26 Tourism Levy consultation; Members noted the Clerk submitted the completed Tourism Levy questionnaire as agreed on 29 June at the Extra-ordinary Council meeting.

Cllr J Nuttall (having declared an interest as a member of Conwy CBC Planning Committee) retired from the meeting at this juncture.

<u>General Purpose & Planning</u>:

(vi) Min. 85/26 (d) Planning App 0/53481 – Colbourne Hotel. Members considered email correspondence regarding the enquiry about the apparent lack of neighbour consultation and re-considered the planning application using the information now available.

Resolved to notify the planning department that the Town Council have no objections to this application.

(b) **<u>Staffing Sub-Committee</u>**:

(i) Min. 86/26 – Members were asked to consider amending the Staffing Sub-Committee Terms of Reference, to increase membership to ensure and help with quorum for future meetings.

Resolved to amend the Staffing Sub Committee Terms of Reference to include Mayor, Deputy Mayor, Chair or Vice Chair of GPP & P&F and Cllrs D Carr, D Jones and H Fleet. Further resolved to appoint an Appeals Panel (when required) with appropriately experienced people not involved in the original recruitment process.

(ii) Min. 89/26(d): Members noted the interview panel for the Apprenticeship vacancy and that interviews will be held on Tuesday 21 July, and that several candidates had declined an interview – 2 candidates were attending for interview.

(c) **Policy & Finance Committee**:

(i) Min. 67/26 (b) Members noted that a new energy tariff has been secured from 1 October 2026 for two years.

96/26 **Events:**

(a) Members noted the date for Civic Sunday, Sunday 6th September, at St Paul's Church.

(b) The Clerk informed the Council that the date of the 2026 Fireworks event was 29th October 2026. This was based on the information from Judith Sharp, Events Conwy giving consideration to the tides. Cllr C Hughes asked if the Fireworks Committee been consulted. The Clerk was convening a meeting now she had feedback from the Council.

97/26 **Policy Review**:

(a) Members noted a report from the Clerk regarding the Finance & Governance Toolkit. Members noted the completion of part 1 (Health Check) and noted that Part 2 (Self-Assessment) would be undertaken during the 2027/28 municipal year.

Resolved to approve the action plan (Schedule A attached to these minutes) and for officers to implement the identified actions within the proposed timescales and report progress to the Policy & Finance Committee.

98/26 **Finance:**

(a) ***Resolved to receive and approve the Statement of Accounts, year ended 31 March 2026.***

(i) ***Resolved to approve a copy of the updated asset register, as at 31.3.26.***

Cllr C Hughes declared a personal (non-prejudicial) interest in the following item:

(b) The Clerk gave a verbal report on Creative Bridges Pilot and was seeking approval for a new approach. Members were advised that, following unsuccessful funding applications for the original Creative Agency project, a revised six-month pilot had been developed. The project, running from September to April, will support TAPE in establishing a satellite provision at Coleg Llandrillo, creating creative skills, volunteering and employment pathways for learners aged 16+, while providing evidence to support future. Members were reminded that the Town Council had previously approved £20,000 in match funding for the original proposal, which remains available. It is now proposed that this funding be used in support of the pilot and that the Place Plan Manager had introduced TAPE to Libby Duo, CCBC Employment Hub Manager and as part of the Local Growth Fund a further £40,000

in support of TAPE's work was also being considered.
Resolved to recommend that the Town Council redirect its existing £20,000 Creative Agency allocation to support delivery of the Creative Bridge pilot.

(c) ***Resolved to approve section 106 expenditure for the following;***
(i) ***It's Our Place project (approval letter 1) budget £3,500; and delegate the spend on individual items to the Clerk, up to this budget amount.***
(ii) ***It's Our Place project (Water Bowser) (approval letter 2) £1,454.90***

(d) ***Resolved to approve the project to appoint David Rudlin to pull together the schemes for Station Rd proposal; to approve a 50% contribution (£7,500), from the Regeneration budget line, and further approved for the Clerk to apply for the other 50% will be via a grant application to Transforming Towns.***

(e) Members received a verbal update from the Clerk regarding the Ynni Cymru Application progress.

(f) ***Resolved to approve payment of the following invoices: (all prices excl VAT)***
(i) ***CCBC Colwyn in Bloom 2 for 1 hanging basket scheme 2026, £730.00***
(ii) ***CCBC Colwyn in Bloom planting for Bay of Colwyn and Town Hall for 2026, £4647.00***
(iii) ***CCBC Play Schemes, Summer Playing Out sessions 2025, £11625.00***
(iv) ***CCBC Prom Xtra event, commitment approval Min. 480/25(a), £13,000.00 (£10k from revenue budget line for Prom Xtra, £1,500 from Wellbeing Grants, and £1,500 from Youth Grants).***
(v) ***Christina Earley, June 2026 hours, £829.36***

99/26 <u>**Welsh /UK Government/Other Public Bodies**</u> **–** Members received and noted the following correspondence:

(a) Democracy and Boundary Commission Cymru - Review of Community Arrangements of the County Borough of Conwy
(b) Email listing Welsh Government current Consultations
(c) Questionnaire from Democracy and Boundary Commission Cymru

100/26 <u>**Conwy CBC**</u>**:** To receive and note the following correspondence**:**

(a) Central Local Area Forum – to receive any report from the meeting held on 11th July –
(b) Draft Housing Strategy feedback from Jude Horsnell
(c) Standards Committee Dispensation Letters in reference to Cllr Chris Hughes external roles.
(i) Colwyn Bay Conservation and Environment Federation
(ii) Together for Colwyn Bay
(d) Help shape the future of our County questionnaire
Resolved to complete questionnaire as an individual.
(e) Town & Community Council Engagement & Partnership on 14th July

101/26 <u>**Representatives on Outside Bodies**</u>: Members received reports from the Clerk and/or Members who are representatives of the Council on outside bodies, to include:

(a) CCBC Place Plan Network Meeting, held on 14th July – supplementary planning is going through

(b) Police and Youth Liaison Meeting, held on 16th July – CH reported that the group has developed and now includes the Reparation team. Bayview Centre incidents have reduced, but has the disadvantage of reducing resources, encouraged people to report any and all incidents; positive comments how all groups are linked; discussion around Homeless Working Group; Network Rail liaison permission to place animal sculpture where homeless community are camped. Peacocks owner has agreed to install fencing to discourage homeless in doorway.

(c) Ysgol Nant y Groes H&S walk-through visit: A report by Cllr T Maclean was noted.

102/26 <u>One Voice Wales / NALC / Society of Local Council Clerks:</u>

(a) Members noted the minutes of the Conwy and Denbigh Area Committee meeting held on 8th July

(b) Members noted the minutes of the Larger Council's Committee meeting held on the 8th July

(c) ***Resolved to appoint Cllrs P Ashe and A Jones as the Town Council Area Meeting Forum Representatives.***

(d) Members noted the minutes from the OVW National Executive Committee held on 19th June.

(e) Members noted Issue 3 of the Voice from One Voice Wales.

103/26 <u>Other Correspondence</u>:

(a) To receive/note any additional urgent correspondence:

(b) Cllr Tom Maclean email re: Cycling on Pavements – there are laws that are not being enforced; ERF don't have sufficient powers to deal with issue as they would like. Cllr R Owen reported issues with refuse bins on pavements.
Resolved for Officers to undertake an educational social media campaign about pavement safety: hazards, bikes, parking.

The meeting closed at 8.48pm ……………………………… Chair

Schedule A

Report Summary

Finance & Governance Toolkit Review

Summary Report for Council

1. Purpose

To present the findings and priority actions arising from the completion of the Finance & Governance Toolkit for Community and Town Councils.

2. Summary of Findings

The review confirms that the Council has strong governance and financial management arrangements in place across the majority of operational areas. Key statutory requirements are largely being met, including:

- Annual reporting
- Financial management and audit arrangements
- Standing Orders and committee structures
- Risk management
- Training arrangements
- Biodiversity and wellbeing reporting
- Public access to meetings and information

The assessment also highlighted several areas where governance arrangements could be strengthened further to align with best practice and improve transparency, resilience, and operational consistency.

The main themes identified were:

- Updating and consolidating governance documentation
- Reviewing and strengthening HR policies
- Improving website publication and transparency arrangements
- Enhancing data protection compliance
- Developing emergency planning and staff wellbeing arrangements

3. Recommendations

It is recommended that Council:

1. Notes the findings of the Finance & Governance Toolkit review.
2. Approves the prioritised action plan arising from the review.
3. Requests officers to implement the identified actions within the proposed timescales and report progress periodically to the appropriate committee/council meeting.
4. Supports the development of a consolidated Council Constitution and updated governance policy framework.
5. Supports partnership discussions regarding the development of a Community Emergency Plan.

4. Conclusion

The toolkit review demonstrates that the Council operates with a strong governance framework and good financial management arrangements. The identified actions are primarily focused on strengthening existing procedures, improving transparency, modernising governance documentation, and ensuring continued compliance with evolving legislative and best practice requirements.