

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 13th AUGUST 2026

PRESENT: Cllr L Wilkins (Chair)
Cllrs: H Fleet, D Carr, C Hughes (Vice Chair), J Nuttall, S Price

OFFICERS: Rachael Gill, Clerk and Place Plan Manager
Pam Everley, Deputy Clerk and RFO

ABSENT: Cllrs: P Ashe, T Maclean (Deputy Mayor)

121/26 Welcome and Apologies for Absence:

The outgoing Chair welcomed members and apologies for absence were received from Cllrs N Coverley, D Jones, A Khan, S McAllister, and G Wynne (Mayor).

122/26 Election of Chair and Vice-Chair:

Resolved to elect Cllr Lisa Wilkins as Chair of the Committee for 2026/27.

Resolved to elect Cllr Chris Hughes as Vice-Chair of the Committee for 2026/27.

123/26 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 (non-prejudicial) interest in relation to his Directorship with Together for Colwyn Bay, regarding the Christmas Grotto agenda item.

124/26 Minutes and Sub-Committees:

- (a) ***Resolved to approve and sign, as a correct record, the Minutes of the last meeting of the Committee, held on 13th May 2026.***
- (b) ***Resolved to approve and sign, as a correct record, the Minutes of the extraordinary meeting of the Committee, held on 29th July 2026.***
- (c) ***Resolved to re-appoint and approve the Terms of Reference for the following Sub-Committees:***
 - (i) ***Buildings Sub-Committee***
 - (ii) ***Staffing Sub-Committee***
 - (iii) ***Audit Sub-Committee***

125/26 Matters Arising from the Minutes:

- (a) Min. (a) 483/25 (b) Smart Town 2 Demo
The Clerk gave a brief demonstration on the Smart Towns 2 online data tool and shared the locations of the access points (AP's).

126/26 Finance:

- (a) ***Resolved to authorise payments made on behalf of the Council for the period 1st to 31st May, and 1st to 30th June, 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 at 31st May and 30th June 2026.*
- (c) *Resolved to receive and approve the first quarter Income & Expenditure Report, as at 30 June 2026, as submitted by the RFO.*
- (d) *Resolved to authorise the checking/signing of the monthly Barclaycard statements for May and June, by the Chairman and RFO, and to note the rebate received from Barclaycard for 2025/26 (£15.94).*
- (e) *Resolved to receive the following correspondence from CCLA:*
 - (i) *LAPF Statement May and June 2026.*
 - (ii) *PSDF Statement May and June 2026.*
- (f) *Resolved to ratify/authorise the following payments (all costs excl VAT):*
 - (i) *A&D Window Cleaners (June £2010.00, and July £2340.00) plant watering*
 - (ii) *Computer World, kit for apprentice, £758.67*
 - (iii) *Dragon Signs, annual SIM renewal fee for digital noticeboards, £925.00*
 - (iv) *SCH Supplies Ltd, new water bowser, £1419.90*
- (g) *Resolved to approve the updated List of Regular Payments.*
- (h) *Resolved to approve the donation payment from the Mayor's Charity account, to Youth Shedz, the Mayor's chosen charity for 2025/26, for the amount of £1060.73. Further resolved for the RFO to investigate alternative banking options that may not charge for each transaction.*
- (i) *Resolved to approve the match-funding request from Bayview Centre, for the Christmas Grotto for 2026 (£4140.00).*
- (j) *Resolved for the Clerk to sign the Transforming Towns grant offer of £7,500.00 to be used for the Place Making project.*
- (k) *Resolved for the Clerk to sign the Pride in Place Impact Fund grant offer of £65,000 to be used for the Wild About Colwyn project.*

127/26 Town Hall:

- (a) Members received a verbal report from the Clerk on the application progress for the retrofit energy projects (Clean Energy Fund (UK funding) and Ynni (Welsh funding)).

128/26 Ward Allowances:

Members were reminded that all project proposals must be received by 31 December, to allow time for approval and payment, prior to the pre-election period, as per the scheme guidelines.

Resolved for the RFO to circulate the current balances for each Member.

129/26 Grants:

(a) Small Grants 2026/27

- (i) Members received the updated Small Grant summary for 2026/27, as detailed in schedule 'B'.
- (ii) ***Resolved to recommend application 'E' (Ty Gobaith) for approval.***

130/26 (CONFIDENTIAL ITEM) Tender Evaluation

Resolved to award the project contract for the Wild About Colwyn Public Art Sculpture Trail, to Making Trails and for the Clerk to proceed with commissioning.

Further resolved for the Clerk to query the cost of the base structures for the animal sculptures.

The meeting closed at 7.31 pm.

..... Chair

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2026	Lloyd's Bank	PAY	8.50	1/15/26	bank charges March to April
05/05/2026	Barclaycard	DD	801.12	1/15/26	B.Card April26 statement
06/05/2026	Sets Ltd	FP	20,098.52	1/07/26	Christmas lights install
06/05/2026	Clira Ltd	FP	198.00	1/07/26	Legionella test MAR26
06/05/2026	I P Williams	FP	220.00	1/07/26	Translation fees MAR26
07/05/2026	Dwr Cymru	FP	1,115.29	1/08/26	Water NWP Oct25-Apr26
07/05/2026	Dwr Cymru	FP	656.19	1/08/26	Water TownHall Oct25-Apr26
07/05/2026	Upper Colwyn Bay Community Ctr	FP	500.00	1/08/26	Small Grant U.CB Comm Ctr
07/05/2026	Sir JHMJ Trust Fund	FP	2,309.00	1/08/26	Small Grant SJHMJ
07/05/2026	Llandrillo Charities	FP	1,154.50	1/08/26	Small Grant LlandrilloCh.1
07/05/2026	Llandrillo Charities	FP	1,154.50	1/08/26	Small Grant LlandrilloCh.2
07/05/2026	Clira Ltd	FP	198.00	1/08/26	Legionella test APR26
07/05/2026	Abbie Chance	FP	480.00	1/08/26	Cleaning T/H APR26
07/05/2026	I P Williams	FP	280.00	1/08/26	Translation fees APR26
14/05/2026	S & L Industrial Cleaners	FP	25.00	1/09/26	Digi n.board cleaning APR26
14/05/2026	Employee Salaries	FP	6,895.73	1/10/26	Salaries MAY26 (REG, PE, RD)
15/05/2026	Christina Earley	FP	1,306.77	1/11/26	TE Invoice for April 2026
15/05/2026	Conwy County Borough Council	FP	27,500.00	1/11/26	Ann Theatr Colwyn contr 1of2
15/05/2026	Colwyn Bay Heritage Group	FP	2,500.00	1/11/26	Large Grant CB Heritage Gp
15/05/2026	Conwy One Act Festival	FP	1,750.00	1/11/26	EventGrant WalesOneActFestival
15/05/2026	S & L Industrial Cleaners	FP	30.00	1/11/26	A.F. Clock cleaning APR26
15/05/2026	Livotech	FP	50.40	1/11/26	Monthly web maint. MAY26
15/05/2026	G Roberts Ltd	FP	565.00	1/11/26	Hanging basket poles St.steps
15/05/2026	Llandudno Mayors Charity	FP	20.00	1/11/26	Mayors fundr. event 13/5/26
15/05/2026	GLS Educational/ Findel	FP	43.12	1/11/26	Supplies T/Hall
15/05/2026	Gwynedd Council	FP	2,107.58	1/11/26	Pension contr. MAY26
15/05/2026	HMRC	FP	2,998.66	1/11/26	NI & PAYE MAY26
15/05/2026	Microshade Business Consultant	FP	287.42	1/11/26	Monthly IT Services APR 2026
15/05/2026	Canda Copying Ltd	FP	119.70	1/11/26	Quarterly copier rental to 30/6/26
15/05/2026	C J Earley	FPO	-1,306.77	1/11/26	Professional Fees
15/05/2026	C J Earley	FPO	1,036.70	1/11/26	Professional Fees
20/05/2026	Utilita	DD	155.37	1/15/26	Gas TownHall APR26
20/05/2026	Utilita	DD	216.90	1/15/26	Gas Rear Ann. APR26
20/05/2026	Utilita	DD	509.74	1/15/26	Gas Rhiw Rd APR26
20/05/2026	Utilita	DD	1,015.42	1/15/26	Electric Rhiw Rd APR26
21/05/2026	Colwyn Bay Football Club	FP	420.00	1/12/26	Sponsorship board 2026/27
21/05/2026	Chris Morse Photography	FP	100.00	1/12/26	Photographer annual meeting
21/05/2026	GLS Educational/ Findel	FP	126.65	1/12/26	Stationery
21/05/2026	Microshade Business Consultant	FP	269.60	1/12/26	Monthly IT Services MAY 2026
29/05/2026	Onecom Ltd	DD	96.00	1/15/26	Phones/Broadband MAY26

Total Payments	78,012.61
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Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Treasurers A/c 00164077

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/03/2026	005577	42.24			42.24	☐	Cash
01/06/2026	PAY	8.50		8.50		R ☒	Lloyds
02/06/2026	FPI		1,308.26	1,308.26		R ☒	Receipt(s) Banked
02/06/2026	DEP		3,304.85	3,304.85		R ☒	Receipt(s) Banked
02/06/2026	FPI		1,370.00	1,370.00		R ☒	Receipt(s) Banked
04/06/2026	DD	129.38		129.38		R ☒	Barclaycard
05/06/2026	FP	651.12		651.12		R ☒	Conwy County Borough Council
05/06/2026	FP	258.00		258.00		R ☒	Arts & Business Cymru
05/06/2026	FP	45.20		45.20		R ☒	P Everley
05/06/2026	FP	210.00		210.00		R ☒	I P Williams
05/06/2026	FP	480.00		480.00		R ☒	Abbie Chance
05/06/2026	FP	198.00		198.00		R ☒	Clira Ltd
05/06/2026	FP	336.00		336.00		R ☒	NWPH
05/06/2026	FP	50.40		50.40		R ☒	Livetech
09/06/2026	BGC		3,721.00	3,721.00		R ☒	Receipt(s) Banked
10/06/2026	DEP		6,800.00	6,800.00		R ☒	Receipt(s) Banked
11/06/2026	FP	1,500.00		1,500.00		R ☒	Carolyn Cust
11/06/2026	FP	800.00		800.00		R ☒	LA Emberton
11/06/2026	FP	750.00		750.00		R ☒	DM Gray-Williams
11/06/2026	FP	1,200.00		1,200.00		R ☒	Nicola Pearce
11/06/2026	FP	850.00		850.00		R ☒	Rosa Spaul
11/06/2026	FP	700.00		700.00		R ☒	Thomas David Sykes
11/06/2026	FP	1,000.00		1,000.00		R ☒	Daniel Davies
12/06/2026	FP	1,310.48		1,310.48		R ☒	R P Dudley
12/06/2026	FP	2,512.60		2,512.60		R ☒	P Everley
12/06/2026	FP	2,124.99		2,124.99		R ☒	Gwynedd Council
12/06/2026	FP	3,026.60		3,026.60		R ☒	HMRC
15/06/2026	FP	3,127.73		3,127.73		R ☒	R E Gill
18/06/2026	DD	84.21		84.21		R ☒	Utilita
18/06/2026	DD	266.06		266.06		R ☒	Utilita
18/06/2026	DD	476.82		476.82		R ☒	Utilita
18/06/2026	DD	953.18		953.18		R ☒	Utilita
18/06/2026	DD	69.99		69.99		R ☒	British Gas
18/06/2026	DD	108.93		108.93		R ☒	Pozitive Energy
18/06/2026	DD	24.41		24.41		R ☒	Pozitive Energy
19/06/2026	FP	10,000.00		10,000.00		R ☒	Conwy County Borough Council
19/06/2026	FP	681.26		681.26		R ☒	C J Earley
19/06/2026	FP	627.00		627.00		R ☒	CAIS Social Enterprise Ltd
19/06/2026	FP	6,020.00		6,020.00		R ☒	One Voice Wales
19/06/2026	FP	500.00		500.00		R ☒	CB Rugby Club
19/06/2026	FP	30.00		30.00		R ☒	S & L Industrial Cleaners
19/06/2026	FP	269.60		269.60		R ☒	Microshade Business Consultant
19/06/2026	FP	320.40		320.40		R ☒	Snowdonia Fire Protection LTD
19/06/2026	FP	72.00		72.00		R ☒	Snowdonia Fire Protection LTD
22/06/2026	TFR		15.94	15.94		R ☒	Receipt(s) Banked
26/06/2026	TFR		25,000.00	25,000.00		R ☒	Receipt(s) Banked
29/06/2026	FP	6,250.00		6,250.00		R ☒	Citizens Advice Bureau
29/06/2026	FP	40.00		40.00		R ☒	Rhyl Mayors Account

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Treasurers A/c 00164077

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
29/06/2026	FP	480.00		480.00		R ☐	Abbie Chance
29/06/2026	FP	22.95		22.95		R ☐	P Everley
29/06/2026	FP	1,480.00		1,480.00		R ☐	Conwy County Borough Council
30/06/2026	PAY	9.35		9.35		R ☐	Lloyds
30/06/2026	DD	96.00		96.00		R ☐	Onecom Ltd
		<u>50,193.40</u>	<u>41,520.05</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Summary of Small Grant Applications for 2026/27

BUDGET:
Council revenue budget £10,000.00
Plus any unspent ward allowances from prev. fy. £2,735.52
Total Budget **£12,735.52**

						Total Budget:					Grant payment
Applicant:	Amount Requested:	Date Considered:	Amount Rec'd:	Purpose of Grant:	Exp Powers:	S137 Total	Approval Min:	Amount Paid:	Date Paid:	ackn rec'vd	
A. Colwyn Bay Mens Touch Rugby	£500.00	13/05/2026	£500.00	We are establishing a new men’s touch rugby team designed to create a welcoming, supportive environment for adults of all ages and abilities. The group focuses on building confidence, improving physical fitness, and developing teamwork through accessible, non-contact rugby sessions. Beyond sport, the team aims to foster positive mental health by offering regular social connection, routine, and a sense of belonging for men who may be isolated, inactive, or looking to re-engage with their community. Our sessions are structured to be inclusive, encouraging personal growth, resilience, and wellbeing in a fun, friendly setting. We would like to provide playing kit and equipment for the members so they feel apart of a team. Approved at Full Council on 8/6/26 Min.	GPoC	n/a	FC, 8/6/26, Min: 43/26 (f)	£500.00	19/06/2026	26/06/2026	
B. INK Gallery	£500.00	13/05/2026	Defer / request further info	we are seeking a grant of £500 towards the performance fee for the London-based band Tugga War to perform at Ink ArtGallery & Lounge on 4th July 2026. The overall event costs will also include promotion, staffing, event				n/a			
C. Llangollen Eisteddfod	£250.00	13/05/2026	£0.00	Donation to the Llangollen International Musical Eisteddfod 2026, 7-12 July. Awaiting confirmation of bank details Approved at Full Council on 8/6/26 Min. 43/26 (f) Did not respond with bank details.	GPoC	n/a	FC, 8/6/26, Min: 43/26 (f)				
D. Coast Community Radio & Media CIC	£500.00	29/06/2026	£500.00	Funding will support the next phase of Bayside Radio local news website, and the provision of news bulletins broadcast nine times each weekday.	GPoC	n/a	FC, 29/6/26, Min: 67/26 (e, i)	£500.00	10/07/2026	10/07/2026	
E. Ty Gobaith	£500.00	13/08/2026	£500.00	The application seeks £500 for Tŷ Gobaith Children’s Hospice’s Midnight Pyjama Walk along Colwyn Bay promenade on Saturday 19 September.. Funding will help promote and deliver the event, raising awareness and funds for respite care, counselling and bereavement support for children with life-limiting conditions and their families—including 13 families locally.	GPoC	n/a					
Requested YTD		Rec'd YTD		Section 137		Paid YTD					
£2,250.00		£1,500.00		£0.00		£1,000.00					
						Balance =		£11,735.52			