

CYNGOR TREF BAE COLWYN
BAY OF COLWYN TOWN COUNCIL
HEDDYCH HARDDWCH HEDDYCH

RECRUITMENT PACK

Cynllun Cynefin
Place Plan
Colwyn

Welcome



Thank you for considering joining Bay of Colwyn Town Council as our Assistant Clerk.

The Assistant Clerk plays a key role in supporting the day-to-day work of the Council and ensuring that we continue to provide an efficient, professional and welcoming service to the communities of Rhos-on-Sea, Colwyn Bay and Old Colwyn.

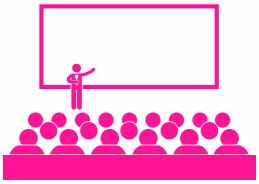
This is a varied position involving committee and Council administration, finance, planning matters, website updates, mayoral engagements and the organisation of important civic and community events. It offers the successful candidate the opportunity to become involved in many different aspects of local government and to see the positive impact that the Council's work has across the area.

We are looking for someone who is organised, dependable and confident in dealing with a wide range of people and responsibilities.

If you share our commitment to public service and would like to make a practical contribution to the local community, we would be delighted to receive your application.

I wish you the very best of luck.

Cllr Greg Wynne, Town Mayor 2026-27



Overview of the Town Council

What is Bay of Colwyn Town Council?

Bay of Colwyn Town Council is the most local level of government for our area. We were formed in 1995 following local government reorganisation and work alongside Conwy County Borough Council and other public services.

We represent around 26,500 residents across six wards: Rhos, Dinarth, Rhiw, Glyn, Eirias and Colwyn — covering Rhos-on-Sea, Colwyn Bay (including Upper Colwyn Bay) and Old Colwyn.

The Council is made up of 24 elected councillors who make decisions on behalf of the community.

What does the Town Council do?

We focus on local services, spaces and community life, including:

- **Parks and open spaces**
- **Street furniture (benches, bins, bus shelters, lighting, signage)**
- **Supporting and funding local events**
- **Providing grants to community groups and clubs**
- **Commenting on local planning applications**

We also act as a voice for the community raising concerns and lobbying for improvements to services delivered by organisations such as Conwy County Borough Council, health services and the police.

Working in partnership

The Town Council works with a wide range of local partners on bigger projects — including regeneration, community initiatives and environmental improvements.

Councillors also represent the Council on local groups such as schools, community centres, environmental organisations and business networks — helping us stay connected to what's happening locally.

How decisions are made

Council meetings are open to the public and often available online, giving residents the chance to see local decision-making in action. Agendas, minutes and meeting dates are published on our website.

Corporate Vision, Mission and Values

The Town Council, elected to serve a five-year term until May 2027, will be reviewing its vision, mission and core values during the coming years, following the recent adoption of the Colwyn Place Plan. The current ones will continue to apply until then:

Mission

We commit to represent, listen and be accountable to the whole community, to value our heritage, nurture the wellbeing of all and to promote a thriving and vibrant environment, for current and future generations.

Vision

Our vision is to be a vibrant, inclusive and caring coastal community

In order to do this, we will engage with our community and encourage collaboration, long-term thinking and innovation to positively impact on the wellbeing of all who live in, work in or visit the Bay of Colwyn.

Our Core Values:

Underpinning our vision and mission are a number of core values, which will be reflected in what we do and what we say. We aim to be ...

- **Ethical**
- **Empowering**
- **Honest & Trustworthy**
- **Respectful**
- **Inclusive**
- **Caring & Responsible**



Place Plan

Our Corporate Plan: The Place Plan

Our Place Plan is the Council's main corporate plan — it sets out our long-term vision and the actions we're taking to deliver it.
It was developed with local people, partners and organisations to make sure it reflects what the community wants and needs.

What does the Place Plan include?

The Place Plan brings together projects and ideas across a range of themes, including:

- **Housing and future development**
- **Culture, Heritage & Tourism**
- **Facilities, Assets, Health & Wellbeing**
- **Getting Around**
- **Promoting a Green Colwyn**
- **Business, Retail & Skills**

It's about turning ideas into action — from small community projects to larger regeneration initiatives.
Where you fit in

As an assistant clerk, you'll be part of the wider work that helps deliver the Place Plan.

That might mean supporting events, helping with community engagement, promoting initiatives or working alongside partners delivering local projects.

It's a chance to see how a long-term vision turns into real activity on the ground — and how your role contributes to that bigger picture.

Your Local Councillors

The Town Council is split into six areas, known as wards, with each ward having its own elected representatives. These six wards form five electoral divisions (Llandrillo yn Rhos electoral division covers both Dinarth and Rhos wards), for which detailed maps and statistical information can be found via the Conwy CBC website at: http://www.conwy.gov.uk/en/Council/Statistics-and-research/Profiles-and-summaries/Statistical-profiles-for-wards-electoral-divisions.aspx

The following is a list, by the Ward, of the Members of the Town Council as of May 2026:

Rhos	Dinerth	Rhiw
Cllr Chris Brockley Cllr Hannah Fleet Cllr Jo Nuttall Cllr Greg Wynne Cllr Ann Jones	Cllr David Wilkins Cllr Phillip Ashe Cllr Lisa Wilkins	Cllr John Clayton Cllr Paul Hughes Cllr Debra Jones Cllr Ricki Owen Cllr Tina Lee
Glyn	**Eirias**	**Colwyn**
Cllr Christopher Hughes Cllr Abdul Khan Cllr Tom MacLean Cllr Tomos Davies	Vacancy Cllr Chris Bell Cllr Keena Roberts	Cllr David Carr Cllr Jason Higgins Cllr Sandra McAllister Cllr Stephen Price



Contact details for your elected members can be found on our website:
http://www.colwyn-tc.gov.uk/town-council/councillors/

Staff Team

The Council has a small team of four office staff and the Town Hall is usually open daily (Monday-Friday) from 9.00am to 4.30pm



Rachael Gill
Clerk & Place Plan Manager



Pam Everley
Deputy Clerk (RFO)

Could be you?

Assistant Clerk



Josh Iacobellis
Apprentice Administration Assistant



To apply: https://www.colwyn-tc.gov.uk/we-are-recruiting-assistant.../