

Towyn & Kinmel Bay Town Council

Minutes of the Policy, Finance, Resources and Planning Committee held on Monday 4 September, 2017 at the Community Resource Centre, Kinmel Bay.

Present Cllrs: B Griffiths, D Johnson, M Jones, Nigel Smith, T Curran, L Knightly, B McLoughlin & G Corry

Non Voting: M Smith

Clerk: D Thomas

1. Apologies for Absence

There were no apologies, as all Councillors were present.

2. Declaration of Interest

The following declaration of interest was received:-

- a) Cllr Nigel Smith declared an interest in Agenda item 6, as he is a member of CCBC Planning and he left the room whilst all applications were discussed.
- b) Cllr Barry Griffiths retrospectively completed a Declaration of Interest after the meeting regarding Agenda Item 9, he did not complete a declaration prior to the Agenda Item being discussed, as he was proposing to withdraw his expenses claim, however when he explained the situation/matter to the Committee, the Agenda Item was discussed, and the committee resolved to approve the expenses claim.
- c) The Clerk also noted that a number of the Councillors present are also Environmental Committee Members; however the Clerk was happy that their interest was not a prejudicial Interest, and accordingly he was happy for the relevant Councillors to remain in the room and take part in the council business Agenda Item 17.

3. Public Participation

There were no applications from the public to address the Council.

4. Minutes

The minutes of the meeting held on 5 June, 2017 and 14 August 2017 were approved and signed.

5. Matters Arising

17060508 & 17030811 – Health and Safety

Following a meeting held with Chris Jones of C J Consultancy, the Clerk confirmed the following:-

- a) Both the Clerk and all Councillors are responsible for Health & Safety.
- b) There is no requirement for a separate Health & Safety Committee.
- c) Following the meeting held with Chris Jones on 6 July 2017, the Clerk is happy that the Council is getting value for money.
- d) Clerk confirmed that he had spoken to a number of Local Councils who either had a similar arrangement in place with a Health & Safety Consultant and or were looking to set one up.
- e) Chris Jones had indicated that to protect the Council and Anthony, the Council needed to write to the Community Centre Management Committee to request their written confirmation that all the required/appropriate Health & Safety reviews/controls/assessments have been completed and are fully up to date. Clerk sent an email on 5 July, 2017 and the required written confirmation was received from the Community Centre Management Committee on 1 September, 2017.

- f) Chris Jones as part of his contract with the Council is our competent Health & Safety person, and accordingly he is the point of contact and deals with all enquiries on behalf of the Council, from any Enforcement Authorities.

Resolved that: The Council would continue with the services of C J Consultancy and continue to pay the £40 per month retainer for their services.

170605/6 – Welsh Water

Toilets now repaired and also following high meter readings, Welsh Water are calling next week to check the meter and to check for any leaks.

170605/6 – Broken Glass Block

Block is now replaced.

170605/6 – Blinds

Blinds fitted.

170605/6 – Upskilling of Clerk

Clerk has registered for ILCA and Membership has been completed, SILCA to be commenced/registered for once ILCA completed.

6. Planning

- Millers Cottage – Gainc Road, Towyn.

Concern that following recent work undertaken at the property (wall/fence installed) that the infrastructure/pavements has been consumed and that it embraces the street lighting

- Little Paddock

The drawings which related to the recent Planning Application seemed to indicate extra/new static caravan bases, Council not aware of any recent Planning Applications relating to additional caravan bases.

Resolved that: The Clerk would write to Conwy to advise them of the Councils concerns, and to ask that they investigate and report back.

7. Community Awards

Nominee	Category	Nominator
Sian Nevitt	Contribution to the Community	Morris Jones
Marion Thompson	Contribution to the Community	Nigel Smith
Paul CCBC	Contribution to the Community & Environment	Nigel Smith
Sarah Unwin –Towyn Play Group	Contribution to the Community	Luke Knightly
Mrs Jean Evans	Fund Raising/Charity Work	Nigel Smith
Phyllis & Eddie Tierney	Fund Raising/Charity Work	Nigel Smith
Paul Denton	Contribution to Sport	Bill Darwin
Roxanne Oakley	Outstanding Young Person	Bernice McLoughlin
Mike & Paula Grinrod	Contribution to the Community	David Johnson
Michael Peterson	Contribution to the Community	Barry Griffiths
Linda Muraca	Contribution to the Community	Sian Wilkinson
Jessica Taylor	Outstanding Young Person	Linda Muraca
Ron Hastings	Personal Achievement & Contribution to the Environment	Stuart Anderson

Following a discussion whether we should include nominations relating to individuals who have been nominated for the paid work which they do, following a vote it was agreed to include individuals if it was felt that the individuals went above and beyond their general duties (Split vote: Cllr Corry against, Cllr McLoughlin abstained, and all other Councillors for).

Resolved that:

- a) **All the nominations would qualify to receive an award subject to none of them having received a similar award in recent years.**
- b) **If individuals were nominated by Non Councillors, that the nominee would also be invited to the event.**
- c) **To make the award a surprise, Linda Muraca would not be pre-advised of her award (All Correspondence/Arrangements to be sent through Sian (Nominator) at Ysgol Maes Owen).**

8. Complaints

Clerk advised that two letters of complaints had been received from Kinmel Bay and Towyn Sports and Recreation Association Ltd, and following reference to the Conwy Monitoring Officer, both complaints have been fully investigated and resolved as per the Councils Complaints Policy.

Resolved that: The two letters of complaint be noted.

9. Expenses

£150 expenses claim - Cllr Barry Griffiths – relating to overnight Hotel Accommodation expenses to attend The Young Enterprise Awards in London with pupils from Pengwern College.

Resolved that: Whilst all Councillor Expenses should be approved prior to a proposed event, that as an exceptional matter that the expenses claim; given the circumstances (no Scheduled Council Meetings in July and August) and given the nature of the Awards, the local connection and the valued support Cllr Barry Griffiths has given to Pengwern College; be recommended for approval at the Full Council Meeting on 27/09/2017.

10. Dispute with Water Logic

Resolved that: 90 days prior notice be given to ensure that the rolling annual contract is not renewed in April 2018.

– Cllr Knightly left the meeting at 8pm

11. Policies

The Clerk explained that the DRAFT Polices, with the exception of the DRAFT Mayor's Hand Book and the DRAFT Social Media Policy, had been prepared as a direct result of the failings identified/reported in the Internal Auditor's Reports relating to 2015-16 and 2016-17

Resolved that:

- a) **Councillors would individually review all the DRAFT/Proposed Policies prior to the Full Council Meeting on 27/09/17**
- b) **That the Draft Polices be presented to the Full Council on 27/09/17 for review and approval.**

12. Internal/External Audit

Clerk advised that a substantial amount of work had been undertaken by him and the Internal Auditor to provide the External Auditor with the required information/paperwork, and whilst the External Auditors Report for 2016-17 was still awaited, that a number of failings had already been identified by the Internal and External Auditor.

Resolved that: The Clerk would fully brief the Council, when in receipt of the report from the External Auditors. The Council acknowledged that a number of measures had already been put in place by the Clerk to address these failings/issues.

13. Bank Reconciliation

Cllr Barry Griffiths Chair of PFR and Planning and the Clerk had earlier today checked and reviewed the Bank Reconciliation as at 31/07/17.

Resolved that:

- a) **Cllr Barry Griffiths and the Clerk would sign and date the reconciliation to confirm that it has been completed.**
- b) **That the signed bank reconciliation would be presented at the Full Council Meeting on 27/09/17 for approval.**
- c) **That the Clerk would prepare a reconciliation report for all PFR/Full Council Meetings going forward.**

14. Budgets

Following an in depth review by the Clerk of both receipts and payments, a number of the 2017-18 budgets need to be changed, the Clerk and Cllr Barry Griffiths went through the DRAFT/Proposed Revised Budget for 2017-18 line by line, and explained reasons for the proposed changes.

Resolved that:

- a) **That the DRAFT/Proposed Revised Budget be presented at the Full Council Meeting on 27/09/17 for discussion/approval.**
- b) **That Budget/Expenditure Reports be prepared for all PFR/Full Council going forward.**

15. Payments

As per Internal Audit Report for 2015/16 and 2016/17, Cllr Barry Griffiths and the Clerk have checked and reviewed every payment form 1/04/16 to 31/03/17 and from 1/04/17 to 31/08/17.

Resolved that:

- a) **That the Clerk and Cllr Barry Griffiths sign and date the list of payments to confirm that they have been checked/reviewed.**
- b) **That the signed lists of payments will be presented to the Full Council on 27/09/17 for the payments to be retrospectively approved by the Council.**
- c) **That the Clerk will provide a list of all payments made up to the last working day of the previous month, at all PFR/Full Council Meeting going forward, so that all payments relating to the previous month can be retrospectively be approved.**

16. Pensions

Resolved that: The Council would pay the £148.62 in Full (Employee and Employer Contributions) to bring the 2016-17 and 2017-18 to date Pension Payments fully up to date and that the Council would not approach the member of staff involved to request the reimbursement of the Employee Contribution (£32.16). This decision was made on the basis of the timescale, and also the fact that the Employee had identified the shortfall/issue with the Pension Payments, following receipt of her Annual Pension Statement.

17. Consider Requests form Environment Committee

For the Council to agree for the Environmental Committee to be able to Authorise/Commit for Environmental related work to be undertaken up to a limit of say £2,000 subject to the proposed spend not exceeding the agreed budget for any budget heading. (The Terms of Reference for the Environmental Committee will need to be amended if agreed).

Resolved that: The request be presented at the Full Council Meeting on 27/09/17 for discussion/approval.

18. Work Schedule

Up to date Work Schedule presented to the Members by the Clerk and Councillors have been requested to consider for the next PFR & Planning Meeting in November, some proposed/suggestions/actions/activities that could be undertaken regarding Community Engagements and Business Forum.

19. DRAFT/Updated Asset Register

The Clerk presented an updated Draft Asset Register, which had been prepared/updated as a result of the Internal Auditors Report/Comments and the recent building alterations; the main changes being:

- a) Building Valuation for the Resource Centre being increased to £398,344
- b) Office computer and ipads valuation increased to £2,464 (PC) and £3,555 (ipads)
- c) Public Sector Deposit Fund added to the Asset Register - £50,000 as per the External Auditors comments in the 2015-16 External Audit Report.

Resolved that: The Draft Asset Register be presented at the Full Council Meeting on 27/09/17 for review/approval.

Meeting Closed at 8:55pm

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Signed by Chair of PFR & Planning Meeting

Dated: 6th November, 2017