

**TOWYN & KINMEL BAY TOWN COUNCIL**  
**Full Meeting of the Council held at**  
**The Community Resource Centre at 7pm on 27<sup>th</sup> May 2015**

**All Meetings are Recorded.**

**Minutes**

**10.15 Attendance.**

Cllr. Corry, Cllr. Stone, Cllr. Johnson, Cllr. Roberts, Cllr. Darwin, Cllr. Richmond, Cllr. Bateman, Cllr. Sadler, Cllr. Luke Knightly, Cllr. Laura Knightly, Cllr. Anderson, Cllr. McLoughlin

**11.15 Apologies for Absence.**

Cllr. Smith

**12.15 Declaration of Interest.**

**Members are reminded that they must declare the existence and nature of their declared interest. (Using the form provided for this purpose)**

Cllr. Richmond declared an interest in item 15.15d due to her role as a School Governor  
Cllr. Stone declared an interest in item 15.15d due to his role as a School Governor  
Cllr. Darwin declared an interest in item 15.15d due to his role as a School Governor  
Cllr. Anderson declared an interest in item 15.15d due to his role as a School Governor  
Cllr. Sadler declared an interest in item 15.15d due to her role as a School Governor

**13.15 Urgent Matters.**

Notice of items which, in the opinion of the Chairman, should be considered at the meeting as a matter of urgency pursuant to Section 100B (4) of the Local Government Act 1972

NONE

**14.15 To confirm and approve the minutes of the Full Meeting of the Council 25<sup>th</sup> March 2015**

Cllr. McLoughlin asked for an amendment at page 2 item 199.14 to include her comments in relation to asking Cllr. Johnson whether he would wish to stand for Deputy Mayor in line with keeping with the tradition of one Towyn Mayor for every two Kinmel Bay Mayors.

It was proposed by Cllr. McLoughlin and seconded by Cllr. Johnson that the minutes were accepted with the above amendments and this was agreed by all.

## **15.15 Reports for consideration**

### **a) Internal Audit and Annual Return for 2014/2015**

#### **Internal Audit.**

The clerk informed members that the Internal Audit had been completed by Mr. D. Shore, the Council's appointed auditor. Mr. Shore attended the meeting and reported to members that the audit had come back clear but recommended that the Council invest in accounting software to assist the clerk. He also informed members that he would be formally retiring as of this year. The clerk indicated to members that she was looking at a replacement and would report back to Council in due course. Cllr Darwin thanked Mr. Shore on behalf of the Council for his many years of service. Mr. Shore then left the meeting.

It was proposed by Cllr. Richmond and seconded by Cllr. Roberts for the clerk to purchase a B&Q gift voucher for £50 for Mr. Shore to thank him for all his work over the years, and this was agreed by all.

#### **Annual Return.**

It was proposed by Cllr. McLoughlin and seconded by Cllr. Roberts to accept the Annual Governance statement and accounting statements and this was agreed by all.

### **b) Election of Committee Chairs and Deputies –**

#### **i) Chairman of Policy, Finance and Resources Committee**

It was proposed by Cllr. Bateman and seconded by Cllr. Sadler that Cllr. Richmond be appointed as Chair of the Policy, Finance and Resources Committee, and this was agreed by all.

#### **ii) Vice Chairman of Policy, Finance and Resources Committee**

It was proposed by Cllr. Richmond and seconded by Cllr. McLoughlin that Cllr. Luke Knightly be appointed as Vice Chair of Policy, Finance and Resources Committee and this was agreed by all.

#### **iii) Chair of Planning Committee**

It was proposed by Cllr. Richmond and seconded by Cllr. Roberts that Cllr. Johnson be appointed as Chair of Planning, and this was agreed by all.

iv) Vice Chairman of Planning Committee

It was Proposed by Cllr. Richmond and seconded by Cllr. Anderson that Cllr. Bateman be appointed Vice Chair of the Planning Committee and this was agreed by all.

**c) Community Skips**

The clerk had received a request from a resident of Sandy Cove in relation to the provision of a Community Skip by the Town Council and informed members the budget allocated to community skips allowed for three skips. There was some discussion over where the three skips should be located this year and that both Towyn and Kinmel Bay should benefit from their use. Cllr. Johnson stated rather than plan in advance where the skips should go, they should be provided on a request basis.

It was proposed by Cllr. Richmond and seconded by Cllr. Johnson that a skip should be provided to the Sandy Cove Resident's Association, and for the clerk to liaise with CCBC and the association regarding a date and specific location.

**d) School Awards**

The clerk asked members for suggestions on how they wished to arrange the school awards, explaining there was a £500 budget, to be split equally between the two schools. The clerk went on to explain an email had been received from the parent of a child at Ysgol Y Foryd who felt that the school needed to be recognised for the outstanding work they did in relation to supporting the needs of her child, going above and beyond their duty. After some discussion it was suggested that an award was appropriate and should come from the Community Awards budget. The clerk and the Mayor are to meet to discuss the wording of the award.

Members requested that the clerk spoke with the Head teacher of each school for them to provide the name of one child from each class in the school as the winner of an award, rather than just one child per school. The award would be based on overall achievement rather than most academic.

It was proposed by Cllr. McLoughlin and seconded by Cllr. Richmond that Ysgol Y Foryd are to be awarded a special community award and that one child per class in each of the two schools, decided by the Head teacher, was to receive an award.

**e) Town and Community Council Forum Questionnaire**

A questionnaire had been received from CCBC regarding the Town and Community Council Forum. The form was discussed and filled in during the meeting and it was;

Proposed by Cllr. McLoughlin and seconded by Cllr. Roberts that the clerk returned the form containing the Town Council's views to CCBC. This was agreed by all.

**f) IT Contract**

After some discussion on the two quotes received in relation to supplying the Council's I.T. Service it was proposed by Cllr. Richmond and seconded by Cllr. Luke Knightly to sign up to a 3 year contract with Microshade Ltd. including the purchase and necessary training of the RBS Alpha financial software, in line with the recommendations of the internal auditor to supply the clerk with a finance package. This was agreed by all apart from Cllr. Roberts who abstained due to concerns she had with having an off-site server.

**16.15 Correspondence received**

- Letter received from Home Start – noted. Cllr. Darwin stated he had already decided on his two charities for his year as Mayor.
- Letter received from the Ombudsman – noted.
- Letter received from The Third Age Trust – noted.
- Letter received from SP Manweb – noted.

Cllr. Darwin updated members in relation to his Mayoral engagements in his first few weeks of being inaugurated.