

Towyn & Kinmel Bay Town Council

Minutes of the Policy, Finance, Resources and Planning Committee held on Monday 6 November, 2017 at the Community Resource Centre, Kinmel Bay.

Present Cllrs: T Curran, B Griffiths, M Jones, L Knightly and N Smith,

Non Voting: M Smith

Clerk: D Thomas

1. Apologies for Absence

Cllr B McLoughlin, Cllr G Corry and Cllr D Johnson

2. Declaration of Interest

The following declaration of interest was received:-

- a) Cllr N Smith declared an interest in Agenda Item 10, as he is a member of CCBC Planning and he left the room whilst all planning applications were discussed.

3. Public Participation

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

4. Town/Place Plan

As notification was only received earlier today advising that neither James Harland and Shane Wetton (both from Conwy) would be attending tonight's meeting.

Resolved that: The Clerk would contact James and Shane to arrange for them to attend a meeting week commencing 20/11/17, so that the Town/Place Plan Presentation can go ahead.

5. Minutes

The minutes of the meeting held on 04/09/17 were approved and signed.

6. Matters Arising

170904/5 and 170605/6 – Welsh Water

Water Meter has been fully checked by Welsh Water in September and they have confirmed that there are no leaks, and that the meter is in full working order.

Regular checks are now being undertaken to check the toilet overflows, and a plumber has attended today to adjust one of the overflows in the ladies toilet and to repair a leak in the hanging basket water supply.

170904/6 Planning

Millers Cottage – Conwy Highways are still investigating the possible encroachment (Conwy last chased 26/10/17).

Little Paddock – Conwy have confirmed that the planning permission for the additional 24 caravan bases was granted in 2014 (Application Reference 0/40995 dated 27/08/14).

Noted that:

- a) **That planning application 0/44328 – St Asaph Avenue has been approved, with various conditions set.**
- b) **That the planning application relating to Wish Wash – Tir Llwyd has been approved.**

7. Bank Reconciliation

As at 30/09/17 and 31/10/17

Cllr Barry Griffiths and the Clerk had checked and confirmed bank reconciliations as at 30/09/17 and 31/10/17

Resolved that:

- a) **Cllr B Griffiths and the Clerk would sign and date the Reconciliations to confirm that they have been completed.**
- b) **That the Reconciliation as at 30/09/17 and 31/10/17 be presented at Full Council on 29/11/17 for review and approval.**

8. Budget Monitoring

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

An Initial Draft Budget for 2018-19 was also presented for discussion, which indicated an estimated Net Revenue Expenditure of approx. £28k. The Clerk advised that this initial draft budget has been calculated using the precept figure as per 2017-18, and also does not take into account any likely increased costs (e.g. Energy price increases), and does not include many of the proposed projects that are presently being considered for 2018-19.

Resolved that:

- a) **The draft/proposed changes to the 2017-18 budget be presented at the Full Council for discussion/approval.**
- b) **The initial draft budget for 2018-19 be presented at the Full Council meeting on 29/11/17 for discussion/review.**

9. Payments from 01/09/17 to 31/10/17

The Clerk and Cllr Barry Griffiths have checked and reviewed all payments made between 01/09/17 and 31/10/17.

Resolved that:

- a) **The Clerk and Cllr B Griffiths sign and date the list of payments to confirm that they have been checked/reviewed.**
- b) **That the signed list of payments be presented to the Full Council on 29/11/17 for the payments to be retrospectively approved by the Council.**

10. Planning

0/44426 – Resolved that: An Objection be recommended due to concerns regarding:-

- a) **The proximity of the signs to the highway.**
- b) **The size and height of the signs**
- c) **The location of the signs – Children/Adults crossing the road may be distracted by the illuminated signs.**

0/44499 – Resolved that: No Objection – Subject to appropriate road access being considered/made a condition of approval.

0/44532 and 0/44509 – Noted the two applications and whilst no initial objection from the Council, as the two applications were received too late to go on the Agenda for tonight's meeting they will be added to the Agenda of the Full Council meeting to be held on 29/11/17.

11. Grants

An initial review of the present Grants Policy was undertaken. All Grant Applications received for 2017-18 were reviewed/discussed.

Resolved that:

- a) **The Clerk will review the current Grant Policy and ensure that it is fit for purpose, and present it for discussion/review at the Full Council meeting at the end of November.**

- b) That the following Grants and amounts be awarded, subject to receipt of appropriate paperwork from Grant Applications.

2017/2018 Grants and Play Scheme

<u>ORGANISATION</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT AGREED</u>	<u>PAID</u>	<u>PURPOSE</u>
Maes Owen	£440	£300		Subsidise annual Christmas craft - Family Sessions
Kinmel Bay U5's	£500	£250		Taking children on a education trip & more sensory toys for the disabled children
Towyn Village Ladies	£250	£250		2 x lunches (Christmas & Summer) and Mystery Trip
Kinmel Bay Church	?	£300		Contribution towards the cost of building alterations
The Monday Club	£300	£250		To put towards Christmas meal
Tony's Sequence Dance Club	£2,000	£250		A day trip for the members
Maes Owen - Request 2	?	0		Grant Request relates to Solar Farm Grant Monies
Marie Curie Nursing	?	0	Declined as not a local charity	Supporting Local Services & Nurses
Chester Avenue Green Fingers Club	£1,000	£250		Converting a piece of waste land into a memorial rose garden
Kinmel Bay Job Club	£2,000	£350		Equipment and Advertising to get local residents back to work/into work
Towyn Under 5's		£500		Further details awaited
St Mary's Church		£300		Further details awaited
Ysgol y Foryd	?	0		Grant Request relates to Solar Farm Grant Monies
Total		£3,000		

- c) That the Grant request received form Marie Curie Nursing be declined, as it is a National Charity.

- d) Given that the Grant request relating to the Kinmel Bay Job Club has been received from an individual/has only relatively recently been set up, the grant has been agreed on the basis that that a Laptop and Printer Ink would be purchased by the Clerk and would be presented to the Friends of the Library, so that they can maintain control of the Laptop/ allow the job club use of it in the library.

12. Risk Assessment

Clerk presented the Draft 2017-18 Risk Assessment and the revised processes that were being introduced with regards to Room Hire.

Resolved that: The Draft 2017-18 Risk Assessment and the revised/proposed processes relating to room hire be presented at the Full Council meeting at the end of November for review/approval.

13. External Audit

Clerk presented the completed Draft 2016-17 External Audit Account Plan line by line.

Resolved that: The Draft 2016-17 completed Action Plan be presented at the Full Council at the end of November for review/approval.

14. Internal Audit

The Clerk presented the 2016-17 Draft completed action plan line by line.

Resolved that: The Draft completed Action Plan be presented at the Full Council meeting at the end of November for review/approval.

15. Report on Effectiveness on Internal Control 2016-17

The Clerk presented the Draft 2016-17 report regarding the Effectiveness of Internal Control and also the Draft Statement/Policy on Internal Control for the year ending 31/03/17.

Resolved that: The Draft report and the Draft Statement/Policy of Internal Control be presented at the Full Council meeting at the end of November for review/approval.

16. Budget/Projects 2018/2019

An initial/general discussion was undertaken regarding proposed/possible projects to be considered/undertaken in 2018-19.

Resolved that: The Draft Projects for 2018-19 be presented at the Full Council meeting at the end of November for discussion/consideration.

17. Policies

The Clerk presented the following revised Draft Policies.

- Draft 2017-18 Standing Orders
- Draft 2017-18 Financial Regulations
- Draft Financial Management
- Draft Anti Fraud and Corruption

Resolved that: The above Draft Policies be presented at the Full Council meeting at the end of November for review/ approval.

18. Work Schedules 2017-18 and 2018-19

The Clerk presented the 2017-18 Work Schedule year to date and an initial Draft Schedule for 2018-19

Resolved that: The Two Schedules would be reviewed/approved in the next PFR meeting in early 2018.