

**TOWYN & KINMEL BAY TOWN COUNCIL**  
**Full Meeting of the Council held at**  
**The Community Resource Centre at 7pm on 8<sup>th</sup> July 2015**

**All Meetings are Recorded.**

**MINUTES**

**32.15 Attendance.**

Cllr. Corry, Cllr. Bateman, Cllr. Johnson, Cllr. Stone, Cllr. Anderson, Cllr. Laura Knightly, Cllr. Darwin, Cllr. McLoughlin and Cllr. Smith

**33.15 Apologies for Absence.**

Cllr. Luke Knightly, Cllr. Richmond and Cllr. Roberts.

**No word received:** Cllr. Sadler

**34.15 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 Darwin declared an interest in item 35.15 C due to personally knowing the recipient of the financial assistance request.

Cllr. McLoughlin declared an interest in item 35.15 D due to her involvement with the children at St. Mary's Church, Towyn.

**35.15 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

The clerk updated members with regard to a letter that had been received from Ysgol Y Foryd's Governing Body that day requesting the appointment of a new Town Council Governor. As not all members were present or aware of this it was decided to adjourn the matter to the next meeting on the 29<sup>th</sup> July to allow all members the opportunity to be considered for the position.

### **36.15 To confirm and approve the minutes of the Full Meeting of the Council 27<sup>th</sup> May 2015**

It was proposed by Cllr. Bateman and seconded by Cllr. Anderson that the minutes of the 27<sup>th</sup> May were agreed with the amendment of 'her' to 'him' in relation to item 12.15 and this was agreed by all.

### **37.15 Reports for consideration**

#### **a) Committees**

Cllr. Smith addressed members in relation to establishing a Staffing Committee. Some members questioned the need for this and felt that Full Council was adequate. Cllr. McLoughlin aired concerns regarding any potential legal issues having a staffing committee could bring about due to the Council's lack of experience in this area. After some further discussion it was;

Proposed by Cllr. Smith and seconded by Cllr. Anderson that a staffing committee was established. This was agreed by all apart from Cllr. McLoughlin who abstained from the vote due to her concerns.

Membership of this committee will be established at the next Council meeting to allow all members the opportunity to be considered.

Cllr. Smith also wished to propose the introduction of a tourism or business committee. At this point standing orders were suspended as Cllr. Laura Knightly addressed members stating she felt this type of committee could prove difficult due to so many members having links either directly or indirectly with businesses or tourism within the area and could be seen as prejudicial.

Cllr. Anderson suggested that a working group would be more appropriate than an actual committee. It was decided that this matter was to be deferred until the next meeting for people to consider a working group or committee in relation to business/tourism.

#### **b) CCBC Consultation regarding their Registration Service**

Members had been provided with a one page consultation document sent out by CCBC regarding Registration Services in the County. Cllr. Anderson commented that all 3 current offices were at the opposite end of the County to our area and, therefore, for efficiency reasons it did make sense to support CCBC in having one centralised office in Llandudno, with the introduction of evening appointments. The form was completed to this end and the clerk emailed this to CCBC.

**c) Financial request from Cartrefi Conwy**

Zara Roberts of Cartrefi Conwy made a request to the Council for a financial contribution to assist a young lady from the Kinmel Bay area in playing football for Wales, in a tournament in Holland. Some discussion was had in relation to this and it was;

Proposed by Cllr. Anderson and seconded by Cllr. Johnson to provide £200 towards the cost of assisting the young lady to travel to Holland to take part in the tournament, representing her country, and this was agreed by all apart from Cllr. Darwin who did not take part in this item due to declaring an interest.

**d) Financial request from PCC St Mary's Church, Towyn**

A request had been received on behalf of the PCC, St Mary's Church, Towyn in relation to a financial contribution toward their summer theatre. Cllr. Stone stated he believed that the church usually charged people to watch the theatre performance and offset the cost of production that way. Cllr. Darwin believed that due to all the hard work the church do with the young people of the area they should be recognised and awarded the money. After some discussion it was;

Proposed by Cllr. Anderson and seconded by Cllr. Smith that £250 was awarded to the church to assist in their summer theatre production from the Mayoral Fund and this was agreed by all.

**f) Picnic benches**

Further to the recent meeting of the P.F.R. Committee where members resolved to purchase 4 picnic benches, Chris Parry of CCBC had now provided a quote of £250 per picnic bench to form a concrete base and install the table. After some discussion it was;

Proposed by Cllr. Anderson and seconded by Cllr. Bateman to purchase and install four benches in Clwyd Park, Kendal Road Park, Towyn Way East Park and Owain Glyndwr Park at the total cost of £2400. This was agreed by all.

Cllr. Smith was asked to speak with Conwy officers to see if there was any way they could reduce the installation costs of the bench.

**g) Councillors**

Cllr. Darwin raised with members the issue of Councillor attendance at meetings and the publishing of this information. Those members who work, particularly shifts, felt that it was unfair on them as it reflected badly in their attendance record when they weren't able to attend due to work commitments. The clerk stated that although the publishing of this information was not mandatory most Councils did as it showed the local electorate which members were attending meetings and those which weren't. A way round this used by other Council areas is each councillor having a small biography on the website where it could be mentioned that due to the nature of their employment they were not always able to attend every meeting.

Cllr. Darwin also raised the issue of councillors attending at the Council building and being in the office. He stated that Councillors should not be in the office of the clerk or admin unless popping in to speak with the clerk about a particular issue. The clerk stated that on occasion councillors have covered the front desk to assist when the clerk and assistant to the clerk have both been unavailable. Cllr. Stone believed this was aimed at him as he had covered the front desk in the past to assist the clerk.

The clerk stated she would look into how other Councils dealt with this issue and that a procedure would need to be put in place for those odd occasions when both the clerk and assistant were indisposed.

#### **h) Internal Auditor**

Members were asked to consider a draft document generated by the clerk titled 'Statement/policy on Internal Control for the year ending 31<sup>st</sup> March 2015'. The clerk explained this was something the Council would now need to produce annually after the internal audit stating the Council's position at the end of each financial year in terms of the internal control measures the Council had in place. Members commented they were happy with the document and for the clerk to finalise this with the new internal auditor once appointed.

Due to the retirement of David Shore, the Council's previous internal auditor, a quote from JDH Business Services Ltd to provide their services as Internal Auditor for the Council was provided to members. After some discussion it was;

Proposed by Cllr. Anderson and seconded by Cllr. Darwin to accept the quote of £497 and appoint JDH Businesses Services Ltd as the Town Council's Internal Auditor for 2015-2016.

#### **i) Burbo bank Extension Community Fund**

The clerk informed members of the Burbobank Extension Community Fund which the Town Council were eligible to apply for funding from. Members were asked to consider any potential projects that would fulfil the eligibility criteria and raise them at the Council meeting on the 29<sup>th</sup> July for discussion and in time for the 2<sup>nd</sup> September application deadline date.

#### **j) CCBC replacement sign**

Cllr. Smith updated members with regard to the talks he had been having with CCBC Highways department regarding a new 'Kinmel Bay' sign at the blue bridge. Images were provided to members for their approval of the new look sign and after some discussion it was;

Proposed by Cllr. Smith and seconded by Cllr. Anderson to approve the new sign with the amendment of ensuring there was a gap between the word Kinmel and Bay. This was agreed by all.

### **38.15 Mayoral Report**

Cllr. Darwin updated members in relation to his recent Mayoral duties.