

**Towyn and Kinmel Bay Town Council.
Meeting of the Policy, Finance and Resources Committee.
held at the Community Resource Centre.
at 7.00p.m. on Wednesday 29th July 2015.
All Meetings Are Recorded**

MINUTES

Due to both the Chair and Deputy Chair being absent it was proposed that Cllr. Darwin chaired the meeting and this was agreed by all.

46.15 Attendance.

Cllr. Smith, Cllr. Darwin, Cllr. Roberts, Cllr. Sadler, Cllr. McLoughlin, Cllr. Johnson and Cllr. Laura Knightly.

47.15 Apologies for Absence.

Cllr. Stone, Cllr. Bateman, Cllr. Richmond, Cllr. Corry, Cllr. Luke Knightly

No word received – Cllr. Anderson

48.15 Declaration of Interest.

Members were 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 53.15(b) due to his role as a School Governor at Ysgol Y Foryd.

Cllr. Sadler declared an interest in item 54.15 due to her role as a member of Community House's Action Group Committee

49.15 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

50.15 To receive the minutes of the Policy, Finance and Resources Committee held on the 17th June 2015

It was proposed by Cllr. Johnson and seconded by Cllr. Smith that the minutes of the 17th June 2015 were accepted and this was agreed by all.

51.15 Health and Safety

The clerk provided members with the July Health and Safety Audit report which was noted.

Cllr. Roberts made the observation that a light in the ladies' toilets needed replacing and the clerk confirmed this would be done.

52.15 County Councillor updates

Cllr. Laura Knightly updated members with regard to the on-going issues on Towyn Way West in relation to the speed bumps. She explained that she had met on-site with a local resident who had made the complaint and with Geraint Edwards, Head of Environment, Roads and Facilities at CCBC. Mr Edwards stated a report would be compiled in relation to the rogue speed bump and a final decision made as a result, however, he noted that with a potential cost of £8,000 to rectify the speed bump and the fact that the speed bump met all legal requirements it was highly unlikely that any action would be taken.

Cllr Knightly also commented that she would be meeting with Cllr. Mike Priestly in Towyn with regard to the high level of complaints being received from the residents of Towyn in relation to the issues surrounding seagulls.

Cllr. Smith informed members that the coffee shop on the promenade in Kinnel Bay was now open and encouraged members to make use of it. He also thanked Cllr. Johnson for taking the lead on this issue and assisting Mr Tagg in bringing the project to fruition.

Cllr. Smith also updated members on a planning issue that he and Cllr. Johnson had been helping a local resident with in regard to a local take away which had resulted in a Planning Enforcement Notice being issued.

Cllr. Darwin updated members regarding a recent football tournament in Kinnel Bay with teams attending from the USA, which was a great success.

Finally he informed members of some work he had been doing on behalf of children with disabilities in terms of mainstream schooling and pushing this at County level for the issuing of Statements of Educational Needs.

53.15 Reports for consideration

A) HR/Staffing Committee and Working Group

This item was adjourned from the Full Council Meeting on the 8th July. The clerk informed members that she had recently attended a presentation by a company who specialise in an employment law service for councils by putting in place all the procedures to ensure legislation is followed correctly. Members commented that this service would not be relevant to such a small council. The clerk did highlight that at present this Council did not have a formal grievance procedure in place and any staffing committee established would need to resolve this.

The clerk stated that best practice was to have a staffing committee consisting of 3 members and an appeals committee consisting of 3 members. After some discussion members decided to establish just a staffing committee at this stage and it was agreed that the members would be Cllr. Smith, Cllr. Johnson and Cllr. Roberts.

B) Community Governor, Ysgol Y Foryd

Ysgol Y Foryd required a new Community Governor from the Town Council. There were two nominations for this position and after a vote it was agreed that Cllr. McLoughlin would take up the role on behalf of the Council.

C) Council housekeeping

Further to the previous meeting and the Council's discussion on no longer wishing for councillors to cover the office should the clerk and the assistant both be unexpectedly indisposed, members needed to discuss an alternative process. The clerk stated that upon speaking to other Councils, their members had stepped in to cover the phone and deal with members of the public in an emergency situation and if this council did not wish to do the same any longer, then the office would have to be closed completely instead.

After some discussion it was proposed by Cllr. Smith and seconded by Cllr. Johnson that the Mayor or Deputy Mayor will cover the office on the ad-hoc occasions both the clerk and assistant are unable to work. This was agreed by all.

The clerk additionally commented that when the assistant was on leave for a week or more it put extra pressure on the role of the clerk as a lot of time was spent having to do the role of the assistant too, and as such the clerk requested that, to allow time to catch up, the office was shut at 13:00 on Thursdays, as this was the one day of the week when there were generally no bookings. It was agreed that this would be the first issue to be discussed by the Staffing Committee.

D) Christmas lighting

The tendering process for the Christmas lighting had been completed and quotes discussed by the Christmas sub-Committee. The Committees' recommendations were put to members for discussion. One of these recommendations was to take £1650 from the contingency budget for the one off payment for the infrastructure for the electrics of the Towyn Christmas tree which was to be relocated to the grassed area at the entrance to Llys Madoc.

It was proposed by Cllr. Smith and seconded by Cllr. Johnson to take £1650 from the contingency fund to pay for the infrastructure for the Christmas tree. This was agreed by all.

It was proposed by Cllr. McLoughlin and seconded by Cllr. Sadler to award the lighting contract to the Festive Lighting Company over three years and the purchase and installation of the two Christmas trees from Barritt and son. This was agreed by all.

E) Burbobank Community Fund

Members were asked for suggestions for any projects that would meet the criteria for the Burbobank Community Fund. Cllr. Roberts suggested outdoor gym equipment for Clwyd Park and Cllr. Smith raised the possibility of play equipment being installed at Towyn Way East, however, the clerk stated that there were more difficulties with this land as it was not owned and maintained by CCBC so would be a bigger risk for the Town Council and would need to be looked into in fine detail.

54.15 Financial requests

The following requests for financial assistance were received and discussed:

- Dial A Ride – members requested that the clerk contact Dial A Ride for additional information in regard to how they benefit the area directly before they would consider making any form of financial contribution.
- Chester Avenue Fun Day – It was proposed by Cllr. Darwin and seconded by Cllr. Johnson to award £200 for the fun day and this was agreed by all.

55.15 Correspondence received

The following correspondence has been received for members to note:

- Email received from Aberconwy Mind - Noted
- A copy of a report sent to the Welsh Government by CCBC in response to the recent preferred map for North Wales regarding local government re-organisation - Noted
- Letter from CCBC regarding Chester Avenue Community Environment Day – Noted.
- Letter from the Welsh Government notifying councils of the new Playing Fields Regulations 2015, effective from October 2015 – Noted.

56.15 Accounts for June for Approval including Bank Reconciliations

Towyn and Kinmel Bay Town Council 2015 2016

Date	Details	Payment Cleared	Minute Number	Cheque Number	Total	VAT
	Brought Forward				21739.38	498.52
	Monthly Total				8693.68	194.38
June	Overall Total				30433.06	692.90

	Manweb	Y	9190	DD	109.00	5.19
	Chris Jones	Y	9190	SO	132.00	
	Computer Troubleshooters	Y	9190	BP	282.44	47.07
	Salaries	Y	014/11	BP	3163.89	
	HMRC (tax/NI)	Y	014/11	BP	692.29	
	Nine telecom		9190	DD	9.91	1.65
	Plusnet Plc	Y	9190	DD	18.00	3.00
	Total GP	Y	9190	DD	96.51	4.60
	Conwy County BC Rates	Y	7.11	DD	198.00	
	Angel Springs			DD		
	Pension	Y		BP	746.14	

Kon-X Wales Ltd.	Y		BP	37.54	
Paul Murray (Quarry line path)	Y		BP	750.00	
Dave Hutton (window cleaner)	Y		BP	20.00	
Asda (O2 top ups)			WPC	20.00	
Asda (cleaning)			WPC	24.98	2.99
David Shore (internal auditor)	Y		103011	350.00	
CCBC (green garden bags)			103012	181.50	
BNP Paribas (photocopier)			DD	210.00	35.00
North Wales Fire Protetcion	Y		BP	204.00	34.00
B&Q voucher (David Shore)			WPC	50.00	
Racecraft signs (mayoral board)	Y		BP	82.20	13.70
BT line rental quarterly	Y		DD	267.66	44.61
VOID			103013		
NWALC			103014	30.00	
Kon-X Wales Ltd.	Y		BP	15.41	2.57
Petty cash			103015	43.96	
Weldon's Newsagent (7 months)	Y		BP	72.00	
NWALC			103016	15.00	
R J Dean 1st quarter payment	Y		BP	871.25	

<u>Bank Reconcilliations.</u>				June	
<u>2015 - 2016</u>					
<u>BMM ACCOUNT</u>		Debits		Credits	TOTALS
Balance as at 31st May 2015					<u>£51,269.37</u>
Transfers to Community A/c		£6,500.00			
Room hire				£421.50	
Interest				£5.58	
WPC refund				£7.77	
Balance as at 30th June 2015					<u>£45,204.22</u>
<u>COMMUNITY ACCOUNT</u>		Debits		Credits	
Bank Balance as at 31st May 2015					<u>£4,909.74</u>

Payments out as Minuted		£9,418.23				
Transfers in From BMM A/c				£6,500.00		
Room hire				£40.00		
						-
Bank Balance as at 30th June 2015						£2,031.51
WPC/Cheques written but not presented				ACTUAL BALANCE		£1,747.57
cheque	103004	£100.00				
cheque	103014	£30.00				
cheque	103015	£43.96				
cheque	103016	£15.00				
WPC		£94.98				
						£283.94
<u>BMF ACCOUNT</u>						
Balance at 31st May 2015						£15,035.92
Interest				£0.89		
Balance at 30th June 2015						£15,036.81
PUBLIC SECTOR DEPOSIT FUND						
Balance at 31st March 2015						£50,640.26
Interest				£50.38		
Balance at 30th June 2015						£50,690.64

It was proposed by Cllr. McLoughlin and seconded by Cllr. Roberts that the accounts were accepted and this was agreed by all.