

Towyn & Kinmel Bay Town Council

Minutes of the Full Council held on Wednesday 15th May, 2019 at 7pm at the Community Resource Centre Kinmel Bay

Present Councillors: A Bibby, G Corry, T Curran, A Hodgson, M Jones (Mayor), L Knightly, D Luke, J McKenna, B McLoughlin, P Miller & N Smith

Clerk: Dylan Thomas

Assistant: Diane Donaghy

Cllr L Knightly opened the meeting by saying that it had been a real honour to represent Towyn & Kinmel Bay, as Mayor over the last 12 months.

1. Election of Mayor 2019-20

A nomination was received and seconded for Cllr M Jones to stand for Mayor.

Resolved that: Cllr M Jones be appointed as Mayor for 2019-20.

Cllr M Jones thanked the councillors for electing him as Mayor for 2019-20, he advised that he was looking to the year ahead, and that his nominated charities for the year will be Dementia & Children with Additional Learning Needs.

2. Declaration of Acceptance of Office

Cllr M Jones signed the declaration of acceptance of office and the Clerk countersigned it.

3. Election of Deputy Mayor 2019-20

A nomination was received and seconded for Cllr D Johnson to stand for Deputy Mayor.

Resolved that: Cllr D Johnson be appointed as Deputy Mayor for 2019-20. Cllr M Jones thanked Cllr L Knightly for his work over the last 12 months.

4. Declaration of Acceptance of Office

Resolved that: As Cllr D Johnson is not present at tonight's meeting, the Clerk will arrange for Cllr D Johnson to sign the declaration within 14 days.

5. Apologies

Apologies of absence were received from Cllrs K Redhead, M Smith, B Griffiths and D Johnson.

6. Minutes

The minutes of the Full Council meeting held on 27/03/19 were presented for approval.

Resolved that: The minutes be approved and signed as presented.

7. Blanket Payment Authority

Resolved that: The Blanket Authority of regular payments be approved and signed, as presented.

8. Direct Debits and Regular Payments

Resolved that:

- a) The reviewed list of regular payments made by direct debits and regular payments be approved, as presented.
- b) To approve the use of direct debits and regular payments.

9. Committees

Resolved that:

- a) The Committee Structure be approved, having four Standing Committees, HR Committee, Environmental Improvements Committee, Policy, Finance & Resources and Planning Committee, Day Time Music Event Committee, together with the Community Place Plan Task & Finish Group.
- b) The Terms of Reference for four Committees and the Informal Task & Finish Group be accepted, as presented.
- c) The Delegations, as presented in the papers for the meeting, be approved.

10. Nominations to the Standing Committees

Resolved that: The Committees be comprised as below: -

PFR & Planning

Anthony Bibby, Geoff Corry, Barry Griffiths, David Johnson, Morris Jones, Bernice McLoughlin, Peter Miller, Jean McKenna and Nigel Smith.

Environmental Improvements

Geoff Corry, Theresa Curran, Deborah Luke, Barry Griffiths, Luke Knightly, Morris Jones, David Johnson, Jean McKenna, Bernice McLoughlin, Peter Miller, Kay Redhead, Michael Smith and Nigel Smith.

HR – (Provisional – as may/will change once Chairman of Committees are approved. Final list will be presented for approval at the appropriate Full Council meeting/meetings).

Geoff Corry, David Johnson, Morris Jones and Nigel Smith.

Day Time Music Event

Geoff Corry, Alex Hodgson, David Johnson, Morris Jones, Luke Knightly, Jean McKenna and Nigel Smith.

11. Schedule of Meetings

The Schedule of Meetings had been circulated prior to the meeting to allow Councillors the opportunity to inform the Clerk of any issues with either the number of meetings and/or the proposed dates of meetings.

Resolved that: The Schedule of Meetings be approved, as presented.

12. Standing Orders & Financial Regulations

The Clerk presented both the documents to the Councillors, and explained any proposed changes, together with the reasons for the changes.

Resolved that: The Draft Standing Orders and Financial Regulations be approved, as presented.

13. Authorised Signatories

Resolved that:

1. HSBC

- a) Cllr N Smith, M Jones, G Corry, L Knightly, D Johnson, B McLoughlin, M Smith and B Griffiths be approved as any two signatories for the signing of cheques.
- b) Cllr B Griffiths, N Smith and M Jones be approved as the three Councillors to authorise electronic payments and transfers exceeding the limits set for the Clerk.

2. Public Sector Deposit Fund

Resolved that: Cllr G Corry (Secretary/Trustee), N Smith (Chairman/Trustee) and M Jones be approved as signatories.

14. Outside Bodies

**North & Mid Wales Association of Local Councils
Cllrs M Jones & B McLoughlin**

**Abergele Burial Committee
Cllrs B McLoughlin, N Smith & D Johnson**

**Conwy Open Forum
Mayor M Jones & Deputy Mayor D Johnson**

**Royal British Legion Local Committee
Cllrs A Hodgson & P Miller**

**Ysgol Maes Owen – Governor
Cllr M Jones**

**Ysgol Y Foryd – Governor
Cllr J Mckenna**

**Conwy – NE Forum Task – Finish Group – Play Grounds
B Griffiths**

Cllr B McLoughlin (Chair of Abergele Burial Committee) asked that it be recorded in the minutes, that the Burial Committee would like to thank Cllr B Griffiths for his contribution whilst he was representing TKBTC on the committee.

15. Policies

Resolved that the following existing/revised policies be approved, as presented with no amendments required:-

Mayors Handbook
Civic Policy
Subject Access Policy & Template Response Letters
Complaints Policy
Data Breach Notification Policy
Data Protection Policy
Website Privacy Policy
General Privacy Notice – Internal
General Privacy Notice – External
Information Security Policy
Retention and Disposal Policy & Schedule
Communication & Social Media Policy
CCTV Policy & Code of Practice
Employee Handbook Policies & Procedures
Freedom of Information Policy
Code of Conduct

Resolved that the following new policies be approved, as presented with no amendments required:-

Draft Code of Conduct – Qualifying Local Government Employees
Draft Training & Development Policy for Employees & Councillors

16. Attendance Register

Noted the individual members attendance records for 2018-19.

17. Retention and Disposal Policy & Schedule

The Clerk at the request of the Town Council's GDPR Auditor/DPO, formally notified/reminded members that all Council related emails need to be saved/deleted in accordance with the Town Councils Adopted Retention and Disposal Policy & Schedule.

Under GDPR, Town Councils can only provide personal information, that can actually be retrieved, and therefore that is a requirement for emails to be retained in accordance with the timescales set in the Town Council's Retention & Disposal Policy & Schedule.

If exceptional Councillors use their private email addresses/devices for Town Council business, these emails/documents will also need to be saved/deleted in accordance with the Town Council's adopted Retention & Disposal Policy and Schedule.

Also in the event of a Data Access/Freedom of Information Request, if Councillors use their own devices/email addresses, then they must allow the Clerk access to their personal devices/email addresses, so that the Clerk can comply with the Legal requirements/obligations of such a request.

Noted that all Councillors must comply in accordance with the timescales set in the Town Councils Retention and Disposal Policy & Schedule.

Resolved that: The Clerk will send an email to all Councillors, reminding them of their obligations, and that the Clerk will attach in the email the following two revised policies.

- **Retention & Disposal Policy & Schedule**
- **Communication & Social Media Policy**

18. Section 137 and Power of Wellbeing (LGA 2000 – S2) Expenditure for 2018-19.

The Clerk presented and explained the expenditures made under Section 137 and Power of Wellbeing (LGA 2000 – S2) in 2018-19.

Noted that the total expenditure for 2018-19, under these two powers was £9,164.67, and that the maximum permissible spend limit under the two powers for 2018-19 was £49,934.58.

19. Internal Auditor

Resolved that: John Henry, the Town Council's existing Internal Auditor be approved as the Internal Auditor for 2019-20.

20. Asset Register 2018-19

Resolved to approve the updated 2018-19 Asset Register, as presented by the Clerk.

21. Insurance

Resolved that the present Insurance arrangements in place, are appropriate/sufficient to cover all insurance risks for 2019-20.

22. Freedom of Information and Subject Access Requests received in 2018-19

Noted that there was one Freedom of Information request in 2018-19, and that there were no Subject Access Requests for this period.

23. Complaints received in 2018-19

Noted that there were a total of 3 complaints received in 2018-19, two relating to the removal of the shelters at the Kinmel Bay Beach Car Park, and one relating to the Town Council reviewing Community Assets/Community Asset Leases.

24. Payments from 01/03/19 to 31/03/19

Resolved that: the lists of payment and receipts for the period 01/03/19 to 31/03/19 be approved as presented, and be signed by the Chairman.

25. Reconciliation as at 31/03/19

Resolved that: The balances as at 31/03/19 be approved as presented, and be signed by the Chairman.

26. Budget Monitoring Reports 2018-19

Resolved that: The 2 End of Year Budget Monitoring Reports for 2018-19, be approved as presented.

27. 2018-19 Internal Audit & Action Plan

The report of the Internal Audit and the completed Action Plan, together with a copy of the 2018-19 Annual Accounts had been circulated to all Councillors prior to the meeting.

The report and the completed Action Plan, together with the 2018-19 Annual Accounts had also been presented to the PFR & Planning Committee, who had fully discussed and reviewed the Audit Report, completed Action Plan & Annual Accounts, and had resolved for the Report, Action Plan, and Annual Accounts to be presented to the Full Council for approval.

The Internal Auditor had not identified any further issues, since the two recommendations which he had reported in his 2018-19 Interim Report dated 27/11/18 (Refer Full Council meeting minutes 28th January, 2019).

Resolved that: The Internal Audit Report, completed Action Plan & Annual Accounts for 2018-19 be approved.

28. Annual Return

a) The Council responded to the questions in the section of the Annual Return that related to the Annual Governance Statement.

Resolved that: The Annual Governance Statement reflected the true position of the Council, and the document was signed by the Mayor and the Clerk.

b) The Statement of Accounts for 2018-19 was presented and discussed.

Resolved that: The Statement of Accounts for 2018-19 be approved.

c) Having accepted the figures and agreed the Annual Return.

Resolved that: The Annual Return be signed by the Mayor and the Clerk.

29. The Mayor Elect

Cllr M Jones presented Cllr L Knightly with a Past Mayors Medal.

Cllr M Jones presented Mrs Lucie Knightly with a bouquet of flowers.

Those present at the meeting were invited to join the Mayor for refreshments in the meeting room.

The meeting closed at 19:35pm

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Signed by the Chair of the meeting held on 26/06/19