

Towyn & Kinmel Bay Town Council

Minutes of the Policy Finance Resources and Planning Committee held on Wednesday 4 January 2017

Present: Cllrs: G Corry, B Darwin, B Griffiths, D Johnson and L Knightley

Non-voting Members: Cllr M Smith.

Clerk: H Stewart BEM

1. Apologies

Apologies for absence were received from Cllr N Smith (personal commitment) Cllr Bateman was absent with no apology received.

2. Declaration of Interest

There were no declarations of interest.

3. Public Participation

There were no requests from the public to address the Committee.

4. Minutes

The minutes of the meeting held on 7 September 2016 were presented for approval by those Councillors who had attended the meeting.

Resolved that: the Minutes of the meeting be signed as a true record.

5. Matters Arising

There were no matters arising.

6. Planning

Cllr Johnson talked through the two applications that had been received. He could see no reason why anyone should object to either.

Recommend that: There be no objections to either application.

7. Grievance Policy

The policy had been discussed at the Committee meeting held on 7 September 2016. Cllr Griffiths had wanted paragraph 3 to be strengthened to ensure all possible options had been explored before a grievance was taken to a formal level. The Clerk reported that the policy as it stood, was in accordance with the Society of Local Council Clerks policy and the policy on the ACAS website. Care was needed whilst exploring all options, that the person raising the grievance did not feel they were being obstructed.

The Committee agreed that all should be done to address any grievance at an early stage and that as an interim arrangement the policy as presented be adopted and that the HR Committee would review within a reasonable time to make any necessary changes.

Resolved that: a) The Grievance Policy be adopted.

b) The HR Committee review the policy within a reasonable time.

8. Treasury Management Policy

The policy adopted by the Town Council in March 2016 had been expanded to cover all aspects of its financial activities. The document when approved would be included in the Induction Pack for Members, ready for the elections in May of this year.

Resolved that: the Treasury Management Policy be adopted.

9. Financial Regulations

The Financial Regulations were being reviewed in preparation for 2017-18. The draft as presented required an amendment in 11.3 where "District Council" should read "CCBC".

Para 11.8 to be deleted as covered in para 11.6. The change to the tender levels (11.1) was approved as all agreed that £5000 was too low a figure to go out to a full tender process.

Subject to the amendments the document would be recommended for approval at the Council AGM in May 2017.

10. Grants

The policy as presented had been considered at the Committee Meeting held on 4 September. Approval of the policy had however, been lost within the debate on the grants being requested at that same meeting.

Recommendation that: the Policy as presented be approved.

11. Community Resource Centre

Councillor Darwin held a key to the Resource Centre for both emergency call outs and because he held meetings at the centre.

The safety of a lone councillor attending the building following the alarm going off was raised. The option of employing a company as a “key-holder” and to attend such call-outs, making the building secure if damaged during the night, would be investigated.

The criteria by which groups or individuals could have free use of the Resource Centre would be drafted for discussion. Long term free use would be determined as part of the Grant Application process whilst one off/infrequent use could be decided by the Clerk taking any agreed criteria into consideration.

The meeting closed at 8.10pm

Signed by: Chairman of the Policy, Finance, Resources & Planning Committee – 8 March 2017