

Towyn & Kinmel Bay Town Council

Minutes of the Policy, Finance, Resources and Planning Committee held on Wednesday 8 March 2017 at the Community Resource Centre, Kinmel Bay.

Present Cllrs: B Darwin, D Johnson, L Knightley (Chairman), N Smith and M Roberts.

Clerk: H Stewart.

1. Apologies

Apologies for absence were received from Cllr Corry. Cllrs Bateman and were absent with no apologies received.

2. Declaration of Interest

Cllr N Smith as Chairman of Planning at CCBC, declared an interest in Agenda Item:6 Planning and withdrew from the table whilst all applications were discussed.

3. Public Participation

There were not applications from the public to address the Committee.

4. Minutes

There was one amendment to note that Cllr M Roberts should have been listed as being present.

Resolved that: Subject to the above amendment the minutes be approved.

Matters Arising

There were no matters arising from the minutes.

5. Planning

a) 0/43719 – change of use of land to form extension to the residential planning unit of the dwelling known as Sumner.

Resolved that: No objection be recommended.

b) 0/43718 – Proposed 2 storey rear extension

Resolved that: No objection be recommended.

c) 0/43756 – Removal of existing porch and erection of replacement porch to front of dwelling

Resolved that: No objection be recommended.

d) 0/43755 – Construction of porch and garage extension

Resolved that: No objection be recommended.

e) 0/43742 – Display of 3 no. non illuminated fascia signs (Retrospective)

Resolved that: No objection be recommended.

6. Asset Register

The Asset Register had been reviewed and now listed items of street furniture such as benches and bus shelters that had been purchased by the Town Council but then installed on county council land. The locations of the 20 benches as listed required some clarification as to where they were actually situated. This would be collated by the Clerk in discussion with all Councillors.

The Insurance Schedule would now be reviewed in light of the revised asset register.

Resolved that: the Asset Register be approved.

7. Investment Policy

As required by the statutory guidance on Local Government Investments Issued by the National Assembly for Wales, the investment policy was presented for the annual review.

Resolved that: the Investment Policy as presented requiring no amendments, be approved.

8. Health & Safety

The statement together with the Council's policy on health and safety had been reviewed by the Council's Health & Safety Advisor C J Consultancy. With no actions or amendments being recommended by the Advisor the Committee was satisfied that the Council was fulfilling its obligations in regard to health and safety.

With the Council now having clear operating procedures in place Members were asked if it was still necessary to retain the advisor on a monthly basis. The Committee agreed that the monthly retainer could be stopped and asked the Clerk to check what arrangements other councils had in place.

The annual health and safety inspection of the Resource Centre did need to become an annual agenda item to ensure that the Resource Centre complied with the procedures. The Clerk was responsible for ensuring staff were informed about health & safety requirements and that also risk assessments were undertaken as and when necessary.

Concern was raised as to the health and safety arrangements for the Community Centre and with the working practices of the caretaker in this building. The Clerk as the line manager for the caretaker was responsible for ensuring good practice was being maintained. The Clerk would work closely with the Community Centre Management Committee, to ensure that all the legal requirements and procedures were being adhered to.

9. Data Protection Policy

The policy had not been reviewed since 2009 and was presented to clarify the Council's commitment to the lawful and fair handling of personal data in accordance with the Data Protection Act 1998.

Resolved that: the Data Protection Policy, as presented, be approved.

10. Well-being Assessment

The 152 page document, Assessment of Local Well-being, issued by Conwy and Denbighshire Public Services Board had been made available to the Committee prior to the meeting via the Drop Box. Some Councillors were of the opinion that the well-being of residents in Kinmel Bay had actually worsened over the past few years. There was doubt that such an all encompassing document as the "Assessment" would have a significant effect for residents of grass root level. The document was duly noted with no comment in response to the consultation.

11. Community Awards

In the absence of a clear process or procedures being held on file the report had been drafted for discussion.

Last year having agreed seven categories and a possible twelve awards the Awards Ceremony actually celebrated nine categories and thirteen awards.

The Committee agreed that trying to limit both the categories and numbers was difficult until nominations had been received. Going forward the procedure would be to advertise and encourage nominations giving a list of examples for categories within which the public may think of somebody to nominate.

This would allow some flexibility and the Council would identify a category when agreeing the award. The examples that would be listed for the advert are as the nine category awards made in 2016.

- i. Contribution to Sport
- ii. Outstanding Volunteer
- iii. Personal Achievement
- iv. Outstand Business
- v. Contribution to the Environment
- vi. Contribution to Art and Culture
- vii. Outstanding Young Person
- viii. Good Neighbour

ix. Contribution to the Community

Nominations would be sought from the general public with councillors being the major contributors. It was agreed that anyone winning award one year could not be nominated again the following year. Paid employment would not be recognised apart from nominations for the Outstanding Business Award. The winners would each receive a trophy and a certificate.

Having agreed the criteria the timing of the event was the subject for discussion. Usually held in March, but with not having a Council/Civic Calendar to follow, the awards for 2017 had missed the advertising date. With the Local Elections being held in May, there was also concern about both the time available to organise an event and the effect the pre-election period restrictions might have.

It was unanimously agreed by the Committee that the Awards Ceremony for 2017 would take place in June and that promotion and advertising for nominations would be activated as soon as the elections had taken place on 4 May.

A Civic invitation list would be compiled with Councillors being asked if there were any notable individuals or businesses that should be considered for inclusion. This would enable the Civic Awards Ceremony to take on more of a "Civic Reception" event for the incoming Mayor and the awards being possibly the Mayor's first official engagement.

The budget for the "Civic Reception" should allow for caterers to be engaged to provide suitable refreshments.

12. Civic & Ceremonial

Towyn & Kinnel Bay Town Council did not have any agreed formal civic calendar of events nor procedures as to how functions are organised for the Mayor. This was confusing for both staff and the incoming Mayor so a draft document presented for consideration offered some explanation of roles and responsibilities.

The Committee agreed that clear procedures and a calendar of regular events would assist everyone. Local customs would be recognised within the final documents – such as the Remembrance Service not being as strongly led by TKBTC as in some other areas and the Church Service not necessarily having a procession of all Councillors into the Church.

The wearing of the Council's insignia would be clearly explained and in future all civic chains would be kept securely by the Clerk and only released for formal engagements with the chains being returned promptly to the Clerk following the engagement.

A "Civic & Ceremonial" handbook would be drafted including a description of the role and responsibilities of the Mayor taking into consideration the comments made by PFR Committee, and presented to the Full Council for approval.

13. Health Check

Having reviewed the Health Check Report produced in March 2016, the Clerk was of the opinion that an "Action Plan" was not necessary. The matters raised in the report in regard to procedures and documents, had all be addressed through the normal work of each Committee.

The Council was working much more collaboratively and coherently and matters of disharmony had generally been resolved.

The Meeting closed at 8:30pm

Signed by the Chairman of the PFR Committee held on