

Towyn & Kinmel Bay Town Council

Minutes of the Policy, Finance, Resources and Planning Committee held on Monday 5 June 2017 at the Community Resource Centre, Kinmel Bay.

Present Cllrs: G Corry, T Curran, B Griffiths, D Johnson, M Jones, L Knightly

Non Voting: E Bateman

Clerk: D Thomas

1. Chairman

Cllr B Griffiths was nominated and approved as Chair.

2. Deputy Chairman

In her absence Cllr B McLoughlin was nominated and approved as Deputy Chair.

3. Apologies for Absence

Apologies for absence were received from Cllr N Smith (Holidays) and Cllr B McLoughlin (sickness)

4. Declarations of Interest

There were no declarations of interest.

5. Public Participation

Cllr Edward Bateman attended the meeting as a guest.

6. Minutes

Resolved that: the minutes of the meeting on 8 March, 2017 be approved.

Matters Arising/Urgent Matters

170308/6 – Asset Register

Locations of the 20 benches not yet identified. It was agreed that this will be collated by the Clerk by way of discussions with Councillors and County Council

170308/8 – Health & Safety

It was agreed that the Clerk would:-

1. Clarify with C J Consultancy who is responsible for health & safety- it is the Clerk or both the Councillors and the Clerk.
2. Clarify if a separate Health & Safety Sub Committee is required.
3. Review exactly what C J Consultancy does and covers for the Council
4. Clerk to contact other Councils to check what arrangements they have in place with a view to determining if the monthly retainer presently paid to C J Consultancy could be stopped.

170308/11 – Community Awards – Refer to point 8 of minutes.

The Clerk asked the Council to note that the following expenditure would be incurred on the below items over the next few weeks and the Councillors agreed the expenditure for the four items.

- **Welsh Water** advised in 2017 that the Council's water usage was high. Clerk identified toilet in gents and one of the toilets in the ladies constantly overflowing. Quotes awaited to overhaul all 4 toilets and to stop any leaks/overflows. Cost likely to be approximately £100
- **Broken Brick – ground floor function room**
Brick broken on both sides and is a potential vermin risk. Quotes awaited and likely to be approximately £100
- **Blinds in Clerk's office**
Following replacement windows – direct sunlight and security issue. (PC on full show). Quote received for £100 + VAT
- **Clerk Upskilling and Training** Society of Local Council Clerks 12 months membership (includes mentor service, advice and support, access to online books) = £265 due now.
ILCA – (Introduction to Local Council Administration Level 2) = £99 due now.
SILCA – (Certified in Local Council Administration – Level 3) = £250 to be paid on completion of ILCA (within next 3 months).

7. Planning

0/44014 – Extensions to Dwelling, new garage within curtilage of a dwelling.

Resolved that: No Objection be recommended

0/44022 – Erection of 11kv overhead line

Resolved that: No Objection be recommended

8. Community Awards

Community Awards Scheduled for 14 May, 2017 was postponed.

Councillors felt that the most important thing, is that the Council acknowledges the Residents/Individuals who have made an actual/positive difference to the Local Community.

It was agreed that the Community Awards will be held on Thursday 12 October, 2017 and that all entries/nominations will need to be in by Thursday 31 August, 2017.

The nominations will be reviewed/considered at the next PFR meeting on Monday 4 September, 2017 and an email to be sent to all Councillors to advise them what has been agreed, so that all Councillors can give this the profile it deserves.

CLr B Griffiths agreed that he would arrange a meeting with the Heads of both Schools to ensure that they were fully aware of the Community Awards and the appropriate dates.

9. Work Schedule 2017-18

The Committee considered and agreed a list of projects (as listed below), however did not feel that it was in a position to agree priority levels (High/Medium/Low) for the forthcoming year until the next PFR and Planning meetings (scheduled for Sept 2017), by which time the Clerk will have had an opportunity to review the present situation and will be in a position to update the Committee on the required/proposed action and priorities.

- **Policy and Procedures**
 - Lone Worker Policy
 - Social Media Policy
 - Free Use Policy
- **Health And Safety**
 - Key holder Companies
- **Grants**
 - Review of Application Form
 - Review of Time Line
- **Website**
 - In process of being moved to New Host and then to be revamped.
- **Training**
 - Councillors
 - Staff
- **Health And Safety**
 - Community Centre
 - General Review/Fit for Purpose?/Value for money?
- **Declaration of Membership**
 - Consider/Investigate Implementing a Declaration of Membership of all Clubs/Societies/Groups within Towyn and Kinmel Bay area, which all Councillors would need to complete each year at/following the AGM.

The meeting closed at 8:30pm

Signed by Chair of PFR and Planning Committee meeting held on 5 June, 2017