



Cyngor Tref
Towyn and Kinmel Bay
Town Council

Summons to Attend the Annual Meeting of the Full Council

To All Members of Towyn & Kinmel Bay Town Council

Cllrs: T Bibby, G Corry, L Gledhill, B Griffiths, L Griffiths, M Jones, T Jenkins, D Johnson, L Knightly, A Macauley (Mayor), B McLoughlin, D Mulvaney, K Redhead, M Smith & N Smith

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

Date and Time: Wednesday 14th May, 2025 at 7:00pm

Venue: Hybrid Meeting – TKBTC Community Resource Centre

If any member of the public wish to participate in this Hybrid meeting, and/or should any member of the public and/or press wish to VIRTUALLY attend this meeting, please contact the Clerk prior to the meeting, so that an appropriate meeting access code/password can be provided

PUBLIC NOTICE

The Council, members of the public and the press may film/record/photograph or broadcast this meeting only when the public and the press are not lawfully excluded.

Anyone wishing to record a meeting is requested to let the Chairman/Clerk of the meeting know prior to, or at the start of, the meeting and recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they are not included in the filming/recording/photographing.

For further information/rules – please refer to the Town Councils Audio/Visual Recording and Photography at Council Meetings Policy, which can be found on the Town Council Website, and/or paper copies can be requested from the Clerk.

AGENDA

1. Election of Mayor for 2025-26
2. Declaration of Acceptance of Office
3. Election of Deputy Mayor 2025-26

4. Declaration of Acceptance of Office

5. Apologies

To receive any apologies for absence.

6. Declaration of Interest

Members to declare the existence and nature of any interest in items on the agenda.

7. Public Participation

To receive representations from the public in respect of any item of business included on the agenda.

8. Minutes

To approve the minutes of the Full Council meeting held on 06/05/2025.

9. Blanket Payment Authority List

To review/approve blanket payment list.

10. Direct Debits & Regular Payments

- To review/approve payments made by direct debit and regular payments.
- To approve the use of direct debit payments and regular payments.

11. Appointed/Designated Finance Councillor

To agree/approve an appointed/designated Finance Councillor for 2025-26.

12. Committee

To approve: -

- a) The Committee Structure
- b) Committee Terms of Reference
- c) Delegations

13. Nominations to the Standing Committees

To appoint members to the standing committees.

- HR Committee
- Community Place Plan Committee

14. Provisional Schedule of Meetings

To approve the Provisional Schedule of meetings for 2025-26.

15. Standing Orders and Financial Regulations

To review/approve the Standing Orders and Financial Regulations.

16. Authorised Signatories

To review/approve the signatories for cheques and authorisation for electronic banking.

17. Outside Bodies

To agree the Council nominations to Outside Bodies.

18. Policies

To approve/review the following Policies and Notices: -

- Accessibility Statement/Policy
- Anti-Bullying Policy

- Audio/Visual Recording and Photography at Council Meeting Policy
- Capability Policy
- CCTV Policy & Code of Practice
- Civic Policy
- Civility and Respect Pledge
- Code of Conduct - Councillors
- Code of Conduct – Qualifying Local Government Employees
- Communication & Social Media Policy
- Complaints Policy
- Council training plan for employees and councillors
- Councillor expenses Policy
- Councillor Gifts and Hospitality Policy
- Data Breach Notification Policy
- Data Protection Policy
- Disciplinary Policy
- Employee Expenses Policy
- Employee Handbook Policies & Procedures
- Equality & Diversity Policy
- Flexible Working Policy
- Freedom of Information Policy
- General Privacy Notice – External
- General Privacy Notice – Internal
- Good Councillor Guide to Employment - Welsh Government
- Good Councillors Guide – Welsh Government
- Grievance Policy
- ICO – CCTV – Code of Practice
- ICO – PIA – Code of Practice
- Information Security Policy
- IT Access Control Policy
- Maternity Leave and Pay Policy
- Mayors Handbook
- Non-Councillor Co-Option Policy
- Paternity Policy
- Personal Data Complaints Policy
- Retention and Disposal Policy & Schedule
- Sickness Policy
- Stress Management Policy and Risk Assessment
- Subject Access Policy & Template Response Letters
- Training & Development Policy for Employees & Councillors
- Virtual Meeting Procedure & Protocol
- Website Privacy Policy
- Welsh Language Scheme/Policy

19. Attendance Register

To review Members Attendance for 2024-25.

20. Retention & Disposal Policy & Schedule

To discuss/remind Councillors of their responsibility to comply with the Town Council's Retention & Disposal Policy & Schedule.

21. Internal Auditor

To discuss/confirm the re-appointment of the Internal Auditor for 2025-26.

22. Insurance

To discuss/confirm arrangements for Insurance Cover in respect of all insurance risks for 2025-26.

23. Freedom of Information and Subject Access Requests received in 2024-25

To receive a report from the Clerk regarding the number of requests received by the Council in 2024-25.

24. Complaints Received in 2024-25

To receive a report from the Clerk regarding the number of complaints received by the Council in 2024-25.

25. Room Rental

To discuss/review/approve the proposed 2025-26 room rental fees at the Towyn & Kinmel Bay Town Council, Community Resource Centre.

26. Section 137

To receive a report from the Clerk regarding Section 137 Expenditure for 2024-25.

27. Civility & Respect

In collaboration with the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW), Local Town and Community Councils are being asked to re-sign up to the Civility & Respect Pledge Annually.

28. General Power of Competence

To pass a resolution to confirm that the Council continues to meet the conditions and is therefore able to continue using the General Power of Competence, as laid down in the Local Government and Elections Wales Act 2021.

29. Members Allowances and Expenses Paid to Members in 2024-25

To note the allowances and expenses paid to members in 2024-25.

30. Gifts and Hospitality

- To determine the monetary value of gifts and hospitality that requires registration in the Council's gifts and hospitality register, for both Councillors and Employees for 2025-26.
- To receive a report from the Clerk regarding the number of gifts and hospitality received by the Council in 2024-25.



Dylan Thomas
Town Clerk & R.F.O.