



**Cyngor Tref
Towyn and Kinmel Bay
Town Council**

Summons to Attend the 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, T Jenkins, M Jones, D Johnson, L Knightly, A Macauley, B McLoughlin, D Mulvaney, K Redhead, M Smith & N Smith

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

Date and Time: Wednesday 19th November, 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. Apologies

To receive any apologies for absence.

2. Declaration of Interest.

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

3. Public Participation

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

4. Minutes

To confirm and approve the minutes of the Council meeting held on 03/11/2025.

5. Matters Arising

To consider any matters arising from the minutes not included on the agenda.

6. Planning

0/52942

Reference: Mr and Mrs Tony and Gail Parry

Proposal: Extension to existing pitched roof to front of dwelling and formation of balcony.

Location: 27 Arnold Gardens, Kinmel Bay, Conwy LL18 5NH.

Closure Date: 25/11/2025.

0/52965

Reference: Mrs Emma Thorogood

Proposal: Formation of the flat roofed dormer to rear elevation (North East).

Location: 2 Rosemount Avenue, Kinmel Bay, Conwy LL18 5DH.

Closure Date: 02/12/2025.

0/52969

Reference: Miss Helen Farrell

Proposal: Proposed extension to rear of property partly retrospective.

Location: 3 Oaklea, Kinmel Bay, Conwy LL18 5HZ

Closure Date: 03/12/2025.

7. Payments & Receipts

To review/approve the payments & receipts for the period 01/09/2025 to 31/10/2025.

8. Bank Reconciliations

To review/approve all reconciliations as at 30/09/25 & 31/10/2025.

9. Proposed Budget Changes

To discuss/consider/approve the proposed budget changes for 2025-26.

10. Budget Monitoring Reports

To review 2025-26 year to date budget monitoring reports as at 31/10/2025.

11. Grants

- To discuss/consider/approve any small grant applications received since the last meeting.
- Remind Councillors that the closing date for the second tranche for 2025-26 is 31/12/2025.

12. Community Support Expenditure

To receive an update regarding the year-to-date Community Support Expenditure.

13. Policies

To discuss/consider/approve the following revised/new policies/documents: -

- Grants Policy
- Grants Application Form
- Small Grants Policy
- Small Grants Application Form
- Home Working Policy
- Home Working Risk Assessment Form
- Litter Picking H & S Guidance – TKBTC Documents
- Litter Picking Risk Assessment Form – for Groups/Individuals

14. Committee Members

To receive an update following the recent HR meeting.

15. Community Asset Transfer – Kinmel Bay Community Centre Footprint

- To receive an update regarding the proposed Community Asset Transfer of the Kinmel Bay Community Centre footprint.
- To discuss/consider/approve whether the Town Council wishes to progress with the Community Asset Transfer of the Kinmel Bay Community Centre footprint, based on the information currently available.

16. 2025-26 Draft Risk Assessment and Management Report

To discuss/approve the Draft Risk Assessment and Management Report for 2025-26.

17. Proposed Projects for 2026-27

To remind Councillors to consider proposed projects for 2026-27, ready for the December meeting.

18. 2025-26 Interim Internal Audit

To discuss/review/approve the 2025-26 Interim Internal Audit Report and completed Action Plan.

19. PFR Work Schedule for 2025-26

To discuss/review the updated year-to-date 2025-26 PFR Work Schedule.

20. Conwy CBC Community Boundary Review – Initial Proposals Report

To note the CCBC Community Boundary Review – Initial Proposals Report.

21. Conwy CBC – Biodiversity Tree Planting Scheme

To receive an update regarding the Conwy CBC 2025 Biodiversity Tree Planting Scheme.

22. 2025 Christmas Lights

To receive an update regarding the 2025 Christmas Lights arrangements.

23. Conwy CBC Play Opportunity Grant Application

To receive an update regarding the Town Council's grant application for play equipment.

24. Chester Avenue Woodland

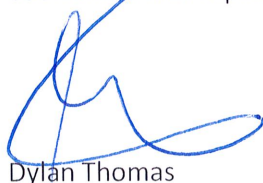
To receive an update regarding the recent fire at the Chester Avenue Woodland.

25. Revised 2026-27 Salary Related Budget Review

To discuss/consider/approve the proposed revised salary related Budgets for 2026-27.

26. Conwy County Borough Councillor Updates/Reports

To receive/discuss/consider reports and/or updates from Conwy County Borough Council Councillors that represent Towyn & Kinmel Bay.



Dylan Thomas

Town Clerk & R.F.O