

Towyn & Kinmel Bay Town Council

Draft Minutes of the Full Council - (Hybrid Meeting) held on Monday 18th March, 2026 at 7:00pm

Present Cllrs: G Corry, L Derbyshire, B Griffiths, L Griffiths, T Jenkins, D Johnson, M Jones, L Knightly, B McLoughlin, D Mulvaney (Mayor), M Smith & N Smith

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

1. Apologies

There were apologies received from Cllrs T Bibby, L Gledhill and K Redhead.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

A North Wales Neighbourhood Police Constable was present in relation to agenda item – 6 North Wales Police Update.

Given that a member of the public was present the Chairman read out the public notice.

4. Minutes

Resolved that: - The minutes of the Full Council meeting held on 02/03/2026 be approved and signed by the Chairman.

5. Matters Arising

There were no matters arising from the above-mentioned meeting minutes.

6. North Wales Police Update

Noted that PC Fishlock- Neighbourhood Police Constable provided Members with an update on this year's crime and incident statistics in comparison to the previous year. Members raised a number of concerns relating to Towyn and Kinmel Bay, including the use of e-bikes and e-scooters within Tir Prince Park, safety issues associated with parking at local primary schools, and instances of obstructive parking within Towyn.

PC Fishlock confirmed that all matters raised are currently on the Police's radar and are being addressed accordingly. He further advised that, should there be a coordinated request from the community for an increased police presence at local schools - particularly in relation to enforcement as a deterrent to unsafe parking - this can be facilitated.

Members of the public and Councillors were reminded that any concerns or incidents should be reported via 101, or alternatively through Crimestoppers should they wish to remain anonymous.

Noted PC Fishlock was invited by Cllr L Knightly to the next Pub Watch meeting which is on Thursday 26/03/2026 at the Long Bar in Towyn.

Cllr N Smith arrived late at 19:13

7. Replacement Lamp Post Motifs

Noted that at the Full Town Council meeting held on the 28/01/2026 the members resolved that: -

a) The quote of £10,000 from SETS for the purchase of 72 Pre loved Christmas Lamp Post Motifs be approved, out of the quotes received it was the cheapest, and was deemed to be the best value for money/quality products, and SETS are our current Christmas Lights contractor.

b) The purchase of the replacement Lamp Post Motifs will be made in two Tranches: -

Tranche 1 – 36 Pre loved Lamp Post Motifs will be purchased before 31/03/2026 – (2025-26), at a cost of £5,000 and will be paid out of the Christmas Lights EMR Funds.

Tranche 2 – 36 Pre loved Lamp Post Motifs will be purchased after 01/04/2026, at a cost of £5,000 and will be paid out of the 2026-27 Replacement Christmas Lights Budget.

c) Due to a stock listing/price issue, the cost of the motifs increased slightly upon collection, rising from £10,000 plus VAT to £10,881.41 plus VAT.

Resolved that: -

a) The revised quote of £10,881.41 plus VAT from SETS for the purchase of 72 Pre loved Christmas Lamp Post Motifs be approved, out of the quotes received it was still the cheapest, and was deemed to be the best value for money/quality products, and SETS are our current Christmas Lights Contractor.

b) The purchase of the replacement Lamp Post Motifs will be made in two Tranches: -

Tranche 1 – 36 Pre loved Lamp Post Motifs will be purchased before 31/03/2026 – (2025-26), at a cost of £5,881.41, £5,000 will be paid out of the Christmas Lights EMR Funds, and £881.41 will be paid out of the 2025-26 Christmas Lights Budget.

Tranche 2 – 36 Pre loved Lamp Post Motifs will be purchased after 01/04/2026, at a cost of £5,000 and will be paid out of the 2026-27 Replacement Christmas Lights Budget.

Noted that: -

a) SETS have suggested that the Town Council purchase an additional 11 Lamp Post Motifs for £1,406.40 plus VAT. This will ensure that all the 2026 Christmas Motifs match in design and colour.

b) SETS are supplying the motifs to the Town Council at a cost price of £127.85 per motif.

c) Due to the negotiated reduction to the 2025 Christmas Lights installation costs (which were reported in the Full Town Council meeting held on the 21/01/2026 there are funds available in the 2025-26 Christmas budget to cover both these invoices).

Resolved that: - The quote of £1,406.40 plus VAT from SETS for the purchase of 11 additional pre loved Christmas Lamp Post Motifs be approved. Out of the original quotes received for the initial 72 replacement motifs the quote was the cheapest and is deemed to be the best

value for the money/quality products. The £1,406.40 will be paid out of the 2025-26 Christmas Lights Budget.

Supports 'A Healthier Wales' as creating festive environments contributes to mental well-being by uplifting spirits, reducing social isolation, and fostering a sense of belonging.

8. Replacement Commando Sockets and Timers

Resolved that: - The quote of £14,100 plus VAT from SETS for the installation of 59 commando sockets and 83 timers for the Christmas lights motifs be approved. Whilst this was not the lowest quotation received, SETS being the appointed Christmas Lights Contractor for the next five years have agreed to spread the cost over this period, equating to £2,820 plus VAT per annum. Members considered this to represent excellent value for money, particularly as the quote includes a commitment that costs will not increase should any addition wiring be required and the installation of timers will reduce the electric costs of the motifs.

9. Payments & Receipts

Resolved that: - The payments and receipts for the period 01/01/2026 to 28/02/2026, which have been fully reviewed by the Clerk and Cllr M Jones (Appointed Finance Councillor) be approved as presented by the Clerk, and be signed by the Chairman.

10. Proposed Budget Amendments for 2025-26 & 2026-27

Resolved that: - The Proposed Budget amendments for 2025-26 and 2026-27 be approved, as presented and explained by the Clerk.

11. Bank Reconciliations

Resolved that: - The balances as at the 31/01/2026 and 28/02/2026, which have been fully reviewed and signed by the Clerk and Cllr M Jones (Appointed Finance Councillor) be approved as presented by the Clerk, and be signed by the Chairman.

12. 2025-26 Budget Monitoring Reports

Resolved that: - The 3 x year to date Budget Monitoring Reports as at 28/02/2026, including one with explanations re reportable/notable variances, be approved as presented and explained by the Clerk.

13. Community Support Related Payments

Noted that the year-to-date Community Support Expenditure presently stands at £2,414.91.

Supports 'A more equal Wales' by providing access to basic needs, the food bank helps ensure that people, regardless of their socio-economic status, can lead healthy and fulfilling lives) and 'a healthier Wales' by aligning with the goal of creating a healthier population through improving food security and overall well-being.

14. Kinmel Bay Church Foodbank

Noted the letter received from Kinmel Bay Church Foodbank thanking the Town Council for its financial support of the Kinmel Bay Church Food Bank over recent years. The Church Foodbank

confirmed that alternative funding arrangements have now been secured for the continuation of the Food Bank and, as such, suggested that the Town Council consider directing future support towards other areas of community need as it deems appropriate.

Cllr B Griffiths asked for it to be recorded in the meeting minutes that he has a concern that as a community Towyn and Kinnel Bay have severe lack of opportunities in relation to wealth, health and job opportunities.

Resolved that: -

- a) **The Town Council will allocate a donation of £1,000 of Community Support funding during the 2026/27 financial year to the Kinnel Bay Church Food Bank in recognition of the essential service it provides, particularly in the current economic climate.**
- (a) **The Clerk will write to Kinnel Bay Church Food Bank to confirm whether they would prefer to receive the funding as a single lump sum to be utilised at their discretion, or alternatively for the Town Council to undertake four separate food purchases on their behalf, each to the value of £250.**

15. Insurance

Resolved that: -

- (a) **The invoice for the sum of £1,985.62 plus VAT be approved, relating to the 2026-27 Insurance, as it was deemed to be excellent value for money, and the Town Council is part way through a fixed term contract with Zurich Insurance.**
- (b) **The payment will be made out of the 2026-27 Insurance budget.**

16. One Voice Wales Membership

Resolved that: -

- (a) **The Town Council will again be a member of One Voice Wales in 2026-27, as they are deemed to provide an excellent service/support to the Town Council.**
- (b) **The OVW invoice for the sum of £1,731.00, relating to 2026-27 be approved, and that it will be paid out of the 2026-27 budget after 1st April, 2026.**

Supports 'a Prosperous Wales' as membership empowers town and community Council with training, advice, and best practice guidance - strengthening local governance and enabling more effective delivery of services that contribute to local prosperity.

17. Remuneration Panel for Wales Allowances

Noted: -

- (a) **The Independent Remuneration Panel for Wales – Annual Report 2026-27.**
- (b) **That all the Determinations from 2025 remain unchanged apart from Determination 6/2026 Compensation for Financial Loss (In 2025 – This was Determination 8) and the office consumables payment is now mandatory (previously it was optional).**

Determinations

Determination 6/2026

Compensation for Financial Loss

55 (Page 11) Compensation for financial loss is an optional payment.

The Panel has determined that this payment should be aligned to the daily rate of ASHE and will be £134.90 for a full day and £67.45 for a half day.

Decision – NOT APPROVED

Determination 7/2025

Payment for extra costs of working from home

9.25 All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home.

Decision – NOTED - no decision required as the payment of £156 is MANDATORY For every member unless they advise the Clerk in writing, that they do not want to receive the payment.

Set payment for consumables

9.26 Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables (Determination 46 of 2023).

9.27 It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Decision – NOTED - no decision is required, as the payment with effect from 2026-27 is now MANDATORY for every member unless they advise the Clerk in writing, that they do not want to receive the payment.

Attendance Allowance

9.28 Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

9.29 As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.

9.30 If the council decides in favour of attendance allowances, it must produce a Scheme for formal adoption, make provision for it to be publicly available and inform the Independent Remuneration Panel.

9.31 The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.

9.32 Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will be made.

9.33 All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline to receive payment by informing (in writing) the proper officer (Determination 49 of 2022).

Decision – NOT APPROVED

Determination 43/2025

All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.

Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred.

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

Decision – NOTED - no decision required as the payment is mandatory unless the members advise the Clerk in writing, that they do not want to receive the payment. - (No actual budget has been set at this stage).

Determination 43/2025

All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.

Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred.

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

Decision – NOTED - no decision required as the payment is mandatory unless the members advise the Clerk in writing, that they do not want to receive the payment. - (No actual budget has been set at this stage).

Determination 45/2025

The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 8 - Can pay up to a maximum of 5 payments - (Determination 4 of 2023).

Decision - NOTED that with effect from 2026-27, that it's MANDATORY for Type 2 & 3 Councils to make a minimum of 1 x £500 payment to a member undertaking a senior role.

Decision - APPROVED - that only one senior role payment (appointed finance councillor) will be paid in 2026-27 - (the appointed finance councillor will need to advise the clerk in writing, if they do not want to receive the payment).

Determination 46/2025

Community and Town Councils can make payments to each of their members in respect of travel

costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- **45p per mile up to 10,000 miles in the year**
- **25p per mile over 10,000 miles**
- **5p per mile per passenger carried on authority business**
- **24p per mile for private motor cycles**
- **20p per mile for bicycles**

Decision – APPROVED

Determination 47/2025

If a Community or Town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- **£28 per 24-hour period allowance for meals, including breakfast where not provided**
- **£200 – London overnight**
- **£95 – elsewhere overnight**
- **£30 – staying with friends and/or family overnight**

Decision – APPROVED

Determination 50/2025

Community and Town Councils can provide a payment to the Mayor or Chair of the Council up to a maximum of £1,500. This is in addition to the £156 and £52 payments stated above, and the £500 senior salary, if these are claimed.

Decision - APPROVED Mayor - £1500.

Determination 51/2025

Community and Town Councils can provide a payment to the Deputy Mayor or Deputy Chair of the Council up to a maximum of £500. This is in addition to the £156 and £52 payments stated above, and the £500 senior salary, if these are claimed.

Decision - APPROVED Deputy Mayor - £500.

Determination 52/2025

The application of the Remuneration Framework by relevant Group is contained in Table 5 of the Report.

Decision - NOTED the requirements of the 2026-27 Report.

Determination 53/2025

Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or Town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Decision – NOTED.

The Panel determined that from September 2024, reporting returns due from all community and

town councils need only show the total amounts paid in respect of the payments mentioned above.

Decision – NOTED.

Resolved that: -

a) The above stated payments/allowances relating to Payments to Town Councils be approved.

b) All the payments/allowances will be paid in one amount to the Councillors in December 2026.

c) As the payments are to be paid in December 2026 (month 8), there will be no requirement to put in place a policy regarding how to recover payments made, to a member who leaves or changes their role during the financial year.

Supports 'A Prosperous Wales' as Allowances enable Councillors to dedicate sufficient time and expertise to Council work, ensuring informed decisions that support local economic development and community projects.

18. Ear Marked Reserves

Resolved that: - The below adjustments to the Ear Marked Reserves be approved as explained and presented by the Clerk.

- **EMR – Playgrounds increased from £8,500 to £11,000 (increase of £2,499.60)**
- **EMR KBCC Support increased from £20,000 to £22,500 (increase of £2,500.00)**
- **EMR – Replacement members Ipads increased from £1,744.92 to £2,500 (increase of £755.08)**
- **EMR – Replace Solar LED Lights increased from £9,535.00 to £12,500 (increase of £2,965.00)**
- **EMR – Xmas Lights increased from £5,820.00 to £9,000 (increase of £3,180.00)**

a) The proposed EAR Marked Reserve Balances be carried forward from 2025-26 be approved, following the above adjustments (YTD as at 18/03/2026).

b) The carry forward total EAR Marked Reserves Balance will increase from £73,926.89 to £85,826.57.

c) The above increase of £11,899.68 to the 2025-26 EMR balances is fully covered by the agreed 2025-26 budget adjustments of £12,135. (Agenda item 10).

19. Operation London Bridge Plan/Policy

Resolved that: - The revised Operation London Bridge plan/arrangements be approved, as presented and explained by the Clerk.

20. Committee & Committee Members

Noted that: -

a) Cllr D Johnson has stepped down from his position on the Community Place Plan Committee.

b) Councillors were asked to nominate themselves at a later date if they wish to be considered for the Community Place Plan Committee for the Towyn Ward.

Resolved that: - To avoid duplication in 2026-27, there would again only be two Committees (HR Committee and Community Place Plan Committee), and that all other business will be discussed/considered and approved by the Full Council.

21. Towyn & Kinmel Bay – Prohibition & Restriction Waiting Order 2026

Noted: -

- a) The email received from Conwy CBC relating to the review of the Traffic Regulation Orders and proposed changes in the Towyn and Kinmel Bay area.
- b) The reasons for Conwy CBC's proposed changes to the Traffic Regulation Orders.
- c) The draft schedule for Towyn and Kinmel Bay
- d) Councillors were advised that, should they or members of the public have any concerns regarding the proposal or wish to submit a formal objection, this must be communicated to Conwy CBC by 27th March, 2026.
- e) The extract of the Towyn and Kinmel Bay Town Council Full meeting minutes held on 01/12/2025. Resolving that: -
 - Town Council members consider the existing restrictions on Gaingc Road, Sandbank Road and Maes y Llan to be appropriate and recommend that they remain unchanged.
 - Town Council members are fully supportive of the proposed restrictions to St Asaph Avenue, Park Avenue, Gwellyn Avenue and Holywell Crescent.
 - Town Council members are fully supportive of the proposed disabled bays at The Square but suggest that the spaces are placed as far West as possible.
 - The Town Council members feel that the installation of parking meters at Hortons Nose would be more appropriate than the proposed restrictions.

Resolved that: - The Clerk will write to Conwy CBC to request clarification on the rationale for proposing all-year-round restrictions on Gaingc Road, Sandbank Road and Maes y Llan. The correspondence will also highlight that, within the public consultation, the only option presented was for year-round restrictions, and did not include the Town Council's preferred option of retaining the existing arrangements unchanged.

22. Solar Farm Grant Monies

Noted that the Solar Farm Grant balance presently stands at £19,826.57 as of the 18/03/2026, with £5,000 allocated towards the Replacement Christmas Lights EMR (due to be spent by 31/03/2026), £3,703 allocated to the Clwyd Park Path EMR (Tranche 2), £2,000 allocated to the Ty Gwyn EMR (Proposed installation of CCTV on new bridge) and £6,000 allocated to Sandbank Road EMR (Proposed installation of CCTV on existing bridge). This leaves an unallocated sum of £3,123.57 (EMR Solar Farm).

23. 2025-26 Year to date Asset Register

Resolved that: - The 2025-26 year to date Asset Register be approved as presented and explained by the Clerk.

24. Annual Meeting

Resolved that: -

- a) The 2026-27 Annual meeting will include refreshments which will be served at the end of the meeting.
- b) The meeting will be hold on Wednesday 13/05/2026.
- c) The Mayoral chains will be formally presented to the incoming Mayor in the Boardroom immediately following the Annual Meeting.

25. Proposed Pride of Place Impact Funds

Noted that: -

Conwy County has received £1.5 million of capital funding which will be managed by Conwy CBC. The fund will provide short term funding for immediate improvements to make sure that places and spaces valued by the community are improved. All Community groups/charities and Town and Community Councils are eligible to apply for funding.

Funding falls under three objectives: -

- Community spaces
- Public spaces
- High Street and Town Centre revitalisation

Funding will be awarded to community projects at up to 90% of total costs, with a minimum 10% match funding required. Application closing date is the 17th April, 2026 and all projects must be completed by March 2027.

Resolved that: - Following completion of the building surveys at Kinmel Bay Community Centre, the Town Council will submit an application to the Impact Fund for those works identified as priority.

26. 20 MPH Speed Review – Foryd Road & St Asaph Avenue

Noted the: - Update received from Conwy CBC relating to Conwy CBC review of the default 20mph speed limits reporting that the following changes have taken place: -

- St Asaph Avenue – Change to 30mph. Road section identified from St Asaph Avenue point 60m South of junction with Tir Llwyd Industrial Estate to a point 110m South of its junction with Chester Avenue, a distance of 1km.
- A548 Foryd Road – Retain 20mph on safety grounds.

Resolved that: - The Clerk will write to Conwy CBC to request clarification on the data and rationale used in the decision to retain the 20mph limit on Foryd Road. The correspondence will also convey the Town Council's dissatisfaction that the decision does not reflect the views of the Council, the local County Councillors, or the residents it represents, and will state that Members wish for Foryd Road to be returned to a 30mph limit.

27. Kinmel Bay Community Centre – Proposed Purchase/Asset Transfer from Conwy CBC

Noted that: -

- a) To gain a comprehensive understanding of the remedial works required for the Kinmel Bay Community Centre footprint, the following surveys have been identified as necessary. A full structural survey, mechanical and electrical survey, fire safety assessment, drainage survey,

an insurance reinstatement valuation assessment and an energy audit for renewable energy options.

- b) To provide members with a comprehensive understanding for the financial implications and intended use of the project, a business plan, feasibility study, and financial impact assessment will be prepared. These documents will also be utilised to support any grant funding applications.

Resolved that: -

- a) **To gain a comprehensive understanding of the remedial works required for the Kinmel Bay Community Centre footprint, the following surveys will be undertaken. A full structural survey, mechanical and electrical survey, fire safety assessment, drainage survey, insurance reinstatement valuation and an energy audit for renewable energy options.**
- b) **The quote received from JDS Consulting Solutions of £5,306 (not VAT registered) to undertake a full due diligence survey on the Kinmel Bay Community Centre footprint including full structural, M & E, Fire Safety, drainage and an Insurance Reinstatement Assessment be approved. Out of the quotes received JDS Consulting Solutions provided the cheapest full due diligence quote and was deemed excellent value for money.**
- c) **The quote received from Greener Edge Ltd of £1,040 plus VAT to undertake an Energy Audit for renewable energy options on the Kinmel Bay Community Centre footprint be approved. Although only one quotation was obtained, it was considered to represent excellent value for money and is a necessary survey to ensure a full understanding of the works required.**

28. Installation of CCTV

Resolved that: - The quote received from Conwy CBC for the amount of £2,586.25 plus VAT to install CCTV at Ty Gwyn/Pen Uchaf Railway Bridge be approved (split costs of £5,172.50 with Abergele Town Council). The amount will be paid upon receipt of an invoice from Conwy CBC.

29. Conwy County Borough Councillor Updates/Reports

The County Councillors presently stated that they had nothing to report.

Cllr B McLoughlin and N Smith left early at 20:53

Cllr L Knightly reported that, in his capacity as a local business owner in Towyn, he has launched a petition calling for support for Sandbank Road. A video associated with the petition, which has been shared on social media, requests funding and investment, and highlights the importance of Towyn as a key tourist area in need of economic development and regeneration opportunities. He asked Councillor for their support.

Meeting Closed: 20:56

Signed by the Chair of the next Full Council meeting 20/04/2026.

DRAFT