

Towyn & Kinmel Bay Town Council

Draft Minutes of the Annual Meeting - (Hybrid Meeting) held on Wednesday 13th May 2026 at 7:00pm

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

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

Assistant: Diane Donaghy

1. Election of Mayor for 2026-27

A nomination was received and seconded for Cllr A Bibby to stand for Mayor.

Resolved that: - Cllr A Bibby be appointed as Mayor for 2026-27.

Cllr A Bibby thanked the members for appointing him as Mayor for 2026-27, and he advised that he was looking forward to the year ahead. Cllr A Bibby thanked Cllr D Mulvaney for her work over the last 12 months.

2. Declaration of Acceptance of Office

Cllr A Bibby signed the declaration of acceptance of office, and the Clerk counter signed it.

3. Election of Deputy Mayor 2026-27

A nomination was received and seconded for Cllr M Smith to stand for Deputy Mayor.

Resolved that: - Cllr M Smith be appointed as Deputy Mayor for 2026-27.

Cllr M Smith thanked the members for appointing him as Deputy Mayor.

4. Declaration of Acceptance of Office

Cllr M Smith signed the declaration of acceptance of office, and the Clerk counter signed it.

5. Apologies

Apologies were received from Cllrs L Derbyshire, L Gledhill, T Jenkins and L Knightly.

6. Declaration of Interest

There were no declarations of interest.

7. Public Participation

Two members of the public attended the meeting to observe the Annual Meeting and Mayor Making Ceremony.

Given that members of the public were present the Chairman read out the public notice.

8. Minutes

Resolved that: - The minutes of the Full Council meeting held on 05/05/2026, be approved and signed.

9. Blanket Payment Authority List

Resolved that: - The Blanket Authority List of Regular Payments for 2026-27 be approved and signed, as presented by the Clerk.

10. Direct Debits & Regular Payments

Resolved that: -

- a) **The reviewed list of regular payments made by direct debit and regular payments be approved, as presented by the Clerk.**
- b) **To approve the use of direct debit payments and regular payments.**

11. Appointed/Designated Finance Councillor

Resolved that: -

- a) **Cllr M Jones be appointed as the designated Finance Councillor for 2026-27 and that he will sign the payment/receipt listings and the bank reconciliations (as well as the Chairman of Full Council), to confirm that he has checked and verified the transactions/balances.**
- b) **Cllr M Jones be authorised to sign purchase orders, in line with the Financial Regulations limits.**

12. Committees

Resolved that: -

- a) **The Draft Committees Structure be approved, having two Standing Committees (HR Committee and Community Place Plan Committee).**
- b) **The Terms of Reference for the HR Committee and Community Place Plan Committee be approved, as presented by the Clerk.**
- c) **The Delegations, as presented in the papers for the meeting, be approved.**

13. Nominations to the Standing Committees

Resolved that: - The HR Committee will be comprised of: -

Cllrs A Bibby (Chairman Full Council), M Smith (Deputy Chairman Full Council), K Redhead, B Griffiths and M Jones.

Noted that: - One vacancy currently remains on the HR Committee.

Resolved that: - The Community Place Plan Committee will be comprised of the following Councillors: -

Cllrs M Smith, N Smith, B McLoughlin, T Jenkins, L Griffiths, B Griffith, D Mulvaney and M Jones.

Noted that: - One vacancy currently remains for Kinmel Bay on the Community Place Plan Committee.

Supports 'A Wales of Cohesive Communities' as a Community Place Plan Committee focuses on placemaking that builds community identity, safety, and social connections.

14. Provisional Schedule of Meetings

Noted that: - The Schedule of Meetings for 2026-27 had been circulated prior to the meeting.

Resolved that: - The Schedule of Meetings be approved, as presented by the Clerk.

15. Standing Orders and Financial Regulations

Noted that: - The Clerk presented both documents to the members.

Resolved that: - The reviewed Standing Orders and Financial Regulations be approved, as presented by the Clerk.

16. Authorised Signatories

Resolved that: -

1. HSBC

- a) Cllrs N Smith, M Jones, G Corry, D Johnson, B McLoughlin, M Smith, B Griffiths and K Redhead be approved as any two signatories for the signing of cheques and payment authorisation slips.
- b) Cllrs B Griffiths, N Smith, K Redhead and M Jones be approved as the four Councillors, to authorise electronic payments and transfers, exceeding the limits set for the Clerk.

2. Public Sector Deposit

Resolved that: - Cllrs G Corry (Secretary/Trustee), N Smith (Chairman/Trustee), and K Redhead be approved as signatories.

17. Outside Bodies

Noted that: - The Governing Body for the new amalgamated school, Ysgol Awel y Môr, will not be formed until September 2026. Therefore, Councillors will be invited to put their names forward at a Town Council meeting in September 2026 to be considered for appointment as the Town Council's representative on the new Governing Body.

Resolved that: -

- a) **The following members would represent Town Council on various Outside Bodies.**

Organisation	No. Reps	Council Representative
North & Mid Wales Association of Local Councils	2	Cllrs L Griffiths & B McLoughlin
One Voice Wales	2	Cllr B McLoughlin & B Griffiths
Royal British Legion Local Committee	1	Cllr Deborah Mulvaney
Ysgol Maes Owen – Governor	1	Cllr M Jones
Ysgol Y Foryd – Governor	1	Cllr L Griffiths

Ysgol Awel Y Mor- Governor	1	Councillors will be invited to put their name forward at a Town Council Meeting in September 2026
Caravan Park Owners Forum/Camp Watch	2	Cllrs D Mulvaney & B Griffiths

18. Policies

Resolved that: - The following existing/revised/new policies be approved, as presented by the Clerk with no amendments required.

- Accessibility Statement/Policy
- Anti-Bullying Policy
- Audio/Visual Recording & Photography at Council Meeting Policy
- Capability Policy
- CCTV Policy & Code of Practice
- Civic Policy
- Code of Conduct - Councillors
- Code of Conduct – Qualifying Local Government Employees
- Communication & Social Media Policy
- Complaints Policy for Subject Access Request Policy – (SAR’S)
- Concern & Complaints Policy and form
- Council Training Plan for Employees & Councillors
- Councillor Expenses Policy
- Councillor Gifts & Hospitality Policy
- Data Breach Notification Policy
- Data Protection Policy
- Dignity at Work 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 & Pay Policy
- Mayors Handbook
- Non-Councillor Co-Option Policy
- Paternity and Shared Leave Policy

- **Personal Data Complaints Policy**
- **Sickness Policy**
- **Stress Management Policy & 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**
- **Website Privacy Policy**
- **Welsh Language Scheme/Policy**

19. Attendance Register

Noted the individual Councillor attendance records for 2025-26.

20. Retention & Disposal Policy & Schedule

Resolved that: -

- a) The Retention & Disposal Policy & Schedule be approved as presented by the Clerk with no amendments required.**
- b) The Clerk will write to all members to remind them of their obligations and will attach a copy of the Retention and Disposal Policy and Schedule.**

21. Internal Auditor

Resolved that: - JDH Business Services Ltd be approved as the Internal Auditor for 2026-27.

22. Insurance

Resolved that: - The present insurance arrangements which are in place, are appropriate/sufficient to cover all required insurance risks for 2026-27.

23. Freedom of Information and Subject Access Requests received in 2025-26

Noted that there was one Subject Access Request and no Freedom of Information Requests received in 2025-26.

24. Complaints Received in 2025-26

Noted that there was a total of fifteen complaints received in 2025-26.

- a. One regarding the amount of money spent by Conwy CBC & TKBTC on the Owain Glyndwr Community Garden.
- b. One regarding the location of some of the bollards on Sandbank Road in Towyn. – The complaint was referred to Conwy CBC.
- c. One regarding the proposed dog exercise area at the Ffordd Y Berllan field.
- d. One regarding the state of the roads and pavements in Towyn. – (The complaint was referred to Conwy CBC).
- e. One regarding the content of a Councillor's flyer. – (The complaint was referred to Conwy CBC).
- f. One regarding the location of a solar LED light on Sandy Cove. – (The Lamp Post was relocated).

- g. One regarding the Town Council refusing to issue them with a copy of the Town Council's CCTV footage. – (The request was contrary to TKBTC's DPIA – Data Protection Impact Assessment).
- h. One regarding the accuracy of the meeting minutes for the meeting of 30/07/2025. – (Minutes were correct and the complainant who did not attend the meeting had been mis-informed).
- i. One regarding the Town Council's decision to change the account details that a grant was paid to.
- j. One regarding a Councillor sharing an inappropriate/offensive post on their Facebook page.
- k. One relating to an allegation that a fellow Councillor had shared embargoed information on Facebook. – The complainant Councillor referred their complaint directly to Conwy CBC.
- l. One relating to a complaint between Councillors (Allegation of Bullying), the complainant Councillor did not progress their complaint to the Public Ombudsman.
- m. One received from the Public Ombudsman relating to a Councillor (Land Related Matter). – The Public Ombudsman issued a decision not to investigate the complaint.
- n. Two received from the Public Ombudsman relating to a Councillor – (As both the complaints related to the same Councillor/Town Council meeting, the Ombudsman has made the decision to only investigate one of the complaints – The investigation is currently ongoing).

25. Room Rental

Resolved that: -

- a) The rental fees for the two large meeting rooms will not be increased for 2026-27.**
- b) The rental fees relating to the two existing leases will not be increased for 2026-27, as the current rental income is considered to be fair, and the rental from the two upstairs offices amount to £4,160, which has greatly bolstered the overall room rental income.**

26. Section 137

Noted that now the Town Council has General Power of Competence Status, Power 137 can no longer be used, however if the Town Council did not have General Power of Competence the Section 137 Expenditure spend in 2025-26, would have been £10,069.76.

27. Civility & Respect

Noted that: - The Clerk re-outlined that the Society of Local Council Clerks and One Voice Wales have asked that local Town and Community Councils sign up to the Civility and Respect Pledge in an effort to reduce incidents of bullying and harassment within the sector.

Members reviewed the circulated template checklist associated with the pledge and agreed that the Council would sign up to the Civility and Respect Pledge, confirming the following commitments: -

- The Council will treat all Councillors, the Clerk and all employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles.
- The Council has implemented a training programme for Councillors and staff.
- The Council has adopted a Code of Conduct for Councillors.
- The Council has appropriate governance arrangements in place, including staff contracts and a Dignity at Work Policy.

- The Council will seek professional support at an early stage should civility and respect issues arise.
 - The Council will challenge bullying and harassment should it occur.
 - The Council will continue to learn from best practice within the sector and aspire to be a role model/champion council.
 - The Council supports continued lobbying for legislative changes to support the Civility and Respect Pledge, including appropriate sanctions for elected members where necessary.
- Noted that the Deputy Clerk will forward the Civility & Respect Logo to all Councillors for them to add to their Councillor Email Footers.

Resolved that: - The Town Council re-sign up to the Pledge, and that the Pledge is signed by the Chairman and the Clerk on behalf of the Town Council.

Supports 'A Wales of Cohesive Communities' as by modelling a respectful public service embeds a culture of respect makes councils more inclusive, resilient, and trusted – key traits for sustainable and future-focused governance.

28. General Power of Competence

Resolved that: - A resolution be passed to re-confirm that the Town Council continues to meet the three conditions and is therefore still able to use the General Power of Competence, as provided for by the Local Government and Elections (Wales) Act 2021.

Noted that the Town Council will need to re-confirm Annually that the three conditions continue to be met at the Town Council Annual meeting.

Supports 'all seven wellbeing goals' as the General Power of Competence is a flexible tool that enables Town and Community Councils to actively pursue the Well-being Goals laid out in the Future Generations Act. It removes barriers to innovation and supports locally tailored, sustainable action for current and future communities.

29. Members Allowances and Expenses Paid to Members in 2025-26

Noted the allowances and expenses paid to members in 2025-26.

30. Gifts and Hospitality

Resolved that: - The monetary value of gifts and hospitality that require registration in the Councils gifts and hospitality register for 2026-27 be set at £25 for both Councillors and Employees.

Noted that the Clerk was not advised of any gifts or hospitality received by Councillors or Employees in 2025-26.

31. Draft 2025/26 Town Council Annual Report

Resolved that: - The 2025-26 Towyn and Kinmel Bay Town Council Annual Report be approved as presented by the Clerk.

Meeting Closed: 19:25

Signed by the Chair of the next Full Council meeting on 11/06/2025.

DRAFT