

Towyn & Kinmel Bay Town Council

Draft Minutes of the Full Council – (Hybrid Meeting) held on Monday 19th November, 2025 at 7:00pm

Present Cllrs: T Bibby, G Corry, L Gledhill, B Griffiths, L Griffiths, T Jenkins, D Johnson, M Jones, L Knightly, B McLoughlin, K Redhead, M Smith & N Smith

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

1. Apologies

Apologies for absence were received from Cllrs A Macauley and D Mulvaney (Mayor).

2. Declarations of Interest

Cllr N Smith declared a prejudicial interest in agenda item 6 – Planning, as he is a member of the Planning Committee at Conwy CBC, and he withdrew from the meeting whilst this agenda item was being discussed.

Cllr T Jenkins declared a prejudicial interest in Agenda item 6 – Planning (0/52942), as he is a resident of Arnold Gardens and the application relates to the area in which he lives. He therefore withdrew from the meeting while planning application 0/52942 was discussed.

Cllr L Griffiths declared a non-prejudicial interest in agenda item 11 – Grant Applications, as she is a signatory on the Children’s Christmas Party application, and she took part in the Council business, relating to the Children’s Christmas Party grant application.

3. Public Participation

There was one member of the public to observe the meeting.

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 03/11/2025 be approved and signed.

5. Matters Arising

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

6. Planning

0/52942

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

Resolved that: - No Objection

0/52965

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

Resolved that: - No Objection

0/52969

Proposed extension to rear of property partly retrospective.

Resolved that: - No Objection

7. Payments & Receipts

Resolved that: - The lists of payments and receipts for the period 01/09/2025 to 31/10/2025, 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.

8. Bank Reconciliations

Resolved that: - The balances as at 30/09/2025 and 31/10/2025, 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.

9. Proposed Budget Changes

Resolved that: - The proposed budget changes for 2025-26, be approved as explained and presented by the Clerk.

10. Budget Monitoring Reports

Noted the 3 x 2025-26 year to date budget monitoring reports as at 31/10/2025, including one with explanations for reportable/notable variances, as presented and explained by the Clerk.

11. Grants

Noted that Councillors were reminded that the closing date of the Second Tranche of the large grants is 31/12/2025.

Noted a small grant application was received for: -

- Children's Christmas Party

Resolved that: - A small grant of up to £250 be approved for match funding towards a Children's Christmas Party at the Y Morfa Leisure Centre. The Y Morfa Leisure Centre will invoice the Town Council directly and the Town Council will purchase refreshments.

Supports 'A More Equal Wales' as grants are made available to all community groups, regardless of size or status, helping remove barriers to access and engagement.

12. Community Support Expenditure

Noted the 2025-26 Community Support Expenditure presently stands at £1,224.09.

Supports 'A More Equal Wales' as the food bank contributes to reducing inequality by providing essential support to individuals and families experiencing food insecurity. This aligns with the goal of fostering equality and supporting disadvantaged groups within the community.

13. Policies

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

- 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

Noted the revised Committee members following the recent HR Committee meeting as presented by the Clerk.

15. Community Asset Transfer – Kinmel Bay Community Centre Footprint

Noted the: -

- a) Memorandum of Sale - Heads of Terms.
- b) The implications and considerations regarding the Asset Transfer of the Community Centre Footprint.
- c) The quote for a Pre-Acquisition Survey which was provided to give an indication of the proposed costings of the survey.

Resolved that: - A further meeting will be held in February, 2026 as full information from Conwy CBC regarding the full indicative costs has not been received despite numerous reminders. This meeting will include a walk-around of the building and an invitation to Conwy CBC Officers to attend, as members feel there is currently insufficient information to make an informed decision on whether the Town Council should explore the asset transfer of the Kinmel Bay Community Centre footprint.

16. 2025-26 Draft Risk Assessment and Management Report

The Clerk presented and explained the 2025-26 Draft Risk Assessment and Management Report to the members.

Resolved that: - The Risk Assessment and Management Report be approved, as presented and explained by the Clerk.

Cllr D Johnson left the meeting early at 19:53

17. Proposed Projects for 2026-27

Noted that Councillors will need to consider proposed projects for 2026-27 ready for the Full Council meeting on 01/12/2025.

18. 2025-26 Interim Internal Audit

Noted the 2025-26 Interim Internal Audit Report/completed Action Plan, as presented and explained by the Clerk.

Resolved that: - All above-mentioned documents be approved, as presented and explained by the Clerk, without the need for any amendments, and that the Clerk and the Chairman both sign the Statement/Report as the Internal Control regarding the effectiveness of the 2025-26 Interim Internal Audit, and the completed Action Plan.

19. PFR Work Schedule for 2025-26

Noted the updated year to date 2025-26 PFR Work Schedule as presented and explained by the Clerk.

Supports 'A More Equal Wales' as well-maintained public spaces ensure that all residents, regardless of social-economic background, can enjoy safe, accessible, and functional outdoor areas. Ensuring the maintenance of parks and green spaces fosters equality by providing everyone with the opportunity to benefit from shared community spaces.

20. Conwy CBC Community Boundary Review – Initial Proposals Report

Noted the: -

- a) The email received from Conwy CBC relating to the Proposed Draft Boundary proposals report.
- b) The Draft Proposal Community Reviews under the Local Government (Democracy) (Wales) Act 2025.

21. Conwy CBC – Biodiversity Tree Planting Scheme

Noted the email received from Conwy CBC relating to the proposed areas for the tree planting.

Resolved that: - The members are happy with the proposed tree planting areas (Kendal Road Park) identified by Conwy CBC. The Clerk will contact Conwy CBC regarding the funding for watering the trees.

22. 2025 Christmas Lights

Noted that: -

- a) The 75 Christmas light motifs will be illuminated from 22nd November, 2025 to 3rd January, 2026 and will remain on 24 hours a day.
- b) Two 25-foot Christmas trees with lights will be erected, one in Kinmel Bay and one in Towyn.
- c) Multi-coloured lights will be added to the tree outside the Community Resource Centre.

23. Conwy CBC Opportunity Grant Application

Noted that: - A grant application to Conwy Play Developments Improving Opportunities for Play fund has been submitted on behalf of the Town Council to purchase three Boccia sets, which will be used to launch a Community Lending Scheme.

Resolved that: - The grant of £416.97 from Conwy Play Developments Improving Opportunities for Play Grant to purchase Boccia sets for a Community Lending Scheme be approved (with match funding of £48.00). The grant acceptance letter once received will be signed on behalf of the Town Council by the Chair for the Full Council and Appointed Finance Councillor, and that their signatures will be witnessed by the Clerk.

24. Chester Avenue Woodland

Noted: -

- a) The report regarding the recent fire at Chester Avenue Woodland received from Cllr B Griffiths.
- b) The emergency services attended the area to put the fire out and the site has been cleared by contractors to ensure that no further fires can be set.

25. Revised 2026-27 Salary Related Budget Review

Resolved that: - The revised 2026-27 Salary Related Budget Review following the reviewed Employers Pension Contributions received from Gwynedd Pension Scheme (reduction to 14.8% for the employers' contribution) be approved as presented by the Clerk.

26. Conwy County Borough Councillor Updates/Reports

Cllr B McLoughlin reported that she had attended a webinar on the proposed Tourism Tax Levy. Key points from the webinar included a twelve-month consultation period will take place; if the consultation is positively received, Conwy Council can introduce the tax, and any revenue generated will need to be spent on tourism-related improvements.

Cllr M Smith reported that he had chaired the Economy and Place Scrutiny Committee earlier that evening which included an informative presentation by the Regional Emergency Planning Service, which is responsible for implementing emergency plans during major incidents or emergencies. He also reported that he is attending regular meetings of the new temporary governing body for the amalgamated local primary schools.

Cllrs N Smith and K Redhead had nothing to report.

Meeting Closed: 20:15

.....
Signed by the Chair of the next Full Council meeting on 01/12/2025.