

Towyn & Kinmel Bay Town Council

Draft Minutes of the Full Council – (Hybrid Meeting) held on Monday 12th January, 2026 at 7:00pm

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

Deputy Clerk: Katherine Evans

1. Apologies

Apologies for absence were received from Cllrs T Bibby, L Knightly and A Macauley.

2. Declarations of Interest

Cllrs L Griffiths, M Smith and B McLoughlin all declared a non-prejudicial interest in agenda item 18 - Grant Applications, as they are all LEA/LA Governors of Ysgol Y Foryd and they took part in the Council business, relating to the grant application for Ysgol Y Foryd PTA.

Cllr B Griffiths declared a prejudicial interest in agenda item 18 – Grant Applications, as he is a Community Governor at Ysgol Y Foryd, and he withdrew from the meeting whilst the grant application for Ysgol Y Foryd PTA was being discussed.

Cllrs M Smith, K Redhead and M Jones all declared a non-prejudicial interest in agenda item 18 – Grant Applications as they are all LEA/LA Governors of Ysgol Maes Owen and they took part in the Council business, relating to the grant applications for Ysgol Maes Owen PTA.

Cllrs L Griffiths and B Griffiths declared a non-prejudicial interest in agenda item 18 – Grant Applications, as Cllr B Griffiths is the Press Officer for the Y Morfa Leisure Centre and Cllr L Griffiths is part of the Y Morfa committee and they took part in the Council business, relating to the grant application for Towyn and Kinmel Bay Sports Recreation Association.

Cllr M Jones declared a prejudicial interest in agenda item 18 – Grant Applications, as he is the Chairman of the Friends of the Library Committee, and he withdrew from the meeting whilst the grant application for the Kinmel Bay Library was being discussed.

Cllr N Smith declared a non-prejudicial interest in agenda item 18 – Grant Applications, as he has grandchildren at Ysgol Y Foryd and he took part in the Council business, relating to the grant application for Ysgol Y Foryd PTA.

Cllr D Mulvaney declared a non-prejudicial interest in agenda item 18 – Grants Applications as she has grandchildren attend Ysgol Maes Owen and she took part in the Council business, relating to the grant application for Ysgol Maes Owen PTA.

3. Public Participation

Two members of the public were present in relation to the Co-Option Vacant Non-Councillor Positions on the Community Place Plan Committee.

One Trustee from the Friends of the Kinmel Bay Community Library was present to observe the meeting.

Two Officers from North Wales Police were present to observe the meeting.

Given that members of the public were present, the Chair read the Public Notice.

4. Minutes

Resolved that: - The minutes of the Full Council meeting held on 07/01/2026 be approved and signed.

5. Matters Arising

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

6. Planning

0/53095

Retention of detached outdoor classroom and construction of proposed canopy roof shelter adjacent to main entrance.

Resolved that: - No Objection

7. Proposed Base Station Upgrade at Towyn British Rail – Towyn Road/Foryd Road, Kinmel Bay LL18 5LT (NGRS: E298240/N 0380054)

Noted the proposed consultation letter received from Cornerstone relating to the proposal to improve service provision to the existing radio base station on Towyn Road/Foryd Road on behalf of Vodafone Three Ltd.

Resolved that: - No Objection

8. Community Place Plan Committee

Noted the: -

- a) Draft minutes of the Community Place Plan Committee meeting held on 10/12/2025.
- b) Two expressions of interests to join the Community Place Plan Committee as non-councillor members have been received.

Resolved that: - The two Expressions of Interests be approved, and that the applicants be Co-Opted onto the Community Place Plan Committee as non-Councillor members.

9. 2025-26 Proposed Budget Amendments

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

10. Budget Monitoring Reports

Resolved that: - The 3 x year to date Budget Monitoring Reports as a 31/12/2025, including one with explanations re reportable/notable variances, be approved as presented and explained by the Deputy Clerk.

11. Payments & Receipts

Resolved that: - The payments and receipts for the period 01/12/2025 to 31/12/2025, which have been fully reviewed by the Clerk and Cllr M Jones (Appointed Finance Councillor) be approved as presented by the Deputy Clerk, and be signed by the Chairman.

12. Bank Reconciliations

Resolved that: - The balances as at 31/12/2025, which have been fully reviewed and signed by the Clerk and Cllr M Jones (Appointed Finance Councillor) be approved as presented by the Deputy Clerk, and be Signed by the Chairman.

13. Policies

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

- **Annual Investment Policy & Strategy**
- **Draft Financial Management, Budget and Reserves Policy**

14. PFR Work Schedule

Noted the updated year to date PFR related Work Schedule, which was presented/explained by the Deputy Clerk.

15. Community Support Expenditure

Noted that the year to date Community Support Expenditure presently stands at £1,820.19.

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.

16. Data Protection

Noted the recent Data Protection update/report for 2025 which has been prepared/provided by the Town Council's Data Protection Officer/Auditor.

Resolved that: - The revised policies be approved as presented by the Deputy Clerk.

- **Draft Data Breach Notification Policy**
- **Draft Personal Data Complaints Policy**

Supports "Resilient Wales" as Data Security is essential for resilience. The policy ensures that digital services and systems remain functional and secure in emergencies, protecting data from cyberattacks, disaster, or system failures.

Supports "A Globally Responsible Wales" as an IT Policy can ensure that digital systems comply with global data protection laws such as the General Data Protection Regulation (GDPR). This adherence helps protect both local and global citizens' data while promoting ethical data use and privacy practices.

17. Precept

Noted that this agenda item was not discussed as the Precept requirement for 2026-27 was fully concluded/resolved at the Full Council meeting held on the 07/01/2026.

18. Grants

Noted the large applications for Tranche 2 received from: -

- Air Ambulance
- Citizens Advice
- Towyn & Kinmel Bay Sports Recreation Association
- Friends of Kinmel Bay Library
- Urdd Cymru
- Friends of Ysgol Y Foryd PTA
- Friends of Ysgol Maes Owen PTA

- a) **Resolved that: - The large grant request from Air Ambulance was not approved on the basis that the applicant is a national charity.**
- b) Two proposals were put to the vote: To approve grant funding of £500 to the Citizens Advice to support the continued provision of the drop-in service at Chester Avenue Community House from April 2026 for a period of twelve weeks, while the outcome of further grant funding is awaited (Proposal A) and to approve grant funding of £1,000 to the Citizens Advice to support the continued provision of the drop-in service at Chester Avenue Community House from April 2026 for a period of twelve weeks, while the outcome of further grant funding is awaited (Proposal B). The vote was tied (6-6), and the Chair used their casting vote in favour of (Proposal B), therefore Proposal B was approved.
Resolved that: - A large grant of up to £1,000 to Citizens Advice, to support the continued provision of the drop-in service at Chester Avenue Community House from April 2026 for a period of twelve weeks, while the outcome of further grant funding is awaited, be approved. Members noted that this service directly benefits residents of Kinmel Bay and Towyn and therefore considered it necessary to support the provision in order to ensure continuity of service.
- c) **Resolved that: - The large grant request from Kinmel Bay & Towyn Sports Recreation Association was not approved. Members requested that the Clerk write to the Charity to enquire whether they have considered engaging a professional recycling company that can provide the appropriate recycling bins, due to the potential liability risks associated with incorrect recycling. Members noted that the use of a professional provider would help mitigate the risk of recycling not being carried out to the required standard. If this option is not feasible and this information can be incorporated into a future application, Members are content for the request to be resubmitted to a future Tranche of grant applications for further consideration.**
- d) Two proposals were put to the vote: - To approve grant funding of up to £400 towards a thank you party for Library users (Proposal One) and to approve grant funding of up to £200 towards a thank you party for Library users (Proposal Two).
Resolved that: - A grant of up to £200 received from the Friends of the Kinmel Bay Community Library towards a thank you party for Library users be approved.
- e) **Resolved that: - A large grant of up to £300 to Urdd Cymru be approved. Although Urdd Cymru is a National Charity, Members noted that children attending local primary schools**

in Kinmel Bay participate in Urdd activities and therefore considered that supporting the charity delivers a direct benefit to local children.

- f) Resolved that: - A large grant of up to £1,935 to Friends of Ysgol Y Foryd PTA for the purchase of four standard benches and one picnic bench be approved. However, Town Council will purchase the benches on the PTA's behalf, up to the value of £1,935 excluding VAT as the Town Council is able to reclaim VAT, and VAT recovered may be used to purchase additional benches, subject to available funds.
- g) Resolved that: - A large grant request from the Friends of Ysgol Maes Owen PTA was not approved as the members considered that an amalgamated school celebration would be more appropriate. The Clerk will write to Friends of Ysgol Maes Owen PTA to advise that, whilst the current application cannot be supported, the Town Council would welcome a future application to celebrate the amalgamation of both schools.
- h) Resolved that: - A large grant of £481.05 to provide an Easter Craft session for the pupils of Ysgol Maes Owen from the Friends of Ysgol Maes Owen PTA be approved.

Cllr M Smith left the meeting early at 20:13

Cllr B McLoughlin left the meeting early at 20:16

19. Kinmel Bay Library

Noted the following letters/emails sent to/ received from the Friends of Kinmel Bay Community Library and the Head of Library Services Conwy CBC.

- a) Email from the Clerk to the Head of Library Services, Conwy CBC, dated 02/12/2025.
- b) Response from the Head of Library Services, Conwy CBC, dated 10/12/2025, confirming:
 - The opening hours of the Kinmel Bay Community Library for 2026/27 will remain the same as 2025/26.
 - There are no restrictions in the Terms and Conditions of the Kinmel Bay Community Library lease or Service Level Agreement, however grant funding opportunities for Libraries are limited, as they are classed as a statutory service.
 - Llanfairfechan Library Group has not received grant funding for staffing.
- c) Letter from the Clerk to the Friends of Kinmel Bay Community Library dated 02/12/2025 regarding the Town Council's approved funding towards staffing costs for 2026-27.
- d) Response from the Friends of the Kinmel Bay Community Library Trustees dated 08/01/2026, providing a brief history of why the Friends of the Library Charity was initially set up.
- e) Further response from the Friends of the Kinmel Bay Community Library Trustees dated 08/01/2026, confirming:
 - Why they are not able to contribute towards Conwy CBC Library Services staff costs.
 - Llanfairfechan Library has not used grant funding or reserves to contribute to staffing costs at their Community Library.
 - Llanfairfechan Town Council contributes annually towards Llanfairfechan Community Library staffing costs.
 - CVSC have confirmed that currently no grant funding is available to pay Library staff salaries.

Resolved that: -

- a) A copy of the letter received from the Friends of Kinmel Bay Community Library, which refers to the request for clarification on the present arrangement between Towyn & Kinmel Bay Town Council and the Kinmel Bay Community Centre relating to the Caretaker recharge and some administrative duties, be forwarded to the Chair of the Kinmel Bay Community Centre.
- b) The Town Council will formally respond to the Friends of Kinmel Bay Community Library to: -
 - Confirm whether Cllr N Smith has the details of the Head of Library Services who advised that Friends of Community Libraries can apply for grant funding or have applied for grant funding towards Conwy CBC Library staff costs.
 - Confirm the current position regarding the contribution the Town Council makes towards the running costs of the Kinmel Bay Community Centre.

Supports 'A more equal Wales' as Libraries provide free access to information, education, and resources, helping to bridge the gap for those who may not have the means to access these resources otherwise. This contributes to reducing inequalities in education and information access.

20. 2025 Senior Christmas Parties

Noted the update regarding the Senior Christmas parties.

- Five quotes received for catering and entertainment
- Lowest quotes identified as Browns Holiday Park and Kinmel Bay Social Club
- 159 senior residents attended both parties combined
- Total spend £3,686.45

21. Conwy County Borough Councillor Updates/Reports

Cllr K Redhead reported that police presence at Chester Avenue has increased, as officers are now using Chester Avenue Community House as a base of operations. Two caravans at the Horton Nose Lane have been brought to the attention of Conwy CBC. Members were assured that the residents of these caravans are working with the appropriate services and that support is available to them. Pride of Place funding has been awarded to Llandudno. In addition, a secondary funding allocation of £1.5 million will be distributed by Conwy CBC throughout the wider community.

Cllr N Smith reported that Conwy Replacement Local Development Plan (RLDP) 2018-2033 will be published for public consultation commencing the 12th January, 2026 and ending on the 8th March, 2026.

Meeting Closed: 20:35

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Signed by the Chair of the next Full Council on 21/01/2026