

Towyn & Kinmel Bay Town Council

Draft Minutes of the Full Council - (Hybrid Meeting) held on Wednesday 23rd
September, 2026 at 7:00pm

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

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

1. Apologies

There were apologies received from Cllrs L Knightly and M Smith.

2. Declarations of Interest

Cllr L Griffiths declared a non-prejudicial interest in agenda item 13 – Small Grants as she is a signatory on the Children’s Halloween Party application, and she took part in the Council business, relating to the grant application for the Children’s Halloween Party.

Cllr M Jones declared a prejudicial interest in agenda item 23 – Kinmel Bay Community Centre Asset Transfer Update, as he is the applicant for the Friends of Kinmel Bay Community Library Welsh Government grant application relating to the proposed installation of solar panels and heat pump. The proposed works require the approval of the Town Council, as the proposed future landlord upon completion of the asset transfer of the Kinmel Bay Community Centre footprint, and he withdrew from the meeting whilst this agenda item was being discussed.

Cllr M Jones declared a prejudicial interest in agenda item 24 – TKBTC School Governor Representative as he has expressed an interest in being the TKBTC Representation for the Governing Body for the Ysgol Awel Y Mor, and he withdrew from the meeting whilst this agenda item was being discussed.

3. Public Participation

There were no applications from the public to address the Council.

4. Minutes

Resolved that: - The minutes of the Full Council meeting held on 02/09/2026 be approved and signed by the Chairman.

5. Matters Arising

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

6. Planning

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Installation of replacement signs to include 1 x totem sign, 2 x fascia signs, 3 x logo signs, 1 x entrance sign, 2 x amenity signs, 1 x directional sign, 2 x double sided post mounted corex sign, 1 x fence mounted corex sign and 1 x double sided post mounted car park directional sign.

Resolved that: - No Objection

7. Repair Café

Noted that: - The Repair Café continues to grow in popularity. Since October 2025, six Repair Cafes have been held, with 15 items successfully repaired that may otherwise have gone to landfill, averaging two to three repairs per session. The Repair Cafes also provide wider community benefits by encouraging social interaction, reducing isolation, supporting wellbeing and mental health, sharing practical skills, saving residents money, reducing waste and strengthening community engagement.

Cllr B McLoughlin arrived late at 19:04

8. Payments & Receipts

Resolved that: - The list of payments and receipts for the period 01/08/2026 to 31/08/2026, which has 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. (Appendix A).

9. Bank Reconciliations

Resolved that: - The balances as at 31/08/2026, 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. (Appendix B).

10. Proposed Budget Changes

Resolved that: - The proposed budget changes for 2026-27, be approved as explained by the Clerk.

11. Budget Monitoring Reports

Noted: - The 3 x 2026-27 year to date budget monitoring reports as at 31/08/2026, including one with explanations for reportable/notable variances, as presented and explained by the Clerk.

12. EMR Balances

Noted that: -

- a) The total EMR balance as at 31/08/2026 was £73,437.15
- b) As detailed under Agenda Item 10, following the transfer of £1,046.85 to the Solar Farm EMR, the balance will be £4,210.00.
- c) Following the payment of the £3,085.32 allocated from the Solar Farm EMR towards the new/replacement speed sensing signs on St Asaph Avenue, the Solar Farm EMR balance will be £1,124.68.
- d) Following the above adjustments and payments, the total EMR balance will be £71,398.68.

13. Small Grants

Noted the small grant applications received for: -

- Children's Halloween Party

Resolved that: - A small grant of up to £250.00 be approved as match funding towards the Children's Halloween Party at Y Morfa Leisure Centre (Bouncy Castle, Refreshments and Burger Van). The Town Council will purchase items/pay the invoices directly.

14. Councillor Allowances

Noted that: -

- a) To comply with HMRC requirements, the 2026-27 Councillor allowances will be processed through payroll. The two basic allowances would not normally result in a tax liability.
- b) Allowances for senior roles, including the Mayor, Deputy Mayor and Appointed Finance Councillor, will also be processed through payroll and may be subject to tax and/or National Insurance deductions.
- c) Councillors will only be required to complete a form if they wish to opt out, are newly elected/co-opted, or need to notify the Council of any changes.
- d) Any queries or adjustments relating to overpaid or underpaid tax must be dealt with by the individual Councillor directly with HMRC.
- e) Councillors claiming the home-working allowance will be required to sign a declaration confirming that they regularly work from home in accordance with HMRC requirements.

Resolved that: -

- a) The 2026-27 Councillor allowances be paid in December 2026.**
- b) The Clerk will circulate the relevant forms to all Councillors for completion and return by 16/10/2026.**

15. Community Support Expenditure

Noted the 2026-27 year to date Community Support Expenditure presently stands at £1,649.14.

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.

16. TKBTC Newsletter

Resolved that: - The fifth edition of the TKBTC Newsletter be approved as presented by the Deputy Clerk.

Supports 'A Wales of Cohesive Communities' as a regular newsletter supports cohesive communities by improving communication, increasing awareness of local initiatives, and strengthening connections between residents.

17. Community Support at Christmas

Noted that: -

- a) Members discussed suggestions for holding two Christmas community parties for senior residents. A proposal was put forward and seconded to hold one party in Towyn and one in Kinmel Bay on the 17/12/2026.
- b) Members discussed the suitability of two venues in Towyn and Kinmel Bay, noting that previous Christmas events held at the premises had been well attended, and positively received by the community. The location, facilities and capacity of the venues were also considered.

- c) Members discussed the possibility of providing funding to Ysgol Awel Y Mor to support the provision of a Christmas event for local children.

Resolved that: -

- a) **The Town Council will proceed with plans to hold two Christmas parties for senior residents, one in Towyn and one in Kinmel Bay.**
- b) **The proposed venues to be considered further, subject to compliance with the Town Councils Financial Regulations and procurement requirements.**
- c) **The Clerk will investigate the arrangements and costs for the proposed events and bring back to the 02/11/2026 meeting for consideration/approval.**
- d) **The Deputy Clerk will write to Ysgol Awel Y Mor PTA to enquire whether they would welcome financial support from the Town Council towards providing a Christmas event for local children given that it will be their first Christmas as an amalgamated school.**

18. Policies

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

- **Revised Staff Expenses Policy**
- **Revised Standing Orders**

19. Training Plan for Employees and Councillors

Noted that: -

- a) The Councillor Training Budget for 2026-27 is £500.
- b) One Voice Wales training opportunities are circulated to all Councillors monthly; however, only one Councillor undertook training during the previous year.
- c) Whilst Councillor training is currently voluntary, the Clerk has a responsibility to regularly make Members aware of available training opportunities to enable them to carry out their roles and responsibilities effectively.
- d) It remains the responsibility of individual Councillor to decide whether to undertake the training opportunities made available to them.
- e) It was further noted that the recent Welsh Government Working Group recommended exploring the use of statutory guidance under the Local Government and Elections (Wales) Act 2021 as a means of introducing mandatory training for Town and Community Councillors.

20. Community Place Plan Committee

Noted the draft minutes of the Community Place Plan Committee meeting held on the 09/09/2026.

21. 2026-27 Civic Service

Noted that: - Cllr T Bibby's Civic Service will take place on Sunday, 4th October 2026, at Kinmel Bay Church at 2pm. Following the service, refreshments will be served at the Church. Councillors were reminded to advise the Clerk if they are attending, if they have not already done so.

22. Solar Farm Grant Money

Noted that: - Following the budget changes as approved in agenda items 10 and 11 the Solar Farm EMR stands at £20,770.53 with an unallocated balance of £1,124.68. This will ensure that all remaining unspent credit balances are consolidated under one cost code.

Resolved that: - The Solar Farm EMR balance presently stands at £20,770.53, of which £19,645.85 has been already allocated which leaves an unallocated amount of £1,124.68.

23. Kinmel Bay Community Centre Asset Transfer Update

Noted that: - Friends of Kinmel Bay Community Library has applied for grant funding to install solar panels and a heat pump. As the Town Council is currently progressing the asset transfer of the whole Kinmel Bay Community Centre footprint from Conwy CBC, including the area occupied by the Library, Conwy CBC has advised the Friends of Kinmel Bay Community Library to engage directly with the Town Council regarding the proposals. Members noted the potential risk to the available grant funding if the project is delayed, and that the proposals align with the Town Council's longer-term plans to improve the sustainability and energy efficiency of the building.

Resolved that: -

- a) **The Town Council, as the proposed future landlord of the Kinmel Bay Community Centre footprint, fully supports the Friends of Kinmel Bay Community Library's grant application for the installation of solar panels and heat pump on Kinmel Bay Library.**
- b) **The Town Council is happy to be fully responsible for the roof as landlord, following completion of the asset transfer. The Friends of Kinmel Bay Community Library will be responsible for the associated costs of, all ongoing servicing, inspections and maintenance relating to the solar panels and heat pump.**

24. TKBTC School Governor Representative

Noted that: -

- a) The correspondence has been received from Conwy CBC advising that the Town Council members are required to nominate a representative to serve on the new Governing Body for Ysgol Awel Y Mor.
- b) Cllr M Jones has expressed an interest in being on the new Governing Body as the Town Council's representative.

Resolved that: - The members nominated Cllr M Jones to serve as the Town Council's representative on the new Governing Body for the Ysgol Awel Y Mor.

25. Conwy County Borough Council CCTV

Noted: - The email received from Conwy CBC confirming the CCTV maintenance costs for the new camera at the Kinmel Bay Beach Car Park for the period 01/08/2026 to 31/03/2027.

Resolved that: -

- a) **The invoice received from Conwy CBC relating to the CCTV maintenance costs of £374.00 for the period 01/08/2026 to 31/03/2027 be approved.**
- b) **The 2026-27 CCTV budget be increased from £1,683.00 to £2,057.00 to reflect this expenditure.**

26. Conwy County Borough Council Councillor Updates/Reports

Cllr N Smith reported that Conwy CBC Traffic Management have undertaken work to remove weeds and debris from the pavements/kerb stones and to jet wash the drains on St Asaph Avenue, South of Tir Llwyd Industrial Estate. The street lighting on the disused section of Tir Llwyd Industrial Estate will be switched off by Conwy CBC.

No Further reports were received by County Councillors.

Meeting Closed: 19:35

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Signed by the Chair of the next Full Council meeting on 02/11/2026.

Appendix A

Date: 01/09/2026

Towyn & Kinmel Bay Town Council Current Year

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Time: 12:02

User: CLERK

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/08/2026	S/O	40.00		40.00		R ☐	Chris Jones
03/08/2026	FASTER PAY	269.64		269.64		R ☐	ACTIVE WASHROOMS
03/08/2026	FASTER PAY	80.00		80.00		R ☐	N & MW Ass of LC
03/08/2026	FASTER PAY	126.00		126.00		R ☐	NXTWEB
06/08/2026	FASTER PAY	248.88		248.88		R ☐	Obsidian Networks Ltd
06/08/2026	FASTER PAY	85.86		85.86		R ☐	AJAC Stationery Ltd
06/08/2026	FASTER PAY	54.26		54.26		R ☐	AJAC Stationery Ltd
06/08/2026	FASTER PAY	70.00		70.00		R ☐	Dennis McCabe
06/08/2026	FASTER PAY	510.00		510.00		R ☐	beererkaz circus
08/08/2026	CHARGES	2.10		2.10		R ☐	HSBC
10/08/2026	d/d aug 26	370.66		370.66		R ☐	Credit Card
10/08/2026	Inter tfr		5,000.00	5,000.00		R ☐	Receipt(s) Banked
11/08/2026	FASTER PAY	122.50		122.50		R ☐	Dennis McCabe
11/08/2026	FASTER PAY	3,192.00		3,192.00		R ☐	wydels
11/08/2026	FASTER PAY	3,071.12		3,071.12		R ☐	HMRC
11/08/2026	FASTER PAY	1,056.00		1,056.00		R ☐	ps tax
11/08/2026	FASTER PAY	39.72		39.72		R ☐	DCK Payroll Solutions
11/08/2026	FASTER PAY	134.75		134.75		R ☐	BARRY GRIFFITHS
11/08/2026	FASTER PAY	38.30		38.30		R ☐	GWYNEDD DISTRIBUTORS
11/08/2026	FASTER PAY	11.00		11.00		R ☐	Diane Donaghy
11/08/2026	inter tfr		10,000.00	10,000.00		R ☐	Receipt(s) Banked
12/08/2026	FASTER PAY	2,020.27		2,020.27		R ☐	gwynedd pensions
12/08/2026	FASTER PAY	1,932.80		1,932.80		R ☐	Sandy Cove Res Ass
13/08/2026	FASTER PAY	105.00		105.00		R ☐	Yvonne Hollowell
17/08/2026	D/D	414.00		414.00		R ☐	ccbc
17/08/2026	D/D	46.55		46.55		R ☐	Total Energies - GAS
17/08/2026	FASTER PAY	99.57		99.57		R ☐	Dennis McCabe
17/08/2026	FASTER PAY	110.00		110.00		R ☐	craig jones
17/08/2026	FASTER PAY	70.00		70.00		R ☐	jacob buttery
18/08/2026	DEBIT CARD	90.50		90.50		R ☐	post office
19/08/2026	D/D	59.10		59.10		R ☐	EON
20/08/2026	D/D	29.99		29.99		R ☐	CARBON ZERO RENEWABLES
24/08/2026	FASTER PAY	248.88		248.88		R ☐	Obsidian Networks Ltd
24/08/2026	FASTER PAY	45.00		45.00		R ☐	craig jones
24/08/2026	FASTER PAY	25.00		25.00		R ☐	Pristine Windows
24/08/2026	inter tfr		5,000.00	5,000.00		R ☐	Receipt(s) Banked
25/08/2026	D/D	123.60		123.60		R ☐	g-force comms ltd
25/08/2026	D/D	193.54		193.54		R ☐	GREENDocs - PHOTO COPIER
26/08/2026	FASTER PAY	8,023.19		8,023.19		R ☐	salaries aug 26
27/08/2026	FASTER PAY	17.77		17.77		R ☐	Gwynedd Distributors
27/08/2026	inter tfr		10,000.00	10,000.00		R ☐	Receipt(s) Banked
28/08/2026	FASTER PAY	9,900.00		9,900.00		R ☐	Leigh Prop Serv NW Ltd
		33,077.55	30,000.00				

Date: 01/09/2026

Towyn & Kinnel Bay Town Council Current Year

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Time: 09:52

User: CLERK

Bank Reconciliation up to 31/08/2026 for Cashbook No 2 - Savings Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/08/2026	lease		173.33	173.33		R ☐	Receipt(s) Banked
10/08/2026	Inter tfr	5,000.00		5,000.00		R ☐	Current Account
11/08/2026	inter tfr	10,000.00		10,000.00		R ☐	Current Account
13/08/2026	PRECEPT		108,907.00	108,907.00		R ☐	Receipt(s) Banked
21/08/2026	lease		173.33	173.33		R ☐	Receipt(s) Banked
24/08/2026	inter tfr	5,000.00		5,000.00		R ☐	Current Account
27/08/2026	inter tfr	10,000.00		10,000.00		R ☐	Current Account
31/08/2026	Lease		173.33	173.33		R ☐	Receipt(s) Banked
		<u>30,000.00</u>	<u>109,426.99</u>				

Date: 01/09/2026

Towyn & Kinnel Bay Town Council Current Year

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Time: 09:37

User: CLERK

Bank Reconciliation up to 31/08/2026 for Cashbook No 5 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/08/2026	PETTY CASH	3.09		3.09		R ☐	Asda
		<u>3.09</u>	<u>0.00</u>				

Date: 01/09/2026

Towyn & Kinnel Bay Town Council Current Year

Page 1

Time: 09:42

User: CLERK

Bank Reconciliation up to 31/08/2026 for Cashbook No 6 - Credit Card

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/07/2026	CREDIT CAR	114.00		114.00		R ☐	Amazon Purchases
14/07/2026	CREDIT CAR	100.00		100.00		R ☐	canva Uk Ops Ltd
19/07/2026	CREDIT CAR	19.40		19.40		R ☐	pasha 81ltd
22/07/2026	CREDIT CAR	15.98		15.98		R ☐	penguin ltd
22/07/2026	CREDIT CRD	9.80		9.80		R ☐	amazon business
29/07/2026	CREDIT CRD	6.58		6.58		R ☐	fuzhouaolongaok
29/07/2026	CREDIT CRD	78.90		78.90		R ☐	Gardening Express
29/07/2026	CREDIT CRD	6.00		6.00		R ☐	bay garden centre
30/07/2026	CREDIT CRD	20.00		20.00		R ☐	chatgpt
10/08/2026	d/d aug 26		370.66	370.66		R ☐	Receipt(s) Banked
		<u>370.66</u>	<u>370.66</u>				

Appendix B

Towyn & Kinmel Bay Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 August 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2026	16981.85	0.00
31/08/2026	Savings Account	251,999.82
31/08/2026	Petty Cash	94.04
30/09/2026	Credit Card	0.00
		252,093.86

Unpresented Payments

0.00

252,093.86

Receipts not on Bank Statement

0.00

Closing Balance

252,093.86

All Cash & Bank Accounts

1	Current Bank A/c	15,443.78
2	Savings Account	251,999.82
5	Petty Cash	94.04
6	Credit Card	0.00
Other Cash & Bank Balances		0.00
Total Cash & Bank Balances		267,537.64