

Towyn & Kinmel Bay Town Council

Minutes of the Full Council – (Hybrid Meeting) held on Monday 3rd March, 2025 at 7:00pm

Present Cllrs: L Griffiths, T Jenkins, D Johnson, A Macauley (Mayor), B McLoughlin, D Mulvaney, K Redhead, M Smith and M Jones.

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

1. Apologies

Apologies for absence were received from Cllrs T Bibby, G Corry, B Griffiths, N Smith. Cllrs L Gledhill and L Knightly were absent without apology.

2. Declarations of Interest

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

Cllr L Griffiths declared a prejudicial interest in agenda item 6 – Planning - 0/52334 , as she is the applicant of the planning application, and she withdrew from the meeting whilst this planning application was being discussed.

3. Public Participation

A representative from Tir Prince Leisure attended the meeting for agenda item 6 – Planning as he is the applicant of the planning application, reference 0/52330.

4. Minutes

Resolved that: -

The minutes of the Full Council meeting held on 22/01/2025, be approved and signed.

5. Matters Arising

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

6. Planning

0/52330

Extension of the existing fairground.

Noted the: -

- a) Report prepared by Cllr B Griffiths, the email received from Cllr N Smith and the email received from the proprietor of Tir Prince Leisure regarding the planning application, reference 0/52330 which were circulated to members earlier today.
- b) Cllr T Jenkins concerns regarding traffic congestion and pedestrian safety crossing the road at the entrance of the Fairground.

Resolved that: - No Objection

0/52258

Proposed Single Storey Rear Extension

Noted that Conwy CBC approved the planning application on February 24, 2025, despite the Town Council having agreed to extend the closure date to March 4, 2025.

Resolved that: - No Objection

0/52293

Variation of condition no. 2 of planning approval 0/50674 (Proposed side ground floor and first floor extension) to allow for changes to approved plans.

Resolved that: - No Objection

0/52304

Proposed rear single storey extension.

Resolved that: - No Objection

0/52334

Installation of 48 solar panels on the lower roof of the sports centre.

Resolved that: - No Objection

7. Committee Meeting Minutes

Noted the draft meeting minutes of the HR Committee meeting which was held on Monday 17/02/2025.

8. Community Defibrillators

Noted that Cllr M Jones provided an update, stating that two defibrillators had been removed but not used. Additionally, new pads will be required for several machines within the next 90 days, along with one replacement battery.

It was noted with appreciation the work that Cllr M Jones does in maintaining the defibrillators, and a thank you was extended for his efforts.

Supports 'A Resilient Wales' as the installation of defibrillators enhances community resilience, as it empowers individuals to take immediate action in life-threatening situations, reducing the reliance of emergency services.

9. 2024-25 Environmental Improvements Work Schedule

Noted the updated year to date Environmental Improvements Work Schedule, which was presented/explained by the Clerk.

10. Grass Verges on the entrance to the Owain Glyndwr Estate

Noted that: -

- a) Following a number of complaints from residents, a proposal was made to plant trees to deter parking on the grass verges at the entrance to the Owain Glyndwr Estate.
- b) An email from Conwy CBC Open Spaces Officer was received, confirming that natural barriers, such as trees, are preferable to metal bollards.

Resolved that: - A public consultation will take place with the residents; the results will be presented to members at a later date to determine the course of action.

11. Insurance

Resolved that: - The quote from Zurich (our existing insurers) be approved at a figure of £2,010.59 including VAT (year one), on a three-year fixed level of discount contract, as it was the cheapest, and deemed to be the best of the three quotes, and the other two quotes were via insurance brokers.

12. Property Re-Evaluation

Noted the: - Reinstatement Cost Assessment for insurance purposes relating to the Towyn and Kinmel Bay Town Council Resource Centre for the figure of £814,000.

13. Blanket Authority of Regular Payments and Direct Debits

Resolved that: - The updated blanket authority of regular payments be approved and signed, as presented by the Clerk.

14. Community Place Plan

Noted that: -

- a) Interested members should inform the Clerk by March 17, 2025, if they wish to join the Community Place Plan Committee, which will consist of a minimum of six Town Councillors (two per ward) and three Conwy CBC Councillors (one per ward).
- b) Meetings will be held quarterly, the date of the first meeting to be decided at the Annual Meeting on May 14, 2025.
- c) Members are advised that joining the committee will impact their attendance records if meetings are missed.
- d) A reminder email will be circulated to member week commencing the 10th March, 2025.

Resolved that: -

- a) The draft Community Place Plan Committee Terms of Reference be approved.
- b) The draft Non-Councillor Co-option Policy be approved.

Supports 'A Prosperous Wales' as the place plan could include strategies to stimulate local economic growth, such as supporting local businesses, creating job opportunities, and developing infrastructure that supports sustainable development. This could also involve boosting tourism and creating events or cultural programs that contribute to the local economy.

15. One Voice Wales Membership

Resolved that: -

- a) The Town Council will again be a member of One Voice Wales in 2025-26, as they are deemed to provide an excellent service/support to the Town Council.
- b) The OVW invoice for the sum of £1,654, relating to 2025-26 be approved, and that it will be paid out of the 2025-26 budget after 1st April, 2025.

16. Repair Café Proposal

Resolved that: -

- a) A trial to run a Repair Café which allows residents to have broken or damaged household items repaired for free by volunteer fixers be approved in principle.
- b) A Volunteer Fixer/host recruitment drive will take place.
- c) The events will take place at the Community Resource Centre, with dates to be confirmed after the completion of the volunteer recruitment drive.
- d) Event insurance will be covered under the Town Council's Public Liability and Employers' Liability Insurance.

Supports 'A Resilient Wales' by Reduces waste by repairing electronics, clothing, furniture, and household items, cutting landfill contributions and sustainability efforts in Towyn & Kinmel Bay, complementing existing eco-friendly initiatives like solar lighting and LED projects. It also encourages upcycling and creative reuse, reducing the carbon footprint of new goods.

Supports 'A Healthier Wales' by promoting social interaction and community bonding, reducing isolation and provides a sense of purpose for volunteers and retired skilled workers who can mentor younger generations.

17. Remuneration Panel for Wales Allowances

Noted the 2025-26 Annual Report

Determinations

Determination 7

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 – Resolved that the Council will pay their members £52 a year for the cost of office consumables, 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 8

Compensation for Financial Loss

9.34 Compensation for financial loss is an optional payment.

9.35 The Panel has determined that this payment should be aligned to the daily rate of ASHE and will be £126.74 for a full day and £63.37 for a half day.

Decision – NOT APPROVED

Determination 43

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. (No actual budget has been set at this stage).

Determination 45

The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 8 (Determination 4 of 2023).

Decision – APPROVED TO MAKE 1 X £500 PAYMENT AVAILABLE (1 X APPOINTED FINANCE COUNCILLOR).

Determination 46

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

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

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

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

The application of the Remuneration Framework by relevant Group is contained in Table 8 of the Report.

Decision – Noted the requirements of the 2025 - 26 Report.

Determination 53

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 mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances. (Determination 8 of 2024).

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 2025.**
- c) As the payments are to be paid in December 2025 (month 9), 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.**

18. Conwy County Borough Councillor Updates/Reports

Cllr B Mcloughlin reported that the Annual 2025-26 Conwy CBC budget has been approved.

Cllr M Smith reported that representatives from Network Rail will be discussing the level crossing proposal at Towyn and Conwy CBC Flood Risk and Infrastructure Manager will be providing a flood protection and collaborative workings with other parties such as Natural Resources Wales and Welsh Water update at the East Area Forum in April 2025.

Cllr K Redhead reported that the amalgamation of Ysgol Y Foryd and Ysgol Maes Owen has been approved at Cabinet.

Meeting Closed: 20.00

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Signed by the Chair of the next Full Council meeting 19/03/2025.