

Towyn & Kinmel Bay Town Council

Minutes of the Full Council – (Hybrid Meeting) held on Monday 24th September, 2025
at 7:00pm

Present Cllrs: G Corry, L Gledhill, B Griffiths, L Griffiths, D Johnson, T Jenkins, L Knightly, A Macauley, B McLoughlin, D Mulvaney, K Redhead, M Smith & N Smith.

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

1. Apologies

Apologies for absence were received from Cllrs T Bibby and M Jones.

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 non-prejudicial interest in agenda item 12 – Grant Applications, as she is a signatory on the Children's Halloween Party application and the OP Bang event application, and she took part in the Council business, relating to the grant applications for the Children's Halloween Party and Op Bang Event.

3. Public Participation

There were no representatives from the public.

4. Minutes

Resolved that: - The minutes of the Full Council meeting held on 01/09/2025 be approved and signed.

5. Matters Arising

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

6. Planning

0/52764

Two storey side extension in lieu of existing single storey structure.

Resolved that: - No Objection

0/52777

Proposed Housing for Blower.

Resolved that: - No Objection

0/52803

Proposed double storey rear extension.

Resolved that: - No Objection

7. Payments & Receipts

Resolved that: - The list of payments and receipts for the period 01/07/2025 to 31/08/2025, 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.

8. Bank Reconciliations

Resolved that: - The balances as at 30/07/2025 and 31/08/2025, 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 31/08/2025, including one with explanations for reportable/notable variances, as presented and explained by the Clerk.

11. EMR Balances

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

12. Small Grants

Noted the small grant applications received for: -

- OP Bang Event
- Children's Halloween Party
- Christmas Party and Seasonal Events Fund

Resolved that: -

- a) **A small grant of up to £150.00 be approved for match funding towards the OP Bang Event at the Y Morfa Leisure Centre. The Y Morfa Leisure Centre will invoice the Town Council directly.**
- b) **A small grant of up to £250.00 be approved for match funding towards the Children's Halloween Party at the Y Morfa Leisure Centre. The Y Morfa Leisure Centre will invoice the Town Council directly.**
- c) **A small grant of up to £250.00 be approved for Young at Heart Sequence Dancing towards their Christmas party and seasonal events fund.**

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

13. Councillor Allowances 2025-26

Noted that: -

The Clerk advised the members that whilst no tax will be payable for the 2 basic councillor allowances, to comply with HMRC guidelines, the allowances for 2025 - 26 will need to be paid via payroll.

The allowances for Senior Roles such as Mayor/Deputy Mayor and Appointed Finance Councillor will have to be paid via payroll, and may be subject to Tax and/or NI deductions, as per HMRC guidance.

Councillors will only need to complete a form, if they wish to opt out, or if they are new Councillors and/or any amendments are required.

Any adjustments/enquiries relating to overpayments/underpayments of tax will need to be undertaken by the individual Councillor directly with HMRC.

Councillors will need to sign a declaration, confirming that they work from home regularly, under the HMRC home working arrangements.

Resolved that: -

a) The 2025-26 Councillor Allowances will be paid to Councillors in December, 2025.

b) The Clerk will forward the above-mentioned forms to all Councillors, for completion and return by 15th October, 2025.

14. 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.

15. Policies

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

- **Revised Complaints Policy**
- **Draft SAR Complaints Policy**

Cllr M Smith Joined the meeting late at 19:32

16. Santa Senior

Resolved that: - No decision be made at this stage on how the Santa for a Senior Project will be taken forward this year. The Deputy Clerk will consult with the Mayor for project ideas including holding a Christmas lunch event and update members at the October Full Council meeting.

17. Family Support at Christmas

Resolved that: - The Deputy Clerk, in conjunction with the Mayor, will contact the local primary schools to gather their ideas on activities that the Town Council could support as part of Christmas activities for 2025, and will update members at the October Full Council meeting.

Supports a "A Wales of Cohesive Communities" by helping families during Christmas encourages social inclusion, enhances community spirit, and promotes mutual support across generations.

Cllr B McLoughlin left the meeting early at 19:46

18. Training Plan for Employees and Councillors

Noted that: -

a) Councillor Training Budget in 2025 – 26 is £500

- b) The Clerk will forward OVW Training courses and dates to all councillors on a monthly basis.
- c) Only one councillor requested/undertook OVW training last year.
- d) As it's a voluntary role, training isn't compulsory and training provided by One Voice Wales is very basic.
- e) The Clerk's role is to remind the Councillors all of the importance of undertaking appropriate training.
- f) The recent WG Working Party recommend that the Welsh Government explore using statutory guidance via the Local Government & Elections (Wales) Act 2021, as a vehicle for introducing mandatory training for Town and Community Councillors.

19. PFR Work Schedule

Noted the updated year to date PFR Work Schedule which was presented and explained by the Clerk.

20. Unmetered Electricity Supply

Noted that: -

- a) Following the Government's introduction of half-hourly electricity charging in 2024, the issuing of 2024 unmetered supply invoice (due in March 2024) was delayed. We have now received an invoice for 2024/25.
- b) The 2024/25 invoice, received in September 2025, is incorrect.
- c) The 2024/25 invoice totals £6,006.66 (including VAT) for 11,398.40 kWh. Based on previous years, expected usage should be approximately 4,379.8 kWh (around £2,198.13 plus VAT).
- d) The Clerk has raised a dispute on the Town Councils behalf and seeks to resolve the billing issue promptly.

21. Community Place Plan Committee

Noted the Draft minutes of the Community Place Plan Committee meeting held on the 10th September 2025.

Supports' A Resilient Wales' as Community Place Plan can focus on improving the resilience of the local area by identifying opportunities to enhance environmental sustainability, such as creating green spaces, improving waste management, and developing flood mitigation strategies. It can also support social resilience by fostering stronger community ties.

22. 2025-26 Civic Service

Noted that: - Cllr D. Mulvaney's Civic Service will take place on Sunday, 22nd February 2026, at St Mary's Church, Towyn. Following the service, refreshments will be served at the Long Bar, Towyn.

23. Llais

Noted the: -

- a) The two emails received from Llais providing an update on Betsi Cadwaladr's responses following the release of their report at the beginning of May.
- b) Llais has offered to either continue liaising directly with BCUHB to obtain answers or attend a Town Council meeting with senior BCUHB officers to provide an update.

Resolved that: - The Clerk will invite representatives from Llais and senior BCUHB officers to attend a future Town Council meeting to update members on any developments.

24. Solar Farm Grant Money

Noted that: - Solar Farm Balance as at 31/08/2025 stands at £32,628.57 which is made up of the following: -

- Solar Farm EMR - £5,907.93- Unallocated Solar Farm Funds.
- Clwyd Park Path EMR - £7,000.00 – Allocated – However grant funding has been applied for, so only part of these funds are likely to be needed, by way of match funding.
- Christmas Lights EMR - £5,000.00. Tir Prince Park - Solar Lights EMR - £1300.00 – Allocated – Invoice due any day.
- Solar Farm Grant Monies received on 27/6/25- £14,720.64 – Presently Unallocated.

25. Proposed Additional Path in Clwyd Park

Noted: - The official confirmation of the grant funding has not yet been received from Conwy CBC, as the grant criteria require all quotes to be obtained via Sell2Wales which is ongoing.

26. Community Youth Representation

Noted: - The procedure provided by One Voice Wales for appointing a Community Youth Representative onto the Town Council.

Resolved that: -

- a) **The Deputy Clerk will contact One Voice Wales to seek guidance on members' queries regarding the proposed appointment of a Youth Representative to the Town Council, including whether the Council has the authority to remove a Youth Representative if the arrangement is not working effectively and is there an established set of criteria or guidance the Council should follow when determining appropriate questions for the selection process?**
- b) **The Deputy Clerk will prepare the necessary advertisement and supporting documentation as per One Voice Wales advice and guidance to commence the process of appointing a Youth Representative to the Town Council.**

Cllr D. Johnson requested that it be recorded that he does not assume any responsibility for Safeguarding in relation to the appointment of a Youth Representative.

Supports 'A prosperous Wales' by involving young people in decision-making helps develop their skills, confidence, and leadership, preparing them for future careers and civic responsibilities.

27. IT

Noted that: - Following advice from Conwy CBC, all Conwy CBC County Councillors should only use their Conwy CBC email address for County Council related matters, and that Conwy CBC County Councillors are required to use a Town Council email address for Town Council related matters.

Resolved that: - The increased price of £203.20 per month (from £187.36 per month, an increase of £15.81) from Obsidian Networks be approved, to cover the purchase of four additional Town Council email addresses for the Town Council's County Councillors to conduct Town Council related matters.

28. Community Asset Transfers

Noted the: -

- a) Email from Conwy CBC relating to the disposal of land at Ffordd Y Berllan playing field.
- b) Transfer registered title document (Land Registry).
- c) Site location map.
- d) Ffordd y Berllan lease between Conwy CBC and Towyn and Kinmel Bay Town Council
- e) Proposed Memorandum of Sale Heads of Terms.

Resolved that: -

- a) The proposed Memorandum of Sale Heads of Terms for freehold disposal of the land be approved.**
- b) The purchase of Ffordd y Berllan Playing field from Conwy CBC for the sum of £1 be approved.**
- c) A new EMR budget of £2,000 be approved to cover the cost of legal fees associated with the purchase of the land. This would be to cover the legal fees of the Town Council and Conwy CBC as per section 2.15 of the Memorandum of Sales Heads of Terms.**
- d) The Clerk will look to instruct the Town Councils existing solicitor (Garnett Williams Powell) to undertake the required legal matters associated with the land purchase.**

Cllr D Johnson left the meeting early at 20:43

29. Conwy County Borough Councillor Updates/Reports

Cllr M. Smith reported that Conwy Council is currently undergoing a period of administrative transition following the resignation of the Leader. A meeting is scheduled for 08/10/2025 to elect a new Leader of the Full Council.

Cllr N. Smith and K. Redhead stated they had no additional comments to add.

Meeting closed at 20:45

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Signed by the Chair of the next Full Council meeting on 13/10/2025.