



Cyngor Tref Towyn and Kinmel Bay Town Council

Summons to Attend the Annual Meeting of the Full Council

To All Members of Towyn & Kinmel Bay Town Council

Cllrs: A Bibby, G Corry, B Griffiths, A Hodgson, D Johnson (Deputy Mayor), M Jones (Mayor)
L Knightly, J McKenna, A Macauley, B McLoughlin, K Redhead, M Smith, N Smith & S Wilson

Clerk: Dylan Thomas

Date and Time: Wednesday 27th May 2020 at 7:00pm

Venue: The Community Resource Centre

If any member of the public wish to participate in this VIRTUAL meeting, and/or should any member of the public and/or press wish to VIRTUALLY attend this meeting, please contact the Clerk prior to the meeting, so that an appropriate meeting access code/password can be provided.

AGENDA

1. **Election of Mayor for 2020-21**
2. **Declaration of Acceptance of Office**
3. **Election of Deputy Mayor 2020-21**
4. **Declaration of Acceptance of Office**
5. **Apologies**
To receive any apologies for absence.
6. **Declarations of Interest**
Members to declare the existence and nature of any interest in items on the agenda.
7. **Public Participation**
To receive representations from the public in respect of any item of business included on the agenda.
8. **Minutes**
To approve the minutes of the Full Council meeting held on 13th May, 2020
9. **Blanket Payment Authority List**
To review/approve blanket payment list.
10. **Direct Debits & Regular Payments**
To review/approve payments made by direct debit and regular payments.
To approve the use of direct debit payments and regular payments.

Community Resource Centre, The Square, off Foryd Road, Kinmel Bay, Conwy, LL18 5BT

☎ Telephone 01745 355899

Email clerk@tkbtc.co.uk; assistant@tkbtc.co.uk 🌐 Website www.towynkinmelbay-tc.gov.uk

11. Committees

To approve:

- a) The Committee Structure
- b) Committee Terms of Reference
- c) Delegations

12. Nominations to the Standing Committees

To appoint members to the standing committees.

- a) HR Committee
- b) Environment Improvements Committee
- c) Policy, Finance and Resources Committee
- d) Day Time Music Event

13. Provisional Schedule of Meetings

To approve the Provisional Schedule of meetings for 2020-21

14. Standing Orders and Financial Regulations

To approve the Standing Orders and Financial Regulations

15. Authorised Signatories

To approve the signatories for cheques and authorisation for electronic banking.

16. Outside Bodies

To agree the Council nominations to Outside Bodies.

17. Policies

To approve/review the following Policies and Notices: -

Mayors Handbook

Civic Policy

Subject Access Policy & Template Response Letters

Complaints Policy

Data Breach Notification Policy

Data Protection Policy

Website Privacy Policy

General Privacy Notice – Internal

General Privacy Notice – External

Information Security Policy

Retention and Disposal Policy & Schedule

Communication & Social Media Policy

CCTV Policy & Code of Practice

Employee Handbook Policies & Procedures

Freedom of Information Policy

Code of Conduct

Code of Conduct – Qualifying Local Government Employees

Training & Development Policy for Employees & Councillors

18. Attendance Register

To review Members Attendance for 2019-20.

19. Retention & Disposal Policy & Schedule

To discuss/remind Councillors of their responsibility to comply with the Town Council's Retention & Disposal Policy & Schedule.

20. Internal Auditor

To discuss/confirm the re-appointment of the Internal Auditor for 2020-21

21. Insurance

To discuss/confirm arrangements for Insurance Cover in respect of all insurance risks for 2020-21.

22. Freedom of Information and Subject Access Requests received in 2019-20

To receive a report from the Clerk regarding the number of requests received by the Council in 2019-20.

23. Complaints Received in 2019-20

To receive a report from the Clerk regarding the number of complaints received by the Council in 2019-20.

24. Annual Return 2019-20

- a) To approve the Annual Governance Statement.
- b) To approve the Statement of Audit.
- c) To approve the signing of the Annual Return for 2019-20

25. The Mayor Elect

To discuss/agree how and when to award the outgoing Mayor with a Past Mayor Medal.

26. Planning

0/47323

Reference: Mr Neil Rimmer

Proposal: Demolition of 7 no. storage tanks and all associated pipe works and block work bund wall, 1 no. bottom loading skid and all associated pipework, 2 no. offloading cabinet and all associated pipework, 1 no. interceptor and all associated loading and offloading equipment.

Location: Bayford Cambria Oil, Tir Llwyd Enterprise Park, Kinmel Bay, Conwy LL18 5JH.

Closure Date: 04/06/2020

27. Councillor Vacancy

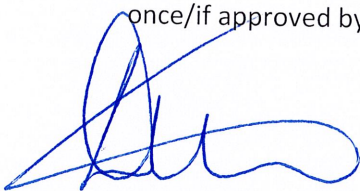
To discuss/decide when to advertise the vacant Councillor Vacancy – Kinmel Bay Ward.

28. Kinmel Bay Foodbank

To discuss/consider purchasing further food/supplies for the Kinmel Bay Food Bank, due to the increased demand on the foodbank, as a result of Covid-19.

29. Covid – 19

- a) To discuss/consider approving the proposed updated Covid – 19 Town Council Statement, prepared by Cllr B Griffiths.
- b) To discuss/agree who to send the proposed updated Covid – 19 Town Council Statement to, once/if approved by the Town Council.



Dylan Thomas
Town Clerk & R.F.