



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

Clerk: Dylan Thomas

Date and Time: Wednesday 12th May, 2021 at 7:00pm

Venue: Virtual Meeting

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 2021-22**
- 2. Declaration of Acceptance of Office**
- 3. Election of Deputy Mayor 2021-22**
- 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 04/05/2021.
- 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.

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 & Planning Committee

13. Provisional Schedule of Meetings

To approve the Provisional Schedule of meetings for 2021-22

14. Standing Orders and Financial Regulations

To review/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

Equality & Diversity Policy

Accessibility Policy

ICO – CCTV – Code of Conduct

ICO – PIA – Code of Conduct

Virtual Meeting Procedure & Protocol

18. Attendance Register

To review Members Attendance for 2020-21.

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 2021-22.

21. Insurance

To discuss/confirm arrangements for Insurance Cover in respect of all insurance risks for 2021-22.

22. Freedom of Information and Subject Access Requests received in 2020-21

To receive a report from the Clerk regarding the number of requests received by the Council in 2020-21.

23. Complaints Received in 2020-21

To receive a report from the Clerk regarding the number of complaints received by the Council in 2020-21.

24. The Mayor Elect

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

25. Planning

0/48473

Reference: Mr Richard Allen

Proposal: Demolition of existing buildings and erection of as new building

Location: 35 Gwellyn Avenue, Kinmel Bay LL18 5HR

Closure Date: 26/05/2021

0/48474

Reference: Mr Nick Deir

Proposal: Removal of existing wall and erection of a replacement wall to incorporate more of the garden area within the house boundary.

Location: The Grange, 14 Holywell Crescent, Kinmel Bay, LL18 5HP

Closure Date: 26/05/2021.

26. Chester Avenue Woodland

To discuss/consider/approve the quotes received from Dig It, relating to the proposed ground work at Chester Avenue Woodland.

27. Payments & Receipts

To review/approve payments & receipts for the period 01/04/2021 to 30/04/2021.

28. Bank Reconciliations

To review/approve all reconciliations as at 30/04/2021.

29. Budget Monitoring Reports

To review/approve 2021-22 year to date budget monitoring reports.

30. Room Rental

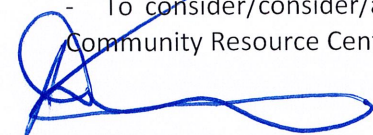
- To discuss/review/approve the proposed 2021-22 room rental fees at the Towyn & Kinmel Bay Town Council Community Resource Centre.
- To discuss/consider/agree whether to instruct Peter Large Commercial to market the two small offices (first floor) for Let.

31. Operation London Bridge

To discuss/consider/approve the quote from NXTWEB, to set up Pop Up Works on the Towyn & Kinmel Bay Town Council website.

32. Additional CCTV Camera

- To receive an update regarding the proposed camera, and to receive feedback from Cllr Anna Macauley, regarding the CCTV cameras at Rhyl Golf Club.
- To consider/consider/approve the proposal to install an additional CCTV camera outside the Community Resource Centre.



Dylan Thomas
Town Clerk & RFO