



Cyngor Tref
Towyn and Kinmel Bay
Town Council

Summons to Attend the Meeting of the Full Council

To All Members of Towyn & Kinmel Bay Town Council

Cllrs: T Bibby, G Corry (Mayor), L Formston, L Gledhill, B Griffiths, L Griffiths, M Jones, D Johnson, L Knightly, A Macauley, B McLoughlin, D Mulvaney, K Redhead, M Smith & N Smith

Clerk: Dylan Thomas

Date and Time: Wednesday 15th May, 2024 at 7:00pm

Venue: Hybrid Meeting – TKBTC Community Resource Centre

If any member of the public wish to participate in this Hybrid 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

PUBLIC NOTICE

The Council, members of the public and the press may film/record/photograph or broadcast this meeting only when the public and the press are not lawfully excluded.

Anyone wishing to record a meeting is requested to let the Chairman/Clerk of the meeting know prior to, or at the start of, the meeting and recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they are not included in the filming/recording/photographing.

For further information/rules – please refer to the Town Councils Audio/Visual Recording and Photography at Council Meetings Policy, which can be found on the Town Council Website, and/or paper copies can be requested from the Clerk.

AGENDA

- 1. Election of Mayor for 2024-25**
- 2. Declaration of Acceptance of Office**
- 3. Election of Deputy Mayor 2024-25**
- 4. Declaration of Acceptance of Office**
- 5. Apologies**
To receive any apologies for absence.

6. Declaration 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 07/05/2024.

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. Appointed/Designated Finance Councillor

To agree/approve an appointed/designated Finance Councillor for 2024-25.

12. Committee

To approve: -

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

13. Nominations to the Standing Committee

To appoint members to the standing committee.

- HR Committee

14. Provisional Schedule of Meetings

To approve the Provisional Schedule of meetings for 2024-25.

15. Standing Orders and Financial Regulations

To review/approve the Standing Orders and Financial Regulations.

16. Authorised Signatories

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

17. Outside Bodies

To agree the Council nominations to Outside Bodies.

18. Policies

To approve/review the following Policies and Notices: -

Accessibility Statement/Policy
Audio/Visual Recording and Photography at Council Meeting Policy
CCTV Policy & Code of Practice
Civic Policy
Code of Conduct
Code of Conduct – Qualifying Local Government Employees
Communication & Social Media Policy

Complaints Policy
Councillor Expenses Policy
Councillor Gifts and Hospitality Policy
Data Breach Notification Policy
Data Protection Policy
Employee Expenses Policy
Employee Handbook Policies & Procedures
Equality & Diversity Policy
Freedom of Information Policy
General Privacy Notice – External
General Privacy Notice – Internal
Good Councillor Guide to Employment - Welsh Government
Good Councillors Guide – Welsh Government
ICO – CCTV – Code of Practice
ICO – PIA – Code of Practice
Information Security Policy
Mayors Handbook
Personal Data Complaints Policy
Retention and Disposal Policy & Schedule
Subject Access Policy & Template Response Letters
Training & Development Policy for Employees & Councillors
Virtual Meeting Procedure & Protocol
Website Privacy Policy
Welsh Language Scheme/Policy

19. Attendance Register

To review Members Attendance for 2023-24.

20. Retention & Disposal Policy & Schedule

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

21. Internal Auditor

To discuss/confirm the re-appointment of the Internal Auditor for 2024-25.

22. Insurance

To discuss/confirm arrangements for Insurance Cover in respect of all insurance risks for 2024-25.

23. Freedom of Information and Subject Access Requests received in 2023-24

To receive a report from the Clerk regarding the number of requests received by the Council in 2023-24.

24. Complaints Received in 2023-24

To receive a report from the Clerk regarding the number of complaints received by the Council in 2023-24.

25. Room Rental

To discuss/review/approve the proposed 2024-25 room rental fees at the Towyn & Kinmel Bay Town Council, Community Resource Centre.

26. Section 137

To receive a report from the Clerk regarding Section 137 Expenditure for 2023-24.

27. Civility & Respect

In collaboration with the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW), Local Town and Community Councils are being asked to re-sign up to the Civility & Respect Pledge Annually.

28. General Power of Competence

To pass a resolution to confirm that the Council continues to meet the conditions, and is therefore able to continue using the General Power of Competence, as laid down in the Local Government and Elections Wales Act 2021.

29. Members Allowances and Expenses Paid to Members in 2023-24

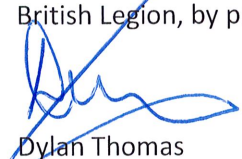
To note the allowances and expenses paid to members in 2023-24.

30. Gifts and Hospitality

- To determine the monetary value of gifts and hospitality that requires registration in the Council's gifts and hospitality register, for both Councillors and Employees.
- To receive a report from the Clerk regarding the number of gifts and hospitality received by the Council in 2023-24.

31. Royal British Legion - Abergele Branch 100th Anniversary

To officially acknowledge/celebrate the 100th Anniversary of the Abergele Branch of the Royal British Legion, by presenting them with a TKBTC Pennant.



Dylan Thomas
Town Clerk & R.F.O.