

Towyn & Kimmel Bay Town Council

Draft Minutes of the Full Council - (Hybrid Meeting) held on Wednesday 20th November, 2024 at 7:00pm

Present Cllrs: T Bibby, G Corry, L Gledhill, B Griffiths, L Griffiths, M Jones, A Macauley (Mayor), 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 Jenkins, D Johnson and L Knightly.

2. Declarations of Interest

Cllr K Redhead declared a prejudicial interest in agenda item 7 – 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 A Macauley declared a prejudicial interest in agenda item 15 – 2024 Mayor's Charity Events, as the payment for approval relates to an invoice for a joint business owned by Cllr A Macauley and her husband, and she withdrew from the meeting whilst this agenda item was being discussed.

3. Public Participation

There were no applications from the public to address the Council.

4. Minutes

Resolved that: - The minutes of the Full Council meeting held on 04/11/2024 be approved and signed.

5. Matters Arising

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

6. Code of Conduct

Noted that a reminder was given from the Chair of Full Council, regarding the requirement for members to comply with the Councillors Code of Conduct.

7. Planning

0/52107

Proposed siting of 71 new storage containers and the erection of a new boundary fence.

Resolved that: - Objection – The Town Council objects to the proposed container storage on the site as it was felt that installing storage units does not represent the best use of the site and fails to contribute to value added employment opportunities in the area.

Noted that: -

a) Cllr B Griffiths has written to Conwy CBC expressing his concerns and has raised the question of what proactive strategies they are adopting to attract career opportunities onto the Tir Llwyd Industrial area in Kinmel Bay.

b) Cllr B Griffiths has raised concerns about the imagery used by Conwy CBC on Rightmove to advertise the site and has asked Conwy CBC to ensure that the photographs reflect the site's potential to attract businesses that contribute to local employment opportunities and economic growth.

0/52113

Addition of solar PV panels to existing building.

Resolved that: - No Objection

8. Community Support Expenditure

Noted that the updated year to date Community Support Expenditure presently stands at £3,320.18.

Supports "A more equal Wales" by providing access to basic needs, the food bank helps ensure that people, regardless of their social-economics status, can lead healthy and fulfilling lives and "A Healthier Wales" by aligning with the goal of creating a healthier population through improving food security and overall well-being

9. Payments & Receipts

Resolved that: - The payments and receipts for the period 01/10/2024 to 31/10/2024, 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.

10. Bank Reconciliations

Resolved that: - The balances as at 31/10/2024, which have been fully reviewed by the Clerk and Cllr M Jones (Appointed Finance Councillor) be approved as presented by the Clerk, and be signed by the Chairman.

11. Budget Monitoring Reports

Noted the 3 x 2024-25 year to date Budget Monitoring Reports as at 31/10/2024, including one with explanations re reportable/notable variances, as presented and explained by the Clerk.

12. Proposed Budget Changes

Resolved that: - The proposed budget changes for 2024-25 be approved, as presented and explained by the Clerk.

Resolved that: - The Grants budget for 2024-25 to be reduced to £6,544 for Tranche 2 of the grant applications. This adjustment reflects the fact that only £544 was allocated during Tranche 1. Additionally, the excess amount of £5,456 of the 2024-25 grants budget to be reallocated to General Reserves.

13. Councillor Allowances

Resolved that: -

a) The Clerk will pay the Councillor Allowances and Consumables Allowances to the Councillors who have not opted out in December 2024.

b) The following budgets be reduced as follows: -

- Councillor Allowances from £2,340 to £1,828 – (Down £512).
- Councillor Consumables from £780 to £610 – (Down £170).
- Chairman Allowances from £1,000 to Nil – (Down £1,000).

c) The £416 relating to the above budget reductions be re-allocated to Councillor Donations Budget.

d) The Clerk be delegated the responsibility to identify and approve donations to appropriate Charities, Local Groups and Organisations (with input from the Mayor and Deputy Mayor), up to a maximum of £416.

e) The Clerk will consider the individual Councillor preferences (for Councillors who have opted out only), on the allocation of funds.

Noted that: -

- a) Confirmation has been received from the Independent Remuneration Panel for Wales & One Voice Wales that the Councillor Allowances and Councillor Consumables Allowances can be paid this year via payroll, without the deduction of income tax.
- b) The Mayor's/Deputy Mayor's and Appointed Finance Councillor Allowances will continue to be paid via the December payroll, and therefore will/may be subject to HMRC deductions.
- c) Any queries regarding the payment of income tax on the above payroll payments, will need to be undertaken by the individual Councillors with HMRC.

Cllr M Smith joined the meeting late at 19:30

14. Proposed Projects for 2025-26

Noted that Councillors will need to consider proposed projects for 2025-26 ready for the Full Council meeting on 02/12/2024.

15. 2024 Mayor's Charity Events

Given that Cllr A Macauley (Chair) had declared a prejudicial interest in agenda item 15 – 2024 Mayor's Charity Events, Cllr D Mulvaney (Deputy Mayor) chaired this agenda item.

Noted that the Mayor's Fashion Show and Murder Mystery Charity fundraising events have taken place and have been a great success.

- The Fashion Show raised a total of £6,127.45 profit
- The Murder Mystery night raised a total of £1,738.41 profit

Noted that: -

- a) Events organised by the Mayor are independent of the Town Council's budget and are intended solely to raise funds for the Mayor's chosen charities.
- b) To maintain transparency and to ensure accountability and clear financial oversight while supporting the Mayor's charitable initiatives, all monies raised from these events have been deposited directly into the Town Council's bank accounts and any expenditure related to the events have been processed and paid through the Town Council's accounts.
- c) The catering services for the fundraising Murder Mystery event were provided by Marc Macauley Catering, owned jointly by Mayor Cllr A Macauley and her husband Marc Macauley. The company generously supplied catering services at a financial loss, absorbing some of the

costs to support the fundraising initiative and enhance the success of the event. To partially offset incurred costs, an invoice was issued and paid from the monies raised at the event.

d) The Murder Mystery event raised a total of £6,634.77, with expenditures amounting to £4,896.36. This includes the payment to Marc Macauley Catering and other associated costs. The resulting profit of £1,738.41 will be donated to the Mayor's chosen charities.

Resolved that: - The invoice of £3,072 plus VAT from Marc Macauley Catering be approved, the catering was provided at a loss to the company and was considered excellent value for money, reflecting the high quality of service delivered.

16. Family Support at Christmas

Noted that: -

a) The Town Council have been approached by the Family Liaison Officer at Ysgol Y Foryd requesting £600 funding to support a Christmas party for children who attend the local primary schools. The names of the children have been picked at random as the capacity of the party is limited to 60 places. The party will take place at the Sandy Cove Club on Monday 23rd December, 2024.

b) The Town Council have also been approached by North Wales Police requesting match funding of £160 (matched to the PACT grant they have applied for) to hold a free Christmas Party for the local children aged 7-11 that attend Ysgol Maes Owen. The party will take place at Y Morfa Leisure Centre on the 17th December, 2024.

Resolved that: - The Town Council will fund £600 towards a Christmas party to be held at the Sandy Cove Club and funding of £160 towards a children's Christmas party held by North Wales Police.

Supports "A Wales of Cohesive Communities" by helping families during Christmas encourages social inclusion, enhances community spirit, and promotes mutual support across generations and "A More Equal Wales" by directly addressing the goal of fostering an equal society where everyone, regardless of income or circumstances, has the opportunity to enjoy the season with their families.

17. Santa for a Senior

Noted that: -

a) Three hundred luxury food hampers have been ordered from Bramble Foods which will arrive at the beginning of December, Hampers will be delivered to the senior residents on the 17th and 18th December, 2024 and all Councillors are welcome to assist with the deliveries.

b) Donations continue to be collected at Tanzin Hairdressers in Kinmel Bay, 2Ks Barbers in Towyn, local churches, and a local knitting group at the Kinmel Bay Club. This ongoing initiative emphasises community involvement, fostering community spirit and generosity. For the past three years, residents have actively contributed to this project. Discontinuing their involvement could negatively impact community morale. Collected donations will be utilised to create additional hampers if needed and distribute items to local nursing homes. This approach ensures inclusivity and strengthens the community's connection to the project.

c) Lions Emergency Message in a Bottle has donated bottles to be included with the hampers. These bottles provide an efficient method for individuals to store basic personal and medical information. The details are placed in a common, easily accessible location to assist in emergencies. This contribution adds significant value to the hampers by promoting safety and preparedness within the community.

d) Nomination collections will be taking place at ASDA Kinmel Bay, 10am to 4pm on the following weekends and all Councillors are welcome to assist.

- 23/11/24
- 24/11/24
- 30/11/24
- 01/12/24

e) Surplus monies from the Santa for a Senior budget will be used to purchase additional hampers if needed, a donation to the Lions Message in a Bottle and chocolates/biscuits for local nursing homes.

18. Grants

Noted that: -

- a) Tranche 2 for grant applications closes on the 31st December, 2024.
- b) The grants policy will be reviewed in March, 2025.

19. Policies

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

- **Event Ticket Refund Policy**
- **Council Training Plan**
- **Training and Development Policy for Councillors and Employees**
- **Business Continuity Policy**

20. Community Awards

Noted that: -

a) A total of seventy-nine nominations were received from residents of Towyn and Kinmel Bay across nine categories. Following deliberation, the Mayor and Deputy Mayor selected nine finalists, one for each category. Each finalist will be invited to attend the awards ceremony, accompanied by up to four guests each.

b) Councillors are tasked with selecting an overall winner for the Community Champion Award from the nine finalists. Each Councillor will review the profiles of the nine finalists based on a scoring matrix and complete their evaluations and submit scores to the Deputy Clerk.

Resolved that: -

a) The Community Awards will take place two yearly instead of annually. This will provide time to source meaningful nominations.

b) The Community Awards 2024-25 budget will be increased to £2,100 as the event will now be taking place every two years.

c) The event will take place in February 2025 in the Long Bar in Towyn (subject to confirmation of availability).

Supporting a "A Prosperous Wales" by encouraging the development of talent, innovation, and leadership within the community, helping to ensure sustainable economic growth and prosperity and a "A Wales for Cohesive Communities" as the awards reinforce the importance of working together to build strong, supportive, and connected communities, enhancing social cohesion.

21. Owain Glyndwr Community Garden

Noted that: -

- a) The Community Garden Group, which is independent of the Town Council has decided that the garden will remain closed until all works are completed and a comprehensive Health and Safety assessment is undertaken.
- b) The group has received a £2,000 grant from the Conwy CBC Food Share Partnership, a Welsh Government – funded initiative. The grant will be used to fund educational sessions for local primary school children, focusing on growing sustainable food and understanding nutrition.
- c) Members are reminded to direct any public enquiries regarding the garden to the Town Council for an official response.
- d) The second and final Conwy Community Regeneration Key Fund claim form and completed progress report was submitted to Conwy CBC on the 30th October, 2024. Funding should be released to the Town Council shortly.

Supports “A Resilient Wales” by enhancing biodiversity and “A Healthier Wales” by encouraging outdoor activity and mental well-being.

Cllr B McLoughlin left the meeting early at 20:35.

22. IT Upgrade

Noted that currently the desk top computers used by the Town Clerk and Admin Assistant are running on Windows 10, which will no longer be supported next year. As a result of this and the ongoing connection issues the computers will need to be replaced and upgraded to ensure continued functionality and efficiency.

Resolved that: - The quote for two replacement desktop PC's for the Town Clerk and Admin Assistant from Microshade for the amount of £1,044.16 plus VAT is approved. Although only one quote was obtained, Microshade is the Town Council's approved IT provider, and the quote was deemed to offer excellent value for money. (Web comparison undertaken).

Resolved to increase the 2024-25 IT budget by £1,050.

23. Finance and Governance Toolkit for Community and Town Councils

Noted that: -

- a) The first section of the Finance and Governance Tool Kit was completed in May 2023.
- b) The self-assessment which forms the second part of the Finance and Governance Toolkit for Community and Town Council has been completed by the Deputy Clerk with informal discussions and suggestions from members.
- c) The Town Council is compliant in most areas of the self-assessment, and the action plan identifies a summary of actions to maintain and explore which includes: -
 - Review place plan terms and conditions
 - Explore increasing engagement to collate the community's ideas
 - Maintain social media activity
 - Explore improving website to make it more accessible and user friendly
 - Explore creating a newsletter

Resolved that: - The Self-Assessment and Action Plan be approved as the Self-Assessment document demonstrates that the Town Council is compliant in most areas, with the exception of the items identified above which will be reviewed/considered in due course.

24. Towyn Election Invoice

Resolved that: - The invoice of £3,814.06 from Conwy CBC relating to the recent Town Council election for the vacant seat be approved as the invoice reflects the costs of organising and conducting the election which ensures the process is fair and efficient and the election can only be undertaken by a Local Authority.

Resolved to pay the above £3,814.06 from the Election Earmarked Reserve (EMR).

25. Bodelwyddan Solar and Energy Storage

Noted that an email has been received from Island Green Power (IGP) informing the Town Council of their proposal for a solar and battery storage project on land near Bodelwyddan.

Noted that the Town Clerk has contacted Island Green Power in response to their request to consult with the Town Council regarding their updated proposals and ideas and has received the following additional information: -

- The solar component of the site will be situated in Conwy and Denbighshire (Solar site is very close/adjacent to the existing solar site north of Rhuddlan Road), whilst the energy storage component will be situated in Denbighshire only (adjacent to the Bodelwyddan substation).
- Island Green Energy have confirmed that the project will provide a Community Benefit Fund but the amount the Town Council will receive is unknown at present.

Resolved that: - The Clerk will arrange a meeting with representatives from Island Green Power and all members will be advised of the time and date.

26. 2024 – 25 Interim Internal Audit

The Clerk presented the 2024-25 Interim Internal Audit Report and completed Action Plan, which contained the following two recommendations: -

a) The Council need to review its contingency arrangements in absence of the Clerk/RFO. The current Contingency Plan was in the process of being updated/reviewed (we were waiting for the Deputy Clerk to successfully complete her six-month probationary period). The revised plan has been presented to Full Council for approval today).

b) Where appropriate, the Council should consider linking resolutions in minutes with key aims and objectives to the current strategic plan to evidence that decision making is driven by strategic planning. The Town Council will consider linking resolutions in the minutes with key aims and objectives, as per the recommendation. (The Clerk has contacted One Voice Wales for guidance/clarification and One Voice Wales have advised: - The Internal Auditor's recommendation is not based on a statutory requirement and is a process that the Internal Auditor considers to be an example of good practice).

Resolved that: - All the above-mentioned documents be approved as presented by the Clerk, without the need for any amendments, and that the Clerk and Chairman both sign the Interim Audit Report Action Plan.

Cllr M Smith left the meeting early at 20:48

27. Conwy County Borough Councillor Updates/Reports

Cllr N Smith reported concerns regarding the budget deficit for 2025-26. To address this, Conwy CBC invited a group of elected leaders from across the country to conduct an assessment and benchmark against other principal councils, and this was followed up by a third-party organisation that have reviewed the council's operation and have provided guidance to members on the implications of a Section 114 Notice, which outlines emergency measures in the case of severe financial difficulties.

Cllr K Redhead has been collaborating with Cartrefi Conwy and North Wales Police to address issues of Anti-Social Behaviour in the area. She reported that she is meeting the Cabinet Secretary for Housing and Local Government to discuss these issues further.

Noted the Planning application 0/51155 for the proposed erection of three affordable houses on Cader Avenue has been approved.

Meeting Closed: 21.05

Signed by the Chair of the next Full Council meeting on 02/12/2024.