

Towyn & Kinmel Bay Town Council

Draft Minutes of the Full Council – (Hybrid Meeting) held on Monday 15th January, 2024 at 7:00pm

Present Cllrs: G Corry, L Formston (Mayor), B Griffiths, L Griffiths, M Jones, L Knightly, A Macauley, B McLoughlin, K Redhead, N Smith

Clerk: Dylan Thomas

*Agenda items
7 and 15*

1. Apologies

Apologies for absence were received from Cllrs D Johnson, D Mulvaney, T Bibby and M Smith. Cllr L Gledhill was absent without apology.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

Two representatives from the Kinmel Bay Church Foodbank attended the meeting to provide an update to the members (Agenda item 7 – Kinmel Bay Foodbank).

4. Minutes

Resolved that: -

The minutes of the Full Council meeting held on 03/01/24, be approved and signed.

5. Matters Arising

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

6. Darren Millar – Member of the Welsh Parliament for Clwyd West

Noted that Darren Millar did not remotely attend the meeting.

Noted that the Clerk will contact Darren's office to make arrangements for Darren to attend a future Town Council meeting.

7. Kinmel Bay Church Foodbank

Two representatives from the Kinmel Bay Church Foodbank attended the meeting to provide an update and answer members questions.

The update included: -

- Whilst the Church Foodbank fully support the Trussell Trust, following consultation with the Church, they made the decision to go on their own, so that they could be more community focused.
- Their ethos is that they will not turn anyone away.
- Now they are independent there is less form filling and bureaucracy.
- There were a number of declines with the Trussell Trust, which the Church Foodbank were not comfortable with.
- They want to be known, as more than just a Foodbank (Residents can call in for a cup of tea and a chat/to receive advice and be sign posted to appropriate agencies/onward care).

- Being independent gives them a better opportunity to operate/facilitate in the Towyn and Kinmel Bay community.
- Funding is also received from the Kinmel Bay Church congregation, and regular/one off donations from individuals.
- Conwy CBC provided grant funding for Christmas 2023.
- As a registered charity, they are in a position to apply for funding from other organisations.
- The need/demand for the foodbank is growing, due to increased energy bills and the cost of living crisis. There are some residents now using the foodbank who would never expected to be reliant on a foodbank.
- TKBTC donations presently equate to approx. 50% of their funding, and it is extremely helpful, and if it stopped it would leave a big hole.
- Having TKBTC as a partner is essential to the foodbank.
- The foodbank receives referrals from a number of local agencies and organisations, such as: Conwy CBC, CCBC/TKBT Cllrs, CAB, Schools, Clwyd Alyn and Cartrefi Conwy.
- Since going independent the foodbank users are mainly Towyn & Kinmel Bay residents.
- The foodbank is open set times/days each week, however they strive to be as flexible as possible, and where possible provide food parcels as required on request.

Cllr L Knightly joined the meeting late at 19:20

- If the Town Council reduced/stopped their support the foodbank would be forced to explore other avenues for support/grant funds.
- The food trolleys in Asda Kinmel Bay, go to the Trussell Trust, and not the Kinmel Bay Foodbank (Asda and the Trussell Trust have a National Partnership Agreement).
- Cllr M Jones has approached Asda, and they have agreed to donate any short date stock to the Kinmel Bay foodbank.
- Food Parcels from the foodbank depend on the size/ages of the families, and the food parcels lasts for approx. 1 week.
- The Church puts out a list every week of what they are short of for the Church attendees and they also produce a weekly newsletter/flyer (Most weeks the food trolley is filled by their congregation).

Noted that a number of Councillors individually thanked the foodbank representatives for attending our meeting, and providing an update.

Noted that the representatives of the Foodbank extended an open invitation to all members to attend the foodbank, to see exactly what happens/how the foodbank supports/benefits the residents of Towyn & Kinmel Bay.

8. 2023-24 Proposed Budget Amendments

Resolved that: - The Proposed Budget Changes for 2023-24 be approved, as presented and explained by the Clerk.

9. Budget Monitoring Reports

Resolved that: - The 3 x year to date Budget Monitoring Reports as at 31/12/2023, including one with explanations re reportable/notable variances, be approved as presented and explained by the Clerk.

10. Payments & Receipts

Resolved that: - The payments and receipts for the period 01/12/2023 to 31/12/2023, 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. Bank Reconciliations

Resolved that: - The balances as at 31/12/2023, 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.

12. Grant Applications

Kinmel Bay Bowling Club grant application £1,000 (£550 mower service, £150 fertiliser and £300 seed/sand lawn).

Noted that the Kinmel Bay Bowling Club are part of the Kinmel Bay & Towyn Sports and Recreation Charity, and therefore they are able to apply for grant funding in the name of the charity, in the same way as Y Morfa.

Noted that Cllr L Griffiths has provided a representative of the Kinmel Bay Bowling Club with details of possible grant funding opportunities.

Resolved that: -

a) A grant of £500 will be awarded to the Kinmel Bay Bowling Club, on receipt of a copy of the paid invoice relating to the mower service.

b) The 2023-24 Grants Budget be increased from £9,000 to £9,410, to cover the above-mentioned approved grant.

c) A full review of the Grants Policy/Process needs to be undertaken, at an appropriate future Full Council meeting, as a number of the members are concerned, that the Town Council seems to be increasing the amount of the grants paid to individual groups and organisations.

Cllr A Macauley asked that it be recorded in the meeting minutes, that she voted against the awarding of the above grant payment.

13. 2023-24 Interim Internal Audit

The Clerk presented and explained the 2023-24 Interim Internal Audit Report and the Completed Action Plan. The Interim Internal Audit has identified one recommendation (The Town Council should consider adopting an Expenses Policy covering both officers and members).

Resolved that: -

a) The 2023-24 Interim Internal Audit Report be approved.

b) The Completed Action Plan, relating to the 2023-24 Interim Internal Audit Report, be approved as presented/explained by the Clerk, and be signed by the Clerk and Chairman.

14. Policies

Resolved that: -

a) The monetary value of gifts and hospitality that require registration in the Council's Gifts and Hospitality register be set at £25, and that this will be reviewed annually at the Annual Meeting of the Full Council.

b) The following new/revised policies be approved, as presented by the Clerk with no amendments required.

(Existing)

- Annual Investment Policy & Strategy
- Financial Management Policy
- Financial Reserves Policy
- Formal Reserves Policy – Template/Calculation Sheet

(New)

- Employee Expenses Policy
- Councillor Expenses Policy
- Councillor Gifts & Hospitality Policy

15. Community Support Expenditure

Noted the updated 2023-24 Community Support Expenditure Report, which presently stands at £4,100.09 (As at 12/01/2024), against an agreed 2023-24 budget of £6,000.

Cllr M Jones proposed that the unspent balance within the 2023-24 budget be spent on supporting the Kinmel Bay Foodbank between now and 31/03/2024. (Not seconded).

Proposal Two, that the Town Council will not increase the monthly spend from the previously agreed figure of £420 per calendar month.

Resolved that: - The Town Council will not increase the monthly spend from £420, for Feb and March 2024.

Noted that the majority of the members were impressed with the invaluable work undertaken by the Kinmel Bay Church Foodbank, and they feel that the Town Council should continue supporting the Foodbank after 31/03/2024.

Proposal One – The Town Council continue to support the Foodbank at the figure of £370 per calendar month for the next financial year, with a review in 6m time (Seconded).

Proposal Two – The Town Council continue to support the Foodbank at the existing figure of £420 per calendar month for 6m, and review again at that time, so that the Town Council can determine what progress/steps they have undertaken to become self-funding, with a view to them reducing their reliance on the Town Council.

Resolved that: -

a) Proposal One - £370 per calendar month, not be approved.

b) Proposal Two- The Town Council will continue to support the Foodbank at the existing figure of £420 per calendar month for 6m from 01/04/2024 (To 30/09/2024), by which time a review will be undertaken so that the Town Council can determine what progress/steps the Foodbank have undertaken to become self-funding, with a review to them reducing their reliance on the Town Council, be approved.

16. Financial Regulations

Noted that the monthly credit card limit for the Welsh Purchasing Card has been increased from £5,000 to £7,500 for operational purposes.

Resolved that: - The revised Financial Regulations be approved, which includes the above increase to the Welsh Purchasing Card monthly limit.

17. TKBTC Council Email Addresses

The Clerk explained the recent push from the Government to swap all Town Council email addresses over to a .gov.uk email address.

Noted that our IT providers have identified a work around which is the least disruptive.

Resolved that: - All Town Council email addresses will be relabelled from @tkbtc.co.uk to @towynkinmelbay-tc.gov.uk, sometime in February 2024.

- Cllr N Smith left the meeting early at 20:25

18. Conwy CBC Budget Consultation

Noted the Conwy CBC Budget Consultation.

Noted that members have been requested to share/discuss the Consultation with residents, when they are out and about in the community.

Cllr B McLoughlin left the meeting early at 20:27

19. Conwy CBC Strategic Equality Plan 2024-28 Consultation

Noted the Consultation.

20. PFR Work Schedule

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

21. Conwy County Borough Council Updates/Reports

Noted that Cllr K Redhead was the only remaining Conwy CBC Cllr in the meeting.

Cllr K Redhead provided the following updates: -

- St Asaph Avenue road resurfacing starts today.
- The quote relating to the proposed Kinmel Bay Flood Defence Improvements has been approved by the Conwy CBC Cabinet.
- There is a Conwy CBC F.R.O.S.C (Finance Resource Overview Scrutiny Committee) meeting being held on the morning of 23/01/2024, one of the agenda items is to discuss the proposed extension of the Y Morfa Lease.
- The Conwy CBC Cabinet also have a meeting on the afternoon of 23/01/2024, one of the agenda items is to discuss the proposed extension of the Y Morfa Lease.
- Anyone wishing to attend/present at either/both of the above Conwy CBC meetings will need to contact Conwy CBC before the meeting, to make arrangements.
- There is a Conwy CBC Full Council meeting on 26/01/2024.

Meeting Closed at 20:32

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Signed by the Chair of the next Full Council meeting held on 24/01/2024.