

Towyn & Kinmel Bay Town Council

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

Present Cllrs: G Corry, L Formston (Mayor), B Griffiths, L Griffiths, D Johnson, M Jones, L Knightly, A Macauley, B McLoughlin & D Mulvaney.

Clerk: Dylan Thomas

1. Apologies

Apologies for absence were received from Cllrs T Bibby, L Gledhill, K Redhead, M Smith and N Smith.

2. Declarations of Interest

Cllr B Griffiths declared a prejudicial interest in agenda item 13 – Grant Applications, as he is the Kinmel Bay Football Club Media Officer, and Kinmel Bay Football Club have applied for a grant, and he withdrew from the meeting whilst this agenda item was being discussed.

Cllr L Griffiths declared a prejudicial interest in agenda item 13 – Grant Applications, as she provides support to Kinmel Bay Football Club with their grant applications, and Kinmel Bay Football Club have applied for a grant, and she withdrew from the meeting whilst this agenda item was being discussed.

3. Public Participation

A representative from Tenovus Cancer Care attended the meeting to advise the members of the service and support the charity offers to the people of Wales who are affected by cancer (Agenda item 7 – Tenovus Cancer Care).

4. Minutes

Resolved that: -

The minutes of the Full Council meeting held on 04/03/24 be approved and signed.

5. Matters Arising

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

6. Committee Meeting Minutes

Noted the Informal meeting notes of the Informal HR Committee meeting held on Monday 18/03/2024.

Noted that: -

- 100 Application Packs were requested and 21 completed applications were received.
- The applications have been shortlisted, and 4 applicants have been invited to attend an interview on Monday 25/03/2024.

7. Tenovus Cancer Care

The members received a presentation from a representative of Tenovus Cancer Care, explaining the service and support that the charity provides, followed by a Q & A session.

Noted that the Clerk had provided all Councillors with a copy of the presentation prior to the meeting.

Cllr L Formston thanked the representative for attending tonight's meeting and for his presentation.

8. Deputy Clerk Role

Noted that this agenda item has been fully covered under agenda item 6 – Committee Meeting Minutes.

9. Payments & Receipts

Resolved that: - The payments and receipts for the period 01/01/2024 to 29/02/2024, 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.

10. Proposed Budget Changes

Resolved that: - The proposed budget changes for 2023-24 be approved, as presented and explained by the Clerk.

11. Bank Reconciliations

Resolved that: - The balances as at 31/01/2024 and 29/02/2024, 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.

12. 2023-24 Budget Monitoring Reports

Resolved that: - The 3 x year to date Budget Monitoring Reports as at 29/02/2024, including one with explanations re reportable/notable variances, be approved as presented and explained by the Clerk.

13. Grant Applications

Noted that the Kinmel Bay Football Club have received a £700 donation from the 2023-24 unclaimed Councillor Allowances, towards the cost of their under 15's girls team attending the semi finals of the Bute Cup in Aberystwyth.

Two Proposals were received: -

- Proposal One – That given the above mentioned £700 donation, the grant application of £1,000 towards the cost of their under 15's girls team attending the final of the Bute Cup in Newport, be declined (Seconded).
- Proposal Two – That a grant of £500 be awarded towards the cost of attending the final (Not Seconded).

Resolved that: - The £1,000 grant application be declined.

Cllr B Mccloughlin joined the meeting late at 19:30 (Remote attendance via Zoom).

14. EAR Marked Reserves

Resolved that: -

a) The proposed EAR Marked Reserve Balances be carried forward from 2023-24 be approved, following the recent adjustment (YTD as at 20/03/24).

b) The carry forward total EAR Marked Reserves Balance will increase from £63,599.67 to £66,777.51 – Solar Farm EMR balance will increase from £5,573.45 to £8,751.29 (Increase of £3,177.84 relating to the unused Solar Farm Budget from 2023-24).

c) The Conwy CBC Additional Bins EMR will remain at £800, as given Conwy CBC present funding constraints, Towyn & Kinmel Bay Town Council may well be asked to assist with the purchase of replacement bins.

15. Community Support Related Payments

Noted the updated 2023-24 Community Support Expenditure Report, which presently stands at £4,922.64, as at 20/03/2024.

16. Insurance

Resolved that: - The invoice for the sum of £1,685.10 plus VAT be approved, relating to the 2024-25 Insurance, as it was deemed to be excellent value for money, and the Town Council is part way through a fixed term contract with Zurich Insurance.

Noted that the payment will be made out of the 2024-25 budget.

17. Owain Glyndwr Abandoned Play Area

Noted the payment of £94.54 to Welsh Water for an online application for the required water connection.

Resolved that: - The quote from Welsh Water for the sum of £1,500.79 be approved for the required water connection. The quote was deemed to be good value for money, and the connection can only be made by Welsh Water.

Noted that: -

a) A Contractor will need to be instructed to install pipes/taps within the garden, as Welsh Water only connect/install to the edge of the pavement (Quotes will be obtained and Welsh Water have provided full details of their required specifications/drawings).

b) The draft meeting minutes and the Owain Glyndwr Community Garden meeting, which was held on Sunday 17/03/24, at the Community Garden.

18. 2023-24 Year to Date Asset Register

Resolved that: - The 2023-24 year to date Asset Register be approved as presented and explained by the Clerk.

19. Remuneration Panel for Wales Allowances

Noted the Independent Remuneration Panel for Wales – Annual Report 2024 -25.

Determinations

- **Determination 6:**

Reimbursement for Extra Costs of Working from Home

All Councils must pay their members £156 a year (equivalent to £3 per week), towards the extra household expenses (including heating, lighting, power and broadband) of working from home. as a contribution to costs and expenses.

Decision – Noted no decision required as the payment of £156 is mandatory for every member unless they advise the Clerk in writing, that they do not want to receive the payment.

Reimbursement of Consumables

Councils must either pay their members £52 a year for the cost of consumables required to carry out their roles, or alternatively councils must enable members to claim full reimbursement for the cost of their office.

Decision – Resolved that the Council will pay their members £52 a year for the cost of office consumables, unless they advise the Clerk in writing, that they do not want to receive the payment.

Compensation for Financial Loss; Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year. Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2024 are now set at £119.62 for a full day and £59.81 for a half day.

Decision – NOT APPROVED

Reporting Requirements; Determination 8

Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.

The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances. 20

Decision – Noted the revised requirement.

- **Determination 43:** All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred.

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

Decision – Noted no decision required as the payment is mandatory. (No actual budget has been set at this stage).

- **Determination 45:** The payment for members undertaking a senior role is an annual amount of £500 as set out in the 2024-25 report.

Decision – APPROVED TO MAKE 3 X £500 PAYMENTS AVAILABLE (1 X CHAIR PFR & PLANNING, 1 X CHAIR ENVIRONMENTAL IMPROVEMENTS, AND 1 X APPOINTED FINANCE-COUNCILLOR).

- **Determination 46:** Community and Town Councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:
 - **45p per mile up to 10,000 miles in the year**
 - **25p per mile over 10,000 miles**
 - **5p per mile per passenger carried on authority business**
 - **24p per mile for private motor cycles**
 - **20p per mile for bicycles**

Decision – APPROVED

- **Determination 47:** If a Community or Town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:
 - **£28 per 24-hour period allowance for meals, including breakfast where not provided**
 - **£200 – London overnight**
 - **£95 – elsewhere overnight**
 - **£30 – staying with friends and/or family overnight**

Decision – APPROVED

- **Determination 49:** Each Council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Decision - NOT APPROVED

- **Determination 50:** Community and Town Councils can provide a payment to the Mayor or Chair of the Council up to a maximum of £1,500. This is in addition to the £156 and £52 payments stated above, and the £500 senior salary, if these are claimed.

Decision – APPROVED MAYOR - £1500.

- **Determination 51:** Community and Town Councils can provide a payment to the Deputy Mayor or Deputy Chair of the Council up to a maximum of £500. This is in addition to the £156 and £52 payments stated above, and the £500 senior salary, if these are claimed.

Decision – APPROVED DEPUTY MAYOR - £500.

- **Determination 52:** The application of the Remuneration Framework by relevant Group is contained in the Report.

Decision – Noted the requirements of the 2024 -25 Report.

- **Determination 53:** Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or Town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Decision – Noted.

Resolved that: -

a) The above stated payments/allowances relating to Payments to Town Councils be approved.

b) All the payments/allowances will be paid in one amount to the Councillors in December 2024.

c) As the payments are to be paid in December 2024 (month 8), there will be no requirement to put in place a policy regarding how to recover payments made, to a member who leaves or changes their role during the financial year.

20. Committees

Resolved that: - To avoid duplication in 2024-25, there would again only be one Committee (HR Committee), and that all other business will be discussed/considered and approved by the Full Council.

21. Annual Meeting

Resolved that: -

a) The 2024-25 Annual meeting will include refreshments which will be served at the end of the meeting.

b) The meeting will be held on Wednesday 15/05/2024.

c) The Abergele Branch of the Royal British Legion will be invited to the meeting, so that the Mayor can present them with their 100th Anniversary Pennant.

22. Solar Farm Grant Monies

Noted that the Solar Farm Grants balance presently stands at £16,087.29, of which £7,336 of the monies have been EAR marked towards the Free Conwy CBC Wi-fi Scheme. This leaves an unallocated sum of £8,751.29.

23. 2023-24 PFR Work Schedule

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

24. Intergeneration Week

Noted that the Global Intergeneration Week (24/04/2024 – 30/04/2024).

Resolved that: - To support the event the Town Council will illuminate the Community Resource Centre during this week with Pink Lights.

Cllr B McLoughlin left the meeting early at 19:50, as she was having IT issues, and could not hear the meeting (Remote attendance).

25. Grants Policy

Resolved that: - The Clerk would invite Councillors to a Working Party meeting, to fully review the current Grants Policy.

26. TKBVoice Domains/Websites and Licences

Noted the renewal payments which have been made to renew the TKBVoice Mailboxes/Domains/Licences and Website.

27. VAT Recharge Adjustment

Noted that the VAT Specialist has undertaken a Full Review of the Town Councils VAT position, and has advised that The Town Council isn't entitled to reclaim £300 of the total cost to install the solar panels, as it relates to taxable sales of electricity and the Council is not VAT registered.

Resolved that: - A £300 adjustment (Reduction) be made to the amount of VAT reclaimed in September 2023, relating to the installation of the Solar Panels on the roof of the TKBTC Community Resource Centre Building.

28. One Voice Wales Membership

Resolved that: -

a) The Town Council will again be a member of One Voice Wales in 2024-25, they are deemed to provide an excellent service/support to the Town Council.

b) The OVW invoice for the sum of £1,575.00, relating to 2024-25 be approved, and that it will be paid out of the 2024-25 budget after 1st April, 2024.

29. 2023-24 Unclaimed Councillor Allowances

Noted the various donations/payments which have been awarded in 2023-24, from unclaimed 2023-24 Councillor Allowances (Total £1,415.17).

30. Chester Avenue Playground

Resolved that: - The Town Council would financially support the Conwy CBC Playgrounds Team for the sum of £314.00, for repairs to the play equipment at the Conwy CBC Playground on Chester Avenue, in Kinnel Bay.

31. Conwy County Borough Councillor Updates/Reports

Noted that no Conwy CBC Councillors were present to provide any updates.

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Signed by the Chair of the next Full Council meeting 27/04/24.