

Towyn & Kinmel Bay Town Council

Draft Minutes of the Full Council - (Hybrid Meeting) held on Monday 14th October, 2024 at 7:00pm

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

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

1. Apologies

Apologies for absence were received from Cllrs L Griffiths, D Johnson and B McLoughlin. Cllr L Knightly was absent without apology.

2. Declarations of Interest

Cllr K Redhead declared a prejudicial interest in agenda item 6 – 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.

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 25/09/2024 be approved and signed.

5. Matters Arising

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

6. Planning

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Proposal: Removal of single storey flat roof extension and two storey stone section of existing house at the rear. Building new extension to existing house to create new kitchen/dining/living space, enlarged utility room, and ground floor bedroom with disabled access shower facility.

Resolved: No Objection

7. Committee Meeting Minutes

Noted the draft minutes of the HR Committee meeting held on 07/10/2024.

8. Automatic Front Door – Renewal of Contract

Resolved that: - The quote for a three-year fixed price renewal service contract (2024-2026) totalling £458.85 plus VAT (£152.95 plus VAT per annum) from The Automatic Door Company be approved. Whilst it was the only quote received, it was deemed to be excellent value for money, the Company are the existing service provider, they installed the door and the premium has only increased by £15.20 per annum.

9. Coastal Defence Improvements

Noted that: -

- a) An update dated 03/10/2024 has been received from Conwy CBC regarding the Kinmel Bay Coastal Defence works.
- b) A pre-condition survey will be undertaken by a third party on behalf of Conwy CBC for the properties that directly front the construction works on the beach/promenade.

10. 2023-24 – Annual Return/External Audit Report

The Clerk presented and explained the following: -

- a) The 2023-24 Auditor General for Wales Audit Certificate and completed Action Plan, which confirmed that there were no findings and/or recommendations to report.
- b) The 2023-24 Internal Audit Report (Interim and year end) and the completed Action Plans.
- c) The Draft Statement/Report of Internal Control for the year ending 31/03/2024.

Resolved that: - All the above-mentioned documents be approved, as presented and explained by the Clerk, without the need for any amendments, and that the Clerk and the Chairman both sign the Statement/Report as the Internal Control regarding the effectiveness of the 2023-24 Internal and External Audits, and the completed Action Plan relating to the External Audit for 2023-24. (Both the Internal reports and completed Action Plans relating to the Internal Audits, have been previously presented and approved by the members of the Full Council).

11. Independent Remuneration Panel for Wales – Draft 2025-26 Report

Noted that the Draft Annual Report for 2025-26 has been received from the Independent Remuneration Panel for Wales.

12. Conwy CBC Update regarding 20mph Speed Limits

Noted that an update from the Conwy CBC Cabinet Member for Infrastructure, Transport and Facilities regarding the 20mph speed limits has been received on the 30/09/2024.

13. Lift

Resolved that: -

- a) The quote from OTIS for £3,495 plus VAT be approved for the required hydraulic oil change in the lift, as out of the three quotes received although it was not the cheapest (second cheapest), OTIS are the Town Council's lift contractor and installed the lift.
- b) The lift budget for 2024-25 be increased to £7,000.

14. Payments and Receipts

Resolved that: - The payments and receipts for the period 01/09/2024 to 30/09/2024, 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.

15. 2024-25 Budget Monitoring Reports

Noted that the 3 x 2024-25 year to date Budget Monitoring Reports as a 30/09/2024, including one with explanations for reportable/notable variances as presented and explained by the Clerk.

16. Bank Reconciliations

Resolved that: - The balances as at 30/09/2024, 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.

17. 2024-25 Proposed Budget Changes

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

18. Community Support Expenditure

Noted that the updated year to date community support expenditure presently stands at £2,550.43 as presented by the Clerk.

19. Proposed Additional Path in Clwyd Park park

Noted that CVSC have confirmed that as Clwyd Park park is owned and maintained by the local authority there is no grant funding available to fund the proposed pathway.

Resolved that: - The Solar Farm Grant 2024-25 expenditure budget will be reduced from £14,307 to £7,307 and a new earmarked reserve budget of £7,000 will be set up as agreed in the Full Council meeting held on the 02/09/2024 (agenda item 14).

Noted that Cllr N Smith advised that Conwy CBC indicated late this afternoon that there may be a possibility of applying for UK Shared Prosperity Funding to fund the project.

20. Community Defibrillators

Noted that: -

- a) A number of replacement batteries and pads have been purchased this month.
- b) The Defibrillator at the Mayquay has been used in the past few weeks.
- c) The Town Council have been made a super user which enables the Clerk to purchase the replacement batteries/pads at a discount cost.
- d) Cllr M Smith reported that his employers are implementing Emergency Bleed Kits within the Cardiff branch, he will forward the details to the Clerk to research.

21. Annual Pay Review

Noted that the 2024-25 National Pay Scales have still not been agreed/confirmed, and that as agreed in the HR Committee meeting on 19/02/2024 (Agenda item 5), once they have finally been agreed/confirmed, the increases to the salaries will need to be backdated to 01/04/2024 for the Clerk, Assistant and Caretaker and the 29/04/2024 for the Deputy Clerk.

22. 2025-26 Salary Related Budget Review

Resolved that: - The proposed Salary Related Budgets, be approved, as presented by the Clerk, and recommended by the HR Committee.

23. Proposed Replacement Sign for the Kinmel Bay Community Centre and Library

Resolved that: -

- a) The quote of £495.00 from Clwyd Signs be approved as whilst it was the only quote received it was deemed excellent value for money.

b) The new sign will be installed and will be bilingual.

c) A new budget of £495 be agreed for the Community Centre and Library sign.

Noted that the Clerk will enquire with Clwyd Signs if the sign can be created out of more durable materials to mitigate potential sun damage.

24. Committee Members

Noted the revised Committee members following the recent HR Committee meeting as presented by the Clerk.

25. Conwy County Borough Councillor Updates/Reports

Cllr M Smith updated members that the public consultation period regarding the amalgamation of Ysgol Y Foryd and Ysgol Maes Owen has commenced.

Following the fire at Chester Avenue Park, Cllr M Smith proposed that replacement benches and LED lights be added to a future meeting agenda.

Cllr N Smith advised that the proposed new tenants at Tir Llwyd Enterprise Park (Film and Television Studio) of progressing well.

Cllr K Redhead stated she did not have any further updates.

Meeting Closed: 19:32

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Signed by the Chair of the next Full Council meeting on 04/11/24.