

Towyn & Kinnel Bay Town Council

Draft Minutes of the Full Council – (Virtual Meeting) held on Wednesday 15th May, 2024 at 7:00pm

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

Clerk: Dylan Thomas

Deputy Clerk: Katherine Evans

Assistant: Diane Donaghy

Cllr L Formston welcomed Members and the Clerk, Deputy Clerk and Assistant to the Clerk to the Towyn & Kinnel Bay Town Council Annual Meeting.

Cllr L Formston advised that she had greatly enjoyed her year as Mayor in 2023-24 and felt honoured to represent Towyn & Kinnel Bay as the Council's Mayor.

1. Election of Mayor for 2024-25

A nomination was received and seconded for Cllr A Macauley to stand for Mayor.

Resolved that: - Cllr A Macauley be appointed as Mayor for 2024-25.

Cllr A Macauley thanked the members for appointing her as Mayor for 2024-25, and she advised that she was looking forward to the year ahead. Cllr A Macauley thanked Cllr L Formston for her excellent work over the last 12 months.

2. Declaration of Acceptance of Office

Cllr A Macauley signed the declaration of acceptance of office, and the Clerk counter signed it.

3. Election of Deputy Mayor 2024-25

Nominations were received and seconded for both Cllrs D Mulvaney and M Jones to stand for Deputy Mayor.

Resolved that: - Cllr D Mulvaney be appointed as Deputy Mayor for 2024-25.

Cllr D Mulvaney thanked the members for appointing her Deputy Mayor.

4. Declaration of Acceptance of Office

Cllr D Mulvaney signed the declaration of acceptance of office, and the Clerk counter signed it.

5. Apologies

There were no apologies given as all members were present

6. Declarations of Interest

There were no declarations of interest.

7. Public Participation

A representative from the Abergele Branch of the Royal British Legion was present, the Mayor read out the public notice regarding filming/recording/photography or broadcasting at the meeting.

8. Minutes

Resolved that: - The minutes of the Full Council meeting held on 07/05/24, be approved and signed.

9. Blanket Payment Authority List

Resolved that: - The blanket authority of regular payments be approved and signed, as presented by the Clerk.

10. Direct Debits & Regular Payments

Resolved that: -

a) The reviewed list of regular payments made by direct debit and regular payments be approved, as presented by the Clerk.

b) To approve the use of direct debit payments and regular payments.

11. Appointed/Designated Finance Councillor

Resolved that:

a) Cllr M Jones be appointed as the designated Finance Councillor for 2024-25 and that he will sign the payment/receipt listings and the bank reconciliations (as well as the Chairman of Full Council), to confirm that he has checked and verified the transactions/balances.

b) Cllr M Jones be authorised to sign purchase orders, in line with the Financial Regulations limits.

12. Committees

Resolved that: -

a) The Draft Committee Structure be approved, having one Standing Committee (HR Committee).

b) The Terms of Reference for the HR Committee be approved, as presented by the Clerk.

c) The Delegations, as presented in the papers for the meeting, be approved.

13. Nominations to the Standing Committees

Resolved that: - The HR Committee will be comprised of: -

Cllr A Macauley (Chairman Full Council), Cllr D Mulvaney (Deputy Chairman Full Council), and Cllrs T Bibby, G Corry, M Jones, and K Redhead.

14. Provisional Schedule of Meetings

The Schedule of Meetings had been circulated prior to the meeting to allow the members the opportunity to inform the Clerk with any issues with either the number of meetings, and/or proposed dates of meetings.

Resolved that: - The Schedule of Meetings be approved, as presented by the Clerk.

15. Standing Orders and Financial Regulations

The Clerk presented both documents to the members.

Resolved that: -

- a) The Standing Orders will be updated to include that: - The Chair of the Full Council and the Clerk will be responsible for deciding when the Flag Pole and LED Spot Lights will be used to commemorate/acknowledge/celebrate important/notable dates/events.
- b) Subject to the above agreed amendment to the Standing Orders, that the Standing Orders and Financial Regulations be approved, as presented by the Clerk.

16. Authorised Signatories

Resolved that: -

1. HSBC

a) Cllrs N Smith, M Jones, G Corry, D Johnson, B McLoughlin, M Smith, B Griffiths and K Redhead be approved as any two signatories for the signing of cheques and payment authorisation slips.

b) Cllr B Griffiths, N Smith, K Redhead and M Jones be approved as the four Councillors, to authorise electronic payments and transfers, exceeding the limits set for the Clerk.

2. Public Sector Deposit

Resolve that: - Cllr G Corry (Secretary/Trustee), N Smith (Chairman/Trustee), and K Redhead be approved as signatories.

17. Outside Bodies

Resolved that: -

a) The following members would represent Town Council on various Outside Bodies.

Organisation	No. Reps	Council Representative
North & Mid Wales Association of Local Councils	2	Cllrs L Griffiths & B McLoughlin
One Voice Wales	2	Cllr B McLoughlin & B Griffiths
Royal British Legion Local Committee	3	Cllr L Formston
Ysgol Maes Owen - Governor	1	Cllr M Jones
Ysgol Y Foryd – Governor	1	Cllr L Griffiths
Caravan Park Owners Forum/Camp Watch	2	Cllrs D Mulvaney & B Griffiths
Flood Forum	2	Cllrs G Corry & B Griffiths

18. Policies

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

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

Data Breach Notification Policy

Data Protection Policy

Employee Handbook Policies & Procedures

Equality & Diversity Policy

Freedom of Information Policy

General Privacy Notice – External

General Privacy Notice - Internal

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

Noted the individual Councillor attendance records for 2023-24.

20. Retention & Disposal Policy & Schedule

Resolved that: - The Clerk will write to all members to remind them of their obligations, and will attach a copy of the Retention and Disposal Policy and Schedule.

21. Internal Auditor

Resolved that: - JDH Business Services Ltd be approved as the Internal Auditor for 2024-25.

22. Insurance

Resolved that: - The present insurance arrangements which are in place, are appropriate/sufficient to cover all required insurance risks for 2024-25.

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

Noted that there were no Subject Access Requests and two Freedom of Information Requests received in 2023-24.

24. Complaints Received in 2023-24

Noted that there was a total of 14 complaints received.

- a) Five complaints between Councillors. Four of which were reported to the Ombudsman, three were deemed not serious enough for the Ombudsman to investigate, and one was initially investigated, and deemed not proportionate and/or not in the public interest to investigate further.
- b) One regarding St Asaph Avenue being closed without notice, this was referred to Conwy County Borough Council.
- c) Relating to a declined grant application.
- d) One regarding information recorded in meeting minutes relating to their charity which they felt were inaccurate.
- e) One relating to a Councillors comments of Facebook.
- f) One regarding the Quarry Line Path whereby Scottish Power contractors cut the hedges/trees too short.
- g) Three regarding the Fordd Y Berllan Field. Firstly, the field was closed for two weeks for maintenance. Secondly, a dog stood in wet tar on the path which transferred to its paws and thirdly the hedges were not trimmed due to the wet weather and nesting season.
- h) One regarding a Councillor parking on double yellow lines in Rhyl.

25. Room Rental

Resolved that: -

- a) The rental fees for the two large meeting rooms would not be increased in 2024-25, for the Community Resource Centre bookings.**
- b) The Clerk will contact a local estate agent to review the rent presently charged for the lease on the two upstairs offices, and if any increases are recommended the increase will take effect on the renewal on the existing leases/any new leases.**
- c) The Clerk will update the members once the Clerk has spoken to the estate agent.**

Noted that the room rental options will be promoted on Social Media.

26. Section 137

Noted that now the Town Council has General Power of Competence Status, Power 137 can no longer be used, however if the Town Council did not have General Power of Competence the Section 137 Expenditure spend in 2023-24, would have been £13,821.26.

27. Civility & Respect

The Clerk re-outlined that the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) had asked local town and community councils to sign up to the Civility and Respect Pledge in an attempt to reduce the number of cases of bullying within the sector. To sign up to the pledge a template tick list had been circulated and members of the council reviewed each pledge and agreed to sign up as follows: -

- Our council has agreed that it will treat all Councillors, Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

- Our council has put in place a training programme for Councillors and staff.
- Our council has signed up to Code of Conduct for Councillors.
- Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
- Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Our council will commit to calling out bullying and harassment when/if and when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council.
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Resolved that: - The Town Council re-sign up to the Pledge, and that the Pledge is signed by the Chairman and Clerk on behalf of the Town Council.

Noted that the Civility and Respect Pledge logo will be added to Facebook and Website.

28. General Power of Competence

Resolved that: - A resolution be passed to re-confirm that the Town Council continues to meet the three conditions, and is therefore still able to use the General Power of Competence, as provided for by the Local Government and Elections (Wales) Act 2021.

Noted that the Town Council will need to re-confirm Annually that the three conditions continue to be met at the Town Council Annual meeting.

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

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

30. Gifts and Hospitality

Resolved that: - The monetary value of gifts and hospitality that require registration in the Councils gifts and hospitality register be set at £25 for both Councillors and Employees.

Noted that the Clerk was not advised of any gifts or hospitality received by Councillors or employees in 2023-24.

31. Royal British Legion – Abergele Branch 100th Anniversary

Mayor Anna Macauley presented the representative from the Abergele Branch of the Royal British Legion with a TKBTC pennant and congratulated them on their 100-year anniversary.

The representative from the Royal British Legion presented the members with a framed certificate thanking them for the support.

Meeting Closed: 19:37

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Signed by the Chair of the next Full Council meeting 05/06/24.