

Towyn & Kinmel Bay Town Council

Minutes of the Full Council (Virtual Meeting) held on Wednesday 13th May, 2020 at 7pm at the Community Resource Centre Kinmel Bay

Present Councillors: T Bibby, A Hodgson, G Corry, B Griffiths, D Johnson (Deputy Mayor), M Jones (Mayor), L Knightly, A Macauley, B McLoughlin, J McKenna, M Smith & N Smith

Clerk: Dylan Thomas

1. Apologies

Apologies for absence were received from Cllr T Curran. Cllr K Redhead was absent without apology.

2. Declaration of Interest

Cllr N Smith declared an interest in agenda item 7 Planning, as he is a member of the Planning Committee at Conwy County Borough Council, and took no part in this agenda item.

3. Public Participation

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

4. Voting in Virtual Meetings

Councillors discussed and considered the various voting options.

Resolved that: -

a) For non contentious agenda items, voting will be by the show of hands.

b) For contentious agenda items, voting will be by way of an individual roll call, which will be undertaken by the Chair of the meeting.

c) For secret voting, the Councillors will be required to email the Clerk, to confirm whether for/against or abstained.

5. Minutes

Resolved that: -

a) The minutes of the Full Council meetings held on 17/02/20, and 18/03/20 be approved and signed.

b) The minutes of the Day Time Music Event held on the 15/04/19 be approved and signed.

c) The Informal meetings/notes of the Full Council Informal Virtual meetings held on 26/03/20, 03/04/20, 09/04/20, 17/04/20, 30/04/20 & 07/05/20 be noted.

6. Matters Arising

There were no matters arising to be discussed/noted.

7. Planning

The Clerk presented all planning recommendations which have been made during the Town Council Formal meeting postponement period by the Clerk and the designated Councillors. Every Councillor had been sent by email a copy of each planning application, on receipt from Conwy County Borough Council Planning, and every Councillor had been given the opportunity to comment and/or to provide a proposed/suggested Town Council planning response, for each planning application, before the Formal Town Council planning response was sent to Conwy County Borough Council planning.

Resolved that: The planning responses made by the Clerk and designated Councillors be approved/ratified as presented by the Clerk.

0/47300

Double storey front rear and side extension

Resolved that: No Objection

0/47307

Installation of a new sprinkler tank

Resolved that: No Objection

8. Decisions made by the Clerk under the Coronavirus Delegated Powers

The Clerk presented and explained each decision which he had made under the Coronavirus Delegated Powers.

The Clerk reminded the Councillors that he had discussed and received input/suggestions from the Councillors who were present on the Informal Town Council virtual meetings, and that he had made the decisions, after taking into account/considering the suggestions and recommendations from the Councillors.

Resolved that: The decisions made by the Clerk under the Coronavirus Delegated Powers be approved/ratified, as presented by the Clerk.

9. Minutes of Committees

Noted the draft minutes of the following committees: -

- HR 24/02/20
- PFR & Planning 02/03/20
- Environmental Improvements 09/03/20

10. Payments & Receipts

Resolved that: The lists of payments and receipts for the period 01/01/20 to 30/04/20, be approved as presented by the Clerk, and be signed by the Chairman.

11. Bank Reconciliations

Resolved that: The balances as at 31/01/20, 29/02/20, 31/03/20 and 30/04/20 be approved as presented by the Clerk, and be signed by the Chairman.

Noted that the Clerk would refer to other Local Town Council Clerks, to discuss suitable financial institutions, with a view to the Town Council opening an additional saving bank account, to take full advantage of the government's Financial Services Compensation Scheme, which is limited to £85,000 per financial institution/per account holder.

Noted that due to the coronavirus pandemic, many financial institutions are only presently opening new savings accounts, for their existing customers.

12. Budget Monitoring Reports and Proposed Budget Changes

Resolved that: -

- a) 2019-20 Year End Budget Report be approved, as presented and explained by the Clerk.
- b) 2020-21 Year to Date Budget Report be approved, as presented and explained by the Clerk.
- c) The Proposed Budget changes for 2019-20 and 2020-21 be approved, as presented and explained by the Clerk.

13. Ground Maintenance

The Clerk presented and explained the individual quotes which had been received.

Resolved that: Greenfingers quote for the sum of £4,043.55 (subject to an annual increase in line with RPI) be approved on a 3 year fixed price/term contract, as it was the cheapest of the 5 quotes, and was deemed to be the best value for money.

14. Remuneration Panel for Wales Allowances for 2020-21

Section 13 of the Remuneration Allowances relates specifically to Town and Community Councils, and all Councils have been asked to discuss the determinations contained within the section.

- **Determination 42:** All Community and Town Councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Decision – APPROVED

- **Determination 43:** Community and Town Councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Decision – APPROVED TO MAKE 2 X £500 PAYMENTS AVAILABLE (1 X CHAIR PFR & PLANNING COMMITTEE & 1 X CHAIR ENVIRONMENTAL COMMITTEE)

- **Determination 44:** Community and Town Councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Decision – N/A

- **Determination 45:** 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 46:** 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 47:** Community and Town Councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.
 - **Up to £55.50 for each period not exceeding 4 hours**
 - **Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours**

Decision – NOT APPROVED

- **Determination 48:** All Community and Town Councils must provide for the re-imbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Decision – APPROVED (HOWEVER NO ACTUAL BUDGET HAS BEEN SET AT THIS STAGE).

- **Determination 49:** Community and Town Councils can provide a Civic Head payment to the Mayor/Chair of the Council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Decision – APPROVED – £1500 – MAYOR

- **Determination 50:** Community and Town Councils can provide a Deputy Civic Head payment to the Deputy Mayor/Deputy Chair of the council up to a maximum amount of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Decision – APPROVED – £500 – DEPUTY MAYOR

15. Councillor Donations 2012=9-20

Noted the various Councillor donations/payments which were made/awarded in 2019-20.

16. Co-Option

Two applications had been received for co-option for the vacancy in the Kinmel Bay Ward, however one had been retracted before tonight's meeting. The members reviewed and discussed the application.

Resolved that: Stephen Wilson be co-opted on to the Council for the term of the administration. (Cllrs Bernice, Alex & Luke asked that it be recorded in the minutes, that they abstained from voting on this agenda item, as the applicant was known to them).

17. Councillor Resignation

Noted Cllr Theresa Curran's resignation.

Resolved that: The Clerk would contact Conwy County Borough Council so that the vacant seat can be filled.

Resolved that: The Clerk would write to Theresa Curran to thank her for her valued work in the local community whilst she was a Councillor.

18. Policies

The Clerk presented the various new/revised/existing policies to the Councillors, and explained the reason for any new and/or revised policies.

Resolved that: The following policies and documents be approved, as presented.

- **TKBTC CCTV PIA**
- **Personal Data Breach Register**
- **Website Privacy Policy**
- **General Privacy Notice – Internal**
- **General Privacy Notice – External**
- **Accessibility Statement**
- **Virtual Meeting Procedure**
- **Zoom Virtual Meeting Risk Assessment Form**

19. Ear Marked Reserves

The Clerk presented and explained various Ear Marked Reserve balances which had been carried forward from the 2019-20 budget.

Resolved that: The Ear Marked Reserve balances carried forward from 2019-20, be approved as presented.

20. Solar Farm Grants and Section 137 & Power of Well Being (LGA 2000-S2) Expenditure for 2019-20

The Clerk presented and explained the Solar Farm Grants awarded in 2019-20, and also the Section 137 & Power of Wellbeing Expenditure for 2019-20.

Resolved to: Approve both documents, as presented.

21. Asset Register 2019-20

Resolved to approve the update 2019-20 Asset Register, as presented by the Clerk.

22. Keep Wales Tidy – Butterfly Starter Package & Tiny Forest

Resolved that: The area by the MUGA a Chester Avenue, would be the TKBTC designated site for the butterfly starter package.

Resolved that: Cllr Bernice McLoughlin would be the nominated Town Council representative, to attend the Keep Wales Tidy site visit in June, on behalf of the Town Council.

Noted the Conwy County Borough Council (the land owner), have provided/confirmed their consent to the site being used for this purpose, both to the Town Council and to Keep Wales Tidy.

Noted that the area by the MUGA had been confirmed as the most appropriate site by the Conwy County Borough Council Ecologist.

Resolved that: The playing field on St Asaph Avenue would be the TKBTC designated site for the Keep Wales Tidy Tiny Forest Scheme.

Resolved that: The Clerk would write to the Chairman of the Y Morfa Charity to request the charity's confirmation, that they are happy for the Tiny Forest to be sited on an area within the playing field, which they presently hold a lease on.

Noted that a verbal authority had already been confirmed by the charity, via Councillor Barry Griffiths.

Noted that once the Keep Wales Tidy Tiny Forest has been completed on the playing field site, the Town Council would consider facilitating/funding a similar scheme at Tir Prince Park, which is the alternative site, identified as being suitable for a Tiny Forest, by the Conwy County Borough Council Ecologist.

23. 2020-21 Election of Mayor and Deputy Mayor

Resolved that: An Annual Virtual meeting would be held on 27th May, 2020 and that the election of Mayor and Deputy Mayor would be included in the agenda, of that meeting.

24. 2019-20 Internal Audit Report & Action Plan

The Report of the Internal Audit and completed Action Plan, together with a copy of the 2019-20 Annual Accounts had been circulated to all Councillors prior to the meeting. The Clerk presented and explained, the Report, Action Plan and 2019-20 Accounts to the Councillors.

The Internal Auditor had not identified any further issues/recommendations since the three recommendations which he had reported in his 2019-20 Interim Report (please refer to Full Council meeting minutes dated 27/01/20 – Agenda item 23).

25. Annual Return 2019-20

The Clerk explained that the awaited update/confirmation had not been received from the Welsh Audit Office, regarding the revised dates for the Exercise of Elections Rights.

Resolved that: The 2019-20 Annual Return would be added to the agenda of the Annual Meeting on Wednesday 27/05/20, by which time the Welsh Audit Office update should have been received.

Meeting Closed at 20:20

Signed by the Chairman of the next Full Council meeting on 27/05/2020