

Towyn & Kinmel Bay Town Council

Minutes of the Full Council – (Virtual Meeting) held on Tuesday 4th May, 2021 at 7pm

Present Cllrs: G Corry, B Griffiths, D Johnson (Mayor), M Jones, A Macauley, B McLoughlin, K Redhead, M Smith & N Smith

Clerk: Dylan Thomas

1. Apologies

Apologies for absence were received from Cllrs P Hamer, A Hodgson & S Wilson. Cllrs T Bibby, L Knightly and J McKenna were absent without apology.

2. Declaration of Interest

There were no declarations of interest.

3. Public Participation

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

4. Minutes

Resolved that: -

a) The minutes of the Full Council meeting held on 26/04/2021 & 28/04/21, be approved and signed.

b) The confidential notes, relating to the Abergele Joint Burial Board, of the Full Council meeting held on 28/04/2021 be approved and signed.

5. Matters Arising

There were no matters arising to be discussed/noted.

6. 2020-21 Budget Monitoring Reports and Proposed Budget Changes

Resolved that: -

a) The 3 x 2020-2021 – Year End Budget Reports (31/03/2021), including one with explanations for reportable/notable variations, be approved as presented and explained by the Clerk.

b) The proposed budget changes for 2020-21 be approved, as presented and explained by the Clerk.

7. Payments and Receipts

Resolved that: - The payments and receipts for the period 01/03/2021 to 31/03/2021, which have been fully reviewed by the Clerk and Cllr M Jones, (designated/appointed Finance Councillor), be approved, as presented by the Clerk, and be signed by the Chairman.

8. Bank Reconciliations

Resolved that: - The balances as at 31/03/2021, which have been fully reviewed by the Clerk and Cllr M Jones (designated/appointed Finance Councillor) be approved as presented by the Clerk, and be signed by the Chairman.

9. 2020-21 – Internal Audit Report

The report of the internal audit and completed action plan, together with a copy of the 2020-21 Annual Accounts had been circulated to all Councillors prior to the meeting. The Clerk presented and explained, the report, action plan and 2020-21 accounts to the Councillors. The Internal Auditor had identified three recommendations, two relating to the Asset Register and one relating to 2020-21 Risk Assessment and Management Report.

Resolved that: -

a) The Internal Audit Report for 2020-21 be approved.

b) The completed Action Plan, relating to the 2020-21 Internal Audit Report, be approved, as presented by the Clerk.

10. Revised 2020-21 Risk Assessment and Management Report

As per the recommendation in the 2020-21 Internal Audit Report, the Clerk has updated the 2020-21 Risk Assessment and Management Report, so that it includes risk of supplier (Procurement) fraud.

Resolved that: - The revised 2020-21 Risk Assessment and Management Report, be approved, as presented by the Clerk.

11. 2020-21- Revised Asset Register

As per the recommendations in the 2020-21 Internal Audit Report, the Clerk has updated the 2020-21 Asset Register.

Resolved that: - The 2020-21 Revised Asset Register, be approved, and presented by the Clerk.

12. 2020-21- Investment Register

As per the recommendation in the 2020-21 Internal Audit Report, the Clerk has prepared an Investment Register.

Resolved that: - The 2020-21 Investment Register be approved, as presented by the Clerk.

13. Draft 2020-21 Wellbeing and Future Generations Report

Resolved that: - The draft 2020-21 Wellbeing and Future Generations Report, be approved, as presented and explained by the Clerk.

14. Additional CCTV Camera

Noted that: -

Cllr A Macauley will contact Rhyl Golf Club, to request details/specifications regarding their CCTV cameras (The excellent footable/clarity from their cameras had recently been used for a Police investigation). Cllr A Macauley has agreed to report back at a future suitable meeting of the Town Council.

Resolved that: - This agenda item will be deferred to a future meeting, to allow Cllr A Macauley to contact Rhyl Golf Club, and to allow the Clerk time to obtain further information/specification regarding the proposed CCTV camera.

15. How Future meetings will look

The Clerk explained the current options (face to face, virtual, and hybrid) and the advantages and disadvantages.

Resolved that: - All Town Council meetings will be virtual meetings, until further notice.

Noted that Conwy County Borough Council are presently looking as possibly assisting Town Councils, with the cost of setting up/purchasing the required equipment to hold Hybrid Meetings.

16. Committees

Resolved that: - With immediate effect the PFR and Planning and the Environmental Improvement Committees will be re-introduced

17. Revised External Audit Return Process

Noted that Wales Audit have delayed the introduction of the proposed revised External Audit Return process by twelve months, and will now come into effect for the 2021-22 Annual Return.

18. Annual Return 2020-21

a) The Council responded to the questions in the section of the Annual Return that related to the Annual Governance Statement.

Resolved that: - The Annual Governance Statement reflected the position of the Council and the document be signed by the Mayor and the Clerk.

b) The Statement of Accounts for 2020-21 were presented, explained and discussed.

Resolved that: - The statement of Accounts/Audit for 2020-21 be approved.

c) Having accepted the figures and agreed the Annual Return.

Resolved that: - The Annual Return be signed by the Mayor and the Clerk.

19. Operation London Bridge

Resolved that: - The Operation London Bridge plan/arrangements be approved, as presented and explained by the Clerk.

20. One Voice Wales Membership

Resolved that: -

a) The Town Council will become a member of One Voice Wales for 2021-22, as a 12-month trial, given the present offer of 50% discount for joining (discount relates to the first year only).

b) The 2021-22 Subscriptions Budget be increased from £275, to £975, to cover the One Voice Wales membership costs of £663.50.

21. NHS Social Care and Front Line Workers Day

Resolved that: - Discussions/decisions regarding arrangements for the proposed Celebration and Commemoration Day on 05/07/2021, be deferred until a June meeting, when more information will be available regarding Covid-19 Welsh Government regulations/restrictions.

22. Abergele Joint Burial Board

Noted the update from the Clerk regarding the resolutions/actions which were agreed in the Full Town Council meeting on 28/04/2021.

23. Democratic Renewal Toolkit Introduction

Resolved that: - The Clerk will contact the Local Secondary/Comprehension School, to enquire if they would be interested in a Town Councillor undertaking a presentation at the school to explain what Town Councils do, and to promote/encourage more young people to getting involved in democracy in Wales.

24. Bus Shelters

Resolved that: -

- a) The £1,250 invoice from Conwy County Borough Council, relating to the 2021-22 payment for the Towyn and Kinmel Bay Town Council bus shelters, be approved and paid.
- b) The Clerk contact Conwy County Borough Council to arrange a site meeting with Conwy County Borough Council Officers, to discuss the state of the Chester Avenue bus shelter, and agree what improvements can be made.

25. Solar LED Lighting

Resolved that: -

- a) The quote from Wydels for the sum of £2,200 plus VAT, for 8 x 15watt solar street lantern packages be approved, as the quote was considered to be excellent value for money, and their products were well made and trouble free.
- b) The quote from Dig-It, to install 8 lamp posts for the sum of £880 plus VAT be approved, as the quote was considered to be excellent value for money, and all previous work undertaken by Dig It for the Town Council has been completed to a high standard, and on time.

Meeting Closed at 20:00

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Signed by the Chairman of the next Full Council meeting on 12/05/2021.