

Towyn & Kinmel Bay Town Council

Minutes of the Full Council – (Virtual Annual Meeting) held on Wednesday 12th May, 2021 at 7pm

Present Cllrs: T Bibby, G Corry, B Griffiths, P Hamer, D Johnson, M Jones, L Knightly, A Macauley, J McKenna, B McLoughlin, K Redhead, M Smith & N Smith

Clerk: Dylan Thomas

Cllr D Johnson welcomed Members and the Clerk to the Towyn & Kinmel Bay Town Council Annual Meeting.

Cllr D Johnson advised that whilst the pandemic had limited his formal engagements to two (VE & VJ Day Events), he still felt it had been a successful year, and a number of projects had been successfully completed.

1. Election of Mayor for 2021-22

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

Resolved that: - Cllr K Redhead be appointed as Mayor for 2021-22.

Cllr K Redhead thanked the members for electing her as Mayor for 2021-22, and she advised that she was looking forward to the year ahead. Cllr K Redhead thanked Cllr D Johnson for his work over the last 12 months.

2. Declaration of Acceptance of Office

Cllr K Redhead will sign the declaration of acceptance of office, and the Clerk will counter sign, within the course of the next seven days.

3. Election of Deputy Mayor 2021-22

A nomination was received and seconded for Cllr G Corry to stand for Deputy Mayor.

Resolved that: - Cllr G Corry be appointed as Deputy Mayor for 2021-22.

Cllr G Corry thanked the members for appointing him Deputy Mayor, and also thanked Cllr D Johnson for his excellent work over the last 12 months.

4. Declaration of Acceptance of Office

Cllr G Corry will sign the declaration of acceptance of office, and the Clerk will countersign, within the course of the next seven days.

5. Apologies

Apologies for absence were received from Cllr S Wilson, and Cllr A Hodgson was absent without apology.

6. Declarations of Interest

Cllrs N Smith and D Johnson both declared a prejudicial interest in agenda item 25 Planning, as they are both members of the Planning Committee at Conwy County Borough Council and were placed in the virtual meeting waiting room, whilst the agenda item was being discussed.

7. Public Participation

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

8. Minutes

Resolved that: - The minutes of the Full Council meeting held on 04/05/2021, 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. Committees

Resolved that: -

a) The revised Committee Structure be approved, having three Standing Committees, HR Committee, Environmental Improvements Committee and Policy, Finance & Resources and Planning Committee.

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

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

12. Nominations to the Standing Committees

Resolved that: - The Committees be comprised as follows: -

PFR & Planning

Cllrs N Smith, M Smith, G Corry, B Griffiths, K Redhead, M Jones, D Johnson, B McLoughlin and T Bibby.

Environmental Improvements

Cllrs N Smith, G Corry, K Redhead, B Griffiths, M Jones, D Johnson, P Hamer, B McLoughlin & J McKenna.

HR

(provisional – as may/will change once the Chairman of the Committees are approved, final list will be presented for approval at a future Full Council meeting/meetings).

Cllrs K Redhead, G Corry, M Jones, J McKenna and A Macauley.

13. Provisional Schedule of Meetings

The Schedule of meetings had been circulated prior to the meetings to allow the members the opportunity to inform the Clerk of 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.

14. Standing Orders and Financial Regulations

The Clerk presented both documents to the members, and explained any proposed changes, together with the reasons for the changes.

Resolved that: - The revised Standing Orders and Financial Regulations be approved, as presented by the Clerk.

15. Authorised Signatories

Resolved that: -

1. HSBC

a) Cllrs N Smith, M Jones, G Corry, L Knightly, D Johnson, B McLoughlin, M Smith & B Griffiths be approved as any two signatories for the signing of cheques.

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

2. Public Sector Deposit

Resolved that: - Cllr G Corry (Secretary/Trustee), N Smith (Chairman/Trustee) and M Jones be approved as signatories.

16. Outside Bodies

Resolved that: - The following members would represent Town Council on the various Outside Bodies.

Towyn & Kinmel Bay Town Council

2021 - 2022

Representatives on Outside Bodies

Organisation	No. Reps	Council Representative
North & Mid Wales Association of Local Councils	2	Cllrs Morris Jones & Bernice McLoughlin
One Voice Wales	2	Cllrs Bernice McLoughlin and Barry Griffiths
Abergele Burial Board	3	Cllrs N Smith, A Macauley & B McLoughlin
Conwy Open Forum	2	Kay Redhead (Mayor) & Geoff Corry (Deputy Mayor)
Royal British Legion Local Committee	2	Cllrs Alex Hodgson & Jean McKenna

Organisation	No. Reps	Council Representative
Ysgol Maes Owen - Governor	1	Cllr Morris Jones
Ysgol Y Foryd – Governor	1	Cllr Jean McKenna
Conwy – NE Forum Task - Finish Group – Play Grounds	1	Cllr Barry Griffiths
Caravan Park Owners Forum	6	Kay Redhead (Mayor), Geoff Corry (Deputy Mayor), L Knightly, M Jones, S Wilson & A Macauley
Flood Forum	1	Cllr Barry Griffiths

17. Policies

Resolved that: The following existing/revised policies be approved, as presented, with no amendments required.

Mayors Handbook
 Civic Policy
 Subject Access Policy & Template Response Letters
 Complaints Policy
 Data Breach Notification Policy
 Data Protection Policy
 Website Privacy Policy
 General Privacy Notice - Internal
 General Privacy Notice – External
 Information Security Policy
 Retention and Disposal Policy & Schedule
 Communication & Social Media Policy
 CCTV Policy & Code of Practice
 Employee Handbook Policies & Procedures
 Freedom of Information Policy
 Code of Conduct
 Code of Conduct – Qualifying Local Government Employees
 Training & Development Policy for Employees & Councillors
 Equality & Diversity Policy
 Accessibility Policy
 ICO – CCTV – Code of Conduct
 ICO – PIA – Code of Conduct
 Virtual Meeting Procedure & Protocol

18. Attendance Register

Noted the individual Councillor attendance records for 2020-21.

19. 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 & Schedule.

20. Internal Auditor

Resolved that: - JDH Business Services Ltd be approved as the Internal Auditor for 2021-22.

21. Insurance

Resolved that: - The present insurance arrangements which are in place, are appropriate/sufficient to cover all insurance risks for 2021-22.

22. Freedom of Information and Subject Access Requests received in 2020-21

Noted that there were no Subject Access Requests, and no Freedom of Information Requests received in 2020-21.

23. Complaints Received in 2020-21

Noted that there were a total of 9 complaints received, one relating to a resident complaining regarding the Town Council's priorities, 2 relating to complaints between Councillors, 1 relating to dog waste on the Tir Llwyd Industrial Estate, 2 relating to the state of the roads (St Asaph Avenue & Foryd Road), 1 relating to Y Morfa Leisure Centre, 1 relating to the location of a bench outside the Library, 1 relating to roses being cut back, and 1 relating to the state of the roads at Sandy Cove.

24. The Mayor Elect

The Councillors agreed that it would be appropriate for Cllr M Jones (Mayor 2019-20) and Cllr D Johnson (Mayor 2020-21) to be presented with a Past Mayoral Badge by Cllr K Redhead (incoming Mayor) at the 2021 Community Awards Evening which is usually held in October.

25. Planning

0/48473

Demolition of existing buildings and erection of as new building.

Resolved that: - No Objection, however the Town Council recognise that if approved, that this application would be contrary to the current ruling under TAN 15.

0/48474

Removal of existing wall and erection of a replacement wall to incorporate more of the garden area within the house boundary.

Resolved that: - No Objection, subject to Conwy County Borough Council Planning being fully satisfied that this is beyond what is normally approved.

26. Chester Avenue Woodland

Resolved that: - The three quotes from Dig It, totalling £1,580 (£940 to install a new 25m footpath, £160 To supply dust for path edging and £480 to move 40 tons of soil/ fill raised planters), relating to ground work at the Chester Avenue Woodland, be approved, as they were deemed to be excellent value for money, and whilst they were the only quotes received,

all work previously undertaken by Dig It has always been completed to an excellent standard and on time.

27. Payments & Receipts

Resolved that: - The payments and receipts for the period 01/04/2021 to 30/04/2021, 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.

28. Bank Reconciliations

Resolved that: - The balances/reconciliation 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.

29. Budget Monitoring Reports

Resolved that: - The 2 x 2021-22 Year to date budget monitoring reports be approved, as presented and explained by the Clerk.

30. Room Rental

Resolved that: -

a) That the proposed 2021-22 room rental fees at the Towyn & Kinmel Bay Town Council Community Resource Centre be approved, as presented by the Clerk.

b) That the Clerk be delegated a 15% discretionary reduction to the room rental for the two small upstairs meeting rooms, if deemed necessary to secure a suitable tenant.

c) Peter Large Commercial Letting Agents be instructed to market the two small offices (first floor) for Let, as the members felt that their letting fees of £300 plus VAT per office or £500 plus VAT, if a tenant takes both rooms, represented excellent value for money.

31. Operation London Bridge

Resolved that: - The quote from NXTWEB Digital for the sum of £180 + VAT be approved, to add Pop Up Works to the website, in readiness for Operation London Bridge.

32. Additional CCTV Camera

Resolved that: - Rather than install additional CCTV Cameras at this time, the Clerk will instruct an electrician to improve the lighting under the canopy outside the Kinmel Bay Community Centre, to see if it improves the quality/clarity of the footage, of the existing CCTV Cameras.

Meeting Closed at 20:05

.....
Signed by the Chairman at the next Full Council Meeting on 23rd June 2021.