

Towyn & Kinmel Bay Town Council

Minutes of the Full Council – (Virtual Meeting) held on Monday 7th March, 2022 at 7:00pm (Started late at 7:15pm)

Present Cllrs: G Corry, L Formston, L Gledhill, D Johnson, D Mulvaney, B McLoughlin, K Redhead (Mayor), M Smith & N Smith

clerk: Dylan Thomas

1. Apologies

Apologies for absence were received from Cllrs T Bibby, B Griffiths, A Macauley and J McKenna. Cllrs A Hodgson and L Knightly were both absent without apology.

2. Declaration of Interest

Cllr N Smith declared a prejudicial interest in agenda item 7 – Planning, as he is a member of the Planning Committee at Conwy County Borough Council, and he was placed in the virtual waiting room whilst this agenda item was being discussed.

Cllr G Corry declared a prejudicial interest in agenda item 12 – Proposed Sale of a Towyn & Kinmel Bay Community Asset, as he is employed by Tir Prince Raceway/Market, and he was placed in the virtual waiting room whilst this agenda item was being discussed.

3. Public Participation

There were no applications from the public to address the Council. The Towyn & Kinmel Bay Town Council Community Place Plan – Connector Role Consultant attended the meeting to answer questions regarding agenda items 8 – Community Place Plan/UK Funding Application and 9 – Policies – (Draft Copyright Policy relating to TKBVoice Website).

4. Minutes

Resolved that: -

The minutes of the Full Council meeting held on 04/02/2022, be approved and signed.

5. Matters Arising

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

Cllr L Formston joined the meeting late at 19:20

The Chairman suggested that agenda items 8 – Community Place Plan/UK Funding Application and 9 – Policies – be brought forward, so that the TKBTC Community Place Plan – Connector Role Consultant did not have to attend the whole meeting, if she did not wish to do so.

8. Community Place Plan/UK Funding Application

Noted the informal meeting notes relating to the second client meeting which was held on 25/02/2022.

Noted that the TKBVoice Postcards and Leaflets were being picked up from the printers on Tuesday 08/03/2022, and would be available for the Councillors to pick up from the Towyn & Kinmel Bay Town Council Community Resource Centre from 09/03/2022.

Noted the TKBTC Community Place Plan Connector Role Consultant will contact all members over the next couple of days: -

- To forward any suggestions that they have for the Community Place Plan (suggestions would need to be received from the members by 18/03/2022 – (Pre- Election Period).
- To request all members to sign up for TKBVoice.
- To request members to also register using a personal or work email to ensure that they avoid getting out of the project loop, during the pre-election period.
- To invite Councillors who may wish to apply to be a member of the TKBVoice Partnership (Expression of Interest), as a Community Volunteer (cut off for Expressions of Interest is Sunday 13/03/2022).

Clrs B McLoughlin, L Gledhill and D Mulvaney joined the meeting late at 19:25

Resolved that: -

- a) The UK Funding Mid-Point Monitoring Forms/Report be approved, as presented by the Clerk (form/report jointly completed by the TKBTC Community Place Plan Lead Consultant, and the TKBTC Clerk).**
- b) The Chair and Deputy Chair of Full Council both sign the UK Funding Mid-Point Monitoring Forms/Report on the behalf of the Town Council.**
- c) The draft Constitution and Terms of Reference relating to the TKBVoice Partnership be approved, as presented by the Connector Role Consultant, subject to the following amendment: -**
 - **The membership age for Young People be amended from 16-25 year olds to 18-25 year olds.**

9. Policies

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

- **Draft Welsh Language Policy**
- **Draft Copyright Policy (relating to TKBVoice Website)**
- **Pandemic Contingency Plan Policy**
- **High Consequence Infectious Disease Policy**
- **Coronavirus Risk Assessment Form**
- **Zoom Risk Assessment Form**
- **Business Continuity Policy**

6. Committee Meeting Minutes

Noted the following Committee Meeting Minutes.

- HR 21/02/2022
- Environmental Improvements 24/01/2022
- Environmental Improvements 28/02/2022

7. Planning

0/49410

Construction of single garage for use ancillary to existing residential unit.

Resolved that: - No Objection

0/49415

Change of use of an A1 Salon to a holiday let including external alterations.

Resolved that: - No Objection

0/49426

Variation of condition no 3 of planning approval 0/48918 (Change of use from Class A1 (Fancy Goods Shop) to Class A3 (Cocktail Bar) to include erection of timber pergola and formation of external seating area to existing rear yard area) to allow for changes to closing times.

Resolved that: - No Objection

10. Abergele Joint Burial Board

Noted the Second Public Notice had been placed in the Journal.

Resolved that: -

a) The Burial Authority document to transfer all burial responsibilities to Conwy County Borough Council be approved and signed.

b) The Mayor and Deputy Mayor sign the Burial Authority Transfer document on behalf of the Town Council.

Noted the following meeting agenda and minutes relating to the Burial Board.

- Agenda dated 28/01/2022
- Meeting minutes dated 24/09/2021
- Meeting minutes dated 28/01/2022

Cllr Bernice McLoughlin abstained from voting on Agenda Item 10- Abergele Joint Burial Board, as she is the Chairman of the Burial Board.

11. Gas Supplier

Noted that due to the present price freeze for gas supplies, Total Energies our existing gas supplier, are unable to provide an indication of the likely gas prices after 31/03/2023 (when our existing fixed price contract finishes).

12. Proposed Sale of a Towyn and Kinnel Bay Community Asset

Noted the reply from the Leader of Conwy County Borough Council, to the Town Council's email requesting that the proposed Sale be delayed until the findings/completion of the Towyn & Kinnel Bay Community Place Plan (30/06/2022).

13. Payments and Receipts

Resolved that: - The list of payments and receipts for the period 01/01/2022 to 28/02/2022, which have been reviewed by the Clerk and Cllr B McLoughlin (Appointed Finance Officer) be approved, as presented by the Clerk and be signed by the Chairman.

14. 2021-22 Budget Monitoring Reports

Resolved that: - The 3 x 2021-22 year to date budget reports as at 28/02/2022, including one with explanations for reportable/notable variances, be approved as presented and explained by the Clerk.

15. 2021-22 Proposed Budget Changes

Resolved that: - The proposed budget changes for 2021-22 be approved as explained and presented by the Clerk.

16. Bank Reconciliations

Resolved that: - The balances as at 31/01/2022 and 28/02/2022, which have been reviewed by the Clerk and Cllr B McLoughlin (Appointed Finance Officer), be approved as presented by the Clerk and be signed by the Chairman.

17. Coronavirus

Resolved that: - Towyn & Kinnel Bay Town Council Community Resource Centre will fully re-open to groups from Monday 4th April, 2022.

Noted the recent Welsh Government updates/regulations relating to Coronavirus.

Noted the updated 2021-22 Coronavirus related expenditure report.

Resolved that: -

a) The monthly spend of up to £800 per calendar month for food and basic provisions for the Kinnel Bay Church and the St Mary's hygiene packs will cease with effect from 31/03/2022.

b) Any decision regarding any future financial support for the Kinnel Bay Church foodbank and the St Mary's Church hygiene packs will be made after the May 2022 Councillor Elections.

c) The Clerk advises the Kinnel Bay Church foodbank and the St Mary's Church hygiene packs that if they require any funding between 01/04/2022 to 31/05/2022, that they apply by way of a grant application.

Cllr B McLoughlin abstained from voting on agenda item 17a, 17b & 17c.

d) The 10K Coronavirus related expenditure budget for 2022-23 will remain in place for the time being.

Cllr D Johnson left the meeting early at 20:15

18. Renting Out Rooms

Noted that tenants have been secured for both the small upstairs meeting rooms/offices.

19. Grants

There were two proposals:

Proposal One - That £500 would be awarded to the Sunday afternoon tea dance.

Proposal Two - That £200 would be awarded to the Sunday afternoon tea dance.

Resolved that: - £200 would be awarded to the Sunday afternoon tea dance, to cover the cost of setting up a monthly Sunday afternoon tea dance at the Kinnel Bay Community Centre.

- Cllrs B McLoughlin and N Smith asked that the voting be recorded.

- Cllrs N Smith, D Mulvaney, L Formston and M Smith voted to award £500, whilst Cllrs B McLoughlin, K Redhead, L Gledhill and G Corry voted to award £200. In the event of there being 4 votes for each proposal, Cllr K Redhead used her casting vote as Chairman to award £200.

20. Ear Marked Reserves

Resolved that: - Existing Ear Marked Reserves (Totalling £48,031.25) be carried forward into 2022-23.

Noted that the Clerk will prepare and present the proposed Ear Marked Reserves to be carried forward from the 2021-22 budget, at the next Full Council meeting on 23/03/2022.

21. 2021-22 Unclaimed Councillor Allowances

Noted the various Councillor donations/payments which have been awarded year to date, from the unclaimed 2021-22 Councillor allowances.

Noted that further funds are still to be spent (approx. £577).

22. How future meetings will look

Resolved that: - The Town Council will continue with virtual zoom meetings for the time being, by which time the Town Council will understand exactly what technology/equipment is requested for hybrid meetings.

23. Committee Members

Resolved that: - Cllr D Mulvaney will be added to the Environmental Committee.

24. Telephone & Internet Contract

Resolved that: -

a) The quote from Rydal at a cost of £125.78 per month (internet speed 550/75) be approved, as it was the cheapest and considered the best of the three quotes.

b) The quote from Simon Lloyd Electrical for the sum of £280 plus VAT to install a SIM device to the fire and intruder alarm system be approved, as it was deemed to be excellent value for money.

c) The alarm budget for 2021-22 be increased from £800 to £1200 to cover the cost of installing the SIM to the alarm system.

25. Ground Maintenance

Resolved that: -

a) The quote for the sum of £1600 for eight monthly visits to weed and maintain the 28 raised Towyn & Kinmel Bay Town Council planters be approved, as whilst it was not the cheapest quote, it was deemed to be the best of the three quotes received.

b) The quote for the sum of £1050 to undertake 14 cuts- grass verges on St Asaph Avenue, between the roundabout at Borth Crossroads and the first entrance to the Tir Llwyd Industrial Estate (both sides of the road). Whilst it was not the cheapest of the two quotes, it was deemed to be the best value for money, as 3 of the 14 cuts would include the use of a flail.

Cllr B McLoughlin left the meeting early at 20:55

26. Insurance

The Clerk presented the three insurance quotes received.

Resolved that: -

The quote from Zurich (our existing insurers) be approved at a figure of £1587.30 (year one), on a three year fixed level of discount contract, as it was the cheapest, and deemed to be the best of the three quotes, and the other two quotes were via insurance brokers.

27. Towyn & Kinmel Bay Town Council Flag Pole

Resolved that: - A Ukraine flag would be purchased, at an estimated cost of £55/60.

28. One Voice Wales Membership

Resolved that: -

The Town Council will again be a member of One Voice Wales for 2022-23, as they are deemed to provide an excellent service/support to the Town Council.

29. 2021-22 PFR Work Schedule

The Clerk explained and presented the updated PFR work schedule for 2021-22.

Noted the updated schedule.

Meeting Closed at 21:08

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Signed by the Chairman of the next Full Council meeting on 23/03/2022.