

Towyn & Kinmel Bay Town Council

Minutes of the Full Council – (Hybrid Meeting) held on Monday 16th October, 2023 at 7:00pm

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

Clerk: Dylan Thomas

1. Apologies

Apologies for absence were received from Cllrs A Macauley and B McLoughlin.

2. Declarations of Interest

Cllr N Smith declared a non- prejudicial interest in agenda item 15 – Ear Marked Reserves, as funds are held in Ear Marked Reserves which are Ear Marked for the Kinmel Bay Community Centre. Cllr N Smith is a member of the Kinmel Bay Community Centre Committee and is the Conwy CBC representative for the Kinmel Bay Community Centre. Cllr N Smith took part in the Council Business.

Cllr K Redhead declared a prejudicial interest in agenda item 17 – Community Defibrillators, as she lives in Chester Avenue and is a Cartrefi Conwy Committee member. As the agenda item only related to an update regarding the proposed installation/match funding of a Community Defibrillator and Defibrillator Cabinet on the Cartrefi Conwy Chester House Community Centre in Chester Avenue, Cllr K Redhead did not withdraw from the meeting whilst the agenda item was being discussed.

3. Public Participation

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

4. Minutes

Resolved that: -

The minutes of the Full Council meeting held on 27/09/2023, be approved and signed.

Cllr M Smith joined the meeting late at 19:04

5. Matters Arising

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

6. Committee Meetings

Noted the draft meeting minutes of the HR Committee meeting held on 09/10/2023.

7. Grant Applications

Resolved that: - The following Grants be approved: -

- **£250 – Tea and Tango Dance Club towards the group's Christmas Dinner.**
- **£250 - Monday Movers and Shakers Dance Class towards the class's Christmas and New Year Celebrations.**

8. Payments & Receipts

Resolved that: - The payments and receipts for the period 01/09/2023 to 30/09/2023, which have been fully reviewed and signed by the Clerk and Cllr M Jones (Appointed Finance Councillor) be approved as presented by the Clerk, and be signed by the Chairman.

9. Bank Reconciliations

Resolved that: - The balances as at 30/09/2023, which have been fully reviewed by the Clerk and Cllr M Jones (Appointed Finance Councillor) be approved as presented by the Clerk, and be signed by the Chairman.

10. Budget Monitoring Reports

Resolved that: - The 3 x 2023-24 year to date Budget Monitoring Reports as at 30/09/2023, including one with explanations for reportable/notable variances, be approved as presented and explained by the Clerk.

11. Proposed Budget Changes

Noted that as at 30/09/2023, there were no proposed budget changes for 2023-24.

12. Invitation from Darren Millar – Senedd Member

Resolved that: - The members would be like to accept Darren Millar's offer to attend a future Town Council meeting, and that he is welcome to attend any/all Town Council meetings, especially as he is a resident of Towyn & Kinnel Bay.

13. Smart Export Guarantee Application

Resolved that: -

1) The Town Council would remain with British Gas Lite, our existing Electricity Import Supplier, (presently in a fixed rate until 02/05/2025), as despite British Gas Lite offering to waive all fixed rate penalty charges, as they were unable to offer an Export Contract, as their daily standing charge was the cheapest at 42p per day, and was therefore deemed to be the best and cheapest option.

2) The Town Council would complete a Smart Export Guarantee with Scottish Power Business relating to the exporting of electricity to the grid, as they pay 12p per KWH unit, which was the best of the quotes received for Export Only Contracts.

Cllr L Knightly joined the meeting late at 19:20

14. Solar Panels

Noted that the Clerk was waiting to hear from the Town Council's insurers (Zurich), if they required an Annual Maintenance Contract to be in place for the recently installed Solar Panels.

Resolved that: - Given that the members feel that Solar Panels/Inverters do not require annual maintenance, that the proposed quote for the annual maintenance contract from Carbon Zero the Company who installed the panels/inverters for the sum of £300 plus VAT per year, not be approved, unless the Insurance Company/Underwriters insist/strongly recommend that the Solar Panels/Inverters need to be subject to an Annual Maintenance Contract. If deemed necessary for insurance purposes then the Clerk, the Chairman and Appointed Finance Cllr M Jones can approve/sign the maintenance contract on the behalf of the Council, without the need for it to come back to Full Council for approval.

15. Ear Marked Reserve

The Clerk presented and explained the current Ear Marked Reserve balances (Total EMR Balances £49,768.29), as at 30/09/2023.

Resolved that: -

1) The following Ear Marked Reserve Balances be transferred to General Reserves: -

- EMR 334 – Welcome Signs - £29.08
- EMR 340 – Owain Glyndwr Legal Fees - £795.75

2) The remaining Ear Marked Reserve Balances will remain unchanged, as presented and explained by the Clerk.

16. 2023 Good Councillor's Guide to Employment

Resolved that: - The 2023 Good Councillor's Guide to Employment be adopted by the Town Council.

17. Community Defibrillator

Noted that Cllr K Redhead was still chasing Cartrefi Conwy regarding their decision whether to match fund the proposed Community Defibrillator and Cabinet which are to be installed on the Cartrefi Conwy Chester House Community Centre in Chester Avenue.

Resolved that: -

1) The Town Council would approve the proposal to install a Community Defibrillator & Cabinet on the outside wall on the Sandy Cove Club on Foryd Road, subject to the Sandy Cove Club contributing £500 towards the cost, by way of match funding.

2) The quote for the sum of £1,295 + VAT from WEL Medical for a Defibrillator and Defibrillator Cabinet be approved, as whilst it was the only quote received, it was deemed to be excellent value for money, as all defibrillators and cabinets previously purchased from WEL Medical have been easy to maintain and operate.

3) The quote for the sum of £455.95 + VAT from WEL Medical for two spare defibrillator batteries be approved, and whilst it was the only quote received, it was deemed to be excellent value for money, and WEL Medical had supplied all the defibrillators, that the spare batteries were intended for.

4) In order to cover the above items, that the 2023-24 Community Defibrillator Budget is increased from £3,500 to £5,000.

Noted that to avoid any delays the Town Council will use the defibrillator and defibrillator cabinet which was recently purchased for Chester Avenue, as we are still awaiting confirmation from Cartrefi Conwy if they are happy to match fund.

18. Staffing Reviews

The Clerk explained/presented the financial implications and benefits/reasons for the Staff review/proposed recruitment of a Deputy Clerk, which are highlighted in the Draft HR Committee meeting minutes dated 09/10/2023.

Noted that proposed recruitment of a Deputy Clerk with effect from 01/04/2024, has been recommended for approval by the HR committee.

Resolved that: - The Town Council acknowledge the need to increase staffing, and agree in principle to recruitment of a Deputy Clerk with effect from 01/04/2024, subject to a full review of the proposed projects and precept requirement for 2024-25, to ensure that the impact/increase to the 2024-25 precept required is kept to a minimum.

19. Annual Pay Review

Noted that the 2023-24 National Pay Scales have still not been agreed/confirmed, and that as agreed in the HR Committee meeting on 20/02/2023 (Agenda items 5a, 5b & 5c), the three staff members will be aligned with the 2023-24 NJC agreed pay scales, once they have finally been agreed/confirmed, and that the increases to salaries will need to be backdated to 01/04/2023.

20. 2023-24 and 2024-25 Salary Related Budgets Review

Resolved that: -

a) The proposed increases to the 2023-24 Salary Related Budgets, be approved, as presented and explained by the Clerk.

b) The decision to approve the 2024-25 Salary Budgets (Option 1 - existing staffing or Option 2 – included proposed appointment of a Deputy Clerk) will be deferred until a full review of the proposed projects and precept required for 2024-25 has been completed.

21. External Audit

Noted that the 2022-23 External Audit has not yet been completed by Audit Wales, however we have finally received confirmation that they have received the completed Annual Return, and they have today requested additional documentation, to enable them to complete their Audit.

22. Conwy County Borough Councillor Updates/Reports

Cllr K Redhead advised that most of the work she had recently under on behalf of Conwy CBC has been of a confidential nature, and therefore she has very little to report at this time, other than there is a Conwy CBC members meeting in the next few days.

Cllr M Smith advised that a young member of the community and a close friend of his had recently committed suicide, which was a great loss, and he reminded the members of the need to keep in touch with each other, as mental illness was a major issue, and is increasing in all communities, and we all need to support each other.

Cllr N Smith advised that he had nothing to add.

Cllr G Corry congratulated Cllr N Smith regarding his recent appointment as Conwy CBC Cabinet member for Sustainable Economy.

Meeting Closed: 20:10

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Signed by the Chair of the next Full Council meeting on 06/11/2023.