

Towyn & Kinmel Bay Town Council

Minutes of the Full Council (Virtual Meeting) held on Wednesday 27th May, 2020 at 7pm at the Community Resource Centre Kinmel Bay

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

Clerk: Dylan Thomas

Cllr M Jones welcomed the members and the Clerk to the Towyn and Kinmel Bay Town Council AM.

Cllr M Jones advised that as his year as Mayor comes to a close, he feels sad that he was unable to finish events that he had planned due to this dreadful pandemic that is hanging over us, and he hopes that the opportunity will come later in the year when he will be able to share out the funds (total amount raised £1469.11) that he has raised throughout the year to his appointed charities.

Cllr M Jones thanked Dylan and Diane for their support and commitment to him over a busy year, and Cllr M Jones also thanked his fellow Councillors for their support, and patients in the meeting and out in the field.

1. Election of Mayor 2020-21

A nomination was received and seconded for Cllr D Johnson to stand for Mayor.

Resolved that: Cllr D Johnson be appointed a Mayor for 2020-21.

Cllr D Johnson thanked the members for electing him as Mayor for 2020-21, and he advised that he was looking forward to the year ahead. Cllr Johnson thanked Cllr Morris for his work and charity fundraising over the last 12 months.

2. Declaration of Acceptance of Office

Cllr D Johnson signed the declaration of acceptance of office, and the Clerk will countersign within the course of the next seven days.

3. Election of Deputy Mayor 2020-21

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

Resolved that: Cllr K Redhead be appointed as Deputy Mayor for 2020-21

4. Declaration of Acceptance

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

5. Apologies

Apologies of absence were received from Cllr A Hodgson.

6. Declarations of Interest

Cllr N Smith declared an interest in agenda item 26 – Planning, as he is a member of the Planning Committee at Conwy County Borough Council, and he was placed in the virtual meeting waiting room whilst this 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 Virtual Full Council meeting held on 13/05/2020, be approved and signed.
- 9. Blanket Payment Authority List**
Resolved that: The Blanket Authority of regular payments be approved and signed, as presented.
- 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.
 - b) To approve the use of direct debit payments and regular payments.
- 11. Committees**
Resolved that:
 - a) The revised committee structure be approved, with the HR Committee, being the sole standing committee, and that all other business will be discussed and approved at Full Council meetings, which will avoid the present duplication.
 - b) The Terms of Reference for the HR Committee be approved, as presented.
 - c) The Delegations, be approved, as presented in the papers for the meeting.
- 12. Nominations to the Standing Committees**
Resolved that: The HR Committee be comprised as below: -
HR – Barry Griffiths, Geoff Corry, Morris Jones, Jean McKenna, David Johnson (Mayor) and Kay Redhead (Deputy Mayor).
- 13. Provisional Schedule of meetings**
The schedule of meetings had been circulated prior to the meeting to allow Councillors 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.
- 14. Standing Orders & 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 Draft Standing Orders & Financial Regulations be approved, as presented.
- 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: - Cllrs G Corry (Secretary/Trustee), N Smith (Chairman/Trustee) and M Jones be approved as signatories.
- 16. Outside Bodies**
 - North & Mid Wales Association of Local Councils
Cllrs M Jones & B McLoughlin
 - Abergele Burial Committee
Cllrs A Macauley, N Smith & D Johnson

- **Conwy Open Forum**
Cllrs D Johnson (Mayor) & K Redhead (Deputy Mayor).
- **Royal British Legion Local Committee**
Cllrs A Hodgson & J Mckenna
- **Ysgol Maes Owen – Governor**
Cllr M Jones
- **Ysgol Y Foryd – Governor**
Cllr J Mckenna
- **Conwy CBC – NE Forum Task & Finish Group – Play Grounds**
Cllr B Griffiths
- **Caravan Park Owners Forum**
Cllr D Johnson (Mayor) & Cllr K Redhead (Deputy Mayor) and Cllrs L Knightly, N Smith, M Jones, S Wilson, A Macauley.

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

18. Attendance Register

Noted the individual Councillor attendance records for 2019-20.

19. Retention & Disposal Policy

Resolved that: The Clerk will write to all Councillor's to remind them of their obligations, and that the Clerk will attach copies of the following revised policies/documents in his communication: -

- **Retention & Disposal Policy & Schedule**
- **Communication & Social Media Policy**

20. Internal Auditor

Resolved that: - JDH Business Services Ltd be approved as the Internal Auditor for 2020-21.

21. Insurance

Resolved that: The present Insurance arrangements which are in place, are appropriate/sufficient to cover all insurance risks for 2020-21.

22. Freedom of Information and Subject Access Requests received in 2019-20

Noted that there were two subject access requests in 2019-20, one of which was retracted on the same day as it was received.

Noted that there were no Freedom of Information Requests in 2019-20.

23. Complaints Received in 2019-20

Noted that there was a total of 6 complaints received in 2019-20, two relating to condition of the road and pavements at Denbigh Circle, one relating to the playing field on St Asaph Avenue, one relating to a complaint between two Councillors, one from local basket weavers regarding the partial removal of the willow maze at Chester Avenue, and one relating to a potential Health & Safety breach, when the Town Council's lighting contractors removed the 2019 Christmas lights.

24. Annual Return 2019-20

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 true position of the Council and the document be signed by the Mayor and the Clerk.

b) The Statement of Accounts for 2019-20 were presented, explained & discussed.

Resolved that: The Statement of Accounts for 2019-20 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.

25. Mayor Elect

The Councillors all agreed that it would be appropriate for Cllr Morris Jones (outgoing Mayor) to be presented with a Past Mayoral Badge by Cllr D Johnson (incoming Mayor) at a suitable future face to face Town Council meeting.

Resolved that: The Town Council would add this matter to the September Full Council Agenda, by which time hopefully it will be clearer, when face to face Council meetings can resume.

26. Planning

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Demolition of 7 no. storage tanks and all associated pipe works and block work bund wall, 1 no. bottom loading skid and all associated pipework, 2 no. offloading cabinet and all associated pipework, 1 no. interceptor and all associated loading and offloading equipment.

Resolved that: No Objection, however we are concerned that there appears to be no commitment/mention in the application, to restore the site to the current Environmental Standards, including soil decontamination.

27. Councillor Vacancy

The Clerk advised the Councillors that Conwy County Borough Council Electoral Services had advised that it would not be practicable at this time, due to the current lockdown restrictions to publish a Notice of Vacancy, relating to present Kinmel Bay Ward vacant Councillor seat.

Resolved that: This matter would be added to the agenda of a September Full Council meeting.

28. Kinmel Bay Foodbank

Cllr Corry advised that he had safeguarding concerns regarding the delivery of food to the Kinmel Bay Foodbank, by the Town Councillors. Cllr Corry went on to say that in the interest of all concerned, it was critical that Government Guidelines and Social Distancing Rules were being fully complied with, at all times.

Resolved that:

- a) **The Clerk would write to the Kinmel Bay Foodbank to request their written guidelines regarding the delivery of food to their premises.**
- b) **The Clerk, Cllr D Johnson (Mayor) and Cllr M Jones would review the document on receipt, and send a copy to all Councillors.**
- c) **£500 worth of food and basic provisions would be purchased from Asda Kinmel Bay, which would be donated to the Kinmel Bay Food Bank (to be paid out of the Coronavirus Financial assistance Budget).**

29. Covid-19

Cllr B Griffiths explained to the members why he felt that his prepared statement is so important, and why he felt that it should be issued as a Full Town Council Statement.

Cllr D Johnson advised that significant progress is being made at a high level, in this regard, and therefore he did not feel that it was necessary to issue the proposed Full Town Council Statement, however as the email which he has received had been marked confidential, he unfortunately was not able at this stage, to disclose any further information.

Cllr B McLoughlin reminded the Councillors the importance of the Town Council working with the caravan parks, as in her opinion, there are very few residents of working age, who are not associated with the caravan parks, in some way or other (directly or indirectly). Cllr Bernice went on to say that she felt that it would be potentially be very expensive for the statement to be sent to every resident in Towyn and Kinmel Bay, and from previous experience could cost as much as £4000.

Cllr L Knightly said that he was confident that the Welsh Government already had a full understanding of the situation, and that they will take this into account, when they are in a position to review/lift the current Caravan Park restrictions.

Cllr B Griffiths advised that he feels that Towyn & Kinmel Bay is unique, and therefore in his opinion, it is important that his proposed Town Council Statement is issued.

Cllr M Jones advised that it had been reported this week in the media that several of the large caravan parks had already made the decision not to reopen until 2021.

Cllr N Smith said that he could assure the Town Council, that Towyn and Kinmel Bay were far from being forgotten.

Resolved that: The proposed Town Council statement would not be issued (split vote – Cllr B Griffiths voted for the proposed Town Council statement to be issued, and all other Councillors present in the meeting, voted for the proposed statement not to be issued.

The meeting closed at 20:15

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Signed by the Chairman of the Full Council meeting held on 10/06/2020.