

**CYNGOR TREF CONWY TOWN COUNCIL**  
**GUILDHALL, CONWY**  
**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL**  
**HELD ON MONDAY 1<sup>st</sup> FEBRUARY 2016**

**PRESENT :** Councillors – E Leighton Jones (Town Mayor), P Hart (Chair), R Parker, S Allardice, B Chapman, B James, J Hughes, T James, G Edwards, E Hughes, A James, H Roberts

**IN ATTENDANCE :** Helen Barritt (Town Clerk)  
Rachel Lees (Assistant to the Town Clerk)  
Toby Tunstall (Conwy Chamber of Trade)

**APOLOGIES :** Councillors- C Rigal, V Macdonald, S Cotton

**Declarations of Interest – Code of Local Government Conduct:**

**Agenda Item 5a – Planning Applications**

Councillor Allardice is a member of Conwy County Borough Council Planning Committee

**Minute Number**

**239. Conwy Chamber of Trade**

Members RECEIVED a presentation from Mr Tunstall regarding a Medieval Event to be held in 2017 to celebrate the year of Legend. The event is called “The Tournament”, and will be held on 24<sup>th</sup> & 25<sup>th</sup> June 2017. The weekend will include Jousting, Archery & Sword fighting competitions, living history camps & a medieval market, Jesters & Dragons, performances in the Castle, a medieval Banquet & more. Businesses in Conwy are giving full support for the event along with the County Council & Cadw. The estimated number of visitors to Conwy for the event is in the region of 20,000. Businesses can sponsor various parts of the events. Members said it would be good to reflect the Welsh language and culture. Members thanked Mr Tunstall for his presentation.

*Mr Tunstall left the meeting at this juncture*

**RESOLVED** that:

- a) Conwy Town Council sponsor a uniform for £1500 to be paid out of the 2016/17 Budget
- b) Precept for £4000 in 2017/18
- c) A letter of support is written
- d) Members to commit some time to marshalling the event

**240. Town Clerk’s Report**

Members RECEIVED and NOTED the Town Clerk’s Report (Schedule A)

The Assistant to the Town Clerk reported the following additional item:

- a) Urgent Temporary Prohibition of Parking- Station Road, Deganwy. ½/16 to 2/2/16 or for a period of up to 21 days, no vehicle shall park in that length of highway known as Station Rd, Deganwy – Junction Marine Crescent to Junction Tŷ Mawr Rd – manhole checks by Welsh Water.

**241. Planning**

a) Planning Applications

Members considered the applications on Schedule B attached hereto and made recommendations and comments as detailed

b) Planning Decisions Issued

Members RECEIVED and NOTED the planning decisions issued by Conwy County Borough Council & The Planning Inspectorate

**242. Deganwy Prom Day**

Members received a request for funding for the Deganwy Prom Day event to be held in 2016.

**RESOLVED** that Deganwy Prom Day are given a £500 grant

**243. Hanging Baskets and other Planting**

Members were asked to supply the number of hanging baskets required for 2016 before the next meeting. The Town Clerk said that Mr Evans had asked if he could quote to supply the hanging baskets this year. Bryn Eurn nursery will also be asked to quote.

**244. Planned Improvement Works to the Pen Y Clip & Conwy Tunnels on the A55**

Members RECEIVED & NOTED the information regarding the proposed works. They were pleased to be given advanced notice of the works and that short cuts would be discouraged.

**245. Volunteers in the Community**

Members discussed the use of volunteers to undertake activities in the community and felt that the website could help to enable groups to advertise for volunteers.

**RESOLVED** that a website Working Party Meeting is arranged

**246. Draft Local Government (Wales) Bill**

Members discussed the need to delegate responsibility to the Local Government Reform Working Party to draft a response on the Consultation document due to the deadline being the same day as the next meeting.

**RESOLVED** that:

- a) The Town Clerk sets a date for the working party to meet
- b) Responsibility is given to the Local Government Reform Working Party to draft the response which is circulated to the rest of the Town Council

**247. North Wales & Mid Wales Association of Local Councils**

Members RECEIVED & NOTED a report on the meeting held on 22nd January 2016.

The Draft Local Government (Wales) Bill was discussed at the meeting. The Town Clerk said that she was concerned about the requirement to have qualified Clerks. She felt that this should be phased in to avoid the loss of skills Town Councils currently have. Members supported her views.

**248. Disability Access to the Guildhall**

Members RECEIVED a letter of complaint regarding disability access to the Guildhall & the disability access in Conwy. Members thanked the Mayor for handling the matter in an appropriate manner.

**RESOLVED** that the Town Clerk replies to the letter by thanking the person for bringing the concerns to light & informs the person that the disability access to the Guildhall has been looked into in the past and that the Town Council have done what is reasonable to assist in the matter.

**249. Chapel Street Slate Plaques**

Members RECEIVED information regarding a family member of the maker & erector of the plaques who would like to meet with a member of the Town Council.

**RESOLVED** that the family member is asked when they would like to meet

**250. 3rd Quarter Financial Reports 2015/16**

Members RECEIVED the financial reports for the year to the 31<sup>st</sup> December 2015 (Schedules C to I attached)

The Town Clerk is anticipating a saving of approximately £43,000 for 2015/16 giving an expected balance on reserves at 31/3/2016 of around £206,000. Around £70,000 of this will be utilised in 2016/17. The Balance at the bank as at 31/12/2015 was £272,505.64

**RESOLVED** that the financial reports are accepted

**251. Appointment of Internal Auditor**

Members discussed the appointment of an Internal Auditor and the engagement letter

**RESOLVED** that JDH Business Services are asked to carry out the Internal Audit

**252. Application for Dispensation**

Members RECEIVED information on the process to apply for dispensation to speak on an agenda item in which a Councillor has an interest.

**RESOLVED** that the information required on the form needs to be looked at in more detail

**253. Approval of Payments**

**RESOLVED** that the following payments are approved:

- a) Bebbington & Wilson Limited – Festive Lighting Installation 2015 Payment 2 - £4,346.25 plus vat
- b) Bebbington & Wilson Limited – Festive Lighting Installation 2015 Payment 3 - £2,897.50 plus vat
- c) Micrographics Colour Imaging Ltd. – Banner Stand & Artwork - £243.50 plus vat
- d) Barritt & Son – Removal & Disposal of Christmas Trees & Supply of 20 Hi Vis Jackets - £285.60 plus vat

Along with the additional payment:

- e) Viking – Stationery - £67.33 plus vat

**254. Cash Payments**

**RESOLVED** that the list of cash payments 97, is approved for payment (Schedule J)

**255. List of Cheques**

**RESOLVED** that the list of cheques 335, is approved for payment (Schedule K)

**There being no further business the meeting was closed at 8.30pm**