

**CYNGOR TREF CONWY TOWN COUNCIL  
THE GUILDHALL, CONWY.  
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL  
HELD ON MONDAY 3<sup>rd</sup> SEPTEMBER 2018**

**Present: Councillors – S Cotton, (The Mayor), G Edwards (Deputy Mayor & Chair), P Hart, H Roberts, T James, B Chapman, J Vaughan, J Rooney, G Willetts, E Roberts, S Barber-Bailey**

**In Attendance: Natasha Flint, Town Clerk  
Rachel Lees, Assistant to the Town Clerk  
J Merrick, Business Tourism Manager, CCBC**

**Apologies: Councillors V Macdonald, T Hughes, M Priestley, E Hughes, E Leighton-Jones**

*Members were informed that Councillor T Lewis has given his resignation as a Town Councillor, the Mayor suggested writing a letter of thanks.*

**Declarations of Interest – Code of Local Government Conduct: None**

**80. Tourism in Conwy**

Mr Merrick gave an update on the works to be carried out on the Tourist information Centre, Conwy. Mr Merrick discussed installing a digital display screen in front of the building and asked that the Town Council consider funding a screen or part funding a screen. Members discussed the need for better signage throughout the community.

The Chair thanked Mr Merrick for his presentation.

RESOLVED that the Town Clerk invites the Highways Officer to a future meeting to discuss signage in the community.

*Mr Merrick left the meeting at this juncture*

**81. Minutes**

- Minutes of the Special Meeting of the Council held on 20<sup>th</sup> August 2018.  
RESOLVED that the minutes are ACCEPTED and APPROVED

**82. Questions on the Minutes**

Special Meeting of the Council held on 20<sup>th</sup> August 2018.

a) Minute 65 c). Planning Protocol

The Town Clerk gave a report from the meeting with P Jones, Development and Building Control Manager, CCBC. Members were informed that paper copies of the plans were not an option and instead Members can download a plan of interest and the Town Clerk can use the laptop to look at the plans on the evening of the meeting.

b) Minute 70. Honorary Bailie Ceremony

The Town Clerk informed Members that D Hughes has accepted the honour of Honorary Bailie.

c) Minute 72. Guildhall Weddings and Use of the Building

Members were informed that the Responsible Financial Officer had indicated that there was no budget to change the Wedding set up at present.

RESOLVED that the item is put on a future meeting after an updated budget has been produced.

d) Minute 75. Llywelyn Fountain, Lancaster Square, Conwy.

Members were informed that the Town Clerk has not had a response as yet.

**83. Town Clerk's Report**

Members received the Town Clerk's Report (Schedule A attached) along with the following items:

- a) Letter of thanks

The Town Clerk read a letter of thanks from the Chair of Clwb yr Efail for the Grant of £3200.00

- b) Town Clerks Report - Point 3. b) Action Counter Terrorism Awareness Training (ACT)  
Members discussed the importance of this training and it was suggested that all try to attend.

#### **84. Planning**

**a) Planning Applications**

Members considered and commented on the attached Schedule B

**b) Planning Decisions Issued**

Members received list of planning decisions issued by Conwy County Borough Council

**c) Planning Appeal Decision**

Members RECEIVED and NOTED the decision

#### **85. Open Doors**

Members received final details of the event being held on 8<sup>th</sup> and 9<sup>th</sup> September 2018.

#### **86. Conwy Civic Hall**

Members received a request from Louise Emery, Cabinet Member for Economic Development in Conwy to make a presentation.

RESOLVED that L Emery is invited to present at a future meeting.

#### **87. 11<sup>th</sup> Edition of the Charles Arnold Baker Publication**

Members received details of the 11<sup>th</sup> Edition at a cost of £103.95.

RESOLVED that the 11<sup>th</sup> Edition of the Charles Arnold Baker Publication is purchased.

#### **88. Approval of Payments**

RESOLVED that the following payments are approved:

- a) Trilo Byte Computer Services – Town Clerk Laptop – Office 365 Licence & Setup - £80.00
- b) Trilo Byte Computer Services – 4 Microsoft Office 365 E3 Licences – 1/8/18 to 31/7/19 - £1104.00
- c) R. A. Slater – Guildhall & Bus Shelter Windows – 4 weeks to 27/7/18 - £170.00
- d) Business Systems (North Wales) Ltd – Copies 6/7/18 to 3/8/18, 1667 Mono & 369 Colour – £24.27 plus vat
- e) Benards Ltd – Framing of Mayoral Photograph - £29.61 plus vat
- f) Viking – Stationery & Equipment - £267.38 plus vat
- g) British Telecommunications plc – Guildhall Telephone – 14/5/18 to 10/8/18 - £57.50 plus vat
- h) J. R. Lingwood – Mace Bearer Expenses Civic Sunday 2018 - £48.00
- i) Design 2 Print (Llandudno) Ltd – 1000 compliment slips - £105.00 plus vat
- j) SLCC Enterprises Ltd – Reginal Training Seminar 2018 – Town Clerk - £75.00 plus vat
- k) R. A. Slater- Guildhall & Bus Shelter Windows – 4 weeks to 24/8/18 - £170.00
- l) View Creative - Conwy Memorandum of Understanding Scrolls - £195.00 plus vat

Along with the additional items:

- m) The Festive Lighting Company – Year 3 Hire Charges – £8030.72 plus vat
- n) Conwy County Borough Council – Trade recycling – 3/9/18 to 30-9-18 - £18.40
- o) Conwy County Borough Council – Annual Building Insurance for Guildhall – 1/4/18 to 31/3/19 - £5157.95
- p) Viking – Stationery – £165.91 plus vat
- q) J W Jones & Son – Repair lighting in Guildhall cellar - £127.00

#### **89. Cash Payments**

RESOLVED that the list of cash payments 114 as tabled, is approved for payment (Schedule C)

#### **90. List of Cheques**

RESOLVED that the list of cheques 396 as tabled, is approved for payment (Schedule D)

*With the agreement of the Chair the following item was allowed*

**91. Confidential Business**

In accordance with the Public Bodies (Admission to Meetings Act) 1960 & with Standing Order 65, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press & public be temporarily excluded & instructed to withdraw.

**92. Staff Committee Meeting**

**There being no further business the meeting was closed at approximately 7:47pm**