

**CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE TOWN COUNCIL MEETING
HELD ON MONDAY 10th DECEMBER 2018**

Present: Councillors – Councillors S Cotton (Mayor & Chair), G Edwards (Deputy Mayor & Vice-Chair), G Willetts, B Chapman, P Hart, S Barber-Bailey, M Priestley, E Hughes, T James, H Roberts, E Roberts, J Rooney, V Macdonald, E Leighton-Jones, J Vaughan.

**In Attendance: Town Clerk, Natasha Flint
Assistant to the Town Clerk, Rachel Lees
Civic Assistant & Events Co-ordinator, Paul Gillbanks
Terry Smith, Secretary, plus 2 representatives from Conwy Bowling Club**

Prayers: The Mayor's Chaplain lead the Prayers

Apologies: T Hughes

Declarations of Interest – Code of Local Government Conduct:

Agenda Item 8a – Planning Applications – Councillor Priestley is a member of Conwy County Borough Council Planning Committee

Agenda Item 8a – Planning Applications – 0/45736 – The Mayor, Deputy Mayor and Councillors J Vaughan & E Leighton-Jones are all County Councillors.

Minute Number

66. Community Development Fund

Members of Conwy Bowling Club were presented with their Community Grant cheque and Certificate by the Mayor and Constable of the Castle. The Town Council were thanked for their generosity.

Mr Smith and the 2 representatives from Conwy Bowling Club left the meeting at this juncture.

67. Minutes

- Minutes of the Special Meeting of the Council held on 26th November 2018
RESOLVED that the minutes are ACCEPTED and APPROVED

68. Questions on the Minutes

Special Meeting 26th November 2018.

a) Minute 117. Christmas

i) Councillors were informed that Mr N Rowe & F Prescott are willing to volunteer again for Christmas Eve.

RESOLVED that Councillor E. Leighton-Jones pass on their details to the Events Co-ordinator.

ii) Councillors were informed that litter pickers and rings are being provided by CCBC, and temporary blue bins will be placed in Vicarage Gardens car park and Lancaster Square.

69. Town Clerk's Report

Councillors received a report from the Assistant to the Town Clerk (Schedule A attached) with the following additional item:

- a) Christmas Card from the Mayor and Consort of Caernarfon.

70. Planning

a) Planning Applications

Councillors considered and commented on the planning applications as shown on the attached Schedule B

Councillor M Priestley left the meeting during discussion on all applications.

b) Planning Decisions Issued

There were no planning decisions

71. Conwy Tourist Information Centre – Digital Screen

Councillors received the business plan for the screen. Councillors were concerned that the plan was inadequate and did not include an economic impact assessment, also it did not include other sources of funding and pressure has been placed on the Town Council for full funding. Councillors would like to see designs of the screen included in the plan.

RESOLVED that:

- J Merrick is asked to provide a full and conclusive business plan to include an economic impact assessment and designs.
- J Merrick is asked to present at a future meeting.

72. Walled Towns Friendship Circle

Councillor H Roberts gave a report on the AGM and Quarterly Meeting held on 21/11/18. The report included information regarding the car rally and the Walled Towns events. Councillor H Roberts is now the vice chair of the Circle and Councillor V Macdonald was elected as Honorary Member. Councillor V Macdonald thanked Councillor Roberts and fellow Councillors for nominating her for the Honorary Membership.

73. Twinning Agreement

Councillors received further details and a draft agreement for the twinning with Himeji, Japan.

Councillors thanked Councillor B Chapman for his commitment and hard work over the past months that has gone into the collaboration with Himeji.

RESOLVED that Conwy Town Council is of the firm belief that, building on the existing Memorandum of Understanding between the two castles, establishing firmer ties between both Conwy and Himeji City in Japan will make a contribution to international understanding and present commercial opportunities.

Taking into account the mutual interests of the residents of both Conwy and Himeji, we express our resolve to strengthen the links with the City of Himeji by means of a formal twinning agreement to be signed by both Mayors in October 2019.

74. Christmas 2018

a) Councillors RECEIVED and APPROVED the risk assessments for Christmas Eve, Llandudno Junction Carols, Deganwy Carols and Boxing Day Dip.

b) Councillors RECEIVED a quote from Safety Focus for the 12 month risk assessment package at a cost of £1500.

c) It was suggested that the Risk Assessment Policy and Procedures are placed as an item on an Agenda in the new year and that Dave Philips is invited to make a presentation in relation to the same.

RESOLVED that the quote is accepted and reviewed in 12 months.

d) Councillors received the final details of events:

1. Christmas Eve

- RESOLVED that torches are purchased for all volunteers.
- Thanks, was given to Councillors B Chapman, E Roberts and E Leighton-Jones for their input with the Father Christmas Letters.
- Councillors to indicate which events they are available to volunteer at.
- Residents letters are ready for distribution by Councillors.
- Councillors were informed that a contact list will be given to all volunteers at the volunteer meeting to be held on 24/12/18 at 4.30pm. Volunteers who do not attend this meeting will not be able to take part in the event.
- Councillors P Hart & T James are to be stationed in the Guildhall for lost children
- Councillor C Ryan is designated lost child officer and will escort children back to the Guildhall.
- RESOLVED that the following payments are made after the event:
 - i) CADW cleaner – clearing after the fireworks - £50 donation
 - ii) 4 Singers on Christmas Eve - £50
 - iii) MC Mr G Carr - £50 donation
 - iv) RNLI for Boxing Day Dip - £50
- Reserves are as follows:
 - i) Father Christmas – Councillor B Chapman
 - ii) Father Christmas Speech – R Hughes
 - iii) Elf – Councillor C Ryan
 - iv) Lost Child Officer – Councillor E Roberts

2. Llandudno Junction and Deganwy Carol Events

- Leaflets are going to the School for every child to receive one, one School is doing texts to parents.
- The Events Co-ordinator will take the sweets, bin bags, baskets, carol sheets and tabards to both events.

75. Office Arrangements for Christmas

RESOLVED that:

- the office will be closed between Christmas and New Year.
- the Christmas De-brief meeting is moved from the 2nd January to Monday 7th January 2019.

76. Welsh Government Notification - Appropriate Sum under Section 137(4)(A) of the Local Government Act 1972 Section 137 Expenditure Limit for 2019-20

Councillors NOTED the notification.

77. Guildhall Fire Drill

Councillors discussed the need to have a fire drill and for a written guide to be produced.

RESOLVED that a fire drill is arranged.

78. Llandudno Junction Catholic Church

Concerns have been made by residents regarding the proposed double yellow lines near the Church. Councillors were informed that residents on the road have been blocked in a number of times and that emergency services could not access the homes, this often occurs when a funeral is taking place and this has resulted in the proposal of the double yellow lines.

RESOLVED that Councillor T James speaks to the Vicar about parking arrangements for funerals.

79. Approval of Payments

RESOLVED that the following payments are approved except for c) CCBC:

- a) J R Lingwood- Mace Bearer Duties Remembrance Sunday- £56.00
- b) Viking - Office Stationery - £149 plus vat
- c) Conwy County Borough Council – 4 Hard wood benches for Lancaster square plus installation - £4722.03

RESOLVED that the Town Clerk asks CCBC for written evidence that the benches were asked for and for the Town Council to pay for them.

- d) Rialtas Business Solutions Ltd – Accounts Training plus mileage - £455.70 plus vat
- e) Xerox Finance – Printer Lease 1/1/19 to 31/3/19 - £75.00 plus vat
- f) Trilo – Byte Computer Services – correcting server issues - £95
- g) Tree Wise Men Services – 3x 15ft & 2x 25ft Christmas Trees for the Community - £3892.00
- h) Tree Wise Men Services – Erection and removal of 5 small Christmas Trees - £150

80. Cash Payments

RESOLVED that the list of Cash Payments Sheet 116 is approved as tabled (Schedule C)

81. List of Cheques

RESOLVED that the list of Cheques Sheet 404 is approved as tabled (Schedule D)

82. Mayoral Announcements

The Mayor attended several Remembrance services which included a lovely service at All Saints Church Deganwy, a service in Penmaenmawr which also commemorated the 100 years vote for women, they had a brass band playing war time hits which was very enjoyable. The Conwy Remembrance Service went well and the Mayor attended the service in Llandudno Junction. The Mayor visited the Conwy Comrades Sports & Social Club after the service in Conwy and found it very interesting to meet with veterans and service men. The Mayor suggested that all Councillors try to visit the Club after the service next year.

The Mayor attended Beaumaris Fireworks display which was postponed until the 10th November due to weather conditions. The Mayor enjoyed the Cadets presentation night and gave out awards to cadets. The Victorian Christmas event held in Beaumaris was a success and even had snow machines, the Mayor enjoyed judging the Christmas window competition. The Mayor enjoyed Deganwy School's Christmas Fair and visited the Deganwy History Group's exhibition. St Marys Church held a Christmas Tree decoration competition which the Mayor enjoyed judging.

The Mayor was invited to Caernarfon to judge the Christmas windows and to join in the Christmas light switch on. The Mayor enjoyed the Chaps pantomime in the Memorial Hall Llandudno Junction.

The Mayor and fellow Mayors took part in the Christmas Torch parade in Conwy. The Mayor had a lovely time at the Carol Concert in All Saints Church, Deganwy.

83. Twenty Minutes - Questions from the Residents

There were no questions from residents

There being no further business the Meeting was closed at 8:59pm