

**CYNGOR TREF CONWY TOWN COUNCIL  
THE GUILDHALL, CONWY.  
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL  
HELD ON MONDAY 12<sup>th</sup> NOVEMBER 2018**

**Present: Councillors – S Cotton, (The Mayor), P Hart, H Roberts, T James, J Rooney, G Willetts, E Roberts, S Barber-Bailey, V Macdonald, E Leighton-Jones (Vice Chair), B Chapman, T Hughes, J Vaughan, C Ryan**

**In Attendance: Natasha Flint, Town Clerk & Responsible Finance Officer  
Rachel Lees, Assistant to the Town Clerk  
Terry Smith, Secretary, plus 2 representatives from Conwy Bowling Club**

**Apologies: Councillors M Priestley, G Edwards (Deputy Mayor), E Hughes**

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

Agenda Item 8c, Conwy CBC (Various Roads Llandudno Junction & Deganwy) (Prohibition & Restriction of Waiting) Order 2018 – Councillor Cotton lives on a road mentioned & is a Committee Member.

Agenda Item 8c, Conwy CBC (Various Roads Llandudno Junction & Deganwy) (Prohibition & Restriction of Waiting) Order 2018 – Councillor Macdonald’s Daughter lives where yellow lines are being proposed.

**110. Declaration of Acceptance**

The Chair welcomed Councillor C Ryan to the Town Council.

Councillor C Ryan made her Declaration of Acceptance of Office

**111. Conwy Bowling Club**

Members received a presentation from members of the Bowling Club requesting funding for a safety fence around the green at Conwy Bowling Club. The application for the safety fencing is a matter of health and safety. Members suggested that the bowling Club also consider other sources of funding as well as the Town Council. The Chair thanked the Members of the Bowling Club for the presentation.

RESOLVED that Conwy Bowling Club are awarded £12,000 of Community Development Funding towards the installation of the safety fencing.

*Mr Smith and the 2 representatives of the Bowling Club left the meeting at this juncture.*

**112. Minutes**

- Minutes of the Town Council Meeting held on 29<sup>th</sup> October 2018.

RESOLVED that the minutes are ACCEPTED and APPROVED with the following amendments:

Minute 77. Mayoral Announcements – the Mayor made a poppy. – cheese and wine evening for Mind

**113. Questions on the Minutes**

Town Council Meeting held on 29<sup>th</sup> October 2018.

- a) Minute 74. g) Trilo Byte Computer Services. Members were concerned there was a duplicate payment of £50 on the agenda for 12<sup>th</sup> November 2018. The Town Clerk explained the costings and that there were 2 separate costs.
- b) Town Clerk’s Report 2. Events - Councillor B Chapman will be attending this course and will report back on a future agenda.

**114. Town Clerk’s Report**

Members received the Town Clerk’s Report (Schedule A attached) along with the additional items

- a) WCVA event - Safeguarding for Trustees – join us for a twitter chat, 7-8pm Tuesday 13 November  
You can join the event by following us @WalesCVA and using the hashtag #trusteehour on twitter.

- b) Letter of thanks from Councillor E Leighton-Jones for the wedding gift.

**115. Planning**

**a) Planning Applications**

Members considered and commented on the attached Schedule B

**b) Planning Decisions Issued**

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

*The Mayor and Councillor V Macdonald left the meeting during discussions on item 8c*

**c) Conwy County Borough Council (Various Roads Llandudno Junction and Deganwy) (Prohibition & Restriction of Waiting) Order 2018**

RESOLVED that the Town Council Object to Sefton Road Prohibition as they don't feel it will be beneficial for the residents if double yellow lines are put in place.

*The Mayor and Councillor V Macdonald re-joined the meeting*

**116. Solar Bench**

The agenda item was deferred.

**117. Hanging Baskets**

Members were asked to collect empty hanging baskets from businesses around the community, also to store them in the basement of the Guildhall where Mr Evans will collect them in early January. It was suggested for next year that the Assistant to the Town Clerk forms an email list of all the businesses who received baskets and inform them to have the baskets ready early November for collection. Members were asked to obtain email addresses when they collect the baskets this year.

**118. Christmas**

Members discussed arrangements for Christmas events:

a) Christmas Trees

Members were informed that the trees would be put up around the community over the next couple of days

b) Christmas Lights

Members were informed that the date for the lights to be switched on is 30<sup>th</sup> November 2018. Members were informed that there will be 2 maintenance checks on all the lights twice weekly and if there are any problems with lights Members are to email Mr R Wilson direct and copy all Councillors into the email. The Town Clerk will circulate the email and emergency telephone numbers.

c) Christmas Window Competition

Members were asked to collect the trophies from last year's winners.

d) Father Christmas Letters

The Assistant to the Town Clerk will email example letters to Councillor E Roberts. Governors representing the Town Council will receive further information at the next meeting.

d) Llandudno Junction/Deganwy Carols

The Town Clerk reminded Members that the Llandudno Junction Event was being held on Friday 14<sup>th</sup> December at 6pm and the Deganwy Event was being held on Saturday 15<sup>th</sup> December at 2pm.

RESOLVED that:

- The Mayor is the Responsible Person for both Events
- Mr Gilligan is asked to play Father Christmas at both events
- Sweets are given out at both events, which will be Haribo's and Freddo's as in previous years.
- Mince pies are not given out at the events as they contain nuts

e) Conwy Christmas Eve

- Members received the Risk Assessment for Father Christmas & the Elf appearing on the Castle Walls, as this is a new document produced by Safety Focus, Members are asked to take a copy home to read over and to approve at the next meeting.

- Members received a quote from Max Plant for an additional generator for the Lancaster Square Carols at a cost of £225.00 plus vat.

RESOLVED that the Quote for £225.00 plus vat is accepted.

- The sweets for the event will be Haribo's and Freddo's
- Mince pies will not be given out this year as they contain nuts.
- Members were informed that Busy Bees Street Cleaners are putting a plan together with a quote for the street Cleaning on Christmas Eve. The company are used for the Conwy Feast and recycle all the waste where possible.

**119. North Wales Cruising Club 2018 Visit by Santa Claus**

Members received a request for a £100 donation to purchase presents for Santa Claus to give to children visiting his grotto at the Club on 8/12/18.  
RESOLVED that the donation is awarded.

**120. The Independent Remuneration Panel for Wales Draft Annual Report 2019/20**

Members received the Draft Annual Report 2019/20 and NOTED the Determinations with respect to Payments to Members of Community and Town Councils (Section 13).  
RESOLVED that the Town Clerk seeks guidance and clarification with regards to the allowance and brings the item back to a future meeting.

**121. Conwy Mussel Fishery**

Members received correspondence from G. B. Edwards, Head of ERF, CCBC, requesting clarification on the level of financial support the Town Council are willing to provide to preserve the industry. Members discussed at length the importance of supporting the historic Mussel Industry in Conwy.  
RESOLVED that the Town Council contribute £15,000 toward the Several Order to manage the Conwy Mussel Industry.

**122. Conwy County Sea Cadets**

Members received a request for a contribution of funding towards the cost of a new boiler at the Sea Cadets Unit, Deganwy.  
RESOLVED that the Sea Cadets are awarded £1000 towards the cost of a new boiler.

**123. Conwy Town Guide**

Members received the quote of £1108.80 plus vat from View Creative, which includes amendments to existing design, print costs and delivery of the 28 boxes of Town Guides. Members were informed that an online version of the Town Guide has been discussed and that Councillor V Macdonald will update Members at a future meeting.  
RESOLVED that the quote of 1108.80 plus vat is approved.

**124. Lidl Development**

Members received an update from Councillor H Roberts.

**125. Approval of Payments**

RESOLVED that the following payment is approved:

- a) Conwy Camera Club - Honorary Bailie Ceremony Photography - £30.00
- b) Trilo Byte Computer Services – Secure Cloud Storage – 1/5/18 to 31/10/18 - £50.00
- c) Cannon Hygiene – sanitary disposal unit – 11/18 to 01/19 - £54.87 plus vat
- d) Conwy CBC – Marl Ward by Election - £145.10
- e) AB Fire prevention Wales Ltd – Fire Alarm & Emergency Lights service - £37.00 plus vat
- f) Mad Sound & Lighting – Remembrance Sunday Sound system - £375
- g) Rialtas Business Solutions Ltd – Omega Accounts set up & Training - £1465.50 plus vat

Along with the following Remembrance Sunday donations:

- h) M. Bradley-Williams – Remembrance Sunday Bugler Expenses - £50.00
- i) Cambria Band – Band for Parade - £250.00
- j) Conwy Camera Club – Photography for Remembrance Sunday - £50.00

Along with the following additional payments:

- k) Petty Cash – Cash - £190.79
- l) MSI Alarms – relocation of security screen - £318.00 plus vat
- m) MSI Alarms – fixing faulty alarm - £33.00 plus vat
- n) Opus Energy – St Mary’s Clock Electric – 4/10/18 to 3/11/18 - £12.05 plus vat
- o) Remembrance Sunday Donation – B Jones - stewarding - £10
- p) Remembrance Sunday Donation – K Rogers - stewarding - £10
- q) Remembrance Sunday Donation – S Kemp - Parading Shire Horse & 3 service dogs - £100

**126. Cash Payments**

RESOLVED that the list of cash payments 115 as tabled, is approved for payment (Schedule C)

**127. List of Cheques**

RESOLVED that the list of cheques 402 as tabled, is approved for payment (Schedule D)

*The Chairman allowed the following item as a matter of urgency*

**128. 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

**129. Staff Issues**

**There being no further business the meeting was closed at approximately 9:23pm**