

**CYNGOR TREF CONWY TOWN COUNCIL  
THE GUILDHALL, CONWY.  
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL  
HELD ON MONDAY 15<sup>th</sup> OCTOBER 2018**

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

**In Attendance: Natasha Flint, Town Clerk & Responsible Finance Officer  
Rachel Lees, Assistant to the Town Clerk  
Louise Emery, Cabinet Member for Economic Development in Conwy**

**Apologies: Councillor M Priestley**

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

**110. Conwy Civic Hall**

Members received a presentation from Ms Emery, Cabinet Member for Economic Development in Conwy. Members discussed at length, possibilities for the future of the Civic Hall. Members were deeply concerned for the loss of community space. Members were also concerned for the future of buildings within the community that face possible closure. Members thanked Ms Emery for attending and for an informative presentation. RESOLVED that a Civic Hall and Community Buildings Working Party is set up with the following members: The Deputy Mayor and Councillors V Macdonald, E Leighton-Jones, J Vaughan, P Hart, E Hughes, H Roberts, S Barber-Bailey.

*Councillor T Hughes left the meeting at this juncture.*

**111. Minutes**

- Minutes of the Special Meeting of the Council held on 1<sup>st</sup> October 2018.  
RESOLVED that the minutes are ACCEPTED and APPROVED with the following addition inserted:  
Minute 98. Town Council Notice Boards
  - Members were informed that 2 noticeboards in Llandudno Junction had faulty locks and that Alexander Locksmiths are trying to source the locks. The approximate cost is £200 for each lock, however, as these are specialists lock they are struggling to find a supplier.

**112. Questions on the Minutes**

Special Meeting of the Council held on 1<sup>st</sup> October 2018.

a) Minute 100. Cambrian Way Footpath

Members were informed that Mr Wicks will present to the Council at the next available Council Meeting which is the 26<sup>th</sup> November 2018.

b) Minute 101. Christmas Events 2018

The Town Clerk informed Members that Mr Fletcher of Tree Wise Men had totalled up his quote incorrectly and instead of the total being £3160 it should have been £4060.

RESOLVED that the quote of £4060 is accepted.

c) Minute 102. Omega Accounts Software

Members were informed that the training for the Town Clerk and the Assistant to the Town Clerk will be held on 31/10/18 and 1/11/18.

d) Minute 104. CCTV Funding Contributions

The Town Clerk informed Members that the £8000 for 8 new cameras was in the budget for 2018/19. Ms E Dowell, CCTV Manager, CCBC would like to come to a future meeting with further details.

RESOLVED that Ms Dowell is asked to present to Council on the 14<sup>th</sup> January 2019.

e) Minute 105. Review of Community and Town Council Sector in Wales

Members were informed that the Panel are not consulting on their recommendations. They believe it is for the Cabinet Secretary to consider the way forward and consult on this when appropriate. They will, however, share Conwy's findings with the relevant policy officials.

**113. Town Clerk's Report**

Members received the Town Clerk's Report (Schedule A attached)

**114. 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

**c) Pre-application Consultation**

Members RECEIVED and NOTED the outline planning application for Residential Development, Henryd Road, Gyffin, Conwy.

RESOLVED that the Town Clerk will send out pre-application details with the Agenda in future.

**115. Penmaen Road Play Area**

The Town Clerk read correspondence from Ms J Allen, Property Management Officer, CCBC, which informed Members of the proposed reinstallation of the Penmaen Road Play Area. Before a design is chosen, CCBC would like to present to the Council.

RESOLVED that Ms J Allen is invited to present to the Council on 11<sup>th</sup> February 2019.

**116. Parking Issues Conwy**

Members received correspondence from V Turner, Environment, Road and Facilities Officer, CCBC in response to the letter sent by the Town Clerk. Members felt the response was positive and they look forward to the changes outlined in the letter.

**117. Conwy Post Office**

Members were informed that the Conwy Post Office Branch will be closing in March 2019 as the current Post Master and Post Mistress are retiring. The Post Office will not be keeping the branch open. Members were informed that the building is now up for sale and if it sells before March 2019 then the post office will close earlier.

RESOLVED that the Town Clerk writes to Dr Lynn Phillips, Conwy Post Office, with thanks for the valued service provided over the years.

**118. Honorary Member of the Walled Towns Friendship Circle**

Members were informed that the Walled Towns Friendship Circle have asked for nominations for Honorary Membership. Councillor H Roberts nominated Councillor V Macdonald for her 25years of dedication to the Walled Towns Friendship Circle. Councillor V Macdonald left the room for the vote which was unanimous.

RESOLVED that Councillor V Macdonald is nominated as Honorary Member of the Walled Towns Friendship Circle.

**119. North Wales Walled Towns Car Trail Run 2018**

Councillor H Roberts gave a report on the event held on 30th September 2018. Many people were thanked including P Gillbanks for the excellent organisation of the event, Councillor T Hughes for the first ever film recording of the event, Councillor J Rooney for his first-rate stewarding on the day plus all Members who took part in the event. Members were informed that feedback has been excellent. Concerns were made regarding the limited toilets available, it was suggested that CCBC are asked to open Bodlondeb for the morning, or a portalo is hired.

RESOLVED that a donation of £250 is given to Conwy Cricket Club for the refreshments provided and the use of the facilities.

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

The Agenda item was deferred.

**121. Honorary Bailie Ceremony 2018**

Members were informed that:

- a) the rehearsal for the ceremony went well, and all parties involved know their duties for the ceremony.
- b) Rsvp's need to be returned for catering purposes.
- c) Members keep their gowns following the evening for Remembrance Sunday.

Members received the risk assessment for the ceremony.

RESOLVED that the risk assessment is APPROVED.

**122. Marl Ward Vacancy**

The Town Clerk updated Members regarding the vacancy. An election will be held on 22<sup>nd</sup> November 2018.

Estimated costs for poll cards are:

- £205 for printing of poll cards
- £835 for Royal Mail posting of poll cards
- £480 for hand delivery of poll cards

RESOLVED that the poll cards are printed and sent out by Royal Mail at a total cost of £1040

**123. Councillors Social Fund**

Members received information regarding the Social Fund and its intended purpose.

RESOLVED that:

- the Councillors Social fund continues
- when it is time for Members to contribute it is placed on an agenda
- a received form is produced and to be signed at the meeting when the money is received.

**124. Approval of Payments**

RESOLVED that the following payment is approved:

- a) The Knights of Conwy – Donation for Open Doors 2018 - £100.00
  - b) R. A. Slater – Guildhall & Bus Shelter Windows – 4 weeks to 25/9/18 - £170.00
  - c) PRS for Music – Licence for Christmas Events – 24/9/17 to 23/9/19 - £451.47 plus vat
  - d) Mind – Mayoral Donation - £30.00
  - e) Conwy Bee Keepers – Mayoral Donation - £30.00
  - f) J. Bing – Wedding Refund - £100.00
  - g) V. Macdonald – Guildhall plants - £40.75 plus vat
  - h) BNP Paribas Leasing Solutions Limited - Guildhall Printer Lease - 15/7/17 to 14/10/17 - £131.76 plus vat
  - i) Conwy County Borough Council - Trade Recycling - 01/10/18 to 31/03/18 - £119.60
  - j) BT Alarm System Phone Line 01/10/18-31/12/18 - £52.75 plus vat
  - k) Men at work Wales - Guildhall Chamber Lights - £85.00
  - l) Xerox Finance - Printer Hire – 01/10/18 to 31/12/18 - £229.17 plus vat
  - m) Lighting and Illumination Technology Experience Ltd - Hire of Festive Lights Year 2 of 3 - £1,600.00 plus vat
  - n) MSI Alarms – Annual service of alarm 31/10/18 to 31/10/19 £100.00 plus vat
  - o) MSI Alarms – Annual service of CCTV 31/10/18 to 31/10/19 £176.00 plus vat
- Along with the additional payments:
- p) Petty Cash account – Cash for September 2018 - £182.12
  - q) Opus Energy – St Mary's Clock Electric 04/09/18 to 03/10/18 - £3.00 plus vat
  - r) Benards Gallery – Framing of 2 Charters for Honorary Bailies - £48.25 plus vat

**125. Cash Payments**

There were no cash payments

**126. List of Cheques**

RESOLVED that the list of cheques 400 as tabled, is approved for payment (Schedule C)

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

**127. 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

**128. Staff Issues**

**There being no further business the meeting was closed at approximately 8:43pm**