

CYNGOR TREF CONWY TOWN COUNCIL

MINUTES OF THE SPECIAL MEETING (FINANCE & GENERAL PURPOSES)
HELD ON MONDAY, 28th APRIL 2014

PRESENT : Councillors – S Cotton (Town Mayor), R Parker (Chair), V Macdonald, B Chapman, P Hart, T James, L Hughes, G Edwards, J Fallon, C Rigal.

IN ATTENDANCE : Helen Armitage (Town Clerk)

APOLOGIES : Councillors – E Leighton-Jones, H Roberts, S Allardice.

Declarations of Interest – Code of Local Government Conduct -

Agenda Item 7a, - Planning Applications – Councillor Fallon sits on the Planning Committee for Conwy County Borough Council

Agenda Item 9 Mayor’s Allowance 2014/15 – the Deputy Mayor will be Mayor for 2014/15

Minute Number

316 Welsh Coastal Path Cycling

As Mr Pastori, Traffic and Transportation Engineer, Conwy County Borough Council did not attend the meeting, the item was deferred to a future meeting.

317 Town Clerk’s Report

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

The Town Clerk reported the following additional items:

- a) Training, One Voice Wales
 - Making effective grant applications and information management
- b) Back2 Hockey
 - A recreational programme for adults to enjoy participating in activities for fun and to socialise. 8 week programme.
- c) Conwy Valley Business Bootcamp Week at Glasdir, commencing 6/5/14
- d) Members were reminded about contributions to the “Councillors Social Fund”

318 Planning

Councillor Fallon left the meeting during the following agenda item

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

319 2013/14 Accounts and Statements

- a) The Town Clerk presented the budget reports and reserve balances for the year ended 31st March 2014 (Schedules C to F)

Overall a saving of £59,244 had been made on budget. The balance on reserves was now £177,494 of which £87,070 was earmarked.

Members discussed the level of Reserves. The Town Clerk explained that most of the earmarked reserves would be used to reduce the precept requirement for 2015/16 and that the Town Council is recommended to hold Reserves in case of unexpected expenditure.

RESOLVED that the budget reports and reserve balances are accepted and approved

b)The Town Clerk presented the bank reconciliation and financial statement as at 31st March 2014 (Schedules G & H)

The unrepresented cheque to E.Jones (106076) on 3/2/14 for £50.00 is the second cheque this person had been sent. The first one was not presented and after it was 6 months old and had expired the Town Clerk issued and sent a new one.

The balance at the bank after unrepresented items was £159,870.63

RESOLVED that:

-the bank reconciliation and financial statement are accepted and approved

-if the cheque to E.Jones is not presented before it expires on 3/8/14 then a replacement is not sent

c)The Town Clerk presented the balance sheet as at 31st March 2014 (Schedule I)

RESOLVED that the balance sheet is accepted and approved

d)The Town Clerk presented the asset register as at 31st March 2013 (Schedule J)

Additions for the year amounted to £16,593.37

RESOLVED that the asset register is accepted and approved

e)Members received the Internal Audit report for 2013/14, that had 3 points of issue:

-The accounts include creditors of £800 for donations which are s137 payments and cannot be accrued for. They must be included in the year the payment is made.

The error has already been amended in the accounts for 2013/14

-A website grant of £500 has been received during the year and netted off against expenditure. This should be included as income.

The error has already been amended in the accounts for 2013/14

-Guidance Note for 2014/15 – following the repeal of s150(5) LGA 1972 in March 2014, Councils are not required by law to have cheques or orders for payment signed by 2 elected members. If the Council decides to make any changes to the payment process it should refer to the SLCC guidance and ensure that any internal controls meet the requirements. The controls will be reviewed by internal audit at future audits.

f)The Town Clerk went through statements 1 to 9 on the Annual Governance Statement and received Members answers

Members thanked the Town Clerk for her work on the accounts

Councillors Chapman and Edwards left the meeting at this juncture

320. Committee Membership

RESOLVED that the following Councillors sit on the following Committees for the Municipal Year 2014/15:

a)Civic Committee – The Mayor Elect Councillor Parker, The Deputy Mayor Elect Councillor Leighton Jones, Councillors Cotton, Rigal, Macdonald, Roberts and E Hughes.

b)Staff Committee-The Mayor Elect Councillor Parker, The Deputy Mayor Elect Councillor Leighton Jones, Councillors Chapman, Cotton, Roberts and Fallon

c)Christmas Committee – All Councillors sit on this committee

322. Representation on Outside Bodies & School Governors

The Representation is to be the same as 2013/14, with the following amendments:

a)Llandudno Junction Regeneration Scheme – Conwy County Borough Council are asked if Councillor Roberts can also attend these meetings as a representative from Marl Ward

b)Fair Trade Group – the position is vacant and the Town Clerk finds out if the group are still operating in this area

c)CVSC – The Mayor Elect represents the Town Council

RESOLVED that the representation on outside bodies and boards of school governors for 2014/15 is as 2013/14 with the above amendments

The Deputy Mayor left the meeting at this juncture and the Mayor took the Chair

323. Mayoral Allowance 2014/15

Consideration was given to the amount of the Mayor's Allowance for 2014/15 for approval at the Annual General Meeting. Members were still concerned about having to pay the Mayor's allowance on a reimbursal system. The Town Clerk assured Members that the system would work and she would talk to the Mayor Elect about it

RESOLVED that:

- a) the Mayor's Allowance is increased to £1,675
- b) The Mayor Elect is forwarded an advance of expenses of £250 and the expenses are reimbursed on an imprest system

The Deputy Mayor returned to the meeting and resumed the Chair

324. Snowdonia National Park Authority – Public Consultation: Draft Supplementary Planning Guidance Notes

Members RECEIVED and NOTED details of the Public Consultation

325. Local Government Byelaws (Wales) Act 2012 – Implementation

Members RECEIVED and NOTED details of the Public Consultation

326. Bus Shelters

Members received a request for the installation of a bus shelter on Bangor Road by the entrance to Cadnant Park (westbound)

RESOLVED that a number survey is requested from Conwy County Borough Council before a decision is made

327. Llandudno Junction Regeneration Scheme

a) Members received details of the Gateway sign for Llandudno Junction and their location

RESOLVED that the Town Council is happy with the proposed signs and locations

b) Questionnaires have been sent out:

-Regarding Osborne Road car park, regarding the change to 14 short term bays, 18 long term bays and an additional 3 disabled bays. It is also intended to make Osborne Road a one way system and move the double yellow lines to the other side of the road

-Conway Road (by Ferndale Road), to make the area permit parking

c) The WREN grant application is ongoing as more information has been requested

d) Work is to be carried out on the canopies in Pensarn wards

e) A pilot scheme is to be carried out in Broad Street on 8 houses, recladding and new windows. The work has been put out to tender and will depend on finance

328. Llandudno Junction Station Notice Board

It has been suggested that an unveiling ceremony for the new notice board holding the map of Llandudno Junction is held on 12th May 2014 at 4pm

RESOLVED that the ceremony is held and appropriate people are invited along.

329. Bodlondeb Woods Local Nature Reserve Management Advisory Group

Members received a report on the meeting held on 15th April 2014

The meeting took the form of a walk around the woods to see the work going on. This involved lots of cutting back to encourage new growth.

Members were informed that Helen Jowett, Senior Countryside Officer, Conwy County Borough Council was leaving the role and the department was being restructured

330. Review of Community Council Boundaries & Electoral Arrangements – Final Proposals

Members RECEIVED and NOTED the document which states that Conwy Town Council should increase its number of Councillors to 17 – an additional Councillor in each of Castell and Marl wards

331. Website

Members received a report from the Website Working Party held on 14th April 2014

Suggestions from the Working Party include:

a) Welcome page

The index on the main part of the page and is replaced with an introduction about the Town Council drafted by the Working Party

Members discussed adding more history to the narrative, but it was decided to have this on a separate page at a later date

b) The “Conwy Virtual Tour” is moved to the “Conwy” page

c) Other suggestions to be added were discussed including:

-A newsletter (to be undertaken when an additional member of staff is appointed)

-An annual report which is the Mayor’s speech from Mayor Making

-The Mayor’s Christmas message

-A list of committee membership under “Council Information”

-Whether the website can be converted into large print

-That a message is put onto the website stating that the Welsh version is a work in progress, but additional items are translated as the website moves along

-Photographs are sourced for Llandudno Junction and Deganwy pages

RESOLVED that the above suggestions are implemented

332. Guildhall Lights

Members received a quote from JW Jones & Son for £249.93 plus vat for re-lamping and repairing the lights in the Chamber

RESOLVED that the quote is accepted but that the Town Clerk and Caretaker are present when the work is undertaken

333. CVSC

Members received notification of the membership subscription for the CVSC for 2014/15 of £15

RESOLVED that the membership fee is paid

334. Llandudno Junction Football Club

Members received information that representatives of Llandudno Junction Football Club will attend the meeting on 9th June 2014 to present their vision for the club and community

335. Christmas Committee

RESOLVED that a Christmas Committee meeting is arranged for Monday 2nd June at 6:30pm at the Guildhall
Members voiced concern regarding the lights on the trees on the Weekly News roundabout. It was felt that these were now hanging low enough to be a problem to traffic.

RESOLVED that Bebbington & Wilson are asked to remove these lights as soon as possible

336. Red Wings Film Project

RESOLVED that as the Project Leader had not been in contact with the Town Council it was decided that the item would not be discussed

337. Hire of Guildhall

The Town Clerk informed Members that Conwy County Borough Council had hired the Guildhall for licensing sessions on 28th April and 7th May. They were being invoiced £100 for each day

338. Approval of Payments

RESOLVED that the following payments are approved:

a)AB Fire Prevention Wales Ltd. – Annual Service of Fire Alarm & Emergency Lights & Fitting New Batteries to Emergency Lights - £281.25 plus vat

along with the following additional payments:

b)Conwy County Borough Council – Planning Permission Fees for Conwy & Deganwy Notice Boards- £330.00

c)JDH Business Services Ltd. – 20/13/14 Internal Audit - £378.00 plus vat

339. Cash Payments

There were no cash payments to approve

340. List of Cheques

RESOLVED that the list of cheques 291, as tabled, is approved for payment (Schedule K)

The following item was allowed by the Chairman as a matter of urgency

341. Mayoral Inauguration

a)The Town Clerk informed Members that the Mace Bearer would not be available for the Mayoral Inauguration. The Parade Marshal has been asked to deputise and has accepted

b)**RESOLVED** that Councillor Rigal seconds the Mayor's Vote of Thanks to the Retiring Mayor

There being no further business, the meeting was closed at 8:30pm