

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON MONDAY, 21st NOVEMBER 2016

PRESENT : Councillors – P Hart (Town Mayor), B Chapman (Chair), V Macdonald, R Parker, J Hughes, B James, T James, G Edwards, E Hughes, A James, H Roberts

IN ATTENDANCE : Helen Barritt (Town Clerk), Jane Hodgson (Assistant to Town Clerk)
Jane Richardson (Strategic Director for Economy & Place, Conwy County Borough Council)
Diane Sandham (Conwy County Borough Council)

APOLOGIES : Councillors S Allardice, S Cotton, E Leighton-Jones, C Rigal

Declarations of Interest – Code of Local Government Conduct:

Agenda Item:

Agenda Item 9 – Royal Cambrian Academy – Councillor Macdonald is an Honorary Member of the Royal Cambrian Academy

Minute Number

The Chairman welcomed Councillor Macdonald back following her recent surgery

180. Conwy Civic Hall & Quay

Members received a presentation on the Conwy Civic Hall & Quay from Ms Richardson & Ms Sandham, Conwy County Borough Council. This was an overview of the second stage of the process, including how full business proposals will be scored on quality and cost. The final decision will be made by Cabinet, who will receive recommendations from the project board. The deadline for submissions of proposals is 16/1/17; provisional contract award date is 28/3/17.

Members said that the Town Council feels passionately about the Civic Hall & asked questions to clarify the process.

The Chair thanked Ms Richardson & Ms Sandham for their presentation, keeping the Town Council informed & answering questions.

Ms Richardson & Ms Diane Sandham left the meeting at this juncture

181. Minutes

Minutes of the Staff Committee meeting held on 7th November 2016

RESOLVED that the minutes are ACCEPTED and APPROVED

Minutes of the Special Meeting of the Council held on 7th November 2016

It was noted that there were errors in page numbering (two pages labelled as page 3)

RESOLVED that the minutes are ACCEPTED and APPROVED with the amendment

182. Questions on the Minutes

a) Staff Committee Meeting held on 7th November 2016

Minute 36a, Staff Issues

The Town Clerk updated Members on the recruitment process for the vacancy

- b) Special Meeting of the Council held on 7th November 2016
 - i) Minute 153, Town Clerk's Report
Cllrs B James & A James reported that they attended the North Wales Deaf Association in Colwyn Bay & were very impressed with their work.
 - ii) Minute 156, Hanging Baskets
Mr Evans would like the baskets returned to him. There is no deadline for basket collection and return. Councillors agreed to help one another.
 - iii) Minute 158, Street Lamp, Parc Benarth
Cllr E Hughes reported her research: a street lamp/column would cost most of £1,000. If cabling can be linked to a nearby column then the cost of installation reduces.
The Police replied to the Town Clerk with some questions, which Cllr S Allardice has answered.
The matter will be discussed at the Extraordinary Meeting on 12/12/16
 - iv) Minute 160, Town Clock
Members discussed the decision on the Town Clock.
 - v) Minute 164, Accounts & Budget 2017/18 b) Deganwy Library
Members were informed that an alternative venue was being sort for the Community Hub
 - vi) Minute 175, Councillors' Social Fund
Reminder to Councillors who have not yet contributed to do so.
 - vii) Minute 177, Events Update from Mayor
Reminder about RSPB talk at Llandudno Junction on 23/11/16

183. Town Clerk's Report

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

The Town Clerk reported the following additional items:

- Update on Conwy Bridge Refurbishment – an offer of a site visit has been made to Councillors. Any councillor interested should email the Town Clerk.
- CADW: Draft Management Plan for the Castles & Town Walls of King Edward in Gwynedd World Heritage Site stakeholder consultation workshop at The Guildhall, 7 December, 10am – 12.30pm.
Interested councillors gave their names to the Town Clerk.

Cllr G Edwards left the meeting at this juncture

- St Agnes Road Cemetery Open Day – Cllr B James informed the Council that a booklet has been produced identifying headstones

184. Planning

- a) Planning Applications
Members considered the applications on Schedule B attached hereto and made recommendations and comments as detailed.
- b) Conwy Culture Centre
Members NOTED the pre-planning application notice from CCBC dated 1/11/16.
Members discussed the presentation they had received at the Special Meeting of the Council on 7/11/16. One disappointment was that the materials from the old school were not to be utilised & that the proposed building would be out of keeping for a heritage town
- c) Planning Decisions Issued
Recent planning decisions issued by Conwy County Borough Council were presented.
- d) Local Housing Market Assessment 2016-2021 & Conwy Joint Housing Land Availability Study
Councillors received information on the documentation available.
RESOLVED that the Town Clerk will

- i) send the document link to Councillors
- ii) invite Mr. Harland, CCBC to speak to the Council about it

185. Christmas

a) Conwy Christmas Eve Event

Town Clerk reported that Safety Meeting had been held on 17/11/16 & that road closures have been applied for.

RESOLVED to accept quote from Sound Design PA Hire of £400 for hire of mobile stage & PA system at Conwy Square

Beulah Brass Band confirmed that they would be delighted to play at the event & accompany carols in Lancaster Square.

RESOLVED to accept quote of £220 for Beulah Brass Band

Griff, singer from Anglesey, has confirmed that he will attend. Awaiting confirmation from the school that children will be singing.

RESOLVED that the Mayor forwards any confirmation that she receives to the Town Clerk

Portable Toilet hire: due to Christmas & New Year, rented toilets would be in position 20/12/16 to 10/1/17; they would be kept locked except for the Christmas Eve event; proposed location is by the castle tower in Vicarage Gardens car park.

RESOLVED to approve quote of £155 plus vat for hire of 2xstandard toilets & 1xdisabled toilet from Abba Loos

RESOLVED that Cllr Edwards will be Father Christmas

RESOLVED that Cllr Cotton will be the Elf

RESOLVED that Cllr Chapman will read out letters to Father Christmas

RESOLVED to convene Entertainment Meeting on 1/12/16 at 6pm at Guildhall

RESOLVED

i) to create separate English & Welsh (print 100) carol sheets to offer to attendees

ii) to ask Denbigh & Caernarfon Town Councils if they have Welsh carol sheets available

iii) to find out whether Embrace the Middle East supply bilingual carol sheets in return for a donation

b) Llandudno Junction & Deganwy Events

Llandudno Junction: Friday 16 December 2016 at 6pm at Marl Gardens

Deganwy: Saturday 17 December 2016 at 2pm at Tan y Fron playing fields

RESOLVED that the Mayor will be the Responsible Person at the events

RESOLVED that the Mayor will act as MC to keep the event moving

RESOLVED that Cllr Chapman will be Father Christmas

RESOLVED that the Conwy Christmas Eve carol sheet will be used & the Mayor will choose 5 carols to sing (all verses)

RESOLVED to approve quote from Sound Design PA Hire of £170 for PA System at both events

c) Boxing Day Dip

This will start at 11am on 26 December 2016.

RESOLVED to contact Conwy Yacht Club to request use of their facilities, including a room for entrants to sign up

RESOLVED that the sign up sheet ensures entrants' names, contact details, category entered are all included for every entrant

RESOLVED that the prizes will be as for 2015 event

- d) Christmas Window Competition
RESOLVED to have the theme of 'Spirit of Christmas'
RESOLVED that the Mayor and Deputy Mayor organise the judging together
- e) Father Christmas Letters
Post boxes to be at schools from 1 – 9 December 2016 (returned to Guildhall on 9 December 2016)
Back-to-back printing with Welsh and English versions of the letter. Request from Members that it is less of an advertisement for the Christmas events and more joyous.
RESOLVED that the draft letter is circulated for comments
- f) Additional items
Small Christmas trees arriving 22/11/16 for distribution to businesses.
Members received risk assessment for Erection of Christmas Tree – Guildhall Small Trees, which comes out as low risk.
RESOLVED to accept the risk assessment

Councillor Macdonald left the meeting at this juncture.

186. Royal Cambrian Academy

Members received a request for funding for the New Art Wales/Celf Newydd Cymru launch event. Members commented that RCA is local, serves arts & the community well, & promotes children's interests in the wider arts. The Town Clerk confirmed that there are funds available in the festival budget.

RESOLVED that

- a) requested funds of £1,000 be granted
- b) RCA use the Conwy seal on publicity
- c) a request is made for the RCA to invite the Mayor to the launch event

Councillor Macdonald returned to the meeting at this juncture.

187. Car Parks

Members received information on the latest comments by CCBC on Platt's car park, Deganwy, & discussed options.

RESOLVED that the Town Clerk will contact CCBC with an expression of interest of the lease of Platt's Field Car Park, Deganwy and continuing interest in keeping Gyffin & Llandudno Junction car parks free of charge.

188. Bus Shelters

- a) Councillors received feedback on the use of Broad Street & Brynmaelgwyn Cottages bus shelters. There would be sufficient money in the budget to renovate both shelters.
RESOLVED to keep & renovate the bus shelters at Broad Street & Brynmaelgwyn Cottages
- b) RESOLVED to approve the contribution of £250 per shelter for 21 shelters for 2016/17

189. Barclays Bank Plc, Llandudno Junction Branch

Members RECEIVED and NOTED the reply dated 2/11/16 received from Barclays Bank Plc regarding the proposed closure

RESOLVED to display a copy of the letter on the Council notice board

190. Independent Remuneration Panel for Wales – Draft Annual Report 2017/18

Members received the Draft Annual Report 2017/18 and NOTED the Determinations with respect to Payments to Members of Community and Town Councils (Section 13).

RESOLVED that the Town Clerk responds that the Council welcomes Determination 47, which authorises town councils to provide a civic allowance to the deputy mayor

191. Inquiry into the Welsh Government's new Welsh Language Strategy

The invitation to contribute to the Inquiry was NOTED. Consultation closed in October 2016. It was queried whether this workforce is taking funding away from Welsh courses.

RESOLVED that the Town Clerk forwards the letter to Councillors for individuals to make any contributions by 30/11/16

192. Remembrance Sunday

a) Members discussed the Remembrance Sunday services.

Members need to remember that this is a solemn occasion & improve marching in the parade.

The Town Clerk will hold a meeting with all involved in Remembrance Sunday in the New Year

b) Donations for voluntary help were discussed.

RESOLVED to approve the following donations:

- Bugler - £50 to Asperger Autism Support

- Conwy Borough Football Club - £100 for stewarding the parade

- Llandudno Junction Football Club - £100 for stewarding the parade

- Cambria Band - £200

- Conwy Camera Club - £50 for taking photographs at Remembrance Sunday & the Honorary Bailiee event

193. Guildhall Painting

An update was received from the Town Clerk. The painting has been sent to the restorers for an estimate for repair. Cllr Macdonald has loaned a painting by Don MacIntyre that commemorates HM The Queen's Silver Jubilee; it has been hung in the Mayor's Parlour. A portrait of previous Mayor Johnny Jones, Deganwy, has been hung in the Council Chamber.

194. Guildhall Alarm

Members received a quote from MSI Alarms to replace the external sounder.

RESOLVED to approve the quote of £110 plus vat

195. Holocaust Memorial Day

Members received a request for a donation.

RESOLVED that

a) the Mayor will attend the Holocaust Memorial Day on Sunday 29 January 2017 at 7pm at Emmanuel Christian Centre, Llandudno

b) the standard Mayoral donation of £30 will be made

196. Approval of Payments

RESOLVED that the following payments are approved:

a) J.R.Lingwood – Mace Bearer, Remembrance Sunday Duties - £48.00

b) British Telecommunications plc – Guildhall Telephone 10/8/16 to 9/11/16 - £ 53.76 plus vat

c) MSI Alarms Ltd. – Engineer Visit to Download CCTV Footage 7/11/16 - £60.00 plus vat

Along with the additional payments

d) A Slater, Guildhall & Bus Shelter Windows – 4 weeks to 18/11/16 - £170.00

197. Cash Payments

There were no cash payments.

198. List of Cheques

RESOLVED that the list of cheques 355 as tabled, is approved for payment (Schedule C)

The Mayor thanked all those who came to her Quiz Night and/or gave a donation to the Mayoral Charity Fund.

There being no further business the meeting was closed at 8:55pm