

**CYNGOR TREF CONWY TOWN COUNCIL**

**MINUTES OF THE SPECIAL MEETING (FINANCE & GENERAL PURPOSES)**  
**HELD ON MONDAY, 8<sup>th</sup> JUNE 2015**

**PRESENT : Councillors – E Leighton Jones (Town Mayor), P Hart (Chair), V Macdonald, R Parker, S Allardice, B Chapman, B James, S Cotton, E Hughes, T James, H Roberts.**

**IN ATTENDANCE : Helen Barritt (Town Clerk)**  
**Rachel Lees (Assistant to the Town Clerk)**

**APOLOGIES : Councillors – C Rigal & G Edwards**

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

Agenda Item:

Agenda Item 6a – Planning Applications – Councillor Macdonald is a friend to the neighbours of applicant 0/41746.

**Minute Number**

**29. Minutes**

- Minutes of the Special Meeting of the Council held on 26<sup>th</sup> May 2015  
**RESOLVED** that the minutes are ACCEPTED and APPROVED

**30. Questions on the Minutes**

Special Meeting of the Council held on 26<sup>th</sup> May 2015

a) Minute 17, Register of Interests

The Town Clerk informed Members that they must complete the register of interest forms as soon as possible and hand them back. She reminded them that these will be uploaded onto the website with signatures redacted.

**31. Town Clerk's Report**

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

The Assistant to the Town Clerk reported the following additional items:

- a) The meeting of the Partnerships Overview and Scrutiny Committee, Conwy County Borough Council scheduled for 17/6/15 at 2pm has been cancelled.
- b) Road Closure – Henryd Footpath 08 to Cogwrn, Pen Y Cae Road, Llechwedd – 10/6/15 to 12/6/15 Dŵr Cymru Welsh Water work.
- c) Royal Cambrian Academy invitation to the private view of Eluned Tudor Grant – Past & Present exhibition 20/6/15 2pm and the private view of Keith Andrew – “Back Catalogue” a Selection of Etchings 1977-2015 20/6/15 2pm both at the Royal Cambrian Academy, Conwy.

**32. Planning**

a) Planning Applications

Members considered the applications on Schedule B attached hereto and made recommendations and comments as detailed.

*Councillor Cotton abstained from voting on application no.5 – Gannock House*

b) Planning Decisions Issued

Members RECEIVED and NOTED the planning decisions issued by Conwy County Borough Council

c) Notice of Appeal – Gorse Hill Caravans Ltd., Trefriw Road, Conwy

Members RECEIVED and NOTED the decision and reasons on the planning application and the Notice of Appeal.

d) Notice of Appeal – Bryn Pabo, Esgyryn Road, Llandudno Junction

Members RECEIVED and NOTED the decision and reasons on the planning application and the Notice of Appeal.

e) Planning Training Workshop

Members RECEIVED details of the planning training workshop on 15/7/15

**RESOLVED** that the Town Clerk books 3 spaces on the workshop

**33. Bodlondeb Woods Local Nature Reserve Management Advisory Group**

Councillor E Hughes gave a report on the meeting of the Advisory Group held on 12/5/15.

The woods are looking particularly beautiful at the moment due to all the hard work put in last year.

**34. Footpaths & Green Spaces Working Party**

Members RECEIVED a report on the Working Party meeting held on 26<sup>th</sup> May 2015

**RESOLVED** that:

- a) Councillor E Hughes and the Town Clerk are to meet with James Harland, Conwy County Borough Council
- b) The Town Clerk obtains a map of common land
- c) Jason Kendrick, Conwy County Borough Council is contacted regarding land ownership
- d) Open Spaces need to be categorised
- e) Local businesses who may be cause of litter need to be approached
- f) Benches and litter bins could be sponsored
- g) Path 10/30 needs to be watched as it will be affected by the Brickworks development in Llandudno Junction
- h) Margaret Norwood is to be contacted
- i) Path 10/51 and a nearby un-numbered path need to be walked
- j) Signage of paths to be looked at

**35. Environment, Roads and Facilities, Conwy County Borough Council**

Members RECEIVED correspondence from G.B. Edwards, Conwy County Borough Council regarding who to contact if problems arise. Members were informed that the rare orchids in Llandudno Junction had been mowed over. Councillor Roberts is meeting an officer from Conwy County Borough Council to prevent this happening in the future.

There are concerns regarding communication to and from Highways subcontractors.

**RESOLVED** that the Town Clerk should be notified if problems occur to forward to Mr Edwards.

**36. Investments**

The Town Clerk informed Members that she had met Mr Davies of CCLA (Churches, Charities and Local Authorities) regarding depositing funds in their Public Sector Deposit Fund. This fund had been set up in 2011 and gives a yield of around 0.4%. This is four times more than the funds in the Liquidity Manager 30 Day Account at Nat. West. The fund is low risk using plain cash products with well rates Banks.

**RESOLVED** that £150,000 is moved from the Nat West Liquidity Manager 30 Day Account to CCLA's Public Sector Deposit Fund.

**37. Society of Local Council Clerks Conference**

The Town Clerk gave a report on the conference on 14<sup>th</sup> May 2015

The keynote address had been given by Leighton Andrews AM regarding the proposed Local Government Reform.

Other sessions included a presentation by a representative of Cornwall County Council on devolution of services and asset transfer and an update on the audit changes for 2015/16.

**38. Well-Being of Future Generations (Wales) Bill**

The Town Clerk had attended a seminar regarding developing guidance for statutory bodies on meeting the requirements of the Act.

The premise of the Act is sustainability and collaboration and will be led by Public Service Boards made up of statutory members, invited participants and other partners. Town and Community Councils are in other partners.

Further information will be released in the Autumn.

**39. Standing Orders & Financial Regulations**

The Town Clerk informed Members that Standing Orders and Financial Regulations would be reviewed and amended at this time of year. Following discussions with Councillor Ruth Parker, Past Mayor, it was felt that both documents needed to be re-written in a more user-friendly format. Bangor City Council has recently undertaken this.

Members suggested that ring binders should be issued to them to file Town Council documents in.

**RESOLVED** that Councillor Parker, the Town Clerk and Assistant to the Town Clerk work on a more user-friendly version of the documents to be presented to the Town Council.

**40. Risk Assessment**

The Town Clerk asked Members to consider the Risk Assessment 2015/16 document. Any suggested amendments will be considered at the Town Council meeting on 22<sup>nd</sup> June 2015.

**41. Attendance**

a) Members RECEIVED a copy of the Attendance sheet for 2014/15.

The following amendments are required:

Councillor Leighton Jones – Town Council 7 & 2; Special 16 & 2

Councillor Hart – Town Council 8 & 2

**RESOLVED** that the Attendance sheet for 2014/15 is accepted with the amendments and published on the website.

b) Members discussed the attendance record. The Town Clerk said that she writes to Members who had reached 5 months without attending a meeting to inform them that they would need to attend a meeting within the next month, otherwise they would lose their seat as a Councillor. This had been the practice before she became Town Clerk.

Members were informed that the Mayor should deal with matters concerning Councillor absence.

**RESOLVED** that:

a) the Mayor speaks to Councillor R Hughes regarding attendance at meetings

b) the Town Clerk seeks advice from SLCC regarding writing to Councillors at the 5 month stage

*The Mayor left the meeting at this juncture*

**42. One Voice Wales**

Members RECEIVED a reply from Mr Cadwallader, Chief Executive, One Voice Wales regarding the level of fees to join One Voice Wales.

Mr Cadwallader explained that the corresponding fees for NALC in England were not as low as the Town Council assumed as Parish and Town Councils in England also had to pay fees to their local CALCs. He said he would be willing to come and speak to the Town Council on the matter.

**RESOLVED** that Mr Cadwallader is not invited to visit the Town Council.

**43. Revised Guidance on the Code of Conduct**

Members RECEIVED correspondence from the Ombudsman regarding the revised guidance on the Code of Conduct. The guidance is available on the website [www.ombudsman-wales.org.uk](http://www.ombudsman-wales.org.uk)  
The Town Clerk said that she would put details of the website on the Actions Report following the meeting.

**44. Ysgol Porth Y Felin School Council**

Councillor Mrs Hughes said that Ysgol Porth y Felin had an active school council and would like it to be given the opportunity to bring ideas to the Town Council. Members said that other schools in the area also had school councils.

**RESOLVED** that the school councils in the community are asked to put forward one item each to be included on a Town Council agenda and representatives are invited to attend the meeting.

**45. July 2015 Grants Meeting**

**RESOLVED** that the next Grants meeting is on 13<sup>th</sup> July 2015 at 6.30pm

**46. Approval of Payments**

**RESOLVED** that the following payments are approved:

- a) Helen Armitage – Town Clerk’s travelling expenses May 2015 - £136.35  
along with the additional payments:
- b) Viking – Stationery and cleaning goods - £67.65 plus vat
- c) A. Slater – Guildhall and Bus Shelter windows, 4 weeks to 5<sup>th</sup> June 2015 - £170.00
- d) Docucentric – Photocopies 5/5/15 to 3/6/15 - £20.52 plus vat
- e) BT Payment Services Ltd – Guildhall Internet, 1/6/15 – 31/8/15 - £106.50 plus vat

**47. Cash Payments**

There were no Cash Payments

**48. List of Cheques**

**RESOLVED** that the list of cheques 318, as tabled, is approved for payment (Schedule C)

**There being no further business, the meeting was closed at 9:02pm**