

**CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY.**

**MINUTES OF THE TOWN COUNCIL HELD ON
MONDAY, 22nd JUNE 2015**

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

APOLOGIES: Councillors – L Hughes, C Rigal, J Fallon.

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

Opening Prayers – Canon Gwilym Berw Hughes led Members in prayer.

Declaration of Interest – Code of Local Government Conduct : None

Minute Number

1. Minutes of the Council & Committees

- Minutes of the Town Council meeting held on 13th April 2015
- Minutes of the Mayoral Inauguration held on 18th May 2015
- Minutes of the Civic Committee held on 8th June 2015
- Minutes of the Special Meeting of the Council held on 8th June 2015

RESOLVED that the minutes are ACCEPTED and APPROVED with the following amendment:
-Minutes of the Mayoral Inauguration held on 18th May 2015 – Councillor Mrs B James was present

2. Questions on the Minutes

- a) Town Council Meeting held on 13th April 2015
- i) Minute 139, Conwy Castle Poppy Exhibition Proposal
It was reported that the Royal British Legion are happy to hold the 2 minute silence on Armistice Day 11/11/2015 in the Castle.
- ii) Minute 148, Wild Flower Seeds from Kew
Councillors were informed that all the Primary Schools in the area have now had packs of seeds. It was reported that Ysgol Deganwy are thrilled to co-operate with Conwy Town Council
- iii) Minute 149, Conwy Seed Fair 2016
The new date is 1st April 2016.
- iv) Minute 151, Deganwy Promenade
The Town Clerk read an email from Steven Teale, Conwy County Borough Council informing the Town Council that the Shelter will be stored away until funding is available. It was reported that the application for the Heritage Lottery fund will be submitted next month, also local Schools will be involved in fundraising.

- b) Civic Committee held on 8th June 2015
 - i) Minute 3, Civic Sunday 2015
 - a) Councillors were informed that there will be no Band for the parade
 - b) St Mary's Church Hall has been booked and is free of charge
 - c) 7 Stewards are needed for the event
- c) Special Meeting of the Council held on 8th June 2015
 - i) Minute 30, Questions on the Minutes, Register of Interests
The SLCC have stated it is not necessary to include the register of interest of the Councillors onto the website but a register of declarations of interest made at meetings will need to be kept up to date and displayed.
 - ii) Minute 43, Revised Guidance on the Code of Conduct
The hard copy of the Guidance is available on the Chamber table in the Guildhall
 - iii) Minute 32a, Planning 0/41736 Malt Loaf, Rose Hill Street, Conwy
The Town Clerk said that she was aware of correspondence regarding this application over the past 2 weeks but, as no new information had come to light, the Town Council is unable to reconsider its decision.
 - iv) Minute 32e, Planning Training Workshop
The Town Clerk reported that a free workshop is to be held on the 21st July 2015 in Llandudno. She will contact Planning Aid Wales to book delegates onto this session, rather than the one in Colwyn Bay. Councillor Chapman asked that his name be added to the list of Delegates.

3. Town Clerk's Report

Councillors received the Town Clerk's report (Schedule A)

The Assistant to the Town Clerk presented the following additional item:

- i) Conwy County Borough Council, Special Meeting of the Council on Tuesday 30th June 2015 at 6pm. The matter for consideration will be Colwyn Bay Pier, in light of the recent Heritage Lottery Fund (HLF) decision.
- ii) The Gwynt y Môr Community Fund Launch
1/7/15, 2pm – 4.30pm, Venue Cymru, Llandudno, LL30 1BB. To book your place, please follow the link : www.eventbrite.co.uk/e/gwynt-y-mor-community-fund-launch. The tickets are issued on a first come, first served basis, - so be quick, before they're all gone. Unfortunately, people who do not have a ticket will not be able to attend the launch. If you would prefer to attend another launch event, two other launch events are being held in: Gronant, Flintshire, Rhyl, Denbighshire. Please only book yourself on to one of the launch events.

4. Planning

a) Planning Applications

Councillors 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

5. North Wales Walled Towns Friendship Circle

Councillors RECEIVED a report on the meeting held on 17th June 2015. The Car Rally will hopefully go ahead and has been moved back one week to enable Beaumaris to take part. It will therefore be held on 4th October 2015. The Annual European Walled Towns Executive meeting will be held on 30th September to 3rd October 2015 in Italy. The position of Vice President will be open for nominations. **RESOLVED** that Councillor V Macdonald is nominated for the position of Vice President by Conwy Town Council. Councillor Macdonald thanked the Councillors for their decision, but would like to think about it.

6. Llandudno Junction Rare Flora

Councillor Roberts gave a report on the meeting held with John Dolan, Conwy County Borough Council on 10th June 2015. More Orchids have been found in Llandudno Junction. The Town Clerk has RECEIVED an Open Spaces Maintenance Division, Conwy County Borough Council contact sheet.

RESOLVED that:

- Councillors are to report back to Councillor Roberts or John Dolan, Conwy County Borough Council if more Orchids are spotted.
- The Town Clerk puts the contact details for the Open Spaces Maintenance Division in the Actions Report.

Councillor Chapman left the meeting at this juncture

7. IS-2050 Future Scenarios Conference

Councillors RECEIVED and NOTED the report on the Conference held on 10th June 2015 attended by Councillors Roberts and Allardice.

8. Risk Assessment 2015/16

Councillors considered the Risk Assessment and the following amendments were put forward:

Assets: Protection of physical assets-

Remove "and Town Council"

Add "Contents & other items are insured by the Town Council through Zurich"

Security of contents of Guildhall -

Add "and reviewed annually"

Maintenance of buildings & interior -

Add "& Town Council" and

"professionally by AB Fire Protection Wales & by the Town Clerk"

Finance : Banking -

Add "Fidelity cover for £500,000"

Financial controls & records -

Change "Weekly" to "Monthly"

Liability: Risk to third party, property or Individuals -

Add "Risk assessments are carried out for all events. Contractors are asked to supply insurance documents, method statements & risk assessments"

Legal liability as consequence of asset

Ownership -

Add "Mace is deposited with Bank when not in use"

Employer Liability:
Comply with Employment Law
Safety of Staff & Visitors

Add "Town Council is a member of NWATC"
Add "All doors can be opened quickly when a meeting/event/function is taking place"

Legal Liability:
Proper & timely reporting via
the Minutes

Remove "The website advises browsers where minutes are available"

Councillor Propriety:
Register of Interests & Gifts &
Hospitality in place

Add "annually"

RESOLVED that the Risk Assessment is accepted with the above amendments

9. Insurance

Councillors RECEIVED and APPROVED the invoice issued by Zurich Insurance for the period 22/7/15 to 21/7/16 for £2607.54

10. Attendance at meetings

Councillors were informed that the Town Clerk had sought advice from an SLCC advisor regarding writing to Councillors who had not attended a meeting for 5 months warning them that they would forfeit their seat if they did not attend a meeting within the next month. The advisor said it was good practice to write a letter at 5 months, but not required legally and the Town Council could cease doing this if it chooses to.

RESOLVED that letters are no longer sent to Councillors who have not attended meetings at the 5 month stage.

11. Society of Local Council Clerks

The Town Clerk gave a report on the meeting held on 9th June 2015. Ruth Tucker SLCC Regional Advisor for Wales was present at the meeting and discussed access for information to websites. It was reported that Councillor's register of interest forms do not need to go on the Town Council's website, but the declaration of interests do need to go on.

12. RNLI

Councillors RECEIVED correspondence from a concerned resident regarding response to call outs. **RESOLVED** that the Town Clerk writes to the resident to advise him that the matter should be taken up with his local MP, also to thank his step son for the dedication and hard work he puts in as a volunteer with the RNLI.

13. Presentation to the Council

Councillors RECEIVED a request to present to the Town Council from Wide Awake Tours. **RESOLVED** that the Tour Guide is invited to present at a future meeting.

14. Approval of Payments

Councillors APPROVED the following payments:

- a) Walker Fire (UK) Ltd. – Annual Service of Fire Equipment - £136.06 plus vat
- b) Design 2 Print (Llandudno) Ltd. – 1,000 Continuous Sheets - £164.00 plus vat

15. Cash Payments

There were no Cash Payments.

16. List of Cheques

RESOLVED that the list of cheques no.319 is approved for payment (Schedule C)

17. Mayoral Announcements

The Mayor has been to 9 enjoyable events, many of which were Mayoral Inaugurations. The Mayor found it very interesting to see how the ceremonies of other Town Council Inaugurations varied. Many Councillors from the other Towns would like to attend Conwy Town Council meetings. The Mayor enjoyed her visit to the URC Church in Rhos on Sea for “Sea Sunday” and it was a lovely morning. The Mayor waved off runners at the start of the Dragon’s Back Race which started at Conwy Castle, the route takes runner down the spine of Wales to Carreg Cennen Castle in the Breacon Beacons.

The Mayor thanked fellow Councillors for the work they carry out representing the Town Council, she is sure the public appreciates their efforts.

18. Questions from the Residents

There were no questions from residents.

There being no further business, the meeting was closed at 7:55pm