

**CYNGOR TREF CONWY TOWN COUNCIL
THE GUILDHALL, CONWY.
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON MONDAY 23rd JULY 2018**

Present: Councillors – S Cotton, (The Mayor), G Edwards (Deputy Mayor & Chair), P Hart, H Roberts, T James, E Roberts, G Willetts, E Hughes, M Priestley, S Barber-Bailey, B Chapman, T Lewis, J Vaughan

In Attendance: H Barritt, Acting Town Clerk

Apologies: Councillors V Macdonald, E Leighton-Jones, J Rooney, T Hughes

Declarations of Interest – Code of Local Government Conduct:

Agenda Item 6a, Planning Applications – Councillor Priestley is a member of Conwy County Borough Council Planning Committee

Agenda Item 6a, Planning application 0/44547 – Councillor E Hughes knows the applicant

Agenda Item 7, Ysgol Aberconwy Bodsilin Charitable Trust – The Mayor & Councillors H Roberts, James & Hart are Governors at Ysgol Aberconwy

62. Minutes

- Minutes of the Staff Committee Meeting held on 28th June 2018.
Minute 13, Town Clerk – the wording “Resolved to Recommend that Ms Natasha Flint is offered the position of Town Clerk” is replaced with “Resolved that Ms Natasha Flint is appointed Town Clerk”
The meeting finished at around 8:30pm
RESOLVED that the minutes are ACCEPTED and APPROVED with the above amendments
- Minutes of the Town Council Meeting of the Council held on 9th July 2018.
RESOLVED that the minutes are ACCEPTED and APPROVED

63. Questions on the Minutes

- a) Staff Committee Meeting held on 28th June 2018
Minute 13 – Town Clerk
The new Town Clerk will commence employment on 30th July 2018
- b) Special Meeting of the Council held on 9th July 2018.
 - Minute 48, Town Clerk’s Report
Councillor Barber-Bailey said that she had been unable to attend the training session she had said she would attend
 - Minute 50, Mayor of Himeji Visit
Members asked if there were any photographs from the visit. Councillor Chapman said that he would arrange for photographs to be circulated
 - Minute 54, 10th Edition of the Charles Arnold Baker Publication
Members were informed that and 11th edition is due out soon.
RESOLVED that the 11th edition is purchased when it is published
 - Minute 55, Civic Sunday
Members were informed that Conwy Camera Club did not attend the event so would not be receiving the £30 donation.
 - Minute 56, Town Clerk Computer
Members were informed that another quote had been obtained but was not any different to the quote from Trilo-Byte Computer Services. The Acting Town Clerk told Members that the laptop was to become part of the IT system in the office which was not the same as purchasing one for home
RESOLVED that the laptop is purchased from Trilo-Byte Computer Services at £940 along with the licence

- Minute 60, Guildhall Rubbish
Councillor H Roberts said that she had enquired with Cadw as to whether the Town Council could use the Castle bin in return for a small contribution. This is being looked into & will be put back on the agenda at a future meeting

64. Town Clerk's Report

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

65. Planning

a) Planning Applications

Members considered and commented on the attached Schedule B

Councillor E Hughes left the meeting during discussions on planning application 0/44547

b) Planning Decisions Issued

There were no planning decisions

66. Ysgol Aberconwy Bodsilin Charitable Trust

Members received a request for assistance with funding

RESOLVED that £1,200.00 is awarded

67. North Wales Association of Local Councils

Notes from the Annual Meeting & Quarterly Meeting held on 20th July 2018 will be circulated

68. Conwy Civic Hall

Members discussed a letter from Councillor V Macdonald to Councillor G Roberts, Leader of Conwy County Borough Council & a letter from a resident.

The letters referred to ideas for the Civic Hall involving the Town Council.

Members discussed the suggestions in the letters.

It was suggested that a working party was set up to discuss & research the Town Council's involvement with the Civic Hall.

Some Members felt that the proposals were not viable due to resources, both financial & non-financial. They also voiced concern for the future of the Guildhall.

RESOLVED that the Town Council does not take the proposals further.

69. Insurance

Members received details of the insurance premium from Zurich Municipal for 22/7/18 to 21/7/19 of £2,776.45

RESOLVED that the premium is accepted

70. Grants

RESOLVED that the Extraordinary Meeting of the Town Council to discuss the grant applications is held on Wednesday 22nd August 2018 at 6:30pm in the Guildhall

71. Risk Assessment

Members received the Risk Assessment for 2018/19.

Amendments for 2018/19 were:

- Finance: Financial controls & records
"Responsible Financial Officer" replaces "Town Clerk"
- Finance: Comply with Customs & Excise Regulations
"Responsible Financial Officer" replaces "Town Clerk"
- Liability: Risk to third party, property or individuals
The wording: "Council assets are inspected regularly & documented"
- Liability: Legal liability as consequence of asset ownership
The wording: "& collected & deposited by 2 Councillors or members of staff" are added in relation to the Mace

Assets are due to be revalued in 2020.

The risk assessment will be updated for GDPR once the policies have been completed
RESOLVED that the Risk Assessment for 2018/19 is accepted

Councillor Lewis left the meeting at this juncture

72. Attendance

Members received a copy of the attendance record for 2017/18

RESOLVED that an electronic copy of the record is emailed to Members & the item is put back on a future agenda for approval

73. Benefit Advice Shop

Members received correspondence from the Benefit Advice Shop requesting a letter of support for its activities

RESOLVED that a letter of support is written

74. Guildhall Room Hire Rates

a) Members discussed the room hire rates for 2018/19

RESOLVED that the rates remain the same as for 2017/18

b) Members were informed that the Caretaker/Cleaner no longer wanted to open up for weekend weddings. The rest of the staff did not want to take on the task either. As the office is manned during the week, weekday weddings can be manned by other members of staff

Members were disappointed that the Guildhall would not be available for weddings at weekends but some admitted that they did not want to take on the task of opening up at weekends.

RESOLVED that no further bookings are taken for weekends but the matter is put back on the agenda in October 2018 when the new Town Clerk has spent some time in position

c) Members were asked if the Conwy Orchestra could still use the Guildhall for rehearsals

RESOLVED that the Conwy Orchestra is permitted to still use the Guildhall for rehearsals for free

d) Cadw

Members discussed Cadw's use of the Guildhall for meetings & whether they should be charged.

The Acting Town Clerk said that these requests are considered by the Town Council as they are received

75. Approval of Payments

RESOLVED that the following payments are approved:

a) J.R.Lingwood – Mace Bearer duties for Mayoral Inauguration 2018, 8 Hours @ £8 per hour - £64.00

b) Drain Doctor Plumbing – Clearing Guildhall Drains - £188.79 plus vat

c) Baravelli's – Chocolate Frame for Himeji Visit - £25.00

d) Homemade & Hand-Delivered Meals Ltd. – Civic Sunday Buffet - £984.00

e) Business Systems (North Wales) Ltd. – Copies 7/6/18 to 5/7/18, 3,240 Mono & 741 Colour - £48.26 plus vat

76. Cash Payments

RESOLVED that the list of cash payments 113 as tabled, is approved for payment (Schedule C)

77. List of Cheques

RESOLVED that the list of cheques 394 as tabled, is approved for payment (Schedule D)

There being no further business the meeting was closed at approximately 8:10pm