

CYNGOR TREF CONWY TOWN COUNCIL
THE GUILDHALL, CONWY.
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON TUESDAY 29th MAY 2018

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

In Attendance: H Barritt, Town Clerk & Responsible Financial Officer
R Lees, Assistant to the Town Clerk

Apologies: E Hughes, V Macdonald, T Hughes, T Lewis

Declarations of Interest – Code of Local Government Conduct:

Agenda Item 8a, Planning application 0/45125 – Councillors H Roberts & E Roberts live on Conway Road adjacent to the site.

Agenda Item 8a, Planning application 0/45125 – Councillor J Rooney is related to someone who lives by the proposed site.

Agenda Item 8a, Planning Application 0/45112 – Councillor S Barber-Bailey knows someone who lives near the applicant.

The Mayor took the Chair for the first agenda item

Before the meeting commenced the Mayor presented the Town Clerk with a gift & card and thanked her for all the hard work she has done over the past 8 years.

1. Appointment of Chairman

RESOLVED that Councillor Edwards (the Deputy Mayor) is appointed Chairman of the committee for the Municipal Year 2018/19

The Deputy Mayor took the Chair at this juncture

2. Appointment of Vice Chairman

RESOLVED that Councillor Leighton-Jones is appointed Vice Chairman of the committee for the Municipal Year 2018/19

3. Minutes

- Minutes of the Special Meeting of the Council held on 8th May 2018.

RESOLVED that the minutes are ACCEPTED and APPROVED with the following amendment: Minute 348. Representation on Outside Bodies, should read b) Town & Community Councils Forum – Councillor G Willetts is the representative. Also, d) CVSC – Councillor G Willetts is the representative.

- Minutes of the Extraordinary Meeting of the Council held on 14th May 2018.

RESOLVED that the minutes are ACCEPTED and APPROVED

- Minutes of the Mayoral Inauguration held on 21st May 2018.

The Mayor thanked the Councillors for their support at her inauguration, also the Mayor thanked the staff for their hard work in organising the event. The Deputy Mayor also thanked the Councillors for their support and thanked the staff.

4. Questions on the Minutes

Special Meeting held on 8th May 2018.

- a) Minute 339 – Deganwy, Llandudno Junction, Conwy & Gyffin Appeal Committee for the Conwy National Eisteddfod 2019

The Town Clerk informed members that the Bank Statement had arrived.

RESOLVED that £7000 is awarded to the Eisteddfod.

b) Minute 345, General Data Protection Regulations

The Town Clerk informed members that GDPR will be ongoing until a policy is put in place. The Town Clerk advised members to use Bcc when sending group emails.

RESOLVED that GDPR is put on all future Agendas until the policy is written.

c) Minute 350, The Independent Review Panel on Community & Town Councils

The Town Clerk informed members that 2 people attended.

d) Minute 359, Questions on the minutes.

The Town Clerk gave an update on the vacancy.

Extraordinary Meeting held on 14th May 2018.

a) Minute 12 - Hire of Guildhall

The Town Clerk informed Members that CADW had not taken up the offer to hire the Guildhall

5. Town Clerk's Report

Members received the Town Clerk's Report (Schedule A attached) with the following additional items:

a) Open Garden - Pensychnant, Sychnant Pass, Conwy, LL32 8BJ. Sunday 3 June, 10am – 5pm, adults £3.50 & children free.

b) Road Closure – Cystennin Road, Llangwstenin, Junction Station Road to Five Gables. 5/6/18 to 7/6/18 - Bt Work.

c) A55 Junctions 15 & 16 Improvements – Public consultation.

Public Exhibitions 12/6/18 10am – 8pm – St Gwynin's Parish Hall, Dwygyfylchi. 13/6/18 10am to 8pm – Penmaenmawr Community Centre. 14/6/18 10am – 8pm – Llanfairfechan Community Centre. In advance of the public exhibitions, on Monday 11/6/18 preview being held at Conwy Business Centre, Llandudno Junction. 6.30pm to 8pm.

RESOLVED the Assistant to the Town Clerk circulate the details.

6. Planning

a) Planning Applications

Members considered and commented on the attached Schedule B

b) Planning Decisions Issued

Members received list of planning decisions issued by Conwy County Borough Council

c) Notice of Appeal – 22 Rose Hill Street, Conwy

Members RECEIVED and NOTED the Notice if Appeal

7. Little Dragon Festival

Members were informed that the Little Dragon Festival had been cancelled, the grant cheque for £2000 they had received from the Council has been returned.

8. Planting the Weekly News Roundabout

Members discussed planting the Weekly News roundabout. The Mayor informed Members that she had contacted Mr P Barton-Price, ERF department CCBC, and is awaiting a response for the project idea.

RESOLVED that ERF, CCBC is asked to mow a metre around the edges of all green spaces in that area.

9. 2019 National Eisteddfod of Wales – Proclamation Ceremony

The Town Clerk read correspondence regarding the proclamation ceremony. An invitation was included for 2 representatives from the Town Council to join in the procession around the town for the proclamation ceremony.

RESOLVED that the Eisteddfod are contacted and asked if the Mayor plus 2 representatives could be involved.

10. St. David's Day 2019

RESOLVED that the agenda item is deferred.

11. Internal Audit Report & Annual Return 2017/18

a) Members received the Internal Audit report for 2017/18.

There were 2 issues & one Guidance note:

- Issue 1 - £150,000 Public Sector Deposit Fund has been included in Box 9 but the External Auditors may not agree with this & want it to be included as a Fixed Asset - The Town Clerk does not agree with this as the cash can be readily accessed like a bank account. The 2016/17 Annual Report included it in Box 9.

- Issue 2 – The Standing Orders & Financial Regulations need to be updated - There are plans to update these in 2018.

- Guidance Note – GDPR Implications – The Town Council will be reviewing the policies & procedures.

RESOLVED that the Internal Audit report for 2017/18 is accepted & approved.

b) Annual Return 2017/18.

Members received the Annual Return for 2017/18.

RESOLVED that the Annual Return for 2017/18 is accepted & approved.

c) Annual Governance Statement 2017/18.

The Town Clerk read out the questions on the Annual Governance Statement for 2017/18 Parts 1 & 2. The Town Council answered the questions.

RESOLVED that the answers to the questions are accepted & approved.

12. Risk Assessment

RESOLVED that the agenda item is deferred.

13. Attendance

RESOLVED that the agenda item is deferred.

14. Register of Interests

Members received the Register of Interests form and were asked to complete and return the form as soon as possible.

15. Cheque Signatories

a) Conwy Town Council Business Current Account

RESOLVED that the Deputy Mayor, Councillor Edwards is added to the list of signatories

b) Conwy Town Council Notice Account

RESOLVED that the Deputy Mayor, Councillor Edwards is added to the list of signatories

c) The Mayoral Donation Account

RESOLVED that the signatory for the Mayoral Donation Account is changed to the Mayor for the Municipal Year 2018/19, Councillor Cotton

16. Independent Remuneration Panel for Wales

Members discussed the timing & method of payments of allowances.

RESOLVED that:

a) Determination 44 - £150 allowance to Councillors.

This allowance shall be paid at the end of the municipal year. If a Councillor leaves during the year the amount is paid pro rata.

b) Determination 46 - £500 to Councillors holding Senior Roles.

£500 is paid to the Chair of the Staff Committee at the end of the municipal year. A decision on payments to other roles is deferred.

c) Determination 52 – Mayor’s Allowance.

£1,500 is paid to the Mayor at the end of the municipal year.

d) Determination 53 – Deputy Mayor’s Allowance

£500 is paid to the Mayor at the end of the municipal year.

17. North & Mid Wales Association of Local Councils

Members had no nominations for candidates to stand for election for Chair & Vice Chair of the Association.

18. Society of Local Council Clerks – Wales Training Seminar 2018

The Town Clerk gave a report on the Wales training Seminar 2018.

19. Strengthening Local Government: Delivering for People

Members NOTED the consultation.

20. Conwy Remembers WW1

Members received a request for financial support of £100 for a commemoration for the 100th Anniversary of the cessation of WW1. The event will take place on 16th September 2018.

RESOLVED that £500 is awarded to support the event with a request of recognition for the Town Council.

21. EqualiTeas Event

Members received details of the event being held to celebrate 90 years of both men and women having the equal right to vote, the event takes place in Bodlondeb, Conwy on 19th June 2018.

RESOLVED that the details are circulated to Members.

22. Mayoral Inauguration

Members discussed payments to be made for the Mayoral Inauguration

RESOLVED that:

- a) £50 donation is made to St. Mary's Church Hall
- b) A Mayoral donation is made to Conwy Camera Club

23. Civic Sunday 2018 & Remembrance Sunday 2018

- a) Members received quotes for parade signage and marshalling from Ekult Group for Civic Sunday 2018 and Remembrance Sunday 2018 at a cost of £162.50 plus vat per event.

RESOLVED that the quotes for the 2 events are accepted.

- b) Risk Assessment for Civic Sunday

RESOLVED that the risk assessment is approved.

24. Approval of Payments

RESOLVED that the following payments are approved:

- a) Northern Controls Ltd. – Repairs to Guildhall Boiler Controls - £191.50 plus vat
- b) Thomas Fattorini Ltd. – Repairs to Deputy Mayor's & Deputy Consort's Chains - £308.58 plus vat
- c) SLCC Enterprises Ltd. – Town Clerk Job Advert, 2 Weeks commencing 14/5/18, Gold Rate - £195.00 plus vat
- d) Business Systems (North Wales) Ltd. – Copies 6/5/18 to 4/5/18, 3,030 Mono & 331 Colour - £28.73 plus vat
- e) H.Barritt (H.Armitage) – Travel Expenses to Llandrindod Wells for SLCC Conference 16/5/18 - £108.00
- f) British Telecommunications Plc – Guildhall Telephone 12/2/18 to 11/5/18 - £54.71 plus vat
- g) Hall's – Refreshments - £310.98 plus vat
- h) Daisy Chain – 2 Bouquets for Mayoral Inauguration - £50.00

Along with the additional payments:

- i) Allan Evans – 132 Hanging Baskets - £2376.00
- j) Homemade & Hand delivered Meals Ltd - £708.00
- k) JDH Business Services Ltd – 2017/18 Internal Audit - £448.00

25. Cash Payments

There were no cash payments

26. List of Cheques

RESOLVED that the list of cheques 391 as tabled, is approved for payment (Schedule C) with cheque no. 001285 being held back.

RESOLVED that:

- a) Cheque 001285 is held back.
- b) Thomas Fattorini are asked to provide a breakdown of cost in relation to instructions received.

27. Interim Arrangements for the Town Clerk Role

Members discussed arrangements following the departure of the Town Clerk and commencement of employment of a new Town Clerk. The Town Clerk informed Members that her new role as Responsible Financial Officer will commence on 12th June 2018. The current Town Clerk will become Acting Town Clerk & will deal with important matters.

The Chairman allowed the following item as a matter of urgency

28. Confidential Business

In accordance with the Public Bodies (Admission to Meetings Act) 1960 & with Standing Order 65, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press & public be temporarily excluded & instructed to withdraw.

29. Report on Conwy Town Council.

There being no further business the meeting was closed at approximately 8:38pm