

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
VIRTUAL SPECIAL MEETING OF THE COUNCIL

26th August 2020

To: The Town Mayor & Members

Dear Madam Mayor & Members

You are summons to the virtual **Special Meeting of the Council on Tuesday, 1st September 2020 at 6:30pm** in the Guildhall, Conwy to transact the under mentioned business. You should make every effort to attend.

Yours faithfully

Mrs Natasha Flint

Town Clerk & Responsible Financial Officer

A G E N D A

1. Apologies

To receive apologies for absence

2. Declarations of Interest – Code of Local Government Conduct

Members are reminded that they must declare the **existence** and **nature** of their declared personal interests.

3. Appointment of Chairman

To appoint a Chairman for the Municipal Year 2020/21

4. Appointment of Vice Chairman

To appoint a Vice Chairman for the Municipal Year 2020/21

5. Minutes

- To receive and approve the minutes of the Special Meeting of the Council held on 20th July 2020;
- To receive and approve the minutes of the Christmas Meeting of the Council held on 5th August 2020.

6. Questions on the Minutes

7. Report Back

- Members are requested to report back from any of the Advisory Committees / Organisations that they sit on and share information with CTC (s5 Standing Orders):

8. Town Clerk's Report

To receive a report from the Town Clerk (Schedule A attached)

9. Planning

a) Planning Applications

To consider and comment on the planning applications (Schedule B attached)

b) Planning Decisions Issued

To receive a list of planning decisions issued by Conwy County Borough Council (Schedule C attached)

10. Cheque Signatories

To approve cheque signatories for the following Bank accounts 2020/2021:

- a) Conwy town Council Business Current Account
- b) Conwy Town Council Notice Account
- c) The Mayoral Donation Account

11. Conwy Town Council Risk Assessment 2020/2021

To approve Conwy Town Council Risk Assessment 2020/2021 (Schedule D)

12. Standing Orders 2020/2021

To approve Conwy Town Council Standing Orders (Schedule E)

13. Code of Conduct 2020/2021

To receive 2 copies of Councillors Code of Conduct to be signed – one for Members and one to return to the Town Clerk to place on file (Schedule F)

14. Financial Regulations 2020/2021

To approve Conwy Town Council Financial Regulations (Schedule G)

15. Conwy Town Council Committees 2020/2021:

(i) Financial Committee

To approve and/or amend Financial (Draft) Committee Powers and to select Committee Members (Schedule H)

(ii) Civic Committee Powers

To approve and/or amend Civic Committee (Draft) Powers and to select Committee Members (Schedule I)

(iii) Staff Committee Powers

To approve and/or amend Staff Committee (Draft) Powers and to select Committee Members (Schedule J)

(iv) Guildhall Committee

To approve and/or amend Guildhall Committee (Draft) Powers and to select Committee Members (Schedule K)

16. Approval of Payments

To approve invoices received for payment:

- a) R.A.Slater - Guildhall Windows and Bus Shelter 4 Weeks to 31.07.2020 – £170.00;
- b) Trilo-Byte Computer Services 3 x Microsoft 365 Licences – 01.08.20-31.07.21 - £864.00;
- c) Evenrock Ltd / Wrights GPX PPE 3 x Plastic Desk Screens - £580.00 plus VAT;
- d) Town Clerk Overtime for 20.07.2020 – 21.08.2020 = 16.65Hrs - £270.56;

- e) B2 Business Solutions (North Wales) Ltd - Copies 01.07.2020 to 03.08.2020
Mono & 750 Colour - £40.82 plus VAT;
- f) The Royal British Legion Conwy Wreath for VJ Day - £18.50;
- g) British Telecommunications plc – Guildhall Telephone 01.08.2020 to 31.10.2020
- £94.14 plus VAT
- h) Opus Energy Ltd St Marys Clock Electricity 04.06.2020 to 03.08.2020 - £111.11
plus VAT;
- i) MSI Alarms Ltd Intruder Alarm System - £68.00 plus VAT.

17. List of Cheques

To approve list of cheques no.448 (Schedule L)

18. Book Club – Cllr. V Macdonald

To have information of the Book Club by the Town Clerk and Cllr. V Macdonald.

19. Confidential Business

In accordance with the Public Bodies (Admission to Meetings Act) 1960 & with Standing Order 3d, 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.

20. Staff Committee

To receive and approve the minutes of the Staff Committee meeting held on 13th July 2020.

21. Questions to Chair / Town Clerk

Questions must be submitted in advance to the Town Clerk in writing and it is the prerogative of the Chair / Town Clerk to answer the questions asked. However, if they do not wish to answer questions posed a valid reason must be given.