

**CYNGOR TREF CONWY TOWN COUNCIL**  
**THE GUILDHALL, CONWY.**  
**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL**  
**HELD ON MONDAY 8<sup>th</sup> MAY 2018**

**Present: Councillors – B Chapman (The Mayor), S Cotton (Deputy Mayor, Chair), V Macdonald, P Hart, H Roberts, T James, E Leighton-Jones, T Hughes, E Roberts, G Willetts, G Edwards**

**In Attendance: H Barritt, Town Clerk & Responsible Financial Officer**  
**R Lees, Assistant to the Town Clerk**  
**J Lane, Dementia Friendly Communities Coordinator**

**Apologies: E Hughes, J Vaughan, M Priestley, S Barber Bailey**

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

Agenda Item 10, Deganwy, Llandudno Junction, Conwy & Gyffin Appeal Committee for the Conwy National Eisteddfod 2019 – The Mayor is Chair of the local fundraising committee.

Agenda Item 28, Staff Committee – Councillor Hart has an interest on the staff minutes.

Agenda Item 28, Staff Committee – Councillor James is related to a member who has an interest.

**331. Dementia Friendly Communities**

Members received a presentation by Jo Lane encouraging communities to become Dementia Friendly. Members found the presentation very informative. The Chair thanked Ms Lane for the presentation.

**332. Minutes**

- Minutes of the Town Council Meeting held on 23<sup>rd</sup> April 2018.
- RESOLVED that the minutes are ACCEPTED and APPROVED

**333. Questions on the Minutes**

Town Council Meeting held on 23<sup>rd</sup> April 2018.

a) Minute 140 – Town Guide

The Assistant to the Town Clerk informed members that the distributors have provided the list of distribution.

RESOLVED that the Assistant to the Town Clerk emails the list to members.

b) Minute 144, Deganwy Vacancy

The Town Clerk informed members that there are 5 candidates for co-option. Each candidate will give a 5 minute presentation to the Council at the Extraordinary Meeting being held on Monday 14<sup>th</sup> May 2018.

c) Minute 147, Mayor's Allowance 2018/19

The Town Clerk asked for the Proposer & Seconder for the Mayors Allowance. Councillor H Roberts proposed and Councillor T Hughes seconded.

**334. Town Clerk's Report**

Members received the Town Clerk's Report (Schedule A attached) with the following additional item: Notification of Rescheduled Public Inquiry – Beech Developments (NW) Ltd, Land at the corner of Pentwyn Road & Marl Lane, Deganwy. The inquiry will be held at the Llandudno Junction Community Club, Victoria Drive, Llandudno Junction, Conwy. 26<sup>th</sup> to 28<sup>th</sup> September 2018 at 10am.

**335. 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) Welsh Government Consultation – Changes to the Consenting of Infrastructure**

Members RECEIVED and NOTED the consultation

**336. UK Government Call for Evidence to Examine how Charges or Changes to the Tax System could tackle the problems associated with Single-Use Plastic Waste**

Members RECEIVED and NOTED details of the Call for Evidence.

**337. Hackney Carriage Minimum Standards Policy Consultation**

Members discussed the consultation document emailed on 23rd April 2018.

RESOLVED that Councillor G Willetts drafts a response to the consultation.

**338. St. Mary's - Conwy, St. Benedict's – Gyffin & St. Agnes Cemetery**

Members received a request for grant funding of £2000 for the Churchyard & cemetery maintenance.

RESOLVED that a grant of £2000 is awarded.

*The Mayor left the meeting for the next agenda item*

**339. Deganwy, Llandudno Junction, Conwy & Gyffin Appeal Committee for the Conwy National Eisteddfod 2019**

Members received a request for funding of £7000 for the National Eisteddfod Proclamation Ceremony event to be held on the 7th July 2018 at Bodlondeb in Conwy.

RESOLVED that a grant of £7000 is awarded on receipt of a copy bank statement

*The Mayor re-joined the meeting at this juncture*

**340. Mayor of Himeji Visit**

Members discussed a budget for the event being held on 6<sup>th</sup> July 2018. The subcommittee would like to have symbolic Welsh food and entertainment for the Mayor's visit.

RESOLVED that a budget of £250 is approved

**341. St David's Day 2019**

The agenda item was deferred.

**342. 2017/18 Accounts Statements**

a) Budget Reports 2017/18 & Reserves Balances as at 31/3/18 (Schedules C to F)

The Town Clerk reported that the total expenditure for 2017/18 is £243,378.48 giving a saving on budget of £100,746.51. The Town Clerk went through the detail of the budget lines as per the Comments boxes on the reports.

The Reserves balance as at 31/3/18 is £298,271.53 of which £143,826.30 is for Earmarked projects to take place in the future. £154,445.23 is General Reserve. £108,676.69 of Reserves is to be used against the 2018/19 Budget of which £41,112 is General Reserve to keep the Band D increase down to 2%.

The Town Clerk said that she hoped that the new staffing structure would see many of the Earmarked projects going ahead.

RESOLVED that the budget reports for 2017/18 & Reserves balance as at 31/3/18 are accepted & approved

b) Balance Sheet as at 31/3/18 (Schedule G)

Members received the Balance Sheet as at 31/3/18.

The Town Clerk reported that the increase in Debtors was mainly due to the Business Rates for 2018/19 being paid before 31/3/18 & that the elections taking place on 29/3/18 had led to the increase in Creditors

RESOLVED that the Balance Sheet as at 31/3/18 is approved & accepted

- c) Asset Register as at 31/3/18 (Schedule H)  
The Town Clerk reported that the total on the asset register as at 31/3/18 was £478,801.67. This was an increase of £5,168.81 mainly due to the replacement of the Chamber lampshades & the new IT system  
RESOLVED that the Asset Register as at 31/3/18 is accepted & approved
- d) Bank Reconciliation & Financial Statement as at 31/3/18 (Schedules I & J)  
Members received the Bank Reconciliation & Financial Statement as at 31/3/18. The balance at the bank was £155,478.48 with un-presented receipts of £51.79 & un-presented cheques of £25,872.26. The reconciled balance is £129,658.01  
RESOLVED that the Bank Reconciliation & Financial Statement as at 31/3/18 is accepted & approved

**343. Independent Remuneration Panel for Wales Annual Report – February 2018**

Members received details of the Annual Report 2018/19 and discussed the determinations relating to Town & Community Councils.

Determinations 44 & 46 are mandatory.

RESOLVED that:

- a) Determination 46 - £500 is made available to the Chair of the Staff Committee. Should a Committee be formed during the Municipal Year, it is considered if any of the Members of the Committee should be entitled to the allowance
- b) Determinations 48 to 53 are adopted for the Municipal Year 2018/19
- c) The matter is put on a future agenda to discuss the timing & how the allowances should be paid

**344. Conwy Town Council Well-Being Plan 2018/19**

Members received the draft Well-Being Plan for 2018/19.

The Chair and Councillor V Macdonald thanked The Town Clerk and Councillors T Hughes, M Priestley and H Roberts for putting the draft plan together.

RESOLVED that the draft plan is approved with the following addition: under 2018/19 objectives a) A Prosperous Community: the words “actively encouraging high spending visitors” are inserted into the second paragraph.

**345. General Data Protection Regulations**

Members received information from the Town Clerk.

**346. Mayoral Inauguration**

The agenda item was deferred.

**347. Committee Membership**

RESOLVED that the following Members sit on the following Committees for the Municipal Year 2018/19:

- a) Civic Committee – The Mayor Elect Councillor S Cotton, The Deputy Mayor Elect Councillor G Edwards, Councillors B Chapman, P Hart, E Leighton-Jones, V Macdonald, H Roberts & E Roberts
- b) Staff Committee - The Mayor Elect Councillor S Cotton, The Deputy Mayor Elect Councillor G Edwards, Councillors B Chapman, E Leighton-Jones, T Hughes, H Roberts, P Hart & T James
- RESOLVED that the Staff Committee is increased by 2 members.
- c) Christmas Committee – all Councillors sit on this committee

**348. Representation on Outside Bodies & School Governors**

RESOLVED that the Representation is to be the same as 2017/18 with the following amendments:

- a) North Wales Association & Larger Community Councils– Councillor E Roberts is a reserve
- b) Town & Community Councils Forum – Councillor G Willetts is the representative
- c) Conwy Sea Cadet Corps – Councillor S Cotton is the representative
- d) CVSC – Councillor G Willetts is the representative

**349. CVSC Membership**

RESOLVED that membership for 2018/19 at a cost of £15 is approved.

**350. The Independent Review Panel on Community & Town Councils**

Members received information on holding a “pop in” session in the Guildhall on 24<sup>th</sup> May 2018.

RESOLVED that:

- The drop-in session is between 10am – 12 noon
- The information is sent to the local press
- The information is sent to all Councillors

**351. Speak My Language**

Members RECEIVED and NOTED the report.

**352. Hire of Guildhall**

The request had been withdrawn.

**353. Guildhall Heating**

Members discussed purchasing oil-filled radiators for the Guildhall.

RESOLVED that Councillors S Cotton & T Hughes bring in the heaters they have for testing before purchasing some.

**354. Approval of Payments**

RESOLVED that the following payments are approved:

- a) Conwy County Borough Council – Deganwy Ward By-Election 29/3/18 - £4,207.67
- b) Conwy County Borough Council – Marl Ward By-Election 29/3/18 - £4,127.63
- c) SLCC Enterprises Ltd. – Town Clerk’s Attendance at SLCC/One Voice Wales Conference 16/5/18 - £75.00 plus vat

Along with the following additional items:

- d) One Voice Wales – Training – Councillor E Roberts 24/4/18 - £60.00
- e) R.A. Slater – Guildhall & Bus Shelter Windows, 4 Weeks to 4/5/18 - £170.00
- f) Aberconwy Locksmiths Ltd – Replace Guildhall Cellar Lock - £128.98

**355. Cash Payments**

RESOLVED that the list of cash payments 111 as tabled, is approved for payment (Schedule K)

**356. List of Cheques**

RESOLVED that the list of cheques 390 as tabled, is approved for payment (Schedule L)

**357. 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.

**358. Staff Committee**

- Minutes of the Staff Committee meeting held on 23rd April 2018  
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Staff Committee meeting held on 2nd May 2018  
RESOLVED that the minutes are ACCEPTED and APPROVED

**359. Questions on the Minutes**

**There being no further business the meeting was closed at approximately 9:31pm**