

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

1st June 2020

To: The Town Mayor & Members

Dear Mr Mayor & Members

You are summons to the Virtual **Special Meeting of the Council on Monday, 8th June 2020 at 6:30pm** on Zoom Meeting 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. Minute Silence for Councillor Bill Chapman.

4. Welcome to Mrs Jane Leivers

The Town Clerk would like to welcome and introduce to Members, the new Staff Member covering as Assistant to the Town Clerk whilst Mrs R Lees is on Maternity Leave.

5. Janet Finch-Saunders MS

Janet Finch-Saunders will be attending the meeting via Zoom and would like to speak with Members with regards to Covid-19 as indicated on the letter dated 18/05/20 (Schedule A)

6. Minutes

- To receive and approve the minutes of the Virtual Special Meeting of the Council held on 18th May 2020.

7. Questions on the Minutes

8. 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):

9. Town Clerk's Report

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

10. Planning

a) Planning Applications

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

b) Planning Decisions Issued

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

c) Tree Preservation Order Application

To receive and comment on the Tree Preservation Order Application – Appeal.
Site at: Alpbach, off Bryn Lupus Road, Llanrhos LL30 1SR (Schedule E)

11. Zoom Risk Assessment

The Town Clerk will present the Risk Assessment for Zoom Pro for approval by Conwy Town Council. (Schedule F i & ii)

12. Return To Work Risk Assessment and Policy Documents

The Town Clerk will present the Return to Work Risk Assessment and Policy Documents to Conwy Town Council for discussion and approval. The Town Clerk will advise that if Staff Members can work from home whilst covid-19 is still prevalent, then they should work from home and that the Guildhall remains closed until such time it is safe to re-open, and that Town Council Meetings continue to take place via Zoom Pro. (Schedule G i & ii)

13. Friends of St Agnes Road Cemetery Group

To approve the following “The Friends of St Agnes Rd Cemetery group received a grant last year for some display boards, and we are going ahead with the design as we speak. We would like your permission to place the Conwy Town Council logo on the display board, as you have helped pay for them”.

14. Attendance List

To receive the attendance sheet for 2019/20 (Schedule H)

15. Register of Interests

To complete Register of Interests forms (Schedule I)

16. Internal Audit Update

The Town Clerk to give a brief update on the Internal Audit 2019-20.

17. General Data Protection Regulations Policy

The Town Clerk to give an update on GDPR, the Document will be sent out via email on Friday 5th June for Members to read as it cannot be tabled due to the present restrictions relating to Covid-19. (Emailed 5/6/20)

18. Memorial Plaques – Chapel Street, Conwy

To receive and discuss the request with regard to the upkeep of the Memorial Plaques in Chapel Street, Conwy and related minutes from Town Council Meetings on the 20.06.2016 & 01.08.2016. (Schedule J)

19. Funding Request from Deganwy Sea Cadets During COVID-19 Pandemic

To receive information on a grant request from Deganwy Sea Cadets due to the impact of Covid-19. (Schedule K)

20. Conwy Food Bank

To discuss awarding the Conwy Food Bank with a Donation to help during the Covid-19 Pandemic - Cllr G Edwards

21. Hanging Baskets 2020

To discuss the delivery date of the Hanging Baskets and the way in which they can be distributed taking into account the lockdown measures that are in operation due to Covid-19.

22. Christmas 2020

- a) Christmas Trees – To receive an update on the Tree Wise Men Quote (Schedule L i & ii)
- b) Small Christmas Trees for the Community – To receive information from the Town Clerk – Whether Conwy Town Council want to proceed with the Small Trees for Christmas 2020
- c) Any other Christmas matters:
 - Electrical Power Point Morfa Stores and Quote – (Schedule M i & ii)

23. Open Doors 2020 – CCBC Brochure

To discuss holding the Open Doors Event - The Town Clerk has been asked by CCBC if the Guildhall will be part of the Open Doors 2020 as CCBC are in the process of putting together the Open Doors Brochure.

24. Conwy Bus Shelter Repairs

To discuss the repair and costs of the Bus Shelters In Conwy Town Centre (Schedule N)

25. Approval of Payments

To approve invoices received for payment:

26. List of Cheques

To approve list of cheques nos. 443 & 444 (Attached)

27. 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.

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. Staff Committee

- To receive and approve the Minutes of the Staff Committee held on 21st May 2020.

30. Questions on the Minutes