

**CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE TOWN COUNCIL MEETING
HELD ON MONDAY 9th DECEMBER 2019**

Present: Councillors – G Edwards (Mayor & Chair), S Cotton, G Willetts, P Hart, T James, J Rooney, C Ryan, V Macdonald, H Roberts, S Barber-Bailey, E Roberts, J Vaughan, B Chapman, M Craven.

**In Attendance: Town Clerk & Responsible Financial Officer, Natasha Flint
Deputy Town Clerk, Rachel Lees
Scott Jenkinson, Trainer/Mentor/Shed Planter
Trudi Nicholas, Youth Shedz
Sonia Nicholson, Youth Shed Coordinator
PC Michael Couling, North Wales Police
PCSO Bev Owen, North Wales Police**

Prayers: The Mayor’s Chaplain led the Prayers.

Apologies: Councillors - E Leighton-Jones (Deputy Mayor & Vice-Chair), M Priestley, C Parry

Declarations of Interest – Code of Local Government Conduct:

Agenda 09/12/19 – Councillors P Hart and T James are married.

Agenda item 13, Celebration Dinner for Himeji Delegation – Councillors P Hart and T James requested to abstain from the vote.

Agenda item 13, Celebration Dinner for Himeji Delegation – The Mayor received the dinner and was part of the delegation.

Minute Number

51. Youth Shedz Cymru

Councillors received a presentation from Scott Jenkinson regarding the work carried out by the organisation. Mr Jenkinson spoke about the foundational principles of Youth Shedz, one of them being, doing things for the community and not for themselves. Ms T Nicholas spoke about the message of youth Shedz being carried forward from Town to Town to make people aware of the organisation and to create new sheds in the communities. Youth Shedz were asked if they would like to make a new Mace Stand for the Council, Miss Nicholson took on the challenge with no woodworking skills and made a beautiful oak stand with guidance from local French Polisher Alex Webster.

PC Michael Couling and PCSO Bev Owen, North Wales Police joined the meeting at this juncture.

The Mayor was presented with the new Mace Stand and Miss Nicholson was congratulated on her achievement.

The Councillors discussed having a plaque with Miss Nicholson’s name added to the Mace Stand.

The Mayor thanked the Youth Shedz Team for their inspirational presentation.

Mr S Jenkinson, Ms T Nicholas and Miss S Nicholson left the meeting at this juncture.

52. Minutes

- Minutes of the Finance Committee Meeting held on 18th November 2019.
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Special Meeting of the Council held on 25th November 2019.
Page 1 Minute 138, Presentation to the Council regarding Climate Change – Climate Emergency.
Should read: Mr Wilkinson advised the Members that CCBC were intending to replace all street lighting with LED lights as LED’s output omissions is 84% less than standard lighting.
Page 2 Minute 146b, Christmas Events 2019
Should read: Rosy Hearn - £50.

53. Questions on the Minutes

Special Meeting of the Council held on 25th November 2019.

Minute 146b Christmas Events

Conwy Ensemble is now known as Conwy Town Orchestra and needs to be amended in the minutes. Also, Rosie is spelt Rosy.

54. Report Back

Gyffin Car Park

Councillor S Barber-Bailey reported that residents have seen the sign at Gyffin Car Park and appreciate that the Town Council sponsor the Car Park.

Walled Towns Friendship Circle AGM

Councillor H Roberts gave a report on the AGM. The Annual Dinner is being held in Caernarfon Golf Club on 15th February 2020, more details will follow. Councillors were asked to save the date as it would be nice if a few couples could attend the dinner. The Car Rally will be held on 27th September 2020.

The Circle are hoping to start an event for young people and are asking for ideas to be sent to the Town Clerk. The Ann Hopkins report needs to be circulated to all Members. The dates for next year's meetings are: 11/3/20, 17/6/20, 9/9/20 and 18/11/20.

Councillor V Macdonald added to the report back on the Circle that former Chairman and President of the European Walled Towns Mr John Price MBE had sadly passed away. Councillors were sorry to hear the news.

St David's Hospice, Festival of Trees

Councillor V Macdonald thanked Councillor E Roberts for decorating the Town Council Tree for the Festival.

British Retail Magazine

Councillor J Vaughan informed Councillors that Conwy is in the top ten for Independent retail stores in the Country.

55. Town Clerk's Report

Councillors received a report from the Deputy Town Clerk (Schedule A attached)

The Deputy Town Clerk will circulate an e Christmas Card to all Councillors from Mr P Lewis, Chairman of CCBC.

56. Planning

a) Planning Applications

Councillors considered and commented on the attached Schedule B

b) Planning Decisions Issued

There were no planning decisions

57. Christmas Events 2019

- a) i) Councillors RECEIVED and APPROVED the risk assessment for the small Christmas Trees on the Guildhall
- ii) Councillors RECEIVED and APPROVED the risk assessment for the Christmas Trees in the Communities.

b) Members discussed arrangements for Christmas Events:

1. Christmas Trees

- A question was asked about the number of trees left over from the businesses in Conwy Town. The Town Clerk explained that there was confusion between the business owners and the list produced by the Chamber of Trade. Also, many businesses ordered the tree but after being told they were to display the tree outside the premises, no longer wanted the tree but failed to inform the Town Clerk before the order went out. Also, many business owners said the brackets were broken or damaged. It was suggested to write to the businesses or visit the businesses to see if trees can be erected on the premises, if they can't be erected then they can't have a tree, other suggestions were to look at replacing the broken brackets, to have the trees delivered to the Guildhall and not on a Monday, when the budget and precept are being looked at to have new brackets on the agenda and finally not to have the small trees in the future. Councillors thanked the Town Clerk.

RESOLVED that all suggestions made by Councillors are placed on the agenda under the Christmas De-brief on the 6th January.

2. Christmas Eve

- Councillors were informed that the resident's letters were ready for delivery and all Councillors are to decide between themselves who will deliver to which street.
- Once the baskets are empty on Christmas Eve Councillors are expected to re fill the baskets. It was suggested to ask St John's Church if they could store the sweets there, however, Councillors decided it was more appropriate to keep the sweets in the Guildhall and they will be placed at the bottom of the stair for easy access.
- Councillors were reminded of the Safety advisory Meeting being held on the 12th December at 12 noon.
- Councillors with roles on Christmas Eve were asked to try their costumes on and to have a run through with the Events Co-ordinator.
- Councillors were asked to place the posters for Llandudno Junction carol event in the notice board on the top of the hill.
- The Deputy Town Clerk asked the Mayor if the Christmas Window competition had been judged. The Mayor will liaise with the Deputy Mayor to judge the windows in the next couple of days.

The Deputy Clerk left the meeting at this juncture.

58. Nalc Model Contract – Additional Statutory Leave Entitlement

The Town Clerk advised Councillors that in the Special Meeting of 25th November, incorrect information was given out in relation to the staff requesting (what has come to be) the historic days off between Christmas and New Year. As the incorrect information was given to Councillors as an honest mistake by the Town Clerk, the Town Clerk believed that it was appropriate to bring the matter back under the agenda heading Statutory Days Off, this was to enable the Town Clerk to advise Councillors that new information had been brought to her attention.

The new information is that CTC are currently using an Avensure Contract of Employment, however, there is a NALC Employment Contract (which is specific to Local Council Employees) and this states that "in addition to normal bank and public holiday, you will be entitled to two extra statutory days" which the staff would take during the 25th December to 2nd January.

RESOLVED that the Additional Statutory Leave Contract was a Staff Committee Matter and should be dealt with by the Staff Committee.

RESOLVED to uphold the decision made on the 25.11.19, however, if a list of 10 or more signatures of Councillors could be brought back to Council the matter would be revisited on the meeting on the 23rd December for re-examination and discussion.

The Deputy Clerk re-joined the meeting.

59. Guildhall Committee Terms of Reference

Councillors were given the amended terms of reference. Councillors were not happy with the wording of the amended term and suggested it change and be brought back to the next agenda for approval.

RESOLVED that the wording is changed to: to discuss increasing revenue generation from the Guildhall.

The Mayor left the meeting at this juncture.

The past Mayor took the Chair.

60. Celebration Dinner for Himeji Delegation

Councillors received an invoice from North Wales Tourism for the cost of £400 as contribution for the evening meal for the Japanese delegation. Councillors felt that the amount was inappropriate contribution as it was over half of the total cost. Councillors asked the Town Clerk for the total cost of the meal and if possible, a breakdown of costs. A full discussion was held on the matter. The Town Clerk had not been informed that such contribution was going to be needed and therefore the amount would take CTC over Budget.

RESOLVED that the £400 is paid but that no future payment are made until prior approval from the Town Clerk has been sought.

Councillors T James, P Hart, S Barber-Bailey and B Chapman abstained from the vote.

The Mayor re joined the meeting at this juncture.

61. Working Party for Wales in Bloom 2020

The agenda item was deferred until the New Year.

62. Approval of Payments

RESOLVED that the following Payments and Donations are approved:

- a) PPL PRS Ltd – Music Licence for Events 25/08/19 to 24/08/20 - £464.91 plus VAT

With the following additional payments:

- b) Mr A Flint - Reimbursement for Tree lights and Bases for Guildhall - £159.00
- c) Cash - Petty Cash - V116-130 Sheet 124 - £144.01
- d) Cash - Petty Cash - V131-132 Sheet 125 - £194.99
- e) Viking Supplies - Office Stationery - £28.96 plus VAT
- f) British Telecommunications - GH Broadband charges - 01/12/19 to 29/02/20 - £118.50 plus VAT

63. List of Cheques

RESOLVED that the list of Cheques Sheet 432 is approved as tabled (Schedule C).

64. Questions to Chair / Town Clerk

There were no questions.

65. Mayoral Announcements

The Mayor enjoyed his time in Japan and was amazed by the hospitality of the Japanese when he signed the Town Twinning Declaration, the signing was covered by international media. The Mayor was pleased to accept an invitation to the 120th Anniversary of All Saints Church, Deganwy. The Mayor attended an Art exhibition in Oriel Mostyn. On the 7th November the Mayor of Himeji came to the Guildhall and the Castle, the Mayor enjoyed the time with the Japanese delegation.

The Mayor attended the 10th Anniversary of Deganwy History Group and was amazed by the cake in the shape of a book. The Mayor attended St Mary's Church for the Festival of Trees and helped draw the raffle. The Mayor reminded Councillors of the Evening of Christmas Music being held in St Marys Church on the 12th December at 7.30pm.

66. Twenty Minutes - Questions from the Residents

There were no questions from residents.

There being no further business the meeting was closed at 8:41pm