

**CYNGOR TREF CONWY TOWN COUNCIL  
THE GUILDHALL, CONWY.  
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL  
HELD ON MONDAY 10<sup>th</sup> JUNE 2019**

**Present: Councillors - E Leighton-Jones (Deputy Mayor & Chair), G Edwards (Mayor), P Hart, T James, C Ryan, S Barber-Bailey, E Roberts, G Willetts, H Roberts, M Craven, J Vaughan, J Rooney, M Priestley, S Cotton.**

**In Attendance: Natasha Flint, Town Clerk & Responsible Financial Officer**

**Apologies: Councillors B Chapman, T Hughes, V Macdonald**

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

Agenda item 7a. Planning Applications – Councillor M Priestley is a member of Conwy County Borough Council Planning Committee.

**20. Minutes**

- Minutes of the Mayoral Inauguration held on 20th May 2019  
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Special Meeting of the Council held on 28<sup>th</sup> May 2019  
RESOLVED that the minutes are ACCEPTED and APPROVED with an amendment on Pg3 No.19. It was request that the apology from Councillor V Macdonald specify to whom the apology was addressed too, that being Councillor P Hart. The minutes are to be amended accordingly.

**21. Questions on the Minutes**

There were no questions.

**22. Report Back**

**Wales in Bloom**

Councillor S Barber-Bailey (in the absence of Councillor B Chapman) updated Members on the current position of Conwy's entry for Wales in Bloom 2019. Councillor Barber-Bailey gave a very comprehensive handout to Members which detailed her meeting with Mr Peter Barton-Price from CCBC. Councillor Barber-Bailey advised that much needed to be completed if Conwy was to be ready for the Judging in July. A meeting is to be arranged as quickly as possible at the Guildhall to set out a timetable of tasks and to ask for volunteers from Members to ensure that Conwy Town is fully prepared for when the Wales in Bloom judge arrives on the 10th July 2019.

**23. Town Clerk's Report**

Members received the Town Clerk's Report (Schedule A attached)

*Councillor M Priestley left the meeting during discussions on planning applications*

**24. Planning**

**a) Planning Applications**

Members considered and commented on the attached Schedule B

**b) Planning Decisions Issued**

Members received a list of planning decisions issued by Conwy County Borough Council (Schedule C)  
The decisions were NOTED.

**25. Hire of the Guildhall**

The agenda item was deferred.

## **26. Hanging Baskets 2019**

Councillor H Roberts advised Members that she still has 3 spare hanging baskets. It was agreed that the Civic Assistant / Events Co-ordinator would collect them from Councillor H Roberts's garage and that the Town Clerk would contact Jonny Doughs in Conwy to ask if he still wanted some hanging baskets. It was further discussed that if those businesses that have requested hanging baskets for 2019 do not look after them in the summer they may not be entitled to the free hanging baskets next year. It was also noted that some of the businesses in Llandudno Junction do not take enough care in ensuring that the baskets are watered so they are now looking unloved. The Town Clerk will monitor the situation via reports back from Ward Councillor this summer. RESOLVED that the Town Clerk contacts the owner of Jonny Dough's at The Bridge to see if they still want some baskets.

## **27. Audit Report 2018-19**

The Town Clerk updated Members on the Internal Audit Report from JDH Business Services Limited which was completed on the 29<sup>th</sup> May 2019. The Town Clerk advised Members that 4 issues had been highlighted by JDH. It was noted that this was the new Town Clerks first Audit:

- 1) The Risk Assessment for 2018-19 should be carried out annually and formally approved by Council. This was overlooked last year but as the present Town Clerk did not take up her post until 30.07.2018 could only surmise why this had been overlooked but was not 100% sure;
- 2) The Audit trial should be improved by entering invoice numbers or receipt numbers in the accounting software for any income. This was referring to the payments of wedding payments and deposits. The Town Clerk will address this. Also, the year-end procedures should include reviewing income records for wedding deposits;
- 3) The stock of paperweights, scrolls, and badges should be added to the asset register. However, the Town Clerk argued that they could not be considered an 'asset' as they were depreciating year on year and that the accountant from Rialtas advised the Town Clerk (when he was setting up the Rialtas Software in 2018) to take them out of the asset register and set them off as a 'loss' as they had already been purchased and some of the stock could no longer be used, so in effect had no value at all. The Town Clerk will explain this to the BDO when the accounts are sent to them on 30<sup>th</sup> June 2019;
- 4) The Council should review the level of reserves to identify whether they are holding sums for specific projects. The Members advised the Town Clerk that this had always been the case in previous years as 'earmarked reserves'. The Town Clerk advised Members that she would look at 2017-18 accounts to ascertain what was 'ear-marked' and advised the BDO of the same.

## **28. Risk Assessment and Management 2019-20**

The Risk Assessment and Management 2019/20 is APPROVED.

## **29. Attendance List 2018-19**

The Attendance List 2018/19 is APPROVED.

## **30. Cambria Band**

- a) RESOLVED that the Town Clerk would send an official letter of thanks from Members of Conwy Town Council to the Cambria Band for all their support both now and historically;
- b) RESOLVED to give a donation of £150.00 to the Cambria Band for their support at the Mayoral Inauguration 2019/20.

## **31. Mayoral Inauguration Donations**

- c) RESOLVED that the Camera Club receives a donation of £30.00 for their support at the Mayoral Inauguration 2019/20.
- d) RESOLVED that the Knights Templar of England and Wales been given a donation of £150.00 for their support at the Mayoral Inauguration 2019/20.

## **32. Approval of Payments**

RESOLVED that the following payments are approved:

- a) Xerox Finance – Photocopier/printer rental – 1/7/19 to 30/9/19 - £79.14 plus VAT;
  - b) Hotline Group Ltd – Mayoral Gifts/ Logo Trolley Coins - £419.00 plus VAT;
  - c) One Voice Wales – Town Clerk training 16/5/19 - £40.00;
- along with the additional payments:
- d) R A Slater – GH Windows & Conwy Bus Shelter Cleaning 4 weeks – 31.05.19 - £170.00;
  - e) N Flint – Travel Expenses to OVW Code of Conduct Training on 11.06.19 - £34.92;
  - f) JDH Business Services Limited Internal Audit Fees 2018/19 - £450.00 plus VAT;
  - G) One Voice Wales – Councillor Gary Willets training 16/5/19 - £40.00.

### **33. List of Cheques**

RESOLVED that the list of cheques 418 & 419 as tabled, are approved for payment (Schedule D & E)

### **34. Questions to Chair/Town Clerk**

The Chair Councillor E Leighton-Jones (Deputy Mayor) expressed the sadness felt by Members to hear the loss of Mrs Betty Pattison OBE. Betty is an inspirational figure within the community. Her funeral is being held at St Mary's Church, Conwy on Friday 14<sup>th</sup> June at 12:00pm. No robes are to be worn but Mayoral chains and badges are appropriate. Councillor M Priestley gave his apologies for not being able to attend the funeral.

**There being no further business the meeting was closed at approximately 19:50pm**