

**CYNGOR TREF CONWY TOWN COUNCIL  
THE GUILDHALL, CONWY.  
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL  
HELD ON MONDAY 11<sup>th</sup> NOVEMBER 2019**

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

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

**Apologies: Councillors B Chapman, M Priestley, J Rooney.**

**Declarations of Interest:**

Agenda 11/11/19 – Councillors P Hart and T James are married.

Agenda item 8a – Planning Application 0/46794 – Councillor V Macdonald knows the applicant.

Agenda item 8a – Planning Application 0/46793 – The Mayor knows the applicant.

Agenda item 14 – Small Art Exhibition in the Guildhall – Cllr. S Barber-Bailey knows and has a business relationship with the applicant.

**119. Keep Wales Tidy Community Hub**

The presentation did not go ahead as the speaker was unable to attend.

**120. Minutes**

- Minutes of the Town Council Meeting held on 28<sup>th</sup> October 2019.  
RESOLVED that the minutes are ACCEPTED and APPROVED

**121. Questions on the Minutes**

Minutes of the Town Council Meeting held on 28<sup>th</sup> October.

i) Minute 45b. Christmas Events

Members asked if the description of the tree for the Festival should be included in the minutes or taken out. The Chair informed Members that as the minutes had just been approved as accurate then the description will remain.

ii) Minute 45. 3. Memorial Hall Christmas Event.

Members were informed that the event starts from 12.30/1pm.

**122. Report Back**

**Remembrance Parade**

Many Members commented on how well the Remembrance Parade and Service went, it was very well attended and the whole event was well organised. The Chair thanked the team for their hard work in organising the event. Members reported that the Llandudno Junction Remembrance Service held at the Memorial hall went well.

**Civic Reception for Himeji Delegation**

Members reported that the event was very successful and that the Mayor of Himeji enjoyed the welsh afternoon tea. The event was well organised. Cllr. G Willetts informed Members that he had produced some photographs which are in the office to view.

**Bodlondeb Surgery non-essential Services Meeting.**

Cllr. G Willetts reported back from the meeting held on the 6<sup>th</sup> November also attended by the Town Clerk. A full report back from the meeting will be circulated to Members shortly.

**123. Town Clerk's Report**

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

*The Mayor left the meeting during discussions on planning application 0/46793*

*Councillors V Macdonald and S Cotton left the meeting during discussions on planning application 0/46794*

**124. Planning**

**a) Planning Applications**

Members considered and commented on the attached (Schedule B)

*The Mayor, Councillors V Macdonald and S Cotton re-joined the meeting.*

**b) Planning Decisions Issued**

There were no decisions.

**125. CCBC Community Dog Parks Project**

Members RECEIVED and NOTED the correspondence.

**126. Hanging Baskets**

Members received the letters to distribute to the businesses regarding the collection of the empty hanging baskets. Members decided between them who will distribute the letters and when. The Deputy Town Clerk will email the list of recipients to the relevant members.

**127. VE Day 75<sup>th</sup> Anniversary**

Members discussed the possibility of organising an event to mark the Day. It was suggested to contact SSAFA to enquire about further details of what they have planned for the day.

RESOLVED that the Town Clerk contact the Conwy Representative from SSAFA to present at a future Meeting.

**128. Memorial Plaque**

Members received correspondence from a member of the public wanting to hang a plaque on the castle wall by the wishing well gardens, Conwy or alternatively on one of the benches there as it was thought the relative who had passed was a Jackdaw. A full discussion was had in relation to the plaque.

RESOLVED that the member of public is referred to CCBC.

**129. North Wales Walled Towns Friendship Circle Cymru – Honorary Members of the Circle**

Members discussed the proposal sent by the Chair of the Circle to nominate a Member as an Honorary Member. It was suggested that former Councillor Tracy Hughes and a former Councillor from Beaumaris Mrs Gwen Evans-Jones be nominated as associate Members as they continue to help the Circle in Events and Mrs Gwen Evans-Jones has become the circle's secretary.

RESOLVED that the Town Clerk write to the Chair to nominate former Cllr. T Hughes and former Cllr. G Evans-Jones from Beaumaris as associate Members.

*Councillor S Barber-Bailey left the meeting during discussion on the next agenda item.*

**130. Small Art Exhibition in the Guildhall**

Members received a request from Artist Jean Morgan-Roberts to hold a small exhibition of original portraits from the book "the Character of Conwy". It was discussed that the paintings exhibited would have to be displayed without advertising costings, as one of the conditions for hiring out the Guildhall is to be not for profit. It was also suggested that the exhibition itself would need looking into as easels can take up a lot of space. The room is also used by the Conwy Orchestra and would need to be clear for the days that they are in, Jean Morgan-Roberts has not specified a time frame for the exhibition, this will need to be taken into consideration.

RESOLVED that Jean Morgan-Roberts is offered to exhibit her work at the next open doors event which is usually on a Saturday and Sunday in September and will be manned at all times.

*Councillor S Barber-Bailey re-joined the meeting*

**131. Guildhall Fire Alarm System**

The Town Clerk informed Members that during the latest fire alarm tests by AB Fire Prevention, the inspector noticed that the fire alarm system was very dated and not up to standards of current alarm systems. He also indicated that to perform weekly tests on the lights there would need to be new lower down testing sockets as

the current ones are up high and are not safe for Town Council Members or staff to access. The Town Clerk informed Members that she is awaiting an estimate for the cost of a new system from AB Fire prevention. RESOLVED that the Town Clerk contact the Fire Service to inspect the fire alarm system.

### **132. Plastic Free Conwy**

The Chair, Cllr. E Leighton-Jones discussed with Members the possibility of Conwy Town Council joining a global network to be plastic free and to use as little single use plastic as possible. It was suggested that the Town Council work with its suppliers for all events and demonstrate leadership on this. It was suggested to look at how the County Council deal with the recycling of the plastic that comes in from the waste collections. Cllr. E Leighton-Jones informed Members that an article had recently been published by CCBC indicating the exact methods of disposals that they currently use, Cllr. E Leighton-Jones will circulate the published document to Members.

RESOLVED that Conwy Town Council is to become a plastic free Town Council.

### **133. Christmas 2019**

- a) Members RECEIVED and APPROVED the risk assessment for Christmas Eve.
- b) Members RECEIVED and APPROVED the risk assessment for Llandudno Junction and Deganwy Events.
- c) Members RECEIVED and APPROVED the risk assessment for Boxing Day Dip.
- d) Members discussed arrangements for Christmas events:
  1. Christmas Lights
    - The Town Clerk informed Members that the Motifs are going up around the communities at the moment.
    - The lights for the Christmas Tree on the Castle grounds have been ordered at a cost of £3500.
    - Switch on has been arranged for 29<sup>th</sup> November.
  2. Christmas Trees
    - The Trees will be going up from the 12<sup>th</sup> November.
    - The Town Clerk informed Members that all information regarding the proposed location of the Tree in Gyffin has been given to Len Jackson, CCBC and Ray Wilson Bebbington and Wilson who will be liaising with each other to see if it will be feasible. The Town Clerk informed Members that there is enough in the Christmas Budget to install the new electric point for the tree.  
RESOLVED that the Town Clerk inform Members if it comes back as a yes or no from Len Jackson and Ray Wilson.
    - The Town Clerk informed Members that the small trees will be delivered to the Quay at 8am.
  3. Horse and Trap for Deganwy Event

The Town Clerk informed Members that having spoken with Mr D Phillips Safety Advisory Officer regarding the horse and trap, was advised that the owner would need to have a risk assessment, public liability insurance and employers liability insurance for it to go ahead. The Town Clerk has contacted the owner and informed him of what is needed and has not heard back.  
RESOLVED that the horse and cart is looked at for next years events and that help is provided by CTC with regards to the risk assessment and insurance documents needed.
  4. Christmas Window Competition
    - Members were asked to collect the trophies from last year's winners – Yesteryears, Celtic Hat, SP Joinery and the Tea Station.
    - Posters were given out again for this and asked to distribute around the businesses.
  5. Father Christmas Letters
    - The letter has been received from Cllr. E Roberts and has been sent to Cllr. B Chapman for translation. Members were informed that the letters will be ready for the next meeting on the 25<sup>th</sup> November.
    - Governors were asked if they were happy to do the letters this year also who could do the letters for Ysgol Awel Y Mynydd as they do not currently have a Town Councillor Governor as it will be offered to Council when the new Councillor is appointed on the 25<sup>th</sup> November.  
RESOLVED that Cllr. P Hart will do the Ysgol Awel Y Mynydd letters as Cllr Hart is already on the board of Governors.

6. Llandudno Junction and Deganwy Events

The Town Clerk reminded Members that the Llandudno Junction Event was being held on Friday 13th December at 6pm and the Deganwy Event was being held on Saturday 14th December at 2pm. The provision of sweets was discussed, considerations will need to be made for next year's events in relation to the Town Council becoming plastic free.

RESOLVED that:

- The Mayor is the Responsible Person for both Events
- Mr Gilligan is asked to play Father Christmas at both events
- Sweets are given out at both events, which will be Haribos and Freddos as in previous years.

7. An Evening of Christmas Music

The Mayor informed Members that he will be hosting "an Evening of Christmas Music" presented by Conwy Town Orchestra and St Mary's Church Choir on the 12<sup>th</sup> December 7.30pm. All welcome, free admission. Cllr V Macdonald informed the Mayor that posters will be produced and advertised around the communities.

8. Conwy Christmas Eve

- Members were asked to submit their photographs to the Mayor's Secretary/ Events Co-ordinator for the ID lanyards. Members requested that the Events Co-ordinator acknowledge receipt of the photos if emailed.

*The Deputy Town Clerk left the meeting at this juncture.*

RESOLVED that:

- Sweets are given out at the event, which will be Haribos and Freddos as in previous years.

9. Boxing Day Dip

RESOLVED that:

- The Mayor is the Responsible Person for both Events
- The Prizes were to stay the same as the previous year.

Whilst the RNLI might offer advice as to weather conditions it was noted that there was an occasion where the RNLI cancelled the event without prior agreement or confirmation from the Mayor, therefore it was agreed that it is not the decision of the RNLI to cancel the event but the decision of the Mayor.

10. Festival of Trees

The Tree will need to be ready to go to the Church from Monday 2<sup>nd</sup> to 8<sup>th</sup> December. Cllr. V Macdonald has donated the Christmas Baubles for all Members to fill.

*Councillor J Vaughan left the meeting at this juncture.*

**134. Approval of Payments**

RESOLVED that the following payments are approved:

- a) Trilo-bytes – Secure Cloud Storage 1/8/19 to 31/10/19 - £48.60
- b) MAD Sound and Lighting Ltd – Sound system for Remembrance Sunday - £375.00 plus VAT
- c) LITE Ltd – set of £50 Led lights & Transformer – Castle Christmas Tree - £3250 plus VAT

Along with the additional payments:

- d) Men at Work – Guildhall Light repairs - £63.00
- e) Opus Energy – St Mary's Clock Electric 3/10/19 to 1/11/19 - £24.06 plus VAT
- f) Conwy Camera Club – Remembrance Sunday – Mayoral Donation £30.00
- g) Viking Supplies – Office stationery - £66.25 plus VAT

**135. List of Cheques**

RESOLVED that the list of cheques 430 as tabled, is approved for payment (Schedule C)

**136. Questions to Chair/Town Clerk**

There were no questions.

**There being no further business the meeting was closed at 8:45pm**