

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

7th October 2019

To: The Town Mayor & Members

Dear Mr Mayor & Members

You are summons to the **Special Meeting of the Council on Monday, 14th October 2019 at 6:30pm** in the Guildhall, Conwy 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. Presentation Menter Iaith

To receive a presentation from Siwan Elenid Jones and Meirion Davies from Menter Iaith.

4. Minutes

- To receive and approve the minutes of the Extraordinary Meeting of the Council held on 23rd September 2019.
- To receive and approve the minutes of the Special Meeting held on 30th September 2019.

5. Questions on the Minutes

6. 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):

7. Town Clerk's Report

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

8. Planning

a) Planning Applications

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

b) Planning Decisions Issued

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

9. Civic Pride Wardens

To receive information regarding employing Civic Pride Wardens - main priorities are to be responsible on a day-to-day basis for local street cleaning within the Communities covered under Conwy Town Council. This initiative has been undertaken by Penmaenmawr Town Council, example job specification scheduled. (Schedule D)

10. Guildhall Committee

To discuss the setup of the Guildhall Committee and approve terms of reference (to be tabled)

11. Tourist Information Centre Railings and Access Ramp

To receive correspondence from Jon Merrick. (Schedule E)

12. Playing Out Summer Holiday Play Provision 2020

To receive a request for funding. (Schedule F)

13. Holocaust Memorial Day 2020

To receive a request for a small grant of £50 to enable a Holocaust survivor to visit local schools to share her story with the students. (Schedule G)

14. Constable of the Castle Pennant Flying

To receive correspondence from Huw Gwillim, Head of Public Engagement and Visitor Services regarding flying the Pennant. (Schedule H)

15. A Frame Signage in Conwy High Street and Castle Street

To receive information from the Town Clerk.

16. Conwy Town Council website

To receive 3 quotes for the upgrade and new design for Conwy Town Council website. (to be tabled)

17. Remembrance Sunday 2019

To receive and discuss the invoice from Cambria Band. (to be tabled)

18. Christmas Events 2019

To discuss any matters relating to Christmas Events 2019.

19. Conwy Town Council Business Cards for Himeji Trip

To approve business cards for Staff and Councillors who are part of the delegation. (to be tabled)

20. Civic Reception for Japanese Delegation

To receive information from Town Clerk.

21. Approval of Payments

To approve invoices received for payment:

- a) Trilo-byte Computer Services – Server Update - £30
- b) Conwy County Borough Council – Trade Recycling Collections – 1/10/19 to 31/03/2020 - £140.10

- c) MSI Alarms Ltd – Annual Service Contract – Closed Circuit Camera - £180.00 plus VAT
- d) MSI Alarms Ltd – Annual Service Contract – Access-Control alarm - £102.00 plus VAT
- e) British Telecommunications plc – Call Charges 1/10/19 to 31/12/19 - £52.74 plus VAT

22. List of Cheques

To approve list of cheques no. 428 (to be tabled)

23. 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.