

**CYNGOR TREF CONWY TOWN COUNCIL
THE GUILDHALL, CONWY.
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON MONDAY 14th OCTOBER 2019**

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

**In Attendance: Natasha Flint, Town Clerk & Responsible Financial Officer
Rachel Lees, Deputy Town Clerk
Siwan Elenid Jones, Menter Iaith
Meirion Davies, Menter Iaith**

Apologies: Councillor V Macdonald.

Declarations of Interest – None

98. Menter Iaith Presentation

Members received a presentation from Mr Davies and Ms Jones regarding the work of Menter Iaith. The presentation talked about the work they do in the community to strengthen the use of the Welsh language by working with learners throughout the County. Members were given the opportunity to ask questions. The Chair thanked Mr Davies and Ms Jones for their presentation.

99. Minutes

- Minutes of the Extraordinary Meeting of the Council held on 23rd September 2019.
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Special Meeting held on 30th September 2019.
RESOLVED that the minutes are ACCEPTED and APPROVED

100. Questions on the Minutes

- a) Minutes of the Extraordinary Meeting held on 23rd September 2019.
 - i) Minute 1. Conwy Town Council Document Retention and Disposals Policy.
Members asked which records would be archived. The Town Clerk informed Members that Cllr. V Macdonald will help the Town Clerk to go through all records that may have historic value for the archives.
- b) Minutes of the Special Meeting held on 30th September 2019.
 - i) Minute 84. NW Police Presentation
Members asked if PCSO Bev Owen had been in touch with information regarding the Youth Shedz. The Town Clerk informed Members that there was no information at present.
 - ii) Minute 87. Report Back – Citizens Advice Bureau
Councillor H Roberts informed Members that it was an event that she was unable to attend, also she had not heard from CAB regarding the AGM and asks that if any emails from CAB come in they are forwarded to the representatives.
 - iii) Minute 87. Report Back – Awel Y Mynydd
Members asked that the minute be amended to say that a new Temporary Head has been appointed.
 - iv) Minute 91. Box of Photos from the boiler room.
The Town Clerk informed members that the Archivist has been to see the photographs, and some can be archived. They can either be given or leased to them, the pen and ink drawings have no financial value, the water colour will be looked at by the painting archivist next week.

101. Report Back

Clwb Yr Efail

Cllr T. James reported the news regarding funding for Clwb Yr Efail.

Japanese Links

The Mayor informed Members of a meeting between himself, Cllr. B Chapman, Jim Jones North Wales Tourism and Keith Dunn OBE with guests which is to help strengthen the links with Japan.

102. Town Clerk's Report

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

a) Item 1. Applauding Social Value Event

Cllr. B Chapman informed Members that he will be attending this event.

b) Item 2c. Road Closures

Cllrs. S Barber-Bailey and J Vaughan gave Members more details regarding the road closure.

103. 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.

104. Civic Pride Wardens

Members discussed the possibility of a Civic Pride Warden. It was suggested to discuss the idea after Christmas.

105. Guildhall Committee – Terms of Reference

The agenda item was deferred.

106. Tourist Information Centre Railings and Access Ramp

Members RECEIVED and NOTED the correspondence from Jon Merrick.

RESOLVED that the Town Clerk write back to Mr Merrick and request that the new railings be painted the same colour as the Coach Stop railings adjacent to the Tourist Information Centre.

107. Playing Out Summer Holiday Play Provision 2020

Members received a request to fund the play provision over the Summer holidays of 2020. The Town Clerk advised Members that the total cost last year was £3900.

RESOLVED that the Town Council fund one play session a week for 5 weeks in the Summer holidays in each community at a total cost of £4050.

108. Holocaust Memorial Day 2020

Members received a request for a small grant of £50 to enable a Holocaust survivor to visit local Schools to share her story with the students.

RESOLVED that the Holocaust Memorial Fund is awarded a £50 grant.

109. Constable of the Castle Pennant Flying

Members received correspondence from Huw Gwillim, Head of Public Engagement and Visitor Services.

RESOLVED that the Town Clerk write back to say that the Mayor and Town Councillors are delighted to hear there are no barriers to flying the Pennant.

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

Members received information from the Town Clerk regarding the usage of A frames in Conwy Town's streets.

Members were informed that CCBC Highways officers will be sending a team in the area to check on the usage.

111. Conwy Town Council Website

The agenda item was deferred, and Members were asked to look over the 3 quotes ready for the next meeting.

112. Remembrance Sunday 2019

Members received the Invoice from Cambria Band for the Remembrance Sunday Parade, the cost has increased from last year by £100.

The Town Clerk informed Members that the Mayor had been invited to lay a wreath as an act of remembrance at the War Memorial at St Benedict's Church, Gyffin, Conwy on Sunday 10th November 2019, the start time is 10.15-10.30am. The Mayor and Deputy Mayor cannot attend this service as they are committed to the Remembrance Service at Bodlondeb.

RESOLVED that:

- the Cambria Band are hired at a cost of £350
- Cllr. M Craven attends the service in St Benedict's Church Gyffin, and a wreath is purchased for Cllr. M Craven to lay at the service.

113. Christmas Events 2019

Christmas Trees

- The Town Clerk informed Members that a letter had been sent to the resident where the tree used to be in the Morfa, but there had been no response.
- CCBC have informed the Town Clerk that other than the Morfa Stores, there is no other available site for a tree in the Morfa.

RESOLVED that Cllr. M Craven go and see the residents of the former Morfa Stores to ask about erecting a tree in their front garden (parking area).

- The Town Clerk informed Members that to erect a new tree in Gyffin and to set up a new electrical connection will cost, for the first year a total of approximately £3500. The Town Clerk showed Members a grass area in Gyffin where the tree could be erected. Members had concerns that the tree could impair vision on the corners of the site proposed. The Town Clerk informed Members there had been suggestion of putting lights on an existing tree like that of the weekly news roundabout. It was suggested that the Ward Councillors meet up to look at locations for a new tree and to look at existing trees for lights. The Town Clerk informed Members that Christmas will be on the agenda every meeting for the run up to Christmas and the tree in Gyffin will be discussed at the next meeting.
- The Town Clerk informed Members that the lights for the tree on the castle grounds were not fully functioning any longer and would need replacing. The lights which do work will be used on the tree in Lancaster Square as some of the bulbs on that tree are also not working. The cost for new lights will be £3250.

RESOLVED that the lights are replaced at a cost of £3250

Councillors E Roberts and J Vaughan left the meeting at this juncture.

114. Conwy Town Council Business Cards for Himeji Trip

The Town Clerk informed Members that the Mayor's Secretary/Events Co-ordinator and the Mayor would need business cards for the trip to Himeji. A proof had been made at a cost of £23.99 for a minimum of 250 cards. It was suggested that the card be bilingual on one side and Japanese on the other. The email for the mayor should be info@conwytowncouncil.go.uk and that it should state Mayor of Conwy and Constable of the Castle.

RESOLVED that the Town Clerk have delegated powers to make the changes and place the order 250 Business cards for the Mayor, Cllr. B Chapman and the Mayor's Secretary/Events Co-ordinator.

Councillors T James and P Hart abstained from the vote.

115. Civic Reception for Japanese Delegation

Members received details of the proposed afternoon tea reception for the Japanese Delegation visiting the Guildhall on the 7th November at 3.30pm.

RESOLVED that:

- the event takes place on the 7th November in the Guildhall.

- a Welsh Afternoon Tea is provided from Gorlan Fwyta Ltd for 25 people at either £4.50/£5.00 per head. The Chair thanked Cllr. B Chapman for all his hard work he has put in. Councillors T James and P Hart abstained from the vote.

116. Approval of Payments

RESOLVED that the following payments are approved:

- 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 along with the following additional payments:
- f) CCBC – CCTV contribution towards 19 cameras 2019/20 - £5339.00
- g) B Jones – Reimbursement for Himeji trip for Cllr. B Chapman and the Mayor - £2033.00
- h) Royal British Legion – 4 Wreaths for Remembrance - £105.50
- i) North Wales Tourism – Pull up banner stand for Himeji Trip - £105.00 plus VAT
- j) N Flint – Travel expenses – OVW training, Abergele - £10.17

117. List of Cheques

RESOLVED that the list of cheques 428 as tabled, is approved for payment (Schedule D)

118. Questions to Chair/Town Clerk

Members were updated on the Guildhall water leak in the ladies. Mr D Brown will be doing a visual non-destructive survey of the building.

There being no further business the meeting was closed at 8:30pm