

**CYNGOR TREF CONWY TOWN COUNCIL  
GUILDHALL, CONWY  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD ON MONDAY 16<sup>th</sup> SEPTEMBER 2019**

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

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

**Prayers: The Mayor’s Chaplain led the Prayers.**

**Apologies: Councillors M Priestley, E Roberts, T Hughes, E Leighton-Jones (Deputy Mayor & Vice-Chair)**

**Declarations of Interest – Code of Local Government Conduct:  
None**

**Minute Number**

**19. Minutes**

- Minutes of the Civic Committee Meeting held on 28<sup>th</sup> August 2019.  
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Christmas Committee Meeting held on 28<sup>th</sup> August 2019.  
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Special Meeting of the Council held on 2<sup>nd</sup> September 2019.  
RESOLVED that the minutes are ACCEPTED and APPROVED with the following amendment: Page 1 minute 72. Report Back – change from 20<sup>th</sup> September to 30<sup>th</sup> September.  
Councillor H Roberts abstained from the vote.

**20. Questions on the Minutes**

Civic Committee held on 28<sup>th</sup> August 2019.

- i) Minute 1b. Mayoral Gifts  
Councillors asked if the wording Cyngor Tref Conwy Town Council will be placed around the seal for the paper weight, the Deputy Clerk advised that this would be done.
- ii) Minute 2g. Japan Update – Mayoral Visit 2019  
Members were advised that a replica chain could be bought to take to Japan.  
RESOLVED to look into the cost of making a replica chain to take to Japan.

Christmas Committee held on 28<sup>th</sup> August 2019.

- i) Minute 10. Conwy Christmas Eve Event.  
Councillor P Hart informed Members that she has found a belt at a cost of £22.95  
RESOLVED that Councillor Hart purchase the belt at £22.95
- ii) Minute 11. Llandudno Junction & Deganwy Events  
Councillor S Barber-Bailey informed Councillors that she has a contact for a horse and cart for Santa and will get more details.

Special Meeting held on 2<sup>nd</sup> September 2019.

- i) Minute 71a. Questions on the minutes – World Clean Up Day 2019  
The Deputy Town Clerk gave Councillors the risk assessment for the upcoming event.  
RESOLVED that the risk assessment was ACCEPTED and APPROVED.
- ii) Minute 76. Wild Orchids – Llandudno Junction  
Councillor H Roberts told Councillors that she has no further information from County Council as yet.

**21. Report Back**

### **Walled Towns Friendship Circle Car Rally 2019**

Councillors were informed that the Car Rally was set to go ahead on the 29<sup>th</sup> September and all entries were now in, preparations have all been made.

### **Open Doors**

Councillors received a report back from Open Doors 2019. The event was well received, and thanks were given to the Events Co-ordinator for his hard work.

### **Wales in Bloom**

Councillors were informed that Conwy Town Council has been awarded a Silver Gilt for Category 5-Small Town. All volunteers need to be thanked for their help in achieving this award.

### **Guildhall Cellar**

Councillors were informed that a box containing photographs from the fisheries was found in the cellar. It was suggested that the Guildhall working party meets.

## **22. Town Clerk's Report**

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

## **23. Planning**

### **a) Planning Applications**

Members considered and commented on the attached Schedule B

### **b) Planning Decisions Issued**

There were no planning decisions.

## **24. External Audit Report**

Councillors received the external Audit Report results from the Town Clerk. The Town Clerk explained 2 minor errors to the report which the BDO wanted amending. Once amended the Audit report will be classed as unqualified.

RESOLVED that the External Audit Report is amended accordingly and APPROVED.

## **25. Armistice Day**

Councillors received details of the short commemoration being led by the Royal British Legion on the 11<sup>th</sup> November at Lancaster Square. All Councillors are expected to attend the Commemoration which will last approximately 10 minutes. Local Schools have been invited and the Head Boy & Girl from Ysgol Aberconwy will be invited to join in the speeches. More details will be sent out closer to the date.

## **26. St David's Day Parade**

Councillors received information regarding the possibility of holding a procession around Conwy during St David's Day from Siwan Elenid Jones, Coastal Area Officer, Menter Iaith Conwy, following discussions with Head of Ysgol Porth Y Felin. Councillors are happy to take part but wish to clarify their expected involvement in terms of cost. Councillors discussed planting daffodils along the route of the procession, and it was felt that the Community Planting Working party needs to meet.

RESOLVED that Siwan Elenid Jones is asked to talk about the procession when she attends the Special Meeting of the Council on the 14<sup>th</sup> October.

## **27. Approval of Payments**

RESOLVED that the following payments are approved:

- a) Xerox Finance - Printer Lease 01/10/19 to 31/12/19 - £129.14 plus VAT
- b) MSI Alarms Ltd – Guildhall Intruder Alarm System - Annual Contract - £320.00 plus VAT
- c) Opus Energy - St Marys Clock Electric 04/08/19 to 03/09/19 - £12.56 plus VAT
- d) BT Communications plc – Guildhall Telephone 01/09/19 to 30/11/19 - £158.50
- e) ICO Data Protection Fee Renewal 19/10/19 to 18/10/20 £40.00
- f) T Brennan - 2 x Toilet Seat – Guildhall Loos & Cleaning Equipment £82.63
- g) Viking - Office Stationery – £100.21 plus VAT

Along with the additional payments:

- h) Petty Cash - Sheet 122 - £158.60
- i) B2 Business Systems – printing 02/08/19 to 03/09/19 £54.81 plus VAT

**28. List of Cheques**

RESOLVED that the list of Cheques Sheet 426 is approved as tabled (Schedule C).

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

There were no questions.

**30. Mayoral Announcements**

Due to the Honorary Bailie Ceremony being held straight after the Meeting the mayor will give his announcements at the next Town Council Meeting.

**31. Twenty Minutes - Questions from the Residents**

There were no questions from residents.

**There being no further business the meeting was closed at 7:25pm**