

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

10th February 2020

To: The Town Mayor & Members

Dear Mr Mayor & Members

You are summons to the **Special Meeting of the Council on Monday, 17th February 2020 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. CCTV

To receive a presentation regarding CCTV from Emma Dowell, CCTV Manager, CCBC.

4. Minutes

- To receive and approve the minutes from the Extraordinary Meeting held on the 29th January 2020.
- To receive and approve minutes of the Special Meeting of the Council held on the 3rd February 2020.
- To receive and approve the minutes of the Civic Committee Meeting held on the 3rd February 2020.
- To receive and approve the minutes of the Extraordinary Meeting of the Council held on the 10th February 2020.

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. Break in Meetings (30th March 2020 – Special Meeting)

To discuss the possibility of having a break in meetings to free up staff time to enable the document retention to take place.

10. Appointment of Internal Auditor

To appoint the internal auditor for the financial year 2020/21 & discuss the Engagement Letter (Schedule D)

11. Guildhall Survey

To receive a quotation from PM Surveys for a measured survey of the building provided by Architect Graham D. Holland. (Schedule E)

12. Community Green Pledges - Get Involved

To discuss joining this free scheme - Conwy and Denbighshire Public Services Board (PSB) are delighted to launch the Community Green Pledges initiative to help Community groups and Organisations make changes which have a positive impact on the environment. The pledges aim to recognise positive contributions by awarding a bronze, silver, gold or platinum pledge status to proudly display. More info here - <https://conwyanddenbighshirelsb.org.uk/wp-content/uploads/2020/01/Community-Green-Pledges-English-final.pdf> (Schedule F)

13. Hanging Baskets 2020

To discuss the specific requirements of hanging baskets for 2020 before the Town Clerk obtains 3 quotes.

14. Hi Vis tabards for use for Conwy Town Council Volunteers at Events

To discuss having Hi Vis tabards with specific wording for volunteers at events and to receive a quotation from HiVis.co.uk who the Town Council already hold an account with.

15. Guild of Mace-bearers

To receive an invoice for Renewal of Membership (Schedule G)

16. Membership of One Voice Wales 2020-2021

To receive an invoice for Renewal of Membership for 2020-21 (Schedule H)

17. Office Computer SSD's Update

To receive information From the Town Clerk.

18. Approval of Payments

To approve invoices received for payment:

- a) Trilo-Byte Computer services – call out to sort missing files - £45.00
- b) One Voice Wales – N. Flint Health & Safety training 27/11/19 - £40.00
- c) Viking – Stationery - £95.36 plus VAT

- d) Opus Energy – St Mary’s Church Clock Electricity - £12.07 plus VAT
- e) Drain Doctor Plumbing – 6 month service to clear drains - £279.00 plus VAT
- f) Smith of Derby – St Mary’s Church Clock fault repair - £150.00 plus VAT
- g) Wales in Bloom Foundation – Entry into small Town category 2020 - £115.00
- h) R. A Slater – Guildhall Windows and Bus Shelters - £170.00

19. List of Cheques

To approve list of cheques no. 437 (to be tabled)

20. 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.