

**CYNGOR TREF CONWY TOWN COUNCIL
THE GUILDHALL, CONWY.
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON MONDAY 17th FEBRUARY 2020**

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

**In Attendance: Natasha Flint, Town Clerk & Responsible Financial Officer
Rachel Lees, Deputy Town Clerk
Mrs E Dowell, CCTV Manager, CCBC**

Apologies: Councillor G Willetts

Declarations of Interest:

Agenda 17/2/20 – Cllrs T James and P Hart are married.

199. CCTV

Members received a presentation from Mrs Emma Dowell, CCTV Manager. Mrs Dowell informed Members that the CCTV department, CCBC have received an ARK Gold Achievement, and they are the 1st local Authority to receive it in Wales, which is a huge honour for the team. There are no issues in Conwy Town and the CCTV are aware of certain issues in Llandudno Junction. There is concerns that there is a lack of cameras in the vicinity of the Memorial Hall. Members asked Mrs Dowell that if funding is provided to them by the Town Council then that fund is used on cameras in specific problem areas. Mrs Dowell assured Members that the costs charged to the Town Council is used for the cameras in the area covered by the Town Council and not elsewhere. Mrs Dowell explained that obtaining feedback by the police on convictions based on CCTV is hard to obtain, which is a national issue. Members discussed visiting the CCTV department. Members were informed that if there are specific issues that need monitoring then Members can email CCTV 24/7. The Chair thanked Mrs Dowell for presenting and for the information provided to the Town Council.

200. Minutes

- Minutes of the Extraordinary Meeting of the Council held on 29th January 2020.
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Special Meeting of the Council held on 3rd February 2020.
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Civic Committee Meeting held on the 3rd February 2020.
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Extraordinary Meeting of the Council held on the 10th February 2020.
RESOLVED that the minutes are ACCEPTED and APPROVED with the following addition: It was discussed that the Mayor/Chair could not vote as per Standing Orders but is able to give a casting vote if required. The Mayor did not agree with this, the Town Clerk will check the Standing Orders.

201. Questions on the Minutes

- a) Civic Committee held on 3rd February 2020
 - Minute 12. Civic Regalia
A question was asked regarding the Deputy Mayor's Robe being changed from Red to Blue. It was felt that this breaks tradition of the Town Council. It was suggested to take a vote on the matter to be approved by full Town Council before the order is placed. A vote by show of hands was taken.
RESOLVED that the Robe is ordered in Blue as Approved by the Civic Committee.
Councillor S Barber-Bailey abstained from the vote.
- b) Extraordinary meeting of the Council held on 10th February 2020.

- Minute 3. Grant Applications.
The Mayor raised the issue of not being able to vote at the Meeting and was told that it was in the Standing Orders, however after the Town Clerk had checked the Standing Orders which do actually allow the Mayor/Chair to vote in a meeting as well as give the casting vote, the Mayor wanted this point to be noted in these minutes.

202. Report Back

Community Green Pledge

The Town Clerk gave a report back on the Community Green Pledges which was launched by Conwy and Denbighshire Public Services Board (PSB), it consists of 5 Green Pledges that community groups and organisations can sign up to reduce their impact on the environment. Members were asked to look at the link for this. More information will be discussed on the item further down the Agenda.

Great British Spring Clean

Cllr. E Roberts reported that the date for the Spring Clean will be the 8th April 2020 at 10am in Llandudno Junction, more information will follow when further arrangements have been made.

John Ronald Cunningham Trust Fund

Cllr. T James informed Members that the Fund is fully functional, and applications have been considered and grants are being awarded. It has been suggested that in the future all applications must come from the applicant themselves and not through a School as most of the Trustees are in fact School Governors and would have to declare an interest and would therefore make the decision making difficult. It was also suggested that the Town Clerk email the constitution to all Members to look through. Cllr T James and the Mayor gave a vote of thanks to the Town Clerk for all her efforts in getting the fund back up and running.

203. Town Clerk's Report

Members received the Town Clerk's Report (Schedule A) with the following additional item:

- Beyond Recycling Consultation. The Deputy Town Clerk will circulate the information to Members.

204. 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.

Councillor S Barber-Bailey left the meeting at this juncture.

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

Members discussed having a break in Meetings to allow the office to carry out document retention.

RESOLVED that the Special Meeting of the Council being held on the 30th March is cancelled to allow the retention to take place.

206. Appointment of Internal Auditor

Members discussed whether to appoint the internal auditor for the financial year 2020/21 & the Engagement Letter.

RESOLVED to reappoint the Internal Auditor JDH Business Services Ltd and the Mayor to sign the Engagement Letter.

207. Guildhall Survey

The Agenda Item was deferred to allow Members more time to go over the quotes.

208. Community Green Pledges – Get Involved

The Town Clerk asked that Members look through the information emailed prior to the meeting.

RESOLVED that the Item is NOTED, and Members are to look through the information.

209. Hanging Baskets 2020

Members were reminded to work together to collect the hanging baskets in their Communities. Members discussed the requirements for the hanging baskets this year to coincide with Wales in Bloom. It was suggested to have a colour theme of Reds and Blues, and to include pollinating flowers, with moisture retaining compost. RESOLVED that the Town Clerk obtain 3 Quotes with the requirements specified.

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

Members discussed Hi Vis tabbards with the wording Conwy Town Council Volunteer on the back and the logo on the front for all volunteers to use during the Town Council events. Members thanked the Mayors Secretary/ Events Co-ordinator for looking into the Hi Vis Tabbards.

RESOLVED that 60 tabbards with the wording "Conwy Town Council Volunteer" and logo are purchased, 15 of each sizes M, L, XL and XXL.

Councillor J Vaughan left the meeting at this juncture.

211. Guild of Macebearers

Members received an invoice for the renewal of membership for the Guild of Macebearers, which the current Mace Bearer receives and pays for personally.

RESOLVED that the Mace Bearer is asked to bring a copy in for Members to read after he has read it and that the Town Council pay the Membership Fee of £35 for the year.

212. Membership of One Voice Wales 2020-21

Members received the invoice for the Annual Membership Renewal for One Voice Wales. The Town Clerk informed Members that the Fee has been budgeted for.

RESOLVED that the Annual Membership is paid at a cost of £2609.

213. Office Computer SSD's Update

Members were asked to postpone the Office Computer SSD'S as the Town Clerk had not received relevant paperwork needed from Mr Preston and has not had any communication with him for some time.

RESOLVED that the purchase and installation of the computer SSD's is postponed.

214. Approval of Payments

RESOLVED that the following payments are approved:

- a) Trilo-Byte Computer Services – call out to sort missing files - £45.00
- b) One Voice Wales – N Flint – Health and 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

With the following additional items:

- i) J Burgess - Wedding Refund for 16/05/2020 - £100.00
- j) B2 Business Systems – 03/01/20 – 04/02/20 Mono copies 5861, Colour copies 1300 £101.54 plus VAT
- k) SLCC - CiLCA Qualification 4 Day Course Fees - Ewole 13/02/20, 19/03/20, 30/04/20, 07/05/20 - £340 plus VAT

215. List of Cheques

RESOLVED that the list of cheques 437 as tabled, is approved for payment (Schedule D)

216. Questions to Chair/Town Clerk

There were no questions.

There being no further business the meeting was closed at 8.10pm