

**CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE TOWN COUNCIL MEETING
HELD ON MONDAY 17th SEPTEMBER 2018**

Present: Councillors – G Edwards (Deputy Mayor & Vice-Chair), G Willetts, B Chapman, P Hart, S Barber-Bailey, M Priestley, E Hughes, T James, H Roberts, E Roberts, T Hughes, J Rooney

**In Attendance: Town Clerk, Natasha Flint
 Assistant to the Town Clerk, Rachel Lees**

Prayers: Canon Phillip Hughes lead the Prayers

Apologies: Councillors S Cotton (Mayor & Chair), V Macdonald, E Leighton-Jones and J Vaughan

Declarations of Interest – Code of Local Government Conduct:

Agenda Item 7a – Planning Applications – Councillor Priestley is a member of Conwy County Borough Council Planning Committee

Agenda Item 29 – Emergency item – Community Concerns – Councillors H & E Roberts live in the area discussed.

Minute Number

40. Minutes

- Minutes of the Extraordinary Meeting of the Council held on 22nd August 2018
RESOLVED that the minutes are approved with the following amendment – Councillor B James – Governor of Ysgol Aberconwy, is removed from the list of Declarations of Interest.
- Minutes of the Christmas Committee held on 22nd August 2018
RESOLVED that the minutes are approved with the additional change – (chair) inserted after Councillor H Roberts name.
- Minutes of the Special Meeting of the Council held on 3rd September 2018
RESOLVED that the minutes are approved.

41. Questions on the Minutes

Special Meeting 3rd September 2018.

- a) The Town Clerk informed Councillors that a letter had been written to the Bowling Club asking them to present at a future meeting to assist in their application for the Community Development Fund, the Town Clerk has not had a response as yet.

42. Town Clerk's Report

Councillors received a report from the Assistant to the Town Clerk (Schedule A attached) along with the following additional items:

- a) Auction Themed Evening – Llandudno Junction Community Club – 19/9/18, 7pm.
- b) Book Fair – Pensychnant Nature Conservation Centre, Conwy – 22/9/18 – 10am – 5pm.

43. Planning

a) Planning Applications

Councillors considered and commented on the planning applications as shown on the attached Schedule B

Councillors Hart and James abstained from voting having not viewed the plan.

b) Planning Decisions Issued

Councillors RECEIVED and NOTED the planning decisions issued by Conwy County Borough Council

c) Pre-Application Consultation, Gorse Hill Caravan Park, Llanrwst Road, Conwy LL32 8HJ

Councillors RECEIVED and NOTED the consultation

44. Car Parking Issues Within the Community of Conwy

The Town Clerk read a response from V Turner, for G Edwards, Head of Environment, Roads and Facilities. RESOLVED that the Town Clerk replies with thanks but asks for further responses in terms of timescales.

45. Signage for Coaches entering Conwy Town

Councillors discussed the need for more signage to warn coach drivers of the width restraints through the arches in Conwy Town.

RESOLVED that the relevant Highways Officer is invited to present at a future meeting.

46. Litter Bins in Conwy

Councillors discussed the state of current litter bins in the community and the possibility of installing recycling bins.

RESOLVED that:

- a working party is set up to deal with litter bins, signage and car parking in the community. The following members of the working party are: The Deputy Mayor, Councillors S Barber-Bailey, E Roberts, E Hughes, M Priestley and H Roberts.
- the Town Clerk invites all Councillors who were not present at the meeting to be part of the working party.

47. Open Doors

Councillors received a report on the event held on 8th and 9th September 2018. Councillors discussed feedback from the event which had a record breaking attendance. Feedback included comments by the public stating that the building was beautiful and how lovely it was to see a Council building in use and not being left unused.

RESOLVED that:

- Open Doors 2019 should have 2 shifts per day, morning and afternoon with 3 Councillors present at each shift.
- The knights are to receive a donation of £100 for their time.

48. Honorary Bailie Ceremony

Councillors discussed the date and arrangements for the Honorary Bailie ceremony.

RESOLVED that:

- The date for this year's ceremony is held on 29th October 2018 at 7.30pm and the date for 2019 is to be the Full Town Council Meeting closest to the 29th September, which is (St Michael and All Hallows) as stated in the Charter.
- a limit of £250 is set for the buffet, with celiac options available.

49. Remembrance Sunday 2018

Councillors RECEIVED and APPROVED the risk assessment for Remembrance Sunday 2018.

50. Cheque Signatory

The Town Clerk informed Councillors that the petty cash account signatory would need to be changed from Mrs H Barritt, previous Responsible Financial Officer to Mrs N Flint, Town Clerk.

RESOLVED that the Town Clerk is approved as cheque signatory for the petty cash account.

51. The Independent Remuneration Panel Allowance

Councillors were asked to provide information regarding the amount of Allowance they have used or unused in the Municipal Year 2017/18.

RESOLVED that Councillors email the Town Clerk the relevant information.

52. Finance Committee

Councillors discussed setting up a Finance Committee to meet up quarterly to review the Town Council's finances and to assist the Town Clerk.

RESOLVED that:

- a Finance Committee is set up.
- the Town Clerk asks all Councillors if they would like to be part of the Committee and arranges a meeting.

53. PPL PRS Ltd Music Licence Renewal Quote

Councillors received a quote of £451.47 plus vat for PRS licences for Conwy, Llandudno Junction & Deganwy Christmas events. The licences will run until 24/8/19.

RESOLVED that the quote is accepted.

54. Freedom of Information Request

Councillors received details of a freedom of information request.

RESOLVED that the Town Clerk enquires as to what policy is needed in place for such requests.

55. Llewelyn Fountain Water Meter

The Town Clerk informed Councillors that a letter had been received from Dŵr Cymru Welsh Water regarding the change in usage for the Fountain. The Town Clerk was also informed that the water meter for the Fountain has been in place since 1993 and Dŵr Cymru Welsh Water need to install a new meter. Councillors suggested the overflow problem is looked at before a new meter is installed.

RESOLVED that the Town Clerk contacts Conwy County Borough Council to arrange a service for the Fountain and to check the meter.

56. Guildhall Photocopier/ Printer

Councillors received 3 Quotes for a 5 year lease starting on 15th December 2019 for a printer/photocopier.

RESOLVED that the proposed lease from Docucentric at a cost of £184.29 per quarter using the existing machine is APPROVED.

57. Approval of Payments

RESOLVED that the following payments are approved:

- a) MSI Intruder Alarm – Annual Service Contract for Intruder Alarm - £314.00 plus vat
- b) Opus Energy – Town Clock Electricity 4/8/18 to 3/9/18 - £16.64 plus vat
- c) Viking – Stationery - £67.93 plus vat
- d) British Telecommunications plc – Guildhall Broadband – 1/9/18 to 30/11/18 - £132.20
- e) Sse Southern Electric – Guildhall Electricity – 4/8/18 to 5/9/18 - £101.88 plus vat

along with the additional payments:

- f) Smith of Derby – St Mary’s Clock repairs - £2028.00
- g) Standard Lift- Service Contract Renewal – 09/18 to 09/19 – 135.50
- h) Walker Fire Extinguisher’s UK Ltd – annual service - £175.20 plus vat
- i) Dŵr Cymru Welsh Water – Llywelyn Fountain water – 24/02/18 to 29/08/18 - £43.56
- j) B2 Business Services – Copies 03/08/18 to 06/09/18 – 3089 Mono & 747 Colour - £47.84 plus vat

Councillors asked that the Town Clerk checks that the bill from Smith of Derby matches what was approved at a previous meeting.

58. Cash Payments

There were no Cash Payments

59. List of Cheques

RESOLVED that the list of Cheques Sheet 398 is approved as tabled (Schedule C)

60. Mayoral Announcements

As the Mayor was not present at the meeting there were no Mayoral Announcements. The Deputy Mayor announced he had attended Bay of Colwyn Civic Sunday which was very enjoyable.

61. Twenty Minutes - Questions from the Residents

There were no questions from residents

62. Confidential Business

In accordance with the Public Bodies (Admission to Meetings Act) 1960 & with Standing Order 65, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press & public be temporarily excluded & instructed to withdraw.

63. Staff Minutes

The Town Clerk and Assistant to the Town Clerk left the meeting during discussions on the next agenda item

64. Questions on the Minutes

The Town Clerk and Assistant to the Town Clerk re-joined the meeting.

The Chair (the Deputy Mayor) allowed the following item as a matter of urgency.

65. Community Concerns

Concerns were raised by Councillors regarding the Lidl site at Llandudno Junction.

RESOLVED that the Town Clerk drafts a letter using Councillor H Roberts’ observations to Lidl and cc’c Conwy County Borough Council and asks for a quick response.

There being no further business the Meeting was closed at 9:25pm