

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

14th July 2020

To: The Town Mayor & Members

Dear Mr Mayor & Members

You are summoned to the **Special Meeting of the Council on Monday, 20th July 2020 at 6:30pm** in the Guildhall, Conwy to transact the under mentioned business. You should make every effort to attend – Virtual Meeting 3

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. Minutes

- To receive and approve minutes of the Special Meeting held on the 22nd June 2020.

4. Questions on the Minutes

5. 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):

6. Town Clerk's Report

To receive a report from the Town Clerk (Schedule A attached)

7. 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)

8. Seconder for Vote of Thanks at Mayoral Inauguration(& other matters)

- a) To decide who will second the "Vote of Thanks to the Retiring Mayor"
- b) To discuss Mayor Making arrangements

9. Mayor's Allowance (Proposer/Seconder)

To fix the amount of the Mayor's allowance in pursuance of s34(5) of the Local Government Act 1972.

10. Committee Membership (Proposer/Second)

To consider committee structure and membership for 2020/21 for approval at the AGM (Schedule D (i)(ii) attached)

11. Representation on Outside Bodies and School Governors (Proposer/Second)

To consider Council representation on outside bodies and School Governors for 2020/21 for approval at the AGM (Schedule E attached)

12. Conwy Town Council Well-Being Plan 2020/21

To approve the draft plan (Schedule F attached)

13. Guildhall Insurance Renewal 2020-21

To receive information from the Town Clerk - (Schedule G(i)(ii)(iii)(iv) attached)

14. Vacancy for Marl Ward Election 2020-21

To receive information from the Conwy County Borough Council Electoral Office

15. Conwy Town Councillors Mailbox Addresses

To receive information from the Town Clerk with regard to Town Councillor's Email(s) in order to comply with GDPR & Data Protection Regulations

16. Guildhall Insurance Policy 2020-21

To receive information from the Town Clerk with regard to Conwy Town Council's Insurance Policy.

17. Covid 19 Recovery - Supporting Town Centre's - Outdoor tables, Chairs and Seating Provision

To receive information from the Mayor – Cllr. G Edwards and discuss Covid-19 Recovery.

18. Approval of Payments

To approve invoices received for payment:

- a) CCBC- Annual building insurance premium for Guildhall = £1,331.71;
- b) BT - BT Telephone for Alarm System 01.07.20-30.09.20 = £52.74 + VAT;
- c) North & Mid Wales Assoc' of Local Councils -Annual membership fees 2020/2021 = £90.00;
- d) R A Slater - GH & Bus Shelter Window Cleaning June 2020 = £170.00;
- e) JDH Business Services Ltd = Internal Audit 2019-20 = £480.00 + VAT;
- f) Cyngor Gwynedd Pensions – Under Payment for June Salaries 2020 = £411.36;
- g) Trilo-byte – IT Services & Tuition Fees for New Staff Member = £210.00;
- h) CCBC – Bus Shelter Maintenance Scheme 20-21, 21 Shelter @ £250.00 = £5,250.00;
- i) SCD People Solutions – Production of Report Regarding Grievance Appeal = £175.00;
- j) DELWEDD – Design Set-up & Build New CTC Website = £1,448.75 + VAT;
- k) B2 Business Systems - Office Printing 01.06.20-01.07.20 = £40.98 + VAT.

19. List of Cheques

To approve list of cheques no. 446 (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.