

**CYNGOR TREF CONWY TOWN COUNCIL**  
**THE GUILDHALL, CONWY.**  
**MINUTES OF THE VIRTUAL SPECIAL MEETING OF THE COUNCIL**  
**HELD ON MONDAY 20<sup>th</sup> JULY 2020**

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

**In Attendance: Natasha Flint - Town Clerk & Responsible Financial Officer, Jane Leivers - Assistant to the Town Clerk, Paul Gillbanks - Mayor's Secretary/Events Coordinator.**

**Apologies: None**

**Declarations of Interest:**

Agenda Item 7a Planning Applications (0/47466) – Cllr S Barber-Bailey & Cllr M Craven.

**279. Minutes**

- Minutes of the virtual Town Council meeting held on 22<sup>nd</sup> June 2020.  
RESOLVED that the minutes are ACCEPTED and APPROVED

**280. Questions on the Minutes**

Minute 123 (ii) – Staff Grievance – Appeal Outcome

In reply to a question regarding whether the grievance issue had been resolved, the Chair confirmed that she and the Mayor had been in discussion with the relevant staff and the matter was progressing accordingly.

**281. Report Back**

**Conwy Town Orchestra**

Cllr Macdonald reported that Conwy Town Orchestra had been unable to put on their concert during Concert Week due to the current restrictions. However, the orchestra was continuing to rehearse online and was hoping to put on a concert at Christmas.

**Official Opening of Lidl store**

The Mayor confirmed that he had turned down an invitation to the official opening of the new Lidl store at Llandudno Junction but had sent his best wishes. The Chair confirmed that all Councillors had received an invitation and responded accordingly.

**282. Town Clerk's Report**

Members received the Town Clerk's Report (Schedule A).

Item 4c) North and Mid Wales Association of Local Councils – Welsh Government Consultation on Scoping for Transport Policy in Wales. Cllrs Rooney and Willetts confirmed that they would share their response to this consultation and invited other councillors to make contributions if they so wished.

*Cllrs Barber-Bailey and Craven left the meeting during consideration of Application 0/47466*

**283. 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.

**284. Seconded for Vote of Thanks at Mayoral Inauguration (and other matters)**

a) RESOLVED that Cllr Vaughan seconds the "Vote of Thanks to the Retiring Mayor"

b) Members discussed the arrangements for this year's Mayor Making. It was agreed that given the current restrictions still in place due to COVID-19 it would not be feasible to hold a traditional mayor making ceremony at the AGM on 3<sup>rd</sup> August 2020. It was agreed instead to hold a simple ceremony for Councillors only, ensuring social distancing is observed and PPE is used by all those involved, and no refreshments being served afterwards. Hopefully, it may be possible to hold a more formal ceremony later on in the year.

RESOLVED and APPROVED that:

- i) CADW will not be invited to attend but Cllr. V Macdonald will amend the Mayor's speech with regard to acceptance of the role of Constable of the Castle accordingly;
- ii) The Mayor's and incoming Mayor's Chaplains will be invited to attend to conduct the opening prayers but will not be required to remain for the whole ceremony;
- iii) Only the Mayor, Deputy Mayor and incoming Deputy Mayor to wear robes and hats;
- iv) Cllr. G Willetts will take photographs of the ceremony.

**285. Mayor's Allowance (Proposer/Secunder)**

Members discussed the allowances for the Mayor for 2020/21 and agreed upon the proposer and secunder.

It was proposed by Cllr Willetts, seconded by Cllr Hart.

RESOLVED and APPROVED that the Mayor's Allowance for the Municipal Year 2020/21 is £2,100 and the Deputy Mayor's Allowance for the Municipal Year 2020/21 is £500.

**286. Committee Membership for Conwy Town Council 2020-2021**

RESOLVED and APPROVED

- i) A review of the structure of all the Town Council Committees and the Membership of the Committees will take place in September 2020 at a Special Meeting of the Town Council.

**287. Representation on Outside Bodies and School Governors**

The Management Plan for Castles & Town Walls of King Edward in Gwynedd World Heritage – one place outstanding. The Town & Community Councils Forum – one place outstanding. It was confirmed by a Member that Llandudno Junction Regeneration Scheme has been suspended and that; Conwy Drainage Board has been suspended.

RESOLVED and APPROVED that the Representation is to be the same as 2019/20 with the following amendments:

- ii) Walled Towns Friendship Circle – Cllr. J Vaughan's name omitted in error and to be added back in.
- iii) Clwb Yr Efail – Cllr. S Barber-Bailey is standing down;
- iv) Cllr. C Parry is the new representative for Club Yr Efail;
- v) Ysgol Deganwy Board of Governors – Cllr. J Rooney.

**288. Conwy Town Council Well-Being Plan 2020/21**

RESOLVED and APPROVED - subject to a number of minor grammatical amendments.

**289. Guildhall Insurance Renewal 2020-21**

The Town Clerk reported that the Guildhall's insurance policy was due for renewal and that she had obtained quotes from both Zurich Municipal, the Town Council's existing insurer, and Hiscox, a company which had been recommended by One Voice Wales and is used by a number of other town and community councils. Zurich Municipal was offering to renew the policy under the same terms and conditions whereas Hiscox offered policies which were 'tailor-made' for individual organisations. The Town Clerk had been unable to meet personally with either company to discuss in more detail the terms of each policy. She advised that the existing policy expired the following day.

RESOLVED and APPROVED that

- i) The Town Clerk extends the existing insurance policy with Zurich Municipal for a period of two months;

- ii) Further discussions to be held with both Zurich Municipal and Hiscox to determine which provider offers the most appropriate insurance cover for the Town Council.

**290. Vacancy for Marl Ward Election 2020-21**

CCBC had advised that there was nothing to stop the Town Council publishing the Notice of a Bye-Election for the vacancy in Marl Ward, caused by the death of Cllr Chapman, but had also suggested that it would be safer to postpone the bye-election to February 2021 due to the ongoing risks posed by COVID-19. RESOLVED and APPROVED that the bye-election for the vacancy in Marl Ward is postponed to February 2021.

**291. Conwy Town Councillors Mailbox Addresses**

The Town Clerk reported that the Data Protection Officer (DPO) had expressed concern that Councillors were using personal email addresses for Town Council business. This did not comply with GDPR or look professional and the DPO was recommending that all Councillors should be using Conwy Town Council email addresses. She had approached Trilo-byte who would be able to set up and maintain the system and had provided an estimate of the cost of set up and ongoing charges.

Although there was broad support a number of Members were concerned about the costs and suggested that other suppliers should be considered.

RESOLVED and APPROVED

- i) that all Councillors should be supplied with a secure Conwy Town Council email address;
- ii) that the Cllr. M Craven investigate other potential suppliers in order to compare costs.

**292. Covid 19 Recovery – Supporting Town Centres – Outdoor Tables, Chairs and Seating Provision**

The Mayor reported that the Welsh Assembly was making available funding of £108,000 to help revive tourism in Conwy. Seven towns, including Conwy itself, had been identified as being eligible to apply for funding of up to £10,000. The fund would be administered through CCBC and any funding received was to be used specifically for identifying and enhancing highways and existing open spaces, such as through the provision of gazebos, outdoor seating, etc. All applications had to be match funded with Councils providing 20% of the total requested. Councils should state in their applications how any funding would be used but would be responsible for procuring their own equipment.

RESOLVED and APPROVED that the Town Council will make an application for funding through the Covid 19 Recovery – Supporting Town Centres scheme to purchase outside seating for the Town of Conwy.

**293. Approval of Payments**

RESOLVED that the following payments are approved:

- 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 Association 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.

**294. List of Cheques**

RESOLVED that the list of cheques 446 as tabled, is approved for payment (Schedule D)

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

This being the last meeting before the AGM on 3<sup>rd</sup> August 2020 Cllr Hart expressed her wish to thank the Mayor for everything he had done during his term of office, stating that he had been strong for the Town Council. The Mayor in turn thanked Cllr Hart and stated that it had been a privilege.

The Deputy Mayor, on behalf of the Town Council, thanked the Mayor for all that he had done during his term of office.

**There being no further business the meeting was closed at 21.00**