

**CYNGOR TREF CONWY TOWN COUNCIL**  
**GUILDHALL, CONWY**  
**MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL**  
**HELD ON MONDAY 23<sup>rd</sup> SEPTEMBER 2019**

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

**IN ATTENDANCE:** N Flint (Town Clerk & Responsible Financial Officer)  
R Lees (Deputy Town Clerk)

*The Mayor informed Members that sadly Councillor T Hughes has resigned from her position as Town Councillor for Pensarn Ward. Members wished to send their gratitude for her time serving the Community and would like a bouquet and card to be sent.*

**APOLOGIES:** Councillors: H Roberts

**Declarations of Interest – Code of Local Government Conduct:**

The Mayor informed Members that the advice from Delyth Jones, CCBC has stated that County Councillors can take part in the discussions and vote on all matters arising from the County Council and that it is at the individual's discretion as to whether they declare an interest.

**Minute Number:**

**1. Conwy Town Council Document Retention and Disposals Policy**

Members received the document retention and disposals policy to approve.

RESOLVED that the Document Retention and Disposals Policy is APPROVED with the following amendments:

- Appendix 2 Retention Schedules should state: Records for permanent retention should be transferred to Conwy County Borough Council Archives.
- 5.1 Disposal can be achieved by a range of processes:
  - Confidential waste' – i.e. making available for collection by a shredding company.

**2. Town Council Community Provision of Services for the Future**

Members had a full and frank discussion on the matter. Members went through the list of services and indicated which services are currently or have been provided by the Town Council already.

RESOLVED that the Town Clerk drafts the list and brings back to the next agenda as a report back for finalising.

**There being no further business the meeting was closed at 7:56pm**