

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON MONDAY 24TH APRIL 2017

Present: Councillors – P Hart (Town Mayor), B Chapman (Deputy Mayor & Chairman), V Macdonald, R Parker, J Hughes, E Leighton-Jones, B James, S Cotton, T James, G Edwards, E Hughes, A James, C Rigal, H Roberts

In Attendance: Helen Barritt – Town Clerk and Responsible Financial Officer
Kathy Cook – Civic Administrator/Events Co-ordinator
Emma Dowell – CCTV Manager, Conwy County Borough Council

Apologies: Councillor S. Allardice

Declarations of Interest – Code of Local Government Conduct: None

Minute Number

315.CCTV

Ms Dowell, Conwy County Borough Council gave an update on the running of CCTV in the community. Conwy County Borough Council are updating the CCTV service across the county to provide an improved service and better digital quality photographs at each of the CCTV camera sites. The progressive development upgrade is an investment to save programme and will eliminate the cost of BT services. The department are seeking a contribution of £1,000 per camera in each Town and Community Council towards the total infrastructure cost of £500k A total of £80k has been agreed from across the County so far. Conwy Town Council has a total of 19 cameras in situation. The request for support to the project was to reduce the burden of borrowing from external funding. The project was scheduled to be offered out for tendering in June this year with a view to decisions being taken later in the year.

In response to questions from Members, Ms Dowell confirmed that the CCTV service is manned 24 hours a day/7 days a week and this will continue; that the Town Council would still need to contribute towards the annual maintenance of the same. That the upgraded service would be able to incorporate additional ad hoc installations more easily than the existing infrastructure; that there would be no benefit to retention of old cameras as they would not be able to operate to the same efficiency and that the new system would provide a more detailed photograph when enlarged. Ms Dowell further explained that staff losses had already occurred in the department; that there is now a team of dedicated officers who will be better supported by the new infrastructure that will be in situ in early 2018 and that this investment would provide some future proofing.

The Town Clerk explained that the Town Council could not discuss or make decisions on the above matter and that this would need to be brought back to the new Town Council following elections on the 4th May. The Chair of the Council thanked Ms Dowell for her informative presentation on behalf of the Council.

Ms Dowell left the meeting at this juncture.

316.Minutes

To receive and approve the minutes of the Staff Committee meeting held on 10th April 2017.

RESOLVED that the minutes are ACCEPTED and APPROVED

317.Questions on the Minutes

The Town Clerk advised the meeting that she had scheduled the 10th May at 1830 for the induction of new Councillors to the Town Council following the elections on the 4th May.

318.Town Clerk's Report

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

The Town Clerk reported the additional items:

- a) The NWP POP Awards 2017 are now open for nominations
- b) Action for Asperger's (AFA) Wales are looking for premises in Llandudno Junction & the surrounding area
- c) Review of the Working Together to Reduce Harm Strategy survey is open until 17/5/17
- d) Members are asked to publicise the Conwy Borough Junior Tigers trip to Holland in may
- e) The Hanging Baskets for the Town will be delivered to Conwy, Llandudno Junction then Deganwy on the 23rd May
- f) The Town Council had been awarded £600 from the Welsh Government via the CVSC for the Playscheme project
- g) A meeting is scheduled with representatives of NatWest on Wednesday 26th April at 10.30 with
- h) There is a first meeting of the working party preparing for the WW1 Centenary events 2018 on 27/4/17
- i) Members were reminded to submit their expense letters and/or expense claim forms for 2016/17. The Town Clerk also explained that there was some ongoing discussion with regarding the status of expenses and that she would keep Council informed of the outcome. Members should retain all receipts as evidence of supporting documentation.
- j) An email from the Leader of the County Council had been received expressing a gratitude of thanks to all the Town and Community Councillors as well as Officers of the Council for their dedicated work in support of their communities.

319.Planning

a) Planning Applications

Members considered and commented on the planning applications (Schedule B attached)

b) Planning Decisions Issued

Members received a list of planning decisions issued by Conwy County Borough Council

c) Planning Applications - Electronic

Members expressed their concern and disappointment at receiving only electronic copies of planning applications. They believed that it was difficult to read the plans digitally and that some of the detail was lost in not being able to closely examine the document as well as re-positioning the document at differing view angles to obtain perspective and location connection with adjacent property..

RESOLVED to write to Conwy County Borough Council pointing out the problems & requesting the reinstatement of printed paper copies of the planning proposals

d) Siting of Antenna, Conway Road, Llandudno Junction

RESOLVED that this item be deferred to a future meeting

e) Proposal for Naming of Street

RESOLVED to object to this proposal, as the proposed name was out of character

320.European Walled Towns

The subscription for 2017/18 is £129

RESOLVED to retain membership and subscription for 2017/2018.

Councillor Goronwy left the meeting at this juncture.

321.New Festive Lighting – Conwy

Members received a quote of £246.22 plus vat to install the spheres on the tree. The annual rental for 3 years for 20 spheres is £1,600 plus vat

RESOLVED to accept the quotes & install the spheres in Conwy & Deganwy

322.Public Conveniences in Conwy

Members discussed the problem of the availability of public toilets in Conwy

RESOLVED to discuss the matter further at a future meeting

323. Commercial Waste

Members received details of problems with commercial waste in Conwy

RESOLVED to raise the issue with CCBC Regulatory Services

324. Town Clock Electric

The Town Clerk informed Members that she had renegotiated the electric contract for the Town Clock. The Clock only uses around 30 kWh per year & the quote from Eon is 27p per day Standing Charge & 19.28p per kWh. The contract is for 12 months from 1/6/17

RESOLVED to accept & approve the new contract for the Town Clock.

325. 2016/17 Accounts Statements

- a) Budget reports and reserve balances for the year ended 31st March 2017 (Schedules C to F)

Members received the reports.

Highways budget – a saving of £7,900.70 has been made on budget. This is mainly from CCBC not charging for maintenance on the Fountain (£2K), St. Hilary's Church, Llanrhos not applying for a Churchyard Maintenance grant (£1k), no maintenance being carried out on the Town Council bus shelters (£1k), the replacement of the Guildhall noticeboard being on hold (£1.3k) & the contribution requested from CCBC for CCTV maintenance be £660 lower than expected. All savings were put to the respective Earmarked Reserves to be utilised on projects in the future.

Publicity & Amenities budget – a saving of £6,122.89 has been made on budget. This is mainly from a saving on Father Christmas Events & the Boxing Day Dip not going ahead (£1.7k), CCBC not requesting contributions to the community playgrounds (£3.4k) & savings on the Walled Towns Friendship Circle Car Rally (£800). An overspend on the production of a Guildhall leaflet (£1.2k) is covered by Earmarked & General Reserves. All savings were put to the respective earmarked reserves to be utilised on projects in the future.

General budget – overall, the total saving is £112,767.57 (including Highways & Publicity & Amenities budgets). Guildhall Running Expenses contributed £6.3k mainly due to unbudgeted income (£2.2k), gas usage being lower (£900) & the contingency not required (£2k). The Town Council did not award the full grant budget due to the quality of applications not reaching required criteria (£5.3k). There were no elections called in 2016/17 (£20k). Councillors did not take their allowances for the year contributing to a £8k saving on Mayoral/Civic. CCBC gave a 50% refund on the buildings insurance premium for the year (£3.2k). The purchase of a new IT system has been held over to 2017/18 to increase the funding available (£2.5k). Funding is being built up under Guildhall Repairs/Renewals to decorate the Mayor's Parlour (£3k) & for possible repairs to the building (£10k). The hire & installation of new Christmas lighting motifs was less than budgeted (£9.7k). Translation services were not required giving a saving of £5.8k. The Deganwy Community Hub is not going ahead & the budget has been moved to the Community Development Fund (£3.2k). No grants were considered for the Community Development Fund due to uncertainty over the Civic Hall (£20k). Savings went to various Earmarked Reserves with the balance going to General Reserves

Reserves – the balance on reserves rose by £43.5k. Earmarked Reserves increased by £26.5k to £147k to be used on the specific projects in future years. General Reserves increased by £17k to £132k to be used for emergency purposes or to mitigate precepts in future years.

- b) Balance sheet as at 31st March 2017 (Schedule G)

Members received the Balance Sheet as at 31st March 2017. During the year £150k had been invested in the Public Sector Deposit Fund

- c) Asset register as at 31st March 2017 (Schedule H)

£3,778 worth of assets had been added during the year to give a total of £473,633. The main asset being a Festive Lights

- d) Bank reconciliation and financial statement as at 31st March 2017 (Schedules I & J)

Members received the Bank Reconciliation & Financial Statement as at 31st March 2017. The balance stood at £110,274.87.

RESOLVED that the above statements be approved and accepted by the Town Council
Members thanked the Town Clerk for her work on the accounts over the year.

326. Presentations to Town Council

Members received a request from J.Jones, Managing Director, North Wales Tourism to make a presentation on a potential twinning of town with a Town in Japan.

RESOLVED that Mr Jones is invited to make a presentation to the Council

327. "Rail Disaster at Penmaenmawr" – Emil A.Krause

Members received a draft press release from Mr Clark regarding the QR code on the Penmaenbach Bridge

RESOLVED to accept the draft press release with a caveat that the statement be amended to read ' the painting may be viewed when The Guildhall is open to the public'.

328. Town Council Elections

The Town Clerk went through the election process with Members.

Current Councillors will leave the Council on 8/5/17 & the elected Councillors will take their seats on that day.

There will be an informal meeting to introduce Councillors to the Council on 10/5/17 at 6:30pm.

The Annual Meeting will take place on 15/5/17. Councillors will take their Declarations of Acceptance at this meeting & permission will be given for those who cannot attend to take theirs at a later date

The Mayoral Inauguration will take place on 22/5/17

329. Approval of Payments

RESOLVED that the following invoice was approved for payment:

- Safety Focus Ltd. – Safety Advisor for Conwy Christmas Eve Event - £300.00

330. Cash Payments

There were no cash payments

331. List of Cheques

RESOLVED that the list of cheques 366, as tabled, is approved for payment (Schedule K)

The Chairman allowed the following items as a matter of urgency

332. Pentwyn Road Planning Application

The Town Clerk advised she had advised CCBC that the planning application relating to a proposed development at Pentwyn Road could not be discussed within the CCBC timeframe as the Council were currently in purdah due to the Local Elections. In response to enquiries from several Cllrs she advised that individuals are free to represent themselves to the planning department but not as representatives of the Town Council at this time.

RESOLVED that the plan is considered at the Annual Meeting on 15th May 2017

333. Hire of Guildhall

The Town Clerk had received an enquiry as to the availability and cost of using the Mayor's Parlour from Mr.Lewis. He would like to hold a meeting for the congregation of the Catholic Church on the 20th May, to discuss the future of the Church in Conwy.

RESOLVED that the local Church be facilitated to hold their meeting in the Mayor's Parlour as long as the Caretaker is available to cover the opening. There is to be no charge.

334. Town Council Staffing

The Town Clerk reported that with the loss of the temporary cover for the Assistant to the Town Clerk's post that the burden of the work was falling to both herself and the Civic Administrator/Events Co-ordinator. That following discussion the Civic Administrator/Events Co-ordinator agreed to offer up to 6 hours extra working hours per week in support until the return of the Assistant to the Town Clerk in mid-August.

RESOLVED to accept the offer of the additional hours from the Civic Administrator/Events Co-ordinator.

335. Mayoral Announcements

- a) The Mayor reported on her visit to the Honorary Burgess, Miss K Smith who is suffering with poor health. She was delighted with her bouquet of flowers and card and wished to convey her thanks back to the Members for their thoughtfulness.
- b) The Mayor wished to express her thanks to all those who supported and attended the TRAKZ event in Llandudno Junction on Saturday, 22 April and that their endeavours contributed to the great success of the event with especial thanks to the Councillors on the Committee who organised the event.

There being no further business the meeting was closed at 8:30pm