

**CYNGOR TREF CONWY TOWN COUNCIL  
GUILDHALL, CONWY.**

**MINUTES OF THE TOWN COUNCIL HELD ON  
MONDAY, 26<sup>th</sup> OCTOBER 2015**

**PRESENT : Councillors – P Hart (Chair), V Macdonald, R Parker, B Chapman, B James, S Cotton, T James, L Hughes, A James, C Rigal.**

**APOLOGIES: Councillors – Cllrs E Leighton Jones (Town Mayor), H Roberts, S Allardice.**

**IN ATTENDANCE: Helen Barritt (Town Clerk)  
Rachel Lees (Assistant to the Town Clerk)**

**Opening Prayers – In the absence of the Mayor’s Chaplain, Cllr P Hart Deputy Mayor, led prayers with the Lords Prayer**

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

**Agenda Item 7a – Planning Applications**

Councillor V Macdonald is friends with the neighbours of planning applicant 0/41746

**Agenda Item 7a – Planning Applications**

Councillor R Parker lives on the same street as planning applicant 0/42099

**Agenda Item 68 – hire of the Guildhall**

Councillor V Macdonald would like to hire the Guildhall for her book group

**Minute Number**

**51. Minutes of the Council & Committees**

- Minutes of the Town Council meeting held on 14<sup>th</sup> September 2015
- Minutes of the Christmas Committee meeting held on 30<sup>th</sup> September 2015
- Minutes of the Special Meeting of the Council held on 12<sup>th</sup> October 2015
- Minutes of the Extraordinary Meeting of the Council held on 19<sup>th</sup> October 2015

**RESOLVED** that the minutes are ACCEPTED and APPROVED

- Minutes of the Civic Committee held on 12<sup>th</sup> October 2015  
Due to the absence of the Chairman and the Vice Chairman, the approval of the minutes was deferred.

**52. Questions on the Minutes**

a) Town Council Meeting held on 14<sup>th</sup> September 2015

i) Minute 38, Aberconwy Ward Vacancy

The Town Clerk informed Councillors that 2 candidates would be standing in the Aberconwy election on 19<sup>th</sup> November 2015

ii) Minute 40ai, Hanging baskets-watering

The Town Clerk informed Councillors that she has had no response from greenfingers.com regarding the purchase of the waterers

iii) Minute 40aii, Llywelyn Fountain

The Town Clerk informed Councillors that she has had no response from the County Council

iv) Minute 40bi, Special Meeting of the Council held on 1<sup>st</sup> September 2015  
The Town Clerk informed Councillors that the draft contracts and Staff Handbook had arrived from Avensure, the Town Clerk will read through them and take them to a Staff Committee meeting for approval.

- b) Christmas Committee held on 30<sup>th</sup> September 2015
  - i) Minute 7i, Conwy Christmas Eve Event – Costume  
The Assistant to the Town Clerk has arranged a meeting with the Seamstress for 13<sup>th</sup> November, The Deputy Mayor and Councillor Roberts are to be present.
  - ii) Minute 8e, Llandudno Junction and Deganwy Events  
Councillor Parker has agreed to MC both event
- c) Special Meeting of the Council held on 12<sup>th</sup> October 2015
  - i) Minute 157, Betsi Cadwaladr Community Health Board  
The Town Clerk reminded Councillors to fill out the questionnaires
  - ii) Minute 159avi, Gwledd Conwy Feast  
The Town Clerk asked Councillors if they attended the Feast to assess whether the grant given to Engedi had been value for money. No Councillors had attended the evening events.
- d) Extraordinary Meeting of the Council held 19<sup>th</sup> October 2015
  - i) Minute 3, Grant Applications  
Councillors were informed that a presentation of cheques would be arranged for the next Town Council meeting held on the 7<sup>th</sup> December 2015

**53. Town Clerk's Report**

Councillors RECEIVED the Town Clerk's report (Schedule A)  
There were no additional items.

*Councillor Parker left the meeting during discussions on planning application 0/42099*

*Councillor Macdonald left the meeting during discussions on planning application 0/41746*

**54. Planning**

**a) Planning Applications**

Councillors considered the applications on Schedule B attached hereto and made RECOMMENDATIONS and COMMENTS as detailed

**b) Planning Decisions Issued**

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

**c) CCBC – Speculative Development Report**

The Town Clerk informed Councillors that a copy of the report was available on the Chamber table in the Guildhall.

**55. Town Guides**

The Town Clerk informed Councillors that Betws-y-Coed and Conwy Tourist Information Centres had no Town Guides left. A new copy of the Town Guide will not be produced until 2016.

**RESOLVED** that the Town Clerk order 12,000 reprints within budget.

**56. European Walled Towns**

Councillors Chapman and Macdonald gave reports on the European Walled Towns Annual General Meeting held in Ravenna on 30<sup>th</sup> September – 3<sup>rd</sup> October 2015. It was well attended by representatives from numerous countries. A Dutch representative was voted as Vice President

and has since accepted the position. Councillor Macdonald will be a Member of the Committee. Councillor Chapman will be looking at the accounts as an amateur auditor.

**57. Bodlondeb Woods Local Nature Reserve Management Advisory Group**

Councillor E Hughes gave a report on the meeting of the Advisory Group held on 19<sup>th</sup> October 2015. A new Warden has started and an action plan is being discussed for next year.

**58. Banner Stand**

The Assistant to the Town Clerk showed Councillors the final proof for the Banner Stand.

**RESOLVED** that a Banner Stand Working Party is arranged to discuss additional additional information. The Deputy Mayor thanked the Assistant to the Town Clerk for her hard work.

**59. Accounts**

Members RECEIVED:

- a) The quarterly reports to 30<sup>th</sup> September 2015 (Schedules C – E)
- b) The Statement of Reserves as at 30<sup>th</sup> September 2015 (Schedule F)
- c) The Bank Reconciliation and Financial Statement as at 30<sup>th</sup> September 2015 (Schedules G & H)
- d) The Balance Sheet as at 30<sup>th</sup> September 2015 (Schedule I)

**RESOLVED** that the accounts are ACCEPTED and APPROVED.

Members thanked the Town Clerk for her hard work on the accounts.

**60. North Wales & Mid Wales Association of Local Councils**

Councillor Parker gave a report on the meeting held on 23<sup>rd</sup> October 2015. Councillors were informed that Robert Robertson is retiring in 2017 so the Association will be looking for a new Secretary. Councillor Parker will email the report to all Councillors. The Town Clerk said that she would send the link to the minutes so Councillors could read them.

**61. Town & Community Councils Forum**

a) The Town Clerk gave a report on the Clerks' section of the meeting held on 22/10/15.

Matters discussed included the Community Maintenance Scheme and Maintenance of Bus Shelters which will have a new system by the end of November 2015. The Town Clerk reported that it had also been suggested that Conwy County Borough Council could supply Town & Community Councils with 1 tonne of grit to distribute.

b) Councillors Hughes and Macdonald gave a report on the meeting held on 22/10/15

The meeting began with a Code of Conduct training session which detailed that if Councillors express a personal interest, they could get dispensation.

The Town Clerk will be attending a workshop regarding the Well-being of future Generations Act 2015 on 4<sup>th</sup> November 2015. On that evening, the Local Government Reform Working Party will be meeting to consider a response.

**62. Independent Remuneration Panel for Wales – Draft Annual Report – February 2016**

The Town Clerk informed Councillors of the changes to the Draft Annual Report. Councillors discussed the determinations relating to Town & Community Councils.

**RESOLVED** that the Draft is approved, but Councillors voiced concerns about the use of the word "salary".

- 63. Remembrance Sunday & Armistice Day**  
a) Councillors were given copies of the Risk Assessment.  
**RESOLVED** that the risk assessment is approved.  
b) The Town Clerk reminded Councillors to collect their gowns and to be at Bodlondeb for 10.15am  
c) The Town Clerk will attend Llandudno Junction this year.  
d) Councillors were informed that Armistice Day was either going to be in the Castle, or at Lancaster Square and would inform Councillors nearer the date.
- 64. Staff Committee**  
**RESOLVED** that Councillor E Hughes sits on the Staff Committee.
- 65. Approval of Payments**  
Councillors APPROVED the following payments:  
a) Royal British Legion – Wreaths - £84.00  
b) Business Systems (North Wales) Ltd – 3082 photocopies 2/9/15 – 1/10/15 - £10.79 plus vat  
c) Conwy County Borough Council – Deganwy By-Election - £4294.65
- 66. Cash Payments**  
There were no cash payments.
- 67. List of Cheques**  
**RESOLVED** that the list of cheques no.328 is approved for payment (Schedule J)
- The Chairman allowed the following item as a matter of urgency  
Councillor Macdonald left the meeting during discussions on the following Agenda item*
- 68. Hire of the Guildhall**  
Councillor Macdonald would like to use the Mayor’s Chamber on the last Wednesday of every month for her U3a book group  
**RESOLVED** that the U3a book group use the Guildhall at a cost of £1 per person for those attending
- 69. Mayoral Announcements**  
There were no Mayoral Announcements as the Mayor was not present
- 70. Questions from the Residents**  
There were no questions from residents.

**There being no further business, the meeting was closed at 8:06pm**