

**CYNGOR TREF CONWY TOWN COUNCIL
THE GUILDHALL, CONWY.
MINUTES OF THE SPECIAL MEETING OF THE COUNCIL
HELD ON MONDAY 26th NOVEMBER 2018**

Present: Councillors – S Cotton, (The Mayor), G Edwards (Deputy Mayor & Chair), P Hart, T James, G Willetts, E Roberts, V Macdonald, E Leighton-Jones, B Chapman, J Vaughan, C Ryan, M Priestley, E Hughes

**In Attendance: Natasha Flint, Town Clerk & Responsible Finance Officer
Rachel Lees, Assistant to the Town Clerk
Paul Gillbanks, Civic Assistant/Events Co-ordinator**

Apologies: Councillors J Rooney, T Hughes, S Barber-Bailey & H Roberts

Declarations of Interest – Code of Local Government Conduct:

Agenda Item 6c, Notice of Order – Wildlife & Countryside Act 1981 – CCBC – The Mayor is employed by one of the lead applicants.

Agenda Item 6c, Notice of Order – Wildlife & Countryside Act 1981 – CCBC – Councillor M Priestley is a lead applicant.

110. Minutes

- Minutes of the Special Meeting of the Council held on 12th November 2018.
RESOLVED that the minutes are ACCEPTED and APPROVED

111. Questions on the Minutes

Special Meeting held on 12th November 2018.

Minute 123. Conwy Town Guide

Members asked if the Town Guide had been ordered. The Assistant to the Town Clerk informed Members that they had already been delivered and were available in the Guildhall and Conwy TIC.

112. Town Clerk's Report

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

113. Planning

a) Planning Applications

There were no planning applications

b) Planning Decisions Issued

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

c) Notice of Order - Wildlife & Countryside Act 1981 – Conwy County Borough Council (Footpath no. 73 in the Community of Conwy) Definitive Map Modification Order 2016

The Mayor asked Members if they had any modern-day photos of usage and to let them know.

RESOLVED that The Mayor and Councillor Priestley report back on the matter at a future Meeting.

d) Consultation Event - Gorse Hill Caravan and Lodge Park, Trefriw Road, Conwy

Members NOTED the consultation.

114. Conwy Town Council Sponsorship of Gyffin Car Park

Members received the terms from V Turner, Environment Roads and Facilities, CCBC with regards to the sponsorship of Gyffin Car Park at a cost of £4000 + VAT per annum, which has now been approved by the Cabinet Member for ERF, CCBC. Members were happy to hear that a sign recognising the fact that the Town Council is sponsoring the car park will be erected.

RESOLVED that the terms are accepted and the £4000 + VAT is approved for payment.

115. Community Dog Parks

Members received details of a project to develop and install Community Dog Parks in rural wards.

RESOLVED that Bethan Lloyd, Principal Environmental Health Officer, CCBC is invited to present to Council at a future Meeting.

116. Solar Bench

Members received details of a digital Solar Bench. The Solar Bench will be funded by Conwy Cynhaliol and the Town Council will be required to fund the installation of the bench. Members were informed that the closing date for the funding from Conwy Cynhaliol is 30/11/18.

RESOLVED that Conwy Town Council pay for the installation up to no more than £1000

117. Christmas

a) Members discussed arrangements for Christmas events:

1) Christmas Window Competition

- The Mayor and Deputy Mayor were asked to arrange a date for judging the windows.
- Members were informed that the chamber of trade has received the poster and hard copies are available for distribution by Councillors.

2) Father Christmas Letters

- Councillor B Chapman has been asked to translate the letter written by Councillor E Roberts into Welsh.
- School Governors were informed that Schools have been notified to place the boxes out from the 3/12/18 to 17/12/18. Governors are to liaise with the Schools as to when to start taking letters back.
- The packs for the schools will be ready by 30/11/18.

3) Christmas Trees

- There was a poor turn out of Members to distribute the small Christmas Trees, Members were reminded that they are all expected to make the effort to help.

RESOLVED that Mr Evans's quote of £901 for additional small Christmas Trees for businesses is approved.

4) Llandudno Junction/Deganwy Carols

- Dave Phillips has been asked to provide risk assessments for both events and they will be on the next agenda for approval.
- The Events Co-ordinator needs to have a list of Members attending all events and will send an email in the next few days.
- Posters are available and will also be emailed for Facebook etc.
- Councillors to distribute leaflets for the events around their communities before the events. These will be available at the next meeting.

5) Boxing Day Dip

- RESOLVED that:
 - the prizes are the same as last year
 - whilst the RNLI might offer advice as to weather conditions that the Mayor makes the final decision whether to go ahead or not.
- Dave Phillips has been asked to provide risk assessment for the event, this will be on the next agenda for approval.
- Permission was granted to give a donation to RNLI

6) Conwy Christmas Eve

- Members were informed that the Choir Master has not replied as yet.
- Members were informed who the singers will be:
 - Sian Roberts - Conwy;
 - Carl Davies – North Wales;
 - Zara Champsey – Colwyn Bay;
 - Dyfan Roberts – Anglesey.

RESOLVED that the following quotes are accepted:

- Ekult – sign for Boxing Day Dip
- Mad Sound and Lighting – Christmas Eve Entertainment
- Sound Design – Christmas Carol singing events and Christmas Eve entertainment

- Beulah Brass – Christmas Eve Entertainment
 - Contact Radio – Christmas Eve Radio's
 - Members were informed by PG that the timetable is a work in progress
 - There will be an Entertainments Meeting held on 6/12/18 10am in the Guildhall. All Councillors need to attend.
 - There will be a Safety Advisory Meeting being held on 12/12/18 at 10am. All Councillors need to attend. Members were informed that Busy Bees Street Cleaners are not available for the street Cleaning on Christmas Eve.
- RESOLVED that the Town Clerk asks Conwy CBC, to empty the bins in Conwy on Christmas Eve and asks for litter pickers and bin rings to be supplied to the Town Council to enable the Councillors to clear the Town after the event.
- Members were informed that a Nurse practitioner/advanced life support will be in attendance with St John's Ambulance.
 - The barriers for vicarage gardens will arrive at 9am on Christmas Eve.
 - Members asked that Ysgol Aberconwy be informed of all events.
 - Lost children are to be kept where they are found for 10 minutes before being brought back to the Guildhall to stay with two marshals Male and Female with an up to date and enhanced DBS check.
- b) The risk assessment for Christmas Eve was not checked by all and therefore will be approved at the meeting on the 10th December.

118. A change to documentation presented to the Town Council

Members discussed the backing documents given out with the minutes. It was felt unnecessary to have duplicate copies of the schedules and backing documents sent out again with the minutes.

RESOLVED that:

- each Member bring their agenda back to the following meeting or leave them in a box in the Guildhall to pick up at the next meeting so that they each have a copy of the schedules for questions on the minutes.
- A copy of the minutes with all schedules and backing documents attached is available at the meeting for reference.

119. Preparation of a short and long-term plan for the Town Council

Members discussed preparing a short and long-term plan.

RESOLVED that an Extraordinary Meeting is arranged.

Councillor J Vaughan left the meeting at this juncture.

120. Update on Lidl

Members discussed the donation from THI Demolition company for the birds effected by the demolition of the site.

RESOLVED that THI donate the £3000 directly to BTOC Project.

121. Links with Japan

Councillor B Chapman gave an update of the positive relations that the Town Council are fostering with the Japanese visitors who visited and took part in many events in Conwy this year. The Japanese and British ambassadors are very keen on twinning with Conwy Town and plans are moving forward for 2019. Members discussed the possibility of the Mayor visiting Japan. The Chair thanked Councillor B Chapman for all his hard work.

122. Approval of Payments

RESOLVED that the following payment is approved:

- a) R. A. Slater – Guildhall & Bus Shelter Windows 4 weeks ended 19/11/18 - £170.00
- b) The UK Firework Company - Christmas Eve Firework display 45% Deposit - £942.75 plus vat
- c) The UK Firework Company - Christmas Eve Firework display 55% Balance - £1152.25 plus vat
- d) British Telecommunications Plc – Guildhall Telephone Services 1/11/18 to 31/1/19 - £56.89 plus vat

e) CCBC – Sponsor of Gyffin Car Park 1/4/18 to 31/3/19 - £4000 plus vat
Along with the following additional payments:

- f) View Creative – 28 boxes of Conwy Town Guide - £1,108.80 plus vat
- g) North Wales Cruising Club – Donation for presents - £100

123. Cash Payments

There were no cash payments

124. List of Cheques

RESOLVED that the list of cheques 403 as tabled, is approved for payment (Schedule B)

There being no further business the meeting was closed at approximately 8:34pm