

**CYNGOR TREF CONWY TOWN COUNCIL  
GUILDHALL, CONWY  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD ON MONDAY 28<sup>th</sup> OCTOBER 2019**

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

**In Attendance: Town Clerk & Responsible Financial Officer, Natasha Flint  
Deputy Town Clerk, Rachel Lees  
Nathania Scyner, Play Wales Playschemes.**

*With the absence of the Mayor, the Deputy Mayor took the Chair.*

**Prayers: The Mayor's Chaplain led the Prayers.**

**Apologies: Councillors - G Edwards (Mayor & Chair), B Chapman, M Priestley, E Roberts, J Vaughan.**

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

Agenda 28/10/19 – Councillors P Hart and T James are married.

Agenda item 17e, Approval of Payments – Councillors P Hart and T James have an ongoing issue with a Staff Member.

Agenda item 18, List of Cheques – Councillors P Hart and T James have an ongoing issue with a Staff Member.

**Minute Number**

**33. Play Wales Playschemes**

Councillors received a presentation from Nathania Scyner, Play Development Worker, Community and Voluntary Support Conwy. Councillors were given detailed reports on how successful the playschemes have been over the Summer, the reports also included information regarding the inclusions which are funded by Welsh Government. Ms Scyner informed Councillors that CVSC & CCBC piloted a Welsh Government funded scheme aimed at reducing hunger during the school holidays, also about year round projects where funding will be needed to ensure they go ahead. Ms Scyner asked that the Town Council display information regarding the playschemes on the website, FB, and Notice boards. Councillors discussed using the playschemes in conjunction with the Christmas Events. Ms Scyner will contact the Town Clerk with further information.

Councillors were given the opportunity to ask questions. The Deputy Mayor thanked Ms Scyner for her informative presentation.

*Ms Scyner left the meeting at this juncture.*

**34. Minutes**

- Minutes of the Finance Committee Meeting held on 30<sup>th</sup> September 2019.  
RESOLVED that the minutes are ACCEPTED and APPROVED with the following amendments to:  
Minute 14. To Discuss any Budgetary Issues arising in 2019-20 and Forecasting 2020-21
  - i) CTC subsidises the Precept each year by approx. £100,000
  - ii) New paragraph after the words - run out of funds.
- Minutes of the Civic Committee Meeting held on 2<sup>nd</sup> October 2019.  
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Guildhall Committee Meeting held on 7<sup>th</sup> October 2019.  
RESOLVED that the minutes are ACCEPTED and APPROVED
- Minutes of the Special Meeting of the Council held on 14<sup>th</sup> October 2019.  
RESOLVED that the minutes are ACCEPTED and APPROVED with the following amendments to:
  - i) Minute 101 Report Back – Clwb Yr Efail - Cllr T. James reported the news regarding funding for Clwb Yr Efail.
  - ii) Minute 102 Town Clerk's Report – Cllrs. S Barber-Bailey and J Vaughan gave Members more details.

### **35. Questions on the Minutes**

- Minutes of the Civic Committee Meeting held on 2<sup>nd</sup> October 2019.
  - i) Minute 6. Mayoral Travel Chain  
Councillors thanked the Civic Committee for purchasing the Travel Chain and were pleased to know that the original Chain had not been taken to Japan. Cllr. H Roberts informed Councillors that if she receives more photographs from the delegation, they will be posted onto the Facebook Page. Councillors discussed the idea of engraving the names of past Mayors onto the Travel Chain or having the destination of each trip engraved, this will be discussed at a future Civic Committee Meeting.
- Minutes of the Guildhall Committee held on 7<sup>th</sup> October 2019.
  - i) Minute 5. To Discuss the Long/Short Term Future of Guildhall  
Cllr. Rooney gave a brief presentation on the Guildhall lease at the Guildhall Committee Meeting. Cllr. Rooney wanted to draw Councillors attention to the clauses that exposed the Council to the most financial risk. He also wanted to point out that during the meeting he said that the lease did not give a definition of the extent of the roof or what the main structure is, which the County Council are responsible for. During the meeting a full discussion was had about these clauses and Cllr. J Rooney was asked to circulate a copy of the lease to all the Members.

### **36. Report Back**

#### **Heritage Walled Towns Group Meeting 2019**

Cllr. V Macdonald reported back from the Meeting/Conference held in Berwick upon Tweed, where Cllr. V Macdonald had Chaired the meeting. It had been a good turn out with people from York, Sterling, Bristol, Chester and Londonderry, who were all very keen on keeping the Walled Town Friendship Circles going. Cllr. V Macdonald talked about breaking barriers and opening minds which looked at the relationship between Conwy and Himeji.

#### **John Ronald Cunningham Trust Fund**

Cllr. T James informed Councillors that a meeting had taken place between the Consultant at HSBC Bank, the Town Clerk and himself regarding the Terms and Conditions of the Constitution of the Trust Fund. The Bank had not been aware that the Trust was in fact a Charitable Trust. Which would make banking processes run slightly smoother for the Trust Fund. Another meeting will be arranged with the bank in the next 2 weeks and from then the Trust should be up and running. The Town Clerk was thanked for her work involved in the matter.

#### **Town and Communities Council Forum**

Cllr. G Willetts informed Councillors that at the meeting he attended where the County Council Services were discussed, no decisions had been made at the meeting and therefore another meeting has been arranged for next week which will have more detailed information on the services concerned.

#### **North and Mid Wales Association of Town and Local Community Councils**

Cllr. H Roberts emailed Councillors a report from the meeting held on 25<sup>th</sup> October 2019. Cllr. H Roberts has provided the secretary with Cllr. Representatives email addresses so that they can get in touch correctly in future. Cllr. H Roberts asked if all Councillors could have a copy of the agenda when it is emailed and that it is then placed on the next Town Council Meeting to discuss any issues arising that Cllr. H Roberts can vote on, on behalf of the Town Council. It was suggested that if there are no comments then Cllr. H Roberts can vote accordingly. Cllr. G Willetts added to the report emailed by Cllr. H Roberts that the north wales train service was of concern, as from the 7<sup>th</sup> December 2019 Virgin trains will have lost their franchise. This matter will need to be followed closely as the train services in the area could suffer.

### **37. Town Clerk's Report**

Councillors received a report from the Deputy Town Clerk (Schedule A attached)  
Point 5. Holiday Hunger – Playworks Pilot Evaluation  
Cllr. S Barber - Bailey asked for the item to be emailed.

### **38. Planning**

#### **a) Planning Applications**

Councillors considered and commented on the attached Schedule B

**b) Planning Decisions Issued**

Councillors NOTED the planning decisions (Schedule C)

**c) Proposal for Naming of Street**

Councillors discussed the proposal from Cartrefi Conwy that the road shown on the attached plan be named: Heol Ysgol Maelgwn. Members were not happy with the name chosen and suggested alternatives. RESOLVED that the name to suggest is Cwrt Ysgol Maelgwn.

**d) Town & Country Planning Act 1990 S.257, Public Footpath Diversion. Footpath no. 50 Development off Sychnant Pass Road, Conwy**

Councillors discussed the above application for a public footpath diversion.

RESOLVED that Conwy Town Council have no comment on the application.

**39. Active Travel Route: Conwy West – Cycling and Walking Conwy to Parc Caer Seion**

Councillors received information regarding the completion of the Active Travel Route. Councillors were deeply concerned that the plans indicate the route passing directly outside the gates/doors of many resident's dwellings on the road by Ysgol Aberconwy, the route is already very narrow and would be restricted. Residents have not been consulted and are extremely concerned. The speed of cyclists travelling at 20mph can kill and the speed at 15mph can cause serious injuries. Concerns were raised regarding the safety of pedestrians as the route indicates shared sections. Councillors would like to know where the intended shared sections are going to be. Road signs for cyclist and traffic need to be clearer. Councillors feel strongly to object to the proposed completion.

RESOLVED that the Town Clerk responds to the Letter sent by CCBC with the following objection: the Town Council strongly objects to the completion of the Active Travel Route due to safety of residents and that no consultation was held with residents before the route was decided, it would be beneficial to consult beforehand rather than after, as it happened in Deganwy.

**40. Guildhall Committee Terms of Reference**

Councillors received the Terms of Reference and discussed an addition to include to the general terms – point 4. J) increasing revenue from the Guildhall.

RESOLVED that the Town Clerk makes the change to the Terms of Reference and brings it back to a future Meeting.

**41. Conwy Fringe Festival**

Councillors received correspondence from Ms A Evans, in relation to setting up a Fringe Festival in Conwy. Ms Evans is looking for suggestions/help from the Town Council with regards to who to contact regarding such an event. Councillors noted that Ms Evans has already been in touch with the relevant people.

RESOLVED that the Town Clerk sends Ms Evans a grant form to complete.

**42. Conwy Town Council Website**

Councillors received 3 quotes for the re-build and upgrade of the Town Council website into a fully accessible CMS website. The quotes received were from Trilo-Bytes, Wiss and Delwedd.

RESOLVED that the quote from Delwedd is accepted at a cost of £1448.75.

The Deputy Clerk informed Councillors that a working party will be held in the next few days and therefore, if Councillors would like to have an input could they please fill the questionnaire in so that the working party can go through them to begin the design process.

**43. Conwy Football Club Pitch-Side Advertising Board at Y Morfa**

Councillors received a letter from C Wilton, Chairman of Conwy Borough FC, introducing himself and updating the Town Council on the activities of the Club. The letter also asked if the Town Council would like to keep the existing adverting board up on the pitch-side.

RESOLVED that the Pitch-Side Advertising Board is renewed at a cost of £125.00 for the next 12 months.

#### 44. Remembrance Sunday and Armistice Day 2019

- a) Councillors RECEIVED and APPROVED the risk assessment.
- b) The Town Clerk updated Councillors on the running order of the event and will email an updated seating plan for the church to all. Councillors were reminded to keep their gowns or collect them before the event from the Guildhall during working hours. Councillors asked about the Service being held at the Memorial Hall in Llandudno Junction, the Town Clerk will ask the Events Co-ordinator to email the details. Councillors were reminded of the importance not to wave, smiles or talk during the parade as a sign of respect to those who are being remembered. It was suggested that all try to keep on the right foot during the march. Cllr. S Cotton suggested that all Councillors join the Mayor and Deputy Mayor for a drink in the Conwy Comrades Sport & Social Club after the service.  
The Town Clerk reminded Councillors to be at Lancaster Square for 11am on 11/11/19 for the 2 minute silence if possible.

#### 45. Christmas Events 2019

- a) Councillors RECEIVED the risk assessment for Christmas Eve which now includes Santa on the Castle, the Town Clerk suggested that all Councillors take the RA home to look over and it will be brought back to the next meeting for approval, it was also suggested that the Town Clerk emails a PDF copy to all.
- b) Members discussed arrangements for Christmas Events:
  1. Christmas Trees
    - The Deputy Mayor informed the Town Clerk that she has been to Gyffin to see where a tree could be placed in relation to the electrical supply from the lamppost and will correspond with the Town Clerk with regards to the location.
    - Councillors discussed entering the Christmas Tree exhibition in St Mary's Church this year. It is £20 to apply which goes to St David's Hospice. Councillors discussed using the existing tree and having their own Christmas Baubles with a photograph and introduction about themselves. The Exhibition is from Monday 2/12/19 to 8/12/19. The tree lights would need to be battery operated as there is no electrical supply available in the Church for all the trees. It was also suggested a Mayoral donation is used to apply for the tree.
  2. North Wales Cruising Club Donation
    - Councillors received a request for a donation for the gifts from Santa again this year. Councillors discussed not having received an invitation to the Mayor for this Christmas Event for some time. RESOLVED that the NW Cruising club are awarded the £100 donation and that the Town Clerk suggests they send an invitation to the Mayor for their event.
  3. Memorial Hall Christmas Event
    - Cllr. P Hart informed Councillors that the Christmas Event is being held on 14<sup>th</sup> December at 12 noon in the Memorial Hall.

*Councillors T James & P Hart left the meeting during the approval of payment e) and list of Cheques*

#### 46. Approval of Payments

RESOLVED that the following Payments and Donations are approved:

- a) Lyn-An Ltd – Taxi to and from Manchester Airport for Himeji Delegation - £240.00
- b) B Jones – Reimbursement for accommodation for the Himeji Delegation - £1488.56
- c) B2 Business Systems - Copies 3/9/19 to 2/10/19, Mono 2,119, Colour 1941 - £106.36 plus VAT
- d) R. Lyons Electrical Limited – Call out for electrics in Guildhall Ladies - £44.00 plus VAT
- e) P Gillbanks – Business cards for Himeji Delegation - £52.47 plus VAT plus £9.99 carriage no VAT
- f) Benards Ltd – Framing 2 Charters for Honorary Bailies - £62.90 plus VAT
- g) Bay of Colwyn Town Council – N Flint & C Ryan Chapter 8 Training 21/09/19 - £360.00 plus VAT
- h) One Voice Wales – Cllr. J Rooney Code of Conduct Training 15/10/19- £40.00
- i) The Knights of Conwy – Open Doors weekend 2019 - £150.00 donation.
- j) Deganwy Prom Day – Mayoral Donation - £30
- k) M. Bradley-Williams – Bugler for Remembrance Sunday - £50 donation.

Along with the additional payments:

- l) One Voice Wales – N Flint & P Gillbanks Training 9/10/19 - £80.00

- m) Zurich Municipal – Additional Premium for Himeji Trip - £27.89
- n) R. A. Slater – Guildhall & Bus Shelter Windows – 4 weeks to 18/10/19 £170.00
- o) Cllr. V Macdonald – Flowers for Guildhall Planters - £19.50
- p) Cash – Petty Cash – Vouchers 103-115 Sheet 123 - £175.94

#### **47. List of Cheques**

RESOLVED that the list of Cheques Sheet 429 is approved as tabled (Schedule D).

*Councillors T James & P Hart re-joined the meeting at this juncture.*

#### **48. Questions to Chair / Town Clerk**

1. The Town Clerk informed Councillors that the tricorn hats will actually cost £434.50 per hat. Which would mean going over budget if the 2 hats were ordered. It was suggested that a fabric waterproof dye could be purchased for the 2 brown hats. Councillors discussed the lady Mayor's hat and were informed that the gold ribbon had been purchased a couple of years back and would need fixing to a new hat.

RESOLVED that 2 plain ladies tricorn hats are purchased at a cost of £434.50 per hat.

2. The Town Clerk informed Councillors that Beach Homes had sent in 3 proposals for street names, however the plan had not been sent with the proposal, therefore as the deadline was the 30<sup>th</sup> October the Town Clerk will obtain the map and email to all Councillors for comments to return by 30/10/19.

#### **49. Mayoral Announcements**

As the Mayor was not in attendance, there were no announcements.

#### **50. Twenty Minutes - Questions from the Residents**

There were no questions from residents.

**There being no further business the meeting was closed at 8:41pm**