

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
SPECIAL MEETING OF THE COUNCIL

22nd May 2018

To : The Town Mayor & Members

Dear Madam Mayor & Members

There will be a **Special Meeting of the Council on Tuesday, 29th May 2018 at 6:30pm** in the Guildhall, Conwy to transact the under mentioned business. It will be appreciated if you will make every effort to attend.

Yours faithfully

Mrs Helen Barritt

Town Clerk & Responsible Financial Officer

A G E N D A

1. Apologies

To receive apologies for absence

2. Declarations of Interest – Code of Local Government Conduct

Members are reminded that they must declare the **existence** and **nature** of their declared personal interests.

3. Appointment of Chairman

To appoint a Chairman for the Municipal Year 2018/19

4. Appointment of Vice Chairman

To appoint a Vice Chairman for the Municipal Year 2018/19

5. Minutes

- To receive and approve the minutes of the Special Meeting of the Council held on 8th May 2018
- To receive and approve the minutes of the Extraordinary Meeting of the Council held on 14th May 2018
- To receive and approve the minutes of the Mayoral Inauguration held on 21st May 2018

6. Questions on the Minutes

7. Town Clerk's Report

To receive a report from the Town Clerk (Schedule A attached)

8. Planning

a) Planning Applications

To consider and comment on the planning applications on the attached Schedule B

b) Planning Decisions Issued

To receive a list of planning decisions issued by Conwy County Borough Council

c) Notice of Appeal – 22 Rose Hill Street, Conwy

To receive the Notice if Appeal

9. Little Dragon Festival

To receive an update on the festival

10. Planting the Weekly News Roundabout

To discuss a proposed project to plant the Weekly News Roundabout

11. 2019 National Eisteddfod of Wales – Proclamation Ceremony

To receive details of the event

12. St.David's Day 2019

To receive a request from Ysgol Porth Y Felin regarding celebrating St.David's Day 2019

13. Internal Audit Report & Annual Return 2017/18

- a) To receive the internal audit report for the year ended 31st March 2018 (to be tabled)
- b) To receive the Annual Return for the year ended 31st March 2018 (to be tabled)
- c) To answer the questions on the Annual Governance Statement for the year ended 31st March 2017

14. Risk Assessment

To review and approve any necessary amendments (to be tabled)

15. Attendance

To receive the attendance sheet for 2017/18 (to be tabled)

16. Register of Interests

To complete Register of Interests forms

17. Cheque Signatories

To approve cheque signatories for the following Bank accounts:

- a) Conwy town Council Business Current Account
- b) Conwy Town Council Notice Account
- c) The Mayoral Donation Account

18. Independent Remuneration Panel for Wales

To consider the timing & the method of payment of allowances

19. North & Mid wales Association of Local Councils

To consider nominations for candidates to stand for election for Chair & Vice Chair

20. Society of Local Council Clerks – Wales Training Seminar 2018

To receive a report from the Town Clerk

21. Strengthening Local Government: Delivering for People

To discuss a response to the consultation

22. Conwy Remembers WW1

To receive a request for financial support for an event

23. EqualiTeas Event

To receive an invitation to the event on the evening of 19th June 2018

24. Mayoral Inauguration

To agree & approve donations to:

- a) St.Mary's Church Hall
- b) Conwy Camera Club

25. Civic Sunday 2018 & Remembrance Sunday 2018

To receive quotes for Parade signage & marshalling

26. Approval of Payments

To approve invoices received for payment:

- a) Northern Controls Ltd. – Repairs to Guildhall Boiler Controls - £191.50 plus vat
- b) Thomas Fattorini Ltd. – Repairs to Deputy Mayor’s & Deputy Consort’s Chains - £308.58 plus vat
- c) SLCC Enterprises Ltd. – Town Clerk Job Advert, 2 Weeks commencing 14/5/18, Gold Rate - £195.00 plus vat
- d) Business Systems (North Wales) Ltd. – Copies 6/5/18 to 4/5/18, 3,030 Mono & 331 Colour - £28.73 plus vat
- e) H.Barritt (H.Armitage) – Travel Expenses to Llandrindod Wells for SLCC Conference 16/5/18 - £108.00
- f) British Telecommunications Plc – Guildhall Telephone 12/2/18 to 11/5/18 - £54.71 plus vat
- g) Hall’s – Refreshments - £310.98 plus vat
- h) Daisy Chain – 2 Bouquets for Mayoral Inauguration - £50.00

27. Cash Payments

To approve the list of cash payments no.112 (to be tabled)

28. List of Cheques

To approve list of cheques no.391 (to be tabled)

29. Interim Arrangements for the Town Clerk Role

To discuss arrangements following the departure of the Town Clerk & commencement of employment of a new Town Clerk