

CYNGOR TREF PENMAENMAWR PENMAENMAWR TOWN COUNCIL



To all members of Council: -

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held at Community Centre Chambers, Penmaenmawr on the 16th April 2019 at 6.30pm.

18831 Present: Cllr U. Abbott, Cllr M. Baines, Cllr M. Brewer, Cllr S. Banwell, Cllr L. Coleman, Cllr E. Davies, Cllr D. Fisher, Cllr J. Edwards, Cllr R. Holmes, Cllr J. Jones.

18832 Apologies: Cllr K. Beard (work), Cllr K. Prior (annual leave), Cllr Lloyd-Borland.

18833 Code of Conduct/Declaration of Interest.

The importance and location of the Declaration of Interest forms was highlighted by the Chair.

18834 Public Participation –

- i. A local resident was presented with a Special Citizen Award by the Mayor for his outstanding contribution to the community, especially during the recent flooding in the town.
- ii. The Rural Development Strategy manager for CCBC addressed the Council and appraised Councillors of the various means of assistance and support currently available to rural communities. A wide range of supported projects were discussed, included CCTV for towns, dementia friendly initiatives, solar panel benches and the Carneddau Landscape Project.

COUNCIL ADMINISTRATION

18835 Ratification of the minutes of the meeting held on 26th March 2019.

Subject to minor a typographical correction the minutes of the meeting of the 26th March 2019 were ratified.

Proposed: Cllr Baines Seconded: Cllr Brewer Voting: Unanimous.

18836 Matters arising from the meeting held on 26th March 2019:

- i. 18803 ii. The clerk reported that, since dispatching the follow-up communication requested by the Council at the last meeting, Janet Finch-Saunders had subsequently replied. A copy of the correspondence was distributed electronically prior to the meeting.
- ii. 18803 iv. The clerk met with representatives of CCBC regarding the wall outside the shops in Dwygyfylchi and with a number of shop keepers. It was confirmed that the wall did not belong to either party and therefore the matter was still unresolved.
Cllr Davies reported that this matter was now resolved and the wall would be repaired in preparation for the installation of a railing.
- iii. 18810. It was reported that Peninsula's initial position was that they required 14 months termination fees to end the contract with the Council. However, following negotiations it was agreed that the current HR arrangements would end on the 16th August 2019 and payments would end at that time.
- iv. 18813. A PTC retention policy was still in draft form but it was anticipated that it would be completed by the next Council meeting.
- v. 18814. The Chair of HR advised the Council of the cost implications of increasing the PAYE system to take into account HMRC's position regarding the taxation of Councillors allowances under the Independent Remuneration Council for Wales. The Clerk further reported that while the current position remained that these allowances were subject to PAYE, a recent North and Mid-Wales Association of Local Council report had advised that HMRC had recanted and exempted members allowances for income tax.
- vi. 18817. Following the decision to submit two Councillors names to attend CCBC Play Areas Task & Finish Group meeting, it was relayed that, while two Councillor from each region was

sought, only one Councillor from each local Council was allowed. In the absence of councillor Lloyd-Borland, it was resolved that Cllr Fisher attend the Finish Group meetings.

18837 Signing the minutes of the meeting of 26th March 2019.

The minutes were signed as a true record of the meeting.

Proposed: Cllr Baines Seconded: Cllr Coleman Voting: Unanimous.

18838 Report on outstanding actions on Action Log.

The Action Log was distributed to Councillors, which appraised them of the progress of current and outstanding work. Items discussed included:

- i. Item 4. GDPR training – As requested the Clerk has arranged a GDPR briefing for the 30th April.
- ii. Item 9. Harry Jones memorial Bench – It was requested that the Clerk obtain an idea of when this bench was going to be located, as the previous estimate given by the supplier had come and gone.
- iii. Item 19. Relocation of the Height Barrier – Following a request from the Council, it was clarified that this project was still on hold following the Council resolution last December. It was also highlighted that this is not merely a question of relocating the barrier. There is, due of safety issues with the original design, the need to amend the frame and signage, prior to re-positioning.

18839 Social Media News.

It was agreed to promote the following items through social media:

- i. In recognition of the work undertaken within the community and especially during the recent floods, Richard Crow was presented with a Special Citizen Award by the Mayor.
- ii. The Councillors from the wards of Dwygyfylchi and Capelulo are to hold an open surgery on Saturday the 27th April, between 10am and noon, at St Gwynan’s Parish Hall. All residents are welcome to come along and speak to their Councillors.
- iii. Spring Clean Cymru, under the auspices of Keep Wales Tidy, undertook a litter pick in Penmaenmawr on Saturday the 13th April.

ACTION: Clerk to advise social media manager

18840 Mayor’s Report

The Mayor reported that she had attended a recent meeting of the ‘Dementia Friends’ at the Penmaenmawr Library and had been made aware of a host of minor changes to buildings, which would prove beneficial to people suffering Dementia. The Mayor had also attended a coffee morning, held at St Paul’s Church in aid of the Chernobyl Children’s Lifeline North Wales, which had, in total, raised over £580.

18841 List of Payments

DATE	CHEQUE No	CODE	PAYEE	AMOUNT
21/03	03728	s.19	CCBC Community Skips for February	£666.00
21/03	03729	s.19	CCBC Community Skips for March	£444.00
19/04	03730	s.112	PAYE/NIC	£684.57
24/03	03731	s.19	M Forbes-Buthlay – Mural preparation and placement	£321.00
21/03	03732	s.150	R. Crow Replacement of Slab nr Library - Removed	£100.94
09/03	03733	s.19	CCBC – Keep It Clean Project	£1041.87
11/03	03734	s.150	Community Centre – ½ Intruder Alarm Services	£179.80
29/03	03735	s.150	Community Centre – Hire of Main Hall	£33.50

Signed: _____ (Mayor)

Date: _____

01/04	03736	s.150	A.D. Roberts – Barriers, Removal of Sand Bag & Rat	£130.00
01/04	03737	s.143	CVSC – Membership Renewal	£15.00
29/03	03738	s.150	Owl Accountancy Svcs – Annual Payroll Service	£140.25
31/03	03739	s.19	Quarry Villages Bus Annual Grant	£5200.00

It was reported that payment item 5, to R Crow, was to be removed as it had been ascertained that this was a Library cost.

A discussion ensued regarding item 7, the payment to the Community Centre of half of the intruder alarm services cost. It was reported that, while it was custom and practice to pay such costs, there was no written agreement to do so. It was resolved to pay this amount but to formalise the overall agreement with the Community Centre, thus clarifying, in writing all Council liability.

Proposed: Cllr Banwell Seconded: Cllr Baines Voting: For 6 Against 4

ACTION: Clerk to ensure Rent agreement is added to next agenda.

The remaining payments were approved.

Proposed: Cllr Edwards Seconded: Cllr Banwell Voting: Unanimous

ACTION: Clerk to arrange for payments.

18842 Finance Committee

FOR INFORMATION: The Finance Committee presented a report to Council, which included a recommendation to subdivide the £18,000 allocated for community projects and grants for coming year, into three equal amounts. Thus, a total of no more than £6,000 would be available for such projects for each of the precept periods; April – July, August - November & December – March 2020. The Finance Committee also proposed that each grant application to be analysed using a scoring matrix, which would, it was intended add greater transparency to the PTC decision making process (See minute 18844 & 18848 below for decisions).

18843 HR Matters

FOR INFORMATION: The Council were advised that, in keeping with the rise in the ‘Real Living Wage’ on the 1st April, the hour wage of the Civic Pride Wardens had been increased accordingly.

18844 2019-2020 Budget

Further the Finance Committee recommendations, it was resolved to distribute the 2019-2020 project and grant allocation of £18,000 evenly during the three precept payments periods i.e. Project/Grant applications, not already budgeted, would be restricted to a total £6,000 per four months (in keeping with the Precept payments).

Proposed: Cllr Edwards Seconded: Cllr Banwell Voting: Unanimous

ACTION: Clerk to ensure the budget is amended.

18845 Standing Orders 2018

Further to comments at the last meeting regarding the adoption of the 2018 model Standing Orders (see minutes 18812), there was still some ambiguity regarding the element on Mayoral Succession. It was resolved to defer any decision until the next meeting to allow Councillors to propose alternative options.

Proposed: Cllr Edwards Seconded: Cllr Banwell Voting: Unanimous

ACTION: Clerk to add to the next agenda

18846 Timeline for Paperless Council

The Council requested an update on progress of the Paperless Council concept. It was reported that four Councillors have now been issued with Tablets to assist with the reduction of printing and while one or two technical issue have been experienced, progress was being made. Councillors will be aware that documents were now being distributed via One Drive and, on the topic of ‘live streaming’ of Council meetings, it was reported that the internet speed required upgrading to accommodate the facility.

However, CCBC had received grant funding to undertake the work. It was resolved to discuss this project every quarter.

Proposed: Cllr Fisher Seconded: Cllr Edwards Voting: Unanimous.

ACTION: Clerk to include item in quarterly agenda.

18847 Approval to Purchase Display Frames.
This Item was deferred until the next meeting.

18848 Scoring Matrix

Further to the recommendations of the Finance Committee (see minute 18842), it was resolved to implement the use of the proposed Scoring Matrix to evaluate project fund applications.

Proposed: Cllr Banwell Seconded: Cllr Coleman Voting: Unanimous

ACTION: Council to begin using Scoring Matrix

ECONOMIC WELLBEING

18849 Brundit's Wharf

The Council are still waiting a response from the Welsh Government; therefore, this item was deferred until the next meeting.

ENVIRONMENTAL WELLBEING

18850 Inventory of Flood Equipment

An inventory of the current flood equipment was presented to the Council. It was acknowledged that more sandbags and further items of equipment were required, as well as a replacement lock. It was proposed that an emergency plan be drafted, which should include details of local volunteers, for such eventualities.

Proposed: Cllr Banwell Seconded: Cllr Abbott Voting: Unanimous

ACTION: Clerk to prepare an emergency plan, in conjunction with Cllrs Banwell and Edwards.

18851 Noticeboard Outside the Spar

This Item was deferred until the next meeting.

18852 Bus Shelters.

This Item was deferred until the next meeting.

18853 Scaffolding for Promenade (Above Paddling Pool)

It was reported that CCBC have stated that to complete the trimming of overgrown weeds above the paddling pool, for safety reasons, scaffolding needs to be erected. The Council resolved to request CCBC to pay for this scaffolding as this trimming is their responsibility.

Proposed: Cllr Fisher Seconded: Cllr Abbott Voting: Unanimous

ACTION: Clerk to contact CCBC.

18854 Combined Footpath Maintenance Contract 2019-20.

FOR INFORMATION: The Council were advised that preparations for the Penmaenmawr and Llanfairfechan combined footpath maintenance contract was progressing and that the contract will be advertised in early May.

18855 A55 Junction 16 Improvement.

FOR INFORMATION: It was announced that the Welsh Government, following consultations, had chosen option A for the junction 16 improvement. It was highlighted that there had been an amendment to this

option and that the link road between the new junction and the water treatment works would not be included. The Council were advised that there will still be opportunities to express their views on this decision, the first being over this summer.

SOCIAL WELLBEING

18856 GP Surgery Partnership

FOR INFORMATION: It was made known that the GP Surgery Partnership, which meets quarterly and includes the clerks of both Llanfairfechan and Penmaenmawr, is seeking a volunteer Councillor from each Council to join the partnership. Anyone interested was asked to submit their interest to the clerk.

18857 IT Links.

FOR INFORMATION: CCBC have been successful in obtaining grant funding to install super-fast broadband to all buildings within the County where public meetings are held, which includes local council meetings. Penmaenmawr Town Council Offices, following a recent application, has been included in this project. As such, over the next 18 months, the offices will obtain internet upgrade, with no initial installation cost and no rental cost for the first 12 months. Thereafter, PTC will be free to change to another supplier.

18858 World Polio Day

The Council were asked to support World Polio Day, which this year is on the 24th October. It was resolved to cover the white lights in Dwygyfylchi with purple filters (the colour of the organisation) and to contact the church to follow suit. Expenditure of up to £50 to purchase the filters was approved.

Proposed: Cllr Banwell Seconded: Cllr Fisher Voting: Unanimous

ACTION: Clerk & Councillors to promote World Polio Day.

18859 Any Other Business.

- i. It requested that the clerk confirm that the Promenade flags are in good repair and ascertain when they will be hoisted for the summer.
- ii. It was highlighted that, following the removal of the Christmas Trees, stumps remain in the ground at the various locations. The clerk was asked to liaise with the supplier regarding their removal.
- iii. The Council asked that prior to making a commitment to any new project all works placed on hold over the winter be discussed and prioritized.

Proposed: Cllr Jones Seconded: Cllr Fisher Voting: Unanimous

ACTION: Clerk to prepare a list of outstanding works and add to next agenda.

18860 Items for the Next Meeting Agenda.

- I. Standing Orders
- II. Asset Register
- III. Rent Agreement
- IV. Purchase of Display Frames
- V. Bus Shelters
- VI. Noticeboards Outside Spar
- VII. Brundit's Wharf
- VIII. Outstanding Work on Hold

18861 Date and Time of the Next Meeting: 6.30pm 7th May 2019.