

CYNGOR TREF PENMAENMAWR
PENMAENMAWR TOWN COUNCIL



To all members of Council: -

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held at the Council Chambers, Community Centre, Penmaenmawr on the 9th July 2019 at 6.30pm.

18921 Present: Cllr U. Abbott, Cllr M. Baines, Cllr K. Beard, Cllr M. Brewer, Cllr J. Edwards, Cllr D. Fisher, Cllr R. Holmes, Cllr J. Jones, Cllr K. Prior.

18922 Apologies: Cllr S. Banwell (away), Cllr L. Coleman (prior engagement), Cllr E. Davies (at work), Cllr Lloyd-Borland (prior engagement).

18923 Code of Conduct/Declaration of Interest.

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

18924 Public Participation – There was no public consultation.

COUNCIL ADMINISTRATION

18925 Ratification of the minutes of the meeting held on 18th June 2019.

The minutes of the meeting of the 18th June 2019 were ratified.

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

18926 Matters arising from the meeting held on 18th June 2019:

- i. 18914. Concerns were raised as to the workability of item 18914, marshalling of the skips at Station Road Car Park. It was highlighted that Councillors have no authority to undertake this type of operation.

18927 Signing the minutes of the meeting of 18th June 2019.

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

Proposed: Cllr Prior Seconded: Cllr Fisher Voting: For 8 Abstained 1 (Cllr Holmes was not present on 18th June).

18928 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 2. Letter to Janet Finch-Saunders AM – Following a brief discussion it was decided to decline the AM's offer of meeting the Council on a Friday evening.
Proposed: Cllr Beard Seconded: Cllr Prior Voting: For 8 Against 1
- ii. Item 6. Live Council – It was reported that Cllr Edwards has begun obtaining quotation to upgrade the Council internet in preparation for transmission of live meetings, further pricing was still required.
- iii. Item 7. Paperless Council – It was reported that several Councillors are still experiencing difficulty in accessing the One Drive folder containing meeting documents through the link circulated by the clerk in advance of meetings.
- iv. Item 15. Wall Outside Dwygyfylchi Shops – It was reported that little progress had been made on this item and the Council was assured that CCBC legal department will continue to be contacted on the matter.
- v. Item 20. Painting of Play Area – It was reported that CCBC Playground Inspector had not been in contact since the previous communication and the clerk will chase this up.

- vi. Item 24. Town Banners – Due to the difficulty in obtaining CCBC permission to erect this town banners and the considerable cost involved it was proposed that the design be used to prepare flags, which could be flown on the promenade and at the community centre
Proposed: Cllr Beard Seconded: Cllr Fisher Voting: Unanimous

18929 Social Media News

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

- i. The Mayor had attended Pen Phoenix youth presentations day on Saturday 6th July and took great pleasure in assisting with the handing out of a variety of awards.
- ii. The Harry Jones memorial bench has now been located on the memorial green in Dwygyfylchi. A short unveiling ceremony will be arranged in memory of this former Councillor and former Mayor in the near future.
- iii. The Town Council is delighted to announce that the defibrillator, purchased by the Rotary Club and housed in a Town Council acquired defibrillator box, has been located adjacent Pencae School.

ACTION: Clerk to advise social media manager.

18930 Mayor’s Report

FOR INFORMATION: The Mayor reported that she had had a busy couple of weeks. She was still receiving compliments from dignitaries and other guests who attended her Civic Sunday in June. Since the last Council meeting the Mayor has attended a number of events, including the Capelulo School Garden Fate, a U3A organised play in the Penmaenmawr Community Centre and the Noddfa Garden Fate. She had also made representation at the A55 consultation event both in Dwygyfylchi and at Maen Alaw. As mention in the social media new, she had proudly assisted with presenting awards at the Pen Phoenix young players presentation day, in conjunction with the Deputy Mayor, Cllr Brewer. On Sunday the 7th July she and her consort, Cllr Baines had represented the Town at the Abergele Civic Sunday. Finally, the Mayor expressed her sad loss as she announced the passing of one of Penmaenmawr’s former post mistresses, Mrs Fran Newnes, over the weekend. The thoughts of the Council go out to the family.

18931 List of Payments

DATE	CHEQUE No	CODE	PAYEE	AMOUNT
15/05	03741	s.173	Councillor Allowance 2018-19	£150.00
31/05	03742	s.173	Councillor Allowance 2019-20	£150.00
31/05	03754	s.173	Councillor Allowance 2019-20	£120.00
30/04	03755	s.173	Councillor Allowance 2019-20	£120.00
30/04	03756	s.173	Councillor Allowance 2019-20	£120.00
30/04	03757	s.173	Councillor Allowance 2019-20	£120.00
30/04	03748	s.137	Pen Food Bank (Remembrance Tree)	£222.00
23/06	03758	s.150	Maen Alaw (Food and room for Mayor’s civic)	£600.00
20/02	Card	s.150	Text Local	£288.00
24/06	03759	s.111	JDH Business Svcs (Internal audit fees)	£632.40
02/07	03760	s.19	A.D. Roberts (Locating H. Jones bench & skip barriers)	£305.00
01/05	03761	s.150	Gwynedd Office Supplies (Ink)	£24.00
15/06	D/Card	s.150	WiSS (Inv 3142 - Domain name renewal x 3)	£36.57
23/06	D/Card	s.150	WiSS (Inv 3158 - Domain name Renewal)	£14.38

Signed: _____ (Mayor)

Date: _____

Proposed: Cllr Fisher Seconded: Cllr Beard Voting: For 9 Abstained 1 (Councillor Edwards declared an interest in the payment to the Foodbank and abstained from the vote).

ACTION: Clerk to arrange payments.

18932 Finance Committee Report

The Chair of the Finance Committee reported that of the two grant applications referred to at the last Council meeting one had been rejected as it did not match the application criteria. Under the revised policies only one payment of the youth policy can be made within a three-year period. This applicant has been successful in two applications within this time. The second application received will be discussed under item 18934 below.

The Finance Committee also recommended a change to the grants policy terms and conditions to reflect a situation where further information was requested from an applicant. It was proposed that such information be received within 21 days of being requested. If no response is received within that time period the application will be deemed to have been withdrawn.

Proposed: Cllr Fisher Seconded: Cllr Prior Voting: Unanimous

Action: Chair of Finance to incorporate this clause into terms and conditions.

18933 HR Committee Report.

FOR INFORMATION: It was reported that one of the Civic Pride Wardens has reached the culmination of the six-month probation period and, therefore, a job review is required. A meeting to fulfil this requirement has been arranged for the end of the month, the conclusions of which will be reported in due course.

18934 St Paul's Action of Youth Grant Application

An application for grant funding of £2,000 to support the employment of a youth worker for St Paul's Action of Youth program was discussed. Following the recommendation of the Finance Committee it was resolved to grant £1,000 to the project immediately and the second £1,000 in September 2019.

Proposed: Cllr Prior Seconded: Cllr Fisher Voting: Unanimous

Action: Clerk to arrange payments.

18935 Budget v Actual to end of March 2019

FOR INFORMATION: Councillors were presented with a breakdown of the budget versus actual figures for the twelve months ending on 31st March 2019.

18936 PTC Audit Report

A copy of the PTC internal audit report for 2018-19 was distributed to Councillors, which highlighted a number of minor administrative issues. Councillors were appraised of the responses to these queries in a report by the RFO. It was resolved to forward this report to the internal auditors.

Proposed: Cllr Prior Seconded: Cllr Beard Voting: Unanimous

Action: Clerk to arrange for responses to the audit to be sent to JDH.

18937 Appointment of External Committees

The Council appointed the following Councillors to serve as Council representatives on the respective school committees:

Cllr Holmes to serve at Ysgol Pencae

Proposed: Cllr Baines Seconded: Cllr Prior Voting: Unanimous

Cllr Jones to serve at Capelulo School.

Proposed: Cllr Prior Seconded: Cllr Fisher Voting: Unanimous

Action: Clerk to notify the respective schools.

18938 Appointment of Internal Committees

The following Councillors were appointed to these respective internal committees:

Planning Committee: Cllrs Abbott, Brewer, Holmes and Baines.

Finance Committee: Cllrs Fisher, Prior, Edwards & Holmes.

Human Resources: Cllr Abbott, Holmes & Fisher.

Proposed: Cllr Brewer Seconded: Cllr Fisher Voting: Unanimous

Action: Clerk to update committee lists.

18939 Watering Pen in Bloom Plants

A request was received from Pen in Bloom that the Town Council take responsibility for watering the plants in the town. It was estimated that one watering was required every ten days at a cost of £120 each, thus totalling approximately £1,080 for the summer period. Following a detailed discussion, the Council resolved to undertake this watering up to a total that will not exceed £900.

Proposed: Cllr Beard Seconded: Cllr Brewer Voting: For 5 Against 3 (Cllrs Fisher, Prior & Edwards) Abstained 1 (Councillor Baines declared an interest in Pen in Bloom and left the room).

18940 Pant Yr Afon Planters

A further request from Pen in Bloom was received that the Council undertake the re-painting of the Council owned planter in the Pant Yr Afon area of the Town. It was decided that this request be declined.

Proposed: Cllr Fisher Seconded: Cllr Beard Voting: For 9 Abstained 1 (Councillor Baines declared an interest and remained outside the room).

18941 Car Park

This item was deferred until August.

18942 Bron Haul Offer

The Council have received an offer from the owners of Bron Haul to purchase the area adjacent that property and Eden Hall Gardens. This area is currently overgrown and contains Japanese Knotweed. The proposers gave their assurance that the area will not be developed. Councillors were reminded that this area was gifted to the Council to facilitate the opening of a new entrance to Eden Hall Gardens. It was felt that no decision could be made without further information and consultation. Due to time constraints it was requested that this item be discussed at the next meeting.

Action: Clerk to notify CCBC of the presence of Japanese Knotweed.

Action: Clerk to add item to next meeting agenda.

18943 Upkeep of Benches

It was conveyed to the Council that several of the public benches in the area are in need of maintenance. Each Councillor was asked to check the benches in their own wards and report the number and condition to the Clerk. It was resolved that the Clerk obtain quotations for this restorative work.

Proposed: Cllr Fisher Seconded: Cllr Prior Voting: Unanimous

Action: Councillors to review the bench situation in each of their Wards & report to Clerk.

Action: Clerk to obtain quotations for work.

18944 Retention Policy

A new Council Retention Policy had been circulated to Councillors, which was duly accepted.

Proposed: Cllr Fisher Seconded: Cllr Prior Voting: Unanimous

Action: Clerk to add the Retention Policy to PTC Policies.

18945 PTC Financial Risk Assessment

The PTC Risk Assessment Policy had previously been approved in conjunction with other new policies. However, it was an audit requirement that the policy be accepted as a unitary agenda item. The policy had been circulated to Councillors in advance.

Proposed: Cllr Fisher Seconded: Cllr Prior Voting: Unanimous

Action: Clerk to notify auditors that Financial Risk Assessment has been approved.

18946 Footpath Contract

FOR INFORMATION: The Council were advised that the joint Llanfairfechan & Penmaenmawr Town Council footpath contract had been awarded to GCC Works, a new company start-up. The company began the maintenance work yesterday (8th July).

18947 PTC Deeds

It was conveyed to the Council that there are some property deeds in favour of PTC being stored by the Council bankers. An initial examination of these deeds proved unclear as to their current validity or exact composition. It was proposed to contact CCBC legal department with a request to examine the documents and report back to the Council.

Proposed: Cllr Fisher Seconded: Cllr Edwards Voting: Unanimous

Action: Clerk to contact CCBC Legal Department.

18948 Footpath from Parish Hall to Iron Bridge

The refurbishment of the footpath from the Parish Hall to the Iron Bridge, which was to be undertaken as part of the Beech Development's construction, has not yet being commenced. The Council resolved to contact CCBC for more information on the planning obligations prior to taking any further actions.

Proposed: Cllr Jones Seconded: Cllr Fisher Voting: Unanimous

Action: Clerk to contact CCBC Planning Department.

EXEMPT ITEM

18949 Correspondence to WAO

It was resolved that following the implementations of a few minor amendments the draft correspondence to WAO it be sent.

18950 Any Other Business

- i. Councillors were informed that years 5 and 6 of Capelulo School has recently climbed Snowdon in aid of outside equipment. This item will be added to the next agenda.
- ii. This year's World Clean Up Day will be held on Saturday the 21st September. The Council resolved to support the event and to urge local Councils to participate.
- iii. Question had been raised recently regarding the Council's website and its compliance with Welsh language policy. Cllr Edwards offered to contact the Welsh Language Commissioner to clarify the Council's obligations.
- iv. The Council were advised that, following recent communication with CCBC, it had been confirmed that planning permission was not necessary to erect the noticeboard outside the railway station and that the County Council had agreed to undertake populating the map and the positioning of the board.
- v. It was confirmed that a meeting of Penmaenmawr Reimagined had been arranged for 6pm on Wednesday the 24th July and that 26 local organisations had been invited to attend.
- vi. Also, the Penmaenmawr Flood Defence group had arranged a public meeting on Tuesday the 30th July to attempt to persuade volunteers to join the group.

- vii. It was reported that the Social Media Manager has volunteered to attend the Council Offices a day a week for a fixed period, free of charge, to gain experience in general and local council administration and to improve communication via social media.

**Proposed: Cllr Abbott Seconded: Cllr Brewer Voting: For 8 Abstained 1
(Councillor Beard declared an interest in this item and left the room).**

Action: Clerk to liaise with Social Media Manager.

18951 Items for the Next Meeting Agenda.

- I. Councillors Complaint
- II. Ysgol Capelulo Donation
- III. Council Broadband

18952 Date and Time of the Next Meeting: 6.30pm 23rd July 2019.