



CYNGOR TREF PENMAENMAWR PENMAENMAWR TOWN COUNCIL

Minutes of the meeting of PENMAENMAWR TOWN COUNCIL MEETING held on the 27th of September 2022, at 6.30 pm. at the Council Chambers and using Zoom Video Conferencing.

Present: Cllr M. Bleasdale, Cllr L. Goodier, Cllr B. Snell, Cllr J. Sterriker Ellis, Cllr C. Williams (Mayor), Cllr S Williams (arrived at 7.30pm) and Cllr D Wyke

Officers: H. Stewart BEM (Clerk), I. Hart (Admin Officer) S. Wilcox (Admin Officer).

In Attendance: There were 3 members of the community present via Zoom Link

1. Apologies

Apologies were given on behalf of Cllr L. Heatley.

2. Declaration of Interest

Cllr C. Williams declared an interest for the payment for a vacuum cleaner on the payment list and abstained from the vote on the payment of this cheque.

3. Public Participation – There were no requests from the public to speak at the meeting.

4. Mayor's Report

Cllr C. Williams confirmed he had been providing the Council with weekly updates since the resignation of the Clerk and that a handover meeting had taken place with Dr M Hanks, the previous Clerk on 10th August 2022.

Meetings attended included a meeting with CCBC on August 26th regarding the kickstart plan for Place Planning, and the WI meeting on the 7th of September, where he was made to feel very welcome.

Following the sad passing of Queen Elizabeth, he had attended a morning service at St David's Church on Sunday 11th September and in the afternoon signed the book of condolence at Bodlondeb and watched the accession proclamation held by CCBC. At 4 pm on the same day Chris led the Penmaenmawr Proclamation, and at 6.30 pm attended an Evensong at St Gwynans Church.

The new council signatories had attended the bank to finalise the paperwork.

A final inspection of the Promenade Project meeting was held on the 16th of September, Cllr Williams informed Councillors that the grant funding should be received shortly.

5. Minutes:

- a) **RESOLVED that: the Minutes of the Meeting Held on 26th of July 2022 be signed as a correct record of the meeting.**
- b) **RESOLVED that: the Minutes of the Meeting Held on 2nd of August 2022 be signed as a correct record of the meeting.**
- c) **RESOLVED that: the Minutes of the Meeting Held on 6th of September 2022 be signed as a correct record of the meeting.**

6. Matters Arising:

a) Meeting Held on 26th of July 2022.

- **19906** – Office to continue as is currently in place, however, the community centre has instructed a professional valuation to review rent.
- **19910** – The amendment to the payment has been completed on the Audit.
- **19913** – Cllr Snell will give an update on the Engagement Committee during the meeting.
- **19914** – IT Issues are being addressed. The Clerk is working to update and improve the contact list and get the IT systems up to date.
- **19915** – Ordering a COSHH Cupboard is on hold. A functional cupboard has been made available and will be used instead.
- **19916** – Zoom connection issues – The Clerk to investigate and streamline the online meeting process.

b) Meeting Meeting Held on 2nd of August 2022.

- **No Matter Arising.**

c) Matters Arising from the Meeting Meeting Held on 6th of September 2022.

- **Page 1** – Spelling error, Helen' s surname had been misspelt.
- **19933** – Replacement Signatory information is now with the bank.

7. Engagement Committee

Cllr Snell explained that a meeting had been held at the start of August. Terms of reference were created, and these will be given to the Clerk before the next meeting, to allow Full Council to approve them. A discussion was had regarding the best way to move forward and engage with the community.

8. Planning Applications

- a) **0/49761 - Site/Address:** Puffin House, Fernbrook Road, Penmaenmawr, LL34 6DE
Proposed Development: Amended parking layout to the one approved under planning approval 0/47996 and the construction of a detached bungalow and parking area.
Decision: To await further information regarding this application as requested by CCBC, before making a final decision.
- b) **0/50013 - Site/Address:** 10 Parc Moel Lus, Penmaenmawr, LL34 6DN
Proposed Development: 2 Storey extension to rear and side of the property.
Recommendation: No Objections
- c) **0/50021 - Site/Address:** Plus, Fynydd Alexandra Park Penmaenmawr LL34 6YH
Proposed Development: Installation of 25 no. solar panels to the roof.
Recommendation: No Objections
- d) **0/50041 - Site/Address:** 6 Cae Glas Crescent, Conwy Old Road, Dwygyfylchi, Penmaenmawr, LL34 6SN
Proposed Development: Single-storey extension to side
Recommendation: No Objections

9. Payments

Cllr C. Williams abstained from the discussion and voting on the payment of cheque 4299 as he declared an interest.

RESOLVED that: Subject to cheque 4287 being held over to the next Full Council meeting so the correct figure could be presented and the payment to Cllr C. Williams being amended (to £189.11), so that the gift for MH was identified as expenditure from the Mayor's account the list of payments was approved.

Date	Cheque No	Payee Details	Reason for expenditure	Amount
03/02/2022	4191	A D Roberts	Misc and Green Waste	£ 183.88
01/05/2022	4246	A D Roberts	Misc and Green Waste	£ 63.56
31/05/2022	4273	Wolves of the Sky	Bird Show SyM	£ 250.00
28/07/2022	4279	A D Roberts	Misc and Green Waste	£ 94.15
28/07/2022	4280	A D Roberts	Milage July	£ 61.06
20/08/2022	4282	CCBC	Barriers Swn Y Mor	£ 605.82
19/08/2022	4282	CCBC	Bins Swn Y Mor	£ 118.00
17/08/2022	4281	Karmic Synergy	IT Support	£ 45.00
19/08/2022	4283	CCBC	Playing out Scheme	£ 1,620.00
19/08/2022	4284	Brookes	masks, footwear, gloves	£ 94.52
10/06/2022	4286	Issy Hart	OverTime	£ 487.50
10/06/2022	4287	Anthony Roberts	OverTime	
19/09/2022	4288	Birch Designs	Youth Art Mural	£ 292.00
29/06/2022	4289	JDH Business Services	Interal Audit	£ 658.80
08/09/2022	4290	CCBC	Paddling Pool Contribution	£ 1,805.76
06/09/2022	4291	CCBC	Tan Lan Fertiliser	£ 51.60
14/09/2022	4292	CCBC	CCTV contribution	£ 1,008.00
16/09/2022	4293	CCBC	Community Skips x 2	£ 576.00
26/08/2022	4294	Tirwedd	Landscaping PPM	£ 750.00
30/08/2022	4295	One Voice Wales	Cllr Training	£ 175.00
20/09/2022	4296	Brookes	Road cone	£ 18.00
28/08/2022	4297	A D Roberts	Misc and Green Waste	£ 100.61
27/07/2022	4298	Parish Online	online mapping system	£ 240.00
22/09/2022	4299	Christopher Williams	backup software, Hard drive, Gift for MH, Vacuum Cleaner	£ 384.11
28/08/2022	4302	A D Roberts	Milage August	£ 132.88
01/06/2022	Bank Transfer	AudioDrones	Acoustic set SyM	£ 80.00
01/06/2022	Bank Transfer	Mario Morris	Magic and Baloon shows SyM	£ 600.00
30/05/2022	Bank Transfer	North Wales Drum Tuition	Yubaba Band SyM	£ 600.00
30/05/2022	Bank Transfer	Sound Design	Hire of PA system SyM	£ 600.00
26/05/2022	Bank Transfer	Stages for events	Stage for SyM	£ 1,895.00
12/05/2022	Bank Transfer	HTC	Final Payment SyM	£ 2,075.93
				£ 15,667.18

The IT system crashed and there were issues with the volume and feedback occurring before total loss of connection at 19.20.

10. Accounts Software

Details about the Alpha Accounts system were presented for consideration. The software had been designed specifically for town and community councils and would enable PTC to streamline the internal financial processes and create detailed financial reports. The initial set up costs would be £2484 which included the inputting of all the necessary financial information from 1st April 2022. An annual renewal fee of £129 would then be required of for the following 2 years as there would need to be a 3-year contract commitment.

RESOLVED that: The Alpha System be purchased, and staff trained to use the software.

11. Place Plan – Kickstart Meetings

The Mayor informed the Council about the upcoming Place Plan Kickstart Meetings. A Place Plan being a community plan focusing on the wishes and vision of the community resulting in an action plan being produced to identify resources and funding to fulfil some of the identified actions.

Planning Aid Wales will be leading the Kickstart Meetings with Council representatives present to engage with those that attend.

Venues across Penmaenmawr and Dwygyfylchi have been booked and are open as drop-in sessions during the following times and dates. Alternatively, members of the community can contact the office with ideas, thoughts etc.

October 2nd Pen Phoenix – 15.30 – 18.00

October 18th Penmaenmawr Golf Club – 13.00 – 15.30

October 28th Penmaenmawr Library – 12.30 – 15.30

November 15th Maen Alaw – 13.30 – 15.30

12. Correspondence:

An invitation had been received to attend a Christmas lunch with Transport for Wales as Penmaenmawr Town Council has adopted the train station.

13. Social Media News

- Issue an apology on behalf of the Town Council to apologise to the individuals who attended the meeting via zoom for the technical issues which occurred during the meeting. The problem will be assessed by the Council's IT support company with the aim of streamlining the hybrid system and ensuring continuity of a live feed with sound during meetings.
- Continuing to share the Place Plan Kickstart information, to ensure maximum exposure.
- Advertise the "Cuppa with a Copper" initiative.

14. Time and Date of next meeting:

The next meeting of the Full Council will be on Tuesday the 18th of October at 6.30 PM.

15. Confidential Business

RESOLVED that: Under Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of:

Agenda Item 16: Staff Salaries

Agenda Item 17: Locum Clerk Terms of Engagement and Objectives

Agenda Item 18: Recruitment Plan for the New Clerk

IH and SW left the meeting.

16. Staff Salaries

Clarity on the discussions held by the HR Committee earlier in this financial year and the final decisions made confirmed the salary awards for all employees for 2022-23. The Locum Clerk would address any anomalies that may have arisen since.

17. Locum Clerk

Due to the intensity of issues to be addressed as a matter of urgency the terms and conditions for the Locum Clerk had not been prepared for formal approval at this meeting. It was suggested that the original request for the Locum Clerk to provide services for one day a week was inadequate for the issues that required attention so subject to Council approval she would extend her availability to as many hours as could be provided towards the 37-hr full time requirement until a new Clerk had been appointed.

RESOLVED that: The offer of additional hours to accepted and the formal terms and conditions of engagement for the Locum clerk be approved at a future meeting.

18. Recruitment Process for New Clerk

The Mayor updated Councillors on the process being managed by SLCC on behalf of the Council. The closing date for applicants was Friday 14th October at midday with interviews scheduled for 28th October.

The meeting closed at 8.50pm.

Signed

Chairman of the Meeting held on 18th October 2022