

CYNGOR TREF PENMAENMAWR
PENMAENMAWR TOWN COUNCIL



Minutes of a PENMAENMAWR TOWN COUNCIL MEETING
held remotely using Zoom Video Conferencing on the 6th July 2021 at 6.30 pm.

19630 Councillors Present: Cllr K. Beard (Chair), Cllr U. Abbott, Cllr M. Baines, Cllr S. Banwell, Cllr E. Davies (signed in at 1835), Cllr J. Jones, Cllr K. Loustan-Lalanne (signed in at 1837), Cllr J. Sharples, Cllr C. Williams.

Officers Present: M. Hanks (Clerk and RFO) & I. Hart (Asst Admin Officer)

In Attendance: Two member of the public attended remotely (signed in at 1845).

19631 Apologies.

Cllr M. Brewer (in hospital), Cllr L. Coleman (family commitment), Cllr L. Goodier (work).

19632 Code of Conduct/Declaration of Interest.

None Declared.

19633 Public Participation – None

19634 Mayor's Report

The mayor's report began by appraising the Council on the progress of the Penmaenmawr Sustainable Information Project. Quotations have now been received for the sculptures and a decision will be made at the next meeting of the Pen SIP group, scheduled for later in the week. The Council were advised that the mayor and deputy mayor will be awarding Citizen of the Year awards on Friday the 9th, to four people to acknowledge their work in the community. She also proposed that a page be added to the Council website, listing the names of each year's award winners. On a different note, the Council were advised that a special meeting will be held on Tuesday the 13th July to discuss a complaint.

19635 Clerk's Report

The Clerk advised the Council that the annual account statement and audit was submitted to the Council's internal auditors on the 24th of June and was returned on the 1st of July. Notices under section 15 (2) of the Accounts and Audit (Wales) Regulation 2014 had been published, as required, and the audit reports will be discussed at this meeting (see items 19640 & 19641 below). Since the last meeting, the interviews for the vacant Civic Pride Warden have been conducted and the successful applicant appointed. At the last meeting, the Clerk reported that the postponed meeting between the Community Centre Liaison Group and the Trustees was due to take place on the 1st of July. However, the Trustees had again postponed the meeting, which is now scheduled for the 15th July. The Adopt a Station initiative appeared to operating well. Reports had been submitted to Transport for Wales on time and Pen in Bloom volunteers had planted some flowers on the station, which had been watered by the Environmental Warden. Finalists for the Garden Competition had been compiled and Councillors were thanked for their submissions. The final shortlist from each Ward was being prepared in preparation for the mayor's final judging. The Council were advised that CCBC were planning to open the paddling pool for the duration of the school summer holidays. Finally, the Clerk reported that there were several Welsh Government initiatives about to commence, which could benefit the community, including Culture grants, Digital Town initiative and the Transforming Towns initiative. Details of each will be circulated over the coming weeks.

COUNCIL ADMINISTRATION

19636 Ratification of the Minutes of the Meeting held on the 8th June 2021.

RESOLVED: to ratify the minutes of the meeting of the 8th of June 2021.

19637 Matters arising from the meeting held on 8th June 2021.

19622 - Dwygyfylchi Parish Hall, Future Options

The Council were advised that the District Valuer was unable to satisfy the Council's request, therefore a private value was about to be commissioned.

19638 Signing the minutes of the meeting of the 8th of June 2021.

RESOLVED: to sign the minutes of the 8th of June 2021 as a true record of the meeting.

19639 To Receive a Report from the Finance Committee.

FOR INFORMATION: The Council were advised that there had not been a Finance Committee meeting since the last Council meeting and therefore there was nothing to report at this time.

19640 To Approve the 2020-2021 Annual Return.

The completed 2020-2021 Annual Return had been pre-circulated for information. The Council was appraised of the accounting statements and asked to respond to questions one to eight of page 3, which referred to the internal controls. The Council unanimously responded in the affirmative to each question.

RESOLVED: To approve the 2020-2021 Annual Return and to authorize the mayor to sign it on behalf of the Council.

Action: Mayor to sign report and clerk to forward the report to the external auditor.

19641 To Accept the Internal Audit Report for 2020 – 2021.

The Internal Audit Report for 2020 -2021 had been pre-circulated. It was explained that pages one to three of the report detailed the work undertaken by the auditor and page four held the signed overall conclusion, which was that the Council had effective internal controls. Page five of the report contained the observations on the 2020-2021 Audit, which highlighted that a minor amendment was required to Financial Regulations and an update was required to the Clerk's Terms and Conditions of Employment.

RESOLVED: To accept the Internal Audit Report and to thank the Clerk for his efforts.

Action: Clerk to publish the report.

19642 To Receive a Report from the.

FOR INFORMATION: The Council were advised that the Resilience and Economic Recovery Committee had not met since the last Council meeting and therefore there was nothing to report at this time.

19643 To Receive a Report from the Prom Upgrade Committee.

It was reported that while a few setbacks had been experienced, overall, the upgrade project was progressing well. Among the lessons learnt is that for future projects, the expertise of a project manager should be involved from a much earlier stage in the process. The future of the former skate park fenced area was discussed and will be explored again at the next meeting.

RESOLVED: To accept the report.

Action: Clerk to liaise with LTC regarding the management of its Petanque Court.

19644 Councillor Vacancy

Following the recent presentation to councillors by the two prospective candidates for the co-option vacancy, a secret ballot was held to allow Councillors to vote for their preferred candidate. Mrs Leanne Hart received 100 of the votes.

RESOLVED: To co-opt Leanne Hart as Penmaenmawr Town Councillor for Capelulo Ward.

Action: Clerk to notify Mr Gadd of the result.

Cllr Hart was present at the meeting and swore the declaration.

Actions: Clerk to notify CCBC Democratic Services of the co-option.

19645 Standing Orders – Proposal to include a Digital Competency Requirement.

As the Council's requirement to undertake much of its business electronically is set to continue for the foreseeable future, as facilitated by the Local Government and Elections (Wales) Act 2021 and following consultation with One Voce Wales, it was proposed to amend Standing Orders to include a digital competency requirement for Councillors, a draft wording was circulated.

RESOLVED: To amend Standing Orders to include a digital competency requirement.

Action: Clerk to amend Standing Orders and publish.

19646 Standing Orders – Proposal to amend Mayoral Succession.

It was proposed that clauses a, b, c and e of regulation 26 Mayoral Succession be removed, thus removing the restrictions on the terms of office of the Mayor and Deputy Mayor and also the restriction on standing again within two years.

RESOLVED: To defer this item until the next meeting.

Action: Clerk to add to next agenda.

19647 Land off St David's Lane

The Council were advised that following discussions with CCBC's Estates Department, the price for the purchase of the land adjacent to St. David's Lane, which is currently being used by residents as a car park, had been set. The land, which has a covenant clause on it restricting its use, was available as an asset transfer for the sum of £1.

RESOLVED: To proceed with the asset transfer.

Action: Clerk to liaise with CCBC.

19648 Queen's Platinum Jubilee Preparations.

It was proposed that a working committee be established to prepare options for the celebration of the Queen's Platinum Jubilee in 2022.

RESOLVED: To establish a Platinum Jubilee working committee.

Action: Clerk to liaise with committee members: Cllr Baines, Cllr Banwell, Cllr Abbott & Cllr Hart.

19649 To Establish Lifetime Achievement Awards.

It was advocated that the Council establish a lifetime achievement award to acknowledge longstanding work in the Penmaenmawr community. Nominations for such an award could be accepted from a Councillor or a resident.

RESOLVED: i) To establish a Lifetime Achievement Award.

ii) To set up a working group to finalise the parameters for the awards.

Action: Mayor, Deputy Mayor and Clerk to meet to finalise parameters for the award.

19650 Postponement of August Council Meetings

It was proposed that the August Council meeting, together with the Priorities workshop and Finance meeting be postponed to allow staff and Councillors something of a summer break. Under this proposal, the next Priorities workshop will be scheduled for the 30th of August with the next Council meeting on the 7th of September.

RESOLVED: To postpone August Council Meetings.

Action: Clerk to publish postponement.

Correspondence

None

Highways Notifications

19651

- i Temporary Traffic Regulation – Conwy Old Road, Junction with Graiglwyd Rd to the entrance to the property named ‘Gwysfa’, between 09:00 & 14.45 on 08/07/21, to undertake works by Welsh Waters.

The traffic works were noted by the Council.

List of Payment

19652 List of Payments

| DATE | CHEQUE No | CODE | PAYEE | AMOUNT |
|-------|-----------|-------|---|-----------|
| 19/06 | 04052 | s.19 | CCBC – Hanging Baskets & Planters | 1995.00 |
| 30/06 | 04053 | s.150 | JDH – Internal Audit Fee | 635.04 |
| 30/06 | 04054 | s.19 | Signs Universe – Renovate and Paints Pant yr Afon Signs | 1,150.00 |
| 08/06 | 04055 | s.137 | Y Pentan – s37 grant (as approved on 18/06) | 150.00 |
| 08/06 | 04070 | s.19 | Pals of Pen Prom - grant (as approved on 18/06) | 500.00 |
| 25/06 | 04057 | s.19 | Ogwen Joinery – prom project | 17,400.00 |
| 02/06 | 04058 | s.150 | One Voice Wales - Councillor training | 90.00 |
| 14/05 | 04059 | s.19 | Brookes Taupalins - road sign for prom project | 47.04 |
| 10/05 | 04060 | s.19 | Hogan Waste - prom project | 240.00 |
| 22/06 | 04061 | s.19 | CCBC – community skips | 276.00 |
| 07/05 | Card | s.150 | Boards Direct - cork tiles for notice boards | 119.82 |
| 11/06 | 04062 | s.19 | Bailey Street Scene - cycle stands prom project | 2,106.00 |
| 14/06 | Card | s.150 | WiSS – Hosting theyepenmaenmawr | 11.99 |
| 21/04 | 04063 | s.150 | Viking – stationery | 81.44 |
| 26/05 | 04064 | s.19 | Mixamate – prom project | 234.60 |
| 28/05 | 04064 | s.19 | Mixamate – prom project | 270.00 |
| 03/06 | 04064 | s.19 | Mixamate – prom project | 240.00 |
| 09/06 | 04064 | s.19 | Mixamate – prom project | 423.00 |

RESOLVED: to approve the list of payments except for the payment to Signs Universe.

Action: Clerk to arrange payment.

19653 Social Media News

- i. The Town Council is delighted to welcome Councillor Leanne Hart to the Council. Cllr Hart will represent Capelulo Ward.
- ii. The Council is pleased to announce the appointment of a new Civic Pride Warden for the western area. Erin, who has previously volunteered with the Library bus pass renewal scheme, the vaccination programme in the Library, the Penmaenmawr Community Centre and has assisted in organizing events, has been appointed to replace Anita, who recently moved to pastures new.
- iii. The Town Council are about to launch a Lifetime Achievement Award for someone who had made an outstanding contribution to our community over many years. Anyone

Signed: _____ (Mayor)

Date: _____

wishing to nominate a candidate, please email the town clerk at clerk@penmaenmawr.org.

19654 Date and Time of the Next Meeting - **6.30 pm 7th September 2021**

Meeting ended at 7.59 pm.

DRAFT