

PENMAENMAWR TOWN COUNCIL



To all members of the Council:-

You are summoned to attend a PENMAENMAWR TOWN COUNCIL MEETING which is to be held on line via Zoom on the 26th May 2020 at 6.30pm for the purpose of conducting the business specified below:-

- 19245 Present.
- 19246 Apologies.
- 19247 Code of Conduct/Declaration of Interest.

- 19248 Public Participation – None.

COUNCIL ADMINISTRATION

- 19249 Ratification of the Minutes of the Meeting Held on 28th April 2020.
- 19250 Urgent Matters Arising from the Meeting Held on 28th April 2020.
- 19251 Signing of the Minutes of 28th April 2020.
- 19252 Social Media News.

19253 List of Payment.

07/05	03872	s.150	Zurich Insurance	942.38
29/04	D/Card	s.19	Mr Flag – (Thank you NHS Flags)	95.99
15/04	D/Debit	s.150	Talk Talk – Telephone & Broadband	37.14

- 19254 Lighting of Public Building to Support Key Workers.
- 19255 North & Mid-Wales Assn of Local Councils Survey.
- 19256 Terms of Reference for the COVID-19 Support Grant Scheme.
- 19257 Ground Maintenance.
- 19258 Warm Wales.

EXEMPT ITEMS

- 19259 Council Property.
- 19260 Strategic Priorities.
- 19261 Staff Remuneration.

- 19262 Any Other Business.
- 19263 Date and Time of the Next Meeting.

Signed . . . *M. Hanks*. Town Clerk

Date 19th May 2020

CYNGOR TREF PENMAENMAWR PENMAENMAWR TOWN COUNCIL



To all members of the Council: -

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held remotely using Zoom Video Conferencing on the 28th April 2020 at 6.30 pm.

19224 Councillors Present: Cllr U. Abbott, Cllr S. Banwell, Cllr K. Beard, Cllr J. Edwards, Cllr L. Goodier, Cllr J. Jones, Cllr J. Sharples, Cllr C. Williams.

Officer Present: M. Hanks (Clerk and RFO)

In Attendance: One member of the public signed in.

19225 Apologies: Cllr M. Baines (family commitment), Cllr M. Brewer (technical issue), Cllr L. Coleman (work), Cllr E. Davies (work), Cllr D. Lloyd-Borland (technical issues).

19226 Code of Conduct/Declaration of Interest.

Councillor Edwards declared an interest in item 19234 List of Payment and abstained from the vote.

Councillor Goodier declared an interest in item 19234 List of Payment and abstained from the vote.

Councillor Sharples declared an interest in item 19234 List of Payment and abstained from the vote.

19227 Clerk's Report on the on Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 and the Protocols for Online Meetings.

FOR INFORMATION: The Clerk summarised the content of the Welsh Government Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 Bill and its implication for the Council. These included that the Council now can make lawful decisions via remote meetings. The changes to the regulations regarding the publication of minutes, agenda and other documents were highlighted and also the change of legislation in relation to the Annual Meeting, which can be delayed until May 2021, at the discretion of the Proper Officer.

19228 Public Participation – There was no public participation.

COUNCIL ADMINISTRATION

19229 Ratification of the minutes of the meeting held on 25th February 2020.

RESOLVED: to ratify the minutes of the meeting of the 25th February 2020.

19230 Urgent Matters arising from the meeting held on 25th February 2020:

The Clerk was asked to include the following items from the meeting of the 25th February in the Action Log to ensure they are reassessed when the current national restrictions are lifted.

- i. 19199. Community Noticeboard.
- ii. 19201. Town Banner.
- iii. 19210. Specialist Advice on the Promenade Flora.
- iv. 19216. Mobile Cameras.

19231 Signing the minutes of the meeting of 25th February 2020.

RESOLVED: to sign the minutes of the 25th February 2020 as a true record of the meeting.

19232 Social Media News

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

- i. The Town Council is pleased to announce that it has supported Maen Alaw during the current epidemic both with resources and with financial support. To date, grants totalling £500 have been awarded to the centre and the Council has made it clear that there are further funds available should they be required.
- ii. The Town Council is equally pleased to announce that it has awarded a grant of £2,000 to Pen Food Bank and has similarly made it clear that there are further funds available should they be required.
- iii. The Town Council have awarded a grant of £350 to support the 2020 Gladstone Race. This application was submitted and approved before the current epidemic.
- iv. The Town Council have donated £350 to Stepping Stones, a charity for survivors of child abuse. This grant was made under the Council's Match Funding Promise Scheme.
- v. The Town Council has established a grant fund to assist those undertaking additional duties to help fight the COVID-19 virus. Grants will be available to voluntary or community groups, charities, or for specific reasons, individuals, within the Council area. Guidance notes and application forms are available via the Council website or by emailing the Clerk at clerk@penmaenmawr.org.

19233 List of Payments - List of Payments Made Under Delegated Authority – 25/02/20 – 27/03/20

DATE	CHEQUE No	CODE	PAYEE	AMOUNT
28/02	03859	s.143	One Voice Wales – Membership Renewal	746.00
25/02	03854	s.19	Stepping Stones March Funding Grants	350.00
28/02	03856	s.36	CCBC – By-election Costs (Pant yr Afon Ward)	145.10
04/03	03860	s.19	CCBC – Community Skips	720.00
12/03	D/Debit	s.150	Talk Talk – Telephone & broadband	37.14
01/03	03861	s.150	EE – Mobile phones (Jan & Feb 2020)	183.41
02/03	03864	s.19	Community Centre Rent – Apr, May & June 2020	910.00
28/02	03858	s.150	Expenses – Staff PPE	59.27
28/02	03858	s.150	Survey Monkey – 2 nd Half of Invoice	99.99
28/02	03846 & 03857	s.173	Donations to Local Mayoral Charities	60.00
17/03	03865	s.19	Eryri Harriers Grant	350.00

RESOLVED: the payment list was approved.

19234 Payment Made Under Delegated Authority – 28/03/20 – 15/04/20

DATE	CHEQUE No	CODE	PAYEE	AMOUNT
17/03	03866	s.19	Pen Food Bank	2000.00
28/02	03857	s.19	Maen Alaw Grant	250.00
04/03	03868	s.150	Gareth Baxter Design	20.00
12/03	D/Debit	s.150	Talk Talk – Telephone & broadband	37.14
31/03	03869	s.19	Maen Alaw Grant	250.00
31/03	03870	s.150	Purchase 100 Stamps	70.00

Councillor Edwards declared an interest in this item as he is the treasurer of the Food Bank and abstained from the vote.

Councillor Goodier declared an interest in this item as she is on the Maen Alaw COVID-19 Group Committee and abstained from the vote.

Councillor Sharples declared an interest in this item as he benefitted from one of the payments (purchase of stamps) and abstained from the vote.

RESOLVED: the payment list was approved.

19235 List of Payments to be approved

31/03	03872	s.150	WiSS – Domain Renewal for 3 years	54.00
31/03	03873	s.150	Owl Accountancy – 12-month payroll	160.00
31/03	03874	s.150	EE – Mobile Phones March 2020	91.15
31/03	03875	s.150	A.D. Roberts – Maintenance Work, including concreting and positioning 2 bins. Removing 2 others.	90.00
31/03	03877	s.150	Clerk’s expenses – 2 months Zoom package + card	33.39

RESOLVED: the payment list was approved.

ACTION: Clerk to arrange payments.

19236 To Confirm the Setting Aside of Standing Orders & Financial Regulations for Payments. To ensure the prompt payment of supplier invoices, grants and other payments, during these extraordinary times, the Council confirmed that Standing Orders and Financial Regulations have been set aside with regard to payments, from the meeting of the 25th February, until further notice.

RESOLVED: to set aside Standing Orders and Financial Regulations for Council payments until further notice.

19237 The Impact of the Pandemic on the Council and Community.

The Council received an updated report on Council staff’s working arrangements, on the community efforts to assist that in isolation or otherwise suffering from the COVID-19 virus and on CCBC’s single point of contact system. It was relayed from CCBC stated that Penmaenmawr’s community resilience is very strong and that almost none of their 4500 calls received by the County had been from this area. How best to demonstrate the Council’s support for the NHS and key workers were discussed.

RESOLVED: to purchase two ‘Thank you NHS’ flags (one in each language) and to fly them in front of the Community Centre.

RESOLVED: to prepare three ‘Thank you NHS & key workers’ banners for erection around the community.

Action: Clerk to arrange for purchase of flags

Action: Clerk to obtain dimensions and arrange the purchase of banners.

19238 To Establish a Specific Town Council Coronavirus Emergency Fund.

It was proposed to establish a grant scheme to assist those undertaking additional duties to help fight the COVID-19 virus. It was proposed that, initially, £3,000 be allocated to this grant fund and for it to be made available to voluntary or community groups, charities, or, for specific reasons, individuals, within the Council area undertaking additional duties or incurring additional expenses. The fund to be reviewed in three months, or sooner, if the fund gets low.

RESOLVED: to establish the COVID-19 Support Grants Scheme.

RESOLVED: to establish a Support Grant Committee, consisting of the Mayor, the Chair of Finance Committee and two additional Councillors.

Action: Clerk to prepare Grant Guidelines and Application Forms, in conjunction with Cllr Beard

Action: Clerk to prepare the Terms of Reference for the Grant Support Committee

Action: Clerk to arrange a meeting of the Grant Support Committee for 6.30 pm on Tuesday 5th May

19239 To Approve the Annual Insurance Renewal.

The Council's annual insurance renewal was discussed. It was reported that Zurich Insurance had offered to include additional coverage, such as insurance cash on the office premises and include cover for volunteers assisting the Council on specific projects, as standard (e.g. World Clean-up Day) and had also reduced the premium by around 5% based on a three-year arrangement. The premier for 2020 -2021 was £942.

RESOLVED: to accept the renewal quotation.

19240 Penmaenmawr Wellbeing Proposal

The Council received an updated report on the proposal to researching the viability of a Wellbeing Centre in Penmaenmawr. While the Council widely supported the objective, it was conveyed that such a Centre would need to be set-up and run by an independent community group.

RESOLVED: to support the objective of a Wellbeing Centre and monitor what assistance the Council could offer as the concept progresses.

19241 Public Footpaths

This item was deferred.

19242 North & Mid-Wales Assn of Local Council Survey

Following a recent request by the North & Mid-Wales Assn of Local Council Survey to comment on methods of raising Council Tax, Business Rates and reallocating existing Ministry of Defence housing for Veteran it was decided that there was insufficient time in this meeting to do justice to the topic.

RESOLVED: to arrange a workshop to discuss the survey and the Council's response and report to the next meeting.

19243 Any Other Business

None

19244 Date and Time of the Next Meeting - **6.30 pm 19th May 2020.**

Meeting ended at 7.45 pm



PENMAENMAWR TOWN COUNCIL

COVID-19 SUPPORT GRANT COMMITTEE: TERMS OF REFERENCE

Composition and terms of reference for the Penmaenmawr Town Council Covid-19 Support Grant Committee

1. Composition

- a) The composition, membership and terms of reference for the COVID-19 Grant Support Committee (hereafter referred to as the Support Committee) shall be determined by the Council at an ordinary meeting.
- b) The Support Committee shall comprise of six members (of whom three shall constitute a quorum) of the Town Council and the Town Council's Responsible Financial Officer in an advisor capacity. In addition, an ex officio position shall be made available to the Deputy Mayor, holding no voting rights.
- c) The Chair shall be determined at the first annual meeting of the Support Committee following Penmaenmawr Town Council's Annual Meeting.
- d) The Town Council's Responsible Financial Officer shall act as Secretary to the Support Committee.

2. Reporting arrangements

- a) The chair of the Support Committee will report to the Council at every ordinary meeting. Minutes from the support committee meetings will be a matter of public record, unless they contain exempt items.

3. Frequency of meetings

- a) Meetings shall be held at least three times in any one year but additional meetings shall be convened as determined by either the Support Committee or under instruction from the Council.

4. Terms of reference

- a) To receive application to the Penmaenmawr Town Council's COVID-19 Support Fund.
- b) In the event of incomplete or vague applications, to contact the applicant/applicants representative and request further information/clarity.
- c) On receipt of completed applications, to assess its suitability to the Council's Support Fund and to make an impartial decision on whether to:
 - i. Award the grant as requested.
 - ii. Make a partial payment.
 - iii. Decline the application
 - iv. Offer additional advice.
- d) Where members of the Committee have a connection to any individuals or organisation making an application the Council's Standing Orders on declaring an interest will apply.
- e) To authorise the Clerk/RFO to make a payment from the grant fund in keeping with the decision made at c).
- f) To ensure that a record of applications, decisions and payments are maintained to satisfy the needs of the Council and the Council's auditors.
- g) To continuously monitor all aspects of the Support Fund and regularly advise the Council, via ordinary Council meetings, of the levels of the fund, details of payments and make to recommendations as to future needs.
- h) To carry out such additional duties and or make recommendations as may be delegated by resolution of an ordinary Council meeting.
- i) The Council reserves the right to dissolve the Support Committee with a resolution at an ordinary Council Meeting.