



CYNGOR TREF PENMAENMAWR
PENMAENMAWR TOWN COUNCIL

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held via a hybrid meeting at the Council Chambers and using Zoom Video Conferencing, on the 26th July 2022, at 6.30 pm.

19898 **Councillors Present:** Cllr C. Williams (Chair), Cllr M. Baines, Cllr S. Banwell, Cllr M. Bleasdale, Cllr J. Sterriker Ellis, Cllr L. Heatley, Cllr J. Sharples, Cllr B. Snell, Cllr S. Williams.

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

In Attendance: One County Councillor was present remotely.

19899 **Apologies:** Cllr U. Abbott (holiday), Cllr M. Brewer (holiday), Cllr L. Goodier (work), Cllr D. Wyke (unwell).

19900 **Code of Conduct/Declaration of Interest:**
None

19901 **Public Participation** – No formal public participation presentation was given.

19902 **Mayor's Report:**
The Mayor reported that he had attended the opening of the new Promenade Skate Park on the 2nd of July. The event, which ran from 12 noon until 5 pm, included two professional skaters and was well attended, attracting visitors from across North Wales and beyond. The Mayor also attended a recent meeting of the Women's Institute, where he highlighted proposed Council initiatives for Penmaenmawr. He was made to feel very welcome. The WI reported that, following having a stand at the Council's Swn y Mor event, it had increased its local membership.

19903 **Deputy Mayor's Report:**
Nothing to report.

19904 **Clerk's Report:**
The Town Clerk reported that further to the Mayor's report on the opening of the Skate Park, CCBC's Play Development Office had reported that the event had been a huge success with hundreds of participants, some from as far away as Manchester. CCBC thanked PTC for its support and it is looking for ideas for names for the park, its current proposal was Swn y Mor Skate Park. The Clerk reported that a second workshop had taken place to discuss draft concepts for the community hubs with Councillors not present for the earlier workshop. The most challenging current issue is completing the process to release the RCDF WEFO grant. All the required paperwork had been submitted by the 31st March deadline,

as requested. The oversight procedures appear to be disjointed and, as such, several separate and independent requests for additional information or clarifications have been received. Much of this has now been supplied and approved. The latest outstanding matter is a report and in situ meeting, which the Clerk will be unavailable for. The Council will need to nominate someone to attend this meeting, and for continuity, the Clerk suggests that the same person should complete the report.

Finally, as this is the last meeting that the current Town Clerk will be in attendance following his recent resignation, he thanked the Council for its support and said that it had been a reward' to serve for the last four years. The Clerk hoped that he was leaving the Council in a better place than when he arrived and wished it every success in the future.

The Mayor thanked the Clerk for his service and presented him with a gift.

19905 Ratification of the Minutes of the Meeting Held on 28th of June 2022.
RESOLVED: To ratify the minutes of the meeting on the 28th of June 2022.

19906 Matters Arising from the Meeting Meeting Held on the 28th of June 2022.

- It was reported that no progress had been made on the office rent, and Cllr Banwell stated that he had not been present for that part of the meeting and was unaware of the request.

19907 Signing the Minutes of the Meeting held on 28th of June 2022:
RESOLVED: to sign the minutes of the 28th of June 2022 as a true record of the meeting.

COUNCIL BUSINESS

19908 To Receive a Report from the Planning Committee:
The Planning Committee reported that at its recent meeting, following the appointment of a new Chair, as this was the first meeting of the current municipal year, two items had been discussed, one was a porch replacement and the second involved a change of condition on the Alexandra Park application.

19909 To Receive a Report from the Finance Committee:
Nothing to Report.

19910 To Accept the Internal Audit Report for 2022:
The Internal Audit report had been pre-circulated to Councillors. Following the most active year in the Council's history, which resulted in twice as much financial activity, as usual, the auditors only made three comments. These involved the incorrect payee on one payment, a proposed change to Financial Regulations and an update to one figure on the Annual Return. Two of these will be addressed on this agenda (see below) the third will be brought to the Council at the next meeting in the form of an amendment to Financial Regulations. Overall, subject

to the above the Auditors approved the Council's Accounts, Financial Statement and Governance.

RESOLVED: To accept the report and to thank the Clerk for his diligence.

19911 To Approve an Amendment to the 2022 Annual Return:

In keeping with the Auditors Report (see item above) the Council were advised that due to updated interest, an amendment to line 13 of the Annual Statement was required, changing 47289 to 47661.

RESOLVED: To amend the Annual Return as proposed.

19912 To Amend the Payee on Item 19755 (line 10), as per Auditors Report.

In keeping with the Auditors Report (see item 19910 above) the Council were advised two payments were authorized to the same payee one on the 7th of December 2021 and the other on the 18th of January 2022. One of these needs to be amended from Happy Eaters to read IG & JG Hughes.

RESOLVED: To amend the payee as proposed.

19913 To Establish an Engagement Committee.

Further to the initial discussion at the last meeting, Cllr Snell appraised the Council on the benefits of the establishment of an Engagement Committee. To gain maximum benefit it was proposed that the Committee be made up of Cllrs from each Ward.

RESOLVED: to ask Cllr Abbott on her return if she is willing to sit on this committee.

19914 To Discuss Council Communication.

Councillor Heatley reported that she had experienced a series of issues with Council communication, this involved exclusion from emails and not knowing details of Council operations. While the latter was explained by the practical difficulties in informing every Councillor of every Council operation, not receiving email was concerning. It was envisaged that the email problem was an IT issue as difficulty had been experienced in receiving messages from at least three different senders. the Clerk said he would contact IT advisors to look into the email problems.

19915 To Approve the Purchase of a COSHH Cupboard for Workshop.

Councillor Sharples raised the need for a COSHH cupboard for the workshop. The Clerk reported that an enquiry has been sent to the Welsh Government, via CCBC, on this matter. There had been no response at the time of the meeting. The Council agreed on the purchase of a COSHH cupboard subject to the Welsh government's approval.

RESOLVED: To purchase a suitable COSHH cupboard up to the cost of £350 if approval is granted by the Welsh government.

Action: Clerk to liaise with The Welsh Government

19916 To provide an update on the community hubs and discuss progression.

Following the recent second workshop on the draft concept for the Community Hubs, the Council discussed how best to progress the projects. It was suggested that to begin public consultations before written confirmation that the Council could obtain the land, was premature.

RESOLVED:

- i) It was resolved to keep the drafts confidential until discussions on obtaining the land for each project were further forward.**
- ii) To distribute the draft proposals to all Councillors.**
- iii. To chase up the two landowners involved.**

19917 To Discuss Land off St David's Road.

The Council were informed about the covenants and clauses that have been set on the land for sale. The Council's appointed solicitor has advised the Clerk that the covenants are too restrictive and has suggested that the Council request a negotiation on the clauses or not continue with the purchase.

RESOLVED: The Clerk to instruct the solicitor to speak with CCBC and see if they will compromise on some of the covenants.

19918 To Approve Support to Upgrade Promenade Murals

An overview of the murals on the promenade was given to the Council, it was then explained that the local PCSO had contacted the Council to request funding for updated murals to be completed to enhance the skatepark, and it was explained that she had secured some grant funding and requested that the council consider a donation of £292.

The funding would secure 2 youth days where the youth can work with the artist on the murals.

RESOLVED: To fund the upgrade of the murals and donate £292.00

Action: Clerk to arrange payment.

19919 Correspondence

- i. Dwygyfylchi & District Art Society

For Information

The Council was informed that Dwygyfylchi & District Art Society has relocated to Maen Alaw and will be hosting an Art Exhibition. It was explained that historically the Mayor is invited and presents a trophy to the artist who is awarded the people's choice.

DATE	CHEQUE No	CODE	PAYEE	AMOUNT
31/07	04266	s.19	Gladstone Race Grant	400.00
31/05	04267	s.19	C. L. Jones (work on the promenade)	1558.02
25/06	04262	s.19	CCBC (community plants)	2346.00
09/06	04254	s.19	Jamie Porter Band (Swan y Mor)	250.00
30/06	04258	s.19	Crazy Catz (Swan y Mor)	200.00
27/05	04259	s.19	Ogwen Joinery (work on the promenade)	1650.00
31/05	04265	s.150	A. D. Roberts (expenses June)	81.58
16/06	04268	s.150	Karmic Synergy (IT updates)	54.00
15/07	04269	s.19	Conwy Signs (veranda signs)	216.00
01/06	04270	s.19	Curtis Painting Group (work on Promenade)	3432.00
06/07	04271	s.19	CCBC (community skip)	288.00
06/07	04272	s.19	CCBC (community skip)	288.00
31/05	04252	s.19	Antur Waunfawr	14.40
31/05	04253	s.19	Max Plant	454.89
30/06	04263	s.150	CCBC (rates)	703.40
30/06	04264	s.150	CCBC (rates)	1725.20
28/06	04265	s.19	Y Pentan (grant)	150.00
28/06	04275	s.19	Organic Community Allotment	500.00

19920 List of Payments.

RESOLVED: To approve the list of payments. The Council were unhappy regarding the situation with the rate areas, the Mayor has written to CCBC for clarification.

19921 Social Media News

- The Council are pleased by the response to the opening of the Skate Park, with hundreds of people in attendance.
- The Council are pleased to have donated £292 to the updating of the promenade murals.
- The Council are establishing an Engagement Committee in an attempt to improve communication both internally and externally.

Confidential Business

19922 Staff Reviews and Pay Scales

Signed: _____ (Mayor)

Date: _____

A review of the staffing pay scales was discussed. This matter has been referred to the Finance Committee.

19923

**Date and Time of Next Meeting
September 6th 2022 6.30 pm**

Signed

Date

Signed: _____ (Mayor)

Date: _____