

# CYNGOR TREF PENMAENMAWR PENMAENMAWR TOWN COUNCIL



To all members of Council: -

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held at Community Centre Chambers, Penmaenmawr on the 16<sup>th</sup> October 2018 at 6.30pm.

**18565** Present: Cllr U. Abbott, Cllr M. Baines, Cllr K. Beard, Cllr M. Brewer, Cllr L. Coleman, Cllr R. Holmes, Cllr J. Edwards, Cllr D. Fisher, Cllr J. Jones, Cllr K. Prior.

**18566** Apologies: Cllr Lloyd-Borland (personal reasons), Cllr S. Banwell (family issues), Cllr E. Davies (on holiday).

**18567** Code of Conduct/Declaration of Interest.

The location of the Declaration of Interest forms was highlighted.

**18568** Public Participation – There was no public participation.

## COUNCIL ADMINISTRATION

**18569** Ratification of the minutes of the meeting held on 2<sup>nd</sup> October 2018.

Subject to two minor amendments, the minutes of the meeting of the 2<sup>nd</sup> October were ratified.

**Proposed: Cllr Baines Seconded: Cllr Brewer Voting: Unanimous.**

**18570** Matters arising from the meeting held on 2<sup>nd</sup> October 2018:

18545 Storage of Giant Deckchairs – There are currently no storage options at the Library. However, it was confirmed that there is space available to position a portacabin or container, within the Library grounds, if one could be obtained by PTC.

18545 GDPR Training – This item has been moved to the Action Log until a date for training can be arranged.

18549 HR Sub-Committee – The Clerk reported this change has been incorporated into the amendments that resulted from the recent policies review.

18551 Footpath – Clerk reported that CCBC had been notified of PTC support for the proposal.

18552 Christmas Meal – Cllr Fisher reported that Noddfa have confirmed they were available on Tuesday the 18<sup>th</sup> December at a cost of £18 per head.

18559 Christmas Trees – The small Christmas trees, usually positioned above the shops in Dwygyfylchi and Penmaenmawr had been ordered.

18560 Grant Application Penmaenmawr Community Events – The Secretary of Community Event has been notified by the Clerk of the conditions relating to the approval of the grant application.

18562 Penmaenan Trip Hazard – This item had been reported to CCBC ERF.

18562 Groesffordd Lane Overgrown – This item had been reported to CCBC ERF.

**18571** Signing of the minutes of 2<sup>nd</sup> October 2018.

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

**18572** Report on Outstanding Action Log Items.

The Action Log was distributed to Councillors, which appraised them of the progress of current and outstanding work. Items discussed included:

- i. Item 2. PTC Policies Review. The Clerk was asked to report on how far this item had progressed. The Welsh Language Policy and some financial policies remained outstanding.  
ACTION: Clerk to chase up outstanding policies.

- ii. Item 6. Penmaenmawr Photo Competition. The feasibility of re-using the previous winner's photograph (which is currently above the tunnel) to decorate the office was discussed.  
ACTION: Clerk to liaise with contractor.

Following a detailed discussion, the Council accepted the contents of the Action Log.

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

**18573 Social Media News.**

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

- 'A Time to Remember: 1918'. While this has been mentioned previously, it was felt that it would benefit from regularly reminders.
- This year's Penmaenmawr Bonfire and Firework display is being held on the 10<sup>th</sup> November, near the Sailing Club, and is again being supported by the Town Council.
- The Town Council have granted the National Eisteddfod of Wales £2,500 towards the 2019 Llanrwst Eisteddfod.
- In keeping with previous years, the Town Council have ordered a number of small Christmas trees to be located above the shops is Dwygyfylchi and the Spar.
- The Festive Fayre will this year be held on the 1<sup>st</sup> December and will again have an ice-skating rink etc. See poster around the village for full details.

**ACTION: Clerk to disseminate to the Social Media Manager.**

**18574 Mayor's Report.**

No report was received.

**18575 List of Payments.**

DATE	CHEQUE No	CODE	PAYEE	AMOUNT
31/07	03640	s.19	Maen Alaw	72.00
01/10	03642	s.150	Community Centre (Office Rent).	910.00
26/09	03643	s.19	Lighting & Illumination Technology (new Christmas Lights inc VAT).	9666.00
01/10	03644	s.19	A. D. Roberts – (Pen in Bloom).	610.00
01/10	03645	s.150	A.D. Roberts – Barriers, Bins, Painting, Gardening.	490.00
30/09	03646	s.150	M. Forbes – Maintenance & repairs	143.86
02/10	03647	s.19	Penmaenmawr Community Events	8000.00

**Proposed: Cllr Edwards Seconded: Cllr Holmes Voting: For 4 - 6 Abstained (3 abstentions due to personal interest)**

**ACTION: Clerk to arrange payments.**

**18576 Finance Sub-Committee**

The Terms of Reference for the Finance Sub-Committee was discussed. To allow sufficient time for Councillors to scrutinize the Terms of Reference it was agreed to defer this item until the next meeting.

**Proposed: Cllr Edwards Seconded: Cllr Holmes Voting: Unanimous**

**ACTION: Clerk to add item to the next meeting.**

**18577** Review of Council Tablet Use.

The Council discussed the benefits and drawbacks of using electronic tablets for Council business. It was resolved to purchase two further tablets to be issued to Councillors who do not have access to up to date devices. It was further agreed to arrange for additional training on tablet use.

**Proposed: Cllr Beard    Seconded: Cllr Coleman    Voting: Unanimous**

**ACTION:** Clerk to arrange purchase of tablets and training for Councillors.

## **ECONOMIC WELLBEING**

**18578** Purchase of Car Parks

It was reported that a pre-circulated information, which requested that Councillors respond to a report by CCBC regarding the value of the Fernbrook Road car park, was not received. This item was therefore deferred until the next meeting.

**ACTION:** Clerk to disseminate information and include item on next agenda.

**18579** Promenade Upgrade Project.

FOR INFORMATION: The Council was advised that a meeting between PTC, NCompass and RML had taken place. The meeting discussed progressing the PTC funding applications for various phases of the promenade upgrade project. As a result of this meeting a questionnaire has been prepared to ascertain the view of residents and visitors towards the promenade project, which had been widely circulated. This information contained in the questionnaire will be used by RML to focus on a small number of popular options.

## **ENVIRONMENTAL WELLBEING**

**18580** Purchase of more Mobile Camera's.

Following the recent report into the success of the two mobile cameras used in the Town Council area, it was proposed that two further cameras be purchased and used to deter dog fouling and unauthorised waste disposal. The matter was deferred until the ability of CCBC to manage further cameras on behalf of PTC was confirmed.

**ACTION:** Clerk to liaise with CCBC to confirm that they could and would manage two further cameras in the area.

**18581** Sheep Issues

The Council received a report from the local PCSO, which highlighted the increasing number of incidents involving sheep which had occurred over recent months. A total of 36 reports had been received by the Police including 7, which had involved sheep that had found their way onto the A55. Following a full discussion, it was concluded that this was a matter for CCBC and the Trunk Road Agency.

**Proposed: Cllr Abbott    Seconded: Cllr Jones    Voting: Unanimous**

**ACTION:** Clerk to notify PCSO of the decision.

**18582** Quote Paving Around Memorial Benches Dwygyfylchi.

Two quotes were discussed to pave or concrete an area around the memorial benches in Dwygyfylchi. The quotation for the paving slabs option was £866, while to concrete the same area was quoted at £750. It was agreed to proceed with the paving slabs option.

**Proposed: Cllr Prior    Seconded: Cllr Fisher    Voting: For 7 - Against 2**

**ACTION:** Clerk to liaise with contractor.

## SOCIAL WELLBEING

### 18583 The Christmas Wish Tree Event.

The organising of this year's Christmas Wish Tree for children was discussed. It was resolved to organise the event at Penmaenmawr Library at 11am on Friday the 30<sup>th</sup> November, which would link to the Festive Fayre the following day.

**Proposed: Cllr Fisher    Seconded: Cllr Beard    Voting: Unanimous**

**ACTION:** Clerk to book the library.

**ACTION:** Clerk to trace a tree and Christmas lights.

**ACTION:** Cllr Holmes to liaise with Ysgol Pencae.

**ACTION:** Cllr Prior to liaise with Capelulo School.

**ACTION:** Clerk to organise children's entertainer.

### 18584 Urdd Gobaith Cymru

An application for funding support was received from Urdd Gobaith Cymru. It was resolved to give them £50.

**Proposed: Cllr Beard    Seconded: Cllr Fisher    Voting: Unanimous**

**ACTION:** Clerk to organise payment.

### 18585 Lights on Christmas Trees

The checking, maintaining and decorating of the main large Christmas trees was discussed and a budget of not more than £7,000 was agreed.

**Proposed: Cllr Beard    Seconded: Cllr Baines    Voting: Unanimous**

**ACTION:** Clerk to liaise with supplier.

### 18586 Student Bus Fares

Following the recent announcement that CCBC were considering withdrawing student bus fares for 16-18 years old students attending sixth form colleges. The Council discussed the feasibility of establishing a fund to assist local families affected by this new policy. This item was deferred until more detailed information could be obtained.

**ACTION:** Clerk to establish if and when this cut is to be implemented by CCBC and obtain details of local youth who will be adversely affected.

## EXEMPT ITEM

### 18587 HR Matters

It was resolved to convene the HR sub-committee to discuss HR matters.

### 18588 Any Other Business.

- i. FOR INFORMATION: Janet Finch-Saunders – It was reported that local AM Janet Finch-Saunders is planning to hold a surgery in Penmaenmawr Community Centre in the New Year.
- ii. Metal Poppies – It was proposed that the Council consider the purchasing of large metal commemorative Poppies. The heads of these poppies can be changed at various times of year to other flowers e.g. daffodils in the spring.  
**ACTION:** Clerk to supply more information for next meeting.
- iii. Sponsored Walk – It was reported that Cllr Prior had completed a 21 miles sponsored walk on behalf of Pen in Bloom. It was later found that she had broken a bone in her foot during the event.
- iv. Upgrade – It was report that the Penmaenmawr Community Centre have proposed an upgrade the Council Office door and windows and have asked PTC to consider assisting

the project financially. The view was expressed that an emergency exit from the Council Chamber should be a greater priority.

**ACTION: Clerk to report views to the Community Centre.**

v. Mulled Wine – It was reported that the Councillors would again this year be offering mulled wine to local residents at the Festive Fayre on the 1<sup>st</sup> December.

vi. County Councillors – The Town Council were advised that the two County Councillors have submitted a request to attend the next PTC meeting to discuss the Conwy West Local Area Forum.

**ACTION: Clerk to invite the two local County Councillors to next PTC meeting.**

vii. Pen to Paper - The Councillors were asked to consider items for the next edition of Pen to Paper in time for the next meeting.

**18589** Items for the Next Meeting Agenda.

- i. Metal Poppy Commemoration
- ii. Purchase of Car Parks
- iii. Finance Sub-Committee Terms of Reference
- iv. Responses to Consultation Event
- v. Mobile Camera's

Councillors were asked to submit any further items to the clerk.

**18590** Date and Time of the Next Meeting: 6.30pm 30<sup>th</sup> October 2018.