

CYNGOR TREF PENMAENMAWR PENMAENMAWR TOWN COUNCIL



To all members of Council: -

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held at the Council Chambers, Community Centre, Penmaenmawr on the 7th May 2019 at 6.30pm.

18862 Present: Cllr U. Abbott, Cllr M. Brewer, Cllr L. Coleman, Cllr E. Davies, Cllr D. Fisher, Cllr J. Edwards, Cllr R. Holmes, Cllr Lloyd-Borland, Cllr J. Jones, Cllr K. Prior.

18863 Apologies: Cllr M. Baines (annual leave), Cllr S. Banwell (prior engagement), Cllr K. Beard (annual leave).

18864 Code of Conduct/Declaration of Interest.

The importance and location of the Declaration of Interest forms was highlighted by the Chair.

18865 Public Participation – There was no public participation.

COUNCIL ADMINISTRATION

18866 Ratification of the minutes of the meeting held on 16th April 2019.

The minutes of the meeting of the 16th April 2019 were ratified.

Proposed: Cllr Lloyd-Borland Seconded: Cllr Holmes Voting: Unanimous.

18867 Matters arising from the meeting held on 16th April 2019:

- i. 18836 i. The clerk reported that PTC was still awaiting a response from CCBC's legal department regarding ownership of the wall outside the Dwygyfylchi shops. Until ownership of the wall can be identified no progress can be agreed.
- ii. 18836. It was reported that work on the PTC Documents Retention Policy was still in progress and would be presented to Council as soon as it was complete.
- iii. 18853. With regard to strimming the area above the paddling pool on the promenade, CCBC have confirmed that this is the responsibility of PTC. As such, while CCBC are willing to undertake the work on behalf of the Town Council, the responsibility and cost of erecting the scaffolding is also PTC's.
- iv. 18855. The next round of public consultations in respect of the A55 junction 16 improvement are scheduled for the end of June. More will information will be supplied as soon as they are released.
- v. 18859 i. The Conwy Harbour Master's office have confirmed that the Blue Flag will be hoisted on the promenade on the 1st June. The Harbour Master is also willing to hoist flags on the remaining two flag poles if PTC supply the additional flags prior to that date.
- vi. 18859 ii. It was reported that the supplier responsible for removing the Christmas Tree stumps had confirmed that they will be removed within a few days.

18868 Signing the minutes of the meeting of 16th April 2019.

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

Proposed: Cllr Lloyd-Borland Seconded: Cllr Fisher Voting: Unanimous.

18869 Election of 2019 – 2020 Mayor.

It was proposed that Cllr Abbott's name go forward to the AGM to be Mayor of Penmaenmawr 2019 – 2020. There were no other nominees.

Proposed: Cllr Lloyd-Borland Seconded: Cllr Davies Voting: Unanimous.

Action: Clerk to submit Cllr Abbott to the AGM for the position of Mayor

18870 Election of 2019 – 2020 Deputy Mayor

Three candidates were submitted for consideration for the position of Deputy Mayor for 2019-2020. Following an initial ballot, which brought no overall winner, the candidate with the fewest votes dropped out. At the second round of voting Cllr Brewer beat Cllr Fisher by 7 votes to 3 and consequentially her name will be submitted to the AGM for consideration.

Action: Clerk to submit Cllr Brewer to the AGM for the position of Deputy Mayor.

18871 Report on outstanding actions on Action Log.

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

- i. Item 1. Letter to Janet Finch Saunders AM – The Clerk was asked to prepare a response on behalf of the council.
- ii. Item 5. Live Council – To facilitate the introduction of live transmissions of Council meeting. It was resolved to obtain quotations for the required internet upgrade as the CCBC upgrade could take up to 2 years.
Proposed: Cllr Edwards Seconded: Cllr Lloyd-Borland Voting: Unanimous.
- iii. Item 6. Paperless Council – It has been identified that further training is required for some Councillors on electronic means of accessing Council paperwork. Cllrs Edwards and Lloyd-Borland offered to assist those still requiring help.
- iv. Item 12. Paddling Pool – Despite continued re-assurances from CCBC that the work around the paddling pool would be completed during the Spring, no work has yet begun. CCBC would be contacted again on the matter.
- v. Item 15. Inventory of Flood Equipment - Further to the preparation of an inventory of flood equipment. It was proposed that a working group be established with a view to preparing an Emergency Plan in conjunction with the local community.

18872 Social Media News.

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

- i. The Town Council have introduced a new grant application system. The updated forms and relevant paperwork will be available via the Town Council website from the 1st June.
- ii. The Council is pleased to announce that Cllr Margaret Brewer has been nominated for submission to the AGM for Deputy Town Mayor for 2019-2020.
- iii. On the 28th May 2019 the Council will be holding its AGM and Mayor making. There is a short ceremonial event and while members of the public are welcome to attend, the Council will not be taking any questions. The next full Council meeting will take place on the 18th June.

ACTION: Clerk to advise social media manager.

At 7.05 pm – Cllr Lloyd-Borland left the meeting.

18873 Mayor's Report

FOR INFORMATION: The Mayor reported that she had recently attended a very enjoyable Civic reception in Prestatyn and had been made most welcome. She also attended the first meeting of the Penmaenmawr Upgrade Steering Committee, a group established to progress the improvement of the promenade and other areas of the town.

18874 List of Payments

DATE	CHEQUE No	CODE	PAYEE	AMOUNT
30/04	03738	s.150	WiSS – Annual Website Management	£856.80
31/03	03739	s.150	Antur Waunfawr – Secure Shredding	£6.00

Signed: _____ (Mayor)

Date: _____

19/04	03740	s.112	PAYE/NIC	£654.05
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The list of payments was approved.

Proposed: Cllr Brewer Seconded: Cllr Jones Voting: Unanimous.

ACTION: Clerk to arrange payments.

18875 Finance Committee Report

FOR INFORMATION: The Finance Committee presented a report to Council, which included a recommendation to accept the 2018 model Standing Orders (see minute 18878). The Committee also reported that the new scoring matrix had been implemented and was used for the first time.

Proposed: Cllr Prior Seconded: Cllr Fisher Voting: Unanimous.

ACTION: Finance Committee to implement matrix.

18876 2018-2019 Audit Report

It was reported that the accounts for the financial year 2018-19 had been compiled and were ready to be sent to the internal auditors. However, prior to submission the Council is required to respond to certain statutory enquiries. Details of these enquiries and the Council's responses are attached to these minutes. For questions answered in the negative the chair of the Finance Committee will attach a report to the auditor, which will be endorsed by the RFO.

Proposed: Cllr Edwards Seconded: Cllr Jones Voting: Unanimous.

ACTION: Clerk to arrange for audit to be sent to internal auditors.

18877 HR Committee Matters

FOR INFORMATION: There were no HR issues to report.

18878 Standing Orders 2018.

The 2018 model Standing Orders were accepted in their entirety and it was resolved to submit them to the AGM for adoption.

Proposed: Cllr Prior Seconded: Cllr Fisher Voting: For 9. Abstained 1.

ACTION: Clerk to add the Standing Orders to the agenda of the AGM.

18879 Asset Register.

This item was deferred to allow the clerk, Cllr Banwell and the Finance Committee to consult on the matter.

18880 Office Lease Agreement.

It was recently divulged that the Council has no written agreement with the Community Centre for the use of the office and meeting room. It was decided to liaise with the Community Centre with a view to establishing a formal agreement that would encompass all costs into a single regular payment.

Proposed: Cllr Fisher Seconded: Cllr Davies Voting: Unanimous.

ACTION: Clerk to liaise with the Community Centre.

18881 Remuneration Council for Wales

Further to the recently published report by the Independent Remuneration Council for Wales and the subsequent introduction of new guidelines relating to Councillor expenses and allowances, the Council are required to confirm, in writing, its policy with regard to the following:

Is Penmaenmawr Town Council willing to:

Policy	Response
Make payments for specific responsibilities, such as, for example, the chair of a sub-committees. Up to 5 payment of no more than £500 p.a. are allowed?	NO
Approve the payment of travel costs at the HMRC approved rate for authorise duties.	YES
Approve the payment of subsistence allowance at the HMRC approved rate.	YES – Only if the Council resolves that an overnight stay is required for a particular duty.
Approve financial loss compensation, if a Councillor occurs actually financial loss for attending an approved duty.	YES
Approve the payment to the Civic Head of an allowance up to £1,500 p.a. towards cost incurred in completion of their duties.	YES
Approve the payment to the Deputy Civic Head of an allowance up to £500.	YES An upper limit of £400 was approved.

Proposed: Cllr Baines Seconded: Cllr Holmes Voting: Unanimous.

ACTION: Clerk to incorporate these policies into financial planning.

18882 Approval to Purchase Display Frames.

This item was deferred until a full discussion was undertaken regarding the various Council projects placed on hold during the January 2019 meeting.

18883 Lockable Filling Cabinet

The need for a large lockable cabinet to house PTC files and folders was accepted in principal. The Clerk was asked to obtain further information.

Proposed: Cllr Coleman Seconded: Cllr Davies Voting: Unanimous.

ACTION: Clerk to check availability and quotations for second hand large cabinets.

18884 PTC Works Suspended in December

It was resolved to obtain up to date quotations for the Council works suspended in December and January, in preparation for the next Council meeting.

Proposed: Cllr Fisher Seconded: Cllr Abbott Voting: Unanimous.

ACTION: Clerk to obtain revised quotations.

18885 Regular Maintenance Work

The Council discussed regular grass cutting maintenance, which had been undertaken in previous years. It was resolved not to proceed with these works this year and to encourage organisations, such as the Community Centre and Network Rail to maintain their own land.

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

ACTION: Clerk to contact various land owners.

18886 Bus Shelters

This item was deferred.

18887 Combined Footpath Maintenance Contract 2019-20

FOR INFORMATION: The Council was advised that the advertisements for contractors to complete the combined Llanfairfechan and Penmaenmawr Footpath Maintenance contract has been published online and distribute via various outlets. Any contractor interested is to contact the PC Clerk.

18888 Any Other Business

- i. Councillors were advised that the GDPR awareness session had taken place on the 30th April and had proved beneficial for those present.
- ii. Further to the previous report that Janet Finch-Saunders, AM had responded to the Council's correspondence, it was announced that the AM had requested an appointment to discuss her Senedd comments with all Councillors.
- iii. The Council were advised that the St Gwynan's Community Engagement event had proceeded as scheduled. However, despite the event occurring over several hours, only three residents took advantage of the opportunity to speak to Councillors.

18889 Items for the Next Meeting Agenda.

- I. Community Composting
- II. Asset Register
- III. Rent Agreement
- IV. Purchase of Display Frames
- V. Outstanding Work on Hold

18890 Date and Time of the Next Meeting: 6.30pm 18th June 2019.