

CYNGOR TREF PENMAENMAWR PENMAENMAWR TOWN COUNCIL



To all members of the Council: -

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held at the Council Chambers, Community Centre, Penmaenmawr on the 3rd December 2019 at 6.30pm.

19105 Public Participation – To receive residents views on Wales Audit Office Report in the Public Interest.

County Councillor Anne McCaffrey spoke to the Council and proposed the establishment of a public meeting to discuss the Wales Audit Report. She expressed the view that to aid transparency and to explain the process undertaken a representative of the Wales Audit Office should be invited to attend. No-one else wished to speak to the Council on the topic.

6.40pm: Cllr Coleman arrived during the Public Participation

19106 Councillors Present: Cllr U. Abbott, Cllr M. Baines, Cllr K. Beard, Cllr M. Brewer, Cllr L. Coleman (arrived 6.40), Cllr J. Edwards, Cllr L. Goodier, Cllr R. Holmes, Cllr J. Jones.

Officer Present: M. Hanks (Clerk and RFO)

In Attendance: Four members of the public

19107 Apologies: Cllr S. Banwell (Unwell), Cllr E. Davies (working) Cllr Lloyd-Borland (unwell).

19108 Code of Conduct/Declaration of Interest.

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

COUNCIL ADMINISTRATION

19109 Ratification of the minutes of the meeting held on 22nd October 2019.

RESOLVED: to ratify the minutes of the meeting of the 22nd October 2019.

19110 Matters arising from the meeting held on 22nd October 2019:

- i. 19093. Christmas Window Display – The Council were advised that the Christmas Window Display would run until the 21st December and would be judged by PCSO Nicki Adams.
- ii. 19099. Local Government and Elections (Wales) Bill 2019. Following a brief discussion on the potential impact of this Bill on the Council, it was proposed that One Voice Wales be approached and asked to run Councillor training via webinars.

Action: Clerk to contact One Voice Wales

19111 Signing the minutes of the meeting of 22nd October 2019.

RESOLVED: to sign the minutes of the 22nd October 2019 as a true record of the meeting.

19112 Report on Outstanding Actions on the 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 2. Commemorative bench – Councillors were advised that while some liaison had occurred with members of the family of former Councillor Eryl Davies the Council was waiting confirmation to proceed from other family members.
- ii. Item 4. Bus Stop in Llanfairfechan – LTC had confirmed that they were not opposed to assisting PTC with this project. However, given the financial pressures and uncertainties

imposed by CCBC 'risk to services' LTC want PTC to be aware that they do have higher priorities.

- iii. Item 5. Review of Council & Community Websites – While there will be ongoing monitoring of this item, the review is complete and therefore this will be removed from the Action Log.
- iv. Item 7. Community WiFi – Item to be removed due to the absence of external funding.

19113 Social Media News

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

- i. The Remembrance Sunday services were led by the Mayor in St David's Church and at the Community Centre Memorial and again later at St Paul's Church, while the Deputy Mayor led the Remembrance at the Dwygyfylchi Memorial and at St Gwynan's Church. The Penmaenmawr Museum later hosting tea and coffee for participants.
- ii. The Children's Wish Tree was decorated outside the Penmaenmawr Library by pupils from Ysgol Pencae and wishes from Ysgol Capelulo. The Children in attendance were treated to sweet and refreshments while being entertained by Kim the Entertainer.
- iii. The Remembrance Tree service was held on the 23rd November in the Penmaenmawr Community Centre and was again well attended. Almost £300 was raised for charity.
- iv. Councillors distributed mulled wine and minced pies as part of the festivities at this year's very successful Festive Fayre.
- v. The Town Council are delighted to support the Penmaenmawr Community Centre Grant with an annual grant of £4,800.
- vi. The now annual Penmaenmawr Sailing Club Bonfire and Fireworks Display, which was described as spectacular, was supported by the Town Council with a grant of £2000.
- vii. The Christmas Retail Window Display will run again this year and will be judged on the 21st December by our local PCSO, N. Adams. There will be prizes for every participant.
- viii. The Town Council has accepted and implemented in full the recommendations of the Wales Audit Office Report in Public Interest.
- ix. The Penmaenmawr Town Council are delighted to confirm that they are again supporting the Wales Air Ambulance with a grant of £75.
- x. The Town Council are pleased to continue support to Bobarth Children's Centre with a donation £75

19114 Mayor's Report

FOR INFORMATION: The Mayor reported that since the last meeting she had on Remembrance Sunday attended services at both St David's Church and St Paul's, attending the service at the war memorial in between the two. She had also awarded the prize to the winner of the Dwygyfylchi and District Arts Society and been to the Sailing Club organised firework and bonfire night, which she described as amazing. More recently she had, in conjunction with Cllr Beard, offered mulled wine and mince pies to residents at the Christmas market. There were a number of Civic events coming up in the approach to the festive season, which she will be attending.

19115 List of Payments

DATE	CHEQUE No	CODE	PAYEE	AMOUNT
23/10	03804	s.150	Viking (Printer Ink)	302.96
22/10	03805	s.19	Penmaenmawr Community Centre Grant	2070.00
12/10	03806	s.19	CCBC (Community Skips July-Sept))	720.00
09/10	03807	s.19	CCBC (Contribution to CCTV)	843.00
01/11	03808	s.150	Karmic Synergy (MS Office Business Package)	820.80

Signed: _____ (Mayor)

Date: _____

02/11	03809	s.150	A.D. Roberts (Skip barriers/Bin Replacements/Gardening svcs)	215.00
27/10	D/Debit	s.150	Talk Talk (Internet/telephone)	37.14
22/10	03810	s.137	Bobath Children's Therapy Centre Grant	75.00
22/10	03811	s.137	Welsh Air Ambulance Grant	75.00
22/10	03812	s.150	WiSS (Additional Work on Website)	126.00
12/11	03813	s.150	2019 Clerk's Reference Manual	52.30
12/11	03814	s.150	Text Local Additional texts	58.80
31/10	03815	s.150	EE – 20 months of mobile costs for 3 phones	1880.92
11/11	03816	s.19	Christmas Trees (4 large & 6 sml, inc delivery)	760.00
21/11	03817	S.19	CCBC Capelulo By-Election Costs	145.10
21/11	03818	s.19	Voltan Electricals (Christmas Tree Lights)	2500.00

RESOLVED: the payment list was approved.

ACTION: Clerk to arrange payments.

19116 Finance Committee Report.

FOR INFORMATION: The Chair of the Finance Committee reported that the last Finance meeting had been postponed due to not being quorate. At that meeting three grant applications were due to be discussed. A precis of these applications was conveyed to the Council. It was agreed that none of the applications included all of the relevant paperwork and they were therefore, reassigned to the Finance Committee to liaise with the applicants. The Council were advised that work on the 2020-2021 budget would be commenced at the next Finance Committee meeting.

19117 HR Matters.

There were no HR matters raised.

19118 Planning Committee Report

No planning applications had been received.

19119 Response to Wales Audit Office Report in the Public Interest.

Further to minute 19069 (22nd October) and in keeping with the requirements of the Wales Audit Office Report in the Public Interest, the Town Council's draft response to the Auditor General was distributed and discussed. The response, which accepted the findings of the report in full, confirmed that all the recommendations contained within it had been implemented and detailed the actions taken by the Council to keep local residents informed, was, subject to a few minor amendments accepted (see appendix A below). It was also confirmed that no further actions were required by the WAO.

The request to hold a public meeting was discussed and, ultimately, deferred to ascertain whether the Wales Audit Office would consider attending such a meeting.

RESOLVED: to accept the PTC response to WAO.

Action: Clerk to send Council response to the Auditor General (once minor amendments incorporated).

Action: Contact WAO and ascertain if it would send a representative to a public meeting.

19120 Update on Capelulo Ward Vacancy.

FOR INFORMATION: The Council were advised that more than the required ten resident signatories had been received by CCBC Democratic Services, thus triggering a by-election for the ward vacancy. This by-election will be held on the 9th January 2020. Notices requesting nominees have been published with a closing date of 9th December.

19121 To receive a progress Report on Pen to Paper & to Approve Expenditure.

It was reported that most of the articles for the next addition of Pen to Paper have now been written and work on the design was about to begin. As Christmas was so close it was considered more feasible that the publication would be ready for distribution by the end of January. Contact with the Post Office confirmed that they have a £500 minimum price for distributions up to 7,000 residences. However, as there are only around 2,500 residences in the LL34 postal area, the Post Office are willing to include at least two separate distributions to LL34 within their minimum cost.

RESOLVED: to engage the Post Office to distribute Pen to Paper.

Action: Cllr Edwards to begin working on the design of PentoPaper.

Action: Cllr Goodier to work with Cllr Beard to prepare information on the flood resilience project for the publication.

19122 Decision on Relocating the Promenade Barrier.

A proposal to abandon the reintroduction of the Promenade height barrier further east to the original position was discussed.

RESOLVED: to continue with the promenade height barrier project.

Action: Clerk to obtain up to date quotations.

19123 The Future of the Town Banner.

The Council were advised that notice banner previously displayed outside the old bank building at the junction of Fernbrook Road and Bangor Road had been damaged in bad weather.

RESOLVED: to obtain a quotation for a replacement banner.

Action: Clerk to obtain this quotation.

19124 Grant Application Christmas Fayre.

FOR INFORMATION: The Council were advised that Community Events had withdrawn their grant application but would require payment for work undertaken to assist the Council in preparing the Christmas trees and festive lights.

19125 Penmaenmawr Welcome Flags.

Following a review of the cost of bespoke flags the Council were advised that a quotation for £345 had been received from the cheapest company for four Welcome to Penmaenmawr Flags, based on the school competition winner, together with a replacement Town Council flag.

RESOLVED: to accept the quotation.

Action: Clerk to order the flags.

19126 Separate the List of Payments.

It was proposed that the Council's list of payments, published on each agenda, be separated into two separate sections; the first, containing administrative payments, to appear in the Council Administration section early in each meeting. The second, being a list of potential grant and project applications. These to be discussed towards the end of the meeting, following the bulk of the agenda and just prior to the 'Correspondence'. Thus, allowing for applications to be discussed in the agenda and cleared for payment at the same meeting.

RESOLVED: to separate payments on the agenda as proposed.

Action: Clerk to reformat future agenda.

19127 Amendment to Financial Orders/Financial Regulations

It was considered that the recent postponement of Council meetings and the difficulties this created in running community Council projects has highlighted some weaknesses in the new Standing Orders and Financial Regulations.

RESOLVED: to examine the Standing Orders and Financial Regulations.

Action: Cllr Beard, in conjunction with the clerk, to explore proposals to strengthen Standing Orders and Financial Regulations.

19128 Update on Meeting with CCBC regarding Services 'at Risk'

Correspondence received from CCBC containing details of the local services at risk of being reduced or ceased due to a reduction in the County Council budget was distributed to Councillors. These services included the maintenance of playgrounds, public toilets, the promenade paddling pool, CCTC monitoring etc.

RESOLVED: to hold a special meeting on the 7th January to discuss the implications of these cutbacks on Penmaenmawr.

Action: Clerk to arrange special meeting

Correspondence

19129 Thank you from the Rotary Club

The Council have received a note of thank you from the Rotary Club for supporting World Polio Day on the 24th October.

19130 Community Dog Park Project

Councillors were advised that CCBC Community Dog Park Project has been abandoned due to lack of support.

19131 Wall Outside Dwygyfylchi Shops

Conwy County Council Legal Dept. have notified PTC that they have confirmed that the wall outside the shops in Dwygyfylchi is not the responsibility of the County Council. It was proposed that the possibility of installing a stand alone hand rail be explored.

19132 Letter of thanks from MP for Aberconwy

A letter of thanks to all community councillors for all their hard work has been received from Aberconwy MP, Guto Bebb, who is not standing for re-election at the upcoming general election. The correspondence praises the 'impressive work' by Councillor undertaken for no remuneration.

20.50 Cllr Jones left the meeting.

19133 Any Other Business

- i. The Council was asked to consider rotating the location of Council meetings between each Ward.

Action: This will be added to the next agenda

- ii. It was proposed that the topic of recording and transmitting Council meetings be re-addressed.
It was highlighted that as a decision on this item was made less than six months ago, it could not be raised again at this time.
- iii. It was confirmed that the Council had been approved to receive Welsh Government funding towards the Promenade Upgrade Project. This funding is subject to confirmation that CCBC will also make a contribution.
- iv. Councillors were advised that Pensychnant nature Reserve were hosting a Carols & Cocoa event in aid of Tenovus Cancer Care on the 15th December 2019, from 1.30pm to 3pm.
- v. Councillors were reminded that the deposit for the Council Christmas dinner, to be held at Noddfa, on 17th December is now due.

19134 Items for Next Meeting Agenda

- i. Public Meeting
- ii. Stand Alone Hand Rail in Dwygyfylchi
- iii. Promenade Barrier
- iv. Rotation of Council meeting locations.

19135 Date and Time of the Next Meeting:

- i. Special Meeting - 6.30pm 7th January 2020.
- ii. Standard Meeting - 6.30pm 14th January 2020.

Signed: _____ (Mayor)

Date: _____

Appendix A



Penmaenmawr Town Council

Cyngor Tref Penmaenmawr

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E-mail: clerk@penmaenmawr.org

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The Auditor General
Wales Audit Office
24 Cathedral Road
Cardiff. CF11 9LJ

3rd December 2019

To the Auditor General

Report in the Public Interest – Use of Financial Reserves – Penmaenmawr Town Council

Penmaenmawr Town Council welcomes the publication of the Wales Audit Office (WAO) Report into the Use of Financial Reserves over recent years up to and including the last financial year. The Council accepts the findings of this Report in full and acknowledges that during the period in question, its standards fell below those expected of a public body. For this the Council, and indeed, the Councillors would like to apologise to the residents of Penmaenmawr.

As you highlighted in the Report 'the Council had recognised the seriousness of its financial position by the autumn of 2018 and had started taking action to improve its budgetary control and monitoring arrangements.' These actions include the introduction of a Finance Committee in November 2018, to introduce greater oversight of public money; the review and replacement of many of the Council's policies and internal regulations; the introduction of more robust procedures to assess and monitor the approving of grant and project funding applications, and an enhanced awareness among Councillors of their responsibilities with regard to governance, audit procedures and financial oversight.

By Spring 2019 all the recommendations contained in your report had been implemented and the Council have worked tirelessly to replenish its reserves to the recommended levels. Penmaenmawr Town Council is now financially stable.

Since its publication and in keeping with Section 25 of the Public Audit (Wales) Act 2004, the contents of the Report were considered at a full Council meeting of the 22nd October and again on the 3rd of December. In the interim a series of drop in sessions were organised across the area to give residents further opportunity to discuss the Report and its contents.

Yours faithfully

Councillor Una Abbott
Mayor
On behalf of Penmaenmawr Town Council

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Signed: _____ (Mayor)

Date: _____