

Towyn and Kinnel Bay Town Council.
Meeting of the Policy, Finance and Resources Committee.
held at the Community Resource Centre
at 7.00p.m. on Wednesday 15th January 2014.
All Meetings Are Recorded

MINUTES

It was **proposed by Cllr. Stone and seconded by Cllr. Anderson** that Cllr. McLoughlin chair the meeting due to the absence of the Chair of P.F.R. Cllr. Smith and that the Vice Chair, Cllr. Richmond, although present did not feel up to chairing the meeting.

100.13 Attendance.

Cllr. McLoughlin, Cllr. Roberts, Cllr. Stone, Cllr. Anderson, Cllr. Corry, Cllr. Johnson, Cllr. Darwin, Cllr. Richmond and Cllr. Bateman.

101.13 Apologies for Absence.

Cllr. Knightly, Cllr. Sadler and Cllr. Smith

102.13 Declaration of Interest.

Members are reminded that they must declare the existence and nature of their declared interest. (Using the form provided for this purpose)

Cllr. McLoughlin declared a non-pecuniary interest in the S.T.O.P. Group's grant application.
Cllr. Corry declared a non-pecuniary interest in the accounts (nine telecom/ennercom payment)
Cllr. Corry declared a non-pecuniary interest in the subject of Tir Prince during the budget discussion.

103.13 Urgent Matters.

Notice of items which, in the opinion of the Chairman, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

Cllr. Johnson informed members of the very dangerous condition of the steps that connect the beach and the coastal path in Towyn, near to Knightly's fun fair. He produced photos which were passed around members, showing that the metal rods forming part of the structure of the steps were protruding from the concrete quite substantially, causing a clear health and safety issue. The clerk was asked to write to Dafyd Rowlands and the regulation and licensing department of CCBC informing them of the situation, including copies of the photographs to ask that the steps are closed off to the public with immediate effect and that a Public Safety Audit is carried out, with the necessary repairs taking place.

104.13. To receive the minutes of the Policy, Finance and Resources Committee held on the 4th December 2013

It was **proposed by Cllr. Stone and seconded by Cllr. Richmond** that the minutes be accepted and this was agreed by all.

105.13 Reports for consideration

A) Precept/Budget 2014/2015

Members considered the proposed draft budget and the following budget headings were discussed:

Christmas – The clerk informed members that following discussions with Abergele Town Council's clerk there are quite a significant number of considerations to make with regard to Christmas with the cost being the main one. A proposal of £10,000 and another of £5,000 were made and after a short discussion and vote it was agreed that the budget would be £5,000. A suggestion was also made to see if any of the local businesses would be prepared to donate money towards Christmas lights. This would be left to the Christmas Sub-Committee to discuss and arrange.

Heritage Footpaths (to include the Quarry Line Path) - Some discussion was had regarding the heritage footpaths within our community, specifically the Quarry Line Path and its maintenance. The clerk explained that CCBC's Public right of way department were responsible for its upkeep and had a pot of money available to many of the Town and Community Councils within Conwy who have these types of paths. The clerk carried on to explain that the pot of money available for the current financial year had run out before November. With this in mind it was suggested that the Town Council would need to factor for this within its budget and as such it was agreed that an amount of £5,100 would be budgeted for the heritage paths.

Newsletter/Town Guide – Since the last meeting the clerk had liaised with other Town Councils to see if they produced newsletters and Town Guides; of those spoken with only one currently produced a newsletter and most produced a Town Guide of sorts. Based on the costs estimates provided it was agreed that £3000 would need to be allocated.

The agreed budget was finalised as below and the decision was made to keep the precept amount the same as for the 2013/2014 financial year. It was;

Proposed by Cllr. Richmond and seconded by Cllr. Anderson that the budget for 2014/2015 is accepted as tabled below and the precept request to CCBC is £119,750.

FIXED OVERHEADS	2014 - 2015	COMMITTED EXPENDITURE	2014/2015
Audit Fees Internal	£367.50	Bus Shelters	£2,000.00
Audit Fees External	£600.00	CCTV	£2,000.00
Burial Precept	£3,000.00	Christmas Lights/Tree	£5,000.00
Community Resource Centre	£4,000.00	Civic Service	£250.00
Computer Systems/I.T. support	£3,000.00	Community Woodland	£5,000.00
Conference Attending/Training	£1,200.00	Contingency fund	£5,000.00
Contracted services/mowing	£10,000.00	Election Expenses	£1,000.00
Environmental	£7,000.00	Grants	£2,500.00
Gas/Electricity/Water	£3,500.00	John Bevan Bursary	£500.00
Insurance	£2,500.00	Play Scheme	£1,700.00
Loan Payment	£8,500.00	Kendall Road toddler play	£7,000.00
Local Government Pension Fund	£9,000.00	Library development	£20,000.00
Mayoral Allowance	£3,000.00	School support	£3,000.00
Members' Allowance	£1,200.00	Social mobility	£3,000.00
NNDR (CCBC rates)	£2,400.00	TOTAL	£51,950.00
Petty Cash	£300.00	Expenditure for new Schemes	2014/2015
Photocopier/Printing	£2,000.00	Community Awards	£1,000.00
Salaries & NI	£42,000.00	Newsletter/Town Guide	£3,000.00
Stationery	£1,000.00	Community skips	£750.00
Telephone	£900.00	School awards	£500.00
TOTAL	£105,467.50	Heritage footpaths	£5100.00
		TOTAL	£10,350

B) Play Provision

The clerk informed members that CCBC had written to see if the Town Council wished to participate in the Easter Holidays Play Provision Scheme at a cost of £778. After some discussion it was;

Proposed by Cllr. Corry and seconded by Cllr. Roberts that the Council will participate in the Play Provision Scheme, and also for the clerk to enquire with CCBC as to whether additional Play Provision Schemes could be run at other locations within Towyn and Kinmel Bay and the cost for this.

C) Grant request

A grant request was received from the S.T.O.P. group in Towyn who hope to improve the pond in Tir Prince Park, starting with having a survey done so they know how much money they need to fundraise/obtain through grants to get the pond back up to standard. After some discussion it was;

Proposed by Cllr. Darwin and seconded by Cllr. Johnson that the S.T.O.P. group be awarded £300 grant money and this was agreed by all.

Additionally to this members stated that the group would be welcome to approach the Council again for further assistance.

D) Flood Group

The Mayor updated members with the work the flood group had been doing and distributed a proposed flood leaflet to be delivered to all of the residents within Towyn and Kinmel Bay. Members were asked to provide their comments/suggestions to the clerk in writing by the 20th January. The document would then go for final approval at the Full Council Meeting on the 29th January.

The clerk informed members that a response had been received from CCBC in relation to a letter sent after the Full Council meeting on the 18th December. Members were not happy with some of the responses and particularly in relation to the gate at the top of St. Asaph Avenue. The clerk was asked to request that wooden sleepers be put in place to strengthen it as an interim measure until the report CCBC are carrying out is finalised, and a formal decision is made as to whether it will be replaced with a proper flood gate.

Cllr. Corry raised with members the possibility of holding a Flood Awareness Event at the Council offices and asked in principle whether the Council would consider offering financial assistance towards the staging of the event. Members agreed this could be something that could be discussed further at a future meeting once more details were known.

Finally, the clerk told members that Darren Millar will be holding a Public Meeting on the 21st February 2014 at Kinmel Bay church at 18:00 regarding the flooding.

As the topic drew to a close Cllr. Richmond thanked the Mayor and Diane for all their work in relation to the flooding leaflet.

E) Correspondence

The clerk informed members that a letter of appreciation had been received from the Chief Constable in recognition of the Council's letter of thanks.

The Council acknowledged receipt of the letter received from the Post Office with regard to the proposed changes to their Towyn branch.

106.13 Accounts for December for Approval including Bank Reconciliations.

Date	Details	Payment Cleared	Minute Number	Cheque Number	Total	VAT
	Brought Forward				106830.62	4725.07
	Monthly Total				6743.36	222.74
December	Overall Total				113573.98	4947.81

	Manweb	Y	9190	DD	77.00	3.85
	Chris Jones	Y	9190	SO	132.00	
	Computer Troubleshooters	Y	9190	BP	282.44	47.07
	Salaries	Y	014/11	BP	2944.16	
	HMRC (tax/NI)	Y	014/11	BP	683.39	
	Nine telecom/enercomm	Y	9190	DD	3.53	0.59
	Plusnet Plc	Y	9190	DD	32.39	5.40
	Total GP	Y	9190	DD	177.25	8.44
	Conwy County BC Rates	Y	7.11	DD	190.00	
	Angel Springs			DD	35.42	5.90
	Pension	Y		BP	848.08	
	ICO (data protection)	Y		DD	35.00	
	Weldon's Newsagent	Y		102894	28.00	
	PCSO McLoughlin - bike repair	Y		BP	28.98	
	Carphone warehouse-clerk's mobile	Y		WPC	39.95	3.32
	Vistaprint - Business cards	Y		WPC	11.99	2.00
	Thornccliffe (skip)	Y		BP	198.00	33.00
	Thornccliffe (skip)	Y		BP	198.00	33.00

	Dave Hutton (window cleaning)	Y		BP	20.00	
	BT	Y		DD	245.82	40.97
	SLCC Membership	Y		102895	184.00	
	O2 top up (caretaker phone)	Y		WPC	10.00	
	Asda (cleaning/christmas meeting)	Y		WPC	44.00	
	Sovereign Trophies	Y		BP	48.74	
	BNP Photocopier lease	Y		DD	235.22	39.20
	O2 top up (caretaker phone)	Y		WPC	10.00	

Bank Reconcilliations.						December			
2013 - 2014									
BMM ACCOUNT				Debits		Credits		TOTALS	
Balance as at 30th November 2013								£ 26,676.28	
Transfers to Community A/c				£15,600.00					
Community Centre payments						£ 381.00			
Room hire						£ 45.00			
Precept						£ 39,916.00			
Interest						£ 5.32			
Balance as at 31st December 2013								£ 51,423.60	
COMMUNITY ACCOUNT				Debits		Credits			
Bank Balance as at 30th November 2013								£ 3,240.61	
Payments out as Minuted				£15,665.34					
Transfers in From BMM A/c						£ 15,600.00			
Room hire						£ 40.00			
Bank Balance as at 31st December 2013								£ 3,215.27	
WPC/Cheques written but not presented						ACTUAL BALANCE		£3,026.81	
cheque		102886		25.00					
cheque		102893		47.48					

WPC		115.98			
					£188.46
C.R. BUILDING FUND		Debits		Credits	
Balance at 30th November 2013					£ 15,020.23
Interest				£ 0.86	
Balance at 31st December 2013					£ 15,021.09
PUBLIC SECTOR DEPOSIT FUND					
Balance at 30th September 2013					£ 50,370.89
Interest				£ 41.35	
Balance at 31st December 2013					£ 50,412.24

It was **proposed by Cllr. Richmond and seconded by Cllr. Anderson** that the accounts be accepted and this was agreed by all.