

Towyn and Kinmel Bay Town Council.
Meeting of the Policy, Finance and Resources Committee.
held at the Community Resource Centre.
at 7.00p.m. on Wednesday 23rd July 2014.
All Meetings Are Recorded

MINUTES

41.14 Attendance.

Cllr. Corry, Cllr. Richmond, Cllr. Stone, Cllr. Smith, Cllr. Johnson, Cllr. McLoughlin, Cllr. Roberts, Cllr. Darwin and Cllr. Sadler

42.14 Apologies for Absence.

Cllr. Knightly, Cllr. Anderson and Cllr. Bateman

43.14 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)

NONE

44.14 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.

NONE

45.14 To receive the minutes of the Policy, Finance and Resources Committee held on the 18th June 2014

It was proposed by Cllr. Stone and seconded by Cllr. Darwin that the minutes are accepted and this was agreed by all.

46.14 Health and Safety

The June Health and Safety report was noted by members, particularly the comments regarding Flood Wardens. Barry Griffith to be contacted regarding clarifying exactly what the role of a Flood Warden will be.

47.14 Reports for consideration

A) War Memorial

In response to questions raised at the previous meeting of the Council, it appeared upon checking with the relevant body the Town Council's war memorial was not registered and this should have been done at the time it was erected. The clerk had also spoken with the Council's

insurance company and currently the war memorial was only covered for third party injury/damage, under Public Liability, however, for all risks cover the annual cost would be £78.52 including insurance premium tax. Cllr. Stone commented that perhaps once the War Memorial was registered it would automatically be covered under a national insurance policy for all war memorials. After some discussion it was proposed by Cllr. Roberts and seconded by Cllr. Richmond and agreed by all that the all risks insurance should be taken out if the war memorial was not automatically covered as part of the registration process.

B) Caretaker

The clerk recently met with the caretaker to discuss his role and as a result of this conversation he expressed a desire to attend a basic plumbing course by way of job progression and enhancement to his current role. The clerk informed members that Llandrillo College run a City and Guilds Level 1 Diploma in plumbing as an evening course over 30 weeks at a cost of £500. Cllr. Roberts noted that employees should be supported and encouraged to develop themselves, however, others stated that there could be some health and safety issues as it needed to be clarified what exactly the qualification would mean in terms of carrying out any plumbing work on behalf of the Council. It was also mentioned that as the caretaker is jointly employed by the Community Centre Committee they should be approached for half of the course fee. After some discussion on the matter it was proposed by Cllr. Corry and seconded by Cllr. Johnson that the Council should not support the caretaker's request to attend on the plumbing course. It was also proposed by Cllr. Roberts and seconded by Cllr. Sadler that the clerk should speak with the Health and Safety Consultant regarding the qualification and whether it would mean that the caretaker could carry out plumbing work on behalf of the Council. Cllr. Roberts's proposal succeeded after a vote was taken. As an addition to this it was proposed by Cllr. McLoughlin and seconded by Cllr. Richmond that if the Health and Safety Consultant does confirm that the course would entitle the caretaker to carry out plumbing work, that the Town Council would only pay half of the course fee and that the other half would need to come from the Community Centre Committee who jointly employ him.

C) Christmas

The clerk informed members that due to time getting on arrangements regarding Christmas would need to be put in place, and suggested that the same contractor as last year was used this year. The clerk recommended that a new Christmas Committee was formed and a meeting organised so that the new Christmas contract could go out to tender early in 2015 as this can be a very lengthy process. After some discussion it was proposed by Cllr. Corry and seconded by Cllr. Richmond to continue with the same contractor as last year for Christmas 2014 and for a Christmas Committee to be established with the first meeting to be arranged for September. This was agreed by all.

D) The Square

Cllr Richmond gave members a presentation regarding proposed improvements to the square outside of the resource centre in front of the chip shop and newsagents. She explained that the clerk, Cllr. McLoughlin and she had met with K & C Builders, Silver Birch Garden Centre and with Peter Barton-Price of CCBC. From these meetings K & C Builders had agreed to provide a man and a digger free of charge, Silver Birch had agreed to provide 20% discount on any plants and materials purchased from them and Peter Barton-Price would provide a few small plants they had spare at CCBC's nursery. Based on discussions with the Council's current grounds man regarding plants and labour costs a total budget of £3,500 was requested for the necessary work to be done and to also include a planter to be made from greenheart wood to go in the square in front of the old catalogue shop, the cost of which would come out of the Mayoral fund. Cllr. Corry

raised concerns with regard to the on-going maintenance costs once the work had been done. Cllr. Richmond explained that the plants that were being used were low maintenance and would look after themselves and that CCBC should be carrying on with the current maintenance they currently supply, and that it may require the Town Council to pay for one cut at the end of the year which would come from the environmental maintenance budget.

It was proposed by Cllr. Roberts and seconded by Cllr. Sadler that £3,500 is provided for enhancement work for the square, with £3,000 to come from the environment improvement budget and £500 from the Mayoral fund.

Cllr. Corry asked additionally to the proposal that before any work was carried out it was confirmed in writing with Peter Barton-Price that CCBC would carry on with their current level of maintenance and if this wasn't going to be the case the matter was brought back before Council. This was agreed by all.

48.14 Requests for financial assistance

i) Community Woodland

The Cartrefi Conwy Community House Manager requested financial assistance for some activities to be held in the Community Woodland over the summer holidays. After some discussion it was proposed by Cllr. Darwin and seconded by Cllr. Roberts to provide £500 to Community House towards the activities. This was agreed by all.

ii) Cwrt Cae Mor, Towyn

The clerk explained to members that she recently met with the residents of Cwrt Cae Mor, a housing complex for elderly residents, to assist them with some problems they were having with Cartrefi Conwy. Upon speaking with the residents it was clear that they all worked together and kept active through gardening and as a result their shared garden is very well maintained. They expressed their plan to add two more planters to the area once they had collected the funds between themselves for this. The clerk approached members with the possibility of providing money to the residents to enable them to buy some planters. After some discussion it was proposed by Cllr. Johnson and seconded by Cllr. Roberts that £200 from the Mayoral fund is used to buy some new planters for the residents of Cwrt Cae Mor and this was agreed by all.

49.14 Correspondence received:

- i) Letter from CCBC: Consultation – Rural Conversions Supplementary Planning Guidance - This was noted with no comments to make.
- ii) Letter from CCBC: Consultation – Welsh Language Supplementary Planning Guidance – Cllr. Roberts expressed some offence at the reference to Towyn and Kinmel Bay Town Council contained within the guidance and explained that she had commented as such in the consultation feedback.
- iii) Letter from CCBC: Consultation – Landscape Sensitivity and Capacity Assessment Supplementary Planning Guidance. – This was noted with no comments to make.
- iv) Letter from CCBC: Tour of Britain – this was noted.

50.14 Accounts for June for Approval including Bank Reconciliations.

Date	Details	Payment Cleared	Minute Number	Cheque Number	Total	VAT
	Brought Forward				20230.00	218.60
	Monthly Total				11644.06	296.82
June	Overall Total				31874.06	515.42

	Manweb	Y	9190	DD	77.00	3.66
	Chris Jones	Y	9190	SO	132.00	
	Computer Technical Solutions	Y	9190	BP	282.44	47.07
	Salaries	Y	014/11	BP	3044.87	
	HMRC (tax/NI)	Y	014/11	BP	661.14	
	Nine telecom	Y	9190	DD	7.34	1.22
	Plusnet Plc	Y	9190	DD	18.00	3.00
	Total GP	Y	9190	DD	78.71	3.94
	Conwy County BC Rates	Y	7.11	DD	194.00	
	Angel Springs	Y		DD	35.42	5.90
	Pension	Y		BP	783.03	
	Weldon's Newsagemt	Y		102922	24.20	
	Asda (cleaning items)	Y		WPC	19.29	2.92
	o2 top up (caretaker)	Y		WPC	20.00	
	o2 top up (clerk)	Y		WPC	10.00	
	amazon (telescopic duster)	Y		WPC	1.99	
	Dave Hutton (windows)	Y		BP	20.00	
	North Wales Fire Protection	Y		102923	194.40	32.40
	Bill Darwin	Y		102924	100.00	
	Nigel Smith	Y		102925	100.00	
	Bernice McLoughlin	Y		102926	100.00	
	Jacqueline Richmond	Y		102927	100.00	
	Stuart Anderson	Y		102928	100.00	
	David Johnson	Y		102929	100.00	
	Sharon Sadler	Y		102930	100.00	
	Ken Stone	Y		102931	100.00	
	Geoff Corry	Y		102932	100.00	
	Mariette Roberts	Y		102933	100.00	
	VOID			102934		
	Edward Bateman	Y		102935	100.00	

	Asda	Y		WPC	14.11	2.18
	VOID			102936		
	Paul Murray (T.W.E.)	Y		BP	556.50	
	Cllr. Richmond (Mayoral allowance)	Y		BP	1000.00	
	Asda (drinks for Tir Prince Event)	Y		WPC	17.16	2.86
	Post Office (stamps)	Y		WPC	150.50	
	Asda	Y		WPC	16.80	2.63
	CCBC (ID badges)	Y		102937	32.40	5.40
	Computer Technical Solutions	Y		BP	490.24	81.71
	BT line rental	Y		DD	244.21	40.70
	Paul Murray (woodlands 1st cut)	Y		BP	800.00	
	Paul Murray (Quarry line path)	Y		BP	750.00	
	BNP Paribas (photocopier rental)	Y		DD	271.22	45.20
	Asda	Y		WPC	5.89	0.83
	Racecraft Signs (Mayoral board)	Y		BP	82.20	13.70
	Health and Safety Executive poster	Y		WPC	9.00	1.50
	St. Mary's Church - path	Y		102938	500.00	

<u>Bank Reconciliations.</u>					
<u>2014 - 2015</u>				June	
<u>BMM ACCOUNT</u>		Debits		Credits	TOTALS
Balance as at 31st May 2014					£ 56,461.77
Transfers to Community A/c		£13,200.00			
Community Centre payments				£ 435.05	
Room hire				£ 525.00	
Interest				£ 5.78	
Balance as at 30th June 2014					£ 44,227.60
<u>COMMUNITY ACCOUNT</u>		Debits		Credits	
Bank Balance as at 31st May 2014					£ 2,530.96

Payments out as Minuted		£10,789.96			
Transfers in From BMM A/c				£ 13,200.00	
					-
Bank Balance as at 30th June 2014					£ 4,941.00
WPC/Cheques written but not presented				ACTUAL BALANCE	£3,330.55
cheque	102886	25.00			
cheque	102919	120.00			
cheque	102928	100.00			
cheque	102930	100.00			
cheque	102933	100.00			
cheque	102934	100.00			
cheque	102936	350.00			
cheque	102938	500.00			
WPC		215.45			
					£1,610.45
<u>C.R. BUILDING FUND</u>		Debits		Credits	
Balance at 31st May 2014					£ 15,025.43
Interest				£ 0.89	
Balance at 30th June 2014					£ 15,026.32
PUBLIC SECTOR DEPOSIT FUND					
Balance at 31st March 2014					£ 50,455.32
Interest				£ 42.25	
Balance at 30th June 2014					£ 50,497.57

Cllr. Smith commented on the o2 top up payments for the caretaker's mobile phone and asked that the clerk look into whether a contract phone would work out cheaper and feed back to Council at the September P.F.R. Meeting.

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