

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 11th November 2015.
All Meetings Are Recorded

MINUTES

106.15 Attendance.

Cllr. Smith, Cllr. Richmond, Cllr. Bateman, Cllr. Darwin, Cllr. Johnson, Cllr. Roberts and Cllr. Anderson.

107.15 Apologies for Absence.

Cllr. Luke Knightly, Cllr. Laura Knightly, Cllr. Corry, Cllr. McLoughlin and Cllr. Stone.

NO WORD RECEIVED: Cllr. Sadler

108.15 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

109.15 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

110.15 To receive the minutes of the Policy, Finance and Resources Committee held on the 28th October 2015.

It was proposed by Cllr. Smith and seconded by Cllr. Darwin to accept the minutes of the 28th October 2015 and this was agreed by all.

111.15 Health and Safety

The clerk updated members in relation to her meeting with Tom Gravett who had taken a look at the wooden posts in the square and stated he would liaise with the highways department regarding them and report back.

112.15. County Councillor updates

Cllr. Smith, Cllr. Darwin and Cllr. Anderson updated members they had met with Peter Harris from Environment, Roads and Facilities to do a ward audit. They raised issues in relation to various bins that had been removed from around the area and not replaced and also the need for extra bins along the prom at the Horton's nose end. The continual problem of sand on the prom was also raised and it was emphasised that CCBC need to be

proactive in relation to this rather than always being reactive. Peter Harris stated this was something they were looking into already and had come up with some ideas.

The final thing the County Councillors raised at the audit meeting was a tree on Clwyd park that needed removing as it was causing the tarmac on the pavement to break and cause issues for pedestrians along with creating a blind spot for road users.

Cllr. Darwin informed members he had attended the library groups winter fair commenting what a good event it was, complimenting the friends of the library group on their hard work and commitment in keeping the library open and running.

Cllr. Smith stated he had received mostly positive comments on the double yellow lines which are now in place along St. Asaph Avenue, however, there were three properties that contained elderly residents who now struggled with their carers visiting as they could no longer park outside the properties. Cllr. Smith will continue to liaise with them to try and find a solution.

113.15 Reports for consideration

A) Internal Auditor Letter of Engagement

Members acknowledged the letter of engagement received from the Council's new internal auditor, JDH Business Ltd and this was signed by the Mayor, Cllr. Bill Darwin in the presence of members and the clerk.

B) Safe route to school path

Cllr. Darwin updated members in relation to the current progress regarding the safe route to school path from Towyn. CCBC had stated that the replacement of the current fencing which was not fit for purpose would cost an amount of £24,000. As this fence formed a boundary with Tir Prince Leisure Ways, Adam Williams had already committed to paying £12,000 of this money. The two schools had been asked to pay £6000 each for the remaining money, and CCBC's education department stated it would pay the money and the two schools could pay the money back from their school budgets in instalments of £300 per year over 25 years.

Cllr. Roberts commented this was fundamentally wrong and that CCBC's education department should be paying for it, as the school's budget was to educate the children and the purchasing of fencing was not part of this process.

Cllr. Darwin approached members to see if the Town Council would consider contributing towards the fencing, however, Cllr. Johnson believed £24,000 was paying over the odds for a fence and that it could be done for less money. Cllr. Roberts again reiterated that CCBC should be paying for it not the school or anyone else. After some discussion members decided against contributing at this time, but Cllr. Darwin was welcome to bring the issue back at a later date if there was any change.

C) Community Group Forum

Cllr. Smith and Cllr. Darwin addressed members in relation to the setting up of a Community Group Forum which would be led by the Town Council. With CCBC in the process of cutting so many services and the reliance on community and friend groups to take them over, it was felt that they would need support and assistance from the Town Council. Cllr. Darwin commented that a forum could be set up attended by Councillors and members of the groups within the

community, to share best practice, provide support and assistance to each other and potentially collaborate. It was also felt it might encourage more people to volunteer as a lot of the current groups' memberships were dwindling due to the age of some members.

After some discussion it was decided that Cllr. Darwin would hold a preliminary meeting on January 25th at 7pm in the Community Resource Centre, and he as the Mayor would formally invite the groups to it.

D) Remuneration Panel For Wales

Section 10 of the Remuneration Panel for Wales Draft Report 2016/2017 relates specifically to Town and Community Councils and all Councils had been asked to discuss the 7 determinations contained within the section. Members discussed those determinations as follows:

- **Determination 45:** Community and Town Community Councils are authorised to make a payment to each of their members of a maximum amount of £100 per year for costs incurred in respect of telephone usage, information technology, consumables, etc.

Decision: HAVE ALREADY ADOPTED as this has been effective since 2013

- **Determination 46:** Community and Town Councils are authorised to make an annual payment not exceeding £500 to up to 3 members in recognition of specific responsibilities.

Decision: WOULD NOT ADOPT

- **Determination 47:** Community and Town Councils are authorised to provide a civic allowance to the mayor/chair and deputy mayor/chair of the Council at an amount that they deem appropriate to undertake the functions of that office:

Decision: WOULD ADOPT

- **Determination 48:** Community and Town Councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties both within and outside the area of the Council. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- **45p per mile up to 10,000 miles in the year**
- **25p per mile over 10,000**
- **5p per passenger per mile – passenger supplement**
- **24p per mile for private motorcycles**
- **20p per mile for bicycles**

Decision: WOULD ADOPT

- **Determination 49:** Community and Town Councils are authorised to reimburse subsistence expenses to their members for attending approved duties outside the area of the Council at the maximum rates set out below on the basis of receipted claims:
 - £28 per day allowance for meals, including breakfast where not provided.
 - £200 – London overnight
 - £95 – elsewhere overnight
 - £30 – staying with friends and/or family overnight

Decision: WOULD ADOPT

- **Determination 50:** Community Town Councils are authorised to pay an Attendance Allowance to each of their members for attending approved duties outside the area of the Council as follows:
 - £16.23 for a period not exceeding 4 hours
 - £32.46 for a period exceeding 4 hours but not exceeding 24 hours

Decision: WOULD ADOPT

- **Determination 51:** Community and Town Councils are authorised to pay a Financial Loss Allowance to each of their members where such loss has actually occurred, for attending approved duties outside the area of the Council as follows:
 - £30.05 for a period not exceeding 4 hours
 - £60.11 for a period exceeding 4 hours but not exceeding 24 hours
 - £60.11 plus such amount as is payable under (a) and (b) above as appropriate for a period exceeding 24 hours.

Decision: WOULD ADOPT

- **Determination 52:** Community and Town Councils are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.
- **Decision: WOULD NOT ADOPT**

The clerk reminded members that any payments made to members would be displayed on the website for every financial year.

On the subject of the website Cllr. Richmond asked that the clerk looked into quotes for a new website and website host as she didn't feel that the current one was professional enough. The clerk explained that the current website was a free one; however, she would make enquiries into packages available.

E) Planters and flowerbeds for Towyn

Cllr Johnson updated members on the work he had done trying to obtain quotes for the grassed area at Llys Madoc to be developed and additional flowerbeds created to both aesthetically improve the area and also prevent cars from being parked there. After meeting with a number of contractors only one agreed to provide a quote which was then discussed by members.

It was proposed by Cllr. Smith and seconded by Cllr. Darwin to accept the quote of £750 for the formation of two crescent shaped flowerbeds, the plants and all labour costs. This was agreed by all.

There were also two quotes discussed regarding planters to replace the two current planters at the bus stop on Towyn Road near its junction with Llys Madoc, which are very tired and in need of replacing. The quotes related to the cost of the planters only and did not include the plants are labour costs, however, the clerk had recently met with Tom Gravett who had agreed to provide plants for these planters from CCBC's nursery.

After some discussion it was proposed by Cllr. Smith and seconded by Cllr. Roberts to purchase three planters at a cost of £337.57 (inc. VAT) with two planters for Towyn and one for the square in Kimmel Bay, and this was agreed by all.

114.15 Correspondence received

- Kimmel Bay Dance Club – Acknowledged.
- The Village Ladies – Acknowledged.
- Benefits Advice Shop – Acknowledged.
- Kimmel Bay Garden and Social Club – Acknowledged.

115.15 Accounts for October for Approval including Bank Reconciliations.

It was proposed by Cllr. Anderson and seconded by Cllr. Smith to accept the accounts and bank reconciliations (appendix a) and this was agreed by all.