

Towyn & Kinnel Bay Town Council

Minutes of the Full Council held on Wednesday 29 June at 7:00pm 2016 at the Community Resource Centre & Town Hall Kinnel Bay.

Present Cllrs: E Bateman (Mayor), B Darwin, S Evans, B Griffiths, D Johnson, L Knightly, B McLoughlin, M Smith and N Smith (Deputy Mayor).

Clerk: Mrs H Stewart BEM

The Mayor was delayed in arriving so Cllr N Smith Deputy Mayor opened the meeting.

1. Apologies

Apologies for absence were received from Cllrs: S Anderson (abroad), G Corry (personal commitment) and M Roberts (personal commitment).

2. Declarations of Interest

The following declarations of interest were received;

- a) Cllr D Johnson a personal interest in Agenda Item 13a) Y Goedon, 43 Gors Road.
- b) Cllr M Smith a personal interest in 13c) Asda Supermarket.
- c) Cllr N Smith as Chairman of Planning for CCBC, withdrew from any discussions on Agenda Item 13a) to f)

3. Public Participation

There were no applications from the public to address the Council.

4. Mayor's Allowance

Clarification was sought as to the level of the allowance to cover civic expenses during the Mayor's year. It was thought that there was a £3000 emergency fund that the Mayor could call on in addition to the set allowance but this required further investigation of the budgets by the Clerk.

Resolved that: the Mayor's allowance for 2016-17 be set at £1000

The Mayor Cllr E Bateman arrived at 7.10pm and took the Chair.

During the discussion about allowances it was confirmed that travel expenses for Members attending meetings on behalf of the Council could be reimbursed.

5. Committees

- a) **Resolved that: The Committee structure consisting of three standing committees i.e Policy, Finance, Resources & Planning, Committee, Environmental Improvements Committee and HR Committee was approved.**
- b) The Committee Terms of Reference as presented were approved subject to being referred to each Standing Committee for consideration to ensure that the scope would encompass the intended work of each committee.
- c) **Resolved that: The delegations as presented be approved for 2016-17.**

6. Nominations to the Standing Committees

Resolved that: Membership of each of the Standing Committee for 2016-17 would be:

Policy, Finance, Resources & Planning: Cllrs: Corry, Darwin, Griffiths, Johnson, Knightly and

Roberts.

Environmental Improvements: Cllrs: Corry, Evans, Johnson, Knightly, McLoughlin and M Smith.

HR: Cllrs: Darwin, Evans, Johnson and Roberts.

The Mayor and Deputy Mayor would be Ex-Officio members on all of the Committees.

7. Schedule of Meetings

Resolved that: The Schedule of Meetings for 2016-17 be approved as presented.

8. Standing Orders & Financial Regulations

These documents had been circulated prior to the meeting for consideration. Both documents required reviewing to ensure they reflected the procedures of the Council. The Internal auditor had also made some comments about the Financial Regulations requiring some changes. The documents would be reviewed by the PFR& PI Committee and be reconsidered by the Council in September.

9. Outside Bodies

Nominations to Outside Bodies for 2016-17 were agreed as:

North & Mid Wales Association of Local Councils – Cllrs; Darwin and McLoughlin
Abergele Burial Board – Cllrs: Darwin, McLoughlin and N Smith.
Ysgol Maes Owen Community Governor – Cllr E Bateman (Mayor)

Reports from the representatives would be received by the Full Council every three months.

10. Urgent Matters

a) Healthcheck

The Town Council had commissioned an independent report on the 'health of the council' covering the following aspects:

- Administration and financial arrangements
- Roles and responsibilities
- Local issues
- Recommendations for the future.

Having concluded his review, Robert Robinson, Town Clerk to Welshpool Town Council recommended the following actions should be taken forward:

- a) Re-organise the annual meeting to include the mayoral and Deputy Mayor Elections on that night, to appoint Committees and outside bodies at that meeting.
- b) Take forward a Town or Community Plan
- c) Complete the documents as indicated by the Internal Auditor.
- d) Create a local newsletter and let people know what you are doing.
- e) Take note of the comments in this report.
- f) Move on together.

The Council was asked if it endorsed the findings of the report and if it did then an action plan could be developed to take things forward.

Resolved that: The Health of the Council Report be endorsed.

b) Payroll

The administration of the payroll for staff took an inordinate amount of the Clerk's time plus was a minefield in regard to auto enrolment for pensions and other legal requirements. Engaging a payroll company for a fee of £25/month plus a one off set up fee of £65 was recommended as a more efficient option.

Resolved that: a payroll company at a cost of £25/month plus a set up fee of £65 be engaged.

c) Community Resource Centre

Unfortunately there were a few dates when both the Admin Assistant and the new Clerk had holidays booked at the same time. This would be avoided in future but the Council agreed that for the couples of times that it occurred this year the office could be closed.

A notice informing users of the Resource Centre should be displayed as early as possible giving prior notice of the due closure.

11. Minutes

Resolved that: The minutes of the Annual General Meeting of the Council held on 11 May 2016 be approved as a true record and signed by the Mayor.

12. Matters Arising

There were no matters arising.

13. Planning Applications

- a) 0/42827 Certificate of proposed lawful use for the demolition of existing glazed conservatory to the rear of the property and the erection of an extension.
Recommend: No Objection
- b) 0/42845 Removal of existing hipped roof and timber extension to rear of dwelling, erection of extension to rear of dwelling and formation of new roof with dormer to side elevations.
Recommend: No Objection
- c) 0/42855 Retention of existing static caravan and siting of two additional static caravans. Creation of a new vehicular access to the highway.
Recommend: Refusal
- d) 0/42881 Installation of external cat ladder and high level walkway to external face of existing superstore
Recommend: No Objection
- e) 0/42897 Display of 1 no. internally illuminated free standing sign
Recommend: No Objection
- f) 0/42894 Erection of flat roofed extension between bungalow and swimming pool annexe and erection of conservatory to side of dwelling.
Recommend: No Objection

14. Internal Audit

The report of the Internal Auditor had been and circulated to all Councillors. There were no issues of great concern and the couple of recommendations that had been made would be implemented. A progress report would be given at the Full Council meeting in November.

Resolved that: the Internal Audit report for 2015-16 be approved.

15. Annual Return

- a) The Council responded to the questions in in the section of the Annual Return that related to the Annual Governance Statement.

Resolved that: the Annual Governance Statement reflected the position of the Council and be signed by the Mayor and the Town Clerk.

- b) The Statement of Accounts for 2015-6 were presented.

Resolved that: the Statement of Accounts 2015-16 be approved.

- c) Having accepted the figures on the Annual Return should be amended to reflect those within the Internal Audit report the Council agreed the Annual return.

Resolved that: the Annual Return be signed by the Mayor and Town Clerk.

16. IT

In accordance with the Financial Regulations three quotes had been obtained for the replacement of the IT equipment. Whilst the cost was one factor the provision of a reliable maintenance contract was a vital consideration.

Resolved that: Triumph Technologies be contracted to purchase and install the new It equipment and to provide an annual maintenance as detailed in the proposal received.

17. Town Signs

The Council had received a request from County Councillor Laura Knightly to consider contributing £200 towards the cost of an additional panel to a welcome sign for Towyn. The location of such a sign was suggested as either Gors Road or Abergele Road.

Councillors were of the opinion that there should be a welcome sign at both locations and if the County Council would be willing to cover the cost of installing a second sign it would agree to provide £600 of funding, £400 of which would be for the purchase of a second sign.

Resolved that:

- a) **£200 be made available to fund an extra panel on the proposed Welcome Sign.**
b) **£400 be made available to purchase a second welcome sign subject to the CCBC installing the sign at no cost to the Town Council.**

18. Office Repairs

There were a number of issues that required resolving in regard to the office accommodation not least the absence of a suitable window to provide more natural light, independent lighting to the Clerk's office and a partition wall to give privacy and security to the link between the reception office and clerk's office.

The general condition of the Resource Centre building and its surrounds required a maintenance programme which should also include the requirements for maintaining the flower beds and hanging of flower baskets.

It was agreed that advice should be sort from a building company(s) with cost for the internal structural changes and the matter brought back to the Full Council for further consideration.

19. Summer Planting

Progress had been made in acquiring plants for the unplanted flower beds and also the two planters in front of the library. A schedule for planting would be produced so that in future they were all planted at the appropriate time for each season.

20. Correspondence

There were no actions arising from the correspondence received and presented to the Council.

21. Exclusion of the Public

Resolved that: Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of:

Agenda Item 22: Honorarium

22. Honorarium

Having considered the guidelines for awarding an Honorarium the Council unanimously agreed that such a payment was attributable for the work undertaken during the change of clerk.

Resolved that: An Honorarium be awarded.

The meeting closed at 8.35pm.

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Signed by: Chairman of the Full Council Meeting – 27 July 2016