

# CYNGOR TREF PENMAENMAWR PENMAENMAWR TOWN COUNCIL



To all members of Council: -

Minutes of a PENMAENMAWR TOWN COUNCIL MEETING

held at Community Centre Chambers, Penmaenmawr on the 2<sup>nd</sup> October 2018 at 6.30pm.

**18538** Present: Cllr U. Abbott, Cllr M. Baines, Cllr K. Beard, Cllr M. Brewer, Cllr L. Coleman, Cllr R. Holmes, Cllr J. Edwards, Cllr D. Fisher, Cllr K. Prior.

**18539** Apologies: Cllr Lloyd-Borland (personal reasons), Cllr S. Banwell (unwell), Cllr E. Davies (work commitments).

**18540** Code of Conduct/Declaration of Interest.

The location of the Declaration of Interest forms highlighted.

**18541** Public Participation – There was no public participation

## COUNCIL ADMINISTRATION

**18542** Ratification of the minutes of the meeting held on 18<sup>th</sup> September 2018.

It was requested that where the purchase of items had been agreed at the previous meetings, future minutes include the cost of these items. The minutes of the meeting of the 18<sup>th</sup> September were ratified.

**Proposed: Cllr Fisher Seconded: Cllr Holmes Voting: Unanimous.**

**18543** Matters arising from the meeting held on 18<sup>th</sup> September 2018:

18520 Display and Information Boards – Clerk confirmed funding for noticeboards which will be fitted in due course.

18521 Questions for Public Engagement Event – Questions were drafted and circulated and have been finalised.

18522 Pre-Circulation of Grant Applications – One Drive folder yet to be activated – action moved to the Action Log – Grant Applications being scanned and added to minutes.

18524 Light Up Pen Project Application – Clerk reported lights have been ordered and payment for incidental on the payment list of this meeting.

18525 Ffordd Darbshire – Clerk reported CCBC had been contacted and he was waiting for a reply – Action moved to Action Log.

18525 Painting the Play Area – This item moved to Action Log to be incorporated with other winter projects.

18529 Dwygyfylchi Beach – Item transferred to Action Log

18530 Remembrance Sunday – Clerk has liaised with Police and CCBC regarding road closure and was advised that partial road closure, as in previous years, was more likely to receive approval. Application forms have been received.

18531 The Celebration of Women's Suffrage – the event has now been retitled 'A Time to Remember:1918.'

18532 Remembrance Tree – Clerk has booked the Community Centre and has spoken to Janice Brown.

18533 Silent Soldier – The paperwork to order four Silent Soldiers was complete. However, a payment was required with the order. This payment is on the payment list of this meeting.

18535 A review of the condition of local bus shelters has begun but not completed and has therefore been moved to the Action Log.

**18544** Signing of the minutes of 18<sup>th</sup> September 2018.  
The minutes were signed as a true record of the meeting.

**18545** Report on Outstanding Action Log Items.

The Action Log was distributed to Councillors, which appraised them of the progress of current and outstanding work. Items discussed included:

- i. Item 1. Storage of Giant Deckchairs. It was proposed that the library be approached to see if they could accommodate the deckchairs in their portacabin.  
ACTION: Clerk to contact Library.
- ii. Item 10. Public Engagement Event. The questions to be asked at the public engagement were discussed and finalized.
- iii. Item 3. GDPR Training.  
ACTION: It was agreed that the clerk will arrange a GDPR briefing for Councillors.
- iv. Item 24. The Speedwatch campaign was up and running. The Campaign currently had 13 trained operatives and a number of approved locations. Further volunteers were being recruited.

Following a detailed discussion, the Council accepted the contents of the Action Log.

**Proposed: Cllr Prior Secoded: Cllr Fisher Voting: Unanimous.**

**18546** Social Media News.

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

- The Community Engagement Event. An opportunity for everyone to meet their Councillors and discuss their communities. These will be held simultaneously at three Community Centres; Dwygyfylchi, Pant yr Afon and Penmaenan.
- The successful launch of the Speedwatch campaign, which was now live with 13 operatives. If anyone else is interested in joining the Speedwatch team they are requested to contact the clerk.
- The Town Council are installing a new noticeboard outside the library to facilitate improved dissemination of library events.
- The Town Council are again supporting Light up Pen and are funding the repair to existing festive lights and the purchase of additional lights.
- Save the Date: On the 9<sup>th</sup> November the Town Council are hosting 'A Time to Remember: 1918', an event to commemorate the signing of the World War One Armistice, to celebrate women gaining the vote and to acknowledge a hundred years of campaign by the Women's Institute.
- The Remembrance Tree Service will be held this year, on the 24<sup>th</sup> November at the Community Centre. You can obtain Remembrance Tree forms from a number of outlets including: Betty's Cafe, Clare Convenience Store, Dilys Hairdressing Salon, Town Council Offices.
- The Town Council are supporting the Royal British Legion Silhouette Appeal. Keep an eye open for these 'Silent Soldiers' around the area.

**ACTION: Clerk to disseminate to the Social Media Manager.**

**18547** Mayor's Report.  
No report was received.

**18548** List of Payments.

DATE	CHEQUE No	COD E	PAYEE	AMOUNT
24/09	03631	s.150	CVSC Course – Essentials of GDPR	35.00
04/09	03632	s.19	Pawle & Co - Defibrillator Boxes	921.60
13/09	03633	s.19	Place2 Print – T-Shirts for World Clean up Day	120.00
02/10	03634	s.19	Penmaenan Community Centre	1600.00
18/09	03635	s.19	Light Up Pen (Repairs & incidentals)	1000.00
25/09	03636	s.19	Noticeboard for Library	253.20
10/09	03637	s.150	Toner for Printer	68.92
25/09	03638	s.150	Viking Direct (Stationery)	211.91
26/09	03639	s.143	ICO Renewal	40.00
13/07	03640	s.19	Hire of Maen Alaw 13 <sup>th</sup> July	72.00
18/09	03641	s.137	Royal British Legion Poppy Appeal (Silhouettes)	1000.00

The Council requested further information on the payments to Maen Alaw. This payment notwithstanding the remaining payments were approved.

**Proposed: Cllr Prior      Seconded: Cllr Holmes      Voting: For 8 and 1 Abstained**

**ACTION:** Clerk to arrange payments.

**18549** HR Sub-Committee.

The Council were advised that the HR sub-committee were now reduced to three members, two below that stated in the Standing Orders. In the absence of further volunteers to stand on this sub-committee, the Council resolved to amend the Standing Order to include the phrase between three and five members.

**Proposed: Cllr Edwards      Seconded: Cllr Prior      Voting: Unanimous**

**ACTION:** Clerk to amend PTC Standing Orders.

**18550** Pen Eye Facebook Page.

FOR INFORMATION: The management of the social media site was discussed, including Prism's response to various comments posted on the Pen Eye Facebook page. The matter was left to the discretion of Prism. No further action to be taken.

**18551** Footpath.

The Council have received notification that CCBC are proposing to add Cwm Road, Penmaenmawr, as a public rights of way, based on use over time. It was resolved to support this proposal.

**Proposed: Cllr Fisher      Seconded: Cllr Baines      Voting: Unanimous**

**ACTION:** Clerk to notify CCBC.

**18552** Christmas Meal.

Locations were discussed to host the traditional Council Christmas meal. Noddfa was suggested for this year.

**Proposed: Cllr Beard      Seconded: Cllr Coleman      Voting: Unanimous**

**ACTION:** Cllr Fisher to approach Noddfa and ascertain their ability and availability to host the meal.

**18553** Bank Reconciliations.

- i. Bank Current Account Reconciliation to 30<sup>th</sup> August 2018  
**The reconcile was checked and certified as correct by Cllr Baines and Cllr Holmes**
- ii. Bank Current Account Reconciliation to 31st September 2018  
**The reconcile was checked and certified as correct by Cllr Brewer and Cllr Holmes**

**18554 Financial Actual v Budget.**

A six months actual expenditure report was presented to the Council, which included details of the Council annual budget. Overall, Council expenditure was within budgetary planning, although there were some fluctuations within some specific project expenditure. To improve financial planning and maintain fiscal control it was resolved to re-establish the Council finance sub-committee.

**Proposed: Cllr Prior      Seconded: Cllr Holmes      Voting: Unanimous**

**18555 Report from Town & Community Council Forum**

FOR INFORMATION: The Council were provided a summary of the reports distributed by the County Council at the recent Town and Community Council Forum meeting, held at Llanrwst. In particular the financial outlook for the County Council looked bleak with further financial cuts required next year. This was likely to impact negatively on services provided by CCBC to local councils, including PTC, especially in connection to the maintenance of parks and play areas initially and also possibly public lavatories.

**ECONOMIC WELLBEING**

**18556** Promenade Upgrade Project.

FOR INFORMATION: It was reported that the meeting with NCompass and RML regarding the Promenade Upgrade Project has been postponed and was now scheduled to take place on 5<sup>th</sup> October 2018.

**ENVIRONMENTAL WELLBEING**

**18557** National Eisteddfod.

An application for financial support for the National Eisteddfod of Wales, to be held in Llanrwst next year was discussed. It was reported that the Penmaenmawr area, in keeping with other areas of the County, had been set a total target of £7,500. It was proposed that an initial amount of £2,500 be approved from this year's financial budget. It was further proposed that this item be re-visited next spring/summer when more information was available on how general fundraising was going in the area.

**Proposed: Cllr Coleman      Seconded: Cllr Prior      Voting: For 7 – Abstained 2 (Cllr Edwards because of personal interest)**

**ACTION:** Clerk to arrange payment.

**SOCIAL WELLBEING**

**18558** Remembrance Sunday

FOR INFORMATION: The Council were updated on the arrangements for Remembrance Sunday. CCBC had been contacted about closing one lane of the road past the memorials in Dwygyfylchi and Conwy Road. It also was reported that the Historical Society's 'There but not there' tribute to the fallen of WW1 had arrived and discussion on where to locate them were underway.

**18559** Christmas Trees.

A quotation of £138 was discussed to supply six 150cm Christmas trees, which in previous years had been situated above the Dwygyfylchi shops (4) and in the centre of Penmaenmawr (2). The quotation was accepted and it was agreed to purchase the trees.

**Proposed: Cllr Prior    Seconded: Cllr Holmes    Voting: Unanimous**

**ACTION: Clerk to liaise with the contractor.**

**18560** Grant Application Penmaenmawr Community Events.

A project application was discussed in favour of Penmaenmawr Community Events. The project to run the artisan markets and the Festive Fayre and is estimated to cost approximately £8,000. It was resolved to support the application subject to the following conditions:

- i. The Council will expect to see a significant increase in the financial self-sufficiency of the event over the coming years as funding to this level is unlikely to be supported in the future
- ii. That the organisation accepts a nominated Councillor to attend their meetings and act as liaison between Community Events and PTC, with the objective of assisting Community Events achieve point i.

**Proposed: Cllr Edwards    Seconded: Cllr Beard    Voting: For 5 – Against 4**

**ACTION: Clerk to notify Community Events of decision.**

**18561 EXEMPT ITEM – Council Staff.**

No action.

**18562** Any Other Business.

- i. Audit of works – The establishment of an audit of maintenance was suggested for the Council area, with a view of establishing a regular program of rolling works. To facilitate this programme, each Councillor was asked to prepare a list of regular works within their ward.
- ii. Three-week Council meetings – The Council were asked to consider revising the Council meeting schedule to a three-week cycle. Such a cycle would reduce the onerous commitment on Councillors and would reduce the administrative burden on the clerk, which, in turn, would free up time to complete council actions.
- iii. Pantomime – It was suggested that PTC examine the feasibility of sending schoolchildren within certain age brackets to see a Christmas pantomime.
- iv. Penmaenan Trip Hazard – It was report that the drive into the new flats in Penmaenan represented a trip hazard to anyone of reduced sight crossing the road.

**ACTION: Clerk to report.**

- v. Groesfford Lane overgrown – It was reported that Groesfford Lane is overgrown.

**ACTION: Clerk to report.**

**18563** Items for the Next Meeting Agenda.

- i. Purchase of Mobile Camera
- ii. Purchase of Car Parks
- iii. The Christmas Wish Tree Event
- iv. Lights on Christmas trees

Councillors were asked to submit any further items to the clerk.

**18564** Date and Time of the Next Meeting: 6.30pm 16<sup>th</sup> October 2018.