



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



**Llanfairfechan Community Town Hall Village Road Llanfairfechan LL30AB**  
**Mayor Cllr Nia Jones Deputy Mayor Cllr Sharne-Marie Bellis**

**AGENDA Wednesday 29<sup>th</sup> April 2026**

**TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Microsoft Teams**

1. Welcome all to the meeting and general housekeeping
2. To receive apologies for absence (LGA 1972 Schedule 12)
3. To receive declaration of interest – (Disclosable personal or prejudicial interests)
4. To receive representations and queries from the public
  - In attendance: North Wales Police to introduce the new Llanfairfechan - PCSO Aaron Pope
5. To receive and approve minutes April 8th, 2026 & Action List (LGA1972 Schedule 12)
6. To receive approve final decision plans for HR support 2026/27
7. To receive and approve plans for ongoing Paned a Scwrs project
8. To receive and approve One Voice Wales' Civility and Respect Pledge
9. To review and consider further actions suggested by the Annual Inspection report for Victoria Gardens
10. To receive and approve s137 grant applications:
  - Ysgol Babanod PTA – school playground markings project
11. To receive policy documentation and discuss in readiness for annual meeting
12. To receive and approve current payments for April 29th, 2026

**Join:** <https://teams.microsoft.com/join/38584574100181?p=pqWpBRwar2hO0fNT48>

**Meeting ID: 385 845 741 001 81**

**Passcode: a5Fp9AH7**

<b>1. Petty Cash 2026/27 £250.00</b>
<b>2. Menter Iaith translations April £296.54</b>
<b>3. CCBC Play Inspections 2025/26 £567.58</b>
<b>4. Delwedd 13 Products Microsoft Business Basic (with web apps) (no teams) £793.78</b>
<b>5. G Roberts Repair to skatepark £75.00 &amp; fixings for banner £70.00</b>
<b>6. Scribe Accounting Package monthly payment £88.80</b>
<b>7. (subject to approval) Ysgol Babanod PTA – School markings £500.00</b>
<b>8. Face-painter for Llanfairfechan Celebrates £300.00</b>
<b>9. Worldcare Community Skips £258.00</b>
<b>10. Mayor's Childcare expense claim £115.98</b>
<b>11. Sional Banners (Markets and Llan Celebrates) £150.00</b>
<b>12. British Gas Muga £60.00</b>
<b>13. Town Clerk Audit hours 2025 (previously agreed 21/05/2025 and ratified 02/07/2025) £406.00</b>
<b>Retrospective payments</b>
<b>14. Veterans Hall Hire INV 591 £481.25</b>

13. To receive information about planning matters:
  - [0/53292](https://www.gov.uk/government/consultations/053292) - Evangelical Fellowship Mill Road Llanfairfechan LL33 OTG
14. To receive correspondence:
  - Community coffee project
  - Letter of thanks from Community Hall
  - Offer of Community Partnership meeting with Conwy CBC
  - OVW National Conference & Awards Ceremony 2026
  - Letter from resident RE Pandy Bridge Car Park
15. To receive reports from meetings and events:
  1. Pendalar Hall Llais y Llai group meeting

2. Community Energy Group
3. Conwy CBC Sea Defence Workgroup
16. To receive compliments, complaints and urgent matters for consideration and to log for future meetings.

Wednesday April 8th, 2026

TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Teams

MINUTES

In attendance: Chair: Deputy Mayor Sharne-Marie Bellis, Mayor Nia Jones; Cllr Rhys Griffiths; Cllr Andrew Hinchliff BEM; Cllr Chris Jones; Cllr Alun Rhys Jones; Cllr Christine Roberts; Cllr Leena Farhat (online); Cllr Preben Vangberg; County Councillor Cllr Penny Andow (online); Town Clerk: Jayne Neal; Deputy Town Clerk: Callum Morrison

1. Deputy Mayor Sharne-Marie Bellis welcomed all to the meeting and it was agreed the meeting would be recorded for minutes purposes. Resolved to receive and take note

2. To receive apologies for absence (LGA 1972 Schedule 12)

Cllr Charlotte Murray

Resolved to receive and take note

3. To receive declaration of interest – (Disclosable personal or prejudicial interests)

Personal interests were declared by Mayor Nia Jones, Cllr Andrew Hinchliff BEM, Cllr Christine Roberts and Cllr Chris Jones for item 8 (Llanfairfechan Community Hall annual submission s137 grant) as they are the charity's trustees or officers. It was noted that these councillors will not be allowed to vote on this agenda item.

Resolved to receive and take note

4. To receive representations and queries from the public

None in attendance

Resolved to receive and take note

5. To receive and approve minutes March 18<sup>th</sup> 2025, and Action List (LGA1972 Schedule 12)

These had been distributed previously and were taken as read. It was noted some minor typos were reported and corrected. No substantial change to the minutes was raised. The following matters from the Action List were discussed: 1) Water Leak on Village Road: Welsh Water have confirmed that the water leak is fully fixed with no further works expected. 2) Food and Artisan Market was very successful with 240 people in attendance. There was an egg hunt, PTA craft activities, plus other markets had to close due to high winds which all helped our footfall. 3) Paned a Scwrs session 2026/27: 12 learners come regularly and there are now 4 volunteers who help to run the sessions. It has a good profile now as the Equality Officer has done a good job of pushing it around all her networking contacts so that people in Llanfairfechan and surrounding area are aware of the sessions. It has a cost of approx. £10 per session, additionally some of Bethan's time is spent at the sessions. However, the plan is to utilise the volunteers so that they are able to run the sessions with Bethan 'managing/provisioning' sessions wish will reduce the workload. It was noted that Bethan has embedded this project in the regional learners network and it is advertised by Menter Iaith and Bangor University. Cllrs indicated that they would like the sessions to continue, and it was suggested that it be added to next meeting's agenda so that a decision could be made on funding etc. 3) Litter Pick event - On 26<sup>th</sup> March Town Council ran 2 litter pick events in conjunction with Keep Wales Tidy's 'Spring Clean' event. The morning event was a private litter pick with the Ysgol Babanod and Ysgol Pant-Y-Rhedyn. 90 pupils in total turned up and took part which is a fantastic number. The afternoon event was an open event for members of the public to go on a litter pick as they walk along the promenade/cob. 18 members of the public took part. In total, 8 full backs of litter were collected and reported to the Caru Cymru website. 4) Llanfairfechan MUGA courts – a freestanding tennis net 'on-wheels' has been purchased and erected on the blue MUGA court. This will allow the tennis net to be easily wheeled out of the way, to the side of the court when not needed and wheeled back into place when needed. The need for this type of net is that the fixed-post net system was cumbersome to use and took lots of time to setup. This meant that users were losing time during their session to removing/setting up the net. It also meant that the net was getting damaged and became un-usable. The free-standing net removes both of these issues being quick to move into/out of position and does not require to be taken down/setup regularly which can damage the net. This information has been posted on Social Media and on the booking website. It was noted that having the translations by our Equality Officer has really helped with getting this message out on the day that the work took place. Lots of people have contacted us in the past few weeks to report that there is not a tennis net present, which shows the obvious need for one. 5) Bench Project – The bench on Aber Road has now been fixed and painted. Thank you to blacksmith Gareth Roberts for his continuing repair work with Town Council. 6) Co-options – There are still 2 vacancies on the Town Council. Deputy Town Clerk has spoken to 2 people who are interested in joining Llanfairfechan Town Council, and discussions are ongoing. But there has been no commitment made and so we are still open to new members. 7) Register of Interests – Town Clerk is in the process of uploading the Register

of Interest on the website in the Counsellor Info section as this mirrors other Town Councils. 8) Audit – The audit process is starting now. Town Clerk is completing the Audit and it needs to be sent off by the first week of May. The Audit Pack will be presented at the next meeting for the Council to review. 9) Skatepark – A hole has been reported in a ramp of the skate park. It is a similar hole to last time and likely to be caused by scooter wheels. The hole is in part of the ramps that were not refurbished when we last undertook repairs. The skate park is currently closed with the gate locked. The play officer from Conwy CBC and our local contractor have inspected the skate park and recommended that all areas that were not previously refurbished should now be refurbished. Town Council instructed that a quote for this is provided for next meeting.

Proposed Cllr P Vangberg    Seconded Cllr C Roberts    Unanimous    Resolved to approve and take note

6. To receive further information and approve plans for HR support 2026/27

Information about a HR assessment had been distributed previously and were taken as read. The external HR advisor that Town Council has been using has retired from self-employment and so Town Council are needing an alternative provider for HR support. Town Council are facing some challenges as the staff team has grown over the last few years and as of April 2026 there are big changes to employment law. Town Council needs to make sure that we are fully compliant. A discussion about the 4 options available was had with comments on the pros/cons of each provider. One Voice Wales provide free advisory support, have free document templates available and provide a daily consultancy rate £478 per day. We would have to use the daily consultancy for them to create specific documents / update contracts for us / perform a review to make sure we are compliant. Peninsular have already visited Town Council the office to perform a free ‘impact assessment’ (which has been shared to councillors) and shows the active steps they would take to help make us compliant. There is a 12-month contract and have a monthly fee of £255.67 (£3,068.04 per year). This is the largest quote but does include insurance. It was felt that Llanfairfechan were a ‘small customer’ for Peninsular and that they were focused/specialised on larger organisations. They also had an ideology of ‘damage control for when something goes wrong’ rather than a focus on prevention. This is understandable when working with organisations with hundreds of employees but does not seem the right approach for our organisations with only a few employees. Croner have a focus on small businesses, their service seemed the same as what Peninsular were able to offer but had a different approach of focusing on the proactive parts rather than the reactive parts. This is reflected in their offering which does not include insurance but does include an EAP service. Their cost was £216.60 per month (£2,599.20 per year). Bright HR are the fourth service that staff reached out to. They are the owner/creator of the HR software that is offered by both Peninsular and Croner. Bright HR also provide HR advice and support service, including EAP and insurance. Crucially, their offering also includes H&S software and advice which none of the others offer. Bright HR provided a quote of £198.5 per month. However, officers noticed that this only included a review of contracts and not policy documents. When speaking to BrightHR on the phone it was explained that this would likely an extra £10 or so per month. This quote is therefore expected at £210 per month (£2520 per year). It was proposed that Town Council should use BrightHR as the external HR / H&S contractor, depending on updated quote. Town Clerk instructed to clarify quote and report back to Town Council.

Proposed Cllr A Hinchliff BEM    Seconded Cllr C Jones    Unanimous    Resolved to approve and take note

7. To receive and approve grant application for Conwy Pride in Place Impact Fund

Town Clerk and Deputy have failed to get quotes for the project due to contractors not wanting the job or being too busy to be able to quote within the time frame. Town Clerk has a number of concerns and it's likely going to be too difficult to get this application in on time. It was suggested that Town Council does not apply for the grant. Town Clerk was asked to send an e-mail to the grant facilitating team to say we would like to have applied for this grant, but the deadline is too short and unachievable.

Proposed Mayor N Jones    Seconded Cllr A R Jones    Unanimous    Resolved to approve and take note

8. To receive and approve s137 grants

Llanfairfechan Veterans Breakfast Club annual room hire – Town Council were expecting a grant application from Llanfairfechan Veterans Breakfast Club, but this has not been received. Mayor Nia Jones volunteered to contact the group and request a formal grant application be submitted.

Llanfairfechan Community Hall annual submission – Llanfairfechan Community Hall has submitted its annual grant submission which has been typically granted in past years. They have requested £5000, which is the same amount as was requested in previous years. The grant application states: “This grant will help us with the final instalment of our latest solar panel array instalment and final stages of the roof refurbishment – being match funds for the Community Led Development Fund secured in August 2025. The total cost of our refurbishment is likely to be around £450,000. To date we have secured funding of over £200,000 and have almost completed the first phase of refurbishment by addressing the most urgent issues with the hall. Current figures: 6000+ attendees over a 12 month period, 19 regular health and wellbeing provider sessions each week, 21 intermittent community groups through

the year, at least 12 large social events in a 12 month period, 8 Local Food & Artisan markets in a 12 month period". Community Hall trustees and officers were not allowed to vote. It was proposed that this grant is approved.

Proposed Cllr P Vangberg    Seconded Cllr A R Jones                      Unanimous                      Resolved to approve and take note

**9. To receive and consider request of support for pedestrian crossing outside Ysgol Pant y Rhedyn**

Headmaster of Pant-y-Rhedyn has contacted Mayor Nia Jones to ask "I hope that you would raise on my behalf. Can the Council explore and perhaps investigate where the Cllr Council would put a pedestrian crossing outside that? This would deter speeding cars further and maybe help families who want to cross the road by the school. It would also help us with when the school crossing patrol isn't there beyond." Councillors noted that it was likely to be very costly and so have pushback from Conwy CBC for installing the crossing point. Councillors agreed that the crossing would be an important provision for road safety. It was proposed that a letter be sent to Conwy CBC saying that the headmaster has requested a crossing point, and it has full support of the Town Council and see if Conwy CBC would be able to install the crossing. Town Clerk will report back to the headmaster and Town Council of the outcome.

Proposed Cllr P Vangberg    Seconded Cllr L Farhat                      Unanimous                      Resolved to approve and take note

**10. To receive and approve financial reports and current payments for April 8th, 2026**

Financial Reports and Current payments had been distributed previously and were taken as read. Town Clerk raised the Delwedd payment is £1,491.12. This is a mixture of invoices that all come together to perform the email and domain migration project which has already been agreed. This is the maximum cost of the project and there is still some negotiation to be had. The main costs changes come from the type of email software license we want and if councillors want their email data migrated to the new system. Councillors requested that even if councillors don't want email transferring to the new system, all old email data is exported in a large file dump that can be stored securely for future reference and freedom of information requests. Councillors will consider if they want their emails migrated in the future. It was agreed that officers should continue the work to negotiate on this project and keep the signatories apprised of any changes to costs – Town Council were reassured that this would only be less than the figures quoted as some services quoted may not be needed. Separately, it was raised that the reserves rolling over this year are similar to the reserves last year. This is very positive and keeps us financially secure. In relation to the MUGA, it was proposed that the finance committee run through the figures at their next meeting and can recommend any summer discounts for residents.

Proposed Mayor N Jones, Seconded Cllr P Vangberg    Unanimous                      Resolved to approve and take note

**11. To receive information about planning matters**

**0/53292 - Tri Saeth Penmaen Park Llanfairfechan LL33 0RN** – It was raised that there is a minor concern about a small cherry tree as it is unclear if it would need to be removed or not. There is no concern about the actual build. Town Council agreed that the applicant should follow the advice of the Conwy CBC Officers. Town Clerk to feed back to Conwy CBC.

Resolved to receive and take note

**12. To receive correspondence**

**Taxi bay on Village Road** – Conwy CBC has confirmed that the taxi rank on Village Road has been revoked and replaced with a '*Limited Waiting* restriction of 120 minutes, Monday–Friday, 9am–5pm, with no return within 120 minutes. Works have been ordered on the removal of the existing taxi rank sign and the installation of the new signs reflecting the limited waiting restriction.

**Reports of issues with Swans** – Residents have reported that the swans at the boating lake are nesting on the footpath. Town Clerk has reported this to Conwy CBC who said that they would send an officer to investigate. Since then metal barriers have been installed by the edges.

**Resident's report of litter picking** – A resident has been sending in updates of their litter picking. Deputy Town Clerk has been uploading litter picking date to Keep Wales Tidy's portal. Deputy Town Clerk wanted to let Town Council know as this resident has done this off their own back and has been very pro-active. It was suggested that a thankyou message is sent to the resident – Town Clerk to action.

**13. To receive reports from meetings and events**

**PAW Improving Our Local Places** - Cllr Sharne- Marie Bellis attended the meeting with Planning Aid Wales. The meeting showed the positive impact that the Place Plan has had on 2 towns as case studies. It showed the importance of the Town Council working with residents to ask them what they wanted. It was interesting to see how by getting residents, the residents were more positive accepting of changes and the impact on the wellbeing of the residents. There were also a lot of good ideas proposed by residents that were able to be adopted by the Place Plan. The slides of the presentation have been sent to the Town Clerk who will be share with all councillors.

**Litter Picks Spring Clean Cymru** – Deputy Clerk noted that this had already been raised on the Action List and so there is nothing further to add.

**Dewi Sant & Warm Hubs funding** – Town Clerk noted how valuable the Equalities Officer was in putting this event together. Headteacher reported by email that the pupils had a fantastic time and the project had a very positive impact. The Education Authority is using the project as an example of good practice and sent out to all the schools in Conwy. It was reported it will help the school to meet the Cymraeg criteria that they were critiqued on last time they had an Estyn inspectorate review.

**Community Energy Group** – Deputy Clerk is personally the chair of this group (volunteering separately from Town Council). There has been a lot of development in a short space of time. The group has re-started after a spate of absence. The group now have: a viable plan for solar power with a 12 month draft plan for project completion, currently sourcing quotes for fees ability studies for hydro plant and wind power, have available grant funding to kick-start projects with potential funders for large scale projects, have been advised to setup as a CIC and are in the process of approving setup. The group is needing to recruit a treasurer. The next open meeting is on 23<sup>rd</sup> April at 7:30 in the Council Chambers, Community Hall and all are welcome. This progress was welcomed by Town Council and there was interest in how things develop from here.

**Flood Protection Workgroup** – Deputy Clerk has had another monthly update meeting with the Conwy CBC Flood Protection team and these new project meetings are going well. On Glanmor Road and access roads, the contractor has carried out the preparation work for the installation of the demountable barriers at 3 locations. A bracket will be bolted to each of the small concrete piers - 2 per location - which will take the barrier planks when required in possible flood situations. The contractor is also building small block stores on-site which will be used to store the barriers when not in use. We are still waiting on completion date for the flap valve on the drain causing flooding under the bridge on Shore Road East.

**Menter Iaith Conwy** – Cllr Alun Rhys Jones had a meeting with their officer Catrin. There was a question from Catrin as she was unsure about future event planning, specifically the Pony Fest. Town Clerk gave a brief overview that Town Council are paying for 1 lantern session and parade. The bit that is missing is the Twmpath, extra lantern sessions, cultural mountain walks etc. There has been a meeting with Manon about putting together and Arts Council grant and link it to the Llanfairfechan Arts Week. Voluntary groups, not Town Council are taking the lead with this grant funding process. It was noted that it would be helpful if Menter Iaith Conwy are able to provide a matching grant or support for the arts council application. Cllr Alun said that he would report back to Menter Iaith Conwy.

**Discover Llan** – AGM has been delayed to Tuesday 5<sup>th</sup> May at 7:30pm in the Split Willow.

**14. To receive compliments, complaints and urgent matters for consideration and to log for future meetings.**

**Zax Hairdressers** – The current owner finishing and handing over the business on 17<sup>th</sup> April. The current owner has been in the village for 26 years and she's been very ethical about who she is handing the business over to, making sure that it stays as a local ownership. It was suggested that Town Council sends a card of thanks and appreciation.

**Resolved to receive and take note**

**Meeting Closed 20:55**