



**CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL**



**Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB
Mayor Cllr Sharne-Marie Bellis Deputy Mayor Cllr Preben Vangberg**

TOWN COUNCIL MEETING JUNE 10th, 2026, 7pm

Agenda

- 1. Welcome all to the meeting and general housekeeping**
- 2. To receive apologies for absence:**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting.
- 3. To receive any declarations of interest from Members**

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).
- 4. To receive representations and queries from the public**
- 5. To approve the minutes of the meetings held on April 29th, 2026 & May 20th Urgent Matters LGA 1972 Sch 12 para 41(1) and to review the action list.**
- 6. To review Internal Audit report and agree External Audit pack for submission.**
- 7. To review and approve document Terms of Reference for Subcommittees 2027**
- 8. To review Staffing Committee report and approve staffing plans for December changes**
- 9. To review signs for public toilets and approve use of signs**
- 10. To receive information about prom car parking and agree plans**
- 11. To review information about Station Road garden and approve water installation**
- 12. To receive and approve current payments for June 10th, 2026**
 1. Monthly Staff Expenditure June £5000
 2. Worldcare Community Skip INV 028981 £258.00 & INV 029042 £258.00
 3. CCBC Play Inspections 2025/26 £567.58
 4. Scribe Accounting Package monthly payment £88.80
 5. Welsh Water Village Road Toilets February to May 2026 £85.00
 6. Welsh Water Victoria Gardens £26.49
 7. Worldcare Community Skips £258.00
 8. Zurich Insurance - annual costs including Village Road Public Toilets
 9. Viking office supplies £71.79
 10. British Gas Muga £60.00 (amount TBC)
 11. CCBC sponsorship of Community Library £4151.00
 12. Zurich Annual Insurance £ 1,417.72
 13. JDH Hughes Internal Audit £584.40
- 13. To receive information about planning matters**
 1. Welsh Government Appeal CAS-04497-C7C2W2 11 Gorwel – statement
 2. ENF/2025/5592/NOTICE1 Talfor LL33 0BP
- 14. To receive correspondence:**
 1. No 75 bus – concerns about the route and update from resident
 2. Email from CCBC re: external grant processes
 3. Menter Iaith – communication with Equalities Officer
 4. Reinstatement Cost Assessment Village Road Public Toilets
- 15. To receive reports from meetings and events**
 1. Flood Defence Working Group meeting
- 16. To receive compliments, complaints and urgent matters for consideration and to log for future meetings.**

Wednesday June 10th, 2026

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

MINUTES

In attendance: Chair: Deputy Mayor Preben Vangberg; Mayor Sharne-Marie Bellis, Cllr Leena Farhat; Cllr Rhys Griffiths; Cllr Chris Jones; Cllr Nia Jones; Cllr Alun Rhys Jones; Cllr Charlotte Murray; Cllr Christine Roberts. Town Clerk Jayne Neal

1. Welcome Deputy Mayor Preben Vangberg 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 Andrew Hinchliff BEM; County Councillor Cllr Penny Andow (Online); **Resolved to receive and take note**

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

Personal Interest was declared by the Town Clerk who left the room during the discussion at Item 8

Resolved to receive and take note

4. To receive representations and queries from the public

None received

Resolved to receive and take note

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

These had been distributed previously and were taken as read. No matters arising from the minutes and they were approved as a true record.

Proposed Cllr Chris Jones Seconded Cllr Charlotte Murray; Unanimous; Resolved to approve and take note

Town Clerk then updated the Town Council on the June Action List and progress made:

1. May Food and Artisan Market – at 158 visitors, footfall was slightly lower than usual but, as the last market in the season is always quieter, feedback was still good.

2. Paned a Scwrs – this project is going well with around 30 people on the books, although weekly attendance around 8 or 9. The sessions are now reported in the Bangor University and Menter Iaith programme of Welsh practice opportunities

3. Llanfairfechan Celebrates – Footfall was busier than usual and feedback extremely positive. Residents were asking for the event to be expanded with a beer tent and music. This will be considered for future years.

4. Big Green Week is going well. Lots of different sessions are going on and feedback so far has been great.

Photo competition closing date is Saturday 12pm – photos should be dropped off at Nood Food or Co-op.

Orchard Group picnic on Sunday at Llannerch road Park.

5. Skate park – Staff were directed to move forward with the refurbishment as required. An email has been received from CCBC to say they support using the local supplier as this is a specialist job that would otherwise require a company travelling in from England. This will be added to the agenda for 01/07/2026 for final ratification. Town Clerk to check if the quote includes the extra work to further shore up the ramps that had been discussed

6. Dog Waste Bin Tyddyn Drycin – It was agreed that the bin should be replaced but that there must be confirmation about CCBC pick up before this moves forward. Staff were tasked to discuss this within the ERF meeting set for 11/06/2026.

7. HR Replacement – all systems are now available from Bright HR. Early indications are positive and the new clock in and supervision systems will be in place from 01/07/2026

8. Christmas lighting – the work to expand into the east end of Penmaenmawr Road needs to be chased. Email to SET Ltd and blacksmith to be sent

9. Bus Routes: Cemetery stop – It seems that Arriva has concerns about safety. This matter is being negotiated between CCBC and Arriva at the moment. County Councillor is chasing up.

10. Scaffolding outside Bodlondeb house – County Councillor is chasing up. Staff to find out whether the Empty Housing Officer is still in post.

11. Bank Car Park footbridge is in great need of repair. Clerk to log report **Resolved to receive and take note**

6. To review Internal Audit report and agree External Audit pack for submission.

Documents had been previously distributed and were taken as read. The Internal Audit report and information about External Audit. There are some minor corrections to be implemented from the Internal Audit, and these will be addressed and signed of my Clerk and Mayor before being sent to the External Auditors. It was noted that the move to Scribe accounting will make a big difference to audit as it has strict input criteria which reduces the chance of errors. The final total carryover for March 2025/26 = 76701 compared to 2024/25 = 77422.

This end of year carryover shows a stable budget despite the challenges that the Town Council have faced because of the CCBC sponsorships and the general rise in the cost of living.

Proposed Cllr Nia Jones Seconded Cllr Charlotte Murray Unanimous Resolved to approve and take note 7. To review and approve document Terms of Reference for Subcommittees 2027

Documents had been previously distributed and were taken as read. Some minor text corrections are needed, but the drafts documents approved with the changes in place.

Proposed Cllr Charlotte Murray Seconded Cllr Rhys Griffiths Unanimous Resolved to approve and take note

8. To review Staffing Committee report and approve staffing plans for December changes

Documents had been previously distributed and were taken as read. Confirmation was shared from Bright HR that the proposal is legally compliant. The planned staff role changes had been considered and agreed in principle by the Staffing Committee on 08/06/2026 and was presented to the Town Council. This matter was considered fully and agreement was unanimous. It was agreed that, due to personal responsibilities, the current Town Clerk may step down on 31/12/2026 and the current Deputy Clerk would step up into the role of Town Clerk. By this time, the Deputy Clerk will have completed ILCA, CILCA and FILCA training and undergone 2 years of mentoring from the current Town Clerk.

Proposed Cllr Chris Jones Seconded Cllr Rhys Griffiths Unanimous Resolved to approve and take note

9. To review signs for public toilets and approve use of signs

Signs were shown to the Town Council. It was proposed these are used at the Promenade Toilets and Village Road. It was agreed that invoices could be paid at the next meeting.

Proposed Cllr Nia Jones Seconded Cllr Charlotte Murray Unanimous Resolved to approve and take note

10. To receive information about prom car parking and agree plans

Photographs were shown and Cllr Christine Roberts had added to agenda. It was agreed this does pose a significant problem for access. Clerk to email Conwy ask how this problem can be resolved, stating the concern about disabled access and children playing in the area.

Proposed Cllr Charlotte Murray Seconded Cllr Nia Jones Unanimous Resolved to approve and take note

11. To review information about Station Road garden and approve water

The Station Road garden has received Green Flag awards for two years and is awaiting a decision for 2025/26. Discussions with the judge accepted that we have a big challenge with regards to water at the site and we cannot really expand our range of planting until this is addressed. The water supply at Victoria Gardens has made a huge difference to the site and it feels the right time to install at Station Road. Dŵr Cymru previously provided a Victoria Gardens water supply at a reduced cost on their community programme and the quarterly water costs are around £20-£30 pounds. In addition, to the water supply, the group would like to request a long hose and reel to water the beds at Victoria Gardens. It should be noted that all this work contributes to the Sec 9 Biodiversity Town Council responsibilities. Clerk to investigate funding opportunities with TfW Community grant. It was agreed that staff could look for external funding and gain quotes for the water installation work and purchase a hose and reel.

Proposed Cllr Nia Jones Seconded Cllr Charlotte Murray Unanimous Resolved to approve and take note

12. To receive and approve current payments for June 10th, 2026

The following updates were made:

8. The final quote is £1293.87 for the annual premium – a slight increase on last year.

9. Viking Office Supplies needs to be adjusted to £69.28 as per invoice.

10. British Gas should be changed to £102.50 as the new bill has just arrived.

All approved with the new totals included.

Proposed Cllr Rhys Griffiths Seconded Cllr Chris Jones Unanimous Resolved to approve and take note

13. To receive information about planning matters

1. Welsh Government Appeal CAS-04497-C7C2W2 11 Gorwel – statement

This matter was discussed as length, noting that the Welsh Government decision cannot be overturned. It was agreed that a statement would not help at this stage, but staff should gather information about where residents can report any concerns about the demolition and construction process, and a statement will be issued if needed. The important factor is for residents to monitor their properties and report any concerns about damage or adverse effects of the processes. Staff to research these matters and refer back to Town Council.

2. ENF/2025/5592/NOTICE1 Talfor LL33 OBP This matter was noted and, because of the listing, it was agreed that the advice of Conwy CBC should be followed. **Resolved to receive and take note**

14. To receive correspondence

1. No.75 bus – It has been reported that not all bus drivers are unable to drive the route through the upper village, but that resident use of the bus is limited because of concerns about reliability. It was agreed this is a valuable service and one that must continue and should be made reliable. Staff to contact a Llew Jones representative and ask they attend a site visit with councillors to discuss a solution.

2. Email from CCBC

A response has been received to the email detailing concerns about external grant funding applications. It states that the team recognises how challenging recent external funding processes have been, particularly for smaller teams operating with limited capacity and state the Conwy teams are in exactly the same situation as you as we are only small teams too. The intention behind SPF, and more recently Pride in Place, is to enable communities to take the lead, build capacity over time and generate momentum, rather than projects being wholly officer led. Supporting community led delivery remains a key priority, while recognising that this approach can be demanding in practice. The Team Manager has said they will feedback comments regarding short deadlines, claim processes and payment timescales to funders. There is, however, a shared challenge in that local authorities are also working within very short timescales, which is why short term programmes from WG and the UK Government can be unhelpful for effective planning and delivery at all levels.

3. Menter Iaith – communication with Equalities Officer. Unfortunately, the proposed grant deadline has passed, a new grant programme is being considered: [Welsh Church Act Fund](#)

4. Reinstatement Cost Assessment Village Road Public Toilets

A letter has been received from Zurich insurers offering a reinstatement assessment process for around £300-£350. This is to confirm whether the £50,000 figure that is already insured will be enough to reinstate after major damage. It was agreed that, for now, the insurance should stay as it is. Further research can be done for future decision making.

Resolved to receive and take note

15. To receive reports from meetings and events

Flood Defence Working Group meeting – Deputy Clerk report:

1. CCTV two difficulties in completing this work: a) The cherry picker usually used is too big to fit under the bridge in Llanfairfechan and so ladders must be used. b) Too many instruments on the current pole. If a new pole is needed, then agreements need to be made as to who pays for power etc.

2. Glan y Mor Road Barriers This project is currently expected to be completed soon. The CCBC Project gave an expected turnaround of 2 weeks to get the project completed

3. Additional access road that remains unprotected. The CCBC Project Manager gave a full reply to this query regarding budgeting and a needs analysis and this will be passed onto residents.

4. Flooding under bridge. A flap valve has been fitted to the sewer outlet pipe. Despite supplier assurances, this has already snapped and a cast iron flap valve will be a replacement.

5. Sea wall flap valve reviews - These have proven difficult to complete. Team manager is going to speak to some of the team to ask them to check when the tide is low.

6. Sea wall modelling Still on-going. As discussed previously, a large update will be provided in September Workgroup meetings planned: June will go ahead. July and August – only if needed. September meeting and Town Council have asked for an update at their meeting on Wednesday 9th September.

Plas Menai Patient Engagement Group report from Cllr Chris Jones There are no plans to change the text process for telephone consultations.

Discover Llanfairfechan Place Plan group - There is now a lot of work taking place on the Community Hub website. In particular, to add a page for Llanfairfechan Art Week. Concerns this may result in extra costs for Town Council and Clerk will keep the Town Council apprised of the situation. If needed this may be on the agenda for next meeting. Initially, an email will update everyone.

Green Flag Award judging - Awaiting response from this awards programme, the judge seemed impressed with what we have achieved and the fact we hadn't had much funding.

Green Fund Cymru – focus on environmental projects and working with communities. There could be several projects that might fit the criteria.

Town Twinning Pleumeleuc trip - This was really successful trip with Mayor, Deputy Mayor and Past Mayor travelling with the group. The project has forged strong friendships between the residents of the two towns.

St Marys and Christ Church Stay & Play – Cllr Nia Jones attended the session at the church.

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

1. Electric Charging Points on the Promenade – Questions have been asked about this . No further details have been received.

2. Village Road bridge needs urgent repair. Staff to report to Conwy this is now urgent.

3. Cllr A Rhys Jones received lots of compliments for the Big Green Week nature walk – This has been a regular and popular feature of the week for several years now.

4. Proposal that some Standing Order points need updating – mostly formatting errors but some more substantial points that would benefit from updating as they are currently ambiguous. To change the Standing Orders outside of the Annual Meeting needs four Councillors to request it. The plan is to provide a draft motion by email and gather the required support. This will be put on the agenda for next meeting if supported by four Councillors.

Meeting Closed 20:46

Signed:

Dated: