



**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 18th March 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
5. To receive and approve minutes February 25th, 2025 (LGA1972 Schedule 12)
6. To receive information about external funding Conwy Pride in Place Impact Fund and approve work to progress an application
7. To receive information on HR assessment for 2026/27
8. To receive and approve Financial Risk Assessment and Internal Auditor JDH Business Services
9. To receive information and approve work to progress SLA/leases/freehold options for Conwy CBC assets:
 - Promenade Toilets SLA with Conwy County Council
 - Station road ex- toilet building for proposed storage
 - Llanfairfechan Football Ground partnership with Llanfairfechan Town FC
10. To receive and approve s137 grants
 - Discover Llanfairfechan for Llanfairfechan Arts Week – support for the workshops
 - Conwy CBC Youth Club – annual room hire room hire £500.00.
11. To receive draft statement and approve submission to the Conwy CBC RLDP consultation process.
12. To receive and approve financial reports and current payments for March 18th, 2026

Microsoft Teams meeting
Join:
<https://teams.microsoft.com/meet/38420646832571?p=e8LE3ioS4xCNzBG5X9>
 Meeting ID: 384 206 468 325 71
 Passcode: Sr9L6ok6

Retrospective payments (agreed by signatories)
CCBC Warm Hubs Dydd Dewi Sant funding
1. Llanfairfechan Community Hall: <ul style="list-style-type: none"> • £60.00 for Lloyds Hughes room Monday hub sessions • £150.00 Main Hall for the Friday gigs 9am to 10pm • £200.00 for sound and tech at the gigs
2. £400.00 for the Twmpath Ysgol Babanod
3. £57.60 for JD Security
(Total project cost has been £1854.33 External grant £1650.00 – cost to LLTC £204.33)
End of project reports available in meeting pack
4. Defib Store – replacement pads for Seagrass defib. £125.00
5. Viking Raja office items £196.45
Payments Due
1. Staff wages February 2026 £5000.00 and HMRC quarterly payment £1000
2. Worldcare Community Skips £258.00
3. Menter Iaith translations £200.00
4. Llanfairfechan Celebrates Bouncy Castle x 2 £155.00
5. Conwy CBC Youth Club Room Hire (s137 grant)
6. Amazon Business account Utilities key £2.75 / Key £13.54
7. British Gas MUGA floodlights £136.98
8. Artisan Market Hall Hire Sept – Dec 2025, Feb – May 2026, & Sept – Dec 2026 £1800

13. To receive information about planning matters:
 - None
14. To receive correspondence:
 - None
15. To receive reports from meetings and events
16. To receive compliments, complaints and urgent matters for consideration and to log for future meetings.

Wednesday March 18th, 2026

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

MINUTES

In attendance: Chair: Mayor Nia Jones, Deputy Mayor Sharne-Marie Bellis; Cllr Charlotte Murray; Cllr Andrew Hinchliff BEM; Cllr Chris Jones; Cllr Alun Rhys Jones; Cllr Christine Roberts; Cllr Leena Farhat (online); Cllr Preben Vangberg; Town Clerk: Jayne Neal

1. Mayor Nia Jones 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 Rhys Griffiths; County Councillor Cllr Penny Andow; Deputy Town Clerk: Callum Morrison **Resolved to receive and take note**

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

Personal interests were declared by Town Clerk Jayne and Deputy Mayor Sharne-Marie Bellis for item 10 as they are on the committee for Llanfairfechan Arts Week. Cllr Andrew Hinchliff BEM and Cllr Chris Jones declared for item 10 as they are both on the Discover Llan Committee. Cllr Andrew Hinchliff BEM, Cllr Chris Jones, Cllr Christine Roberts declared for item 10 as they are Directors for the Community Hall Committee. Mayor Nia Jones declared for item 10 as Secretary to the Community Hall Committee. It was advised that only Town Clerk Jayne and Deputy Mayor Sharne-Marie Bellis needed to leave the room for item 10 voting as they are directly involved with the grant applications for Llanfairfechan Arts Week. **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 February 25th, 2025, and Action List (LGA1972 Schedule 12)

These had been distributed previously and were taken as read. The following matters from the draft minutes were discussed:

1. Cllr Alun Rhys Jones noted changes needed to the draft minutes in relation to the following items: 5.2 - 2nd sentence has a typo - change 'shoes' to 'shows'; 11. - 2nd sentence starts 'He has requested' – this does not make sense with the rest of the sentence and needs to be removed. 14. (correspondence from Ethos Universitas) – There was an invite to travel to Antwerp which is in Belgium, the draft minutes show "France" and this needs to change.

2. Cllr Charlotte Murray raised that she has recently got married and would like the minutes and website to reflect her new surname. Town Clerk will also notify CCBC Democratic Services about the name change

Proposed Cllr C Roberts Seconded Cllr C Jones **Unanimous** **Resolved to approve and take note**

6. To receive information about external funding Conwy Pride in Place Impact Fund and approve work to progress an application

Information about Pride in Place funding had been distributed previously and were taken as read. Conwy County will receive £1.5 million of capital funding and will be managed by Conwy County Borough Council (Conwy CBC). Pride In Place Impact Fund will provide short-term funding for immediate improvements to make sure that places and spaces valued by communities are improved. Llanfairfechan Town Council has been approached by the Football Club with a request to have a joint bid to help develop their changing facilities. Initial estimates say that this project is likely to cost between £80,000 to £100,000. If Town Council were to apply jointly to this application, it would help show that it has the backing of Llanfairfechan and would provide more weight to the application. It would also be a partnership continuation from the MUGA legacy project. However, there were some concerns raised with this particular grant offering. 1) Llanfairfechan Town Council still do not have a lease in place for the site. The Football Club have reached out to Conwy CBC to ask if a grant application for a project to develop a site

that they do not have long term ownership/lease would be accepted. Conwy CBC has not explicitly said no, but they did warn that this is likely to be a competitive application process and warned that the application needed to make sure that the project would realistically be completed in the provided timescale. 2) Time scale – the application must be submitted by 17th April which is a very short turn around. Additionally, the project needs to be fully completed by March 2027. There are many aspects such as the Sell2Wales tender process, site lease, planning applications, building work which have an extended and un-defined timeframes. It is likely the project may not be completed by March 2027 and then Town Council and The Football Club would be liable for the full project cost. It was raised that there are other projects that Town Council could apply for using the Pride in Place grant: the pagoda needs maintenance work, and the beach shelter need repair. It was proposed that Llanfairfechan Town Council are very keen to work with the Football Club to help them develop their changing facilities, however Town Council do not accept that this is the correct grant fund to apply for this project. Town Council requested staff members to work with the Football Club to help find alternative grant funds that are more appropriate. Town Council requested that staff members look at developing the Pagoda and Beach shelter for the Pride in Place fund.

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

7. To receive information on HR assessment for 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. Town Clerk has looked for other small, local independent providers similar to who Town Council used previously but have been unable to find a similar provider. Two alternative national providers have been found One Voice Wales (OVW) and Peninsula. 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). It was noted that OVW by comparison would be able to provide approx. 6 days consultancy for the same rate. It was raised that this is a large cost and so needs careful consideration. Councillors sounded a note of caution and stated that it is important to make sure we are clear with what we are planning. This arrangement would be a 12 month contract to make sure documentation is up to date – there should be no reason to extend a contract and any intention to do so must be brought to full Town Council. There are changes to legislation coming in April and so a decision needs to be made at the meeting of 8th April. It was proposed that a review is delegated to the staffing committee who will report back at the meeting of the 8th April for a Full Town Council decision. Town Clerk has been requested to find out more information about the ways that other Town Councils approach their HR responsibilities, the suppliers they use and report back to the staffing committee and Town Council meeting in April.

Resolved to receive and take note

8. To receive and approve Financial Risk Assessment and Internal Auditor JDH Business Services

These had been distributed previously and were taken as read. Town Clerk (RFO) noted that the Financial Risk Assessment is the same as it was at this time last year. It has been raised at this meeting rather than the Annual meeting to spread the load of policy documents that are up for review at this time of year. RFO flagged the Insurance will increase as we now need insurance for the public toilets. Zurich Insurance has asked for the replacement cost so that they can provide an accurate quote. Town Clerk has requested this information from Conwy CBC but provided a provisional indicator of £50,000 to replace to the insurance provider. Town Council agreed to devolve the decision to accept insurance quote to the Environmental Committee. Town Council also agreed to use the same Internal Auditor JDH Business Services LTD for the upcoming 2025/26 full audit.

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

9.To receive information and approve work to progress SLA/leases/freehold options for Conwy CBC assets:

9.1. Promenade Toilets SLA with Conwy County Borough Council – The SLA had been distributed previously and were taken as read. There is a slight increase in costs this year, which have already been raised and added to the budget. Town Clerk (RFO) raised that they would like to request to Conwy CBC that Town Council pay the sponsorship in two part payments. Town Council accepted the Promenade Toilets SLA and that the request should be made to split the sponsorship payment.

9.2 Station Road ex- toilet building for proposed storage – Town Clerk received a query from the Surf Lifesaving Group asking if they could use the toilet for storage. The Station Road ex- toilet building has been discussed previously but not in the context for use by Surf Life Savings Group and so it has been raised again. Town Clerk has asked Conwy CBC to give Town Council an idea of what it would entail to take on the asset and if Conwy CBC are still looking at passing it to Town Council. Town Council agreed for further investigation with the idea for it to be used by Surf Life Saving group to use it as a storage facility.

9.3 Llanfairfechan Football Ground partnership with Llanfairfechan Town FC – This was previously discussed in Item 6 as part of the Pride of Place funding consideration.

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

10. To receive and approve s137 grants

10.1 Discover Llanfairfechan for Llanfairfechan Arts Week – support for the workshops – This grant application is for £900 to cover the cost of room hire at Llanfairfechan Community Hall and Llanfairfechan library throughout Llanfairfechan Arts Week. Discussion was had about the arts week and what the funding was to be used for: The Lloyd Hughes room will be booked for the whole week as there is something in there every day. The 14th and 15th May the Main Hall needs to be booked for the Open Art Exhibition. Plus, there are additional events taking place that need space in the Llanfairfechan Library. £800 cost for Community Hall hire and £100 for library. Town Clerk and Deputy Mayor Sharne-Marie Bellis left the room for voting.

10.2 Conwy CBC Youth Club – annual room hire room hire – This is the yearly grant for the Conwy Youth club to be able to keep running a weekly Youth Club in Llanfairfechan. Without this grant it is very likely that the Youth Club in Llanfairfechan could not close. It was also noted that the grant fund was again to hire the Community Hall which helps to keep all fund invested locally.

Proposed Cllr P Vangberg, Seconded Cllr C Jones Unanimous All resolved to approve and take note

Town Clerk and Deputy Mayor Sharne-Marie Bellis returned to the Council Chambers.

11. To receive draft statement and approve submission to the Conwy CBC RLDP consultation process

The draft statement had been distributed previously and were taken as read. This statement needs to be approved and submitted by 22nd March. It was noted that councillors are able to submit their own responses as individual residents. This particular statement is an official statement as Town Council. Town Clerk has previously been asked to find out the information about GP availability. The local GP surgery have sent information through to town council that has enabled. Town Clerk has calculated that this works out as an equivalent of approx. 4.75 full time GPs. This works out that there are approx. 1572 patients per GP. Town Clerk then compared this figure to other average figures: in Europe they have approx. 1000 per GP, in England they have 2258 per GP, in Wales they have 2210 per GP (no figures available for Scotland or Northern Ireland). The Town Clerk has been in contact with the GP surgery who have raised their own concerns. Following that conversation, Town Clerk has drafted the following for the RLDP submission statement in relation to GP surgery provision: “worries about the level of service were raised by a number of residents. As a result, a conversation with the Plas Menai Practice Manager has suggested that any sudden rise in the population would have a significant effect on the service unless extra finance was made available by BCUHB to meet the extra demand. Town Council urges greater communication with the GP surgery to make sure that finance is made available to increase capacity alongside the planned RLDP house building”. This was accepted by Town Council. There were no changes to the draft statement created for the following sections: Primary school provision; Sewerage and drainage systems in the town; Infrastructure as a whole; Consideration of the proposed site at Cae Ffynnon. Town Clerk has been instructed to submit the statement.

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

12. To receive and approve financial reports and current payments for March 18th, 2026

All information had been distributed and no matters were arising.

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

13. To receive information about planning matters

No planning matters were raised.

14. To receive correspondence

No correspondence matters were raised.

15. To receive reports from meetings and events

1. Environmental Committee meeting – Attended by Shaun from SETS Ltd (Christmas lights provider) so a plan was created for this year and issues raised that appeared last year. Overall, very positive feedback from residents about Christmas lights in 2025. There were issues with motifs spinning round on lamp posts in high winds. Shaun reported that they can go tighter but that when this is done in other areas the motifs break. Allowing them to

move in high winds allows the force of the wind to reduce and so greatly extends the lifetime of the motif. Tree lights have been a great success and what we looked at doing was turning on the red light and the white trees at the crossroads on the 30th of October so that it's on for the Lantern parade / Pony Festival and Remembrance. After Remembrance on Monday 9th November, the white tree lights will be again turned on Christmas Eve. The red tree lights will remain on until all lights are turned off after New Year. Shaun will come to the Full Council meeting on 29th April to answer any questions councillors may have and provide quotes. Shaun has said that he does not think a three year contract is advisable this year as we are still expanding. He suggests we finish the light expansion project to Pendalar this year and then take on a three year contract so that costs are known. It was reported the budget for this project is £6000 and it is unlikely that any extra funding, other than allowance for inflation, will be agreed going forward as this is an appropriate percentage of the precept budget. It was noted there may be a slight increase in costs this year due to the expansion work and this can be met through the reserves.

Community Hall Committee meeting - Roofing works forced to change due to communication's not being met correctly. Work is still ongoing with the project yet to finish. Community Hall in communication with Conwy CBC to make sure that grant measures are still being met and grant payments are due soon. It was noted that progress to refurbish the hall has been excellent and the majority of the first phase to address the fuel and insulation issues has been achieved.

Town Twinning – 36 people currently planning to visit Pleumeleuc, France this year. Plans are going well and the trip is planned for May.

Gorwel Appeal Meeting – 7-hour meeting. There was lots of discussion of active travel provision and the steepness of the site with mixed views from a variety of parties. The chair of the meeting is due to give their verdict on the appeal on Friday 20th March.

Pendalar Garden Fires - Mayor Nia Jones has been working to help signpost and support residents who raised issues about people burning tires in gardens in Pendalar. There have been no recent reports of further issues on this matter.

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

Fallen trees in the river – Some trees that have fallen in the river behind a house near the road bridge on Aber Road are causing a blockage in the river. The resident tried to raise the issues with relevant authorities but did not hear back and so raised it with Town Council staff. Town Clerk reported it to National Resource Wales (NRW) and our local officer came to site and help investigate the issue quickly. The officer spoke to the residents affected which help to reassure them. It has taken about 3 weeks, but it has now been cleared. We have a good working dynamic with NRW, so residents should contact Town Council if they need assistance. It was noted that NRW will only clear a fallen tree if it is likely to cause a blockage, they are unable to undertake preventative work on trees that are still upright.

Parking on the pathways by the traffic lights / cenotaph

Town Council have several complaints of residents reporting disrespectful parking around the cenotaph. Town Council have therefore had to report the issue to the Conwy CBC parking team. Most of the parking was done by a particular business. Town Clerk approached the business to explain the situation and the steps we have had to take. The business reported that they would inform staff to park elsewhere.

Pavement outside doctors

It was reported that the pavement outside the doctors is uneven as if a slab has been lifted. It is a trip hazard, and it will be reported it to Conwy CBC by the councillor.

Gully's Blocked

Conwy CBC has reported that they are now working reactionary to blocked drains and have asked us to report any issues found. Deputy Town Clerk has worked with Environmental Officer to teach him how to report blocked drains so that the Environmental officer can report all issues when on his daily rounds. This has been operational for approx. 3 weeks and dozens of blocked drains have already been reported.

Meeting Closed 8:40

Chair of Meeting

Date
