



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



**Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB**

**Mayor Cllr Alun Rhys Jones**

**Deputy Mayor Cllr Nia Jones**

**Wednesday March 19th, 2025**

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

**AGENDA**

1. Welcome all to the meeting and general housekeeping information
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 27th, 2025, and current action list (LGA1972 Schedule 12)
6. To receive and approve plans for co-option for Town Councillor in Bryn Ward
7. To receive information, quotes and approve repair works to skatepark
8. To receive and approve grant applications:
  1. Town Twinning
  2. Discover Llanfairfechan
  3. Veterans Breakfast Group event & VE Day flag
9. To receive and approve draft Town Council Meeting and Community Skips lists for 2025/26
10. To receive information and approve purchase of staff and councillor ID badges
11. To receive and approve Financial Risk Assessment and Internal Auditor JDH Business Services
12. To receive and approve Finance Reports and current payments for March 19th, 2025

**Payments to be made**

- |  |
|--|
| 1. <b>Monthly Staff Expenditure March £5000</b>  |
| 2. <b>Menter Iaith translation £250.15</b>   |
| 3. <b>Canva annual charge REIM Town Clerk £107.88</b>                                    |
| 4. <b>Worldcare community skip 024224 £240.00</b>  |
| 5. <b>One Voice Wales training New Councillor Induction Cllr Charlotte Davies £40.00</b> |
| 6. <b>One Voice Wales training The Councillor Cllr Rhys Griffiths £40.00</b>             |
| 7. <b>British Gas Lite MUGA ELECTRICS £292.03</b>  |
| 8. <b>Gareth Roberts Blacksmith rubber trap for MUGA (funded) £300.00</b>                |
| 9. <b>Councillor care payments £98.10</b>  |

**Grants to be paid if agreed at meeting**

- |   |
|---|
| 10. <b>Town Twinning £2000</b>  |
| 11. <b>Discover Llanfairfechan £1000</b>  |
| 12. <b>Veterans Breakfast club £150 for band and £500 for annual venue hire</b> |

**Retrospective payments approved by signatories**

- |   |
|---|
| 1. <b>CCBC Bus Shelters contribution to CCBC £1200</b>          |
| 2. <b>Pendalar Defib pads renewal £60.00</b>                    |
| 3. <b>Seagrass and Croquet lawns Defib pads renewal £108.00</b> |

13. To receive information about planning matters  
**0/52393 Co-op Food Store – display of digital sign**
14. To receive correspondence
15. To receive reports from meetings
16. To receive compliments and urgent matters for consideration and to log for future meetings

Wednesday March 19th, 2025

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

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

1. Mayor Alun Rhys Jones welcomed all to the meeting and gave general housekeeping information

It was agreed the meeting would be recorded for minutes purposes

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

Cllr Gareth Jones; Cllr Rhys Griffiths (paternity leave); Cllr Preben Vangberg (due to internet issues);

Resolved to receive and take note

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

Declarations of interest were logged from:

Cllr C Roberts, Cllr S Bellis, Cllr A Rhys Jones for Item 8.1; Cllr A Hinchliff, Cllr C Jones for Item 8.2; Cllr N Jones for Item 12.9. All were personal interests with no prejudicial interests. Cllrs remained in the room but did not vote.

Resolved to receive and take note

4.To receive representations and queries from the public

No members of the public were present

Resolved to receive and take note

6. To receive and approve minutes February 26<sup>th</sup>, 2025, and current action list (LGA1972 Schedule 12)

Minutes and Action List had been distributed prior to the meeting and were taken as read.

No matters arising from minutes

Action List

Date: March		NFI = no further information	
Item:	Date:	Progress	
1 Promenade car park & flood protection	update	resident queries side roads on Promenade/ evening charges / surf life group on promenade	
2 Bus stop damage Y Bont east	Agenda	on agenda - bus shelters due to refurbishment through green grant	
3 Llanfairfechan Flag Project	update	grant has been paid into account completion report has been submitted	
4 Benches project	NFI	Rotary bench information	
5 Station Road Garden	NFI	signs ongoing - to be ordered and fitted	
6 SPF WS Recreation project (MUGA)	NFI	bookings and payments are going through	
7 Kickstarter Community Plan	update	meeting booked 31st march 7pm Clerk will attend with updated details about community planning processes	
8 Pagoda shelter	update	Mayor and James have tidied up the shelter and touched up the paint but more cream paint is needed.	
9 Community Skips	NFI	project going well with few resident complaints	
10 Sub committee meetings	update	matter will be on the April agenda as further information needs to be gathered	
11 Llanfairfechan TC Gazebo project	NFI	forms and agreements need updating. Project needs to log number of hirings through the year for analysis	
12 Lloyd Jones photo project	update	Callum will report on this	
Events for 2025/26			
1 Food and Artisan Markets Sept-April 2025	update	Sunday March 23rd volunteers will be welcome. Town Council drop in at Ray Jones Hub	
2 VE Day events	On agenda	Veteran's event 5th May Town Council event 8th May	
3 Beach of Dreams/Llanfairfechan Celebrates Sun	update	Clerk running a flag session in the Ray Jones Hub at Sunday March Market	
4 Big Green Week 10th to 18th June	NFI	will report in April	
5 National Play Day /Sandcastle day	NFI	will report in April	
6 Fireworks and lantern parade	update	further data will be gathered from COOP survey event - report back in April for a final decision on dates etc.	
7 Llanfairfechan Remembrance	NFI	partnership meeting planned for first week of September	
8 Pendalar Community Day	NFI	partnership planning underway by email	
9 Christmas lights and Tree of Lights	NFI	partnership meeting planned for first week of November	
10 Festive Fayre	NFI	Event Sunday 7th December - please add to diary now and send in any new ideas for the event	

1. The grasscrete work has been held up due to a planning objection that needs to be resolved before work can recommence. Project manager reports this should be resolved soon. The proposed parking control documents have been received, and disappointment was voiced about the fact there is an intention to charge for overnight parking, no regulatory plans for Shore Road, Glan Y Mor back road and the side link roads. Residents have voiced strong opinions on these matters, and it was felt that Town Council should send an email detailing their concerns. It was noted the coping stones for the wall by Victoria Gardens still remain as a trip hazard – we have been informed that the contractor is due to replace these, but this should be included in the email to confirm. Clerk to prepare a statement and report back to next meeting.
4. Rotary have had permission to add a bench to the highway for use by patients attending the GP surgery. They would like Town Council to add the bench to the Llanfairfechan Bench Project for future monitoring and maintenance. Further information will be shared as the matter progresses.
7. Kickstarter Community Plan merge with Discover Llanfairfechan. Meeting is booked at the Split Willow on 31<sup>st</sup> March 7pm – all interested people are welcome. Clerk will attend to update the group with possible next steps.

There is a proposal to move the Discover Llanfairfechan website to the [Llanfairfechan Community Hub website](#) which will save money for the community group. It makes sense to make use of this website as Town Council originally set it up for the community planning process and already fund it.

8. The damage at the pagoda shelter has been repaired by the Mayor and Environmental Operative and a first coat repaint has been done. It seems the vandalism of the bird poster boxes could be linked to illegal parties held in Bryn y Neuadd woods at the beginning of half term. North Wales Police PCSO dealt with the situation quickly with extra police in attendance and no further parties have happened since. The air hanger has, again, been boarded up and the area is subject to regular patrols.

12. This will be on hold for the time being at the request of the partners.

Events 1&2. There will be a flag making session at the Ray Jones Hub on Sunday 23<sup>rd</sup> March for Beach of Dreams – all welcome. This will act as a trial run to see if it is worth holding a Town Council session in the room on a monthly basis. The Veteran's group will have their Garden Party on 5<sup>th</sup> May and Town Council will mark the occasion on VE Day 8<sup>th</sup> May in a similar way to the D Day although the tone is more celebratory rather than memorial.

Events 6. There will be further consultation with residents to ascertain which date the fireworks display should take place. A final decision will be made at our April meeting for fireworks and Christmas lighting plans once the full information is available.

Unanimous All resolved to approve and take note

6. To receive and approve plans for co-option for Town Councillor in Bryn Ward

No election was called from the community, so this has now moved to a co-option. This will now run from now to Friday 4<sup>th</sup> April and then we take a vote at the April 30<sup>th</sup> meeting. That way the first meeting will be the Annual meeting so it's a good one to start with.

Unanimous All resolved to approve and take note

7. To receive information, quotes and approve repair works to skatepark

We have three quotes on file:

1. Fearless Ramps £14955.00 all repairs for all areas
2. G Roberts Ltd £3975.00 remove part of centre ramp replace 4 x sheets in lower centre ramp (now with steel plate on it) and replace 2 sheets on the ramp closest to sea wall
3. Dragon Play - £9,651.00 replacement of 8 skatelite panels

The quote by the local contractor best meets the need and will be completed more quickly than the national firms. CCBC Play Officer has confirmed in writing that the local contractor has the appropriate experience to complete the work and the required amount of public liability for the project. It was therefore agreed that Town Council would appoint the work to G Roberts Ltd and request it takes place as soon as possible. Clerk to notify Dragon Play that we would like to work towards a complete refit in the coming years, dependent on external grant funding. Environmental Committee will discuss the idea of a grind rail to replace the central box that is being removed and report back to the April meeting.

Unanimous Resolved to approve and take note

8. To receive and approve grant applications:

1. Town Twinning £2000 to support the hosting in Llanfairfechan 2025 – approved
2. Discover Llanfairfechan £1000 to help fund the merge of the group with Community Planning group – approved
3. Veteran's Breakfast Club £150 for marching band at VE Day Garden Party. It was noted that the group are not constituted but are affiliated to the [Armed Forces Veterans Breakfast Clubs \(AFVBC\)](#), [By Veterans For Veterans](#). No money will be paid to the group as Town Council will pay for the band directly. In addition, they require around £500 funding per year to meet at Llanfairfechan Community Hall and Town Council have previously paid this directly to the Community Hall. It was agreed that this is an important group as it offers health and wellbeing support to those who have served in the military Information link for the club: [Llanfairfechan Armed Forces & Veterans Breakfast Clubs | Llanfairfechan AFVBC | By Veterans For Veterans](#) – The request for 2025 was approved with reservations about the constitutional set up. Clerk to discuss with the group.

Unanimous All resolved to approve and take note

9. To receive and approve draft Town Council Meeting and Community Skips lists for 2025/26

The lists had been distributed previously and were taken as read. Unanimous All resolved to approve and take note

10. To receive information and approve purchase of staff and councillor ID badges

It was agreed that badges should be purchased for the three staff and then a further decision will be made on Councillor badges after the Annual Meeting changes in May. Unanimous All resolved to approve and take note

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

**Llanfairfechan Town Council**

**FINANCIAL RISK & POLICY RISK ASSESSMENT SCHEDULE**

**Assessment Criteria**

Rating: Potential Consequence Score: 1-5  
 Likelihood of Happening Score: 1-5  
 Severity Level Score – Potential Consequence x Likelihood

Classification: 1-5 Low  
 6-10 Medium  
 11-15 High  
 16-25 Very High

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to Reduce/Minimise/Control Risk
<b><u>Income Precept</u></b>	Not Submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually in November Finance Committee to consider budget annually in December Full Council to determine precept annually in January Clerk/RFO to notify County Council in February
	Not paid by County Council	5	1	5	Low	Clerk/RFO to monitor and report to Council Paid directly to bank account by BACS
	Inadequacy of Precept	5	1	5	Low	Clerk RFO to present monthly Reconciled Accounts and Finance statement All monthly Receipts and Expenditure and Financial Summary to Council meeting Finance Committee to review/compare budget to actual quarterly
<b>SLA's CCBC Contractors</b>	Failure to fulfil agreement	5	2	10	Medium	Clerk to monitor. Diary of work undertaken and when in place
	Loss of service	5	4	20	Very High	Clerk to monitor and negotiate new agreement with County Council on any area of potential loss of service Clerk to report back to Twon Council for decision making Clerk to liaise with CCBC to action any decisions

<b>Expenditure</b>						
<b>Legal Powers</b>	<b>Illegal Payment or Activity</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>All statutory powers to undertake work recorded in minutes Ensure compliance with Standing Orders and Financial Regulations. Review of Standing Orders and Financial Regulations at Annual Meeting</b>
<b>Salaries/Wages</b>	<b>Wrong Salary Paid</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Staff salaries presented to Town Council on a monthly basis on the Financial Report Staffing to review and report to Town Council on an annual basis to inform Precept decision making</b>
	<b>Wrong Rate Applied</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Reconcile with minutes of National Agreed Rates for Clerks</b>
	<b>False Employee</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Staffing Committee to undertake examination of PAYE records if required.</b>
	<b>Not Accounting for correct deductions of NI, Tax and Superannuation</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>HMRC Payroll software is used to ensure payments are correct</b>
	<b>Inaccurate recording of hours</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Timesheets are held for all staff Timesheets reviewed at supervision meetings</b>
	<b>Submission of PAYE records Payments</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>Low</b>	<b>Returns submitted monthly. Staffing Committee to oversee annual record Annual Return to be completed electronically</b>
	<b>Improper recording of input/output VAT</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Online HMRC portal used and payments received through BACS</b>
<b>VAT Payment Recovery of</b>	<b>Improper Identification of Non Business Activities</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Dedicated computer software system in place and analysis sheet provided to local H.M. Customs and Excise in operation Have access to County Council's VAT unit for assistance and guidance Systems in place to ensure compliance. Audit Committee to agree on compliance with time scales.</b>
<b>Financial Assistance</b>	<b>Compliance with Council Policy</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>Low</b>	<b>Educate/Remind members of Policy</b>
	<b>Overspend</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>Low</b>	<b>Clerk/RFO to monitor monthly</b>
	<b>Over/Under payments to Members</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>Low</b>	<b>Members to complete and verify standard attendance/claim form.</b>
<b>Councillors</b>	<b>Proper deduction of tax</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>Low</b>	<b>Homeworking letter to be completed</b>

<b>Allowances</b>						<b>All Councillors receive basic allowance as agreed in 2018</b>
<b>Training of Councillors</b>	<b>Maintain proper records</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>Low</b>	<b>Standard claim workbook in place.</b>
	<b>Certificates to be kept on file</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Councillors need to forward the certificates to Clerk Councillors need to report completion to Clerk</b>
<b>Training of Clerk / Staff</b>	<b>Monitoring and planning to take place</b>	<b>5</b>	<b>3</b>	<b>15</b>	<b>Medium</b>	<b>Monitoring by Staffing Committee on an annual basis</b>
	<b>Supervision</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Staff supervision and as directed</b>
<b>Assets</b>	<b>Loss/Damage thereof</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Monitoring of assets by staff and councillors Insure against all risks. insured for replacement value. Review annually.</b>
	<b>Risk or damage to third party property or individuals</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Medium</b>	<b>£10,000,000 Indemnity of Public Liability in place. Review annually</b>
<b>Assets</b>	<b>Security of Buildings and Equipment</b>	<b>5</b>	<b>3</b>	<b>15</b>	<b>High</b>	
	<b>Asset Register</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Update Asset Register annually</b>
	<b>Maintenance</b>	<b>5</b>	<b>3</b>	<b>15</b>	<b>High</b>	<b>Undertake repair and maintenance - Ongoing</b>
	<b>Insufficient to deliver service</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Review Staff Structure</b>
	<b>Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death</b>	<b>5</b>	<b>2</b>	<b>15</b>	<b>Medium</b>	<b>Staffing Committee to monitor and supervise staffing workload and performance.</b>
<b>Staff</b>	<b>Stability of Boundary Walls, Trees and Hedges</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Undertake inspection of all boundary fencing, walls and ornamental trees for stability.</b>
<b>Bench project</b>	<b>Condition of public benches</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Staff and Councillors to monitor and report</b>
<b>Minutes recording and display</b>	<b>Failure to identify</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Chair and Deputy Mayor to monitor and review website and window copies</b>
<b>Health and Safety and Equality Risk Assessments</b>	<b>Failure to identify and implement adaptations</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>Medium</b>	<b>Staff to review new policies through One Voice Wales and SLCC to make sure of compliance. This should apply to all policies</b>
<b>Register of</b>	<b>Identification of</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>Low</b>	<b>Register of Interest file held by Council and implemented.</b>

Members Interest, Gifts and Hospitality	interest and recording of gifts and hospitality					Declaration of Office signed by all members and copies held by Council. Copies sent to the Commissioner for Local Administration in Wales.
Code of Conduct	Adoption of Code of Conduct	5	1	5	Low	Code of Conduct adopted by Council and implemented. Employee code of conduct implemented.
Welsh Language Policy	Preparation of and Implementation of Policy	5	3	15	High	Policy in place but the policy needs more work in 2025/26. Agenda, Minutes and all public materials are presented bilingually. Press releases and advertising undertaken bilingually. Letters received in Welsh replied in Welsh. Most documents translated by professional translators. 30% of members are bilingual. Clerk and Deputy Clerk are Welsh learners.

The new format financial risk assessment was accepted, and It was agreed that JDH Business Services should be appointed Internal Auditor for 2025. Unanimous All resolved to approve and take note

12. To receive and approve Finance Reports and current payments for March 19th, 2025 These had been previously distributed and were taken as read. Unanimous All resolved to approve and take note

13. To receive information about planning matters - 0/52393 Co-op Food Store – display of digital sign  
Resolved to receive and take note

14. To receive correspondence

1. This had been previously discussed at meeting on February 26th
2. The email from Project Manager Car Park had been previously discussed at Item 6.1
3. Letter from Claire Hughes MP. Information received and shared on the noticeboard and in the window at Llanfairfechan Community Hall. The letter states that the electorate can email directly on [claire.hughes.mp@parliament.uk](mailto:claire.hughes.mp@parliament.uk) 01248 660797. As a previous Town Councillor and resident of Llanfairfechan the MP is keen to make sure that their team remains a key point of help for the community.
4. Town Council had received a resident concern about a property in Llanfairfechan. It is known that services are involved and information about where to report has been shared. There was a reminder that as CCBC Cabinet Member for Adult and Community Care Councillor Penny Andow can take any reports back to the services and will usually action within 24 hours.
5. It's the time of year where a lot of national charities get in touch to claim the Mayor's allowance.
6. Incoming Mayor confirmed they already have a Llanfairfechan based group in mind and that it is unlikely that they will want to support a national charity. Resolved to receive and take note

**15. To receive reports from meeting**

**Environmental Committee Meeting** – further information is being gathered to report to the meeting on April 9<sup>th</sup>.

**Llanfairfechan Community Hall Meeting**

- Hiring charges will be rising but the community discount is also increasing so the local health and wellbeing groups will not see a difference.
- A film club is planned, and a grant application has been successful for a pull down screen for the Council Chamber
- Whilst the group are waiting for grant applications to come in, there will be a period of quite tight finances.
- The phone and interest payments may have to be discussed as Town Council do not currently pay towards the bill. Despite this, it was noted that things are very positive with a very active committee and staff who are working hard for the future sustainability of the Community Hall.

**Report from Conwy CBC** – County Councillor reported about the sale of estate buildings at Bodlondeb. The new owners will have the building, and Conwy CBC will retain the fields surrounding. **All resolved to receive and take note**

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

1. Safety concerns raised about the use of scooters – this has been mentioned on the Facebook group and seen directly by Councillors. Clerk to send an email to Josh PCSO and Tom Youth Services to see if any education and prevention can be done.
2. There will be no Llanfest this year as the committee is unable to commit due to their own work commitments. Discussion about Llanfairfechan Celebrates as an option to offer a family event for the summer.
3. Sewerage reports in Llanfairfechan. Email has been sent to the liaison officer, and we are awaiting a response. Request that we continue to pressure Welsh Water to repair the sensors that are currently not operating.
4. The first mental health training session is now fully booked. There will be another one in May and so more spaces are available to any community groups who are interested. Councillors were asked to spread the word.

Meeting ended at 9:00pm