

CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING
Held on the 1 May 2019 in the Council Chamber at 6.00pm

PRESENT: Councillors: Chair – Mayor Andrew Hinchliff; Cllr Penny Andow; Cllr Carol Gell; Cllr Claire Hughes; Cllr Alan Jones; Cllr Chris Jones; Cllr Iolo Kars Jones; Cllr Delohne Merrell; Cllr Christine Roberts; Cllr Glenn Robinson; Cllr Nia Jones attended for a short time (maternity leave until June)
Town Clerk & RFO: Jayne Neal

37. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS

None

38. TO RECEIVE APOLOGIES FOR ABSENCE Cllr Gareth Wyn Jones: Cllr Gareth Roberts

RESOLVED to receive and take note

39. TO RECEIVE DECLARATION OF COUNCILLOR'S INTEREST – Code of Local Government Conduct (Members are reminded that they must declare the existence and nature of their declared personal interest).

None

RESOLVED to receive and take note

40. TO RECEIVE MINUTES OF THE GENERAL PURPOSES MEETING HELD ON 20 MARCH 2019

These had been previously distributed and were taken as read

Proposed Cllr C Gell Seconded Cllr D Merrell

RESOLVED to approve and take note

41. TO RECEIVE A VOTE OF THANKS FOR RETIRING MAYOR Cllr ANDREW HINCHLIFF

Cllr Delohne Merrell gave a vote of thanks to the retiring Mayor Cllr Andrew Hinchliff, celebrating his valued contribution to the village and, as consort, many shared experience over the past year.

42. TO RECEIVE NOMINATIONS FOR MAYOR AND MAYOR ELECT DECLARATION OF ACCEPTANCE OF OFFICE

43. TO RECEIVE NOMINATIONS FOR DEPUTY MAYOR AND DEPUTY MAYOR ELECT DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Delohne Merrell was nominated for Mayor 2019/20 Nominated by: Cllr Andrew Hinchliff – all agreed.

Mayor's Consort was nominated: Cllr Carol Gell

Cllr Penny Andow was nominated for Deputy Mayor 2019/20 Nominated by: Cllr Claire Hughes

Due to an admin error, the formal declaration will be made at the next meeting – all agreed this is acceptable. Cllr Delohne Merrell took the Chair for the remainder of the meeting.

44. TO APPROVE MINUTES OF THE GENERAL PURPOSES MEETING HELD ON THE 18 APRIL 2019

Proposed Cllr P Andow Seconded Cllr A Jones

RESOLVED to approve and take note

45. MATTERS ARISING FROM THE ABOVE MINUTES

24.16 It was noted the sign is already having an effect. WI had reported two new members who had joined having used the contact information from the sign.

The Daily Post article did appear, and the journalist used the Town Council quote in full and accurately. It was noted that the process of planned reporting had worked well, and Councillors were asked to issue an initial 'no comment' statement to the press to enable the Council to issue a prepared quote when required

24.4 The Victoria Gardens sign is now translated into French and the Welsh translation will be through by Monday next week. Clerk to forward the information on when all translations are completed

The petanque court is completed and it was agreed that a sign be written to explain the rules and note that Town Council has paid for the project. Clerk to progress.

36.2 Cllr Hinchliff and Cllr C Jones attended the funeral of Dr Gareth Bellis and reported that the service was very well attended and the service celebrated Dr Bellis's rich life and contribution to the village

A donation to the chosen charity was made by the Town Council

46. TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS

a. NEW MODEL STANDING ORDERS

- i. Comments to be made through the Chair by raise of hand**
- ii. Show of hands for all matter to approve to determine outcome of the decision**
- iii. Meetings will last no longer than two hours thirty minutes**

These to be added to the Standing Orders which will be distributed at the next meeting

Proposed Cllr G Robinson Seconded Cllr I Kars Jones

RESOLVED to approve and take note

b. REVIEW SUPPLIERS LIST INFORMATION AND QUOTE LIMIT – FINANCIAL REGULATIONS

- i. Suppliers list administration to be developed and sent out**
- ii. 11.1.g Value changed to £2000. Three quotes must be sought for all work above this amount**

These to be added to the Financial Regulations which will be distributed at the next meeting

Proposed Cllr I Kars Jones Seconded Cllr C Gell

RESOLVED to approve and take note

47. TO RECEIVE INFORMATION FOR THE REGISTER OF MEMBERS INTERESTS

Clerk to seek further guidance on these categories to enable completion

The question of Councillor Allowances to be added to next agenda

48. TO REVIEW AND AGREE MEMBERSHIP AND CHAIRS OF COMMITTEES / SUB COMMITTEES

- a. 2019/20 Subcommittee – the only sub committee that will continue to operate into 2019/20 will be the Staffing committee. A constitution for the group must be prepared. Meetings will have a prepared agenda and minutes will be taken**
- b. It was agreed that if there is a staffing appeal, this will be dealt with by contacting a professional HR service**
- c. Other subcommittees will operate as advisory Task & Finish groups with final decisions to be made by Town Council:**

Name of Group	Councillor Representatives
Play Playgrounds and MUGA Task & Finish Group	Cllr Andrew Hinchliff Cllr Alan Jones Cllr Glenn Robinson Cllr Gareth Roberts Cllr Claire Hughes Cllr Penny Andow
Traffic & Parking Task & Finish Group	TBC at next meeting
Flooding Issues Task & Finish Group	TBC at next meeting

49. TO REVIEW AND AGREE REPRESENTATIVES TO OUTSIDE BODIES

This will be confirmed at the next meeting as many of these groups no longer function. Clerk to check the committees and report back

50. TO AGREE SIGNATORIES OF BANK MANDATE AND BUSINESS INTERNET BANKING 2019/20

All agreed to continue with the same mandate as this was updated in 2018/19

Proposed Cllr G Robinson Seconded Cllr C Hughes

RESOLVED to approve and take note

51. TO REVIEW AND AGREE THE LANGUAGE POLICY OF MEETINGS, AGENDA AND MINUTES.

Progress has been slow during 2018/19 but it is hoped that website and administrative paperwork will begin to meet the requirements of the Welsh Language Scheme.

Proposed Cllr C Roberts Seconded Cllr I Kars Jones

RESOLVED to approve and take note

- 52. TO RECEIVE FINANCIAL STATEMENT MAY 2019/20
- 53. TO RECEIVE PETTY CASH STATEMENT MAY 2019/20
- 54. TO RECEIVE INCOME:
Precept 1st quarter - details on finance sheet

A final audit sheet 2018/19 was distributed and it was noted that Internal Audit will start on Tuesday 7th May. Clerk to check about reserves and how to show that project money is committed

Proposed Cllr A Hinchliff Seconded Cllr C Roberts

RESOLVED to approve and take note

55. TO APPROVE PAYMENTS TO –

1. Flagpole Express - Pleumeleuc flag. £37.08	2. Big Game Hunters Petanque sets – £34.93 (retro)
3. VESA Mount Final Payment. £2711.33	4. Menai Paving Petanque court - £2604
5. Prestatyn Town Council Charity £20.00 (retro)	6. St Asaph Town Council charity £20.00 (retro)

56. TO RECEIVE FEEDBACK ON MEETINGS ATTENDED ON BEHALF OF TOWN COUNCIL (ONLY)

Cllr Hinchliff and Cllr Merrell attended the West Area Forum and reported it was a very interesting meeting with some good ideas shared. The Llanfairfechan digital sign was well received and other Councils may be interested in developing their own project. Clerk to gain information about a solar charging point from Conwy Town Council. To be discussed at the next meeting. Parking is a problem in most West Area towns and villages. It was noted that Llanfairfechan and Penmaenmawr are often marginalised with regards to tourism.

Cllr C Jones reported from the Discover Llanfairfechan group. Calendars have gone well with 700 out of 1000 sold. The group had only actually paid for 500 so this has been very positive for funds. The Competition for this year is now open and the group are particularly interested in photographs from village events and unusual shots of the village

57. TO RECEIVE REPORTS AND COMPLAINTS:

- 1. A query about running water in the Cemetery. It was reported there is a tap there and CCBC were at the cemetery recently so undertaking maintenance on site
- 2. Complaint that this meeting agenda had not gone out. Apologies about this and this will be checked before next meeting
- 3. School yard opening is 3 /5 at 2.30pm – all welcome
- 4. A55 junction Town Council statement on website. This has been uploaded to current news tab
- 5. Notice about the Friends of the Earth Climate Change petition and urge to support
- 6. Concern raised about potential building development in the village. Clerk to send email requesting information and to state this must be considered under a pre-planning application with Town Council involvement. A discussion took place about this matter and concerns were raised about truly affordable housing and the needs of the village. It was stated that a consultation must take place before decisions are made.
- 7. Grant cheques for the Carnival Town twinning and Football are needed for next meeting
- 8. Weed killer courses for Environmental operative have been put on hold until the footpath tenders have been completed
- 9. No further issues about staffing matter and recruitment progressing well with interview date set for Weds 8th May
- 10. Cenotaph needs attention and some paths are already overgrown – may need to sort in the interim before the tender is agreed
- 11. Burnt out van is being investigated by police
- 12. Jetty gates – clerk to fix a site visit date with CCBC
- 13. Shelter – concerns over use Clerk to speak to CCBC
- 14. Garden waste – it was reported that this will not be implemented until at least the next financial year and there is more decision making to take place before then.
- 15. Report that a tea dance could take place at the Town Hall – Mayor to consider whether to fund this for the village
- 16. Report that a Dance social is booked for Saturday 8th June

MEETING CLOSE – 8:30pm

Signed (Chair) _____ Date _____