

**CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL**  
**MINUTES OF THE GENERAL PURPOSES MEETING**  
Held on the 6 March 2019 in the Council Chamber at 7.00pm

**PRESENT: Councillors: Chair – Mayor Andrew Hinchliff; Dep. Mayor Christine Roberts; Cllr Penny Andow; Cllr Carol Gell; Cllr Claire Hughes; Cllr Alan Jones; Cllr Chris Jones; Cllr Iolo Kars Jones; Cllr Delohne Merrell; Cllr Gareth Roberts; Cllr Glenn Robinson; Cllr Gareth Wyn Jones**  
**Town Clerk & RFO: Jayne Neal**

**400. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS**

**None received**

**401. TO RECEIVE APOLOGIES FOR ABSENCE Cllr Nia Jones (maternity) RESOLVED to receive and take note**

**402. 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).**

Name of Member	Agenda No	Details of Personal interests	Details of the Council business to which it relates	Withdraw /Take Part
Cllr Gareth Roberts	Item 15.11	Relationship to staff	Staffing matters	Withdraw
Cllr Andrew Hinchliff	Item 17.1	Planning Committee	Planning matters	Withdraw

RESOLVED to receive and take note

**403. TO RECEIVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 5 DECEMBER 2018**

**Proposed Cllr Carol Gell Seconded Cllr Claire Hughes** RESOLVED to approve and take note

**404. MATTERS ARISING FROM THE ABOVE MINUTES**

**None received** RESOLVED to receive and take note

**405. TO REVIEW ACTION LIST 1/3/2018**

**3 A liaison meeting with Ty Llywelyn will take place on 29<sup>th</sup> March at 3pm**

**4 Victoria Gardens Sign – some adjustment to text is needed. Clerk to contact volunteer for French translation**

**9 Clerk to email CCBC re: bus stop repair and possible repositioning of unused shelters**

**16 Speedwatch volunteer sign up will now take place on 1<sup>st</sup> April PCSO surgery session**

**13 Concerns were raised about the quotes process for contracted work on this project and it was requested that a clear tender process is developed. It was also noted that a reduction of spend limit in the Standing Orders should be considered going forward. Clerk to send out prepared job spec and request sealed quotes with clear deadline date**

**17 Clerk to request more detailed information from the Summer Sports scheme**

**21 Community Website - Clerk to organize a meeting to progress the online calendar and ensure use**

**22 Pen Dalar sign - Clerk to progress sign repair once details have been passed on. Confirmed that Llanfairfechan Community Groups will be able to advertise for free and businesses will be asked to pay a fee, but this will be graded depending on how much advertising time is offered**

**24 Urdd school funding – all parents and children must be fully informed and encouraged to take up this opportunity. Clerk to progress this and post on Facebook**

**26 Refill Wales scheme - Ongoing process some more businesses are slowly signing up to the scheme**

**29 Jetty Gates – an email has been received and this was discussed. Councillors' unhappy with response about closure of the gates. Clerk to request a site meeting with CCBC and Coastguard to discuss a way forward. Request that a sign be erected onsite to clarify this is a CCBC decision as many residents think that Town Council are responsible.**

**31 Llanfairfechan Digital Sign - Permissions have been granted and work is underway. Any information will be sent by email to keep everyone informed of progress**

**33 PROW maintenance - Tender and contract documents will be ready for committee by 8<sup>th</sup> March**

**34 One set of basketball hoops will be fitted in the MUGA shortly. The other set are unsuitable for the space so another site will be sought**

**35 Community Library - Awaiting response from CCBC managers re: meeting**

**36 Recycle bins in Station Road car park – Clerk to email Crest to request prompt pick ups from the clothing bank as this is adding to the problem**

RESOLVED to receive and take note

**406. TO RECEIVE TOWN COUNCIL MEETING LIST FOR 2019/2020**

**Draft list was circulated and checked. Clerk to send out amended list** RESOLVED to receive and take note

**407. TO DISCUSS RECOMMENDED MINIMUM AND MAXIMUM RESERVES AMOUNT – Cllr A Jones**

**Information taken from The Good Councillor’s guide to finance and transparency was circulated. This states that ‘a council should typically hold between 3 and 12 months expenditure as a general reserve’. This matter was discussed in relation to the budget in Llanfairfechan and it was agreed unanimously that £45,000 would be a reasonable reserve sum as it amounts to half of the precept requested for 2019/20. Expected carry over for 2018/19 will be £75,000 and so the excess, will be moved into the project account for use on Community Engagement Projects. Town Council are currently consulting with residents on opportunities for play on the village and will be following this consultation with others in 2019/2020. This will help to inform the use of funds for Community Engagement Projects**

**Proposed Cllr Christine Roberst Seconded Cllr Delohne Merrell** RESOLVED to approve and take note

**408. TO RECEIVE INFORMATION ON TERRACYCLE SCHEME – Cllr I Kars Jones**

**TerraCycle offers free recycling programmes funded by brands, manufacturers, and retailers around the world to help you collect and recycle hard-to-recycle waste. This includes crisp packets and toiletries. Local charities can benefit from the various recycle programmes. Suggestion that the School PTA or Foodbank may join – to be taken forward by the Governors**

RESOLVED to receive and take note

**409. TO DISCUSS TOWN & COMMUNITY COUNCILS FORUM REPRESENTATION PLAY PROVISION T&F GROUP A West Area Town and Community Councils representative is required for the Play Provision Task and Finish Group. Cllr Claire Hughes volunteered if the meetings are in the evening. Clerk to email**

RESOLVED to receive and take note

**410. TO DISCUSS INFORMATION FROM NORTH WALES FIRE SERVICE – Cllr A Hinchliff**

**A letter has been received and was read out. A procedure is now in place that ensures there will be a ladder available from the onset for any call out in Llanfairfechan. Recruitment is going ahead for firefighters within the village who are available in the daytime. Application forms are online and residents are urged to apply.**

RESOLVED to receive and take note

**411. TO APPROVE INTERNAL AUDITOR FOR YEAR ENDING 31 MARCH 2019**

**It was agreed that JDH Business Services Ltd will be engaged for Internal Audit 2018/19. It was also noted that they have quoted £100 for the Community Hall accounts; it was agreed this would be good value**

RESOLVED to approve and take note

**412. TO DISCUSS AND APPROVE ESLIPS SERVICE**

**The change in regulations with regards to Councillor Allowances suggests that taking on a payroll service may be necessary as the free HMRC payroll will only accommodate 9 employees and we will have a total of 16 including the Councilors. Clerk to investigate other companies and report back to next meeting**

RESOLVED to receive and take note

**413. TO RECEIVE FINANCIAL REPORT & PETTY CASH REPORT 2018/19 – March**

**Summary reports were circulated and an itemized end of year report will be provided at the next meeting to provide a full picture of carry over to 2019/20.**

**Proposed Cllr C Roberts Seconded Cllr Gareth Wyn Jones**

RESOLVED to approve and take note

**414. TO APPROVE PAYMENT TO:**

<b>1</b>	<b>Grant for Urdd subscriptions- Pant y Rhedyn</b>	<b>£658.00</b>	<b>approved</b>
<b>2</b>	<b>Grant for Urdd subscriptions - Ysgol Babanod</b>	<b>£854.00</b>	<b>approved</b>
<b>3</b>	<b>Grant to Pwyllgor Apêl Llanfairfechan Eisteddfod</b>	<b>£500.00</b>	<b>approved</b>
<b>4</b>	<b>Grant to Llanfairfechan Community Hall</b>	<b>£3000.00</b>	<b>approved</b>
<b>5</b>	<b>Grant to Llanfairfechan Community Library</b>	<b>£1000.00</b>	<b>approved</b>
<b>6</b>	<b>Grant to English Methodist Church</b>	<b>£200.00</b>	<b>approved</b>
<b>7</b>	<b>Siemens photocopier payment (April)</b>	<b>£362.40</b>	<b>approved</b>
<b>8</b>	<b>One Voice Wales annual subscription</b>	<b>£572.00</b>	<b>approved</b>
<b>9</b>	<b>Talk Talk final payment</b>	<b>£12.24</b>	<b>approved</b>
<b>10</b>	<b>CCBC Playground Inspection January 2019</b>	<b>£21.31</b>	<b>approved</b>
<b>11</b>	<b>Administrative Assistant final payment</b>	<b>GDPR</b>	<b>approved</b>

**Item 11 - Clerk asked to prepare final letter and seek advice to ensure that the process meets requirements. In addition, payment to be made by cheque**

**Proposed Cllr Andrew Hinchliff Seconded Cllr Christine Roberts All RESOLVED to approve and take note**

**415. CONFIRMATION OF ANNUAL SUBSCRIPTION PAID:**

**Annual payment to Information Commissioners Office**

**416. TO DISCUSS AND APPROVE PLANNING MATTERS**

- 1) **0/45924** Erection of fence (retrospective permission) 25 Pen Dalar

**Previous comments have been sent on**

**RESOLVED to receive and take note**

**417. TO RECEIVE CORRESPONDENCE FROM**

- 1) **Streetworks road closure**
- 2) **British Weights & Measures**
- 3) **Independent Remuneration for Wales Annual Report 2019/20**
- 4) **Revised Statement of Gambling Principles**
- 5) **My Travelpass – cheaper travel for 16 – 21 yr olds – Clerk to report back that, for equity with the older person’s pass, this travelpass should be free**

**RESOLVED to receive and take note**

**418. TO RECEIVE FEEDBACK REPORTS ON MEETINGS ATTENDED BY REPRESENTATIVES ON OUTSIDE BODIES ON BEHALF OF TOWN COUNCIL**

- 1) **Clerk & Cllr Merrell - PCSO surgery session went well. Clarification given to resident that Cwmni Penllan balance has been used towards the refurbishment of Victoria Gardens and small grants to local groups**
- 2) **Cllr Kars Jones - One Voice Wales training on legislation. Significant that S137 grants are being passed out and replaced by Power of Wellbeing funding. Information to be shared at next meeting**
- 3) **Ecobricks project – positive meeting with CCBC representatives. Item to be added for the next meeting**

**419. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS**

- 1) **Parking proposal from CCBC – considered at the meeting. Clerk to feedback comments and matter to be added to next agenda**
- 2) **Promenade shelter is currently being used by trader and CCBC are looking into rights of use. Further information will be sought**
- 3) **Go Play booklet was distributed. Lanfairfechan is not included although the map key shows Llanfairfechan beach as Penmaenmawr. Clerk to respond and share the concerns**
- 4) **Pen y Bryn skip is being filled and used. Usage of all skips is on the increase. Clerk reported that skips are going up in price to £200 per skip from April 2019**

- 5) **Pwyllgor Apêl Llanfairfechan - Eisteddfod Genedlaethol Sir Conwy 2019** are planning to continue to operate and it was noted that it would be good to work in partnership as they are accessing a group of residents who may not usually be involved in the wider community. Discussions have taken place about Noson Allan, Arts Council funding scheme and other events at the hall. County Councillor due to be involved in CCBC partnership forum to protect against elder abuse. It was agreed that social inclusion is one way to combat this type of abuse of vulnerable adults
- 6) **Tarmac work** that has recently been completed by CCBC is of poor standard – Clerk to email comments
- 7) **Salt Bin** has been moved and needs repositioning and it was reported there are concerns about whether some fences are stock proof. Further information to be gathered and Clerk to email concerns
- 8) **A proposal to buy a dishwasher for the Council Chamber kitchen** was made. Clerk will investigate options and feedback. However, it was agreed by majority vote that one should be purchased to meet the expanding event profile of the Community Hall

MEETING CLOSE – 9:05pm

Signed (Chair) \_\_\_\_\_ Date \_\_\_\_\_