



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



**Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB**  
**Mayor Cllr Alun Rhys Jones Deputy Mayor Cllr Nia Jones**

**WEDNESDAY JULY 3rd, 2024**

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

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 May 22<sup>nd</sup> and current action list (LGA1972 Schedule 12)
6. To receive information and approve Councillors Allowance Letter
7. To receive information and approve plans for Llanfairfechan Bench Project
8. To receive information and approve plans for Llanfairfechan Community Skips 2024/25
9. To receive information and discuss Historic Assets of Special Local Interest (HASLI)
10. To receive staffing information to be discussed and approved (defined confidential matter)
11. To receive information and approve plans for Llanfairfechan Celebrates
12. To receive and approve Internal Audit Report and approve external audit to go to Audit Wales
13. To receive information and approve plans for Nant y Pandy car park
14. To receive and approve finance report and current payments for June 12th, 2024

<b>Payments to be made</b>
1. Staffing, contract officer and oncosts January £4000
2. British Gas MUGA £58.09
3. Menter Iaith 4325 £296.79
4. Viking replacement paper £135.26
5. Viking original order £166.21
6. Zurich Insurance £1378.08 (retrospective)
7. JDH Hughes Internal Auditors £554.40
<b>West Shore Recreation project funded by CFF and Conwy SPF Fund (already noted previously but due to be paid this month)</b>
1. Soft Surfaces MUGA surfaces £63437.64
2. CIA smart lock systems £13762.00
3. Trafalgar Kercher Commercial Jet washer £729.00 (retrospective)
4. Gareth Roberts Blacksmith gates and fencing 1308.00 (retrospective)
5. Networld Sports £8765.26 (retrospective)

15. To receive information about planning matters:  
**0/51795 T1 - Pine Tree - Crown to be reduced back to in line with the edge of the road, pruned away from the house and then balanced. Trevera, Park Crescent, Llanfairfechan, LL33 0BA**
16. To receive correspondence
17. To receive reports from meetings
18. To receive urgent matters for consideration and log for future meeting

In attendance: Due to urgent Mayor and Deputy Mayor family matters, it was agreed that past Mayor Cllr Penny Andow would take the Chair for this meeting. Deputy Mayor Nia Jones; Cllr Sharne-Marie Bellis; Cllr Andrew Hinchliff BEM; Cllr Chris Jones; Cllr Christine Roberts; Cllr Cathryn Taylor; Cllr Preben Vangberg  
Town Clerk: Jayne Neal. Bryn Ward County Councillor Jacob Williams was in attendance

1. Welcome all to the meeting and general housekeeping information Town & County Cllr Penny Andow welcomed all to the meeting. It was agreed the meeting could be recorded for minutes purposes.

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

Mayor Alun Rhys Jones; Cllr Leena Farhat; Cllr Rob Jewell; Cllr Gareth Jones; Cllr Laura Fielding (agreed leave of absence)

Resolved to receive and take note

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

None received

Resolved to receive and take note

4. To receive representations and queries from the public

No residents were present at the meeting.

Resolved to receive and take note

5. To receive and approve minutes May 22<sup>nd</sup> and current action list (LGA1972 Schedule 12)

No Action list was available – this will be presented at the next meeting. No matters arising from the minutes

Unanimously resolved to approve and take note

6. To receive information and approve Councillors Allowance Letter

An updated letter had been distributed and was agreed. Clerk asked for the declarations to be completed and sent back into the office. As agreed with HMRC, all those who make the declaration can receive the allowance without paying tax. All those who are self employed are responsible for declaring the allowance themselves. A personal details was also distributed, and Councillors were asked to update any change of details.

Unanimously resolved to approve and take note

7. To receive information and approve plans for Llanfairfechan Bench Project

Two quotes had been received for the proposed accessible bench at Victoria Gardens, it was agreed it should be galvanised with a central access point for wheelchairs and buggies and ordered from local blacksmith. The design will be in keeping with the highway benches and the galvanised nature will be more durable.

Unanimously resolved to approve and take note

8. To receive information and approve plans for Llanfairfechan Community Skips 2024/25

A draft proposal had been distributed. It was agreed Town Council would fund extra skips once a year in the localities – Pendalar, Nant y Berllan and Llannerch Road as well as once a month at Station Road. Clerk to action and confirm list at next meeting. There is an opportunity to work in partnership with Keep Wales Tidy for a Community Clean up day and this could be help at Pendalar – Clerk to gather further information.

Unanimously resolved to approve and take note

9. To receive information and discuss Historic Assets of Special Local Interest (HASLI)

This is a list of HASLI sites that will be kept by Conwy CBC for future reference. Councillors to email Llanfairfechan suggestions to Clerk for forwarding on. These should be sites of historical interest that have not been formally listed.

Unanimously resolved to approve and take note

10. To receive staffing information to be discussed and approved (defined confidential matter due to personal details and non-Town Council members left the room during this discussion) A report was made from the recent staffing committee meeting. Resolutions were made and Clerk to action the following:

1. A role of Deputy Town Clerk to be drawn up and a recruitment process to take place
2. The role of Events & Community Engagement Officer to be withdrawn and a new role of Food & Artisan Market Development Officer at 10 hours to be drawn up. Staff member will return from September 2024.
3. Town Clerk role to remain as current conditions – further discussion and development through the staffing committee to be made. Recognition was made of the contribution by the Town Clerk who has worked above and beyond the job description and hours through the Covid pandemic and to current day to meet the increasing workload.

Unanimously resolved to approve all and take

note

11. To receive information and approve plans for Llanfairfechan Celebrates Information had been distributed

It was noted the MUGA and 3 g Pitch building work was progressing well. There have been some problems with young people gaining entry, but it is hoped this will settle down once the site is reopened. There will be a cost in maintenance and to action the booking systems that will have to be factored in for future precept, but the new smart gates will stop the need for any individual to open and close the site.

Reopening of the MUGA and fun day 2pm to 4pm Friday August 9th

**Plans in the pipeline:**

1. Cutting of the ribbon by Mayor and Deputy Mayor of Llanfairfechan
2. Invite to community groups to run activity stalls
3. Invites to food providers and vans for the day
4. Invite to Conwy Play Team to run play activities
5. Invite to music providers to play at the event
6. Invite to Reality Boffins to run a kite making stall (they have agreed to do this for free)
7. Invite to Conwy FFit and Llanfairfechan Football Club to run sessions in the MUGA

All this was approved and Clerk to enquire costs for bouncy castle and inflatable golf and feedback at next meeting. Unanimously resolved to approve all and take note

**12. To receive and approve Internal Audit Report and approve external audit to go to Audit Wales**

The internal audit report from JDH Business and audit paperwork had been read and signed by the Mayor in readiness for sending to the external auditor. No major audit report issues were reported, and the small matters had been addressed and were distributed to full Town Council. It was noted the asset register may need to take account of the possible value increase in the antique regalia. Clerk to contact a contractor to repair, update and value it for next years audit. All agreed for external audit by Friday July 5<sup>th</sup>.

Unanimously resolved to approve and take note

**13. To receive information and approve plans for Nant y Pandy car park**

Background information was given with a reminder this matter had been going on since 2019 and, since then, there have been significant financial challenges at Conwy CBC and budget increases at Town Council. A provisional Memorandum of Sale has been received from Conwy CBC but Clerk to gather updated information about costs and process before agreement to progress can be made. Clerk to report back at the next meeting.

Resolved to receive and take note

**14. To receive and approve finance report and current payments for June 12th, 2024**

No matters arising from the financial reports. Following on from the internal audit advice– some finance costings have been represented due to delays or changes in the MUGA building work. In addition, some payments had been authorised and paid and were presented as retrospective payments. 4 Viking paper order had been wrong, and a repayment is due for the replacement paper.

Payments to be made
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Unanimously resolved to approve and take note

**15. To receive information about planning matters:**

0/51795 T1 - Pine Tree - Crown to be reduced back to in line with the edge of the road, pruned away from the house and then balanced. Trevera, Park Crescent, Llanfairfechan, LL33 0BA - It was agreed that the advice of the tree officer should be followed in this matter.

16. To receive correspondence – no correspondence was presented Resolved to receive and take note

**17. To receive reports from meetings**

Friends of Community Library AGM This took place on Monday 1<sup>st</sup> July and was well attended. Current focus is on the proposed building work and the library building will be closed for a few weeks. When it reopens it will be a much better space with movable shelves and the capacity to hold larger group sessions. There will also be a computerised book returns unit to allow greater flexibility for the space. It was noted there will still be library

provision during the closure period at the community hall. This will operate in a similar way to the Covid library service, focusing on requests, renewals and returns

Resolved to receive and take note

**18. To receive urgent matters for consideration and log for future meeting**

1. Hides at Morfa Madryn – concern about damage there. Mayor is looking into this and will report back
2. Report that archaeological works are taking place at the plot off Penmaen Park – this development is not linked to any progress at planning. It was reported that the planning matter has now been referred to the senior planning officer at Conwy CBC and residents have been directed to contact Conwy CBC to chart progress.
3. Brambles are causing problems across many highway footpaths in the town. Clerk to gather the information as soon as possible and refer to County Councillor Pandy for reporting to Conwy. It was noted that this work should not be part of the Clerk or Environmental Operatives. Discussion that perhaps a volunteer project could be developed.
4. Recognition was given about the quality of the Conwy CBC Democratic Services. Thanks were given to Conwy CBC for their work during the pre-election period. It was noted their work is impeccable and Clerk to send a letter of thanks all involved, including the polling and count staff who all work so hard on election day.

Resolved to receive and take note

Meeting closed at 8:45pm and all were thanked for attending.