



**CYNGOR TREF  
LLANFAIRFECHAN  
TOWN COUNCIL**



Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB  
Mayor Cllr Nia Jones Deputy Mayor Cllr Sharne-Marie Bellis

**Llanfairfechan Town Council Sub-Committees 2026/27**

	<b>2025/26</b>	<b>2026/27</b>
<b>Chair - Full Council</b> <b>Alternate meetings</b>	Mayor Nia Jones	Mayor Sharne-Marie Bellis
<b>Chair - Full Council</b> <b>Alternate meetings</b>	Deputy Mayor Sharne-Marie Bellis	Deputy Mayor Preben Vangberg
<b>Staffing Committee</b>  <b>**Town Council have previously agreed that these roles can only be assigned to those who have been a Councillor for six months**</b>	Mayor Nia Jones Deputy Mayor Sharne-Marie Bellis Cllr Andrew Hinchliff Cllr Christine Roberts	Mayor Sharne-Marie Bellis Deputy Mayor Preben Vangberg Cllr Nia Jones Cllr Andrew Hinchliff BEM Cllr Christine Roberts
<b>Facilities Committee</b>	(Previously this was the Environmental Committee)	Mayor Sharne-Marie Bellis Deputy Mayor Preben Vangberg Cllr Nia Jones Cllr Chris Jones Cllr Charlotte Murray Cllr Rhys Griffiths
<b>Biodiversity Committee</b>	(Previously contained in the Environmental Committee)	Deputy Mayor Sharne-Marie Bellis Cllr A Rhys Jones Deputy Clerk Preben Vangberg
<b>Finance Committee</b>	Deputy Mayor Sharne-Marie Bellis County Cllr Penny Andow Cllr Preben Vangberg	Mayor Sharne-Marie Bellis Deputy Mayor Preben Vangberg County Cllr Penny Andow

### Chair - Full Council Alternate meetings

Mayor Sharne-Marie Bellis & Deputy Mayor Preben Vangberg

1. The Mayor and Deputy Mayor are advised to attend the One Voice Wales training Chairing Skills - Module 10 as soon as possible in the year.
2. A Chair's folder is provided with useful information and guidance.
3. An agenda with notes is produced for the use by the Chair of the meeting. This is to make sure that items for decision are actioned as according to standing orders and to help the flow of the meeting.
3. Please refer to [Llanfairfechan Town Council Standing Orders](#) for guidance on the process of meetings. Pages 1-7 in this document are of particular note for Chairs of meetings of the Town Council.

### **Terms of Reference for sub committees**

**Please note that all subcommittee meeting agendas and minutes should be available to Full Town Council when requested. Where needed, reports to Full Town Council should be supplied. These can be prepared by the staff team on behalf of the committee member, if agreed by all. It should be noted that decision making is not devolved in Llanfairfechan Town Council. The subcommittees are designed to be research and advisory groups, and all final decisions will be made at a meeting of the full town council.**

### Staffing Committee

**\*\*Town Council have previously agreed that these roles can only be assigned to those who have been a Councillor for six months\*\***

- Mayor Sharne-Marie Bellis
- Deputy Mayor Preben Vangberg
- Cllr Nia Jones
- Cllr Andrew Hinchliff BEM
- Cllr Christine Roberts

1. The staffing committee is concerned with the general overseeing of management for the Llanfairfechan Town Council staff team and tasked with addressing any concerns or issues that arise through the year.
2. An advising contract has been agreed with [Bright HR](#), so the staffing committee and staffing team have access to current HR advice and guidance. This will support the Staffing Committee in their work and reassure them that the correct advice and support can be given. Please refer to guidance from Bright HR to help inform and support the full town council in their decision making on staff matters.
3. Representatives of the Staffing Committee should meet three times in the year:
  - June or July** – to prepare and conduct an annual PDR interview with the Town Clerk and discuss other staff PDRs with the Town Clerk.
  - September or October** – to discuss staffing budgets for the impending precept budget decisions. Preparation for this should include checking the National Joint Council for Local Government Services (NJC) annual pay scales and the Real Living Wages scales.

**December or January** – to meet with the finance team to finalise the staffing budget for the precept decision making.

4. In addition to these meetings, the Staffing Committee should arrange three supervision meetings in the year with the Town Clerk to discuss current processes and any staffing issues that need to be addressed. One or two members of the committee can be nominated to undertake these meetings.

5. The Staffing Committee can be called together at any point if a staffing issue emerges and, as advisers, will be asked to prepare information for the full Town Council to help with any decision making.

#### **Facilities Committee**

- Mayor Sharne-Marie Bellis
- Deputy Mayor Preben Vangberg
- Cllr Nia Jones
- Cllr Chris Jones
- Cllr Charlotte Davies
- Cllr Rhys Griffiths

1. The Facilities Committee is concerned with the management and maintenance of public facilities in Llanfairfechan as follows:

**Community Spaces** – these currently include the Victoria Gardens playground, skatepark and the MUGA. All these facilities are the under management by Llanfairfechan Town Council and fall under their responsibility.

**Public toilet facilities** – This includes a sponsorship arrangement with Conwy CBC for the Promenade toilets and sole ownership of the Village Road Toilets. Under discussion is the disused toilet block in Station Road and it may be possible that an asset transfer from Conwy CBC will happen in the future. The sponsorship agreement is an annual one that is open to change and renewal each year. Conwy CBC will not agree to a longer-term agreement.

**Paddling Pool** – This includes a sponsorship arrangement with Conwy CBC that covers maintenance and repairs. It may be that this facility will be offered for asset transfer in the future but currently there is a three year agreement in place.

**Llanfairfechan Bench Project** – This should include monitoring of the condition of all benches and consideration of replacements.

**Llanfairfechan Dog Waste project** – this is actioned by the staff team but should fall under the monitoring processes of the Facilities Committee. Progress reports from staff should be reported on a yearly basis.

**Festive Lighting** – This is currently serviced by SETS LTD under a three year agreement (awaiting contract from the company). The budget is set at £6000, and a standard map has been agreed previously to cover:

**Aber Road to the Crossroads** – street lighting motifs up to the corner of Cae Ffynnon.

**Village Road from the Crossroads up to the shops** – specified streetlights are garlanded.

**Penmaenmawr Road to the Pen Dalar bus barrier** – plans in place to complete the run in 2026/27.

**Street tree lights** – at the cenotaph and at the crossroads. Others may be considered but these would increase the budget beyond £6000.

2. Representatives of the Facilities Committee should meet three times in the year:

**July** – to plan the work processes for the year

**October** – to prepare for the precept budget setting and to draw up priorities for the following year

**March** – to discuss festive lighting and put preparations in place

4. In addition to these meetings, the Facilities Committee may be asked to meet to discuss any issues that emerge and help prepare information for the Full Town Council to support decision making processes.

5. It is possible that task and finish work groups may be needed for this committee due to the nature of the work involved.

#### **Biodiversity**

- Mayor Sharne-Marie Bellis
- Deputy Mayor Preben Vangberg
- Cllr A Rhys Jones

1. This committee is concerned with the management and actions guided by the [Llanfairfechan Town Council Biodiversity Plan 2026/27](#). The work of this committee is guided by the Environment (Wales) Act 2016, Section 6 and is tasked with complying with the following:

**Objective 1:** Engage and support participation and understanding to embed biodiversity throughout decision making at all levels

**Objective 2:** Safeguard species and habitats of principal importance and improve their management

**Objective 3:** Increase the resilience of our natural environment by restoring degraded habitats and habitat creation

**Objective 4:** Tackle key pressures on species and habitats

**Objective 5:** Improve our evidence, understanding and monitoring

**Objective 6:** Put in place a framework of governance and support for delivery

2. Representatives of the Facilities Committee should meet twice in the year:

**July** – to plan the work priorities for the year

**October** – to prepare for the precept budget setting and to draw up priorities for the following year

3. Currently, there is a Town Council responsibility to oversee the Station Road Garden, Victoria Gardens Incredible Edibles beds and Caradog Place wildflower meadow space.

4. In addition to these meetings, the Biodiversity Committee may be asked to meet to discuss any issues that emerge and help prepare information for the Full Town Council to support decision making processes.

#### **Finance Committee**

- Mayor Sharne-Marie Bellis
- Deputy Mayor Preben Vangberg
- County Cllr Penny Andow

1. This committee is concerned with the financial management and budgetary controls in Llanfairfechan Town Council and will work closely with the Town Clerk and RFO with budget planning and monitoring.

2. Its work is governed by the [Llanfairfechan Town Council Financial Regulations](#) document and also relates to the [Financial Risk Assessment](#) document.

3. Representatives of the Finance Committee should meet three times in the year:

**June** – to review the External Audit paperwork and prepare for Full Town Council meeting

**October** – to prepare for the precept budget setting and to draw up priorities for the following year using [The Finance & Governance Toolkit for Community and Town Councils](#) and the annual [Llanfairfechan Town Council Precept Planning document](#)

**January** – to agree the final precept budget in readiness for sign off at Full Town Council

4. Representatives should keep up to date with the monitoring of finances throughout the year as provided to Full Town Council Meetings and add further information where needed.

5. In addition to the set meetings, the Finance Committee may be asked to meet to discuss any issues that emerge and help prepare information for the Full Town Council to support decision making processes.

**Updated and Approved 10/06/2026**