

CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
Held on the 1 June 2016 in the Council Chamber at 7.00pm

PRESENT: Councillors: Chair – Mrs Carol Gell

Deputy Mayor Elect – Mrs Delohne Merrell

Mr Andrew Hinchliff

Mr Gareth Wyn Jones

Mrs Christine Roberts

Mr Gareth Roberts

Mr Glenn Robinson

OFFICER: Ms E Shepherd Town Clerk & RFO

ABSENT: Mr Tim Scott

The Chair, on behalf of members, welcomed Cllr Mrs Delohne Merrell to the meeting following her recent period of convalescence after surgery.

68. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS OF THE PUBLIC. (5 MINUTES PER SPEAKER WITHIN 20 MINUTES FRAMEWORK OR AT THE DISCRETION OF THE CHAIR). **NONE**

69. TO RECEIVE APOLOGIES FOR ABSENCE. **RESOLVED to receive and note apologies from Councillors Mayor - Miss Penny Andow, Mrs Tamzin Hopwood, Chris Jones, Geraint Jones, Miss Nia Jones and Miss Sarah Jones**

70. 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**

71. TO APPROVE MINUTES OF THE AGM OF THE FULL COUNCIL MEETING HELD ON THE 4 MAY 2016. **RESOLVED to approve and sign as a correct record.**

72. MATTERS ARISING FROM THE ABOVE MINUTES. **NONE**

73. TO APPROVE MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 18 MAY 2016 **RESOLVED to approve and sign as a correct record.**

74. MATTERS ARISING FROM THE ABOVE MINUTES - **NONE**

75. TO RECEIVE FINANCIAL REPORT 2016-17. STATEMENT 2. **RESOLVED to receive and note.**

76. TO RECEIVE PETTY CASH REPORT 2016-17 – STATEMENT 2. **RESOLVED to receive and note**

77. TO RECEIVE INTERNAL AUDITORS REPORT FOR 2015-16

Members were informed that on the basis of the internal audit work carried out, and in the view of the internal auditor the council's system of internal controls in place, is adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf.

1) The amounts in reserves for project to be quantified.

2) Fidelity Insurance to be increased to cover maximum projected cash balance.

RESOLVED to receive and note. The Chair thanked the Clerk for her work.

78. TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT (PART 2) AND CONFIRM APPROVAL AND CERTIFICATION BY THE CHAIR ON BEHALF OF THE TOWN COUNCIL.

Members approved and completed the statement the Chair Cllr Carol Gell singed on behalf of the Council.

79. TO APPROVE PAYMENT TO

1)	Invoice No	Payee	Reference	Amount	Cheque no.
	2817	JDH Business Services Ltd	for 2015/16 Internal Audit	£330	101936

RESOLVED to approve payment

2)	Invoice No	Payee	Reference	Amount	Cheque no.
	S1903498	Office Furniture	for 4 Royal Wide Conference Armchairs, for the Council Chambers	£264	101937

RESOLVED to approve payment

3)	Invoice No	Payee	Reference	Amount	Cheque no.
	ER/243498381	CCBC	provision of community skip at Station Road 30/04/2016	£222	101938

RESOLVED to approve payment

4)	Invoice No	Payee	Reference	Amount	Cheque no.
	2060	Your Hwb	one A5 page advert in Your Hwb Community Directory 2016/17 - Councillors' contact details	£99	101939

RESOLVED to approve payment

5)	Invoice No	Payee	Reference	Amount	Cheque no.
	10591	Jaydee Living Ltd	recycling bins for the Community Hall (Council Chamber Kitchen, Lloyd Hughes, Main Hall)	£103.44	101940

RESOLVED to approve payment

6)	Ideal ICR Group Ltd for annual check and replace one lamp £668.80				
----	---	--	--	--	--

Members were informed that the lights kept tripping and were to be investigated by the Group as a good will gesture £95 refund for cost of lamp had been received. **RESOLVED to put payment on hold until the investigation report was received.**

7)	Invoice No	Payee	Reference	Amount	Cheque no.
	01-06/06 /2016	Cllr Miss Penny Andow	Cost of travel to Pleumeleuc, Town Twinning exchange visit 2016 (payment from Mayor's Allowance 2016-17)	£250	101942

RESOLVED to approve payment

80. TO NOTE COLLECTION FOR SPONSORED WALK FOR LIFE, KIDNEY WALES 2016 – Members were informed that the amount raised to date was £362. **RESOLVED to receive and note.**

81. TO RECEIVE THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) (AMENDMENT) ORDER 2016 and THE LOCAL GOVERNMENT (STANDARDS COMMITTEES, INVESTIGATIONS, DISPENSATIONS AND REFERRAL (WALES) (AMENDMENT) REGULATIONS 2016. The order was made (i.e. signed) on the 27 January 2016. Authorities, therefore, have until 26 July 2016 in which to adopt a revised code of conduct. Members' attention was drawn to the changes. **RESOLVED to adopt the amended Code of Conduct.**

82. TO RECEIVE NOTICE OF STATUTORY REQUIREMENT THAT ALL COUNCILS PUBLISH AND REPORT ANNUALLY TO THE INDEPENDENT REMUNERATION PANEL FOR WALES ON ALLOWANCES AND EXPENSES PAYABLE TO COMMUNITY AND TOWN COUNCILLORS BY 30 SEPTEMBER EACH YEAR. **RESOLVED to receive and note that a list for 2015-16 had been posted on Town Council's website and notice board. A copy will also be forwarded to the Remuneration Panel for Wales.**

83. TO RECEIVE CORRESPONDENCE

- 1) ERF, CCBC, Salt Bag partnership – response required by the 29 July 2016. **RESOLVED not to take part in the scheme.**
- 2) Snowdonia National Park – list of meeting times and dates for all three Authority's main committees for forthcoming year. **RESOLVED to receive and note.**
- 3) The Centenary Field Programme – protecting valuable green space across the county **RESOLVED to receive and note.**
- 4) Notice of Promenade Community event held on the 21, 22, 23 July 2016 afternoon activities **RESOLVED to receive and note.**
- 5) Notice of National Croquet Day 5 June 2016 between 1 -5pm. **RESOLVED to receive and note.**
- 6) Notice of the 'Mayor's Thanks' for fundraising help as published by local paper. **RESOLVED to receive and note.**

84. PLANNING – REFERENCE 0/42788

APPLICANT: Sarah Roberts and Simon Hewitt

PROPOSAL: Single storey extension and forming new balcony at first floor level

LOCATION: Tyddyn Drain Uchaf, Llanfairfechan LL33 0HD

RESOLVED to have no concerns or objections to the above application.

85. TO RECEIVE FEEDBACK REPORTS ON MEETINGS ATTENDED BY REPRESENTATIVES ON OUTSIDE BODIES ON BEHALF OF TOWN COUNCIL (ONLY).

- 1) Bus Stop Maintenance Scheme – Cllr Andrew Hinchliff gave a verbal report on a meeting, held in the Council Chamber on the 1 June 2016, he had attended with Cllr Mrs Carol Gell, Cllr Gareth Roberts, Town Clerk and an Officer from CCBC. It was stated that a contractor for cleaning/maintenance of shelters had been appointed by the Authority. The cleaning schedule will be every 6 months in spring and autumn of each year at a cost of £15.50 per shelter. The contractor will also provide a detailed report and photographic evidence along with cost and an action plan for repair work. The £3,000 paid into the scheme by the Town Council will be utilised towards the cleaning and maintenance work. **RESOLVED to receive and note.**
- 2) Church Field Fence, Aber Road – Cllr Andrew Hinchliff stated that the Rotary had suggested that parts of the Church field fence could be repaired in memory of a loved one and were seeking the community views to the feasibility of such a scheme. **RESOLVED to receive and note.**
- 3) Carnival – Cllr Christine Roberts gave a verbal update on the arrangements for this year's event held on the 22 and 25 June 2016. It was stated that raffle tickets were all sold and that a further supply were being printed. **RESOLVED to receive and note.**

86. TO RECEIVE FEEDBACK REPORT ON Staffing Committee Meeting held on the 26 May 2016.

Written Report was provided by Cllr Miss Penny Andow.

Present: Cllrs Penny Andow, Christine Roberts and Andrew Hinchliff

Agenda:

- a. To discuss content of email sent by member of Llanfairfechan Town Council to a number of other Council Clerks.
- b. To discuss possible action
- c. To agree action to be taken.

The email that was sent to a number of clerks (but not to Llanfairfechan Clerk) was read out and the content and breach of protocol was discussed by those present.

As such an email and the content had not ever been encountered by those present it was agreed advice needed to be taken.

It was noted and recorded that Ms E Shepherd had behaved and acted as per role of Clerk to the Council and any inferred allegation was unsubstantiated.

It was agreed by those present to ask CCBC for guidance on this matter.

RESOLVED to receive and note.

Cllr Hinchliff reported that guidance from CCBC was to send a letter informing the writer of the email that this was inappropriate behaviour. Members agreed to accept the guidance.

87. TO RECEIVE REPORTS OF COMPLAINTS/CONCERNS/COMPLIMENTS

- 1) Footbridge Camas Lan – reported some of the slats are loose.
- 2) Refuse Bin collection – disgruntled residents complaining that during the 4 weekly trial period they will be paying the same Council Tax as those that will have 3 weekly collections, and will therefore be receiving less service.
- 3) Valley Road – reported that there was glass on road following the recycling collection.
- 4) Mill Road – reported refuse was not collected on Monday of this week.
- 5) Cae America – that all recycling materials were put into an open truck.
- 6) Skate Park – it was questioned when is the ramp being replaced.
- 7) Tourism Grant – suggested that the Coastal Fund is looked into.
- 8) The Heath, CCBC – members attention was drawn to discontentment felt regarding the proposed closure of the CCBC Offices.
- 9) A Pocket Guide to Being Dementia Supportive – members were informed that copies of the booklet was available from the Plas Menai Medical Surgery and the Library.
- 10) Community Library – Cllr Delohne Merrell, Chair of the Friends of the Community Library gave a brief update on the improvements project. Members were informed that Cartrefi Conwy will project manage the scheme. Relocation premises were being sought as the Library will be closed whilst the work is being carried out.

88. DATE OF NEXT MEETING – GENERAL PURPOSES MEETING HELD ON THE 15 JUNE 2016

CLOSE – the meeting closed at 8.30pm

Signature



Date

6.7.16

Chair