

**CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL**  
**MINUTES OF THE GENERAL PURPOSES MEETING**  
**Held on the 17 May 2017 in the Council Chamber at 7.00pm**

**PRESENT: Councillors: Chair – Mayor Miss Penny Andow & Mayor Elect Cllr Delohne Merrell**  
**Andrew Hinchliff                      Claire Hughes                      Alan Jones                      Chris Jones**  
**Gareth Wyn Jones                      Miss Nia Jones                      Mrs Christine Roberts                      Gareth Roberts**  
**Glenn Robinson**

**OFFICER:              Ms E Shepherd Town Clerk & RFO**

**ABSENT:              NONE**

- 24 TO RECEIVE COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE. **It was received and noted that all members present readout their declaration and signed their acceptance of Office, witnessed by the Town Clerk.**
- 25 TO ADOPT CODE OF CONDUCT. **It was RESOLVED to adopt the code of conduct for the Town Council. It was received and noted that a copy was provided to each Councillor.**
- 26 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**
- 27 TO RECEIVE APOLOGIES FOR ABSENCE **RESOLVED to receive and note apologies from Councillor(s) Mrs Carol Gell**
- 28 TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 12 April 2017. **RESOLVED to approve and sign as a correct record.**
- 29 MATTERS ARISING FROM THE ABOVE MINUTES. **NONE**
- 30 TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 26 April 2017. **RESOLVED to approve and sign as a correct record.**
- 31 MATTERS ARISING FROM THE ABOVE MINUTES. **NONE**
- 32 TO RECEIVE NOMINATIONS FOR ELECTION OF MAYOR 2017/18. **RESOLVED to receive and note Deputy Mayor Cllr Mrs Delohne Merrell was elected Mayor. Cllr Mrs Merrell accepted the post and thanked members for the honour.**
- 33 TO RECEIVE NOMINATIONS FOR ELECTION OF DEPUTY MAYOR 2017/18 **RESOLVED to receive and note Cllr Andrew Hinchliff was elected Deputy Mayor. Cllr Andrew Hinchliff accepted the post and thanked members for the honour.**
- 34 TO RECEIVE A VOTE OF THANKS FOR RETIRING MAYOR CLLR MISS PENNY ANDOW. **Cllr Andrew Hinchliff on behalf of members thanked Cllr Miss Penny Andow for all the brilliant work she had carried out in representing the town during her term in office. Cllr Miss Andow responded and stated it had been a pleasure and wished Cllr Mrs Merrell a successful term of office as Mayor. RESOLVED to receive and note.**

- 35 TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS. **It was RESOLVED to approve and adopt the Standing Orders to include amendment that a list of councillors' attendance is published and placed on the town council's website on a six monthly basis. It was received and noted that a copy was provided to each Councillor. It was RESOLVED to approve and adopt a new version of the Financial Regulations published in 2016. It was received and noted that a copy was provided to each Councillor.**
- 36 TO RECEIVE REGISTER OF MEMBERS INTERESTS **It was RESOLVED that members would complete and return the form to the Town Clerk by the next Town Council meeting.**
- 37 TO REVIEW AND ADOPT COMPLAINTS PROCEDURE POLICY. **It was RESOLVED to adopt the Town Council's Complaint Procedure Policy. It was RECEIVED and NOTED that a copy was provided to each member.**
- 38 TO RECEIVE AND ADOPT SOCIAL MEDIA POLICY. **It was RESOLVED to adopt the Town Council's Policy. It was RECEIVED and NOTED that a copy was provided to each member.**
- 39 TO RECEIVE NOMINATIONS FOR ELECTION OF CHAIR OF COMMITTEES / SUB COMMITTEES **it was RESOLVED to approve the following list of committee members. Appendix 1**
- 40 TO RECEIVE REPRESENTATIVES TO OUTSIDE BODIES. **It was RESOLVED to approve the following list of representative to outside bodies. Appendix 2**
- 41 TO NOMINATE SIGNATORIES OF BANK MANDATE AND BUSINESS INTERNET BANKING 2017-18. **It was RESOLVED to approve the following members be the designated signatories Mayor – Cllr Mrs Delohne Merrell; Deputy Mayor – Cllr Andrew Hinchliff; Cllr Chris Jones; Cllr Gareth Roberts; Cllr Miss Nia Jones and Cllr Mrs Carol Gell would continue as existing signatories.**
- 42 TO COMPLETE AUTHORISATION OF USE OF PERSONAL DETAILS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998. **It was RESOLVED to receive and noted all members present had completed and authorised the use of personal data.**
- 43 TO DECIDE THE LANGUAGE POLICY OF MEETINGS, AGENDA AND MINUTES. **It was RESOLVED that meetings would be held through the medium of the English language and that the Town Clerk would translate to Welsh if necessary. Enquiries will be made as to the cost of translating both agenda and minutes of future meetings.**
- 44 TO RECEIVE LIST OF DATES, TIME AND PLACE OF MEETINGS OF THE COUNCIL FOR THE YEAR 2017-18 **It was RESOLVED to receive and note that members were presented with a list of dates up to 18 April 2018.**
- 45 TO RECEIVE FINANCIAL STATEMENT 1 2017-18 **RESOLVED to receive and note.**
- 46 TO RECEIVE PETTY CASH STATEMENT 1 2017-18 **RESOLVED to receive and note.**

47 TO RECEIVE CORRESPONDENCE from

- 1) PBC Foundation – thank you letter for the donation of £100 from the Deputy Mayor Cllr Mrs Delohne Merrell’s allowance 2016-17. **RESOLVED to receive and note the donation had been made in the memory of local resident the late Mrs Sharon Lloyd Owen. The PBC Foundation have also acknowledged this in a further letter of condolence to Mr Owen.**
- 2) Local Democracy and Boundary Commission for Wales – Presentation on the review of the electoral arrangements for the County Borough of Conwy – held on the 1 June 2017 at 6pm at Conwy Council Chamber Bodlondeb Conwy. **RESOLVED to receive and note that Cllr Gareth Wyn Jones and the Clerk will attend on behalf of the Town Council.**
- 3) Planning Aid Wales - Free Planning Training 20 June 2017, 5.45-9pm Venue Cymru, Llandudno **RESOLVED to receive and note that Cllr Alan Jones and Cllr Chris Jones will attend on behalf of the Town Council.**
- 4) Snowdonia National Park Authority & Town & Community Councils evenings June 2017 – Plas y Brenin Capel Curig 6.30-8.30pm Tuesday 20 June 2017 **RESOLVED to receive and note that Cllr Gareth Wyn Jones will attend on behalf of the Town Council.**
- 5) 5<sup>th</sup> Annual SLCC & OVW Joint Wales Conference 12 July 2017, Village St David’s Ewloe - £69 + VAT. **RESOLVED to receive and note either the Town Clerk or Admin Assistant will attend on behalf of the Town Council.**
- 6) Snowdonia National Park Authority – Free Apple Trees! & information on Snowdonia Dark Sky. **RESOLVED to request the trees for planting in Ysgol Pant y Rhedyn school garden.**
- 7) Natural Resources Wales – email from Gwyn Moseley with attachment of Llanfairfechan Community Flood Plan which is managed by volunteers Flood Warden Group on behalf of the Community. **RESOLVED to receive and note Cllr Mrs Carol Gell is named as the senior flood warden**
- 8) North Wales Association of Community Councils – Minutes of last quarterly meeting. **RESOLVED to receive and note.**

48 TO APPROVE PAYMENTS TO –

Retrospective notice of payment approved by Cllr Miss P Andow and Miss Nia Jones

1)	Invoice No	Payee	Reference	Amount	Cheque no.
	28573	Flagpole Express Ltd	3 small flags to be displayed outside the Community Hall	£88.80	102078

**RESOLVED to receive and note that a contribution towards the cost will be made by the Town Twinning Association**

2)	Invoice No	Payee	Reference	Amount	Cheque no.
	01/04/20107 -31/03/2018	CVSC	membership application from April 2017 – March 2018	£15	102079

**RESOLVED to approve payment**

3)	Invoice No	Payee	Reference	Amount	Cheque no.
	Staples & WH Smiths	Ms E Shepherd	Reimbursement for purchase of office sundries	£96.85	102080

## **RESOLVED to approve payment**

- 4) Wages to Town Clerk for May 2017 **RESOLVED to approve payment and sign cheque number 102081**
- 5) Wages to Admin Assistant for May 2017 **RESOLVED to approve payment and sign cheque number 102082**
- 6) Wages to Environmental Operative for May 2017. **RESOLVED to approve payment and sign cheque number 102083**

49 TO RECEIVE INSURANCE POLICY FOR 2017-18 AND APPROVE PAYMENT OF INVOICE – 26370136 - £1,108.25. **Members were presented with a Financial Risk Assessment report. RESOLVED to receive and note to approve payment of £1,108.25 and sign cheque number 102084.**

50 TO RECEIVE BACS REMITTANCE ADVICE from Conwy CBC of first precept payment for 2017/18 - £25,000. **RESOLVED to receive and note.**

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

- 1) Community Hall – held on the 17 May 2017 at 6pm. Cllrs Andrew Hinchliff and Chris Jones gave a verbal report on matters discussed. An update on the 'Crowd Funding' account towards refurbishing the hall floor now stands at £1,050. Further discussion on raising funds towards the cost of £8K was ongoing. It is hoped the work on the floor will be during the month of August 2017. Funding towards the refurbishment of the Lloyd Hughes's Room had been received from the Co-op. **RESOLVED to receive and note.**
- 2) Tourism Association – Cllr Andrew Hinchliff gave a verbal report. It was stated that the new group had held a successful meeting and is going from strength to strength. **RESOLVED to receive and note.**
- 3) Town Twinning – Cllr Chris Jones gave a verbal report on matters in hand. A group of 50+ guests from Pleumeleuc will be arriving on Wednesday 24 May and staying with hosts in the village. An itinerary of various events planned was made available. It was requested that as many councillors as possible attend the arrival of the guests expected at approximately 5pm. **RESOLVED to receive and note.**

52 TO RECEIVE COMPLAINTS/CONCERNS/COMPLIMENTS

1) Fixed Penalty Notice –

- a) Members were informed that a dog owner had received a fixed penalty for having his/her dog off the lead on the jetty. The owner felt this was unreasonable as he/she was not in the exclusion zone. The matter was reported to the Regulatory Services, CCBC by the County Councillor for Pandy Ward and the penalty notice was revoked.
- b) Members were informed that another dog owner had received a fixed penalty for having his/her dog off the lead around the Boating Lake. The owner complained that the notices were not visible. The matter was reported to the Regulatory Services, CCBC by the County Councillor for Pandy Ward. **RESOLVED to receive and note.**

It was agreed to issue an invitation to an officer from Regulatory Service, CCBC, to attend a meeting of the Town Council to discuss installing a new map and better signage. Members were requested to gather information from residents of other incidents of fixed penalty notices in the area. **RESOLVED to Receive and Note**

- 2) Penmaenmawr Road Parking – it was reported that vehicles are parking on the grass verge opposite Pant y Rhedyn School.
- 3) Victoria Gardens – it was reported that the flower beds are untidy.
- 4) Antisocial Behaviour – it was reported that a group of youngsters are causing problems. It was stated that the Police and PCSO are aware of the matter.

- 5) Vandalism of School Shed – it was reported that a shed in Ysgol Babanod playground had been defaced, beyond repair.
- 6) WI Flower Bed – it was reported that a new sign had been made and installed.
- 7) Recycling Day – it was reported that on a windy day the receptacles are not being put back in place safely and therefore are blown away from properties and are damaged.
- 8) Village Road new speed signs – it was commented on that the new signage of 20mph one side and 30mph on other side is confusing.
- 9) Parking Pendalar Estate – comments were made regarding inconsiderate parking of residents in the area, especially in the evenings and at weekends. The matter had been reported to the PCSO and an Officer from Highways at CCBC. It was stated that similar problems are found in Park Crescent

53 TO DECLARE A VACANCY IN LAFAN WARD. Members were informed that following the local election held on the 4 May 2017 one vacancy existed in Lafan Ward. **It was RESOLVED to co-opt onto the Town Council and advertise the vacancy.**

54 DATE OF NEXT MEETING – **General Purposes meeting held on the 31 May 2017 at 7pm**

CLOSE – The meeting closed at 8.55pm

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair

## APPENDIX 1

## CHAIR OF COMMITTEES / SUB COMMITTEES 2017-18

<b>Full Council</b>	Mayor - Cllr Mrs Delohne Merrell
<b>General Purposes</b>	Deputy Mayor - Cllr Andrew Hinchliff
<b>Finance Committee</b>	Carol Gell
	Chris Jones
	Gareth Roberts
	Andrew Hinchliff
<b>Policy Committee</b>	Glenn Robinson
	Christine Roberts
	Delohne Merrell
	Alan Jones
<b>Staffing Committee</b>	Christine Roberts
	Carol Gell
	Andrew Hinchliff
	Gareth Wyn Jones
<b>Appeals Panel</b>	Nia Jones
	Claire Hughes
	Delohne Merrell
	Alan Jones
<b>Footpaths Committee</b>	Glenn Robinson
	Gareth Wyn Jones
	Alan Jones
<b>Flower Boats &amp; Beds Sub-committee</b>	Carol Gell
	Glenn Robinson
	Gareth Roberts
	Nia Jones
<b>MUGA/Skate Park Sub-committee</b>	Andrew Hinchliff
	Alan Jones
	Glenn Robinson
	Gareth Roberts

## APPENDIX 2

## REPRESENTATIVES ONTO OUTSIDE BODIES 2017-18

<b>Community Hall Group</b>	Chris Jones	
	Christine Roberts	
<b>Tourism &amp; Amenities Association</b>	Chris Jones	
	Carol Gell	
	Penny Andow	
<b>Bryn- y-Neuadd Local Liaison Group</b>	Mayor - Delohne Merrell	
	Gareth Wyn Jones	
	Carol Gell	
	Nia Jones	
<b>North and Mid Wales Association of Town and Community Councils (N&amp;MWALC)</b>	Carol Gell	Claire Hughes
<b>Traeth Lafan Management Committee</b>	Gareth Wyn Jones	
<b>Nant y Coed Management Committee</b>	Geraint Jones	
<b>Ysgol Babanod Board of Governors</b>		
<b>Ysgol Pant y Rhedyn Board of Governors</b>	Claire Hughes	
<b>Community Police Consultative Group</b>	Glenn Robinson	
<b>Conwy CBC Youth Liaison Forum Group</b>	Penny Andow	
<b>Promenade Panel</b>	Carol Gell	
	Delohne Merrell	
	Alan Jones	
<b>Planning Site Inspection - BRYN</b>	Alan Jones	
<b>Planning Site Inspection - PANDY</b>	Chris Jones	
<b>Planning Site Inspection - LAFAN</b>	Carol Gell	
<b>Conwy CBC Conservation Advisory Group</b>	Carol Gell	
<b>Plas Menai Surgery Liaison</b>	Carol Gell	
	Delohne Merrell	
	Gareth Wyn Jones	
<b>Town Twinning Association</b>	Christine Roberts	
<b>Flood Awareness Group</b>	Carol Gell	
<b>Light up Llan Group</b>	Gareth Roberts	
<b>Conwy CBC &amp; Town/Community Council Forum</b>	Carol Gell	
	Nia Jones	
	Delohne Merrell	
<b>Llanfairfechan Carnival Group</b>	Christine Roberts	
<b>Llanfairfechan Community Library Group</b>	Delohne Merrell	
<b>Llanfairfechan Town Football Club</b>	Glenn Robinson	