

COUNCIL MEETING

Llandudno Town Council
 Minutes of a meeting of Llandudno Council
 Held on Friday 4th May 2018, 7.00pm
 Council Chamber, Town Hall, Lloyd Street, Llandudno

Those Present:

Cllr F Davies –The Mayor	Cllr D J Hawkins – Deputy Mayor
Cllr Mrs C Beard	Cllr Miss C Marubbi
Cllr A W Bertola	Cllr Miss A O’Grady
Cllr B B Bertola	Cllr M A Pearce
Cllr F Bradfield	Cllr G J T Robbins
Cllr Mrs L G Emery	Cllr H T M Saville
Cllr Mrs M Lyon	Cllr I Turner
Cllr Mrs J Jones	Cllr Mrs M Wigzell

The Mayor’s Chaplain, the Reverend Beverley Ramsden, offered prayers prior to the meeting.

88. APOLOGIES

Cllr P C Evans, JP	Cllr S R Hillman
Cllr M P Hold, JP	Cllr M J Pavey

89. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT CODE OF CONDUCT

Name:	Item:	Personal or Prejudicial:
Cllr Mrs C. Beard	96. Funding application: Friends of Princes Green	Prejudicial. Chairman of the Friends Group.
Cllr F. Davies	96. Funding application: Friends of Princes Green	Prejudicial. Friends Group Committee member.
Cllr H.T.M. Saville	97.3 Consultation on Hackney Carriages	Prejudicial. Member of Conwy County Borough Council Licensing Committee.
Cllr Mrs M. Wigzell	96. Funding application: Friends of Princes Green	Prejudicial. Friends Group Committee member.

90. URGENT ITEMS

There were none.

91. MINUTES OF THE COUNCIL

The following minutes were approved and signed as a correct record:

Council

Held on Friday 23rd March 2018..... 261 – 273

Included:

- GDPR Working Party, held 20th February 2018 (pages 266 – 268)
- Grants Sub Committee held 19th February 2018 (pages 269 – 271)

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Extraordinary Council

- Held on Friday 13th April 2018 301 - 302

92. MAYORAL ANNOUNCEMENTS

The Mayor reported that he had attended numerous engagements since the meeting of the Council in March. These included the presentation of the Dicken competition cup at Craig y Don Bowling Club, the unveiling of Llandudno Sailing Club's new launch vehicle (which was partly funded by the Town Council) the re-opening of the Mind shop in Llandudno and the Wales Rally GB route unveiling. The Mayor had also welcomed a group from Llandudno's Twin Town of Wormhout, France, and tribute was paid to Mr Alfie Davies, one of the last survivors of the WW2 battle of Wormhout, and whose funeral the Mayor had recently attended.

93. MINUTES OF THE COMMITTEES

The minutes of the following committees were approved subject to any addenda appearing thereunder:

Planning and Transportation Committee

Held on Wednesday 4th April 2018..... 274 - 277

Community Services & Tourism Committee

Held on Tuesday 10th April 2018..... 278 - 300

Included:

- Llandudno in Bloom Sub Committee held 31^s January 2018 (pages 290-283)
- Miss Alice Sub Committee held 5th February 2018 (pages 284 - 285)
- Decorative Lighting Sub Committee held 15th February 2018 (pages 286 - 288)
- Christmas Parade Sub Committee held 23rd February 2018 (pages 292-297)
- Llandudno in Bloom Sub Committee held 28th February 2018 (pages 292 - 297)
- Town Centre Improvements Working Party held 28th February 2018 (pages 298-300)

Finance & General Purposes Committee

Held on Wednesday 20th April 2018..... 303 - 328

Included:

- Civic Sub Committee held 25th January 2018 (pages 327 - 329)

With reference to item 61: an update was received from the Clerk on The Royal British Legion's Silent Soldiers project. Agreement was also sought to site one of the four silhouettes on order at the top of Penrhyn Hill, in view of the proximity to the Penrhynside war memorial, subject to relevant permissions. *This was approved.*

94. MEMBERSHIP OF STANDING COMMITTEES AND COUNCIL WORKING PARTIES 2018

To elect members to the following Standing Committees of the Council for 2018-2019:

94.1 Community Services & Tourism Committee:

IT WAS RESOLVED that membership of the COMMUNITY SERVICES & TOURISM COMMITTEE would be: Cllr Mrs C Beard, Cllr A W Bertola, Cllr B B Bertola, Cllr F Bradfield, Cllr F Davies, Cllr Mrs L G Emery, Cllr D J Hawkins, Cllr S R Hillman, Cllr M Hold JP, Cllr Mrs J Jones, Cllr Mrs M

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Lyon, Cllr Miss C Marubbi, Cllr Miss A O'Grady, Cllr M J Pavey, Cllr M A Pearce, Cllr G J T Robbins, Cllr H T M Saville, Cllr I Turner, Cllr Mrs M Wigzell.

94.2 Finance & General Purposes Committee:

IT WAS RESOLVED *that membership of the FINANCE & GENERAL PURPOSES COMMITTEE would be: Cllr Mrs C Beard, Cllr A W Bertola, Cllr B B Bertola, Cllr F Bradfield, Cllr F Davies, Cllr Mrs L G Emery, Cllr P C Evans JP, Cllr D J Hawkins, Cllr S R Hillman, Cllr M Hold JP, Cllr Mrs J Jones, Cllr Mrs M Lyon, , Cllr Miss C Marubbi, Cllr Miss A O'Grady, Cllr M J Pavey, Cllr M A Pearce, Cllr G J T Robbins, Cllr H T M Saville, Cllr I Turner, Cllr Mrs M Wigzell.*

94.3 Planning & Transportation Committee:

IT WAS RESOLVED *that membership of the PLANNING & TRANSPORTATION COMMITTEE would be: Cllr Mrs C Beard, Cllr F Bradfield, Cllr F Davies, Cllr D J Hawkins, Cllr Mrs J Jones, Cllr Miss C Marubbi, Cllr Miss A O'Grady, Cllr G J T Robbins, Cllr I Turner.*

To confirm membership of the following and updated terms of reference:

94.4 Complaints Panel (membership: 6)

IT WAS RESOLVED *to re-confirm the Complaints Panel and that membership would be Cllr P C Evans, JP, Cllr D J Hawkins, Cllr Miss C Marubbi, Cllr M J Pavey, Cllr I Turner, Cllr Mrs M Wigzell.*

94.5 Well-being & Future Generations Act Working Party

IT WAS RESOLVED *that the Well-being & Future Generations Act Working Party be re-confirmed, and that membership would be the Mayor, Deputy Mayor, Committee Chairmen and Vice Chairmen, Cllr M J Pavey, and Cllr F Davies.*

94.6 General Data Protection Regulation (GDPR) 2018.

Whilst it was noted that membership was previously the Mayor, Committee Chairmen and Miss Alice Chairman, it was discussed that it would be beneficial to have continuity of existing members.

IT WAS RESOLVED *to re-confirm the GDPR Working Party and that membership would be: Cllr F Bradfield, Cllr F Davies, Cllr Mrs J Jones, Cllr Miss C Marubbi, Cllr Miss A O'Grady, and Cllr G J T Robbins.*

94.7 Wales Bill Working Party (membership 7)

IT WAS RESOLVED *that the Wales Bill Working Party be re-confirmed but to leave in abeyance pending any further news on this Bill.*

IT WAS FURTHER RESOLVED *that updated terms of references for the above Panel and Working Parties be adopted.*

95.REPRESENTATION ON OUTSIDE BODIES

95.1 To elect Representatives on Outside Bodies for 2018-2019

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IT WAS RESOLVED that members be elected to represent the Town Council on Outside Bodies for 2018/19 as per the list attached as appendix one.

Due to a vacancy arising,

IT WAS FURTHER RESOLVED that Cllr H T M Saville be appointed as the Town Council's representative on the Chardon Trust (Llandudno Museum)

95.2 Conwy County Borough Council: Appointment of Town Council Trustees, former Trinity Youth Club. An email had been received from Conwy County Borough Council outlining a new group of five Trustees to administer a charitable trust for the former youth centre at Trinity Avenue. The proposed group to comprise of three County members who represent the Llandudno community area and two members appointed by the Town Council. The Town Council was asked to consider the appointment of two trustees in principle and **IT WAS RESOLVED** that this be approved.

96. GENERAL DATA PROTECTION REGULATION 2018

96.1 A report of the GDPR Working Party, held 25th April 2018, **was accepted and approved.**

The tremendous efforts of the staff in working with JDH Business Services to identify and collate GDPR paperwork for Council to adopt and implement was commended. It was noted that whilst a Data Protection Officer had been appointed by the Town Council, much work needed to be undertaken by staff to draft a data inventory, new policies and notices, and to implement the requirements of GDPR. Concern about the impact on staff workloads was expressed by some members.

96.2 A letter of engagement from JDH Business Services Ltd as the Town Council's Data Protection Officer **was received.**

96.3 A Llandudno Town Council Personal Data Inventory **was accepted and approved.**

96.4 To receive and consider the Data Protection Officer's GDPR Review draft report

Exempt Information EX 3/2018

Reason for the exemption: the consideration of sensitive information pertaining to contract and IT information.

IT WAS RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded from this item under Standing Order 37, and they were instructed to withdraw.

On behalf of the GDPR working party, Cllr GJT Robbins commended the report to members as an active and viable way forward for the Town Council to meet its obligations under GDPR 2018. Key points were outlined.

Concern was expressed by members about the impact on the capacity of staff to implement GDPR requirements and the training needed by staff and councillors. Concern was also expressed by a member about the impact of the regulations on small community and charity groups, and that increasing regulations around this and other

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areas such as health and safety, risk assessment, policies and procedures could have a detrimental impact on the abilities of these groups to undertake work in the town. The Clerk commented that the appointment of a DPO had been a sound decision of the Council as, particularly due to the Council's work with areas such as Town Twinning, Miss Alice and Civic events (to name a few), GDPR was proving to be more complex and involved than expected and the guidance had been welcomed.

IT WAS RESOLVED that Llandudno Town Council accept and adopt the GDPR review Draft Report from JDH Business Services Ltd.

The public were invited to return.

96.5 The following GDPR 2018 policies and notices (attached to the minutes as appendix two) **were approved and adopted:**

- Data Protection Policy 2018
- Information security policy 2018.
- Internet, email and social media policy 2018
- Consent forms:
 - i) General consent form
 - ii) *Individual consent forms would also be required for Alice, Town Twinning, Christmas Parade, Llandudno in Bloom (to include consent to take and use photographs of children)*
- Privacy notices:
 - i) Employees, volunteers and co-optees
 - ii) General privacy notice for those using council services e.g. complainants and enquirers
 - iii) *Individual privacy notice might also be required for email and postal distribution lists of individuals (e.g. civic), Children (and their parents or guardians) participating in Town Twinning, Miss Alice and the Christmas Parade*
- Website privacy policy 2018.
- *Information Processing Agreement – to follow*
- *Document Retention Policy 2018– to follow*
- *Conduct in Privacy Impact Assessment (recommended for Alice, Town Twinning) – to follow*

It was noted that Charitable Trusts administered by the Town Council would need to ensure their own compliance with GDPR and have separate consent forms, privacy notices and sharing agreements for each Trust.

97. REQUEST FOR FUNDING

97.1 Friends of Princes Green. Request for a start-up grant of £435.

Cllr F Davies declared a prejudicial interest, vacated the Chair, and left the room for this item. Cllr Mrs C Beard and Cllr Mrs M Wigzell also declared an interest and left the room. The Chairman for this item only was the Deputy Mayor, Cllr D J Hawkins.

Members discussed the merits of Friends Groups in maintaining, improving and working in partnership to enhance and protect sites and the benefits to the community.

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IT WAS RESOLVED *that Llandudno Town Council award a start-up grant of £435 to the Friends of Princes Green from the ad hoc grants budget.*

Cllr F Davies, Cllr Mrs C Beard and Cllr Mrs M Wigzell, returned to the Chamber. The Mayor returned to the Chair.

98. TO DISCUSS OR NOTE CONSULTATIONS OR ITEMS OF CORRESPONDENCE RECEIVED

98.1 Conwy County Borough Council: Training on Code of Conduct, 11th or 18th June 2018. Three representatives were invited to attend from each Town & Community Council and it was expected that the Chairman, Clerk and one other would attend.

IT WAS RESOLVED *to put forward Cllr Mrs C Marubbi and, if space permitting, Cllr F Davies, for the code of conduct training.*

98.2 Conwy County Borough Council: Invitation to a National Armed Forces Day Gala Dinner. The Clerk reported that the Town Council had been offered ten places, in addition to two places for the Mayor and Mayoress. It was noted that Cabinet members would be invited.

IT WAS RESOLVED *that three serving Councillors who were ex servicemen be allocated places: Cllr B B Bertola, Cllr F Bradfield, and Cllr M A Pearce.*

IT WAS FURTHER RESOLVED *to hold a draw of remaining Councillors who wished to be entered in the draw and the following names were drawn by the retired Mayor's Serjeant: Cllr Mrs J Jones, Cllr Mrs C Beard, Cllr A W Bertola, Cllr HTM Saville, Cllr F Davies, Cllr Mrs M Wigzell and Cllr GJT Robbins.*

98.3 Conwy County Borough Council: Hackney Carriage minimum standards consultation (*response date 31st May 2018*)

Cllr HTM Saville declared a prejudicial interest and left the Chamber for this item.

It was discussed that under the new requirements, 'all applications for the grant of a licence must relate to a vehicle which is wheelchair accessible. The vehicle must also be side loading.' However, concern was expressed that this could create hardship for taxi drivers due to the cost of suitably compliant replacement vehicles. Also, whilst the provision of suitable vehicles was to be commended, it could result in less taxi services. It was suggested that a figure of 28-30% (estimated from records of demands for side loading vehicles) would be sufficient to meet the demand for such services and would be a reasonable figure for usage requirements and **IT WAS RESOLVED to respond accordingly.**

Cllr HTM Saville returned to the Chamber.

98.4 A Welsh Government Green Paper Consultation Document: Strengthening Local Government (*response date 12 June 2018*) **was received.**

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98.5 NW Community Health Council Press release: appointment of new Chairman *was received.*

98.6 An email seeking funding assistance for a pupil from Ysgol John Bright to attend the Urdd National Dance competition in Cardiff, May 2018 was considered. Members commended the achievements of the pupil in reaching the National Competition, but it was noted that the family lived outside of the Llandudno area. Disappointment was also expressed that the School was not able to support more. In view, however, of the Council's support for young people from local schools, **IT WAS RESOLVED** *to award £50 from the Community Fund towards the costs of an Ysgol John Bright pupil participating in the Urdd National competition.*

99. QUESTIONS UNDER STANDING ORDER No. 12 PREVIOUSLY NOTIFIED TO THE CLERK.

There were none received.

100. TO NOTE THE DATE OF THE NEXT MEETING.

To note that the next meeting of the Council will be the Annual General Meeting to be held on **Friday 25th May 2018** at 7pm in the Council Chamber, Town Hall.

The Mayor thanked Councillors for their support during his year and he was thanked in return.