

FINANCE & GENERAL PURPOSES COMMITTEE

Llandudno Town Council

Minutes of a meeting of Llandudno Town Council - Finance & General Purposes Committee

Held on Friday 10th June 2016

Council Chamber, Town Hall, Lloyd Street, Llandudno

Those Present:

Cllr T R Davies – Chairman

Cllr Frank Bradfield – Vice Chairman

Cllr Miss C A Marubbi – The Mayor

Cllr D J Hawkins

Cllr Mrs J Audus-Williams

Cllr Mrs J Jones

Cllr B B Bertola

Cllr Mrs M Lyon

Cllr M Bullock, JP

Cllr Miss A O'Grady

Cllr G Burchett

Cllr M A Pearce

Cllr F Davies

Cllr G J T Robbins

Cllr G Davies

Cllr D N Sutcliffe

Cllr Gl Davies

Cllr Mrs M Wigzell

Cllr Billy Evans

Cllr Mrs A M Yates

Cllr Mrs I L Groom

1. ELECTION OF CHAIRMAN

One nomination was received and

IT WAS RESOLVED that Cllr T R Davies be elected Chairman for 2016/17.

2. ELECTION OF VICE CHAIRMAN

Three nominations were received and following a ballot in accordance with standing orders,

IT WAS RESOLVED that Cllr Frank Bradfield be elected Vice Chairman for 2016/17.

3. APOLOGIES FOR ABSENCE

Cllr Mrs P Burchett

Cllr P C Evans, JP

Cllr T Dewar

Cllr M Williams

Absent:

Cllr J E Ridler

Cllr G O Roberts

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

The following interests were declared:

Name:	Item:	Personal or Prejudicial
Cllr Mrs A M Yates	10: Penrhyn Bay Bowling Club: request for funding	Prejudicial: Member of the bowling club and applicant on behalf of the club.

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5. MINUTES

Minutes of a meeting of the Finance & General Purposes Committee held on Friday 22nd April 2016 were received and signed by the Chairman.

6. URGENT ITEMS RELATING TO FINANCE & GENERAL PURPOSES

There were none.

7. APPOINTMENT OF MEMBERS TO FINANCE AND GENERAL PURPOSES SUB COMMITTEES AND WORKING PARTIES

Members had been previously circulated with a list of Finance and General Purposes sub committees and working parties. It was noted that under the Council's Standing Orders, the Mayor would be a voting member of every Sub Committee, and that the Chairman and Vice Chairman of Finance & General Purposes Committee would be members of every Sub Committee unless they signified to the contrary.

7.1 Civic Sub Committee (*restricted 10*):

IT WAS RESOLVED *that, in addition to the Mayor and Chairman and Vice Chairman of Finance & General Purposes Committee, the following members be re-elected to the CIVIC SUB COMMITTEE 2016/17: Cllr M Bullock JP, Cllr F Davies, Cllr Billy Evans, Cllr P C Evans JP, Cllr D J Hawkins, Cllr G J T Robbins, Cllr Mrs A M Yates.*

7.2 Staffing Sub Committee(*restricted 11*):

IT WAS RESOLVED *that, in addition to the Mayor and Chairman and Vice Chairman of Finance & General Purposes Committee, the following members be elected to the STAFFING SUB COMMITTEE 2016/17: Cllr Mrs J Audus-Williams, Cllr B B Bertola, Cllr Billy Evans, Cllr Mrs I L Groom, Cllr G J T Robbins, Cllr G O Roberts, Cllr D N Sutcliffe, Cllr Mrs M Wigzell.*

7.3 Grants Sub Committee (*restricted 10*):

IT WAS RESOLVED *that, in addition to the Mayor and Chairman and Vice Chairman of Finance & General Purposes Committee, the following members be elected to the GRANTS SUB COMMITTEE 2016/17: Cllr M Bullock JP, Cllr F Davies, Cllr Billy Evans, Cllr Miss A O'Grady, Cllr Mrs J Jones, Cllr M A Pearce, Cllr G J T Robbins.*

7.4 HM The Queen's Birthday Commemorations WP

IT WAS RESOLVED *that HM The Queen's Birthday Commemorations WP 2016/17 consist of The Mayor, Chairman and Vice Chairman of Finance & General Purposes Committee, Chairman of Planning & Transportation Committee, Chairman of Civic Sub Committee, Cllr F Davies, Cllr Gl Davies, Cllr Mrs M Wigzell.*

7.5 Standing Orders Working Party:

IT WAS RESOLVED *that membership of the STANDING ORDERS WORKING*

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PARTY 2016/17 would be: *The Mayor, F&GP Chair, Cllr F Davies, Cllr G Davies, Cllr Billy Evans, Cllr D J Hawkins, Cllr A O'Grady, Cllr G J T Robbins, Cllr G O Roberts, Cllr D N Sutcliffe.*

7.6 Tram Shelter Working Party:

IT WAS RESOLVED that membership of the **TRAM SHELTER WORKING PARTY 2016/17** would be: *The Mayor, Chairman of Finance & General Purposes Committee, Chairman of Community Services & Tourism Committee, Chairman of Planning & Transportation Committee, Gogarth County Council Ward members, Cllr B B Bertola.*

7.7 Boundaries Sub Committee:

(In abeyance- meets only as and when required).

IT WAS RESOLVED that membership of the **BOUNDARIES SUB COMMITTEE 2016/17** would be: *The Mayor, F&GP Chairman & Vice Chairman, Cllr B B Bertola, Cllr Billy Evans, Cllr P C Evans JP, Cllr G O Roberts.*

8. CLERKS FINANCIAL REPORTS FOR APRIL 2016

The reports included a breakdown of monthly income received at North Western Gardens public conveniences from 2006 – 2016. Whilst the public conveniences were open, the Clerk recommended a meeting between the Finance Chairman and Conwy CBC regarding ongoing maintenance issues and any future plans for the facility.

IT WAS RESOLVED that the financial statements for April 2016 be received.

9. CONWY CBC RENT REVIEW – TOWN COUNCIL OFFICE LEASE

The Town Council's rent of office space in the Town Hall was due for review and renewal from 1st April 2016, and the memorandum of rent increase received from Conwy CBC from 1st April 2016 was for £14,900 p.a. Whilst a concern was expressed over the increase, it was noted that the rent was reviewed every five years by Conwy CBC and that a budget of £14,810 had been set in estimation of an increase for 2016. Members, however, further noted the number of outstanding building maintenance issues and

IT WAS RESOLVED that Llandudno Town Council seek re assurance from Conwy CBC that maintenance issues in the Town Hall were being addressed prior to signing the rent memorandum for lease of offices at the Town Hall.

10. REQUESTS FOR FUNDING

10.1 Penrhyn Bay Bowling Club: request received for funding towards a community defibrillator.

Cllr Mrs A M Yates declared a prejudicial interest in this item and left the room.

Members were in receipt of an application, accounts, and correspondence between the Club and 'Welsh Hearts', The application was seeking up to £1,000 from the Community Fund towards the total cost of £1,200 for a Public Access Defibrillator. The cost would include the unit being housed outside in a suitable cabinet with mechanical key pad access, maintenance,

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and training. Members discussed that whilst this seemed a good piece of equipment, concern was expressed about setting a precedent for applications from other community groups. There was discussion regarding access to the unit during the day and 'out of hours', whether the bowling club would have a designated 'key-holder', training to use the equipment, and publicising the defibrillator to the community. Cllr Mrs AM Yates was invited back to the meeting to answer questions and left the meeting immediately following. She confirmed that the equipment would be sited in a place accessible to the public, that the caretaker or a designated 'out of hours' person would be available regarding access, and that other community groups, especially in Penrhyn Ward, would be able to use. Proposals were made for £500 and £800 contributions but

IT WAS RESOLVED that Llandudno Town Council would contribute £600 from the Community Fund towards the £1,200 cost for a public access defibrillator to be sited at Penrhyn Bay Bowling Club.

Cllr Mrs A M Yates returned to the meeting.

10.2 Request from a local school pupil for assistance with an overseas cultural and community exchange in 2017.

Members had been previously circulated with an application from a young resident seeking assistance with an exchange expedition to Malawi in 2017. Members commended the young person's initiative and fundraising efforts so far, including extensive litter picking in the community.

IT WAS RESOLVED that Llandudno Town Council contribute £1,000 from the Young Person's Fund towards a local school pupil's fundraising efforts for an exchange visit to Africa 2017, and to invite the pupil to give a presentation to members on their return.

10.3 Request from Conwy CBC for funding for stone removal at lower beach, North Shore (Children's corner)

Members were in receipt of an email from Conwy CBC, along with a copy of the Llandudno Coastal Forum update to Cabinet on the 12th January 2016. The Cabinet had considered interim measures to remove stones from the lower beach at North Shore, Llandudno, and had resolved 'that option 3 of the report, for the clearance of stones to improve the visual appearance and amenity of the lower beach at North Shore, subject to the availability of funding, be approved.'

The email stated that Conwy CBC had no budget to remove stones from the lower part of the beach to improve its visual appearance/amenity value and, therefore, the whole amount of funding was being sought from the Town Council to carry out option 3. The estimated cost was £25,000 p.a, or £12,500 per operation, to riddle 'kiddies corner' and clear the bottom of the lifeboat slipway. If funding was secured, the contractor would undertake the work prior to the summer holiday season. The email added that Conwy CBC was looking at future beach management options for North and West Shore, and would shortly be appointing an external consultant.

The Town Council's representative on the Llandudno Coastal Forum (LCF) expressed surprise at the request for the full amount. It had been understood at the LCF that Conwy CBC had set aside £30,000 for a Beach Management Plan for Llandudno but that the Welsh Government had now confirmed funding for the study. The exact amount, however, would not be known until

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tenders were received. The LCF had conversed that, once the funding sum was known, there would be discussion on how money already allocated from Llandudno Town Council might be match funded by Conwy CBC for interim works to North Shore. The Town Council's representative on the Promenade Consultative Group also reported on a recent meeting and that a new Conwy CBC vehicle to pick up larger stones was understood to be on order, so why was as much as £25,000 being sought?

There was considerable discussion about whether Llandudno Town Council should provide funding. Interest was expressed in contributing, but several members also expressed strongly that the work at North Shore was Conwy CBC's responsibility and that Conwy CBC should pay for the work. Concerns were also raised by members that £25,000 p.a was a lot for a Town Council to find, about the understanding of match-funding, and as to why the request had only just been made in view of the imminent holiday season. Some members made reference to the impact of the coastal defence work and that whilst Conwy CBC had a responsibility to protect the town, the work had had a big impact on one of Llandudno's best selling points. A suggestion was put forward to invite Conwy CBC to a meeting to explain the request. The Chairman outlined that 'Kiddies corner' was subject to wave movement (although some rocks might come from the defence work), was not part of the coastal defence work, and that the Town Council had previously contributed to maintenance of this area.

A proposal was made, but lost, that Llandudno contribute £7,000 (*based on previous precedence*) to enable the work on the lower beach at North Shore to proceed, but subject to the Cabinet member/Conwy CBC representative attending a meeting prior to the end of June to explain why the £30,000 no longer needed for the Beach Management Plan was not being put into the beach. After much discussion,

IT WAS RESOLVED that Llandudno Town Council refuse to contribute towards the clearance of stones and riddling of the lower beach, North Shore, as the work was considered the responsibility of Conwy CBC.

11. TO RECEIVE AND APPROVE RECOMMENDATIONS MADE BY FINANCE SUB COMMITTEES AND WORKING PARTIES

HM The Queen's 90th Birthday celebrations:

- 11.1 Street Parties Working Party, held 17th May 2016.
- 11.2 HM The Queen's Birthday Commemorations Working Party, held 17th May 2016.

IT WAS RESOLVED that the recommendations of the Street Parties Working Party, held 17th May 2016, and HM The Queen's Birthday Commemorations Working Party, held 17th May 2016, be approved and accepted.

12. REFERRED FROM FINANCE SUB COMMITTEES

12.1 Referred from Staffing Sub Committee, 18 April 2016: Quotes received for Health & Safety support services, including for outside events, parade traffic management, office, and training of Councillors, staff and volunteers.

*EX 6/2016 Reason for the exemption:
the consideration of contract information.*

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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.*

Quotes and information on health and safety, and risk assessment, services had been circulated to members from three companies: Avensure, Ellis Whittam, and Safety Focus. A need for this support to Llandudno Town Council had already been identified and the Clerk reported on the need for a competent and qualified H&S person to annually review existing arrangements and assessments and provide support. Members noted Councillors liabilities for any incidents arising and it was expressed that the appointed company should be able to visit sites or walk parade routes, and attend events.

IT WAS RESOLVED *to accept the quote from Safety Focus of £1,800 pa. for the provision of health and safety support services to Llandudno Town Council, but to enquire if there was any reduction for a five year term.*

The public were invited to return.

13. CORRESPONDENCE RECEIVED

13.1 Email received from Conwy CBC again inviting Town & Community Councils to participate in the Salt Bag partnership scheme, along with a map of the winter gritting routes for Llandudno. Members discussed the lack of storage space for salt bags, the liabilities arising from winter gritting, and the lack of staff resources and out of hours cover.

IT WAS RESOLVED *that Llandudno Town Council re-iterate its previous decision not to participate in the Conwy CBC Salt Bag Partnership Scheme.*

13.2 Received from Conwy CBC: consultation on an application for a temporary traffic regulation order for Madoc Street, 05.00 – 19.00, every Sunday from 03/07/16 to 18/12/16 for a Market, along with information from the applicant on the application, market operator, and consultation with businesses.

Members expressed the following concerns: the lack of consultation and that this had progressed some way before going before Regulatory Services, Llandudno Town Council, Llandudno Development Partnership, and residents; the impact on other events and road closures in the town; that it was understood from Regulatory Services that consent would be needed for street trading/a market; traffic disruption and parking; the collection of rubbish and street cleaning following the market; and the impact on any residents with disabled parking rights on Madoc Street. Members considered that of particular importance was the impact on residents.

IT WAS RESOLVED *that Llandudno Town Council respond to Conwy CBC that the TRO for Madoc Street for a Sunday Market be refused on the grounds of unacceptable hardship to residents and that there was no allowance for pre-planned events in Madoc Street or other parts of the Town.*

IT WAS FURTHER RESOLVED *to write to the applicant to express concern that the proposed Sunday market and road closure had proceeded some way prior to discussion with Regulatory Services, Llandudno Town Council, Llandudno Development Partnership and residents.*

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- 13.3 Email received from the Principal Play Officer, Community & Voluntary Support Conwy regarding the Town Council's funding commitment for Summer Holiday Play Provision in Llandudno. It was noted that a Play Officer was unavailable to give a

presentation at present but hoped to do so at a future date. The Play officer had asked which five parks, the Town Council would like their sessions to run in.

IT WAS RESOLVED to submit for inclusion in the 2016 Summer Holiday Play Provision Scheme the following sites: the children's park on Trinity Avenue - Mostyn ward; West Shore near the boating lake -Gogarth ward; Queen's Park - Craig y Don ward; the play area behind the library -Penrhyn Bay; and the rugby field play area -Tudno ward.

- 13.4 An email from Mr I. Davies, Conwy CBC, thanking the Town Council for its support to the 'Young Story Teller of Wales' at Venue Cymru *was received*.

13.5 The Chairman read out a letter received from Cllr B Bertola requesting that recognition be given to a local business for many years of service to the Town. Members expressed an interest in a bench or the naming of a roadway and to enquire about procedures. **IT WAS RESOLVED to refer the letter to the Civic Sub Committee for consideration.**

14. DATE OF THE NEXT MEETING

The date and time of the next meeting was confirmed as **Friday 15th July 2016 at 7.00pm.**



Appendix A
SCHEDULE OF ACCOUNTS APRIL 2016
Llandudno Town Council

All payments are made in accordance with the Governance and Accountability
in Local Councils (England and Wales) Practitioners Guide

Payments:

Date	Item	Chq no	Total	Vat	Ledger
01/04/2016	Petty Cash	11770	£ 200.00	£ -	TT PC
06/04/2016	Conwy CBC	011771	£ 13,360.00	£ -	Annual Office rent
06/04/2016	RJD Grounds Maintenance	011772	£ 192.00	£ -	Grounds maintenance
06/04/2016	Flagmakers	011773	£ 990.00	£ 165.00	Annual flagpole maint
06/04/2016	B2 Business	011774	£ 196.05	£ -	Photocopier Rental
06/04/2016	BT	011775	£ 138.83	£ 32.68	NWG
06/04/2016	Mr L Smith	011776	£ 250.00	£ 23.14	Mayor's Serjeant Qtr1
11/04/2016	Gordons Repairs	011770	£ 130.00	£ -	Town Twinning
11/04/2016	The Mailing Room	011778	£ 113.40	£ 18.90	Postage
11/04/2016	Conwy CBC	011779	£ 133.12	£ -	Insurance WS Shelter
12/04/2016	Employees	011780	£ 4,789.26	£ -	Salaries/Paye/NI
12/04/2016	Llan FC U 10s Grant	011783	£ 1,000.00	£ -	Annual Grant
12/04/2016	NW B & Cabaret Festival	011784	£ 1,000.00	£ -	Annual Grant
15/04/2016	Chardon Trust	011785	£ 5,250.00	£ -	Annual Grant
18/04/2016	RJD Grounds Maintenance	011786	£ 220.00	£ -	Grounds maintenance
18/04/2016	Battys Nurseries	011787	£ 37.98	£ -	Bloom
18/04/2016	Rialtas Business Systems	011788	£ 646.20	£ 107.70	Admin
18/04/2016	Conwy CBC (15/16)	011789	£ 3,176.92	£ 529.49	Civic/Xmas Parade
18/04/2016	Conwy CBC	011790	£ 5,000.00	£ -	GDF - Slipway
18/04/2016	B2 Business	011791	£ 120.00	£ 20.00	IT
18/04/2016	Cannon Hygiene	011792	£ 316.04	£ 52.67	NWG
18/04/2016	BNP Paribas	011793	£ 1,150.80	£ 191.80	Photocopier
18/04/2016	Tanners Wines Ltd	011794	£ 441.86	£ 73.64	Twining/Civic
18/04/2016	Conwy CBC	011795	£ 7,587.00	£ -	CCCTV Annual
18/04/2016	Mrs Buffet	011796	£ 1,489.25	£ -	Town Twinning
18/04/2016	Cllr Mrs J Audus-Williams	011797	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr B Bertola	011798	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr M Bullock JP	011799	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr F Davies	011800	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr G Davies	011801	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr Gl Davies	011802	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr T Dewar	011803	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr Mrs J Jones	011804	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr Mrs C Marubbi	011805	£ 100.00	£ -	Members Allowance
18/04/2016	Cllr Ms A O'Grady	011806	£ 100.00	£ -	Members Allowance

£ 56,445.83 £ 1,728.19

Llandudno Town Council 2016/17

Bank - Cash and Investment Reconciliation as at 1 April 2016

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Reserve A/C 76618765	237,937.83
1	Current A/C 03630676	356.00
2	Fixed Rate Deposit A/c	44,853.07
3	Community Fund A/c	13,464.77
4	General Development Fund A/c	81,901.50
5	Petty Cash	34.34
		378,547.51
<u>Unpresented Payments</u>		
1	18/04/2016 011791	120.00
1	18/04/2016 011798	100.00
1	18/04/2016 011800	100.00
1	18/04/2016 011801	100.00
1	18/04/2016 011808	100.00
1	18/04/2016 011810	100.00
1	19/04/2016 011815	100.00
1	19/04/2016 011816	2,808.00
1	19/04/2016 011817	100.00
1	21/04/2016 011818	212.50
1	21/04/2016 011819	58.51
1	22/04/2016 011821	1,688.15
1	22/04/2016 011822	774.51
1	25/04/2016 011823	100.00
1	25/04/2016 011824	100.00
1	25/04/2016 011825	100.00
1	25/04/2016 011826	78.10
1	25/04/2016 011827	100.00
1	25/04/2016 011828	147.50
1	25/04/2016 011829	47.43
1	25/04/2016 011830	75.00
1	25/04/2016 011831	95.00
1	17/03/2015 011197	289.78
1	22/03/2016 011763	15.00
		7,509.48
		371,038.03
<u>Receipts not on Bank Statement</u>		
1	29/04/2016	11.00
		11.00
		371,049.03
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
	Current/Business Reserve A/c	230,795.35
	Fixed Rate Deposit A/c	44,853.07
	Community Fund A/c	13,464.77
	General Development Fund	81,901.50
	Petty Cash	34.34
	Other Bank & Cash Balances	0.00
	Total Bank & Cash Balances	371,049.03