

## COUNCIL MEETING

Llandudno Town Council  
 Minutes of a meeting of Llandudno Council  
 Held on Friday 17<sup>th</sup> July 2020 at 7.00pm  
 Held online (via Zoom)

### Those Present:

Cllr Miss A O' Grady – The Mayor

Cllr H T M Saville – Deputy Mayor

Cllr Mrs C Beard

Cllr Mrs M Lyon

Cllr F Bradfield

Cllr Mrs C Marubbi

Cllr F Davies

Cllr M J Pavey

Cllr Mrs L Emery

Cllr M A Pearce

Cllr D J Hawkins

Cllr G J T Robbins

Cllr S Hillman

Cllr I Turner

Cllr Mrs J Jones

### 77. APOLOGIES

Apologies were received from the following:

Cllr A W Bertola

Cllr M P Hold, JP

Cllr B B Bertola

Cllr Mrs M Wigzell

Cllr P C Evans, JP

### 78. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT CODE OF CONDUCT

The following interests were declared:

<b>Name:</b>	<b>Item:</b>	<b>Personal or Prejudicial:</b>
Cllr Mrs C. Beard	88.2 Great Orme Goats funding request from Conwy CBC	Personal: Member of Conwy CBC
Cllr F Bradfield	88.2 Great Orme Goats funding request from Conwy CBC	Personal: Member of Conwy CBC
	88.3 Llandudno Coastal Forum – request for website funding	Personal: Member of Conwy CBC
Cllr F. Davies	88.3 Llandudno Coastal Forum – request for website funding.	Personal: Llandudno Town Council representative on the Forum
Cllr Mrs L. Emery	88.2 Great Orme Goats funding request from Conwy CBC	Personal: Member of Conwy CBC
Cllr G J T Robbins	88.2 Great Orme Goats funding request from Conwy CBC	Personal: Member of the Great Orme Management Committee.
	88.3 Llandudno Coastal Forum – request for website funding	Personal: Member of LCF.
Cllr H T M Saville	88.2 Great Orme Goats funding request from Conwy CBC	Personal: Member of Conwy CBC and representative on the Great Orme Management Committee.
	88.3 Llandudno Coastal Forum – request for website funding.	Personal: Llandudno Town Council representative on the Forum

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### 79. URGENT ITEMS

The Chairman of the Fireworks Sub Committee reported on a meeting held this week with partners and relevant bodies to discuss further the 2020 display. This year's event had been discussed at length and much advice and guidance sought. It was regretted, however, that due to the additional logistical, health and safety, and financial challenges presented by Covid-19 this year's display would not be able to proceed. Thank were expressed by the Chairman to all involved.

### 80. VOTING IN REMOTE MEETINGS

Councillors discussed and **IT WAS RESOLVED** *that voting would be by a show of hands for non-contentious items, such as Minutes, but that voting would be by way of an individual roll call, by the Chairman of the meeting, for contentious items.*

### 81. MINUTES OF THE COUNCIL

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

<u>Council</u>	
Held on Friday 31st January 2020.....	234 - 256

### 82. MINUTES OF THE COMMITTEES

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

<u>Planning and Transportation Committee</u>	
Held on Thursday 5 <sup>th</sup> February 2020.....	257 - 264
Includes:	
• Transportation & Public Rights of Way Sub-Committee, held 20 <sup>th</sup> January 2020 (pages 261 - 264)	
<u>Community Services &amp; Tourism Committee</u>	
Held on Tuesday 18 <sup>th</sup> February 2020.....	265 - 270
Includes:	
• Christmas Parade Sub Committee, held 15 <sup>th</sup> January 2020 (pages 268 - 270)	
<u>Finance and General Purposes Committee</u>	
Held on Friday 6 <sup>th</sup> March 2020.....	271 - 282
Includes:	
• Civic Sub Committee, held 11 <sup>th</sup> February 2020 (pages 280 - 282)	
<u>Planning and Transportation Committee</u>	
Held on Wednesday 4 <sup>th</sup> March 2020.....	283 - 285
<u>Planning and Transportation Committee</u>	
Held on Wednesday 6 <sup>th</sup> May 2020.....	286 - 291
Includes Recommendations 1 <sup>st</sup> April 2020	
<u>Planning and Transportation Committee</u>	
Held on Wednesday 3 <sup>rd</sup> June 2020.....	292 - 294

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<u>Planning and Transportation Committee</u>	295 - 298
Held on Wednesday 1 <sup>st</sup> July 2020.....	

### 83. MINUTES OF SUB COMMITTEES

The minutes of the following Sub Committees were approved:

<u>Staffing Sub Committee</u>	219 - 315
Held on 6 <sup>th</sup> July 2020.....	
Included Office and Council Chamber Covid-19 risk assessments and social distancing guidance for staff, Councillors, and visitors.	

*Cllr GJT Robbins joined the meeting.*

The Staff Chairman reported on extensive work undertaken in respect of Covid-19 workplace risk assessments, guidance, and measures for the workplace and, for Councillors and visitors to the office and commended the reports to Council for approval. It was further reported that, since the meeting of the Sub Committee, Conwy CBC had implemented new measures in the reception area at the Town Hall for visitors to the County owned building, that visitors to Town Council would need to be mindful of. This included a stop and wait area and hand sanitisers. County members reported on their experience of remote meetings at County level and that whilst they were not ideal for debate, were likely to remain in place for the foreseeable future. The challenges of remote debate and access and level of comfort with technology was touched upon, but also the risk of holding physical meetings. It was noted that the Town Council had explored, and risk assessed, both physical and remote options. The Clerk reported that the National Association of Local Councils had strongly advised this week that Councils should continue to meet remotely and not in-person, however, the guidance would continue to be monitored and the Town Councils own risk assessments reviewed.

### 84. TO RECEIVE THE CLERK'S FINANCIAL REPORTS FOR FEBRUARY TO MAY 2020

**IT WAS RESOLVED that the financial statements for February to May 2020 be approved.**

### 85. ACCOUNTS AND AUDIT

85.1 Wales Audit Office Guidance & Updates for Accounts and Audit 2019-20 were received.

85.2 To approve the Year End Accounts 2019/20.

Members had been previously circulated with paperwork for the end of year accounts, including:

- Notice of the annual audit from BDO External auditors
- Draft Annual Return, Accounting Statements and Governance Statements for the year ending 31<sup>st</sup> March 2019

**IT WAS RESOLVED that the Annual Return, Accounting Statements and Governance Statements for the year ending 31<sup>st</sup> March 2020, as attached to the Minutes as appendix one, be approved and submitted to the External Auditors.**

85.3 The Internal Audit Report 2019/20 – Year End Audit was received.

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The Clerk reported on an excellent End of Year Internal Audit report and that the Internal Auditor had reported no issues arising. Two recommendations had been made, however. One: that whilst the Town Council had comprehensive risk assessments for all events, there also needed to be financial risk assessments particularly for large events such as fireworks. Two: that the Town Council's Purchase Order System should be extended to include Orders for expenditure up to £500. Both recommendations had already been implemented by the office. Members complimented the Clerk and staff on the Council being in a safe pair of hands as regarded financial and legal matters. It was discussed that ongoing assessments of risks over the coming months would remain challenging.

**IT WAS FURTHER RESOLVED to record a Vote of Thanks and support to the Clerk and staff for the work on the Town Council's finances and audits.**

### 86. COVID-19 IMPACT

86.1 Draft Pandemic Recovery Plan Policy & communications strategy  
(deferred from the March meeting of the Council which had been postponed due to coronavirus).

The Clerk outlined that the Policy and Strategy was based on a national model and aimed to assist the Council with its continued business and operations, to the best of its abilities, during the pandemic. Attention was drawn to the recommendation to identify a Pandemic Management Team. This had not formally been established due to the postponement of the March meeting but was a model that had been working well in other councils. The role would be to exercise leadership and make operational and business decisions, within delegated authority, and communicate with the Clerk. Members discussed that this seemed a sensible suggestion, commended the work of the office in sharing and disseminating information during the pandemic, and noted the challenges of the office in seeking views from members by email alone. Members discussed and encouraged their own important role in communicating with their local community and in sharing information. It was raised that members own social media pages, or more traditional media, could be invaluable to this.

**IT WAS RESOLVED that a Pandemic Management Team be established to consist of the Mayoral Party, Deputy Mayor Elect, Chairmen of the Standing Committees, Civic and Staff Sub Committee Chairmen and Town Clerk, however, as meetings were currently established to use only when needed.**

**IT WAS FURTHER RESOLVED that the Pandemic Recovery Plan Policy & communications strategy, as attached to the Minutes as Appendix two, be approved and adopted.**

86.2 Use of the Assembly Room Covid-19 Guidance. A risk assessment on whether Council meetings could be held in the Assembly Room rather than the Chamber *was received* and noted that it was not wise or viable at present.

86.3 An updated Staff Operational Plan and Events list *was received*. The Town Clerk reported that the Town Council's extensive events diary had been decimated by Coronavirus; the annual fireworks display being the latest casualty. For the remaining events in the calendar, it was expected that national guidance would be received on Remembrance Sunday and communication was ongoing with the Royal British Legion. The future of the Christmas Parade was uncertain, and discussion would start on this shortly.

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### 87. THE LOCAL AUTHORITIES (CORONAVIRUS)(MEETINGS)(WALES) REGULATIONS 2020

87.1 The Regulations and Explanatory memorandum and summary report were noted and received.

87.2 A draft Virtual Meeting Risk Assessment, from the Town Council's Health & safety Adviser, was approved (Appendix three).

87.3 A draft Virtual Meeting Guidance and Procedures was approved.

87.4 The draft schedule of meetings 2020-21 had initially been drafted in March and was in need of review due to the impact on meetings of coronavirus. Members discussed whether to hold any additional Council or Committee meetings up to the end of September.

**IT WAS RESOLVED that Calendar of Meetings be amended to include a meeting of the Council on 31<sup>st</sup> July 2020 and that the Mayoral Succession be an item on the agenda.**

**IT WAS FURTHER RESOLVED that the Calendar of Meetings for 2020-21 be approved, as amended, as attached to the Minutes as Appendix four.**

### 88. TO DISCUSS OR NOTE CONSULTATIONS OR ITEMS OF CORRESPONDENCE RECEIVED

88.1 To consider a letter from the AM for Aberconwy regarding a remote meeting with the Council to discuss the effects of Covid-19 and exit from lockdown. **IT WAS RESOLVED to invite the AM to the Council meeting on the 31<sup>st</sup> July 2020.**

Members expressed an interest in taking the opportunity to ask questions of the AM around the role of Town & Community Councils at the current time particularly in respect of tourism and the economy, guidance by the Welsh Government on lifting of lockdown measures, delays in businesses coming back and an economic meltdown in Llandudno, and the important role of cultural assets in the Town. Members were asked to submit any specific questions to the Clerk to convey to the AM's office in advance.

88.2 Email from Conwy CBC: Great Orme Feral Goat Management 2020 & 2021. As a funding partner, the Town Council had been informed that the 2020 planned roundup and vaccination programme for the goats had been postponed until Summer 2021 due to the Coronavirus pandemic. The reasons for the postponement until 2021 had been outlined in the correspondence and that relocation of a small number of goats to appropriate organisations and locations might be considered. As the funding allocation from the Town Council was not required in 2020, it was asked to consider the same commitment for 2021.

There was discussion on the postponed roundup, the importance of ongoing management of the herd, and the importance of the herd to the Town (including recent town promoting publicity about the goats and international interest). It was reported that there were around 170 goats on the Great Orme and that the lack of control measures would increase populations, resulting in an impact on flora and fauna if not balanced. It was noted that there was uncertainty about whether all funding partners would be able to commit in 2020 due to the economic impact of the virus.

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**IT WAS RESOLVED** *that the Town Council carry over the £3,200 budget allocated for 2020/21 to 2021/22.*

*Cllr M Pavey asked for his vote against to be recorded.*

**IT WAS FURTHER RESOLVED** *to ask the Clerk to investigate and identify whether any additional funding might be found to commit for 2021/22 should there be a shortfall in funding from other partners as a result of the impact of the coronavirus.*

88.3 Request for funding: Llandudno Coastal Forum website 2020/21.

Members expressed support for the value of the website in keeping the town informed, but that it needed to be brought up to date in respect of meetings held. There was brief discussion on the condition of the beach and proposed schemes in the pipeline. **IT WAS RESOLVED** *to support the Llandudno Coastal Forum website with £165 funding for 2020/21 from the grant contingency budget, and to advise the Forum that updating of the website and a written report about the work of the Forum would be welcomed.*

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

There were none received.

**90. TO NOTE THE DATE OF THE NEXT MEETING.**

It was noted that the next meeting of the Council would be held on Friday 31<sup>st</sup> July 2020 at 7pm.