

Criccieth Town Council

Public Minutes of the Town Council held at 7.00 p.m., Tuesday, **9 April 2019** Council Chamber High Street, Criccieth.

Before the meeting at 6.30 p.m. Network Rail was present to discuss plans for the Merllyn crossing (item 10 on the agenda) – they were represented by Ms Christine Booth Manager of Railway Crossings. Ms Hannah Thomas Community Relations Operator and Mr Phil Caldwell Crossings Manager.

Opening prayer

1-04/19: Present

Chair: Cllr. Elizabeth George; Cllr Sian Williams was in the Chair for Agendum 7(b)

Cllr. Robert Cadwalader; Cllr. Phil Jones; Cllr. Eirwyn Williams; Cllr. Wayne Roberts; Cllr. Dr E Tudor Jones; Cllr Sian Williams; Cllr Angela Hughes,
Mr Cynan Jones was present for agendum 2, Unique Streets

Clerk – Dr Catrin Jones.

2-04/19 Apologies:

Cllr. Dr Ian Rees; Cllr. Dafydd Lloyd; Cllr. William A Evans; Cllr. Robert T Price;

3-04/19: Declaration of Interest

Cllr Wayne Roberts for 7(a) C/19/0322/35/LL – Extension to front of property– Adre, Lon Ednyfed, Criccieth, LL52 0LD;

Cllr Elizabeth George for 7(b) C/19/0326/35/LL Application to build two affordable houses – 2, Radcliffe Road, Criccieth, LL52 0LB

4-04/19 Ratification of March 2019 minutes

The minutes were ratified and signed in accordance with the law.

5-04/19 Urgent items and for information (raised by Chair/Clerk)

Matters for information only – no decisions allowed

6-04/19: Correspondence

- a. Betsi Cadwaladr – Stakeholder Reference Group March 2019 – email 20 March 2019 had been circulated.

Decision: To receive the information

- b. Institute of Welsh Affairs – Your council’s contribution to Understanding Welsh Place Names – email 27 March 2019

An invitation for the Town Council to submit a narrative description of up to 150 words which define Criccieth town for the Understanding Welsh Place Names website– by 29 April 2019

Decision: Cllr. Robert Cadwalader and the Clerk to prepare a response.

- c. National Assembly for Wales – Consultation: Consideration of proposals to amend the Public Audit (Wales) Act 2013 – email 2 April by One Voice Wales.

Decision: To receive the information

7-03/19: Planning Applications

Two applications had been received since publishing the agenda and circulated to members of Council:

- a. C19/0322/35/LL – Extension to front of property – Adre, Lon Ednyfed, Criccieth, LL52 OLD

Decision: No objection

- b. C19/0326/35/LL — Extension to front of property 2, Radcliffe Road, Criccieth, LL52 OLB

Decision: No comments

- c. The Clerk had received notification of another application which had arrived by e-mail that namely: C19/0353/35/CT Works to trees located within the Conservation Area – land behind 44, Gorseddfa, Criccieth, LL52 ODW. Details were not available until the following day.

Decision: To ask members for comments by correspondence.

8-03/19: Minutes of the Finance, Policy and Management Committee 20 March 2019

The minutes of the meeting had been circulated. Matters arising:

- a. **6-03/19 Consideration of the bids to undertake a Feasibility Study of the Old Library Building**

The Town Council had delegated responsibility to select the company to undertake the work following success in being awarded a grant of £10,000 by Arloesi Gwynedd – the Town Council would need to provide matched funding of 30%.

Consideration was given to 3 companies who had submitted bids by the closing date:

Details of the bids and the assessment matrix with the criteria to assess the bids had been circulated to members of the Sub-Committee. The criteria were as follows:

- Understanding the scope of the project and clients' needs
- Methodology and operational management of the company
- Experience and ability of key personnel to undertake the project
- Quality and experience of similar projects
- Ability to communicate and work through the medium of Welsh
- Value for money

Careful consideration was given to the bids and each one scored out of 10 against the assessment criteria. On this basis Donald Insall Associates with Celyn company achieved the highest score. **The decision was noted:** To appoint Donald Insall Associates with Celyn company and to confirm this with Arloesi Gwynedd. By now the offer letter and the agreement with Arloesi Gwynedd had been signed on behalf of the Town Council by Cllr.

Elizabeth George, Cllr Sian Williams and Cllr Robert Cadwalader. The company had been commissioned to undertake the work and the Clerk was awaiting further information regarding the next steps.

Decision: To receive the report for information.

b. 7-03/19 Consideration of the applications form and guidelines of the Town Council for assessing Applications for Financial Support

The Town Council had agreed to review its application form and guidelines for assessing financial assistance. Cllr. Dr Ian Rees was thanked for his work in preparing a draft for consideration.

Decision of the Sub-committee: to recommend approval of the form and guidelines as noted in Appendix A of the minutes of the Sub-Committee for approval by the Town Council, and also to propose that consideration is given to applications for financial support in January and July and to establish a monitoring system of the spend of any financial support granted to societies and organisations.

Decision of the Council – To approve the recommendations of the Sub-Committee as noted above with effect from 2019/20.

c. 8-03/19 Update on the 2018-19 accounts and process of approving end of year accounts.

Figures up until the end of February 2019 including the spreadsheet had been circulated. Since the meeting of the Sub-committee figures until end of March, the end of the financial year had been circulated.

It was noted that £48,677.34 had been spent of the usual budget up until the end of March (£3,140.36 VAT). The VAT would be re-imbursed.

£9,565.94 of the £9885.00 had been spent from the grant Commemorating Criccieth's Contribution (£450.79 VAT)

The sum of 42,046.06 remained in the "Community Account" and £30,447.27 in the reserve account 'Money Manager'.

Attention was drawn to the fact that a bill for extra grass cutting for 2018/19 had not been received from Gwynedd Council. This was a substantial amount (£5k) and would need to be added to the 2019/20 budget.

It was noted that the Council as a body would need to approve the end of year accounts at a full meeting of Council

Decision: to receive the information

d. 9-03/19 Budget 2019-20

The finalised budget for 2019-20 was considered – on the basis of the draft budget which had been approved by the Town Council in December 2018. A number of amendments were proposed, namely:

Clerk's Wages - £9500

Grass Cutting - £10,000 (increase from £5000, £5k x 2 as the 2018/19 had not been received)

Christmas - £5000 (down from £8,000 as the Town Council had spent on extra Christmas lights in 2018/19)

Projects £29,000 (down from £30,000 due to spend in 2018/19)

Audit of accounts - £1100 (as the 2018/19 bill for external audit had not been received)

Other contributions £5,000 (increase from £2,000)

Add translation costs - £1,000

Commemorating Criccieth's Contribution - £319 –transfer from the account. It was also noted that an extra sum would be received by reclaiming VAT

For Projects the following sums had been reserved already for 2019/20:

Approximately £3,874 for the Feasibility Study of the Old Library (noting also that there may be additional costs to add to this sum)

£4,500 for Unique Streets

Decision of the Sub-committee:

To recommend to the Town Council that the finalised budget for 2019/20 be approved and also to request that the Community Plan Steering Group prepare a plan for spend of the project monies by the end of July.

Decision of the Council: To approve the recommendation of the Sub-Committee as noted above – including the final Budget in Appendix 1 of these minutes.

9-04/19: Audit of Town Council Accounts 2018-19

- a. It was noted that the Clerk had organised a date later in April to present the Town Council accounts for internal audit to be undertaken by Gwynedd Council.
- b. Details on the external audit by the BDO had been circulated – the Town Council as a body would have to approve the end of year accounts at a full Council meeting by the end of June and the BDO had requested that the Council presents its completed annual return and all the other information requested by 1 July 2019. It was a requirement that the audit notification of the rights of electors be displayed in a prominent place no later than 16 June and until 1 July 2019 (Town Council noticeboard and website). It was also noted that £10 credit for audit of accounts for 2016-17 and 2017-18 would be received due to an administrative error by the BDO which had resulted in too much fees being charged to a number of councils – the BDO would credit each council account and that this reimbursement would be made for 2018-19 audits this summer.

Decision: To receive the information

10-04/19: Network Rail – Merllyn Crossing

The Town Council had received a report from representative from Network Rail before the meeting noting the intention of the company to present and application to the Highways Department to close the Merllyn Crossing to vehicles but to keep it open to walkers. The reason for this was the need to reduce risk by 25% during the next five years and the crossing did create risks. A number of options for walkers were under consideration. The company would ensure that signage for parking and the beach would be move if the plan was approved. It was noted that a process of consultation would be held with the public, services and the ramblers. The whole process was likely to take 12 months.

Decision: The Town Council did not have an objection to the plans that had been presented and Network Rail was thanked for their time in presenting and discussing their intentions before presenting an application to the Highways Department.

11-04/19: Commemorating Criccieth's Contribution - update

The Town Council was proud to note that it had been awarded the Best Heritage Initiative Award by One Voice Wales and that Cllr. Robert Cadwalader, the Clerk and Project Manager had attended the conference held at Builth Wells on 28 March 2019 to receive the award. The presentation on the project was well received at the conference. The Chief Executive of One Voice Wales said that *"Your Council's application and actions are a shining example of what can be achieved by local councils in*

Wales". It was noted that the Memorial Hall is happy to receive the glass award for display at the Memorial Hall.

The day to share good practice was very interesting – and a report from the day with examples would appear in due course. The Clerk had issued a press release on the award

Decision: The Council was proud to receive the report and thanked everyone who had been a part of this very exciting project.

12-04/19 Criccieth Community Plan – update

- a. Unique Streets –The Project Manager was invited to present the report on the project which had been circulated before the meeting. It was noted that an implementation plan and timetable and costs would be available soon and that exciting ideas were under consideration.

Decision to receive the report.

- b. Feasibility Study Old Library – the Clerk was awaiting to hear about the next steps from the company.

Decision: Agreed that the Community Plan Steering Group be the contact to receive reports etc. outside full meetings of Council.

- c. The Community Plan had been approved by the Town Council.

Decision: To arrange a meeting of the Community Plan Steering Group.

13-04/19 Future of Criccieth Town Council Building and Library

It was noted that correspondence was taking place between the solicitor and Gwynedd Council regarding the building. A response was awaited from Gwynedd Council.

Decision To receive the report.

14-04/19 Transport in Criccieth – complaints and serious incidents

It was noted that the result of the assessment by Gwynedd Council was awaited.

Decision: To contact the Officer in Gwynedd Council to request an update.

15-04/19 Grass cutting in the town

The bill for the extra grass cutting had now been received. The Town Council had been invited to submit observations on dates for grass cutting in 2019/2020. The Clerk had requested a first cut before Easter which had just been completed.

Decision: To agree that cuts should take account of Bank Holidays and also Criccieth Festival in June.

The Town Council was very happy with the standard of the first cut of grass and a note to this effect should be sent to the officer at Gwynedd Council.

16-04/19 Parking in Criccieth

Nothing to report.

17-04/19 Tree felling Criccieth

Nothing to report.

18-04/19 Benches in Criccieth

Nothing to report.

19-04/19 Public Footpaths – including Path 11

It was noted that Cllr. Wayne Roberts had requested discussion of Path 11 and that he had tried to contact Gwynedd Council to discuss his concerns as it was impossible to walk on it.

Decision: The Clerk to contact the officer to ask about the Council's plans for Path 11 and to request a site meeting.

20-04/19 Town Council Noticeboard

It was noted that the noticeboard had been purchased following the decision at the last meeting – the Clerk was awaiting a date for its installation.

Decision: To receive the report and note that a community group had expressed an interest in receiving the current noticeboard if it was possible to organise this.

21-04/19 Clerk's Wages

It was noted that the Council had agreed a year ago to review the Clerk's wages this month.

Decision: to consider under reserved matters.

22-04/19 Receipts

None

23-04/19: Payments

• HMRC (PAYE)	£72.90 (cheque 101317)*
• Clerk's Wages (March)	£660.18 (cheque 101318)*
• Travel Costs (Clerk)	£112.75 (cheque 101319)
• Wales Audit Office	£491.65 (cheque 101320)
• C & MJ Jones	£1200.00 (cheque 101321)
• H. G. (travelling costs)	£41.40 (cheque 101322)
• Gwynedd Council	£5794.85 (cheque 101323)
• One Voice Wales	£110.00 (cheque 101324)
• Menter Môn	£3873.60 (cheque 101325)**
• Siân Shakespear	£200.00 (cheque 101326)**

*correction to figures on the agenda

**invoices received after the publication of the agenda

Decision: Permission was granted to the Clerk to pay the bills.

23-03/19: Reserved matters (for members only)

The meeting ended at 8.15 p.m.

The next meeting of the Town Council will be held on **Tuesday evening 14 May 2019**.

****The agenda will close 6 May 2019****

Appendix 1 – Final Budget 2019/2020

Income

Precept	£42,000
other (transfer of monies in reserve)	£38,160
Transfer of monies from Heritage Lottery Grant	£319
Total	£80,479

Expenditure

Wages	£9,500
Insurance	£1,700
Translation	£1,000
Footpaths	£600
Grass Cutting	£10,000
Room rental	£1,000
Stamps	£150
Office Costs	£100
Membership	£400
Accounts (audit)	.£1,100
Courses£400
Christmas	£5,000
Remembrance Sunday£25
Data Law£35
Clerk's Office Costs£850
Clerk's Travelling Costs£300
Toilets	£6,000
Other	£3,000
Memorial Hall contribution	£5,000
Other contributions	£5,000
Projects	£29,000
Heritage Lottery Grant£319
TOTAL BUDGET	£80,479