

Criccieth Town Council

Public Minutes of the Town Council meeting held at 7.00 pm, Tuesday, **14 May 2019** Council Chamber, High Street, Criccieth.

Opening prayer

1-05/19: Present

Chair: Cllr Sian Williams until agendum 4-05/19 and then Cllr. Robert Cadwalader;
Cllr. William A Evans; Cllr. Phil Jones; Cllr Eirwyn Williams; Cllr Wayne Roberts; Cllr. Dr E Tudor Jones;
Cllr. Angela Hughes
Clerk – Dr Catrin Jones.

Mr Cynan Jones for agendum 11-05/19 a.

2-05/19 Apologies

Cllr Dr Ian Rees; Cllr. Robert T Price; Cllr Dafydd Lloyd;

3-05/19: Declaration of interests

Cllr Wayne Roberts for agendum 8-05/19 b. C19/0426/35/LL Extension and alterations to a house – Glyn Peris, Morannedd, Criccieth, LL52 0PP

4-05/19: Annual Meeting of the Town Council

a. Election of Chair 2019/20

Cllr Robert Cadwalader was elected Chair of the Council for the 2019/20 year –and the form accepting office for 2019/20 was signed.

Cllr. Elizabeth George was thanked for her excellent work as Chair in 2018/19.

b. Election of Vice-Chair 2019/20

Cllr. Sian Williams was elected Vice- Chair for 2019/20. The form accepting office for 2019/20 was signed.

c. Adoption of Standing Orders

The Standing Orders were unanimously approved for adoption as a foundation for 2019-20. The Standing Orders will be published on the Council's website.

d. Adoption of Financial Regulations

The revised Financial Regulations were unanimously approved for adoption as a foundation for 2019-20. The Financial Regulations will be published on the Council's website.

e. Review of Council's Assets Register

The Council's Assets Register recently reviewed by the Clerk and updated for 2019/20 was received. It was unanimously approved as a correct register.

f. Ratification of Council's Risk Assessment

The risk assessment recently reviewed by the Clerk for 2019/20 was received. The Risk Assessment was unanimously approved. The Risk Assessment will be published on the Council's Website.

g. Ratification of guarantee of Insurance

It was noted that the Council's insurance policy needed renewing with effect from 1 June for 2019/20. The policy was guaranteed by BHIB Ltd.

Decision: The Council agreed to receive the insurance policy offered by BHIB Ltd.

h. Election of members to sub-committees

Decision: The following members were elected to sub-committees for 2019/20

i. Finance Policy and Management Committee Sub-Committee

Chair, Vice- Chair, Robert T Price, Dr E Tudor Jones, Dr Ian Rees, Angela Hughes

ii. Planning, Transport and Amenities Sub-Committee

Chair, Vice- Chair, Wayne Roberts, Phil Jones, William A Evans, Dafydd Lloyd, Eirwyn Williams

iii. Criccieth Community Plan Steering Group

Chair, Vice- Chair, Phil Jones, Dr Ian Rees, Angela Hughes, Eirwyn Williams and chairs of community sub-groups

i. Election of members to outside bodies

Decision The following members were elected to outside bodies for 2019/20

i. Criccieth in Bloom

Sian Williams and Dafydd Lloyd, Phil Jones as substitute if representatives cannot attend.

ii. One Voice Wales

Chair and Vice- Chair – Clerk as substitute if representative cannot attend.

iii. Representative on Ysgol Trefferthyr School Board

Sian Williams

iv. Memorial Hall

Robert Cadwalader

v. Llanystumdwy Cemetery Committee Representative

Dafydd Lloyd

j. Determination of time and place for ordinary meetings of Full Council 2019-20 and annual meeting 2020:

The following dates were approved for the ordinary meetings of Full Council 2019-20 and annual meeting 2020, to be held at 7 pm in the Council Chamber, Criccieth:

11 June 2019	9 July 2019	27 August 2019
24 September 2019	12 November 2019	10 December 2019
14 January 2020	11 February 2020	10 March 2020
14 April 2020	12 May 2020 (Annual Meeting)	

5-05/19 Ratification of April 2019 Minutes

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

6-05/19 Urgent Items and for information (raised by Chair/Clerk)

Matters for information only – decisions not allowed

- a. The Council was sorry to receive the resignation letter from Cllr. Elizabeth George. The letter noted that she considered it a privilege and pleasure to serve as a town councillor for eighteen years. She noted the exciting plans underway in town and wished the town council all the best for the future. The Clerk will write to her on behalf of the Town Council to thank her very much for her commendable service. Also the Clerk will alert Gwynedd Council to the vacancy on Council in order to follow the correct process to fill the seat.

7-05/19: Correspondence

- a. One Voice Wales – Guidelines for Members of Community and Town Councils – email 16 April 2019
The One Voice Wales Guidelines had been circulated to members.
Decision: The guidelines were noted and received.
- b. One Voice Wales – Voting Paper for Betsi Cadwaladr Health Board Stakeholder Group – email 16 April 2019
The papers had been circulated to members
Decision: To consider under reserved business
- c. One Voice Wales - – Llangefni Training Dates– email 17 April 2019
The details had been circulated to members
Decision: Information noted and received.
- d. One Voice Wales – Motions for Annual General Meeting 2019 – email 29 April 2019
Decision: Information noted and received.
- e. Gwynedd Council – Highways Act 1980, Section 116 –Proposed Application to Stop Up Part of Unclassified Road – Merllyn Crossing, The Promenade, Criccieth – letter 30 April 2019. The letter had been circulated to members noting that the Council considered that the length of road across Merllyn Crossing was no longer necessary for vehicular traffic. Gwynedd Council invited observations on the proposals. It was noted that the Town Council had received a verbal report from representatives of Network Rail before their meeting in April (see minute 10-04/19 of Town Council) to note the intention of the company to present a case to the Highways Department to close Merllyn Crossing to traffic but to keep it open to walkers. The company guaranteed that signage for parking would be moved.
Decision: The Town Council did not have an objection to the proposals which had been presented to them by Network Rail and confirmation of this should be sent to Gwynedd Council with a copy of the Town Council minute 10-04/19.

8-05/19: Planning applications

- a. C19/0382/35/CT Work to trees in a Conservation Area. – 45 Gorseddfa, Criccieth, LL52 0DW
Decision: No objection.

- b. C19/0426/35/LL Extension and alterations to a house – Glyn Peris, Morannedd, Criccieth, LL52 OPP
Decision: No objection.

9-05/19 Internal and External Audit of Town Council Accounts for 2018-19

a. Internal Audit

It was noted that the accounts had been presented for internal auditing by the auditors appointed by the Council and that a report had been received confirming that the accounts were in order. The report had been circulated to members of Council. The report confirmed that the management measures tested were satisfactory

The opinion of the audit was noted:

“Declaration of assurance in the governance arrangements and accounting statements of Criccieth Town Council for the financial year 2018-19 based on the test undertaken but that there are some elements which can be tightened to mitigate the risks identified. It is recommended that the Council commits to give attention to the following risks and takes appropriate steps to mitigate them:

- Failure to appropriately account for donations to charities, e.g. it is unclear under which powers the donations were made and whether they were under section 137 or not.”

The auditors thanked the Clerk for her assistance and cooperation in preparing the report.

The recommendation referred to the income and expenditure spreadsheet which listed individually under the title contributions the donations made during the year. It was noted that the minutes of the Town Council clearly noted under which power each donation was considered and therefore made – it was a simple matter therefore to refer to the power on the spreadsheet. In addition, this had been a criterion tested during the external audit of the 2017-18 accounts.

It was also noted that the Clerk had presented the return for re-imburement of VAT paid for the financial year 2018-19.

Decision: The report was received and it was agreed to act on the recommendation and to confirm this with the auditors noting also that the Town Council does note in its minutes under which powers applications for donations are made and therefore granted. The Clerk and internal auditors were thanked for their work.

b. External Audit

The internal auditor had completed and signed the appropriate sections of the external audit form for 2018/19 which had been circulated to members of Council for consideration. It was noted that the Clerk would arrange for the appropriate notice to be placed on the Council noticeboard and the website for the appropriate period noted by the External Auditors (BDO) in order to give the public a chance to see the accounts. It was necessary to submit the audit information and evidence requested to the BDO by 1 July 2019.

Decision: To present the finalised external audit form to the Council for approval at the June meeting of the Council.

10-05/19 Commemorating Criccieth's Contribution

Nothing to report.

11-05/19: Criccieth Community Plan – update

a. High Street Project

A report from the Project Manager had been circulated. The following was noted:
Launch of the project – the project was launched on 19 April in the gardens of the Lion Hotel with a good representation from the Council, shops and supporters of the project. This was noted in the local press (Cambrian News) and on line by North Wales newspapers.

Main art work/Sculpture – The brief had been released publicly on Discover Criccieth social platforms and other – also details sent directly to a number of artists with a recognition of £10,000 being given to the selected artist. The closing date for submissions is 1/6/19 and the successful artist will be informed by 8/6/19. The work must be completed and installed by 1/10/19.

The Council needed to approve a panel to consider the submissions and to grant authority for the final selection to the panel as this was a project in collaboration with Criccieth Business Forum. The following panel membership was agreed upon to meet on 4th June at the Council Chamber Criccieth:

- Chair and Vice-Chair and Clerk of Council
- Two representatives from the business forum art group
- A representative from the marketing group
- A representative from the shops

The panel would report back to the Town Council at its June meeting.

Shop and History project – Robert Cadwalader continued to work on the project.

Sculpture Garden - permission has been granted from the owners of the Lion to use the garden to display sculptures inspired by the main work of art (eg the above competition). This is the location for the Creative Incident on Saturday 3 August. Face painting, community art and art workshops under canvas. The invitations had already gone out to artists requesting an expression of interest in running workshops and already there is a positive response. The Green Room at the Memorial Hall has been booked to display the work of Ysgol Treferthyr pupils.

In addition, a number of noteworthy sculptures have been borrowed from individuals to locate in the Garden.

It was noted that great work was ongoing by individuals in the town to realise the aims of the project and they were thanked for their work. It was further noted that planning, health and safety considerations and risk assessments were in hand for the day and also for positioning the sculpture.

Decision: The report was gratefully received and permission was delegated to the Panel noted above to choose the sculpture.

b. Environmental Project

It was good to report on the environmental project which has been established to encourage Criccieth residents to recycle. A very successful event was held at the Memorial Hall Criccieth on Saturday 4 May – the Green Room was full to the brim – around 70 people. Very positive feedback was received on the work being undertaken in the community. The Environmental Group had been established as a result of Criccieth Community Plan.

Decision: To receive the report and to write to the Group, noting also the good work going on in the Nature Garden by a number of volunteers.

c. Feasibility Study Old Library

A report was received on a preliminary meeting with Donald Insall and Cwmni Celyn on 7th May. The report noted the context of the project and outlined a programme for completion by the end of September 2019. This programme included presenting a Condition Survey to the June meeting of the Town Council and also a Community Engagement Session in September.

Decision: To receive the report.

12-05/19: Future of Criccieth Town Council Building and Library

Nothing further to report – see also 11-05 c

13-05/19 Transport in Criccieth – complaints and serious incidents

It was noted that the Clerk had sent an email to the Officer at Gwynedd Council and received a response outlining the next steps:

1. Measuring the speed of vehicles on the A497 on the way in to Criccieth from Pwllheli – Gwynedd Council had placed a traffic measure on the road. The intention was to leave the measurer on site until the end of the week and Gwynedd Council would be in touch to discuss the next steps.
2. To find out who owned the piece of land where the path was narrow – Betsi Cadwalader had been identified as the owner of the border of land near the houses on the Main Road. Therefore, at this time the land was not available to undertake any work on it. Gwynedd Council had been in discussion with Betsi Cadwalader regarding the matter and had failed to reach agreement in relation to undertaking maintenance work.
3. Identifying whether there were any other restrictions which could affect the construction of a pathway. It was estimated that the work would cost £12,000 to complete. At the moment the service did not have monies to undertake this work, but the service will keep the wish of the Town Council on their programme of improvements to highways.

Decision: To receive the report and await a response from Gwynedd Council.

14-05-/19 Grass cutting in the town

The Clerk had responded to the request from Gwynedd Council regarding the timing of grass cutting following the discussion at the last meeting. It was noted that the grass in town now needed cutting with urgency.

Decision: To receive for information. The Clerk to contact regarding the next cut.

15-05/19: Parking in Criccieth

It was noted that a large sign for parking to the town's main car park was needed.

Decision: To write to the Officer at Gwynedd Council noting that the Town Council would be prepared to pay for the sign.

16-05/19 Tree felling in Criccieth

Nothing to report

17-05/19 Benches in Criccieth

It was noted Cllr. Robert Cadwalader had undertaken a survey of all the benches in town and that Criccieth in Bloom had painted a number of them.

Decision: To thank Cllr. Robert Cadwalader and Criccieth in Bloom for their work.

18-05/19 Public Footpaths – including Footpath 11

It was noted that the Clerk had e-mailed and sent Cllr Wayne Roberts' photographs of the Path to the Officer at Gwynedd Council – the Officer was looking in to the matter and would arranged a site meeting in due course.

Decision: to receive the report and that the Clerk should send a copy of the photographs to members of the Town Council for information.

19-05/19 Town Council Noticeboard

The three options for lettering on the new Town Council noticeboard had been circulated to members.

Decision: Following discussion, agreed to opt for the gold lettering which had been the original when ordering the noticeboard.

20-05/19: Receipts

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| a. Precept, first half (Gwynedd Council, 2019-20) | £21,000.00 |
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21-05/19: Payments

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| • HMRC (PAYE) | £19.69 (cheque 101327) |
| • Clerk's Wages (April) | £770.06 (cheque 101328) |
| • Clerk's costs (re-payment of office supplies) | £39.81 (cheque 101329) |
| • BHIB Ltd (Insurance) | £1,292.16 (cheque 101330) |
| • Menter Môn | £1,500.00 (cheque 101331) |

Permission was granted to the Clerc to pay the bills.

22-05/19 Reserved Business (for members only)

The meeting ended at 8.20 p.m.

The next meeting of the Town Council will be held on **Tuesday evening 11 June 2019.**

****The agenda will close 3 June 2019****

