



**CORRESPONDENCE FILE 1**  
**(Pages 1 – 16)**

**Annual Meeting**

**2il Mai / 2<sup>nd</sup> May 2024**

## Abergele Town Council

### Representation on Outside Bodies 2023/24

**Abergele Royal British Legion (Branch)**

Abergele Rd, Llanddulas, Abergele, LL22 8EN  
01492 516376

A Wood

**Abergele Dementia Friends**

26 Market Street Abergele LL22 7AA  
01745 772150

A Hunter, S Jones-Roberts. A Williamson

**Abergele Fairtrade Coalition**

Kadun Rees, Community & Communications Officer  
Fair Trade Wales, Temple of Peace, Cathays Park,  
Cardiff CF10 3AP

[kadun@fairtradewales.org.uk](mailto:kadun@fairtradewales.org.uk)

**Abergele Regeneration Board**

Adam Walsh  
Project Manager, Business Support and Transformation  
Coed Pella, Colwyn Bay LL29 7AZ  
01492577213

[adam.walsh@conwy.gov.uk](mailto:adam.walsh@conwy.gov.uk)

P Heap-Williams

**Canolfan Dewi Sant**

Theresa Curran - Administrator  
Canolfan Dewi Sant Centre, South Parade, Pensarn,  
Abergele, Conwy LL22 7RG  
Phone: 07975 543020

[dewisant@btconnect.com](mailto:dewisant@btconnect.com)

A Hunter; N Williams; T Brennan

**Conwy County Access Group**

Bay of Colwyn Town Hall  
Rhiw Road, Colwyn Bay  
Conwy LL29 7TE  
01492 532248

[info@colwyn-tc.gov.uk](mailto:info@colwyn-tc.gov.uk)

A Wood

**Community Council Forum**

Strategic Director Economy & Place  
Conwy County Borough Council  
Bodlondeb, Conway Rd,  
Colwyn Bay LL29 7AZ

The Mayor; A Wood

**Charity of Robert Roberts**

Old People's Rooms  
Church Street, LL22 7AN

T Brennan; D Fetherstonhaugh;  
S Jones-Roberts; (3 ATC Members)

**Llandrillo College Council**

Ms Caroline Jones  
Grwp Llandrillo Officer  
Faenol Avenue  
Abergele  
LL22 7HT  
01745 828 100

D Green

**Morfa Rhuddlan West Flood Partnership Group**

Melanie Egan  
Senior Business Development and Customer  
Communication, Finance and Customer Services  
Coed Pella, Colwyn Bay  
LL29 7AZ  
01492 574000  
[Melanie.egan@conwy.gov.uk](mailto:Melanie.egan@conwy.gov.uk)

A Hunter

**North Wales Mid Wales Association of Town & Larger  
Community Councils**

Mr Robert Robinson  
North & Mid Wales Association of Local Councils  
Triangle House  
Union Street  
Welshpool  
Montgomeryshire  
SY21 7PG

S Jones-Roberts; A Wood; P Fletcher (3 ATC  
Members)**North Coast Transport Liaison Committee**

Robert Robinson  
[supercommuter@mail2world.com](mailto:supercommuter@mail2world.com)

A Wood

**One Voice Wales**

Mel ab Owain  
Development Officer  
[mabowain@onevoicewales.wales](mailto:mabowain@onevoicewales.wales)

T Brennan (2 representatives)

**St George Quarry Liaison**

Nant Du Road  
St George  
Abergele  
Conwy  
LL22 9BD  
[northaggregatesales@uk.heidelbergmaterials.com](mailto:northaggregatesales@uk.heidelbergmaterials.com)  
0330 123 0762

A Hunter

**St George Village Hall Trust**

Primrose Hill  
St George  
ABERGELE  
LL22 9BT

A Wood (TBC)

**Menter Iaith Cymru**

22 Y Sgwâr,  
Llanrwst,  
Conwy,  
LL26 0LD  
01492 643401  
[post@mentrauiath.cymru](mailto:post@mentrauiath.cymru)

A. Hunter

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## SCHOOL GOVERNING BODIES

Sian Wilkinson  
Headteacher  
St George Church in Wales Primary School  
Primrose Hill, St George, Abergele LL22 9BU  
[01745 833213](tel:01745833213)

K. Yarwood

Mrs Zoe Cope  
Prifathro  
Ysgol Glan Gele, Ffordd Y Morfa, Abergele  
Conwy, LL22 7NU  
01745 823 584  
[swyddfa@glangele.conwy.sch.uk](mailto:swyddfa@glangele.conwy.sch.uk)

A Hunter

Mr Hugh Rhys-Williams  
Pennaeth / Head Teacher  
Ysgol Glan Morfa,  
Ffordd y Morfa,  
Abergele.  
LL22 7NU  
01745 832 922  
[pennaeth@glanmorfa@conwy.sch.uk](mailto:pennaeth@glanmorfa@conwy.sch.uk)

Vacancy – require Welsh speaker

Mr G. Vaughan  
Head Teacher/Pennaeth  
**Ysgol Sant Elfod**  
**Ffordd y Morfa**  
Abergele  
LL22 7NU  
01492 577240  
[Pennaeth@santelfod.conwy.sch.uk](mailto:Pennaeth@santelfod.conwy.sch.uk)

S Jones-Roberts

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## DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
<b>Audit</b>	To maintain a continuous internal audit	Town Clerk & RFO
<b>Communications</b>	To deal with all press and public relations on behalf of the Council.	Town Clerk & RFO
<b>Documents</b>	To sign documents on behalf of the Council.	Town Clerk & RFO
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Town Clerk & RFO
<b>Emergency Planning</b>	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at Conwy County Borough Council.	Town Clerk & RFO
<b>Finance</b>	To administer the Council's bank balances.	Town Clerk & RFO
	To maintain adequate insurance cover for the Council's activities and property.	Town Clerk & RFO/ Deputy Clerk
	To act as the Responsible Financial Officer.	Town Clerk & RFO
	To authorise the payment of accounts	Town Clerk & RFO
	To write off outstanding debts in accordance with Financial Regulations.	Town Clerk & RFO
	Authorisation of routine expenditure within the agreed budget.	Town Clerk & RFO

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<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
	Emergency expenditure up to £3000 outside of the agreed budget.	Town Clerk & RFO
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Town Clerk & RFO
<b>Freedom of Information</b>	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Town Clerk & RFO
<b>Governance</b>	To receive declarations of acceptance of office.	Town Clerk & RFO / Deputy Town Clerk
	To receive and record notices disclosing personal interests.	Town Clerk & RFO / Deputy Town Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Deputy Town Clerk
	To certify any bye-laws approved by the Council.	Town Clerk & RFO
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Mayor and/or Chair of the appropriate Committee.	Town Clerk & RFO
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Town Clerk & RFO
<b>Information and Communication Technology</b>	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of outdated equipment or the purchase of new equipment within the approved budget.	Town Clerk & RFO
<b>Land and Property</b>	To purchase necessary goods and supplies.	Town Clerk & RFO
	To maintain the Council's offices and property in accordance with financial regulations.	Town Clerk & RFO
	To arrange for grass cutting frequencies in relation to the maintenance of open areas within the town for which the Council is responsible.	Town Clerk & RFO / Deputy Town Clerk

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<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
	To devise planting schemes for the various open areas for which the Council is responsible.	Town Clerk & RFO
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboriculture practice.	Town Clerk & RFO/ Deputy Town Clerk
<b>Lettings</b>	To authorise hire/lettings of the Town Hall subject to payment in accordance with the approved scale of charges.	Town Clerk & RFO / Deputy Town Clerk
<b>Member support</b>	To deal with member requests for secretarial or administrative support in connection with their duties.	Deputy Town Clerk
<b>Proper Officer</b>	To act as the Council's proper officer in accordance with the job description for the role.	Town Clerk & RFO
<b>Staffing</b>	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions.	Town Clerk & RFO
	To implement national pay awards and conditions of service.	Town Clerk & RFO
	Within the approved budget, to administer the staffing establishment and the national agreement on pay and conditions.	Town Clerk & RFO
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Town Clerk & RFO
	To arrange courses and training needs for staff within the approved budget.	Town Clerk & RFO

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# Abergele Town Council

## Terms of Reference of Committees October 2007

### General Note:

This document sets out the powers and duties delegated to committees by Abergele Town Council and those further delegated by committees to sub-committees. The functions and duties are supplementary to and do not override any duties imposed by the Council's Standing Orders.

A committee and sub-committee can take decisions on matters contained in its terms of reference unless the matter is reserved for decision by the full Council or parent committee (in the case of a sub-committee) on the recommendation of that committee or sub-committee.

All meetings of committees and sub-committees are open to the press and public unless 'exempt' or confidential information is being discussed. Bodies which are informal sub-groups with no executive powers are not open to the public.

Membership of committees is decided each year at the Council's Annual Meeting in May. The Council's Mayor and Deputy Mayor are ex-officio members of every committee and sub-committee. Councillors who are not members of a committee or sub-committee may attend as members of the public but may not speak or vote (unless standing orders are suspended to allow them to speak).

### Policy & Finance Committee

**(Approved and Adopted on 18/10/2007 – See Min. 505/07)(Merged with Ordinary 25/03/24 – See Min. 605/23)**

### General Purposes and Planning Committee

**(Approved and Adopted on 18/10/2007 – See Min. 496/07)**

Membership: All Members of the Council

Quorum: One third of Members (six)

Reporting: The General Purposes and Planning Committee reports to the Full Council

Delegated Responsibilities:

1. To consider and take appropriate action on any matter not specifically delegated to any other committee.
2. To make recommendations to the Council in respect of any alterations in the boundaries of the communities or their wards and in polling arrangements.



3. To exercise delegated powers in the submission of views to the Local Authority in response to consultation on local planning and licensing applications and in responding to consultations on all other planning matters.

### **Executive / Estimates Committee**

Membership: The Mayor, Deputy Mayor, Immediate Past Mayor; Chair and Vice-Chair of the General Purposes and Planning; Chairman of the Events & Marketing & Promotion Sub Committees

Quorum: Three members of the Committee

Reporting: The Executive / Estimates Committee reports to the Full Council, or to the General Purposes and Planning Committee, on specific matters delegated by those committees.

#### Delegated Responsibilities:

1. To advise the Council in the creation of a corporate plan of objectives and priorities, having regard to the needs of the community and the overall resources of the Council.
2. To keep under review the organisation and management processes of the Council and to advise the Council upon any desirable alteration of them (including changes in Committee structure or in the distribution of functions, powers and duties of Committees, in the light of changing circumstances).
3. Having regard to the Council's resources, to advise the Council on the following matters:
  - (a) The Council's Annual Estimates for income and expenditure, including the priority to be accorded to the development of the Council's services and the timing of the introduction of new services.
  - (b) The annual precept to be levied by the Council.
4. To undertake an annual assessment of risks, to include: financial; administrative and organisational; employers; members; public; assets; health and safety; and fire safety and report to the Council on the management of identified risks.
5. To consider and respond, where required, to any urgent items of business arising during the summer recess (August), to include authorising payment of any accounts falling due and submitting observations on planning and licensing applications to the Local Authority.
6. To keep under review the Council's Standing Orders and Financial Regulations.
7. To consider other such matters, as delegated from time to time by the Council, the General Purposes and Planning Committee.

# Abergele Town Council

## Terms of Reference of the Place Plan Committee January 2020

### General Note:

This document sets out the powers and duties delegated to the Place Plan Committee by Abergele Town Council. The functions and duties are supplementary to and do not override any practice or procedural matters imposed by the Council's Standing Orders.

The committee can take decisions on matters contained in its terms of reference unless the matter is reserved for decision by the full Council on the recommendation to the committee.

All meetings of the committee are open to the press and public unless 'exempt' or confidential information is being discussed. Bodies which are informal sub-groups with no executive powers are not open to the public i.e. Advisory Groups.

Membership of committees is decided each year at the Council's Annual Meeting in May. Councillors who are not members of the committee may attend as members of the public but may not speak or vote (unless standing orders are suspended to allow them to speak).

Membership: All Town Council members

Non-voting members from the Community approved by the Council:

Mrs Linda Tavernor (Abergele Action); Neville Eden (Mentor Iaith); Vacancy (Traders Association); Vacancy (Traders)

County Councillors who are not members of ATC.

Invited Officers: Mr Peter Brown (CCBC); Mr James Harland (CCBC); Mr Shane Wetton;

Quorum: One third of Voting Members

Reporting: The Full Council

Delegated Responsibilities:

1. To authorise expenditure within the budget allocated by the Council, keep under regular review the Committee's income and expenditure and advise the Council on any major variations from approved programmes.
2. To ensure that the financial procedures and controls of the Council are adhered to and to ensure that all audit procedures are observed.
3. To ensure that legislation relating to the powers that the Committee is able to rely upon is adhered to and to liaise with the Town Clerk to ensure that the Council does not act Ultra Vires.
4. To advise the Council with regard to the Place Plan objectives and priorities, having regard to the needs of the community and the overall resources of the Council.

(Min.No 17/22)

Last updated 12/05/2022

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5. To ensure that the voice of the Community is incorporated into the decisions approved by the Committee in line with the Power of Wellbeing principles and the Local Government Wales Measure Act 2011
6. Having regard to the Council's resources, to advise the Council on Place Plan objectives feeding into the Council's Annual Estimates for income and expenditure, including the priority of the work and projects required.
7. To undertake an annual assessment of risks, to include: financial; administrative and health and safety to the Council relating to the Place Plan.
8. To consider other such matters, as delegated from time to time by the Council to the Place Plan Committee.

## Terms of Reference

### Events Sub-Committee

Membership (2023/24):

**Seven members**

Cllrs. T Brennan; D Green; S Jones-Roberts; A Hunter;  
A Williamson; A. Wood; K Yarwood

Chairman (2023/24):

Cllr A Wood

Quorum:

One third of the Members of the Sub-Committee (three members)

Reporting:

The Events Sub-Committee reports to full Council

It has delegated powers to commit to expenditure on behalf of the Council, within the limits of the budget approved by the Council each year for Christmas Lighting and Events.

The Sub-Committee advises the Council and oversees and arranges Events that the Town Council is involved with or wishes to organise, with a delegated budget for this purpose under the Local Government Act 1972, s.142.

The sub-Committee advises the Council on all matters in connection with the provision of Christmas Lighting, which uses the power given in S.144 of the Local Government Act 1972 to attract visitors to the town.

The sub-Committee reports to the full Council

Approved Min No 82/23  
Date 15/06/2023

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## Terms of Reference

### Marketing & Promotion Sub-Committee

Membership (2023/24): **Seven members**

Cllrs T Brennan; M Davies; D Fetherstonhaugh;  
J Jones; S Jones-Roberts; N Williams; P Fletcher;

Chairman (2023/24): Cllr. N. Williams

Quorum: One Third of the Members of the Sub-Committee or three  
Members whichever is the greater

Reporting: The Sub-Committee reports to the full Council

The Marketing & Promotion Sub-Committee has delegated responsibility to consider and approve the content (articles and photographs), layout, printing and delivery arrangements for the Town Council's biennial Town Guide and Newsletter, within the budget approved by the Council. Any expenditure over and above the approved budget must be approved beforehand by the Policy & Finance Committee.

In carrying out these duties, the Sub-Committee will adhere to the current policy of the Council regarding the use of the Welsh language and any statutory requirements of the Welsh Language Wales Measure Act 2011 which apply to Town and Community Councils and the power to provide information relating to matters affecting Local Government under the Local Government Act 1972, s. 142.

The Committee is also responsible for overseeing the Town Council's website, Twitter, E-mail host, and any other tool that the Town Council may use in the marketing and promotion of the Town and the Council in line with legislation as set out by the Wales Measures Act 2012.

**Terms of Reference**  
**Staffing Sub-Committee**

Membership: The Mayor  
Cllrs: T Brennan; D Green; A Hunter; S. Jones-Roberts;  
P Luckock; A. Wood;

Chairman (2023/24): Cllr C McCoubrey

Quorum: One Third of the Members of the Sub-Committee (three members)

Reporting: The Staffing Sub-Committee reports to the Estimates Committee and the Full Council

Under the following legislation - Employment Relations Act 2004, Employment Act 2008, Small Business, Enterprise and Employment Act 2015, Work and Families Act 2006 the Staffing Committee will :

1. establish and keep under review the staffing structure of the Council and to make recommendations for any changes to the Council, including current and projected staffing needs
2. draft, implement and review, monitor and revise policies for staff.
3. establish and review salary paycales and to be responsible for their administration and review.
4. **To oversee the recruitment and appointment of staff.**
5. **To arrange the execution of new employment contracts and changes to contracts.**
6. **To establish and review performance management (including annual appraisals) and staff training programmes.**
7. **To oversee any process leading to dismissal of staff (including redundancy).**
8. **To keep under review working conditions and health and safety matters.**
9. **To monitor and address regular or sustained staff absence.**

10. To make recommendations on staffing related expenditure to the Council.
11. To consider any appeal against a decision in relation to pay.
12. To consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).
13. **To supervise and performance manage the Clerk's work, to administer leave requests, record and manage absences and handle grievance and disciplinary matters and pay disputes.**
14. The Mayor/Deputy Mayor and/or Chairman of the Committee will be responsible for undertaking the annual personal development review for the Clerk (no more than two members at any one time)

It is suggested that those items emboldened might usefully be delegated to the Committee without a requirement to gain specific approval.

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Subscriptions</u>								
4060 SLCC	0	1,067	1,000	(67)		(67)	106.7%	
4061 OVW	0	2,266	2,300	34		34	98.5%	
4062 NWATC	0	0	110	110		110	0.0%	
4063 CVSC	0	0	15	15		15	0.0%	
4064 Clerks & Councils Direct	0	0	60	60		60	0.0%	
4066 Data Protection	35	35	40	5		5	87.5%	
4068 Parish Online	0	0	250	250		250	0.0%	
4069 Fields In Trust	0	0	65	65		65	0.0%	
Subscriptions :- Indirect Expenditure	<u>35</u>	<u>3,368</u>	<u>3,840</u>	<u>472</u>	<u>0</u>	<u>472</u>	<u>87.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(35)</u></b>	<b><u>(3,368)</u></b>	<b><u>(3,840)</u></b>	<b><u>(472)</u></b>				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	35	3,368	3,840	472	0	472	87.7%	
<b>Net Income over Expenditure</b>	<b><u>(35)</u></b>	<b><u>(3,368)</u></b>	<b><u>(3,840)</u></b>	<b><u>(472)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>(35)</u></b>	<b><u>(3,368)</u></b>						

CAI P 15



					Annual Budget	10,500	
					Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
1	01/04/2023	YSE01	Purchase Ledger	ATC Grant 23/24	3,148.08		
1	01/04/2023	GEORGE01	Purchase Ledger	ATC Grant 23/24	1,248.14		
1	01/04/2023	YGM01	Purchase Ledger	ATC Grant 23/24	2,748.31		
1	01/04/2023	YGG01	Purchase Ledger	ATC Grant 23/24	2,855.47		
1	01/04/2023	H4H01	Purchase Ledger	Annual Grant 23/24	500.00		
2	01/05/2023	RBL01	Purchase Ledger	Annual Grant 2023/24	500.00		
Account S 137					Account Totals	11,000.00	0.00
Centre Grants/Donations					Net Balance Month 12	11,000.00	

CF1P16