CYNGOR TREF
LLANFAIRFECHAN
TOWN COUNCIL

Llanfairfechan Community Town Hall Village Road Llanfairfechan LL330AB
Mayor Cllr Sharne-Marie Bellis Deputy Mayor Cllr Preben Vangberg

TOWN COUNCIL MEETING November 11th, 2026, 7pm Agenda

Microsoft Teams meeting
Join:
https://teams.microsoft.com/meet/366400843324114?p=Mg6RF8S6mum7KVGJmu
Meeting ID: 366 400 843 324 114
Passcode: wa3Mn6oE

1. **Welcome all to the meeting and general housekeeping**
2. **To receive apologies for absence:**
   Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting.
3. **To receive any declarations of interest from Members**
   Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).
4. **To receive representations and queries from the public**
5. **To approve the minutes of the meetings held on 21/10/2026** LGA 1972 Sch 12 para 41(1) **and to review the action list.**
6. **To receive notice of Election Agents' Names and Offices: Bryn Electoral Ward (County Borough Councillor Elections)**
7. **To receive and approve the Events:**
   - **Volunteer's Celebration**
   - **Christmas Market**
   - **2027 Events Plan Report**
8. **To receive and approve plans for the 2027/28 Community Skips**
9. **To receive and approve plans for community groups to use Town Council printing facilities.**
10. **To receive and approve plans for Llanfairfechan Town Council Filming Project**
11. **To receive and approve grant requests:**
    - **Town Twinning**
12. **To receive and approve the Finance Committee's report:**
    - **Draft Budget and Precept Plan**
    - **Bank Mandate – total number of signatories review**
13. **To receive and approve the Finance Report & current payments for 21/10/2026.**

Retrospective

1. Simplybook (Reimburse Town Clerk) - £299.52
2. Staff IDs from Zazzle (Reimburse Town Clerk) - £33.54
3. Staff DBS Bethan (Card Payment) - £20
4. Staff DBS James (Card Payment) - £20
5. Staff DBS Jayne (Card Payment) - £20
6. Core Highways Remembrance Road Closure - £2172.00
7. Theatr Prysor - £2,950
8. Sional - £90
9. Cawthrays Engraving - £45.00

Upcomming

10. Translations INV4902 - £457.73
11. Translations INV4902 - £364.09
12. Community Hall Lantern Workshops - £83.75
13. Community Hall Pony Fest Hall Hire - £125.62
14. Community Hall Pony Fest Sound Engineering and Technical support - £250
15. Worldcare October Skips - £258.00
16. British Gas Nov Bill - £59.87
17. Medi4Medical (Fireworks Ambulance) - £336.00

18. Scribe Accounts – £88.00
19. Christmas Market Facepainting - £360.00

14. To receive information about planning matters

- **0/53776** *33 Parc Henblas Llanfairfechan LL33 0RW*
- **0/53757** *Compton House, Station Road, Llanfairfechan, Conwy, LL33 0AL*

15. To receive correspondence:

1. Politically restricted posts *(Independent Adjudicator for Local Authorities in Wales)* ~ 2. Local Places For Nature Top Up Asset List project report *(Incredible Edibles*) ~ 3. Welsh Air Ambulance ~ 4. Blocked Gullies.

16. To receive reports from meetings and events

17. To receive compliments, complaints and urgent matters for consideration and to log for future

Wednesday October 21st, 2026

TOWN COUNCIL MEETING, 7pm Llanfairfechan Council Chambers and online with Teams

MINUTES

In attendance: Chair: Mayor Sharne-Marie Bellis; Deputy Mayor Preben Vangberg; Cllr Rhys Griffiths; Cllr Andrew Hinchliff BEM; Cllr Nia Furber; Cllr Christine Roberts; Cllr Chris Jones; County Councillor Cllr Penny Andow**;** Cllr Alun Rhys Jones; Cllr Charlotte Murray; Cllr Leena Farhat (Online); Town Clerk Callum Morrison

1. Welcome Mayor Sharne-Marie Bellis welcomed all to the meeting and it was agreed the meeting would be recorded for minutes purposes. **Resolved to receive and take note**

2. To receive apologies for absence (LGA 1972 Schedule 12)

None **Resolved to receive and take note**

3. To receive declaration of interest – (Disclosable personal or prejudicial interests)

None declared **Resolved to receive and take note**

4. To receive representations and queries from the public

One resident was in attendance. The resident is interested at joining Llanfairfechan Town Council and noted that their attendance was so that they could observe a meeting to understand if joining Llanfairfechan Town Council is right for them. The resident provided a brief biography of themselves to Town Council Members.

Resolved to receive and take note

5. To approve the minutes of the meetings held on 30/09/2026 LGA 1972 Sch 12 para 41(1) and to review the action list.

These had been distributed previously and was taken as read. It was noted that Cllr Chris Jones' name had been missed off the attendance list – Town Clerk to rectify. The minutes, with changes, were approved as a true record. The Clerk provided an update on the Action List:

1. **Village Road Toilets –** New soap dispenses have been fitted to the toilets so there is now functioning soap dispensers. Coat hangers have been fitted to the doors so that users now have somewhere to hang coats/bags rather than just put them on the ground.
2. **Llanfairfechan Football Club site lease –** A meeting has been held between the football club and Conwy County Borough Council (Conwy CBC) to agree the terms of the lease. Conwy CBC will now create the draft lease ready for review and signing.
3. **Llanfairfechan MUGA –** Following conversations with Conwy CBC, they have noted that the refurbishment of the 3G/MUGA may be less than what Town Council has estimated. Staff are acquiring new quotes in readiness for the annual budget prep so that this can be accurately calculated and hire costs could potentially be reviewed.
4. **Two co-option ward vacancies –** Staff have approached TV Conwy for quotes to create some short videos to be used for recruitment of new Town Councillors and raising the council's profile.
5. **HR –** All employees have signed the new employment contracts that bring Town Council up to date with the new employment laws. All staff have received the new Employee Handbook.
6. **Energy Supplier –** Date has been booked with Mayor and Deputy (who have been provided the delegated powers) to decide upon a new Energy contract before the end of October.
7. **Llanfairfechan Orienteering –** The Orienteering club have provided updated paper copies and agree to have a grand opening of the Llanfairfechan Orienteering route at the November Artisan Market.

8. **Staff DBS checks –** DBS checks have been completed for the Town Clerk and Equalities Officer. The Deputy Clerk and Environmental Officer still need to have checks completed.
9. **Add Cllr Chris Jones to Finance Committee –** Cllr Chris has been added to the Finance Committee email group, on the website, and invited to the next Finance Committee meeting. All Finance Committee members have now been given read only access to the Scribe Accounts software.
10. **Report hedge trimmings in road blocking drains –** Conwy CBC Open Spaces team report that this task is now performed by external contractors. They suggested that this is raised with the sea flood defence team as the gullies blocked are in a flood protection zone and this provides additional leverage to improve standards. Town Council requested that this request to the Sea Defence Team is CC's to Conwy CBC leadership (Mike Priestly). Other Town Councillors reported similar hedge trimming issues. Town Clerk requested that Town Councillors use the Conwy CBC Report It website so that these issues are logged and given a priority with Conwy CBC.
11. **Connect Cllr Rhys with the Bowling club to help with funding –** Staff have connected Cllr Rhys to the Bowling Club who reported constructive conversations around future funding opportunities for the Bowling Club's project.
12. **Join OVW Data Share Scheme –** Our interest has been registered with OVW. We await their response.

Proposed Cllr Nia Furber Seconded Cllr Rhys Griffiths Unanimous; Resolved to approve and take note

6. To receive information about the vacancy in the office of County Borough Councillor for Bryn Ward

Information had been distributed previously and was taken as read. Conwy CCB has notified Town Council that County Councillor for Bryn Electoral Ward has stepped down and so that there is now a vacancy in this ward. Town Council has been notified by residents that a written request for an election has been sent to Conwy CBC and so Llanfairfechan residents should expect an election for a County Councillor for Bryn Electoral Ward. Llanfairfechan Town Council are not responsible, nor does it take any part, in this election or election process. If any residents have further questions or queries, they should be directed to the Conwy CBC Returning Officer.

Resolved to recieve and take note

7. To receive and approve changes to bank account access

Information had been distributed previously and was taken as read. Due to the recent staff role changes, formal agreement is required for access to the bank account. **1) Internet Banking;** the proposals are to **a)** Change the primary user to Callum (new Town Clerk) **b)** Keep Jayne's (previous Town Clerk, now Deputy) access. This setup provides the new Town Clerk/RFO primary access, while also providing continued access to a deputy to protect against of loss of access. **2) Bank Cards;** the proposals are to **a)** Provide a bank card to the new Town Clerk/RFO **b)** Jayne (previous Town Clerk, now Deputy) to keep her bank card. This setup provides the new Town Clerk/RFO access, while also providing continued access to a deputy to protect against of loss of access.

Proposed Cllr Charlotte Murray Seconded Deputy Mayor Preben Vangberg Unanimous;

Resolved to approve and take note

8. To receive and approve draft response to Welsh Government survey – Vision for Culture & sport in Wales

Information had been distributed previously and was taken as read. The Welsh Government is developing a new Vision for Culture and Sport in Wales and wants to hear from communities. One Voice Wales will submit a sector-wide response and is asking councils to share short, simple evidence. Staff have written a draft response which was shared with Town Councillors with request for any edits before it is sent to One Voice Wales. Questions included: 1) What cultural or sporting assets exist locally? 2) What stops people taking part? 3) What has worked well? 4) Where are the funding or resource gaps? 5) Which groups are least served locally? 6) What opportunities could be unlocked with better support? 7) What pressures affect local organisations or volunteers?. Town Councillors only edits were to extend the list of community groups in LLanfairfechan that are based around Sport and Culture. This increased the draft list size from 20 to 40. Town Clerk will send updated response to One Voice Wales.

Proposed Cllr Nia Furber Seconded Cllr Alun Rhys Jones Unanimous; Resolved to approve and take note

9. To receive and approve Town Councillor remuneration plans for 2027/28 following Welsh Gov report

Information had been distributed previously and was taken as read. The draft annual remuneration report has been released by Welsh Government. This shows mandatory and optional payments for Council Members. These payments are small amounts designed to help cover costs of attending Town Council meetings taking part in Town Council business. It was noted that Welsh Gov did not report changes to the mandatory payment levels for Town and Community Councils. Due to the upcoming budget preparation, Town Council were asked if it wanted to make any changes to payment levels. Discussions took place between Councillors with a clear consensus that there was no need to increase payment. It was agreed to use the same payment level for the budget preparation as last year:

Town Councillor costs payment £156 (mandatory level), Mayor's Allowance £600, Deputy Mayor's Allowance £300. It was noted that the Mayor's Allowance and Deputy Mayor's Allowance often get spent by sponsoring Town Council event and by attending additional duties/events where they represent Llanfairfechan throughout Conwy Borough County. Office Consumables: although this is a mandatory payment, Town Council agreed that there is already a budget for office consumables in the Town Council Office. It has been tradition that if any Town Councillor has stationary or printing requirements for Town Council business that they contact staff who can then print documents etc for the Town Councillor. This way, this these payments do not need to be added to the budget.

Proposed Deputy Mayor Preben Vangberg Seconded County Councillor Cllr Penny Andow Unanimous;

Resolved to approve and take note

10. To receive and approve plans for staffing

Information had been distributed previously and was taken as read. **1) Staff Uniform** – Staff have requested that branded uniform is provided. This is specifically to be used for when staff are out of the office on their duties & at events etc, rather than day-to-day office wear. This has not been budgeted for previously and so staff have requested that this be added to the budget for next year. It was noted that only 1 set of clothing is required for office based staff, while the Environmental Officer should be provided several sets as they are public facing and outside on a daily basis. Town Clerk has approached Sional for an estimate quote which was provided at £400. This included t-shirts, zipped fleece, waterproof/softshell, cap/beany (for environmental officer). Councillors debated providing branded clothing for staff and it was agreed that this should be something that Town Council plans for. It was noted that the costs associated for the office staff would not be a yearly cost as items are not likely to wear out within a year, whereas the Environmental Officer would likely need clothing every year. It was also noted that the Environmental Officer should be provided with hard-wearing (non-branded) trousers also. It was therefore proposed that the budget be set at £500 to cover the additional cost of trousers. **2) Staff ID** – Staff raised that new ID badges are needed for all staff. There have been several changes happen since they were initially purchased: new email and website address, new roles, equality officer initially joined the team on a temporary basis and has never had one. Town Clerk would look at getting them from the same supplier as last time, so costs will be similar (less than £10 each including shipping). Town Councillors discussed and agreed that this was a general administrative task and that new ID badges are needed. **3) Salary Sacrifice Scheme** - A salary sacrifice scheme is an employee benefit arrangement where staff voluntarily agree to give up part of their gross salary in exchange for a non-cash benefit. Common examples include cycle-to-work schemes, electric vehicle leasing, childcare, and technology purchase schemes. Because the deduction is made before Income Tax and National Insurance contributions are calculated, employees can make savings by not paying tax on the money used within the scheme. In some cases, the employer may also benefit from reduced National Insurance costs. Staff have requested that Town Council looks investigates joining a scheme. Town Clerk's initial research shows that there is no direct cost to Town Council, the only cost is a slight additional amount of admin time to setup the scheme and some additional time during payroll (but this is minimal). In the long term, a salary sacrifice scheme is a valuable benefit to offer when it comes to recruitment and retention. Councillors noted that this was a good idea and asked the Town Clerk to investigate options available.

Proposed Cllr Andrew Hinchliffe BEM Seconded Cllr Nia Furber Unanimous; Resolved to approve and take note

11. To receive and approve plans for upcoming events:

Information had been distributed previously and was taken as read.

Halloween Market – Sunday 15th October - this is traditionally a large market; we have lots of stall holders in attendance and requests have been sent out for stall holders to get dressed up. There is a costume competition on the stage at 2pm and flyers have been handed out at the schools as well as usual posters/social media/banners Town Councillors were requested to attend and help out.

Autumn Celebration (Fireworks, Lanterns, Ponies)

A) Lanterns Parade and Fireworks Night – Saturday 31st October - **Day Plan:**

10:00 – 11:00 Setup for Lantern Workshop

11:00 – 14:00 Lantern Workshop in the main hall. 80+ residents may attend

17:00 – 18:30 Lantern Parade Prep, Residents collect their lanterns from Community Hall, Town Council Staff transport gazebo etc to Promenade & setup for Parade/Fireworks

18:30 – 19:00 Lantern Parade from Victoria Gardens to Pavilion. There will be some drummers and dancers to lead the parade and provide a folk-like atmosphere

19:00 – 19:30 Low Noise Fireworks Display off the main slip way by Pavilion approx. 10 mins. We will invite Pavilion and Seagrass to open for this event.

19:45 – 20:45 Pack up

A) Celebration of Autumn and Carneddau Ponies – Sunday 1st November - **Day Plan:**

9am meet up for walk up the Carneddau

5pm set up and meet for parade

5:30pm Mini Lantern Parade and fire dancer performance parade

6:30pm – 21:30pm Twmpath with Lo Fi Jones and Angharad, Twmpath in the Main Hall similar setup to the event in 2025 & bar run by Community Hall.

Remembrance Sunday

The event starts with a reception with pastries in the Council Chambers, Community Hall for parade participants & speakers. We then gather outside the Community Hall and parade down Village Road, turn left onto Aber Road and then gather at the cenotaph for a ceremony. Town Council do not arrange a gathering after the ceremony and so the public then disperses, however individual community groups often organise their own gatherings.

Remembrance Sunday is an important event in the calendar, and it was requested that as many Town Councillors as possible are in attendance.

Day Plan:

8:00am – 10:00am Staff setup for ceremony at cenotaph, council chambers for reception, and prep for parade.

10:00am – 10:30am Reception for parade members in Council Chambers, Pastries and hot drinks served Map of cenotaph area on large screen showing people where to stand

10:30am – 10:45am Parade, Village Road and Aber Road are closed for the event. Gather outside the Community Hall and parade down Village Road, turn left onto Aber Road and then gather at the cenotaph for a ceremony. Led by Town Council and Veterans Group, other community groups welcomed to bring their flags and join the parade.

10:45am – 11:30am Ceremony

- Time to gather at the cenotaph before the last post, played for us by Zacharius on the bugle.
- Ceremony is led by different members of the local religious groups.
- Names of those on the cenotaph are read out.
- Wreaths are laid

It was noted that the road closure is more expensive than last year. We have 3 quotes, a) Core highways: 2 man = £1,160.00; B) Core highways: 4 man = £1810.00 C) R Mills & Daughter 6 man = £1750.00. Discussion was had around the additional costs, but that also there was an incident last year of a car entering the closed road and so additional man-power would be needed. Other quotes were looked for but other companies had either closed or were unavailable on the date. It was proposed that we use Core Highways with 4 man as they are c company we have used previously.

Proposed County Councillor Cllr Penny Andow Seconded Cllr Rhys Griffiths Unanimous;

Resolved to approve and take note

12. To receive and approve S137 grant applications.

Although notified and chased, the additional grant application information was not received in time for the meeting and so discussion could not take place.

Resolved to receive and take note

13. To receive and approve the Finance Report & current payments for 21/10/2026.

Information had been distributed previously and were taken as read. It was noted by the Town Clerk that the previous figure for Wages/Pensions/HMRC has been set at £5000 automatically for some time. However, upon review, over the year this does not meet the planned budget of £82,000. Town Clerk expected this figure to be regularly set at £6,900 which then accurately covers the budget throughout the year.

Proposed Cllr Andrew Hinchliffe BEM Seconded Cllr Christine Roberts Unanimous;

Resolved to approve and take note

14. To receive information about planning matters

Town Council has to consider Sec 6 Public Authority of the Environment (Wales) Act 2016 for all of our processes in Llanfairfechan. Our aim with planning applications is to give our observations on material matters as per planning legislation and our observations on the applications can be seen below:

No planning matters arising. **Resolved to receive and take note**

15. To receive correspondence:

All correspondence had been distributed previously and were taken as read.

1. North Wales Cost Railway Infrastructure Investment – Town Council have received a notification tha the North Wales Coast Railway wil close between 9th January to 6th February 2027. The closure will be in 2 phases. Weeks 1 to 3: Chester to Holyhead, as well as Llandudno Town to Blaenau Ffestiniog. Week 4 Week 4: Llandudno Junction to Holyhead. This closure is to facilitate several major upgrades/refurbishments to the rail line helping to improve reliability, resilience and safety.

2. River Truth - overflow status website – Town Council has been approached by River Truth with the offer to create a website that keeps track of drainage overflows/discharges. There would be an initial free period, and then cost of £50 per month to keep the website live. Town Councillors notes that all this data is readily available from Dwr Cymru. Some Town Councillors noted that they have the skills to create this website also, if residents request it. Town Council agreed not to proceed with this offer.

3. **Llanfairfechan Art Week 2026 Project Review, plans for 2027 & 2028** – Following a successful Llanfairfechan Art Week 2026, the committee have created a project review document. Additionally, the committee has plans for further events in 2027 and 2028: **Saturday August 7th & Sunday August 8th 2027 - Llanfairfechan Arts Weekend:** Open arts exhibition for 6yrs and up, sessions for families with children and providing art opportunities for ages 0 - 17years old. This will run for a weekend rather than a whole week.

Saturday July 29th to Sunday August 6th 2027 Wythnos Gelf Llanfairfechan Art Week: The group aim to return with a full arts week in 2028 and the future model is likely to be biennale. Town Council gave their thanks to the Llanfairfechan Arts Committee.

4. HMRC Public Bodies survey & interviews – Town Council have been notified that HMRC are conducting some quantitative and qualitative studies on Public Bodies and have asked Town Council to work with Ipsos (the organisation conducting the study) if they reach out. Town Council agreed that we should work and provide information if requested.

5. Promenade Car Park incident – A resident emailed in to report that they witnessed someone falling in the car park due to the curb by the disabled parking area. They noted that when they took the fallen person into the Pavilion, café staff said that this had happened previously. This is the first time Town Council have been made aware. Town Clerk replied to the resident to explain that the car park is owned and maintained by Conwy CBC and so issues and incidents should be reported to them. Links to the Report It website was provided.

6. Afon Du riverbank clearance – A resident emailed in to pass on thanks for the work done to clear the river to help prevent flooding. This thanks was passed onto NRW. Town Councillors noted, however, that dredging was done on the lower road bridge, whereas the flooding occurs on the upper foot bridge. This has not been dredged and excavators have now left site. Councillors also noted that the Conwy CBC Sea Defence team did not meet with residents as promised. Town Clerk to raise these issues with Conwy CBC Sea Defence team and NRW respectively.

7. Complaint about car park charges – A resident has emailed in to raise issue with evening/overnight Promenade car park charges. The resident also raised complaint that campervans were parking at the far end of the Promenade and taking the majority of the unrestricted parking there. Town Clerk replied to explain that Conwy CBC has control over traffic/parking restrictions and issues should be raised with them. Links were provided to the Report It website.

Resolved to receive and take note

16. To receive reports from meetings and events

1. Community Hall – The hall now has heaters in the Lloyd Huws Room and the charity is an a financially positive position. The next large project is to replace the boilers, investigations are being taking into a heat pump and underfloor heating.

2. Discover Llanfairfechan – Calendars are for sale.

3. Friends of Llanfairfechan Library – The library has elected a functioning committee. The Library group had a meeting with Conwy CBC to make agreements on the Service Level Agreement. This is back with Conwy CBC for updating the document ready for signing. The SLA notes that Conwy CBC will provide 6 library hours per week. This compliments the 6 hours that Town Council sponsor.

4. Mayor's Report – Mayor has attended several Mayor Making and Civic events throughout Conwy CBC over the last month.

5. Babanod Governor's Meeting – There has been some support from the police and Conwy CBC. Thanks was given to the emergency services and Conwy CBC for the initial and ongoing support provided. This will be resumed after half term if requested by parents. There was an ask from parents / governors to be calm and patient with children who are

having difficulties at the moment due to the recent tragic loss of life. It was noted the important role that adults must play to help children feel safe and at ease in the village again.

6. Mental Health Information – There has been reports from Town Councillors that lots of people are struggling with mental health following the tragic loss of life and in general. Town Council has created a poster signposting residents to C.A.L.L Mental Health Helpline for Wales, which is a free bi-lingual service. This has been shared to Town Councillors, on noticeboards at the Community Hall and on social media. It was requested that this poster is printed out and shared far and wide in Llanfairfechan. Staff will action this.

Resolved to receive and take note

17. To receive compliments, complaints and urgent matters for consideration and to log for future

1. Y Pentan – Thanks was given to Bethan for her work on the Pentan newsletter. Llanfairfechan had a full-page spread. Town Councillors were requested to send Bethan any news for this up-coming newsletter.

2. Events - Thanks was given to those who are working on the Town Council events. It is a very busy season and so all the work is noted.

3. Parking issues – It was noted that there is poor parking in Llanfairfechan which blocks pedestrians and means that some roads would be inaccessible to emergency vehicles. Councillors asked Town Clerk to request the presence of police and Conwy CBC traffic enforcement to discuss the issue at the next Town Council meeting.

4. **Several gullies in Llanfairfechan are blocked** – most notably on Penmaenmawr Road. Councillors were requested to report issues on Report It when they find issues. Town Council asked that we get this issue raised with ERF and also the annual gully maintenance for clearing gullies is requested.

5. **Weeding on Penmeanmawr Road pedestrian path** – It was noted that Conwy CBC staff have done a very good job weeding on the footpath.

The meeting was closed at 8:55pm