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 September 30th, 2026, 7pm Agenda

Microsoft Teams meeting
Join:
https://teams.microsoft.com/meet/373034062256668?p=q38k3QvFU20y1c9Ln4
Meeting ID: 373 034 062 256 668
Passcode: R8hR3oL7

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 & representation by:**
   a. **Conwy CBC Flood Defence Team**
   b. **Conwy CBC plans for completion of car park works at Llanfairfechan Promenade**
   (CCBC Officers have postponed their attendance at this meeting)
5. **To approve the minutes of the meetings held on 09/09/2026** LGA 1972 Sch 12 para 41(1) **and to review the action list.**
6. **To receive information regarding the planned works on the promenade car park.**
7. **To receive and approve plans to perform DBS checks on staff.**
8. **To receive and approve the updated version of the Employee's Handbook.**
9. **To receive and approve information regarding Martyn's Law**
10. **To receive and approve Clerk's attendance at SLCC/One Voice Wales joint event.**
11. **To receive and approve plans to replace office chair(s).**
12. **To receive and approve additional member for the Finance Committee.**
13. **To receive and approve funding plans for Calan Gaeaf Llanfairfechan**
14. **To receive and approve request for support for the LLanfairfechan Orienteering course.**
15. **To receive and approve current payments for 30/09/2026.**
    1. AVAST Antivirus Jayne & Callum - £91.94 *(Annual renewal via card - retrospective)*
    2. British Gas - £424.84 *(retrospective)*
    3. Ysgol Babanod PTA Grant - £500
    4. BrightHR - £235.76
    5. Photocopier - £433.71
    6. Worldcare community skip on 16/9/2026 - £258.00
    7. Viking Order - £134.11
16. **To receive information about planning matters**
    (No planning matters to raise)
17. **To receive correspondence:**
    1. Request from Urdd ~ 2. Democracy and Boundary Commission Cymru ~ 3. Transport for Wales ~ 4. OVW Social Impact Assessment ~ 5. Llanfairfechan Crown Green Bowling Club (continued conversation) ~ 6. Draft Waste Strategy
18. **To receive reports from meetings and events**
19. **To receive compliments, complaints and urgent matters for consideration and to log for future**

Wednesday September 9th, 2026

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

MINUTES

In attendance: Chair: Mayor Sharne-Marie Bellis; Deputy Mayor Preben Vangberg; County Councillor Cllr Penny Andow (online); Cllr Rhys Griffiths; Cllr Andrew Hinchliff BEM; Cllr Charlotte Murray; Cllr Nia Jones; Cllr Alun Rhys Jones; Cllr Christine Roberts Town Clerk Jayne Neal; Deputy 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)

Cllr Chris Jones; Cllr Leena Farhat **Resolved to receive and take note**

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

Cllr Rhys Griffiths declared an interest in Item 9.b. It was agreed this was not a prejudicial interest, so the councillor did not leave the room **Resolved to receive and take note**

4. To receive representations and queries from the public

No public in attendance and no representations received. Senedd member did not attend

Resolved to receive and take note

5. To approve the minutes of the meetings held on 10/06/2026 and review Action List (LGA1972 Sch.12)

These had been distributed previously and were taken as read. No matters were arising from the minutes. The minutes were approved as a true record. The Deputy Clerk provided an update on the Action List:

1. **Village Road Toilets -** The painting of the toilets has been completed. Llan Decorators have completed the job and have gone above and beyond the original work at the same cost, so thanks were given for this. All exterior painting has been done, rendering, downpipe and signs. Feedback has been excellent and this has been a very worthwhile project. It has shown how much importance the residents put on the availability of good public toilets.
2. **Food and Artisan Markets –** Markets restart on Sunday 27th September and we will be looking for helpers on the day. The theme is Harvest and the Orchard Group will be supplying refreshments and talking about their project.
3. **Equalities Project & Paned a Scwrs session –** Paned a Scwrs sessions have continued over the summer and are gaining more participants at each session. The Equalities Officer has not attended a couple of these sessions and volunteers have been able to take over the facilitation so its clear the group is developing well. Links have also been made with the Penmaenmawr group at the Gladstone and so a joint session was held as a social event.
4. **Sandcastle Day –** was a fantastic success with bigger numbers getting involved. 18 teams took part so around 80 adults and children were in attendance. The beach position and the tide worked well as within 5 minutes of us awarding the winners, the tide was sweeping in towards the sandcastles. That added to the fun because everyone had built moats around the sandcastle and actually then they got to see the moats get filled. Everyone stayed to watch and enjoyed receiving their participants certificates and the prize giving.
5. **Mayor's Civic Event –** This doubled as the launch for Llanfairfechan Arts Week and was a really good event. Attendance was excellent at both the church service and the social gathering, around 80 people enjoyed the afternoon. The choir and the Mayor's buffet were very well received and feedback was excellent. Mayor Sharne's idea to bring back a civic church service was good because from partnership point of view, it was great to forge that link.
6. **Pendalar Community Day –** A fantastic day with about 80 people in attendance in the afternoon, and then we had 10 little pickers in the morning, which all went off in teams and collected. So we had eight bags in total collected from the little pickers. That was fantastic. And then thank you very much to Deputy Mayor for using your allowance to pay for 40 ice creams for the children. It was noted that the addition of the Equalities Officer makes a difference to the community events, not just because of the bilingual factor but also that it means there is a clear meet and greet person as a point of contact for participants.
7. **Email and Website migration to new domain –** the switchover to llyw.cymru has been smooth and thank you to all who have quickly taken on the email systems and to Deputy Clerk for all the work to get this completed. There was general agreement that the system is an improvement and there was only a small issue with adverts that can be remedied by unsubscribing in the email system. All staff and councillors are now on the system, and it will make meeting planning and other correspondence a lot easier.
8. **MUGA Discount Bookings -** The finance for the summer has yet to be collated but the evidence from bookings shows the courts were well used over the summer. There is also a steady trickle for residents who have applied to the discount scheme, and this has been constant from day one of the new system. The summer discount has now been removed, and the prices are back to their usual costs. It was noted that the facilities committee may want to meet and review charges before the upcoming precept setting**.** The work to sure up the security with

metal rods on the 3g gates has been done by CIA and the call out invoice has been paid. The fence mesh has been temporarily mended, and staff will observe and contact the blacksmith if further work is required.

9. **IT for Equalities Officer –** The computer hardware has been purchased for the Equalities Officer, and it is making a big difference to workload.

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

6. To receive and approve report from the Staffing Committee

1. Staffing committee met to discuss proposed staff changes that will enable the Town Clerk to step down to Deputy as part of a plan towards retirement. In addition, the Deputy Clerk, who is now fully trained in ILCA, CILCA and FILCA, will step up to the role of Town Clerk. Bright HR has been notified of the plan previously and advised that the circumstances meet legal recruitment requirements.
2. To facilitate the transition, a Staffing Responsibilities and Role Allocation document had been distributed to the Staffing Committee and was available for Councillors to read through – it was agreed this document would be adopted. Going forward the Town Clerk and RFO will meet all the requirements of Audit and Proper Officer tasks, and the Deputy Clerk will be responsible for the community events, grant applications and external projects, reporting and markets.
3. A Bright HR model Statement of Main Terms of Employment was distributed. It was noted this document meets the requirements of the new legislation and SLCC advice on a model job contract. It can be adapted to any job role, whilst keeping the essential HR criteria. It was agreed the document should be adopted for use.
4. A staffing finance sheet was shared and discussed. The proposed changes could be completed within budget, and this includes the NJC settlement that requires a 3.3% increase backdated to April 2026. The National Salary Award letter was available to read, and it stated the requirements of the new rates of pay and wage settlement. This was agreed as part of the pledge to remain in the NJC (Green Book) Pay Scales.
5. An Employer Handbook has been prepared by Bright HR and is available for consideration. It's a large document so decisions about this will be ratified at the next meeting. It was noted that the handbook needs to include all the new legislation so there isn't much choice about its contents. However, any queries can go back to Bright HR and be checked against legislative requirements using their designated advisor.

Proposed Cllr Charlotte Murray Seconded Cllr Andrew Hinchliffe BEM Unanimous Resolved to approve and take note

7. To receive and approve report from the Finance Committee

The Finance committee had met to receive information about Scribe, the new finance and audit system.
It was noted that Scribe allows much more opportunity for information sharing and is an ongoing audit finance system that will help greatly at audit time. Throughout the year, councillors will have instant access to the information they need to make good decisions about spending and also precept setting will be made easier with a clear understanding of what money is left in each budget code. It will also help with earmarked reserves – reserves will now be assigned to budget code and so councillors will know exactly what have been saved for what project.

1. A big change brought in by Scribe budget control is the use of more cost centres and cost codes to develop targeted budgets for different areas of work. This is important now that our work encompasses such a broad range of funding and projects.
2. It was agreed that the ***Summary Cost Centre*** will be provided to the whole council on a monthly basis
3. It was agreed that the ***Awaiting Authorisation List*** will be used for signing and that all invoices will be available to read in the current payments folder.
4. It was agreed that the monthly ***Transaction List*** and 3 x bank account statements will be made available for the Mayor and Deputy Mayor to check and sign before or at the Town Council meeting.
5. It was noted that the full Finance Committee will have read only access to the Scribe accounting system so they can check the financials at any time. Other members of Llanfairfechan Town Council can request access by contacting the Finance Committee Members and gaining access though them. This will aid transparency and help with staff workloads.
6. A key point is that a table can be produced for one budget code and so can be used in the meeting packs to show the snapshot of any service within the town council. In this meeting it will be used to show the current position of s137 grants and is available on page 8 of the meeting pack.
7. The Finance Committee also agreed with the staffing finance sheet October – March and the agreed wages rises and arrangements.
8. The Finance Committee had been asked about the funding requirements for Victoria Gardens repair programme. They reported they were minded approve the smaller repairs: 2x swing seats + chains (approx. £75 per set) and rubber matting patch on the toddler seat swings (approx. £300). The larger jobs, possibly including the shelter, will need to be funded with external grants, and this will be taken up by the Deputy Clerk to enable the work to be done in the next 12 months.

9. There is a request for an extra Finance Committee member for the group. This will be added to the next agenda.

Proposed Cllr Charlotte Murray Seconded Cllr Andrew Hinchliffe BEM Unanimous; Resolved to approve and take note

8. To receive and approve request to add additional memorial plaques to the wooden benches on the Cob.

A resident had requested this matter be reassessed by the full Town Council. This was discussed and considered by all members. It was agreed that the plaques could be increased to two each side (four in all) so that they are symmetrical. A wider discussion took place about other benches and the way that they may be used with memorials, it was agreed that further consideration of the bench project may be needed in future.

Proposed Cllr Rhys Griffiths Seconded Cllr Christine Roberts Unanimous; Resolved to approve and take note

9. To receive and approve S137 Grant applications

- **a.** Ysgol Babanod PTA – £500 was approved to complete the playground lines project.
- **b.** Llanfairfechan Golf Club – Further financial information was requested on this project – staff to email and report back
- **c.** Jewish History Association of Wales – This project was refused as there is no precedent for funding an academic research project.

Proposed Cllr Preben Vangberg Seconded Cllr Nia Jones Unanimous; Resolved to approve and take note

10. To receive and approve plans for the Mayor's Board Lettering

Quotes have been received from painters for this work – it will cost £125 per name for gold painted or £2.50 for adhesive letters. Staff to speak to other Councils to see what they do and if we could link up as a group to get this done.

Resolved to receive and take note

11. To receive request from PCSO for Councillors to join him at Cuppa With a Copper

Dates were circulated for the PCSO sessions at the Community Hall and it was agreed that it would be good to support. Names were collected and emails requested from anyone who would like to part of this.

Resolved to receive and take note

12. To receive and approve current payments for 09/09/2026.

Signatories had used the new Scribe system to sign and found it much improved. Payments and reports were taken together. The new style Finance Report was also shared and noted by all, and the Mayor and Deputy Mayor had checked and signed the Transaction List.

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

13. 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:

0/53654 Ty'n Coed, LL33 0AD – **Request to follow the CCBC tree officer's guidance.**

0/53607 Bryn Y Neuadd Hospital, LL33 0HH – **No observations logged, follow Conwy CBC Planning Officer's guidance.**

0/53605 Evangelical Fellowship LL33 0TG – **No obsevrations logged, follow CBC Planning Officer's guidance**

Resolved to receive and take note

14. To receive correspondence:

1. **Fly tipping in Afon Ddu -** clarification that fly tipping in the river sits within '*riparian rights'* wherefore the landowner has responsibility to 'keep the watercourse's banks and bed on their property clear of obstructions to make sure water flows freely'. NRW will only clear items if they are a deemed a flood risk and Conwy CBC have no responsibility for the river. This makes the issue extremely difficult to address and the only thing that can be done is to remind landowners of their responsibilities.

2. Welsh Government Climate and Nature Board – clear link with the work on biodiversity in the town. Staff to make contact.

3. No Dog Zone update – CCBC have clarified that the new signs are as per the change in legislation. The signs are correct and have only just been put up.

4. **Parking by the jetty & on the promenade** – the matter is being discussed by CCBC and a resolution proving difficult to agree. The area is not highways so formal parking regulations cannot be set. It may be that informal signs will be the way forward. A full discussion took place, and councillors were frustrated with the way that the project. Staff tasked to request a site meeting with Head of Neighbourhood Services, Parking and Cabinet Member for ERF to clarify the position of all things connected to the car park. The issues have gone on too long and the Town Council would like answers.

5. Note possible grant application needed from the Bowling Club – This will be on the next agenda but likely to be a large amount as significant work is needed at the site.

6. Llanfair Arms – This matter has been discussed previously, and Town Council have been clear about their views. They do not want this to return to Council and consider it to be a private matter for the owner of the building. If a community project is to be considered, then the consultation needs to take place directly with the resident group.

7. Tour of the CCBCs biggest waste processing facility in Gofer, Abergele – Councillors to email the Deputy Clerk to put their names down for this.

15. To receive reports from meetings and events

1. Discover Llanfairfechan – Photos have been requested for the calendar, and the calendar is being printed very soon. Unfortunately, the pictures from the Arts Week were not approved for the calendar this year.

2. Mayor's Report – It's been a busy and enjoyable time over the summer months:

a. Judging the sandcastle competition was very difficult to judge but lots of fun

b. Civic event went very week

c. Arts week was phenomenal – 330+ people for the art exhibition and fair, 400+ participants in over 40 the art sessions and 500+ attended the music gigs and civic event

d. Attended Onam event at the Community Hall and that was excellent

e. Attended the Colwyn Bay Civic Service and it was a really nice event

f. Attended the re-opening of the UNIT 3 gym on the industrial estate and that is looking really great after the refit.

3. Meeting report about Calan Gaeaf Llanfairfechan – The project is £1600 short for funding the whole weekend. It has been difficult to find funding due to the pressures of Llanfairfechan Art Week. It was agreed that the project should be supported as it has been so good for the town. In the short term, the money can be vired, and the staff will make every effort to find further funding to help with Christmas festivities.

4. Foodbank review meeting with Conwy CBC – this may result in a new kitchen for the Ray Jones Hub as a result of Foodbank being in the building and the partnerships, they are bringing in. 11 people gave feedback about how important Foodbank is and Conwy CBC were very impressed with what is going on.

5. Cymru Older People's Alliance – participants are invited to attend a remote meeting in the Community Hall. Lunch will be provided and feedback from participants will be valued. Wednesday October 7th.

Resolved to receive and take note

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

1. An anonymous letter had been received but, it was noted as a point of order that the matter could not be discussed as it was anonymous.

2. Request to add the Equalities Officer to the Whats App messenger.

The meeting was closed at 9:50pm