



## MINUTES

of a meeting of the **Executive** held on  
**Friday 12<sup>th</sup> March 2021 at 10.30am**  
 by ZOOM

<b>Executive</b>	Cllr J Butterfield MBE (President), Cllr P Morton (Chair), Cllr B Roberts, Cllr B Bertola, Cllr D Hainge, Cllr B McLoughlin and Cllr L Edwards. Robert Robinson (Secretariat)
<b>Responsibilities</b>	To prepare the agenda for the main meetings, to consider governance in more detail, to make decision on matters which need to be completed before a full Association meeting.

### 1. Welcome by the Chair

The Chair Cllr Peter Morton welcomed everyone to the meeting.

### 2. Record of attendance

In attendance were:

Cllr Peter Morton Chair

Cllr Joan Butterfield President

Cllr Brian Roberts

Cllr Lynette Edwards

Apologies were received from:

Cllr B McLoughlin

Cllr D Hainge

### 3. Minutes of the last Executive Meeting

The meeting considered and approved the minutes of the last meeting.

### 4. Actions from last meeting

The meeting considered and noted the actions taken since the last meeting:

No	Status	Action by
1	Minutes to be completed and circulated	Completed
2	Copy of Cllr B Barton Elogy to be passed to his wife	Completed
3	Prepared and issue agenda for January 2021 quarterly meeting	Completed
4	Revise Business Rates Paper for presentation to the January 2021 quarterly meeting	Completed
5	Write to Parliament and Cardiff regarding Council Tax	Completed
6	Issue for final comment the English version of the booklet. Following comments to go to print at a cost of £204.00p. 1,000 copies.	Completed – final cost £189.



7	Arrange translation of the booklet in Welsh so that it can be printed in-house and bound by a local printing company.	Ready for checking.
8	Translation quotes to be gained for booklet.	Cllr Peter Morton
9	Post both copies of the booklet on the Web Site together.	Awaiting approval of Welsh version.

## 5. Financial Report

The meeting considered the financial report.

- a) To meeting noted the current bank balance which is £6,127.74p
- b) Insurances for 2021. The insurances have not been renewed for public liability as there have been no meetings. It is proposed that insurance is put in place again when restrictions allow meetings to take place.
- c) Web Site alterations – the web site renewal of domain has caused some issues as the domain company has now been taken over. The site is now up and running again but the cost of doing it is around £100.

## 6. Consultations

The meeting noted that the Association has responded to the following Welsh Government consultations:

- Clean Air Bill
- Litter and fly-tipping prevention plan for Wales
- Reducing emissions from domestic burning of solid fuels
- Strategy for an ageing society: age friendly Wales
- Changing Places Facilities

All consultation documents were circulated along with the proposed Association response. Any members suggested alterations were included in the final version.

## 7. The Annual Meeting 2021

The meeting considered the Annual Meeting for 2021.

After extensive discussion it was agreed:

- i) To offer the Membership a vote at the April quarterly meeting on how to host the Annual Meeting this year.
- ii) The two options are to be:
  - a) To host the Annual Meeting by Zoom.
  - b) To host the Annual Meeting in person for 1 person per council and alongside to have the big screen with zoom for others to attend.



- c) The membership to be able to vote before the meeting or at the meeting with one vote per council.

### **8. Next quarterly meeting**

The meeting considered the next quarterly meeting with Covid 19 restriction in place.

Even if the Association is allowed to meet it is very unlikely that lunch is possible afterwards.

The meeting to be held on Friday 23<sup>rd</sup> April will be held by zoom.

### **9. Agenda for next quarterly meeting**

The draft agenda for the next quarterly meeting to be held on Friday 23<sup>rd</sup> April 2021 was approved.

### **10. Business Rates**

The meeting considered an update on progress with Welsh Government.

It was noted that a bill has been passed through its first reading in Parliament to abolish business rates with a small rise in VAT.

The Secretary will monitor its progress and report back to the meeting.

### **11. Council Tax**

The Council Tax Review being sought is best raised later in the year when such an approach will get more of a hearing due to the current circumstances with Covid 19.

### **12. Representation in North Wales**

The meeting considered the following:

- i) An update on a Minister for North Wales.**

The current minister for North Wales is Ken Skates. However he has a large portfolio already. There was an offer of a meeting with a senior civil servant which will take place when Covid 19 allows.

- ii) An update on Corporate Joint Committees.**

The new Joint Committees are due to start being put in place in April 2022. It has been confirmed by the Minister that Town and Community Councils will be consulted on various aspects as time passes.



### **13. North Coast Transport Committee**

The meeting noted the minutes of the first meeting of this Committee.

The main updates were around:

- i) Station Audit being prepared, letters have gone out to local councils.
- ii) Train formations – the secretary is seeking the name of the person making decisions on the new trains.
- iii) The possible changes around the Bangor – Llandudno Junction – Manchester Airport services.

A full report will be issued at the quarterly meeting.

### **14. Booklet**

The meeting considered how best to distribute the booklet to other Councils. It was agreed that the secretary should post out 10-12 a month to the medium size or larger size town and community councils with a covering letter showing what we have been active with in the last 12 months.

A draft letter is to be prepared and circulated for comment.

### **15. Dates for 2020-2021 Meetings**

The meeting noted the suggested dates for the 2020-2021 meetings of the Association:

#### **Quarterly Meetings**

Friday 23<sup>rd</sup> April 2021 – either as normal or by Zoom.

Friday 26<sup>th</sup> July 2021 Annual Meeting

Friday 22<sup>nd</sup> October 2021

Friday 21<sup>st</sup> January 2022

Friday 22<sup>nd</sup> April 2022

Friday 22<sup>nd</sup> July 2022 Annual Meeting

Meetings start at 10.30am

#### **Executive Meetings**

Friday 11<sup>th</sup> June 2021 – to be held by Zoom.

Friday 17<sup>th</sup> September 2021

Friday 17<sup>th</sup> December 2021

Friday 18<sup>th</sup> March 2022

Friday 17<sup>th</sup> June 2022

All Executive Meetings are held at Rhyl Town Council Offices at 10.30am (when restrictions allow) or by Zoom.

**16. Any other matters of business**

To consider any other items of business raised by Members of the Executive.

**Recording of meetings.**

The issue of recording meetings without consent was discussed.

It is suggested that perhaps the following words should be added to the Notice of the Meeting of local councils:

*Recording of Meetings Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.*

**Holyhead Port**

The Port has improved trade since the first week or two of Brexit.

However, the Welsh Government has confirmed its commitment to supporting this North Wales port. The provision in South Wales is not so certain.

The Secretary will monitor the situation and keep it under review.

**17. Actions to be taken forward**

The following actions to be taken forward from the meeting.

No	Item	By
1	Prepare minutes and circulate them	Robert Robinson
2	Post minutes on the web site	Robert Robinson
3	Send out agenda for April quarterly meeting	Robert Robinson
4	Send out voting slips for Annual Meeting with April agenda	Robert Robinson
5	Send out booklets to 10-12 councils a month and add results to next agenda	Robert Robinson
6	Gain quote for Welsh translation	Cllr Peter Morton
7	Prepare draft letter to go out with booklets	Robert Robinson



**AGENDA**

for a meeting of the **Association** to be held on  
**Friday 23<sup>rd</sup> April 2021 at 10.30am**

**1. ZOOM**

The meeting will be held by Zoom

**2. Welcome by the Chair of the Association**

To receive a welcome to the meeting by Cllr Peter Morton Chair.

**3. Record of attendance**

To record a record of attendance.

**4. Minutes of the last Quarterly Meeting – January 2021**

To approve the minutes of the last meeting.

**5. Actions from and since last meeting**

To consider the actions taken since the last full Association meeting:

No	Action	Status
1	Circulate minutes and publish on web site	Completed
2	Letter to Health Minister on Covid 19 over 80's information.	Completed
3	Letter to Health Minister on volunteering issues with help on Covid 19 vaccinations.	Completed
4	Publish with Flooding added to action plan the 2020-2025 approved plans.	Completed
5	Send out booklets to all members.	Completed
6	Set up first Transport Committee Meeting.	Completed
7	Alter web site to include Transport Meetings.	Completed
8	Letter to all Members seeking a representative on the Transport Committee recommending (if possible) a member with some rail experience.	Completed and response received.
9	Letter to Minister at Welsh Government on Business Rates.	Completed
10	Include Council Tax review on the next meeting agenda.	Completed
11	Write and find out how Town and Community Councils will be represented and if the Association could have a member as part the new Corporate Joint Committees.	Completed



**6. Financial Report**

To consider a financial report and to note the current bank balance.

**7. Executive Meeting**

To note the minutes of the March 2021 Executive Meeting.

**8. Annual Meeting**

To consider a recommendation from the Executive with regards to hosing the 2021 Annual Meeting of the Association.

**9. North Coast Transport Committee**

To consider any matters raised by this Committee.

**10. Business Rates**

To receive an update on the Welsh Government response to the Associations letter to the Minister.

**11. Council Tax**

To receive an update on the Welsh Government response to the Associations letter to the Minister.

**12. Health Matters**

To consider and update on any information relating to hospital care in Mid and North Wales.

**13. Homeless in North Wales**

To consider if there is any actions needed by the Association on this subject.

**14. Representation in North Wales**

To consider:

- iii) An update on a Minister for North Wales.
- iv) An update on Corporate Joint Committees.

**15. Any other business**

Any other business notified to the Chair or Secretary prior to the Meeting.

**16. Holyhead Port**

To receive an update on how the Port is doing and to consider if there is anything the Association should be done.



### **17. Dates for future meetings**

To note the dates for the next meeting of the Association.

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