

CYNGOR TREF PORTHMADOG



ANNUAL GENERAL MEETING MINUTES MAY 14 2024

1.5.24 Present:- Cllrs :- Aled Griffith (Chairman); Sandra Bodden Jones; Dr Melfyn Edwards; Alwyn Gruffydd (Vice -Chairman); John Gwynedd Roberts; Carol Hayes; Gwilym Jones; Michael Roberts
Marian Roberts (Clerk)
Absent :- Cyng Llywelyn Rhys

2.5.24 Apologies :- Cllr Connor Westwood;

3.5.24 Election of Chairman of the Town Council for the year 2024/2025

DECISION :- The Council unanimously elected Cllr Aled Griffith as Chairman for the year 2024/2025 in a motion presented by Cllr Alwyn Gruffydd, seconded by Cllr Carol Hayes.

3.5.25 4.5.24 Election of Vice-Chairman of the Town Council for the year 2024/2025

DECISION :- The Council unanimously elected Cllr John Gwynedd Roberts as Vice-Chairman for the year 2024/2025 in a motion presented by Cllr Alwyn Gruffydd, seconded by Cllr Carol Hayes.

5.5.24 Election of members of following Sub-Committees for the year 2024/2025

- **Finance Committee / Asset and development Committee**

Membership was decided as follows for the year 2024/2025:-

Chairman	-	Cllr Aled Griffith (Tremadog Ward)
Vice-Chairman	-	Cllr John Gwynedd Roberts (Gest Ward)
Tremadog Ward		Cllr Alwyn Gruffydd
Ynys Galch Ward -		Cllr Cyng Carol Hayes
Gest Ward	-	Cllr Dr Melfyn Edwards
Ynys Galch Ward -		Cllr Gwilym Jones
Morfa Bychan Ward -		Cllr Connor Westwood
West Ward	-	Cllr Michael Roberts

- **Appointments committee**

Membership was decided as follows for the year 2024/2025:-

Chairman	-	Cllr Aled Griffith
Vice-Chairman	-	Cllr John Gwynedd Roberts
		Cllr Gwilym Jones

Christmas Committee

DECISION :- to postpone the decision until the Regular meeting

6.5.24 Election of Council representatives on external committees.

Membership was decided as follows for the year 2024/2025:-

Harbour Committee - Cllr Dr Melfyn Edwards (Cllr Gwilym Jones is presently the Chairman of the Harbour Committee,)

Rebecca Trust - Cllr. Gwilym Jones
Y Ganolfan - Cllr Michael Roberts
Porthmadog Maritime Museum - Cllr Carol Hayes
Madog Sports Club - Cllr Alwyn Gruffydd
C.A.B Caernarfon branch - Cllr Carol Hayes
Caru Port - Cllr Michael Roberts
Wicklow Twinning Committee - Cllr Alwyn Gruffydd
One Voice Wales Dwyfor/Arfon - Cllr Alwyn Gruffydd
Cllr Gwilym Jones

7.5.24 Rules and Assessments – electronic copies have been circulated to Councillors – one hard copy on the table for the Chairman’s signature.

The following documents are to be approved and adopted every year:-

1. Standing Orders
2. Financial Regulations
3. Code of Conduct
4. Internal audit
5. Risk assessment
6. Assets register
7. Planning policy
8. Paper free policy
9. Language policy
10. Equalities policy
11. Training plan
12. Social media policy
13. Environmental policy
14. Health and safety policy
- 15 Press declarations policy

Decision :- documents adopted and approved in a motion presented by Cllr Alwyn Gruffydd, seconded by Cllr John Gwynedd Roberts.

Minutes of regular meeting of Porthmadog Town Council May 14 2024

8.5.24 Present:- Cllrs :- Aled Griffith (Chairman); Sandra Bodden Jones; Dr Melfyn Edwards; Alwyn Gruffydd (Vice -Chairman); John Gwynedd Roberts; Carol Hayes; Gwilym Jones; Michael Roberts
Marian Roberts (Clerk)
Absent :- Cyng Llywelyn Rhys

9.5.24 Apologies :- Cllr Connor Westwood;

10.5.24

To receive and approve minutes of the Town Council Meeting held on April 9 2024

DECISION :- to accept and approve minutes in motion presented by Cllr Carol Hayes, seconded by Cllr John Gwynedd Roberts.

To receive and approve minutes of the Finance and Assets Committee held on April 30 2024

DECISION :- to accept and approve minutes in motion presented by Cllr Alwyn Gruffydd, seconded by Cllr Gwilym Jones.

11.5.24 Clerk's report

- Tîm Tacluso - have been busy responding to requests from the Clerk to clear rubbish from opposite Huws Gray; clearing leaves and debris from stairs leading from Penamser Road to Dora Street; repairing and replacing timber on concrete bench on Cob Crwn. Before and after photos have been shared on the Town Council's Facebook page.
- Flower tubs will be refilled in the coming days.
- The Clerk has ensured that the financial contributions given to the Urdd have been received by the correct branches of Cylch Eifionydd and Cyfle i Bawb.
- The Councillors were reminded that the Declaration of Interests forms are available on the table at every Council meeting and that they should be signed during the meeting and the Clerk will then fill in the relevant information.
- Out of the 16 cheques given out in the Council's annual donations 12 confirmations of receipt with thanks have been received.

12.5.24 Declarations of Interest

No declarations of interest.

13.5.24. PLANNING APPLICATIONS

(a) Application No C24/0253/44/AC (emailed on 7.4.24)

Location: Capel Seion, Porthmadog, Gwynedd, LL49 9HT

Application to vary condition 2 (design) and condition 13 (parking spaces) on planning permission C12/1007/44/LL

DECISION :- to refuse application for the following reasons :-

- It is over-development
- Not enough land around and in front of the chapel
- Concerns about contractors' vans parking on pavement
- Difficult access to the site
- Too close to the bus stop

in motion presented by Cllr Carol Hayes, seconded by Cllr Michael Roberts.

(b)

Application No.: C24/0267/44/CC (emailed 9.4.24)

Location: Greaves House, Plasplas Tan Yr Allt, Tremadog, Porthmadog, Gwynedd, LL49 9RG

Proposal: Work to trees.

DECISION :- NO OBJECTION

in motion presented by Cllr Sandra Bodden Jones, seconded by Cllr Gwilym Jones.

(c)

Application No.: C24/0272/44/LL (emailed on 29.4.24)

Location: Tom Parry A'i Gwmni, Office, 4 - 5 Stryd Lombard, Porthmadog, Gwynedd, LL49 9AP

Proposal: Change of use of building from use of shop and living unit into 3 residential units.

DECISION :- NO OBJECTION as long as the location is used for residential purposes **only** and **NOT** Airbnb lets in a motion presented by Cllr Gwilym Jones., seconded by Cllr John Gwynedd Roberts.

(ch) / Type of Application: (emailed on 2.5.24)

Premises Licence

Name of Applicant:

Ms Sawitree Barber

Postal Address of Premises or Club:

Thai Harbwr Cafe & Takeaway

115 Stryd Fawr, Porthmadog, LL49 9HA

Date Application Received: 01-05-2024

Representations to be received by: 29-05-2024

DECISION :- NO OBJECTION

in motion presented by Cllr Sandra Bodden Jones, seconded by Cllr Carol Hayes.

14.5.24. CONSTITUTIONAL AND STAFF MATTERS

Update on the Clerk's position

The Clerk explained that the Council had advertised the position of Clerk twice and had failed to get anyone to undertake the duties. The Council has asked the former Clerk, Marian Roberts, to return to the post for two months and she has agreed to continue in the post. Regarding having to advertise the position once more - the Clerk had received legal advice from Mel ab Owain of One Llais Cymru and he has confirmed that there is no need to advertise once more as Marian Roberts is willing to continue in the position.

The Clerk left the meeting while the Councillors came to a decision.

The Clerk returned to the meeting in order to record the Council's **decision** that they were satisfied that she should continue in the post.

MATTERS ARISING :-

The Vice-Chairman, Cllr John Gwynedd Roberts, took the chair to preside over the meeting during discussions on the Chairman Cllr Aled Griffith's proposals.

15.5.24 Cllr Aled Griffith - motion to complain about bus parking spaces that have stolen car parking spaces at the Healthy Living Centre, Glaslyn.

DECISION:- before taking further action, the Clerk to check if a similar complaint had been made in the last 6 months.

16.5.24 Cllr Aled Griffith - motion to decide on a way to congratulate Medi Harris on her success in being selected for the Olympic swimming team.

It was heard that there was an intention to give an award from Bill Swann's work to Medi Harris when she was chosen to represent Wales in the Commonwealth Games but this was not acted upon. It was agreed that she should be congratulated by giving her a gift for her achievement in reaching the Olympic Swimming Team.

DECISION:- the Clerk to re-examine the details of the original enquiry about artwork by Bill Swann and to share information with the Council in order to choose an appropriate piece, according to the proposal of Cllr Sandra Bodden Jones, Cllr Michael Roberts seconding. It was also decided to write her a letter congratulating her and to wish her every success in the Olympic Games as proposed by Cllr Dr Melfyn Edwards, Cllr Alwyn Gruffydd seconding.

The Chairman returned to chair the meeting.

7.5.24 Cllr Dr Melfyn Edwards - proposal to request an update on the situation of Cors Borth y Gest.

It was heard that rubbish and construction waste continued to be carried to Gors Borth y Gest despite the previous concerns that the Town Council had referred on to relevant agencies.

DECISION :- to act on the proposal of Cllr Dr Melfyn Edwards by sending a letter expressing the concerns of the Town Council to the Chief Executive of Gwynedd Council; Head of Gwynedd Council's Enforcement Department and to Liz Saville Roberts, Cllr Gwilym Jones seconding.

18.5.24 Cllr Dr Melfyn Edwards - motion to decide on the Town Council's contribution to the 2024 Christmas celebrations(see Correspondence 13, R.J.Electrics' second quote)

There was a long discussion regarding the costs of Christmas lights. It was noted that the Town Council would spend around £12,000 this year on buying 12 new lights on the street lamps; repair existing lighting; new lights on one of the Park's outer trees as well as the costs of the Christmas trees; paying Gwynedd staff for installing and removing the trees; paying a local electrician for installing and removing the lights on the Christmas trees

and R.J.Electrics electricians' costs for installing, removing and checking all the lights. It was heard that the Town Council's annual Christmas expenditure was usually around £14,000.00. It was noted that other Christmas events took place around the same time as the council's celebration last year and it was agreed that there should be better collaboration in order to organise one big joint event for this year.

DECISION :- to go ahead and spend the £12,000 on new lighting as proposed by Cllr Gwilym Jones, Cllr Michael Roberts seconding.

DECISION :- to enquire if there are other events planned this year before arranging to work together with the other organisers in order to hold one big joint event according to the proposal of Cllr Sandra Bodden Jones, Cllr Carol Hayes seconding.

19.5.24 Cllr Alwyn Gruffydd - proposal to complain about English-only parking fines from the company that manages the parking system in Y Canolfan.

DECISION :- to act on the proposal of Cllr Alwyn Gruffydd, Cllr Carol Hayes seconding.

20.5.24 Matters to be brought before the Chairman either for information or to be put on the Agenda for the next meeting. Agenda closing date for June 11 2024 = June 1 2024, (Standing Orders 8.1 "at least ten days before the Council meeting".)

- **Cllr Alwyn Gruffydd** - Proposal to write to Transport for Wales to complain about the changes to the T2 bus service
- **Cllr Sandra Bodden Jones** – Proposal to impose conditions on the Financial Applications, so that the society/club who receives a contribution must send evidence (photographic or as receipts) to the Council within 12 months of receiving the money to show that the money has been used for the purpose for which the application was made.

21.5.24 Correspondence: Waiting List for a Reply (copy attached).

DECISION :- to accept the information.

CORRESPONDENCE:

22.5.24, ONE VOICE WALES - Local Councils

DECISION:- to accept the information and send a letter to congratulate Cricieth Town Council on their success as proposed by Cllr Gwilym Jones, Cllr Dr Melfyn Edwards seconding.

23.5.24, GWYNEDD COUNCIL, traffic island on New Street, Porthmadog

DECISION :- to accept the information.

24.5.24, FRIENDS OF BORTH Y GEST, Application to install a light in the Borth y Gest bus shelter

DECISION:- accept the information and write back to state that the Town Council gives them their go-ahead to install electricity and light supply in the bus shelter.

25.5.24, GWYNEDD COUNCIL, Response to 2203/2024 Complaint about garage customers' cars parking along Madoc Street

DECISION :- to accept the information

26.5.24, GWYNEDD COUNCIL, Response to a complaint about traffic lights at busy times

DECISION :- to accept the information

27.5.24, ONE VOICE WALES - Innovative Practice Conference 3.7.24

DECISION :- to accept the information

28.5.24, WELSH LANGUAGE COMMISSIONER, Approving the language policy

There was a heated discussion on this matter when it was realised that the new bilingual Language Policy had already been accepted and approved by the Town Council at item 7.5.24 of the Annual General Meeting. Unfortunately the majority of the Councillors had not read it before deciding on it and were therefore unaware of the change in the policy of being bilingual rather than monolingual Welsh. The letter from the Language Commissioner referred to and approved the new bilingual policy.

29.5.24, NEFYN TOWN COUNCIL, Letter to complain about Gwynedd Council's plan to spend £1 million on electric cars

DECISION:- to accept the information and note that it is too late to respond by now.

30.5.24, PATRICIA WARD, Speed limit 20mph on Lombard Street

DECISION :- to accept the information and write back to explain that the speed limit on Lombard Street is 20mph; that it is not possible to put "repeater signs" there and that it is also not within the power or authority of the Town Council to change the situation.

31.5.24, WALES WATER, Report on a meeting with Cllr Williams on 22.4.24

DECISION :- to receive the information and write back to thank them for the report and to kindly ask them to contact the Clerk directly in future as proposed by Cllr Gwilym Jones.

32.5.24, R.J.ELECTRICS, 2nd Christmas lights quote

Already discussed at item 18.5.24.

33.5.24. FINANCIAL MATTERS:

Accounts 2023-2024

• Receive and approve the Internal Auditor's Report and Annual Return 2023-2024

(copy attached)

DECISION :- to receive the information and approve the Internal Auditor's Report and Annual Return 2023-2024 as proposed by Cllr Dr Melfyn Edwards, Cllr Gwilym Jones seconding.

Receipts :-

H.S.B.C.	Interest March – April 2024	£57.16
CYNGOR GWYNEDD	Grass cutting refund	£1064.50
CAE PAWB	Rent 2024-2025	£460.00
FISHER GERMAN	Nat. Grid survey Cae Bodawen	£250.00
V.A.T.	VAT refund 2023-24	£3,573.09

34.5.24

The following payments were authorized on the motion of Cllr Michael Roberts, Cllr Dr Melfyn Edwards seconding:-

1	Clerk	Landline and Internet April 2024	£ 68.45
2	Clerk	Wages April 2024	£1536.86
3	H.M.R.C.	Income Tax April 2024	£386.46
4	Clerk	Repayment for 20 x 2 nd class stamps	£17.00
5	Clerk	Repayment for letterbox in Y Ganolfan	£25.99
6	Clerk	Repayment for Teams subscription 2024-25	£70.56
7	Y Ganolfan	Youth Club from 23.1.24 to 6.2.24	£152.50
8	Cyfoeth Naturiol Cymru	Annual drainage Cae Pawb	£5.56
9	Defib Store Ltd	New batteries for Lidl a Chapel Street Defibs	£504.00
10	Cricieth Cleaning	Bus stop cleaning 22.1.24 a 30.4.24	£403.20
11	SLCC	Membership fee 2024-25	£244.00

(A copy of each cheque is available for inspection for audit/financial rules)

The meeting ended at 20.35.

Marian Roberts
(Clerk)
17.5.24