

FULL COUNCIL - FINANCE & GENERAL WORK SCHEDULE – 2025 - 26

Task	Priority	Position	Completed
Policies & Procedures	H	- Policies to be reviewed/introduced, as and when due. - Ensure Policy Spreadsheet is up to date.	
Precept Calculation for Following Year		- Proposed Projects and Budgets added to Agenda and Provisionally Agreed at the Full Town Council meeting held on 1/12/2025. - 2026 – 27 Precept Requirement added to the agenda and approved at the Full Town Council Precept meeting held on 7/1/2026.	
Asset Register, Management & Maintenance Plan	H	- Update following any large Capital Purchases and End of Year. - YTD Asset Register approved at Full Council on 18/03/2026.	
Health & Safety	H	- H & S Risk Audit completed in August 2025. - Action Plan Completed in August 2025.	
Community Awards	M	- Community Awards Evening held on 20/02/2025. – NEXT EVENT DUE IN EARLY 2027. - - Agreed a closing date for nominations- n/a - - Continue with current glass plaques & source locally? – ...TBC... - - Once number of nominations known - Agree a Criteria for Awards and the number of awards to be presented...TBC....	
Grants	M	- Agreed that the Town Council will receive grant applications 6 monthly, and no urgent/time critical grant applications will be accepted/considered outside these dates. - Tranche 1 – Deadline 30/06/2025 - Tranche 2 – Deadline 31/12/2025. - Small Grants Up to £250 to be considered as and when received.	
Civic Service	M	- Date and Venue - 22nd February 2026 – 2pm - St Mary's Church Towyn / Knightly's Long Bar	
Internal & External Audits	H	- Internal Interim Audit/Action Plan – Approved at Full Council on 19/11/2025. - Prepare for 2025 – 26 Year End - Internal & External Audits. - Prepare Report on Effectiveness/Statement of 2025 - Internal Controls – (To be completed in 2026 - 27).	
Property Maintenance	H	- 2025 – 26 - Property related projects/updates:- - Annual Maintenance of Solar Panels was completed on 11/6/2025.	

		- 30/7/2025- Approved installation of bird proofing to solar panels, to protect from nesting birds. – Installed 25/9/25.	
Website	M	- New TKBTC website went live on 6/5/2025.	
Training	M	- Councillors – Clerk to send out all local course details to Cllrs OVW & Planning Aid Wales. - Staff –Ongoing Staff Training. - Online Training Plan for Members and Employees. - Present 2025 Training Plan to Councillors and remind Cllrs the importance of training, and that it's their individual responsibility to undertake training (new and refresher) and to be suitably trained. - H1 – 06/05/2025. - H2 – 24/09/2025.	
Annual Report		Presented and Approved at Full Town council meeting on 18/06/2025.	
Well-being for Future Generations Report		Presented and Approved at Full Town council meeting on 06/05/2025.	
Quarterly Newsletter	H	Q1 – 5/2/25 Q2 – 12/6/25 Q3 – 03/11/25	
Risk Assessment	H	- 2025 - Risk Assessment to be completed by Clerk in Nov 2025. - Aug 25 - Annual Risk Assessment of TKBTC Assets – Requirement for Insurance - (Raised Planters/Benches/Picnic Tables/Solar Lights/Fountain/Flag Pole/Leased Land) -	
Ear Marked Reserves	H	- Review EMR Budgets and Balances periodically throughout the year. - Review 1 – 24/09/2025 - Review 2 – 1/12/2025	
Financial Reports	H	- Present Year to Date Budgets/Financial Reports to Councillors - AT LEAST ONCE A QUARTER.	

Data Protection Act 2018	H	- Data Protection Update/Audit Due by Dec 2025 - Completed by TKBTC DPO/Auditor and presented to Cllrs on 12/01/2026. - New SAR Complaints Policy Adopted on 24/9/2025.	
Insurance	H	- March 2025 – Insurance renewed on a three-year fixed TERM contract in 2025. - Building valuation undertaken in 2025 – Needs to be redone in Jan 2030. - Annual Risk Assessments Required by Insurance Coy – Completed – August 2025. - Review – Ongoing – Review/Revisit – As additional Assets are purchased and/or on disposal of assets.	
RBL Poppy Wreaths	H	- Two wreaths to be purchased, one for Remembrance Service at St Mary's Towyn and one for TKBTC	
RBL Xmas – Lamp Post Motif		- Flagpole/Remembrance Bench (Kinmel Bay on TBC).	
Santa Senior	H	- Need to discuss/consider and agree what support/activities to undertake/undertaken - Added to agenda on 03/11/25 & 24/11/25. - Post Activity Update added to agenda for Full Town Council Meeting on 12/1/2026.	
Family Support @ Xmas	H	- Need to discuss and agree what support to provide – Added to agenda on 24 Sep 2025 & 3/11/25 - No activity undertaken and budget reduced to Zero.	
Bodwelwyddan Solar & Energy Storage – At the full council meeting held on 13/10/2025 resolved that members will propose potential projects for expenditure from the fund & present their suggestions at a future meeting.	M	- Suggest that we wait for confirmation that the proposed scheme has been approved, and receipt of confirmation regarding the amounts involved, and if the funds will be shared with other local Town/Community Councils (Abergele/Bodelwyddan).	