

FULL COUNCIL - FINANCE & GENERAL WORK SCHEDULE – 2026 - 27

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 - 2027 – 28 Precept Requirement added to the agenda and approved at the Full Town Council Precept meeting held on	
Asset Register, Management & Maintenance Plan	H	- Update following any large Capital Purchases and End of Year.	
Health & Safety	H	- H & S Risk Audit completed in - Action Plan Completed & Presented to Members on	
Community Awards	M	- Community Awards Evening held on TBC. – NEXT EVENT DUE IN EARLY 2027. - Agreed a closing date for nominations -...TBC... - Continue with current glass plaques & source locally? – ...TBC... - Once the 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 30/06/2026 - Tranche 2 – Deadline 31/12/2026. - Small Grants Up to £250 to be considered as and when received.	
Civic Service	M	- Date and Venue – TBC.	
Internal & External Audits	H	- Internal Interim Audit/Action Plan – Approved at Full Council on - Prepare for 2026 – 27 Year End - Internal & External Audits - Prepare Report on Effectiveness/Statement of 2025-26 - Internal Controls – (Completed ...TBC...).	
Property Maintenance	H	- 2026 – 27 - Property related projects/updates:- - Annual Maintenance of Solar Panels was completed on TBC.	

Website	M	- New TKBTC website went live on 6/5/2025. - Any actions/updates/tweaks required?	
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 – TBC. - H2 – TBC.	
Annual Report		Presented and Approved at Full Town council meeting on	
Well-being for Future Generations Report		Presented and Approved at Full Town council meeting on	
Quarterly Newsletter	H	Q1 – TBC Q2 – TBC Q3 – TBC Q4 – TBC	
Risk Assessment	H	- 2026 - Risk Assessment to be completed by Clerk in TBC. - AUG 26 - 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 – - Review 2 –	
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 2026 - Completed by TKBTC DPO/Auditor and presented to Cllrs on	
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 – TBC. - 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.	
Community Support	H	- Need to discuss/consider and agree what support/activities to undertake/undertaken - Added to agenda on - Provide regular update to members Budget & Expenditure YTD. - 18/03/2026 - Members agreed a £1000 donation agreed to KN Church Food Bank. 2026 – 27 - Budget - £3000.	
Community Support @ Xmas	H	- Need to discuss/consider and agree what support/activities to undertake/undertaken - Added to agenda on - - Jan 27 - Post Activity Update added to agenda for Full Town Council Meeting on - 2026 - 27 - Budget - £5000.	
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).	
Kinmel Bay Community Centre – Proposed Asset Transfer		- 2/3/26- Members resolved in principle to the proposed asset transfer from CCBC, subject to satisfactory surveys. - 18/3/2026 – Members resolved which contractor/surveys to be taken forward. - April 2026 -Building & Energy Efficiency Surveys being undertaken. - May 2026- CCBC are looking for TKBTC to Formally confirm the proposed community asset transfer from CCBC to TKBTC.	