

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.	
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 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 – February 2026 – Actual date to be Confirmed	
Internal & External Audits	H	- Internal Interim Audit/Action Plan – Approved at Full Council on ...TBC... - Prepare for 2025 – 26 Year End - Internal & External Audits ...TBC... - Prepare Report on Effectiveness/Statement of 2025 - Internal Controls – (Completed ...TBC...).	
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.	

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 - TBC Q4 –	
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 - TBC	
Reports	H	- Present Year to Date 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 ...TBC...	

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. - Review – Ongoing – Review/Revisit – As additional Assets are purchased and/or on disposal of assets. - Annual Risk Assessments Required by Insurance Coy – Completed – August 2025.	
RBL Poppy Wreaths RBL Xmas – Lamp Post Motif	H	- Two wreaths to be purchased, one for Remembrance Service at St Mary's Towyn and one for TKBTC - Flagpole/Remembrance Bench (Kinmel Bay on TBC.	
Santa Senior	H	- Need to discuss/consider and agree what support/activities to undertake - Add to agenda in Sep 2025	
Family Support @ Xmas	H	- Need to discuss and agree what support to provide – Add to agenda in Sept 25	