

DRAFT FULL COUNCIL - FINANCE & GENERAL WORK SCHEDULE – 2023 - 24

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 due in JUNE 23. - Action Plan to be Completed by Clerk in June/July	
Community Awards	M	- Awards Evening – To be held on --/--/--. - Agreed a closing date for nominations- 31/08/2023 ? - Continue with current glass plaques & source locally? - - Once number of nominations known - Agree a Criteria for Awards and the number of awards to be presented in 2023.	
Grants	M	- Agree deadline for Grant Applications? – Agreed as and when received? - Ensure confirmation of receipt of funds in obtained. - Ensure a grant monitoring form is received. - Care Consent forms for Data Protection and Photos.	
Civic Service	M	- Agree a date for 2023 Civic Service - To Be Agreed - When? - Where?	
Internal & External Audits	H	- Internal Interim Audit to be reviewed/Action Plan – (Due Dec 23). - Prepare for 2023 - 24 Internal & External Audits. - Prepare Report on Effectiveness/Statement of 2021 - Internal Controls – (Due Nov 23).	
Property Maintenance	H	- What projects/works need to be undertaken/considered for 2023 – 24? - All chairs cleaned by contractor on 9/6/2023. -	

Website	M	- Ongoing revamping/enhancing/reviewing/Improving our Website. -	
Training	M	- Councillors – Clerk to send out all local course details to Cllrs. - Staff –Ongoing Staff Training. - Online Training Plan for Members and Employees.	
Risk Assessment	H	- 2023 - Risk Assessment to be completed by Clerk by Nov 2023. - 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.	
Reports	H	- Present Year to Date Financial Reports to Councillors - AT LEAST ONCE A QUARTER.	
Data Protection Act 2018	H	- Data Protection Audit Due in Dec 2023.	
Insurance	H	- March 2023 – Insurance renewed on a three year fixed TERM contract. - Building valuation undertaken in 2019. - Review – Ongoing – Review/Revisit – As additional Assets are purchased. - Annual Risk Assessments Required by Insurance Coy – Sept 2023 (Benches/Planters and Solar LED Lights).	
RBL Poppy Wreaths	H	- Add to agenda say Sept 2023. - Consider purchasing two poppy wreaths, one for Remembrance Service at St Mary's Towyn and one for TKBTC Flagpole/Remembrance Bench (Kinmel Bay on say 11/11?). - Spoke to Iain from RBL and he thinks that this is a great idea, and would be happy to attend, RBL could also arrange a bugler for this event and TKBTC could advertise it.	