

DRAFT FULL COUNCIL - FINANCE & GENERAL WORK SCHEDULE – 2024 - 25

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 ? - - Action Plan Completed on ?	
Community Awards	M	- Awards Evening – To be held on --/--/--. - Agreed a closing date for nominations- 31/08/2024 ? - 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 2024.	
Grants	M	- 22/4/2024 - 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. - 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	- Date and Venue – Sunday 23rd June 2024 @ Kinmel Bay Church @ 2pm.	
Internal & External Audits	H	- Internal Interim Audit to be reviewed/Action Plan – - Prepare for 2024 - 25 Internal & External Audits. - Prepare Report on Effectiveness/Statement of 2024 - Internal Controls – (Due Nov 24).	
Property Maintenance	H	- What projects/works need to be undertaken/considered for 2024 – 25? – Lift Shaft? - Proposal received to install Air Conditioning in the downstairs large meeting room -	

Website	M	- Ongoing revamping/enhancing/reviewing/Improving our Website.	
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. - Training for New deputy Clerk	
Risk Assessment	H	- 2024 - Risk Assessment to be completed by Clerk by Nov 2024. - Oct 24 - 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 2024.	
Insurance	H	- March 2024 – Insurance renewed on a three year fixed TERM contract in 2022. - Building valuation undertaken in 2019 – Needs to be redone in Jan 2025 - Review – Ongoing – Review/Revisit – As additional Assets are purchased and/or on disposal of assets. - Annual Risk Assessments Required by Insurance Coy – Sept 2024 (e.g. Benches/Planters and Solar LED Lights).	
RBL Poppy Wreaths	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	