

MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM), AT 6.30 PM ON MONDAY 18TH JANUARY 2021

PRESENT: The Mayor, Cllr N Bastow (Chairman)
Cllrs: G Baker, C Brockley, G Campbell, H Fleet, D Howcroft, C Hughes, D Jones, M Jones, A Khan, C Matthews, J Pearson, P Richards, K Swindon, M Worth

OFFICERS: Mrs C Earley, Town Clerk and RFO
Mrs Roz Dudley, Assistant Clerk

206/20 Apologies for Absence:

- a) A minutes silence was held in memory of Councillor Gaye Howcroft-Jones who had sadly passed away recently.
- b) It was noted that the council vacancy notice has now been received from the CCBC Electoral Officer and will be published later this week. Electors in Rhiw ward will then have 14 days to call for an election.
- c) Apologies for absence were received from Cllrs: T Pearson, M Tasker, H Meredith, and County Councillors C Carlisle, Cossey, Doyle and Squire.

207/20 Announcements:

The Mayor had no announcements.

208/20 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllrs K Swindon and P Richards – Item 5(h) – personal and prejudicial interest in the Uke-a-Bay event grant application, due to their association with TAPE

209/20 Minutes:

- a) *Resolved to receive, approve and sign as a correct record the minutes of:*
 - i) *The last ordinary Meeting of the Council, held on 7th December 2020.*
- b) *Resolved to receive and note the minutes of the following meetings:*
 - i) *The General Purpose & Planning Committee meetings, held on 15th December and 12th January 2021 (draft).*
 - ii) *The Policy & Finance Committee held on 6th January 2021 (draft) and 13th January 2021.*
- c) **Pandemic Crises Response Team (PCRT):** It was noted that the PCRT continues to meet monthly and the notes are forwarded to all members.
Resolved to formally receive the notes and to ratify the urgent decisions taken

by the team at the meetings held on 10th December and 11th January 2021.

210/20 Matters Arising from Those Minutes:

a) Min. 163/20(b) – Council Vacancy:

Members noted that no election had been called for the vacancy in Eirias Ward. The vacancy would be advertised from 19th January and once applications had been received a co-option would take place at a future council meeting. Applicants would be invited to give a brief presentation and/or answer any questions, prior to the vote being taken.

b) Min. 167/20(b) – Town Hall Works:

- i) The Clerk updated the members and informed them that she had met with the roofing contractor and also sought guidance from conservation architects. The contractor is preparing a quote for the repair/renewal of the existing gutters and downpipes. The Clerk will report to the next meeting of the Policy and Finance Committee.
- ii) The Clerk informed the Committee that she had sought advice and a calculation has been undertaken in respect of potential VAT implications and she would refer this to the next meeting of the Policy and Finance Committee.

c) Min. 167/20 – Audit Wales:

The Clerk submitted, for information, the update on the 3 year cycle for audit and informed members that the Council is in group B and will be audited next year. Members also noted that a meeting of the Audit Sub-Committee will be convened later this month.

d) Min. 167/20(e) – Community Wellbeing: The Clerk had attended an Online meeting with Lydia Mottershead (CCBC Wellbeing Team) and a list had been drawn up of key stakeholders to be invited to be part of initial steering group. The Clerk will be contacting these over next few weeks, to explain the project and to invite them to join the steering group.

e) Min. 17/20(a) – Old Colwyn Defibrillator Project:

Members approved transfer of payment of Cllr Barton's previously approved ward allowance (£600) to Old Colwyn Residents Association (OCRA), to continue the work to find a location for an additional defibrillator in Old Colwyn. It was estimated the approximate cost of the project would be £1,500.

Resolved to approve that the payment of £600 be transferred to OCRA to continue the Defibrillator project

f) Min. 188/20(a)(iv) – Play Grant:

The Clerk gave a brief verbal report. She had spoken to the Play Schemes Officer to enquire if any equipment was needed for the play schemes, but other grant funding had been used to purchase any equipment needed. It was proposed to apply for the grant and use it towards the purchase of replacement play equipment for playgrounds.

Resolved to apply for the grant to use it for the purchase of replacement play equipment.

g) Min. 193/20(a) – Small Grants:

The Clerk submitted the schedule of Small Grants for Q3 for approval, as recommended by the Committee.

Resolved to approve the small grant to applicants D1 and to decline E1, as detailed in Schedule 'A' attached.

h) Event Grants:

The Clerk submitted the Event Grant for Uke a Bay for approval, as recommended by the Special Policy and Finance Committee. It was noted that the full Event Grant had been awarded on the understanding that the traditional event would take place. If restrictions are still in place, then the Uke a Bay organisers will submit costings for a virtual event. It was noted that Event Grants would be considered every quarter due to the Covid-19 restrictions.

Resolved to approve the event grant to Uke a Bay, as detailed in the minutes of the Special Policy and Finance Committee Meeting held on 13th January 2021.

i) Large Grants:

The Clerk submitted the schedule of Large Grants for 2021/22 for approval, as recommended by the Special Policy and Finance Committee.

Resolved to approve the large grant as recommended by the Special Policy and Finance Committee Meeting held on 13th January 2021.

j) To consider any recommendations from the General Purpose and Planning Committee Meeting held on 12th January 2021.

i) Min 198/20(c) – Picnic Benches:

The Clerk asked the Council to approve a recommendation that she be authorised to purchase 10 new picnic benches, with the additional funds to come from general reserves, as there had been underspends this year. Conwy

CBC would be requested to assist with the replacement of the damaged/time expired picnic tables on the grass bank adjacent to Porth Eirias on Colwyn Bay promenade. The total cost was £3,160 plus installation by Conwy CBC. The Clerk confirmed signs would be erected to request that users refrain from putting hot BBQ's on the tables. Cllr Richards reminded members that Colwyn BID had purchased benches which were currently in storage.

Resolved to authorise the Clerk to purchase the picnic tables and to contact Conwy CBC to request their help with the replacement.

ii) Town Centre Covid-19 Response Grant:

The Clerk reported that the new feeder pillars are currently being fitted in Station Road and asked the Council to delegate to PRCT to consider/approve a 2/3 year contract for an energy supplier. Quotes have been requested from an energy broker and the order needs to be placed before the next Policy and Finance Committee Meeting to ensure the works are completed by Mid-March.

Resolved to delegate to PRCT to consider/approve an energy supplier.

k) Resolved to note the resolutions of the Committees, as detailed in the Minutes.

211/20 Annual Estimates:

a) The Clerk submitted the recommendations of the Policy and Finance Committee in respect of contributions for services to be delivered by Conwy CBC for 2021/22 .

Resolved to approve the recommendations of the Policy and Finance Committee.

b) The Clerk submitted, for approval, the detailed annual estimates of income and expenditure for 2021/22.

Resolved to approve the Annual Estimates for income and expenditure for 2021/22, as submitted (as detailed in Schedule 'B' attached)

c) ***Resolved to approve the recommendation of the Policy and Finance Committee to freeze band D equivalent precept request at £41.74 (£484,000) for 2021/22.***

d) ***Resolved to authorise the Clerk to complete and submit the annual precept requirement form.***

Members congratulated the Clerk for her brilliant budgeting, which had resulted in a zero increase in our precept.

212/20 Room Charges:

The Clerk submitted details of current room charges and asked members to consider any increase in charges for 2021/22. The Clerk requested that this item be deferred, pending a report to the Policy and Finance Committee in February on the potential VAT implications for 'business activities' due to the increased Town Hall Maintenance costs.

Resolved to defer this item until the report has been presented to the Policy and Finance Committee.

213/20 Timetable of Meetings for 2021/22:

Members noted the draft timetable of meetings for 2021/22 which will be approved at the annual meeting in May.

214/20 Conwy CBC:

- a) Cross Sector Covid Renewal Group - The Clerk submitted, for consideration, notes from a meeting held in December, which were noted by members.
- b) The Clerk submitted a proposal from Bryn Shiland to consider spending £60,000 of the ear-marked £66,500 (play equipment budget for 2020/21) on replacing some old play equipment in the Lower Eirias playground with two new multi-units. Member agreed the play equipment needed renewing/updating, as it was circa. 30 years old.

Resolved to approve the proposal from Bryn Shiland and to approve a contribution of £60,000 for the two new multi-units, with installation and surfacing.

- c) Members noted that Dyfed thomas and Elen Edwards (Conwy CBC) have been asked to attend a Council Meeting to present/discuss alternative proposals for the town centre scheme, prior to a full application being submitted to Cabinet and then the Welsh Government in February. The proposed one-way system has to be removed due to the impact on the A55. A new scheme needs to be drawn up.

Resolved to convene a Special Meeting of the Council and to invite Dyfed Thomas and Elen Edwards to present to the members.

215/20 One Voice Wales:

The Clerk submitted information, regarding the NHS Social Care Frontline Workers Day which was noted by members.

216/20 Volunteer Awards:

- a) Members were asked to consider replacing the awards for 2021/22 with Special Covid-19 Community Volunteer Awards to acknowledge the dedication that the

local community has made. These awards would be launched this month and the presentations would take place alongside the deferred awards for 2019/20 at a date to be arranged once Covid-19 restrictions are lifted.

Resolved to replace the awards for 2020/21 with Special Covid-19 Community Volunteer Awards and to launch the awards this month.

b) Resolved to appoint Cllr D Jones as the new committee member, to replace Cllr B Barton.

The meeting closed at 7.45pm

..... Chairman

SCHEDULE 'A'

Summary of Small Grant Applications for 2020/21

Applicant:	Amount Requested:	Amount Rec / Approved:	Moved to Youth Grants	Purpose of Grant:	Notes / Exp Powers:	S137 Total	Date Paid	Report req/ received																																													
Urgent Covid-19 grant apps considered 21.4.20 (PCRT):																																																					
A CAIS Ltd	£500	£500.00		To produce 150 face visors, with sterile packaging, to protect staff and vulnerable service users, in conjunction with Rydal Penthos School	Power of Wellbeing (s.137)		23.4.20	Received 07.05.20																																													
B Coast Community Radio Media CIC	£500	£500.00		To obtain licences and a transmitter to broadcast on FM radio (community short term license to provide community radio during pandemic)	subject to securing additional funds near Power of Wellbeing (s.137)		23.4.20	n/a																																													
C Print my Route Ltd	£500.00	£500.00		To make 3D printed visor/face shields for frontline workers in the local area. Cost is £1.20 per visor.			23.4.20																																														
D St Joseph's Catholic Church	£1,000	£500.00		Towards costs of operating local volunteer hub, including fuel, transport, phones, groceries etc	yes - for phone and groceries costs only (not able to fund fuel) Power of Wellbeing (s.137)		1.5.20																																														
E Sammuell L Turner	£500		£0	To cover electricity costs and purchase filament/plastic reels to make PPE equipment for local/national hospitals (needs template and assistance)	suggest contact Rydal or Bryn Eilan and work through them. Power of Wellbeing (s.137)		n/a	n/a																																													
F Scrubs Up Bay of Colwyn and Beyond	£500	£500.00		To purchase fabric, cord, buttons etc to make scrubs, theatre hats and scrub bags for NHS/community based frontline nursing and care staff	Power of Wellbeing (s.137)		23.4.20	Received																																													
G Ysgol Bryn Eilan	£500	£500.00		To purchase materials to enable the school to make protective visors for frontline NHS staff.	Power of Wellbeing (s.137)		1.5.20	Received																																													
H Zaid Al-Obaidi	£500	£500.00		To purchase materials to 3D print face visors for hospitals and local care homes	received evidence of handover to hospital / care home(s) Power of Wellbeing (s.137)		23.4.20	Received																																													
I Fat Lads Football	£478	478 - REPAID		To Purchase Laser bed and materials to make 200 pieces of PPE for local hospitals, individual carers and local care homes.	Power of Wellbeing (s.137)		1.5.20	n/a repaid 7/5																																													
Sub-total		£3,500.00																																																			
Urgent Covid-19 grant apps considered 30.4.20 (PCRT):																																																					
J Sure Hope Church, Old Colwyn	£500	£500.00		Towards the purchase of non-perishable food for the FoodShare programme at Sure Hope Church in Old Colwyn	Power of Wellbeing (s.137)		1.5.20	07.05.20																																													
K Chicago 1935	£920	£500.00		To purchase food/supplies to deliver food parcels to the most vulnerable and make meals on site for those unable to do so themselves (i.e. homeless and elderly)	Power of Wellbeing (s.137)		1.5.20																																														
L Scrubs Up Bay of Colwyn and Beyond	£500	£500.00		* REPEAT APPLICATION To purchase fabric, cord, buttons etc to make scrubs, theatre hats and scrub bags for NHS/community based frontline nursing and care staff	Power of Wellbeing (s.137)		7.5.20	Received																																													
Sub-total		£1,500.00																																																			
Urgent Covid-19 grant apps considered 7.5.20 (PCRT):																																																					
M Chicago 1935	£420	420		*REPEAT APPLICATION (final application) To continue operating for an additional week; towards the purchase of food/supplies for food parcels.			18.5.20																																														
N Sanctuary Trust	£490	0		To create 4 videos for Facebook page on how to make nutritious meals. (To cover the cost of 28hrs work by paid employee to develop recipes, produce flyers and make video).			n/a	n/a declined																																													
Sub-total		420																																																			
Urgent Covid-19 grant apps considered 28.5.20 (PCRT):																																																					
O Chicago 1935	£500	500		*REPEAT APPLICATION To continue operating for an additional week; towards the purchase of food/supplies for food parcels.			1.6.20																																														
P Sure Hope Church	£500	500		* REPEAT APPLICATION To support the provision of weekly food parcels and hot meals for local families in need			29.5.20																																														
Q St Josephs Church	£500	500		* REPEAT APPLICATION To continue the weekly support being given to local individuals/families (including telephone support, shopping/pharmacy collections and food provision, where they have no ability to pay) (lot of offer is also available from CCBC at no cost)			29.5.20																																														
Sub-total		1500																																																			
Urgent Covid-19 grant apps considered 4.6.20 (PCRT):																																																					
R NWAMI	£500	NIL		Food (£300) plus volunteer and admin/publicity costs for providing culturally/medically diet based food, collecting medication etc during June/July																																																	
				REFER to support available from WG/foodbanks for food supplies																																																	
Urgent Covid-19 grant apps considered 11.6.20 (PCRT):																																																					
S Old Colwyn Events / Foodbank		(500 approved but not paid)		To continue supporting Old Colwyn and Glyn ward residents with pharmacy collections and food parcels /shopping etc (for next three months)			n/a	not claimed - ceased operating																																													
T Conwy Sea Cadets		0		To assist towards building costs, whilst the group has no income																																																	
U Youth Shedz 4.28		500		Running costs for the soup n' sox van, supporting on average 15 vulnerable people per week in the Colwyn Bay area (deferred from 2019/20 due to Covid-19) - repair of club mower and seed / top soil for green			19.6.20																																														
Y Min y Don Bowling Club	£350	350 reissued re 2019/20					19.6.20																																														
Sub-total		500																																																			
P&F Committee 1.7.20:																																																					
V Ty Gobaith	£500	500		To provide a local child with 2 days of vital nursing care; directly impacting 8 children within Rhos on Sea, Old Colwyn and Colwyn Bay			8.7.20																																														
W Ysgol Llandrillo yn Rhos	£350	350		Towards the purchase of a defibrillator to be placed outside of the school			8.7.20																																														
Sub-total		850																																																			
P&F Committee 30.09.20																																																					
X NWAMI	£490	0		Towards the set up costs of a new community hub, replacing CCE																																																	
Y Relate Cymru	£450	450		Towards the training of 2 counsellors to be upskilled to provide telephone and online support for local residents, and a contribution towards IT equipment to facilitate this																																																	
Z Coast Community Media and Radio	£500	500		Towards the purchase of FM and DAB licences																																																	
Sub-total		950																																																			
P&F Committee 18.11.20 (Urgent Items)																																																					
A1 Conwy District Scout Executive Committee	£500	500		Towards the replacement of an asbestos roof on the campsite building																																																	
B1 Sure Hope Church	£500	500		Towards the purchase of food, to prepare 500 Christmas meals in December to over 300 homes in the area																																																	
C1 Kind Bay Initiative	£500	500		Towards the rent/utilities of the Eat Easy restaurant to provide food to the vulnerable for the next 6 months																																																	
				REC: Support in principle and await update re alternative accommodation			26/02/2021																																														
Sub-total		1500																																																			
D1 Min Y Don Bowling Club	£500	500		Towards mower repairs, seeding and top-soil																																																	
E1 Mochdre Bowling Club	£500	DECLINE		To purchase and fit a water heater for tea/coffee making OUTSIDE THE AREA OF OUR COUNCIL																																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right; border-top: 1px solid black;">ANNUAL BUDGET 2020/21 =</td> <td style="text-align: right; border-top: 1px solid black;">£10,000</td> <td style="text-align: right; border-top: 1px solid black;">#REF!</td> <td style="text-align: right; border-top: 1px solid black;">£0</td> <td style="width: 10%;"></td> <td style="text-align: right; border-top: 1px solid black;">#REF!</td> <td colspan="2"></td> </tr> <tr> <td></td> <td style="text-align: right;">Unspent Cllr Ward Allowances (19/20)</td> <td style="text-align: right;">£1,900</td> <td></td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td style="text-align: right;">Unspent small grants budget from 19/20</td> <td style="text-align: right;">£6,990</td> <td></td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td style="text-align: right;">Plus unclaimed Cllr Basic Payments 2019/20</td> <td style="text-align: right; border-bottom: 1px solid black;">£3,200</td> <td></td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-bottom: 3px double black;">£22,090</td> <td></td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> </table>										ANNUAL BUDGET 2020/21 =	£10,000	#REF!	£0		#REF!				Unspent Cllr Ward Allowances (19/20)	£1,900								Unspent small grants budget from 19/20	£6,990								Plus unclaimed Cllr Basic Payments 2019/20	£3,200									£22,090						
	ANNUAL BUDGET 2020/21 =	£10,000	#REF!	£0		#REF!																																															
	Unspent Cllr Ward Allowances (19/20)	£1,900																																																			
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	Plus unclaimed Cllr Basic Payments 2019/20	£3,200																																																			
		£22,090																																																			

* S.137 of the Local Government Act 1972 gives the Council authority to incur expenditure which, in its opinion, is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its inhabitants, subject to an annual limit and certain restrictions and providing the benefit is commensurate with the expenditure to be incurred.



CYNGOR TREF
BAE COLWYN

BAY OF COLWYN
TOWN COUNCIL

DRAFT ANNUAL ESTIMATES (v1)

2021-22

Approved:

Min:

Annual Budget - By Combined Account Code (Actual YTD Month 9)

Note: Annual Estimates 2021/22 V1 (DRAFT Dec 2020)

		<u>2019/20 -last year</u>		<u>2020/21- current year</u>				<u>2021/22 - next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>										
1000	Office Rental Income	2,200	2,191	2,200	1,096	0	0	2,200	0	0
1005	Room Hire Income	4,000	3,860	3,200	-40	0	0	0	0	0
1010	Photocopying Receipts	100	82	100	-1	0	0	0	0	0
1080	Grant Income	500	500	0	18,856	33,500	0	0	0	0
1085	Events Income	2,000	2,634	2,000	72	0	0	2,000	0	0
1090	Colwyn In Bloom Income	0	185	0	0	0	0	0	0	0
1176	Precept	456,000	456,000	479,700	319,800	479,700	0	484,000	0	0
1190	Interest Received	1,000	1,738	1,500	304	1,000	0	1,000	0	0
1195	Earmarked Capital Receipts	17,000	7,363	7,200	3,331	6,500	0	6,500	0	0
1999	Other Income	13,000	13,137	13,500	-2,268	8,000	0	10,500	0	0
	Total Income	495,800	487,690	509,400	341,150	528,700	0	506,200	0	0
<u>Overhead Expenditure</u>										
4000	Salaries	102,000	99,271	104,500	78,123	104,000	0	106,500	0	0
4015	Travel Expenses	1,750	896	1,250	3	100	0	1,000	0	0
4017	Members Allowances	5,850	2,350	5,950	120	3,000	0	6,850	0	0
4020	Seminars/Courses	3,700	1,969	2,700	485	1,000	0	3,300	0	0
4025	Stationery & Supplies	1,750	1,539	1,750	967	1,600	0	1,750	0	0
4026	Postages	1,500	1,272	1,500	180	500	0	1,000	0	0
4027	Insurance	4,500	4,325	4,500	5,691	4,000	0	4,725	0	0
4030	Audit Fees	700	668	700	-267	700	0	1,000	0	0
4032	Professional Fees	6,000	5,132	6,000	2,918	5,200	0	6,000	0	0
4035	Subscriptions	4,300	531	2,500	90	550	0	2,600	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 9)

Note: Annual Estimates 2021/22 V1 (DRAFT Dec 2020)

	<u>2019/20 -last year</u>		<u>2020/21- current year</u>				<u>2021/22 - next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040 Office & IT Equipment	1,200	1,275	1,500	1,647	1,800	0	1,500	0	0
4041 IT & Software Support	2,250	2,736	2,300	2,167	2,525	0	2,600	0	0
4045 Advertising & Publicity	500	0	0	0	0	0	0	0	0
4100 Mayor's Allowance	2,500	1,058	1,500	0	200	0	1,500	0	0
4105 Civic Regalia	3,000	3,377	500	0	100	0	500	0	0
4115 Municipal Events	2,500	3,015	2,950	0	400	0	3,000	0	0
4120 Election Expenses	10,000	9,123	16,000	0	8,000	0	20,000	0	0
4150 Rates	7,800	7,713	7,950	5,884	7,536	0	7,725	0	0
4155 Utilities	15,300	15,219	18,150	10,993	15,500	0	18,975	0	0
4160 Repairs & Maintenance	13,000	10,066	16,400	5,465	36,000	0	36,000	0	0
4166 Fire Alarm	1,550	371	1,200	291	1,000	0	1,200	0	0
4300 Large Grants	35,000	27,145	30,000	23,500	23,500	0	35,000	0	0
4301 Large Grants S137	0	8,615	0	0	0	0	0	0	0
4305 Small Grants	12,414	1,100	22,090	10,720	20,000	0	12,000	0	0
4306 Small Grants S137	0	3,524	0	0	0	0	0	0	0
4310 Scholarships S137	1,500	1,500	1,500	1,500	1,500	0	1,500	0	0
4311 Regeneration/Projects	25,000	0	56,500	4,840	37,000	0	25,000	0	0
4312 Community Eng / Place Plans	10,000	0	20,000	0	5,000	0	20,000	0	0
4314 Regeneration/Projects S137	0	6,000	0	0	0	0	0	0	0
4315 Youth Grants	12,000	2,000	15,000	0	15,000	0	10,000	0	0
4320 Community Wellbeing Projects	0	0	0	0	0	0	20,000	0	0
4330 Sponsorships	500	0	500	0	0	0	500	0	0
4400 Prom Day	10,000	10,000	10,000	0	0	0	10,000	0	0
4402 Bonfire	15,000	13,680	17,500	0	0	0	17,500	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 9)

Note: Annual Estimates 2021/22 V1 (DRAFT Dec 2020)

	<u>2019/20 -last year</u>		<u>2020/21- current year</u>				<u>2021/22 - next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4403 Christmas Event	6,000	0	5,000	0	0	0	5,000	0	0
4404 Parc Eirias Event	10,000	0	20,000	0	0	0	20,000	0	0
4405 1940's Event	15,000	0	15,000	0	0	0	15,000	0	0
4420 Other Events	40,000	35,011	45,000	550	5,550	0	45,000	0	0
4460 Colwyn in Bloom	17,800	13,608	21,500	9,825	10,000	0	22,000	0	0
4490 Theatr Colwyn Contribution	55,000	55,000	55,000	55,000	55,000	0	55,000	0	0
4501 Play Schemes	6,500	6,500	6,750	0	0	0	6,750	0	0
4502 Christmas Lights	29,650	26,958	27,500	19,091	25,618	0	30,000	0	0
4503 CCTV	22,000	22,273	11,088	11,088	11,088	0	11,420	0	0
4504 Parks & Gardens	500	0	500	0	500	0	500	0	0
4506 Litter & Dog Fouling	2,500	0	0	0	0	0	0	0	0
4507 Other CCBC Service Contributio	0	0	25,000	0	0	0	20,000	0	0
4508 Andrew Fraser Memorial Clock	5,000	5,000	0	0	0	0	0	0	0
4510 War Memorial Maintenance	1,800	1,850	200	0	0	0	1,000	0	0
4520 Street Furniture	7,500	5,425	7,500	5,250	7,500	0	7,500	0	0
4522 Colwyn Victoria Pier	15,000	0	0	0	0	0	15,000	0	0
4530 Ward Allowances	13,235	-120	14,758	1,350	14,758	0	7,200	0	0
4531 Ward Allowances S137	0	2,991	0	-600	0	0	0	0	0
4601 Play Equipment	47,500	0	66,500	0	66,500	0	19,000	0	0
Overhead Expenditure	608,049	419,966	694,186	256,873	492,225	0	659,595	0	0
Total Budget Income	495,800	487,690	509,400	341,150	528,700	0	506,200	0	0
Expenditure	608,049	419,966	694,186	256,873	492,225	0	659,595	0	0
Movement to/(from) Gen Reserve	<u>(112,249)</u>	<u>67,724</u>	<u>(184,786)</u>	<u>84,277</u>	<u>36,475</u>		<u>(153,395)</u>		

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1176	Precept	100	Precept	REC: Small increase in line with inflation (3%)
1190	Interest Received	101	Administration	TD & CCLA PSDF
4000	Salaries	101	Administration	See Salary Projections 2020'21
4015	Travel Expenses	101	Administration	Staff travel expenses
4020	Seminars/Courses	101	Administration	Staff Training
4026	Postages	101	Administration	£60 per quarter rental plus reduced £750 approx postage
4027	Insurance	101	Administration	Three year fixed rate cover renewed 2018 (reviewed annually). Quotes required in 2021
4030	Audit Fees	101	Administration	Cost for ext audit usually £275 / Int audit approx £475 (higher WAO fee in 2021'22 and every 3 yrs)
4032	Professional Fees	101	Administration	Translation costs and any legal costs
4035	Subscriptions	101	Administration	SLCC(410), CVSC(15), NWAT&LCC (90) DP (35) OVW/OTHERS? (2000)
4040	Office & IT Equipment	101	Administration	Copier rental/chgs £800 + others £400 (2 new laptops purchased 2020)
4041	IT & Software Support	101	Administration	Finance software (£400) & Server/back-up /maintenance costs(£1425) & Zoom (£110) & Website (£500)
4045	Advertising & Publicity	101	Administration	NOTE Corp plan / annual report printing is paid from stationery/printing budget
4999	Miscellaneous Expenses	101	Administration	Contingency funds - use reserves
4015	Travel Expenses	105	Civic Expenses	DO NOT USE - Dep Mayor / Mayoral exp paid from Mayor's allowance
4100	Mayor's Allowance	105	Civic Expenses	Mayor & Dep Mayor civic expenditure & travel only
4105	Civic Regalia	105	Civic Expenses	Re-stock past mayor medals & honours board updates/ minor repairs
4115	Municipal Events	105	Civic Expenses	Incl £200 Vol Awards, £1000 Civic Service, £1000 Remembrance Sunday, £400 AM, £400 St Davids
4015	Travel Expenses	106	Democratic Expenses	Members travel expenses
4017	Members Allowances	106	Democratic Expenses	To cover basic allowances (£150), special responsibility (£500 x3) £750 Mayor + others £1000
4020	Seminars/Courses	106	Democratic Expenses	Member Training - OVW course price increased to £60 (non members)
4120	Election Expenses	106	Democratic Expenses	£4,000 p.a. towards term end elections (any by-election costs to come from reserves)
1000	Office Rental Income	110	Town Hall	Cruse office rental fees - invoiced quarterly
1005	Room Hire Income	110	Town Hall	Ad-hoc and regular room hire income

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4150	Rates	110	Town Hall	Town Hall only
4155	Utilities	110	Town Hall	Town Hall water, phones/internet, and gas (elec recharged at year end)
4160	Repairs & Maintenance	110	Town Hall	Planned & reactive maintenance - increased costs expected in 2020 and 2021 - within VAT exemption
4165	Cleaning	110	Town Hall	External/Additional Cleaning
4166	Fire Alarm	110	Town Hall	Service & maintenance - Town hall lights/extinguishers
1999	Other Income	111	Rhiw Road Site	Service charge income from occupiers
4155	Utilities	111	Rhiw Road Site	Elec / Gas / water re: Rhiw Road site (proportion recharged at year end - see income codes)
4160	Repairs & Maintenance	111	Rhiw Road Site	routine, reactive and planned maintenance
4166	Fire Alarm	111	Rhiw Road Site	Whole site alarm costs only (recharged)
1999	Other Income	112	Rear Annexe Rhiw Rd	Service charge income - rear annexe. Slight increase due to higher occupation
4150	Rates	112	Rear Annexe Rhiw Rd	BID levy re vacant upper storey
4155	Utilities	112	Rear Annexe Rhiw Rd	Gas - rear annexe (proportion recharged at year-end - see income codes)
4160	Repairs & Maintenance	112	Rear Annexe Rhiw Rd	Routine, reactive and planned maintenance
4166	Fire Alarm	112	Rear Annexe Rhiw Rd	Rear annexe emergency lighting / extinguishers (recharged)
4300	Large Grants	130	Grants & Donations	Council to consider apps received
4310	Scholarships S137	130	Grants & Donations	Pay from S137 cost centre
4311	Regeneration/Projects	130	Grants & Donations	HLF Great Places bid (2018-21 £5k,£6k,£6k) plus TRI covid grant spend £12k
4330	Sponsorships	130	Grants & Donations	e.g. football, rugby, cricket, countryside & parks etc
4310	Scholarships S137	137	Section 137 Expenditure	Three scholarships for Bangor Uni students
4311	Regeneration/Projects	137	Section 137 Expenditure	Bay Life TCIP Dev £19k contribution (C/F to 2020/21) & delivery £12.5k for 2yrs
1085	Events Income	150	Events	Bonfire Event income (weather dependent!)
1999	Other Income	150	Events	One off receipt in 2018 from BCBN (Forties refund)
4020	Seminars/Courses	150	Events	TM Training for Stewards/Volunteers (paid from events grants)
4400	Prom Day	150	Events	Support agreed for 5yrs from 2018

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4402	Bonfire	150	Events	Increased to cover actual costs
4403	Christmas Event	150	Events	Christmas event(s) organised by Chamber of Trade / ROSTA etc
4404	Parc Eirias Event	150	Events	Ongoing support agreed from 2018 for 5 yrs
4405	1940's Event	150	Events	Budget for following year's event
4420	Other Events	150	Events	£25k for local events (£500+) & 20k CCBC larger event(s)
1090	Colwyn In Bloom Income	153	Colwyn In Bloom	Occasional one-off donations for CinB projects (2018 included WinB awards event income)
4460	Colwyn in Bloom	153	Colwyn In Bloom	To include BinB entry 2020
4490	Theatr Colwyn Contribution	155	Theatr Colwyn	Annual contribution
1080	Grant Income	170	Community Projects	Grants for clock (9), sculpture trail (9.5) and covid recovery (10) in 2020 & branding(5)
4312	Community Eng / Place Plans	170	Community Projects	New budget for community engagement / developing a Place Plan & place brand (grant funded)
4501	Play Schemes	170	Community Projects	summer playschemes
4502	Christmas Lights	170	Community Projects	Hire, purchase and installation etc
4503	CCTV	170	Community Projects	Contribution to CCBC CCTV (£336 per camera)
4504	Parks & Gardens	170	Community Projects	Rotary re:Maintenance of Princess Diana Memorial Garden
4506	Litter & Dog Fouling	170	Community Projects	To support CCBC litter & dog fouling campaign (CCBC stopped after 2018/19 - lack of capacity)
4507	Other CCBC Service Contributio	170	Community Projects	For public conveniences??, Oriel Colwyn (£10k), Paddling Pool (£1810), etc
4508	Andrew Fraser Memorial Clock	170	Community Projects	Expenditure reimbursed from Trust fund (consider one-off donation 2019?)
4510	War Memorial Maintenance	170	Community Projects	thorough clean and re-waxing of bronze plus annual steps cleaning
4520	Street Furniture	170	Community Projects	Bus shelters (5,500), noticeboards, benches etc. (2,000)
4522	Colwyn Victoria Pier	170	Community Projects	Re: Victoria Pier (was potential match funding for HLF bid) - suggest remove now???
4530	Ward Allowances	170	Community Projects	Local Member Ward Allowances
1195	Earmarked Capital Receipts	180	Capital Investment	CCLA Prop Fund Income (Capital receipt)
4950	Capital Investment	180	Capital Investment	Capital income rec'd (Prop Fund) 19'20 to be used towards CCTV digital upgrade (£15,000)

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4601	Play Equipment	190	Capital Projects	Continue annual allocation for replacement equipment - suggest £1k per play area

Summary of Reserves and Precept Requirement:

	PROJECTION FOR ANNUAL ESTIMATES		
	Current Year 2020/21		
	£	£	£
Opening Balances as at 1/4/2019:			
Term Deposit(s)	50,000.00		
General Reserve: CCLA PSDF	100,001.00		
Current Account	100,952.00		
(less unrepresented chqs at year end)	-1,592.92		
Petty Cash Imprest Acc	100.00		
		249,460.08	
Opening Adjustments:			
Plus year-end debtors 31/3/2020	25,381.00		
Less year-end creditors 31/3/2020	-18,251.00		
Adjusted Balances as at 1/4/2019=		256,590.08	
Plus projected income 2020/21		528,700.00	
Less projected exp. 2020/21		-492,225.00	
Projected Balance C/F at 31/3/2021			293,065.08

	PROJECTION FOR ANNUAL ESTIMATES		
	Forecast 2021/22		
	£	£	£
Projected Balances B/F 1/4/2020:			
* General Reserve: Term Deposit(s)	50,000.00		
General Reserve: CCLA PSDF	100,000.00		
Current Account	142,965.08		
Petty Cash Imprest Acc	100.00		
		293,065.08	
Tfr to/from reserves for 2021/22: (total net Inc/exp)		-153,395.00	
Projected Balances at y/e 31/3/2021=			139,670.08
Forecast Reserves 31/3/2021:			
General Reserve: Term Deposit	50,000.00		
General Reserve: CCLA PSDF	50,000.00		
Current Account / Deposit Fund	39,570.08		
Petty Cash	100.00		
			139,670.08

Council's Policy on Reserves:

To retain a combined General Reserve/Current Acc balance of 25% of the 3yr avge annual gross expenditure (2021/22 = 25% of £523,929 = **£130,982**), for cash flow purposes.
The estimated general reserves of £ 139,670.08 (including the Public Sector Deposit Fund balance, which is treated as a fixed asset in the annual financial statements) meet this requirement.

* The Reserves above exclude the Council's earmarked capital reserve, which is invested in the CCLA Local Authorities' Property Fund
The total earmarked reserve as at 31.3.2021 is forecast to be approx. £150,000, after use of the £7,200 income during the year towards capital projects.
These funds are reserved for future capital expenditure only.

Comparison of Annual Precept Requirement:

	2018/19	2019/20	2020/21	2021/22
Total Precept requirement:	£ 435,300.00	£ 456,000.00	479,700	£484,000
Council Tax base:	£ 11,270.21	£ 11,354.37	11,488.89	11595.18
This equates to a typical Band 'D' precept of	£ 38.62	£ 40.16	£ 41.75	£41.74
% increase on previous year =		3.99%	3.97%	0

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<u>Budget Expenditure</u>							
4000	Salaries	104,500	106,500	109,700	113,000	0	0
4015	Travel Expenses	1,250	1,000	1,250	1,250	0	0
4017	Members Allowances	5,950	6,850	6,850	6,850	0	0
4020	Seminars/Courses	2,700	3,300	3,400	3,500	0	0
4025	Stationery & Supplies	1,750	1,750	1,750	1,750	0	0
4026	Postages	1,500	1,000	1,050	1,100	0	0
4027	Insurance	4,500	4,725	4,950	4,950	0	0
4030	Audit Fees	700	1,000	750	750	0	0
4032	Professional Fees	6,000	6,000	6,000	6,000	0	0
4035	Subscriptions	2,500	2,600	4,500	4,500	0	0
4040	Office & IT Equipment	1,500	1,500	1,500	1,500	0	0
4041	IT & Software Support	2,300	2,600	2,700	2,800	0	0
4100	Mayor's Allowance	1,500	1,500	1,500	1,500	0	0
4105	Civic Regalia	500	500	500	500	0	0
4115	Municipal Events	2,950	3,000	3,100	3,200	0	0
4120	Election Expenses	16,000	20,000	4,000	4,000	0	0
4150	Rates	7,950	7,725	8,100	8,500	0	0
4155	Utilities	18,150	18,975	15,900	16,800	0	0
4160	Repairs & Maintenance	16,400	36,000	10,000	10,000	0	0
4166	Fire Alarm	1,200	1,200	1,200	1,200	0	0
4300	Large Grants	30,000	35,000	30,000	30,000	0	0
4305	Small Grants	22,090	12,000	10,000	10,000	0	0
4310	Scholarships S137	1,500	1,500	1,500	1,500	0	0
4311	Regeneration/Projects	56,500	25,000	0	0	0	0
4312	Community Eng / Place Plans	20,000	20,000	5,000	5,000	0	0
4315	Youth Grants	15,000	10,000	10,000	10,000	0	0
4320	Community Wellbeing Projects	0	20,000	5,000	5,000	0	0
4330	Sponsorships	500	500	500	500	0	0
4400	Prom Day	10,000	10,000	10,000	10,000	0	0
4402	Bonfire	17,500	17,500	16,000	16,000	0	0
4403	Christmas Event	5,000	5,000	5,000	5,000	0	0
4404	Parc Eirias Event	20,000	20,000	20,000	20,000	0	0
4405	1940's Event	15,000	15,000	15,000	15,000	0	0
4420	Other Events	45,000	45,000	40,000	40,000	0	0
4460	Colwyn in Bloom	21,500	22,000	17,500	17,500	0	0
4490	Theatr Colwyn Contribution	55,000	55,000	55,000	55,000	0	0
4501	Play Schemes	6,750	6,750	6,950	7,200	0	0
4502	Christmas Lights	27,500	30,000	30,000	30,000	0	0
4503	CCTV	11,088	11,420	11,760	12,100	0	0
4504	Parks & Gardens	500	500	500	500	0	0
4507	Other CCBC Service	25,000	20,000	20,000	20,000	0	0
4510	War Memorial Maintenance	200	1,000	250	250	0	0
4520	Street Furniture	7,500	7,500	7,500	7,500	0	0
4522	Colwyn Victoria Pier	0	15,000	0	0	0	0
4530	Ward Allowances	14,758	7,200	7,200	7,200	0	0
4601	Play Equipment	66,500	19,000	19,000	19,000	0	0
	Total Overhead Expenditure	694,186	659,595	532,360	537,900	0	0

Forward Budget Detail - By Combined Account Code

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Budget Income						
1000 Office Rental Income	2,200	2,200	2,200	2,200	0	0
1005 Room Hire Income	3,200	0	0	0	0	0
1010 Photocopying Receipts	100	0	0	0	0	0
1085 Events Income	2,000	2,000	2,000	2,000	0	0
1176 Precept	479,700	484,000	498,500	513,500	0	0
1190 Interest Received	1,500	1,000	1,000	1,000	0	0
1195 Earmarked Capital Receipts	7,200	6,500	6,500	6,500	0	0
1999 Other Income	13,500	10,500	11,500	12,200	0	0
Total Income	509,400	506,200	521,700	537,400	0	0
Total Budget Expenditure :	694,186	659,595	532,360	537,900	0	0
Income :	0	0	0	0	0	0
Net Expenditure	694,186	659,595	532,360	537,900	0	0