

**MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 P.M. ON MONDAY 15<sup>TH</sup> JUNE 2020**

**PRESENT:** The Mayor, Cllr N Bastow  
Cllrs: Glenys Baker; Bob Barton; G Campbell; H Fleet; D Howcroft;  
C Hughes; Mrs M Jones; A Khan; A Pearson; J Pearson; M Pickard;  
P Richards; K Swindon; M Tasker and M Worth.

**OFFICER:** Mrs C Earley, Town Clerk  
Mrs R Dudley, Assistant Clerk

**IN ATTENDANCE:** County Cllr: C Carlisle

**499/19 Welcome and Apologies for Absence:**

- a) Apologies for absence were received from Cllrs: G Howcroft-Jones; D Jones and H Meredith.
- b) The Clerk submitted a request to consider the approval of a temporary leave of absence for Cllr H Meredith, who is currently unable to access remote meetings, and Cllr G Howcroft-Jones, on medical grounds.  
***Resolved to approve a period of temporary leave for Cllrs G Howcroft-Jones and H Meredith on health/access grounds.***
- c) The Clerk submitted a request from Cllr C Matthews to stand down from the General Purpose and Planning Committee, due to ill health.  
***Resolved that Cllr C Matthews be temporarily removed from membership of the General Purpose and Planning Committee and granted a temporary leave of absence, until he advises that he is well enough to resume.***

**500/19 Announcements:**

The Mayor made a brief reference to the work being done by the Pandemic Crises Response Team (PCRT) in its weekly meetings.

Cllr Carlisle was then invited to speak by the Chairman and she thanked the Town Council for its hard work during the CoVid Crisis, such as the issuing of grants to local groups supporting our community. Conwy CBC were very appreciative of the Town Council's support. Cllr Carlisle said the Cabinet were issuing daily updates via the press office and the Clerk confirmed that the Town Council was receiving these and forwarding them to all members.

**501/19 Declarations of Interest:**

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. None were declared.

**502/19 Minutes:**

- a) ***Resolved to receive, approve and sign, as a correct record***
  - (i) ***The minutes of the last Ordinary meeting of the Council, held on 2<sup>nd</sup> March 2020.***
  - (ii) ***The minutes of the Special Meeting held on 17<sup>th</sup> March 2020.***

**b) Resolved to receive and note the minutes of the following meetings:**

- (i) *The General Purpose & Planning Committee held on 17<sup>th</sup> March, 5<sup>th</sup> May and 26<sup>th</sup> May 2020 (draft).***
- (ii) *The Policy & Finance Committee held on 20<sup>th</sup> May 2020 (draft).***
- (iii) *The Colwyn in Bloom Committee held on 4<sup>th</sup> March 2020 (draft).***
- (iv) *The Volunteer Awards Committee held on 2<sup>nd</sup> March 2020 (draft).***

**c) Pandemic Crisis Response Team:**

- (i)** It was noted that the PCRT continues to meet weekly and the notes are forwarded to all members. Members thanked the PCRT and the Clerk for all their hard work and for keeping them informed.

***Resolved to formally receive the notes and to ratify the decisions of the team for the period from 17<sup>th</sup> March to 11<sup>th</sup> June 2020.***

- (ii) Annual Meeting:** Members were asked to consider PCRT's updated recommendation to convene the Annual Meeting in July, immediately prior to the next Council Meeting, to carry out the routine annual business, which includes the re-appointment of Committees, approval of Meeting dates, appointments to outside bodies, publishing of the annual report etc., but that the election of Mayor and Deputy Mayor be deferred until meetings in person can be safely resumed.

***Resolved to agree with the recommendation to convene the Annual Meeting in July, but to defer the election of Mayor and Deputy Mayor until meetings in person can be safely resumed.***

**503/19 Matters Arising from those Minutes:**

***Resolved to note the resolutions of the Committees, as detailed in the minutes.***

**504/19 Conwy CBC**

The Clerk briefly updated members on the meetings local Town Councils continued to have with Officers and Cabinet Members of Conwy CBC, which are now being held every three weeks. The Clerk reported that this had been an excellent means of ongoing communication and a useful forum to discuss community support requirements during the pandemic and to receive updated and timely information on services.

**505/19 Annual Accounts and Audit:**

- a)** The Clerk submitted a copy of the draft Statement of Accounts, plus supporting notes, for 2019/20 and asked members if they had any questions. The Clerk was thanked for all her work in preparing the accounts, during what had been a difficult and busy period.

***Resolved to receive and approve the draft Statement of Accounts and supporting notes for 2019/20, as detailed in Schedule A attached..***

- b)** The Clerk submitted the Internal Audit Report for y/e 31<sup>st</sup> March 2020. The Clerk explained that one new issue had been highlighted and that there were 2 follow-up notes from a previous year. The first two of these had been minor administrative errors, which had been spotted and manually changed on the hard copy reports in

the office, but not on the electronic copies which had to be submitted to the auditor. The third issue was in respect of the Bonfire Contract with the Fire Station. To comply with Council's Financial regulations, three quotations should be sought. However, the existing contract had been extended for an additional year for the 2019 event (with three quotations last being sought in 2017). The minutes need to not only state the reasons for this (which they did), but the Council must also confirm that it has approved the waving of the Financial Regulations in respect of the renewal of the contract.

***Resolved to note the Internal Auditor's report and approve the response by the Clerk/RFO.***

- c) The Clerk submitted the Annual Return, to include the accounting statements and Annual Governance Statement for the year ended 31<sup>st</sup> March 2020.

***Resolved to approve the accounting statements and annual governance statement for signature by the Mayor prior to submission for external audit.***

- d) The Clerk submitted a report showing the updated estimated reserves, taking into account the year end position at 31.3.20 and recommending that several of the underspent budgets from 2019/20 be carried forward for spend in 2020/21.

***Resolved to approve the carry forward of the underspent budgets to 2020/2021, as detailed in Schedule 'B' attached.***

- e) The Clerk/RFO gave a verbal report on the known impact (to date) of COVID-19 on the budgeted income/expenditure for 2020/21, due to lockdown and cancellation of events including summer concerts, various local events, summer Play schemes, Prom Day etc. Taking into consideration the likely loss of income from cancelled room bookings, the current net effect of these cancellations is a projected underspend of around £40,000. It was noted that CCBC is looking at the possibility of bringing a winter lighting type event to the town and that a report on the feasibility of this would follow in due course, for consideration (for financial support).

***Resolved to note the potential impact on the budget of COVID-19 and to keep this in mind when considering what support is needed by the local community as we gradually come out of lockdown.***

### **506/19 Annual Report:**

The Clerk submitted the draft Annual Report for 2019/20, for approval.

***Resolved to approve the translation of the Annual Report for 2019/20, for submission to the Annual meeting in July.***

The Clerk also submitted a one page summary report, published in the form of an 'Infographic' by a Town Council and asked the members if they would like to consider producing something similar, for sharing via social media and to reach those who would be put off by an 18 page more detailed report. The Infographic gives a snapshot of facts about the Council's achievements in the year. It was noted that the Clerk had received a quote of £150 (+ VAT) for producing a similar style bilingual version.

***Resolved to delegate authority to the Clerk to proceed with producing an Infographic, with assistance from View Creative, at a cost of 150.***

**507/19 Corporate Plan:**

The Clerk submitted the proposed Action Plan for 2020/21, to include an appendices containing the additional Green Pledge actions. Members welcomed the inclusion of the Green Pledge Actions. The Clerk confirmed that the wording in 5.1 regarding Colwyn BID would be updated, following the demise of the BID.

***Resolved to receive and approve the Action Plan for 2020/21, subject to the amendment to 5.1., as detailed in Schedule 'C' attached.***

**508/19 Independent Remuneration Panel for Wales:**

a) The Clerk submitted the supplementary report regarding the reimbursement of costs of care.

b) The Clerk submitted the draft return publication for 2019/20 for approval. A discussion took place over the issues around having to pay the small basic payments through payroll and how this had impacted the decision of some members over whether or not they should claim their basic payment. Concern was expressed that we should not be putting barriers in the way of those that may wish/need to receive the payment. The Clerk offered to investigate the ability to make payments at regular intervals throughout the year, to reduce the numbers of payments to within the capability of the HMRC software.

***Resolved to receive the supplementary report and to authorise the submission and publishing of the annual return, as required by the IRPW, as detailed in Schedule 'D' attached.***

**509/19 Approval of Payments:**

a) Members noted that urgent payments continued to be approved/considered weekly by the PCRT.

b) ***Resolved to approve the payment of the annual contribution of £55,000 towards the running costs of Theatr Colwyn.***

The meeting closed at 7.50 p.m.

..... Chairman

### Analysis of Reserves at Year End 31.3.2020

	Balances as at 31.3.2020	
	£	£
<b>General Reserves:</b>		
Term Deposit(s)	50,000.00	
General Reserve: CCLA PSDF	75,000.00	
Business Instant Access savings acc	100,001.31	
Current Account	100,952.01	
(less unrepresented chqs at year end)	-1,592.92	
Petty Cash Imprest Acc	100.00	
<b>Total General Reserves:</b>		<b>324,460.40</b>
<b>Earmarked Reserves:</b>		
CCLA Local Auth Property Fund	160,000.00	
<b>Total Earmarked Reserves:</b>		<b>160,000.00</b>

### Projected Reserves as at 31.3.2021

	Revised Forecast 2020/21		
	£	£	£
<b>Balances B/F 1/4/2020:</b>			
* General Reserve: Term Deposit(s)	50,000.00		
General Reserve: CCLA PSDF	75,000.00		
Business Instant Access savings acc	100,001.31		
Current Account	99,359.09		
Petty Cash Imprest Acc	100.00		
		<b>324,460.40</b>	
<b>Year End Adjustments:</b>			
Debtors and Prepayments 31.3.20	25,380.91		
Creditors and Accruals 31.3.20	- 18,251.16		
		7,129.75	
			<b>331,590.15</b>
<b>Tfr to/from reserves for 2019/20:</b>			
Budgeted net Inc/exp		-86,738.00	
In year budget virements		-108,048.69	
(see next sheet)			
<b>Projected Balances at y/e 31/3/2021=</b>			<b>136,803.46</b>

### Council's Policy on General Reserves:

To retain a combined General Reserve/Current Acc balance of a **minimum** of 25% of the budgeted annual gross expenditure (2020/21 = 25% of £533,627 = £133,406), for cash flow purposes.

The estimated projected reserves of £ **136,803.46** (including the Public Sector Deposit Fund balance, which is now treated as a fixed asset in the annual financial statements) meet this requirement.

### Earmarked Reserves:

The Council may choose to set aside earmarked reserves from time to time for specific or expected future item(s) of more major expenditure.

One such reserve currently exists and was created to set aside funds for future **capital** expenditure on major project(s), which may include works on the Town Hall site following an asset transfer of the whole Rhiw Road site by the County Council in September 2015. Parts of the site are currently vacant and potential future use(s) are being explored.

The total earmarked reserve as at 31.3.2020 was £160,000. These funds are reserved for future capital expenditure only.

**List of unspent budget items in 2019/20 which require carrying forward to increase**

<b>Item</b>	<b>Amount</b>
Town Hall Repairs & Maint (external redecorating)	£2,900.00
Youth Grants (PB project postponed)	£5,000.00
Town Centre Investment Plan (CCBC/WG funded)	£19,000.00
<i>Colwyn in Bloom</i>	£4,000.00
Ward Allowances	£7,558.69
<i>Ward allowances not claimed (tfr to small grants for Covid-19)</i>	£1,900.00
<i>Small Grants u/spend (c/f to new year for Covid-19)</i>	£6,990.00
Members Allowances (transfer unspent budget to small grants)	£3,200.00
Play Equipment	£47,500.00
Community / Place Plan	£10,000.00
	<hr/>
	£108,048.69

*These have already been approved for carrying forward when the underspends became appar*

2020/21 budget:

**Nominal Code**

4160

4315

4311

4460

4530

4305 (small grants)

4305

4305

4601

4312

rent in 2019/20



# Action Plan 2020-21

(To be read in conjunction with the Corporate Plan 2018-2022)

Approved 2<sup>nd</sup> September 2019 (Min. 167/18(b) )  
Last Updated 2<sup>nd</sup> March 2020: ( Min.       )



Action Ref:	Action	Action Owner/s	Target Completion Date	Action Update	Completed
<b>KEY OBJECTIVE 1 – People are Educated and Skilled</b>					
1.1	Provide low cost meeting rooms at the Town Hall for classes (e.g. Welsh and English Second Language)		Ongoing		
1.2	Provide grants to organisations providing learning opportunities for either young people or adults.		Ongoing		
1.3	Appoint Community Governors to each of our local LEA funded primary schools		Ongoing (re-appointed annually)		
1.4	Work in partnership with others, including Bay Life Regeneration Group, to seek ways to support/encourage local employment opportunities		Ongoing		
<b>KEY OBJECTIVE 2 – People are Safe and Feel Safe</b>					
2.1	Identify ways of working more proactively with the local neighbourhood policing team to tackle low-level crime and anti-social behaviour	Council / Neighbourhood Police Sergeant	Ongoing	<i>New District Inspector and Neighbourhood Policing Sergeant Jan 2020 – attended Council 2.3.20 to discuss how we can work together.</i>	
2.2	Complete work on the pilot Community Resilience project, with support from the NW Regional Emergency Planning Service	Clerk / Admin Officer and town council reps	Mar 2019	Project suspended due to long-term absence of lead officer.	Suspended
2.3	Contribute towards the ongoing provision of CCTV cameras across the area	Town Council / CCBC CCTV Officer	Ongoing (review each December)	Contribution approved for 2020/21 in January budget meeting	
2.4	Organising the annual bonfire and fireworks display in Eirias Park to	Bonfire Sub-Committee	Annual event (November!)	Approx. 8,000 people attended the event in Eirias Park on 5 <sup>th</sup> November.	

	encourage local families to stay safe on bonfire night.			Feedback generally very positive.	
<b>KEY OBJECTIVE 3 – People have Good Quality Homes they can Afford</b>					
3.1	Engage with and support the Local Planning Authority with its review of the Local Development Plan	GP&P Committee	(working to CCBC timescales)		
3.2	Support members of the GP&P Committee to undertake training provided by Planning Aid Wales and others	Council / Clerk	Ongoing	Several members recently attended a workshop with the Planning Inspectorate and other training has been completed through the year.	
3.3	Seek to encourage developers, at pre-application consultation stage, to provide good quality, affordable housing for local people in sustainable locations	GP&P Committee	Ongoing		
3.4	Supporting organisations and projects that tackle homelessness and poverty	P&F Committee	Ongoing		
<b>KEY OBJECTIVE 4 – People are Healthy and Active, with Good Mental Wellbeing for All Ages</b>					
4.1	Ensuring the provision of adequate and safe places for children to play by: 1. Supporting CCBC with additional funding to ensure play equipment is maintained. 2. Supporting open access play schemes in school holidays	P&F Committee	Annual Budget Provision  Annual Budget Provision	1. Funding increased to £30,000 for 2018/19, plus £17,500 2019/20 - works delayed due to floods in Feb and COVID-19 2. <i>Budget of £19,000 allocated for 2020/21.</i> 3. <i>Report from CCBC task &amp; finish group awaited</i>	
4.2	a. Increasing engagement with young people to find out what support they need to lead active and healthy lives.	Council and Committees	Ongoing	Youth Engagement Strategy adopted following discussions with Conwy Youth Service, Conwy Youth Council, CVSC Youth Participation Officer.	<b>Adopted 2018</b>

	b. Allocating (part of) youth grant budget and involving young people in determining funding recipients (using participatory budgeting)	Policy & finance Committee	March 2021 (postponed due to COVID-19)	Clerk met youth officers/young people January to plan/prepare process and draft guidelines for applicants. <i>Now launched for applications.</i>	<i>PB Voting event was due to be held April 2020</i>
4.3	Provide funding support (large and small grants) to groups/organisations providing projects and activities that promote health and mental wellbeing	Council / Policy & Finance Committee	Annually	Large grants approved 2020/21	
4.4	Provide funding support (large and small grants) for local organisations providing social and recreational activities (supporting general wellbeing)	Council / Policy & Finance Committee	Annually	Large grants approved 2020/21	
4.5	Provide funding support (direct funding, large and small grants) for projects that protect or enhance our local open spaces, parks, gardens, waterfront and woodlands.	Council, Colwyn in Bloom Committee, Policy & Finance Committee	Annually	Large grants approved 2020/21	
4.6	Support grant applications to encourage / support activities for 'harder to reach' groups.	Policy & Finance	Annually	Large grants / small grants / youth grants (incl. participatory budgeting)	
4.7	Development of Family Centre and Community Hub	Council / CCBC	End 2020?	Support the development of the Douglas Road site as a family centre and community hub.	
4.8	Work towards a 'Disabled Friendly' Colwyn Bay, by: 1. Seeking additional drop kerbs to improve access to key public buildings, including the Town Hall and library 2. Consider ways to address the issues caused by water gullies in the pavement	Council	Ongoing	<ol style="list-style-type: none"> <li>1. Requested update on progress (last contact Feb 2019).</li> <li>2. As above (and awaiting TCIP proposals for road/pavement improvements)</li> <li>3. As above</li> <li>4. Reminder sent to all members</li> </ol>	

	<p>between the town centre and Theatr Colwyn.</p> <p>3. Seek to remove obstacles at dropped kerbs (e.g. sign at Subway/Spar on Abergele Road).</p> <p>4. Encouraging all councillors to engage with Conwy access group with a view to undertaking ward audits to inform an ongoing project to improve disabled access across the town.</p> <p>5. Where practicable, to encourage the GP&amp;P Committee to consider disabled access when assessing planning applications.</p>			<p>Feb 2019 and GP&amp;P Committee progressing actions, through CCBC (ERF)</p> <p>5. Ongoing</p>	
<b>KEY OBJECTIVE 5 – People Live in a Town which has a Prosperous Economy</b>					
5.1	Continue to work closely with Colwyn BID, ROSTA and any other local business/trade organisations to support the local business community	Council / Clerk	Ongoing	<i>Due to early termination of Colwyn BID (March 2020), Chamber of Trade has re-established and members are attending meetings.</i>	
5.2	Working with CCBC, explore ways in which Colwyn Bay market could be further developed	Council / Clerk		Awaiting update from CCBC re: expressions of interest from commercial enterprises	
5.3	Support local events, where these have a positive impact on the local economy	Council / P&F Committee	Annual	Approval of events grants in 2020/21, however many events are being postponed or cancelled due to COVID-19	
5.4	Replacement Conwy LDP – support strategy to protect / increase employment land, where this may provide additional quality jobs for local people	Council / General Purpose & Planning Committee	Mar 2021		

5.5	Working in partnership with the Bay Life Regeneration Board on projects such as the Town Centre Investment Plan	Council	Ongoing	Agreed funding support of £19k towards TCIP project (jointly funded by Colwyn BID, CCBC and Welsh Govt) <i>Progress report to Council 2.3.20 – contribution delayed to 2020/21</i>	
5.6	Supporting projects / activities to bring day visitors and shoppers to Colwyn Bay, such as festive lighting in Dec	Council / P&F Committee / Christmas Lighting Sub-Committee	Annual	Budget of £27,500 for festive lighting across three retail areas, plus £6,000 for Christmas events.	
<b>KEY OBJECTIVE 6 – People Value and Look after the Environment and Support Community Resilience</b>					
6.1	Engage with the Public Service Board in the development of its 'Green Community Pledge', to encourage buy-in / change, at a very local level.	Council / Clerk	Ongoing (working to PSB timescales)	<i>Community pledge documents received – Council agreed to sign-up 2.3.20: see separate appendices for Green Pledges Action Plan</i>  <i>Adopt Environmental Action plan under Environmental (Wales) Act 2016</i>	
6.2	Participating in environmental audits at ward level with partners from Conwy CBC and NW police	All Local Councillors	Ongoing		
6.3	Community Resilience Pilot Project – see 2.2 above				
6.4	Providing funding (small grants) / support to support environmental clean-ups and campaigns	Council and Committees	Ongoing	Funding previously approved for CCBC 'No messing' anti-litter and anti-dog fouling campaigns across BofC area, <i>but now suspended activity due to lack of resources at CCBC</i>	

				<i>Town Council has recently become a litter pick hub, in conjunction with Keep Wales Tidy, to share equipment and encourage / support local litter pick groups (Jan 2020)</i>	
6.5	Providing funding for street furniture and other environmental improvements e.g. replacement litter/recycling bins	Council and committees	Ongoing	Small grants and councillor ward allowances	
6.6	To support the ongoing work of the Colwyn in Bloom Committee in involving the community in looking after the local environment.	Council / Colwyn in Bloom Committee	Ongoing		
6.7	Tree Charter – support the work of the Tree Charter campaign in recognising the importance of, encouraging the planting of, and protecting our local trees.	Council / All Committees and Sub-Committees	Ongoing		
6.8	Seek to maintain and enhance biodiversity and promote the resilience of ecosystems (duty under the Environment (Wales) Act 2016, p1 s6)	Council	Ongoing	Prepare and publish a plan setting out what we propose to do. Publish triennial report by y/e 2019 and every three years thereafter.	<b>First report approved 2.12.19</b>
6.9	Consider declaring a Climate Emergency and adopting some/all of the 20 actions recommended by Friends of the Earth	Council	To be considered in 2020/21		
<b>KEY OBJECTIVE 7 – People Live in a Town where Heritage, Culture and the Welsh Language Thrive</b>					
7.1	Provided funding support for the 2019 National Eisteddfod (via the local fundraising committee)	Council	Approved July 2018 2 <sup>nd</sup> instalment paid in 2019	Second instalment paid 2019/20 Event held August 2019	
7.2	IMAGINE Colwyn Bay – funding partner	Council	March 2021	HLF application successful in 2018/19	

	in a three year project for encouraging and supporting heritage and arts networks/projects.			for three-year project. Town Council has committed £17,000 over 3 years. Cllr and Clerk sit on Steering Group.	
7.3	Theatr Colwyn	Council	Ongoing	Provide financial support (£55,000 p.a., to enable local residents to have an affordable local theatre/cinema, plus members appointed to a Joint Management Committee.	
7.3	Provide funding to support events, exhibitions and other activities with a cultural and/or heritage link	P&F Committee		See events grants – item 5.3 above	
7.4	Promotion / support of Welsh Language	Council	Ongoing	Adhere to Welsh language scheme / standards. Provide low cost venue for local Welsh classes. Provide grant funding for Y Pentan, Welsh language newsletter	
7.5	Civic Artefacts	Council	Ongoing	Storage and display of local civic artefacts/regalia, on loan from CCBC.	
7.6	Municipal Events	Council / Committees	Annual	Organising/supporting annual municipal events, such as Civic Service, Remembrance Sunday service, Volunteer Awards, St David's Day event	
7.7	Ancient Local Charities and War Memorial(s)	Council	Ongoing	Providing officer support and Trustees for several ancient/local charities, including Llandrillo Charities and acting as Custodian of the Colwyn Bay War Memorial.	
<b>KEY OBJECTIVE 8 – People are Informed, Included and Listened to, and can add to their Community (Community Empowerment)</b>					
8.1	To form a Steering Group to commence work on producing a Community/ Place Plan	Council	Ongoing	<i>Steering Group formed and is commencing work on project plan, with support from CCBC &amp; Imagine.</i>	

8.2	To make improvements to the Town Council website, to make it more responsive and accessible and ensure the content is up to date and relevant	Website Working Group	Sept 2020	Deadline now extended to Sept 2020 to comply fully with public Sector website accessibility requirements.	
8.3	To use social media to share information about local events/ activities	Clerk / Assistant Clerk	Ongoing		
8.4	To use the Youth Engagement Strategy to work more closely with local young people.	Clerk / Cllr A Kealey	Ongoing		
8.5	To produce regular news items (on Council website) and publish an Annual Report	Clerk / Chairman	Ongoing May annually	First annual report published May 2019.	
8.6	To champion local democracy by supporting and encouraging members to engage with local residents, both formally and informally.	Council / members	Ongoing		

#### **SUPPORTING OBJECTIVES – Good Governance and Accountability**

9.1	Conduct a review of training needs for councillors and staff and monitor this annually	Clerk / Council	Annual	Annual training and development review conducted and training needs approved on an annual basis (January)	
9.2	Conduct annual staff personal development reviews	Clerk / Staffing Sub-Committee	Annual	<i>Clerk's review last completed Dec 2019. Staff reviews completed Nov 2019</i>	
9.3	Comply with all relevant legislation, such as Accounts & Audit Regulations, and Data Protection (GDPR)	Clerk / Council	Ongoing	Clerk to attend relevant training / conference events and update Council, as required.	
9.4	Comply with Internal Controls, Standing Orders and Financial Regulations, updating these where necessary, and carry out an annual review of the Council's risk assessment	Council	Ongoing	<i>Annual review of risk assessment carried out January 2020.</i> New Practitioners Guide published Aug 2019 New Model financial regulations reviewed and adopted Sept 2019	

#### **SUPPORTING OBJECTIVES – Our Core Values**

9.5	To promote the highest standards of openness and transparency, whilst	ALL	Ongoing		
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	protecting sensitive/confidential or personal information.				
9.6	To be <b>ethical, empowering, honest &amp; trustworthy, respectful, inclusive, caring &amp; responsible</b> in all that we do.	ALL	Ongoing		
9.7	To incorporate the five ways of working, <b>involving, collaborative, long-term, integrated, prevention</b> , from the Wellbeing of Future Generations Act 2015, in all that we do.	ALL	Ongoing		
<b>MONITORING &amp; REVIEW</b>					
10.0	To review progress on the agreed actions on a quarterly basis.	Council	Jun, Sept, Dec & March	<i>Last reviewed March 2020</i>	
10.1	To produce an annual report in May each year (publish by September) to inform others of the progress we have made towards our key objectives.	Council	September 2019	Completed May 19 (see 8.5 above)	

# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2020

## LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

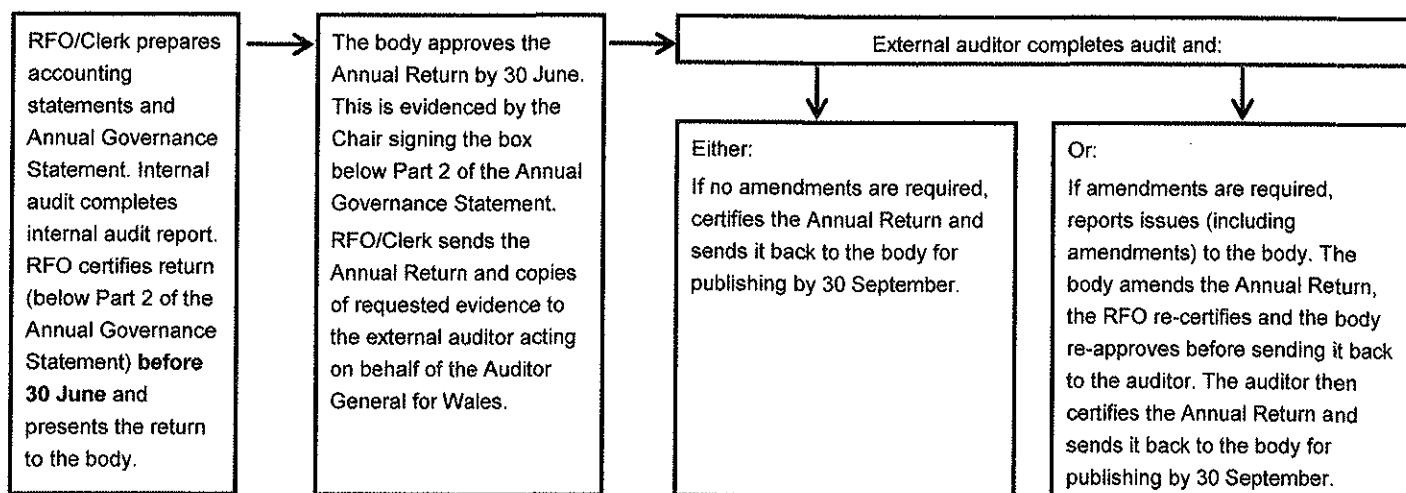
	Yes	No		Yes	No		Yes	No
ENGLISH	<input checked="" type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



**Please read the guidance on completing this Annual Return and complete all sections highlighted pink including BOTH sections of the Annual Governance Statement.**

## APPROVING THE ANNUAL RETURN

**There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**

**The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.**

**The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.**

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

# Accounting statements 2019-20 for:

Name of body: Bay of Colwyn Town Council

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	

Please round all figures to nearest £.  
Do not leave any boxes blank and report £0 or nil balances.  
All figures must agree to the underlying financial records for the relevant year.

## Statement of income and expenditure/receipts and payments

1. Balances brought forward	168,794	188,866	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	435,300	456,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	45,642	31,690	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	93,019	99,271	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	367,851	320,695	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	188,866	256,590	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

## Statement of balances

8. (+) Debtors and stock balances	31,238	25,381	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	171,530	249,460	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	13,902	18,251	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	188,866	256,590	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,691,385	1,693,284	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	<input type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

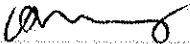
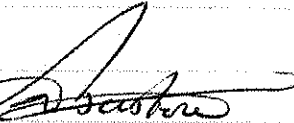
## Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/ Committee:
	Yes	No*	N/A	
1. We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.
2. We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013.

\* Please delete as appropriate.

### Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020. <b>RFO signature:</b>  <b>Name:</b> MRS CHRISTINA J EARLEY <b>Date:</b> 10 <sup>TH</sup> JUNE 2020	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: <b>Minute ref:</b> 505/19 <b>Chair of meeting signature:</b>  <b>Name:</b> CLLR NEIL BASTOW <b>Date:</b> 19 <sup>TH</sup> JUNE 2020
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### Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020. <b>RFO signature:</b> <b>Name:</b> <b>Date:</b>	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: <b>Minute ref:</b> <b>Chair of meeting signature:</b> <b>Name:</b> <b>Date:</b>
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## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

BAY OF COLWYN TOWN COUNCIL

### External auditor's report

~~[Except for the matters reported below]\*~~ On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

~~[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_]~~

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

BDO LLP Southampton  
United Kingdom

External auditor's signature:

BDO UK

Date:

25/1/21

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body:

BAY OF COLWYN TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 03/06/2020.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

JDU BUSINESS SERVICES LTD

Signature of person who carried out the internal audit:

JDU Business Services Ltd

Date: 03/06/2020



## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2020 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2020?	✓	
	Has the body approved the accounting statements before 30 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?	✓	
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		