

MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY, VIA ZOOM, AT 6.30^{PM} ON MONDAY 16TH JANUARY 2023

- PRESENT:** The Mayor, Cllr C Matthews (Chairman)
Cllrs: C Brockley, D Carr, J Higgins, C Hughes, J Hurst, N Coverley,
H Fleet (Deputy Mayor), L Kennedy, A Khan, T Maclean, B Madden, S McAllister,
J Nuttall, R Owen, S Price, S Ryder, D Wilkins and G Wynne
- OFFICERS:** C Earley, Town Clerk and RFO
R Dudley, Assistant Clerk
- VISITORS:** Gwyneth Millington, Conwy CAB
Thea Brain, Conwy CAB
County Cllr Cheryl Carlisle
County Cllr Gail Jones

310/22 Welcome and Apologies for Absence:

The Chairman welcomed members and visitors to the meeting. Apologies for absence were received from Cllrs: J Clayton, D Howcroft, P Hughes and D Jones.

311/22 Announcements:

- (a) The Mayor reminded members of the importance of SOs 1o, 1t and 3w and asked for member's co-operation with keeping any discussions brief and on point. Should the meeting not be concluded by 9pm, it may be necessary to defer any non-urgent business to the next meeting.
- (b) The Clerk reminded members that nominations are now being sought for the annual Volunteer Awards and the closing date is 31st January 2023. Members are requested to consider making nominations themselves and to also help publicise the awards / encourage others within their community to make nominations. Members were advised that previous nominees can be nominated again, as long as they weren't the category winner.
- (c) St David's Day Parade and Concert in St Paul's Church- The Clerk gave a brief background with regard to previous events. The Imagine project officer had organised the parade last year, with support from the Town Council. However, that project has now come to an end. The Clerk informed members that the local primary schools had all been contacted to gauge the support for a Parade/Concert. Six replies had been received, to date, and all six schools wished to take part in the parade again this year. One school had also confirmed that it would like to participate in any concert that was arranged. Last year, due to Co-vid 19 restrictions, school children had taken part in singing in the church grounds only, under the direction of Dilwyn Price, who was happy to be involved again this year. It was noted that volunteers would be needed for the parade route and a meeting would need to be arranged to discuss and agree the format of the event this year, given the replies received from the schools.

Resolved to support and commit resources (staff time and budget) for organising the Parade, with funding being required for traffic management support for the road closures, at an estimated cost of £400, and for PA equipment for any outdoor performance and for refreshments afterwards for invited guests.

Further resolved to delegate authority to the Clerk and staff to liaise with the schools, Dilwyn Price and the Vicar to organise the Parade and any singing/performance(s) afterwards.

312/22 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr Colin Matthews, as a CAB Trustee, declared an interest in item 6K – Large Grants. Cllr N Coverley and Cllr C Hughes declared an interest in 6L – Events Grants.

313/22 Visitors to the Council:

(a) The Chair welcomed Gwyneth Millington and Thea Brain from Conwy Citizen's Advice Bureau (CAB) to give a presentation about the services the CAB provide. It was noted that CAB had submitted a large grant requesting an increase in support for additional outreach services for 2023'24, which will be considered later in the agenda.

Gwyneth Millington thanked the Council for inviting them to do a presentation and stressed the desperate situation facing the service. Whether it's tackling problems with debt or housing, or helping with benefits and employment advice, Citizens Advice solve practical problems that improve health and wellbeing. The number of clients seen from within the Bay of Colwyn Town Council wards, represents 32% of total enquiries across the Conwy County Borough. Their clients experience low income, debt, fuel poverty, homelessness, domestic abuse, child poverty, disability and long-term health conditions.

A slide was shown that listed the number of client enquiries and showed the increase/decrease from the year previously. Postal codes of clients are entered in the database so these numbers are fact based. The Rhiw ward presented with the highest overall percentage of enquiries across the County. The Rhiw and Glyn wards presented individually, with the highest debt enquiries. CAB are the only specialist and generalist Welsh Government quality mark recognised advice and information provider to have continued delivering face to face services as an essential service to those most vulnerable and in priority need across the County. Citizens Advice Conwy is currently experiencing a week on week increase in enquiries, with demand exceeding the resources they have available. Gwyneth stressed that additional funding is urgently required to enable their increasing staffing resources. CAB Conwy works with partner organizations, sharing knowledge and experience of specific community groups e.g. older people, mental health and domestic abuse, to compliment and not duplicate service provision. CAB provide an essential service for all ages and backgrounds.

Working with experienced partners such as, partners who know the needs of their service users best, before crisis point is reached, is integral to the short, mid and long-term impact, that as a service may have on the residents of the Bay of Colwyn Town Council. Gwyneth said that Conwy County Borough Council had cut their funding to £64,000. CAB have achieved circa £535,000 income during 2022/2023, but unfortunately the majority of this funding is ring fenced for remote delivery of services. This does not meet the face to face needs of people in our communities, who have complex matters to face, in their day to day lives. Sustainable funding is essential to enable our service to meet the needs of the most

vulnerable. Gwyneth concluded by informing members that a financial contribution from the Bay of Colwyn Town Council is essential for CAB to assist in meeting the needs of our local communities, within the individual wards of the Town Council. Some case studies were then shown to demonstrate how CAB can benefit clients' lives.

A brief question and answer session followed the presentation.

In answer to a question about reduced enquires regarding housing/homelessness, Gwyneth said the figures on the presentation were from 21/22 and they had seen a huge increase in those types of enquires during 2022/2023.

Gwyneth said that they were having less enquiries from 60+age groups and wondered if Covid-19 was the reason and having to move to online services rather than face to face. The Large grant application was for one extra outreach day in Colwyn Bay Library with 3 paid staff (rather than the current provision for one member of staff and a maximum of 4 appointments), so more clients can be seen face to face. CAB already have the use a meeting room in the Town Hall free of charge on a Thursday for face to face appointments.

The Chair thanked Gwyneth Millington and Thea Brain for the interesting presentation and they retired from the meeting.

- (b) Members noted that Lyn Cadwallader from One Voice Wales will be attending the next meeting, to give an overview of the role of OVW and the benefits of membership.
- (c) No County Councillors present wished to give a report.

314/22 Minutes

- (a) ***Resolved to receive, approve and sign, as a correct record, the minutes of the last ordinary meeting of the Council, held on 5th December 2022.***
- (b) ***Resolved to receive and note the minutes of the following meetings:***
 - (i) ***The General Purpose & Planning Committee, held on 13th December 2022 & 10th January 2023(draft).***
 - (ii) ***The Policy & Finance Committee, held 4th & 11th January 2023 (draft).***
 - (iii) ***The Staffing Sub-committee, held on 12th December 2022 (Draft).***

315/22 Matters Arising from Those Minutes:

- (a) **Min. 263/22(b)– Town Hall Tower:**
 - (i) The Clerk reported that an expression of interest had been submitted to Cadw in December for capital grant funding of up to 50% towards the Tower repairs and a response is expected by February.
 - (ii) The Clerk reported that a third detailed quotation had been obtained by the Conservation Architect, as this would be required if the capital grant application to Cadw proceeds through the first stage.
 - (iii) The Clerk reported that weekly scaffolding inspection charges of £108 are now being charged, as the first phase of the works has now been completed. The Clerk asked for approval to pay the invoice for the inspection charges and reported that she was still waiting to hear if weekly rental charges would also be applied. Once the rental charges are known, a decision would have to be made whether to pay the inspection/hire

charges for the time left until the tower repairs have been completed (currently estimated to be by the end of April), or to take the scaffolding down and resurrect once the work recommenced. The cheapest and most cost-efficient option would be chosen, once full information is known.

Resolved to approve payment of the inspection charges invoice and to delegate authority to the Clerk, Mayor, Dep Mayor and the Chair of the Policy & Finance Committee to make a decision regarding the scaffolding, once information regarding the weekly rental charges has been received.

(b) Min. 263/22 (c) Old Colwyn War Memorial:

(i) The Clerk reported that a response was still awaited to the query sent to the Church in Wales.

(ii) ***Resolved to approve the draft Terms of Reference for the new Committee, as detailed in Schedule A attached.***

(c) Min 263/22(e)– Equipment for Hybrid Meetings: The Clerk reported that the installation company had contacted her earlier today to request to rearrange the installation day. In answer to a question the Clerk confirmed the hybrid equipment would be trialled before the next Council meeting.

(d) Min. 263/22(f) – CCBC Service Contributions for 2023/24: The Clerk submitted an email from Conwy CBC detailed the funding required for the paddling pool at Rhos on Sea, but further information was awaited with regard to slip test results, which could result in additional costs. It was noted that the local community valued this free provision and members agreed they would not support the closure of the Rhos Paddling pool.

Resolved to approve making the financial contribution at the level requested (£3,619.62).

(e) Min. 263/22(g) – Interactive Traffic Speed Signs:

Resolved to defer this item until a response has been received from the Highways Department.

Min 263/22(c)– Electrical Inspection Reports:

Resolved to defer this item until a quote has been received.

(f) Min 269/22(c) – Anti Social Behaviour in Bay View/Sea View Road area: The Clerk submitted a report from the meeting held with NW Police on 6th January, together with a copy of the Public Space Protection Order (PSPO). The Clerk reported the meeting had been a constructive meeting between Cllrs, NW Police, Business Reps and CCTV Manager. The CCTV Manager offered to supply costs for an additional, fixed CCTV camera, which may help alleviate the anti-social behaviour. NW Police said it was difficult to enforce the PSPO, but proactive talks had taken place with families of some of the young people identified, involving other support agencies. Several actions had been agreed. The group will meet again next month and the Clerk will report back to the Council with any further update.

(g) Min 290/22 (c) – Members Ward Allowances:

Resolved to approve an increase in the amount members are able to carry forward: one year's allowance, up to a maximum of £450 per member.

(h) Min. 290/22(d) – Draft Training Plan 2023'24:

Resolved to approve the draft plan for 2023'24, as detailed in Schedule 'B' attached.

(i) Min 296/22(a) – Small Grants 2022'23:

Resolved to approve the payment of small grants as recommended by the Policy & Finance Committee (as detailed in Schedule C attached).

(j) **Large Grants:**

The Clerk asked members to consider the recommendations made by the Policy & Finance Committee and to also consider the deferred application from CAB, who had presented earlier in the meeting.

- *Cllr C Matthews retired to the meeting waiting room whilst the CAB Large grant was being considered.*

Resolved to approve the payment of large grants as recommended by the Policy & Finance Committee, subject to Home Start Conwy submitting more detailed statistics on the families they had supported in 2021/22 (as detailed in Schedule D attached).

(k) **Event Grants:**

Cllr N Coverley (application C) and Cllr C Hughes (applications A and C) left the meeting whilst the items they had declared an interest in were debated

Resolved to approve the payment of events grants as recommended by the Policy & Finance Committee (as detailed in Schedule E attached).

(l) **Min 274/22 – New Caretaker/Cleaner:** Members noted that Mr Keith Tansley commenced work in January and will be working 6 hours a week.

(m) **Mon 275/22(b) – Salaries Budget:**

Resolved to approve a budget of £122,000 for staff salaries for 2023/24 to include a small amount of overtime (£1400) and up to 5% towards any costs of living increase approved by the NJC for 2023'24.

(n) ***Resolved to note the resolutions of the Committees, as detailed in the Minutes.***

316/22 Welsh Government: No correspondence was submitted.

317/22 Conwy CBC:

The Clerk submitted a detailed request for financial support towards repairs/replacement play equipment for 2022'23 (from this year's budget and earmarked reserves), following the recent site visits with the Clerk, ward members and the Conwy CBC Playground Inspector. It was noted that Old Colwyn Councillors had confirmed that they were happy for work to go ahead in Min y Don Park, as proposed.

Resolved to approve the request for financial support towards replacing play equipment at Eirias Park, Min y Don Park and Bryn Cadno.

318/22 Finance and Annual Estimates:

(a) Members noted the satisfactory conclusion of the external (Wales Audit Office) audit for 2022/23.

(b) ***Resolved to approve the estimated budget for income and expenditure for 2023/24, as detailed in Schedule F attached.***

(c) The Clerk then asked members to consider the three options presented in relation to the amount of precept to be requested for 2023/24. The report included estimated income and expenditure for the next three years and the impact each option would have on the level of reserves being held. Option 1 showed no increase in the first year but a 5% increase for the next 2 years. Option 2 showed a 3% increase in all three years. Option 3 showed no increase in the 3 years. It was agreed that option 2 was the preferred option. This would mean a small increase in the precept request (of just £1.24 p.a. for a Band D property), but would help to maintain the services that the Town Council delivers without relying too

heavily on the use of reserves to balance the budget. With the expectation of an increase in requests for financial support for services from Conwy CBC, this was felt to be important.

Resolved to approve option 2 and to request a 3% increase in the precept for the 2023/24 financial year, which equates to £504,000 in total (£43.05 p.a. for a Band D property).

(d) The Clerk submitted a report and recommendations on transfers to earmarked reserves for 2022/23.

Resolved to approve the transfers to earmarked reserves recommended for 2022/23, as detailed in Schedule G attached.

319/22 Representatives on Outside Bodies:

No reports were submitted.

320/22 One Voice Wales/Society of Local Council Clerks:

(a) Members noted the Civility and Respect Pledge, as adopted at a previous meeting.

(b) Members noted a copy of the bullying and harassment toolkit issued jointly by OVW and SLCC.

(c) Innovative Practice Conference: The Clerk gave a brief verbal report. The conference began with a presentation about the future of Town Councils in a post Covid-19 world. Net Zero carbon targets by 2030 were discussed next and it was agreed more support /advice was needed to help public bodies meet the target by the deadline. Hopefully any guidance/advice given to Conwy CBC will be shared with community and town councils in Conwy. Developing Green infrastructure was discussed; maintaining public spaces to help wellbeing; improving active travel links and supporting local food production such as allotments /community growing. The Corporate Planning process was discussed and developing business plans. The Clerk reminded members that we will be reviewing and updating our own Corporate Plan once the Place Plan has been adopted.

321/22 Meeting Dates 2023/24:

Members noted a copy of the draft meeting dates for 2023/24, which will be approved at the annual meeting in May.

The meeting closed at 8.45pm.

..... Chairman

BAY OF COLWYN TOWN COUNCIL

Terms of Reference:

Old Colwyn War Memorial Committee

Membership (2022/23): Town Council members: one member to represent each of Colwyn and Eirias wards
Conwy CBC – one member

Co-opted members representing other organisations are appointed as full voting members of the committee.

Current representation is:
Old Colwyn Residents Association - two members
British Legion / veterans - one member
St Catherines & St Johns Church - one member

Chairman (2022/23): t.b.c.

Quorum: One third of the current members

Reporting: The Committee reports directly to the Town Council

The Old Colwyn War Memorial Committee has delegated powers to make the necessary arrangements for annual and ad-hoc services of dedication or remembrance. Once responsibility for the war memorial has been formally transferred to the Town Council, it will also be responsible for carrying out routine inspections of the memorial and making recommendations in respect of any works required.

The group only has delegated powers to commit to expenditure on behalf of the Council, within the limits of the budget approved by the Council each year for the maintenance of the Old Colwyn War Memorial.

BAY OF COLWYN TOWN COUNCIL

Training & Development Plan – 2023'24

The contracts of employment for Council staff require officers and other employees to maintain up to date knowledge of their functions and duties. The Council undertakes to support necessary agreed training and development and meet all course and examination expenses and any travel and subsistence costs incurred, in accordance with the agreed scale. The Local Government and Elections (Wales) Act also requires all town and community councils to approve and publish a training plan, to include training for both staff and members of the Council. A knowledge/skills audit and training needs analysis will be undertaken after each ordinary election and be reviewed/ updated annually by the Clerk to inform the annual training plan.

The following is a summary of the training to be undertaken by staff and councillors for the 2023'24 municipal year.

1. Clerk

The Clerk is a Principal Member of the Society of Local Council Clerks. As such, she is expected to undertake a number of continued professional development activities annually and maintain a record of these, for submission to the SLCC on renewal of membership each year.

The Clerk seeks the on-going support of the Council in funding and providing time for her to attend some/all of the following core CPD/training events during the next financial year (costed on the basis of in-person attendance, but may be less for virtual events):

- a. SLCC/OVW Joint Conference for Wales – (cost approx. £80)
- b. SLCC Management in Action Conference – (2 day - cost approx. £375)
OR
- c. SLCC Practitioners Conference – Feb/March (2 day -cost approx. £375)
- d. SLCC National Conference – Oct/Nov (2 day - cost approx. £450)
- e. SLCC Wales one day regional training seminar (cost approx. £80)
- f. Other online CPD courses, local SLCC branch meetings, Conwy Clerks' training events, or OVW conferences, as and when they occur (usually low cost (<£75), or time and travel expenses only)

2. Assistant Clerk

The Assistant Clerk undertakes a number of administrative tasks, Mayoral / Civic secretarial duties and acts as a Committee Clerk to several committees. She is also expected to deputise for the Clerk during any periods of annual leave or other absence.

During 2019 she completed working through the SLCC's 'Introduction to Local Council Administration' training course, which is a modular based course covering the main aspects of local council administration.

It may also be beneficial for the Assistant Clerk to attend occasional IT refresher courses, specifically Microsoft Office, or other local CPD courses relevant to her work (e.g. Data Protection), as and when these are available, with estimated total costs of £150 p.a.

3. Administrative Assistant

The Administrative Assistant also undertakes some committee support functions and will be supported to complete the SLCC's Introduction to Local Council Administration course. This may progress to registration for CiLCA in the future (cost approx. £250) and/or other relevant one-off courses, with estimated total costs £100 p.a.

4. Cleaner/Caretaker

It is necessary for the caretaker/cleaner to have a basic understanding of health and safety issues and CoSHH regulations etc., for which occasional training may be beneficial (cost estimated to be no more than £100 p.a.).

5. Members

The Council encourages and supports its Members to take up appropriate training opportunities, as and when these arise. Approximate costs for training courses delivered by One Voice Wales (OVW) are £60 per session (reduced to £35 for members). Training may also be available from CCBC, Planning Aid Wales (approx.£30 per session), or other bodies during the year.

Following the elections in May 2022, the Council is undertaking a review of the skills, experience and knowledge of its members and it will then update the training schedule for members to ensure there is sufficient coverage and depth of knowledge and skills across the following areas:

- a. Basic induction training - be provided for all Members by the Clerk
- b. Code of Conduct training will be mandatory for all Members (to be provided by CCBC or OVW and/or delivered by the Clerk)
- c. Core training modules provided by OVW: The Council, The Councillor, The Council Meeting, An Introduction to the Law
- d. The Mayor, Deputy Mayor and Chairmen/Vice-Chairmen of Committees will be encouraged to attend the Charing Skills course provided by OVW.
- e. Members of the Audit Sub-Committee will be expected to complete the Advanced Local Government Finance module, provided by OVW.

- f. Members of the Policy & Finance Committee will be encouraged to attend the Introduction to Local Government Finance modules, provided by OVW.
- g. Members of the General Purposes & Planning Committee will be encouraged to attend the Introduction to Planning modules, available from Planning Aid Wales.
- h. Other OVW Councillor training modules will also be supported, if there is a need demonstrated during the skills audit and sufficient remaining in the training budget.

It is recommended that the Council sets aside a continuing budget of £1,800 p.a. to support member training costs, allowing for an average of £75 (covering the cost of at least two courses) per member. Though the training listed in a. to g. above will be prioritised, other relevant training for members may also be considered, within the budget available.

Total Annual Training Budget Required = £3,700

Summary of Small Grant Applications for 2022/23

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Moved to Youth Grants	Purpose of Grant:	Exp Powers:	S137 Total	Date Paid	Notes:	Report received:
A Clwyd & Gwynedd Army Cadet Force (Colwyn Bay)	£500	13.07.22	£500.00		Towards travel costs to take part in South African expedition	GPOC (formerly S137)		22.7.22		
B Conwy Connect	£500	13.07.22	£500.00		Towards the cost of materials for the upkeep of gardening beds at Bryn Cadno Cimmunity Centre	S19 MP Act 1976		29.7.22		
C Kids Cancer Charity	£500	13.07.22	£500.00		Towards respite holidays for 2 families from Colwyn area	GPOC		29.7.22		
D Mens Shed	£500	13.07.22	£500.00		Towards solicitors fees for the lease of rooms in the rear annexe	S19 MP Act 1976		29.7.22		
E Min y Don Bowling Club	£450	13.07.22	£450.00		Towards the cost of improvement works at the Green	S19 MP Act 1976		22.7.22		
F Old Colwyn Scouts	£250	13.07.22	£250.00		Towards new tents and cooking stoves	S19 MP Act 1976		22.7.22		
G Kind Bay Initiative	£500	18.7.22	£500.00		Food - 25 weekly sessions at £20 per session	S19 MP Act 1976		22.7.22		
<u>Considered by P&F on 28.9.22</u>										
H Victoria Pier Trust	£500	28.9.22	DEFERRED		Contribution towards Welsh classes					
<u>Considered by P&F Committee on 16.11.22 (urgent apps)</u>										
I Foodshare NW		16.11.22 & 5.12.22	£500.00		To provide meals to 250/300 Colwyn area households at Christmas					
J NWAMI	£500	16.11.22	£500.00		Light parade event - 20th November					
<u>Considered on 4.1.2023</u>										
K Dawns I Bawb	£100		£100.00		To hold high quality dance activities for people of all ages and abilities across Gwynedd, Conwy and Anglesey.					
L Urdd Eisteddfodd	£200-£300		£200.00		Towards the costs of CDT units, Science, Concerts and Shows for children and youth.					
M Vision Enhancement Services	£475		£200.00		Towards Conwy Sight Loss Stakeholder event refreshments and a budget for transport and marketing.					
<u>Considered on 11.1.2023</u>										
N Colwyn Bay Conservation and Environment Federatic	£500		£500.00		Insurance/admin costs, grass mats and new sign posts (the Dingle)					
ANNUAL BUDGET 2022/23 =	£10,000	TOTAL YTD=	£5,200	£0						£0
	£10,000									

* 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.

Note: This has been replaced by the General Power of Competence (GPOC), granted by the Local Gov't and Elections (Wales) Act 2021, following a resolution made to confirm eligibility on 16.5.2022

Summary of Large Grant Applications for 2023/24

REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved 2022/23	Grant Approved 2023/24	Notes:	Bank details rec'd:	First Instalment paid	Second Instalment Paid	Report Requested/ Received
A	Benefit Advice Shop	£6,638	To continue to assist the residents of the area with advice, support and representation.	£4,500	£ 6,638.00					
B	Porth Eirias Running Club	£1,000	To purchase Safety Equipment, first aid kit & funding for First Aid course and another leader. <i>REC: find out more re number of members, promotion activities and costs to participate</i>	0	DEFER					
C	Y Pentan	£1000-£2000	Towards the cost of printing.	£1,200	£ 1,200.00					
D	Citizens Advice Conwy	£ 19,990.00	To fund one caseworker and 2 general advisors for one day a week, to be based at Colwyn Bay library <i>Await presentation to Council on 16/1 and note opportunity to ask questions of applicant</i>	£6,000	£ 19,990.00					
E	Home Start Conwy	£ 5,000.00	To continue to provide services to local families, including activities, training courses and social events at the Tan Lan Centre	£4,000	£ 5,000.00	Approved in principle subject to detailed report/statistics being provided on 2021/22 support/services				
F	Llandudno and Colwyn Bay Tramway Society	£ 1,250.00	Ongoing maintenance and purchase of laptop and monitor for use on tram	£0	decline					
					<u>£ 32,828.00</u>					
		<u>£ 33,878.00</u>								

Events Grants 2023/24

Budget = £35,000

Note: £20k for community ev

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Given 2022/23	Recommendation:	Approved (£):	Paid:	Report received?
A	Together for Colwyn Bay	Big Picnic in St Pauls grounds	19th August	£ 2,433.50	£ 4,867.00		£ 2,433.50	£2,433.50		
B	Paul Sampson, Oriel Colwyn (CCBC Event)	Northern Eye Photography Festival	October	£ 5,000.00	£ 14,500.00	£ -	£ 5,000.00	£5,000.00		
C	Together for Colwyn Bay	Pride 23	May/June (t.b.c.)	5000 - 10,000	£25,200.00	£0.00	£ 2,500.00	£2,500.00		
D	Uke-a-Bay (via TAPE)	Uke-a-Bay	11th - 13th August	£4,500.00	£4,500.00	£3,600.00	£ 3,600.00	£3,600.00		
E	Sarah Ecob (CCBC Event)	Gogs Film Festival	Nov-23	£5,000.00	£11,349.96	£5,000.00	DEFER <i>(await evaluation form from 2022 event)</i>			
F	King's Coronation Community Events	Separate applications required w/e 6-8 May 2023 APPROVED: up to £300 available (by application) for schools and small community events/ street parties (and will also consider additional/late events grant applications for any larger/public events)	t.b.c.				<i>estimated</i>	£3,000.00		
				£ 13,533.50			£ 13,533.50	£ 16,533.50		

ents plus £15K for CCBC/other larger events



CYNGOR TREF
BAE COLWYN

BAY OF COLWYN
TOWN COUNCIL

DRAFT ANNUAL ESTIMATES (v2)

2023-24

Approved:

Min:

Annual Budget - By Combined Account Code (Actual YTD Month 8)

Note: Annual Estimates 2023/24 (v2) 4.1.23

		<u>2021/22 -last year</u>		<u>2022/23 -current year</u>				<u>2023/24 - 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	548	2,191	0	2,200	0	0
1005	Room Hire Income	0	150	0	100	100	0	0	0	0
1080	Grant Income	0	43,913	0	1,241	1,241	0	0	0	0
1085	Events Income	2,000	3,163	2,000	1,504	1,504	0	2,000	0	0
1090	Colwyn In Bloom Income	0	20,000	0	576	576	0	0	0	0
1176	Precept	484,000	484,000	484,000	322,667	484,000	0	489,400	0	0
1190	Interest Received	1,000	466	100	3,210	6,000	0	4,000	0	0
1195	Earmarked Capital Receipts	6,500	6,326	6,000	3,448	6,800	0	6,250	0	0
1999	Other Income	10,500	16,985	14,000	-20	14,000	0	14,000	0	0
Total Income		506,200	577,194	508,300	333,274	516,412	0	517,850	0	0
<u>Overhead Expenditure</u>										
4000	Salaries	106,500	106,504	113,000	71,654	107,000	0	122,000	0	0
4015	Travel Expenses	1,000	29	1,000	164	400	0	1,000	0	0
4017	Members Allowances	6,850	2,650	6,850	3,070	5,350	0	8,250	0	0
4020	Seminars/Courses	3,300	1,553	4,200	1,224	3,000	0	3,700	0	0
4025	Stationery & Supplies	1,750	531	1,000	421	1,000	0	1,000	0	0
4026	Postages	1,000	328	750	378	600	0	750	0	0
4027	Insurance	4,725	6,379	8,500	10,521	8,000	0	9,500	0	0
4030	Audit Fees	1,000	748	800	-467	1,600	0	900	0	0
4032	Professional Fees	6,000	5,480	6,000	4,145	6,000	0	6,000	0	0
4033	Recruitment Expenses	0	0	0	107	107	0	0	0	0
4035	Subscriptions	2,600	531	4,500	2,180	2,600	0	5,000	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 8)

Note: Annual Estimates 2023/24 (v2) 4.1.23

	<u>2021/22 -last year</u>		<u>2022/23 -current year</u>				<u>2023/24 - next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040 Office & IT Equipment	1,500	1,035	2,750	810	4,500	0	2,500	0	0
4041 IT & Software Support	2,600	2,204	2,700	2,247	2,952	0	3,250	0	0
4045 Advertising & Publicity	0	0	1,000	0	0	0	0	0	0
4100 Mayor's Allowance	1,500	962	1,500	770	1,500	0	1,500	0	0
4105 Civic Regalia	500	0	500	0	0	0	500	0	0
4115 Municipal Events	3,000	3,360	3,500	2,450	3,654	0	3,700	0	0
4120 Election Expenses	20,000	140	25,000	16,456	16,456	0	5,000	0	0
4150 Rates	7,725	7,356	8,200	4,412	7,360	0	7,700	0	0
4155 Utilities	18,975	16,380	20,300	6,935	16,700	0	18,450	0	0
4160 Repairs & Maintenance	36,000	38,509	30,000	15,844	32,000	0	10,500	0	0
4166 Fire Alarm	1,200	864	1,200	160	1,200	0	1,200	0	0
4300 Large Grants	35,000	9,800	30,000	29,100	29,100	0	30,000	0	0
4301 Large Grants S137	0	17,760	0	0	0	0	0	0	0
4305 Small Grants	12,000	0	10,000	3,200	10,000	0	10,000	0	0
4306 Small Grants S137	0	9,470	0	0	0	0	0	0	0
4310 Scholarships S137	1,500	1,000	1,500	0	1,500	0	1,500	0	0
4311 Regeneration/Projects	25,000	0	25,000	0	0	0	0	0	0
4312 Community Eng / Place Plans	20,000	11,048	15,000	328	10,500	0	5,000	0	0
4314 Regeneration/Projects S137	0	-1,000	0	0	0	0	0	0	0
4315 Youth Grants	10,000	6,803	10,000	1,000	10,000	0	10,000	0	0
4320 Community Wellbeing Projects	20,000	0	20,000	0	0	0	10,000	0	0
4330 Sponsorships	500	0	500	0	500	0	500	0	0
4400 Prom Day	10,000	0	10,000	10,000	10,000	0	10,000	0	0
4402 Bonfire	17,500	17,334	18,500	15,087	19,200	0	20,000	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 8)

Note: Annual Estimates 2023/24 (v2) 4.1.23

		<u>2021/22 -last year</u>		<u>2022/23 -current year</u>				<u>2023/24 - next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4403	Christmas Event	5,000	0	5,000	0	3,560	0	5,000	0	0
4404	Parc Eirias Event	0	0	30,000	30,000	30,000	0	20,000	0	0
4405	1940's Event	15,000	0	15,000	0	0	0	0	0	0
4420	Other Events	45,000	13,070	35,000	20,242	30,000	0	35,000	0	0
4460	Colwyn in Bloom	22,000	49,938	17,500	17,655	17,655	0	18,000	0	0
4490	Theatr Colwyn Contribution	55,000	65,000	65,000	0	65,000	0	65,000	0	0
4501	Play Schemes	6,750	6,750	6,950	6,750	6,750	0	6,200	0	0
4502	Christmas Lights	30,000	21,027	30,000	325	30,000	0	30,000	0	0
4503	CCTV	11,420	11,088	11,088	11,088	11,088	0	11,880	0	0
4504	Parks & Gardens	500	0	500	0	500	0	500	0	0
4507	Other CCBC Service Contributio	20,000	1,810	10,000	2,610	2,610	0	20,000	0	0
4508	Andrew Fraser Memorial Clock	0	0	0	712	0	0	0	0	0
4510	War Memorial Maintenance	1,000	915	500	603	1,000	0	1,000	0	0
4520	Street Furniture	27,500	58,309	7,500	1,679	9,523	0	7,500	0	0
4522	Colwyn Victoria Pier	15,000	0	0	0	0	0	0	0	0
4530	Ward Allowances	7,200	7,047	7,200	860	7,200	0	7,200	0	0
4531	Ward Allowances S137	0	7,261	0	0	0	0	0	0	0
4601	Play Equipment	19,000	0	39,550	1,534	19,000	0	19,000	0	0
	Overhead Expenditure	659,595	509,974	664,538	296,255	546,665	0	555,680	0	0
	Total Budget Income	506,200	577,194	508,300	333,274	516,412	0	517,850	0	0
	Expenditure	659,595	509,974	664,538	296,255	546,665	0	555,680	0	0
	Net Income over Expenditure	-153,395	67,220	-156,238	37,019	-30,253	0	-37,830	0	0
	plus Transfer from EMR	0	51,370	0	0	0	0	0	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 8)

Note: Annual Estimates 2023/24 (v2) 4.1.23

	<u>2021/22 -last year</u>		<u>2022/23 -current year</u>				<u>2023/24 - next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	20,720	0	576	0	0	0	0	0
Movement to/(from) Gen Reserve	(153,395)	97,871	(156,238)	36,443	(30,253)		(37,830)		

Summary of Reserves and Precept Requirement:

	PROJECTION FOR ANNUAL ESTIMATES		
	Current Year 2022/23		
	£	£	£
Opening Balances as at 1/4/2022:			
CCLA PSDF	425,000.00		
Business Instant Access Acc	50,046.57		
Current Account	32,999.03		
(less unrepresented chqs at year end)	-21,767.00		
Petty Cash Imprest Acc	100.00		
		486,378.60	
Opening Adjustments:			
Plus year-end debtors etc 31/3/2022	59,663.00		
Less year-end creditors etc 31/3/2022	-25,346.00		
Adjusted Balances as at 1/4/2022=		520,695.60	
Plus projected income 2022/23		516,412.00	
Less projected exp. 2022/23		-546,665.00	
Projected Balance C/F at 31/3/2023			490,442.60

	PROJECTION FOR ANNUAL ESTIMATES		
	Forecast 2023/24		
	£	£	£
Projected Balances as at 1/4/2023:			
CCLA PSDF	425,000.00		
Business Instant Access Acc	50,000.00		
Current Account	15,342.60		
Petty Cash Imprest Acc	100.00		
		490,442.60	
Budget to/from reserves for 2023/24: total net Inc/exp (Options 1&3)		-37,830.00	
Forecast balances at y/e 31/3/2023=			452,612.60
Forecast Reserves 31/3/2023:			
CCLA PSDF	300,000.00		
Business Instant Access Acc	50,000.00		
Current Account / Deposit Fund	102,512.60		
Petty Cash	100.00		
			452,612.60

Council's Policy on Reserves:

To retain a combined General Reserve/Current Acc balance of a minimum of 25% of the budgeted annual gross expenditure (25% of £555,680 = £138,920), for cash flow purposes.

Estimated general reserves of	£ 452,612.60
Less Earmarked reserves	-£ 216,171.92 (see report on earmarked reserves for 2022/23)
Projected general reserves at 31.3.24	£ 236,440.68 = 42.5% of projected annual expenditure for 2023/24

NOTE: The general reserves are expected to reduce by the following amounts over years 1 to 3, subject to the preferred precept option:						
	Next Year	Year 2	Year 3	Projected % Reserves £	% of gross exp Yr 3	Notes:
Proposed precept increase						
Option 1 (0%, 5%, 5%)	-£ 37,830.00	-£ 18,980.00	-£ 3,780.00	£ 213,680.68	37.43%	within policy range
Option 2 (3%, 3%, 3%)	-£ 23,230.00	-£ 13,880.00	-£ 8,780.00	£ 228,380.68	40.01%	within policy range
Option 3 (0%, 0%, 0%)	-£ 37,830.00	-£ 43,480.00	-£ 53,980.00	£ 138,980.68	24.35%	less than minimum required

Additional Capital Reserve:

* The Reserves above exclude the remainder of the Council's earmarked capital reserve, which is invested in the CCLA Local Authorities' Property Fund
The balance of the fund as at 31.3.2023 is forecast to be approx.£160,000.
These funds are reserved for future capital expenditure only.

Comparison of Annual Precept Requirement:

	2022/23	OPTION 1 2023/24	OPTION 2 2023/24	OPTION 3 2023/24
Total Precept requirement:	£ 484,000.00	£ 489,400.00	£ 504,000.00	£ 489,400.00
Council Tax base:	£ 11,576.17	£ 11,706.25	£ 11,706.25	£ 11,706.25
This equates to a typical Band 'D' precept of	£ 41.81	£ 41.81	£ 43.05	£ 41.81
Increase £ per annum		£0.00	£1.24	£0.00
% increase on previous year	0.16%	0.0%	3.0%	0.0%

		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
1085	Events Income	2,000	2,000	2,000	2,000	0	0
1176	Precept	484,000	489,400	513,900	539,600	0	0
1190	Interest Received	100	4,000	3,000	2,500	0	0
1195	Earmarked Capital Receipts	6,000	6,250	6,500	6,750	0	0
1999	Other Income	14,000	14,000	14,000	14,000	0	0
	Total Income	508,300	517,850	541,600	567,050	0	0
Budget Expenditure							
4000	Salaries	113,000	122,000	125,600	129,400	0	0
4015	Travel Expenses	1,000	1,000	1,000	1,000	0	0
4017	Members Allowances	6,850	8,250	8,250	8,250	0	0
4020	Seminars/Courses	4,200	3,700	3,700	3,700	0	0
4025	Stationery & Supplies	1,000	1,000	1,000	1,000	0	0
4026	Postages	750	750	800	850	0	0
4027	Insurance	8,500	9,500	10,500	11,500	0	0
4030	Audit Fees	800	900	950	1,750	0	0
4032	Professional Fees	6,000	6,000	6,000	6,000	0	0
4035	Subscriptions	4,500	5,000	5,250	5,500	0	0
4040	Office & IT Equipment	2,750	2,500	2,500	2,500	0	0
4041	IT & Software Support	2,700	3,250	3,500	3,750	0	0
4045	Advertising & Publicity	1,000	0	0	0	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	3,500	3,700	3,950	4,200	0	0
4120	Election Expenses	25,000	5,000	5,000	5,000	0	0
4150	Rates	8,200	7,700	8,000	8,300	0	0
4155	Utilities	20,300	18,450	20,800	23,150	0	0
4160	Repairs & Maintenance	30,000	10,500	10,500	10,500	0	0
4166	Fire Alarm	1,200	1,200	1,200	1,200	0	0
4300	Large Grants	30,000	30,000	30,000	30,000	0	0
4305	Small Grants	10,000	10,000	10,000	10,000	0	0
4310	Scholarships S137	1,500	1,500	1,500	1,500	0	0
4311	Regeneration/Projects	25,000	0	0	0	0	0
4312	Community Eng / Place Plans	15,000	5,000	0	0	0	0
4315	Youth Grants	10,000	10,000	10,000	10,000	0	0
4320	Community Wellbeing Projects	20,000	10,000	10,000	10,000	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	18,500	20,000	20,500	21,000	0	0
4403	Christmas Event	5,000	5,000	5,000	5,000	0	0
4404	Parc Eirias Event	30,000	20,000	20,000	20,000	0	0
4405	1940's Event	15,000	0	0	0	0	0
4420	Other Events	35,000	35,000	35,000	35,000	0	0
4460	Colwyn in Bloom	17,500	18,000	18,500	19,000	0	0
4490	Theatr Colwyn Contribution	65,000	65,000	65,000	65,000	0	0
4501	Play Schemes	6,950	6,200	7,000	7,200	0	0
4502	Christmas Lights	30,000	30,000	30,000	30,000	0	0
4503	CCTV	11,088	11,880	11,880	11,880	0	0

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Forward Budget Detail - By Combined Account Code

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4504 Parks & Gardens	500	500	500	500	0	0
4507 Other CCBC Service	10,000	20,000	20,000	20,000	0	0
4510 War Memorial Maintenance	500	1,000	1,000	1,000	0	0
4520 Street Furniture	7,500	7,500	7,500	7,500	0	0
4530 Ward Allowances	7,200	7,200	7,200	7,200	0	0
4601 Play Equipment	39,550	19,000	19,000	19,000	0	0
5001 Transfers From Reserves	50,688	0	0	0	0	0
Total Overhead Expenditure	715,226	555,680	560,580	570,830	0	0
Total Budget Income	508,300	517,850	541,600	567,050	0	0
Expenditure	715,226	555,680	560,580	570,830	0	0
Movement to/(from) Gen Reserve	(206,926)	(37,830)	(18,980)	(3,780)	0	0

		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
1085	Events Income	2,000	2,000	2,000	2,000	0	0
1176	Precept	484,000	504,000	519,000	534,600	0	0
1190	Interest Received	100	4,000	3,000	2,500	0	0
1195	Earmarked Capital Receipts	6,000	6,250	6,500	6,750	0	0
1999	Other Income	14,000	14,000	14,000	14,000	0	0
	Total Income	508,300	532,450	546,700	562,050	0	0
Budget Expenditure							
4000	Salaries	113,000	122,000	125,600	129,400	0	0
4015	Travel Expenses	1,000	1,000	1,000	1,000	0	0
4017	Members Allowances	6,850	8,250	8,250	8,250	0	0
4020	Seminars/Courses	4,200	3,700	3,700	3,700	0	0
4025	Stationery & Supplies	1,000	1,000	1,000	1,000	0	0
4026	Postages	750	750	800	850	0	0
4027	Insurance	8,500	9,500	10,500	11,500	0	0
4030	Audit Fees	800	900	950	1,750	0	0
4032	Professional Fees	6,000	6,000	6,000	6,000	0	0
4035	Subscriptions	4,500	5,000	5,250	5,500	0	0
4040	Office & IT Equipment	2,750	2,500	2,500	2,500	0	0
4041	IT & Software Support	2,700	3,250	3,500	3,750	0	0
4045	Advertising & Publicity	1,000	0	0	0	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	3,500	3,700	3,950	4,200	0	0
4120	Election Expenses	25,000	5,000	5,000	5,000	0	0
4150	Rates	8,200	7,700	8,000	8,300	0	0
4155	Utilities	20,300	18,450	20,800	23,150	0	0
4160	Repairs & Maintenance	30,000	10,500	10,500	10,500	0	0
4166	Fire Alarm	1,200	1,200	1,200	1,200	0	0
4300	Large Grants	30,000	30,000	30,000	30,000	0	0
4305	Small Grants	10,000	10,000	10,000	10,000	0	0
4310	Scholarships S137	1,500	1,500	1,500	1,500	0	0
4311	Regeneration/Projects	25,000	0	0	0	0	0
4312	Community Eng / Place Plans	15,000	5,000	0	0	0	0
4315	Youth Grants	10,000	10,000	10,000	10,000	0	0
4320	Community Wellbeing Projects	20,000	10,000	10,000	10,000	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	18,500	20,000	20,500	21,000	0	0
4403	Christmas Event	5,000	5,000	5,000	5,000	0	0
4404	Parc Eirias Event	30,000	20,000	20,000	20,000	0	0
4405	1940's Event	15,000	0	0	0	0	0
4420	Other Events	35,000	35,000	35,000	35,000	0	0
4460	Colwyn in Bloom	17,500	18,000	18,500	19,000	0	0
4490	Theatr Colwyn Contribution	65,000	65,000	65,000	65,000	0	0
4501	Play Schemes	6,950	6,200	7,000	7,200	0	0
4502	Christmas Lights	30,000	30,000	30,000	30,000	0	0
4503	CCTV	11,088	11,880	11,880	11,880	0	0

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Forward Budget Detail - By Combined Account Code

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4504 Parks & Gardens	500	500	500	500	0	0
4507 Other CCBC Service	10,000	20,000	20,000	20,000	0	0
4510 War Memorial Maintenance	500	1,000	1,000	1,000	0	0
4520 Street Furniture	7,500	7,500	7,500	7,500	0	0
4530 Ward Allowances	7,200	7,200	7,200	7,200	0	0
4601 Play Equipment	39,550	19,000	19,000	19,000	0	0
5001 Transfers From Reserves	50,688	0	0	0	0	0
Total Overhead Expenditure	715,226	555,680	560,580	570,830	0	0
Total Budget Income	508,300	532,450	546,700	562,050	0	0
Expenditure	715,226	555,680	560,580	570,830	0	0
Movement to/(from) Gen Reserve	(206,926)	(23,230)	(13,880)	(8,780)	0	0

		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
1085	Events Income	2,000	2,000	2,000	2,000	0	0
1176	Precept	484,000	489,400	489,400	489,400	0	0
1190	Interest Received	100	4,000	3,000	2,500	0	0
1195	Earmarked Capital Receipts	6,000	6,250	6,500	6,750	0	0
1999	Other Income	14,000	14,000	14,000	14,000	0	0
	Total Income	508,300	517,850	517,100	516,850	0	0
Budget Expenditure							
4000	Salaries	113,000	122,000	125,600	129,400	0	0
4015	Travel Expenses	1,000	1,000	1,000	1,000	0	0
4017	Members Allowances	6,850	8,250	8,250	8,250	0	0
4020	Seminars/Courses	4,200	3,700	3,700	3,700	0	0
4025	Stationery & Supplies	1,000	1,000	1,000	1,000	0	0
4026	Postages	750	750	800	850	0	0
4027	Insurance	8,500	9,500	10,500	11,500	0	0
4030	Audit Fees	800	900	950	1,750	0	0
4032	Professional Fees	6,000	6,000	6,000	6,000	0	0
4035	Subscriptions	4,500	5,000	5,250	5,500	0	0
4040	Office & IT Equipment	2,750	2,500	2,500	2,500	0	0
4041	IT & Software Support	2,700	3,250	3,500	3,750	0	0
4045	Advertising & Publicity	1,000	0	0	0	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	3,500	3,700	3,950	4,200	0	0
4120	Election Expenses	25,000	5,000	5,000	5,000	0	0
4150	Rates	8,200	7,700	8,000	8,300	0	0
4155	Utilities	20,300	18,450	20,800	23,150	0	0
4160	Repairs & Maintenance	30,000	10,500	10,500	10,500	0	0
4166	Fire Alarm	1,200	1,200	1,200	1,200	0	0
4300	Large Grants	30,000	30,000	30,000	30,000	0	0
4305	Small Grants	10,000	10,000	10,000	10,000	0	0
4310	Scholarships S137	1,500	1,500	1,500	1,500	0	0
4311	Regeneration/Projects	25,000	0	0	0	0	0
4312	Community Eng / Place Plans	15,000	5,000	0	0	0	0
4315	Youth Grants	10,000	10,000	10,000	10,000	0	0
4320	Community Wellbeing Projects	20,000	10,000	10,000	10,000	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	18,500	20,000	20,500	21,000	0	0
4403	Christmas Event	5,000	5,000	5,000	5,000	0	0
4404	Parc Eirias Event	30,000	20,000	20,000	20,000	0	0
4405	1940's Event	15,000	0	0	0	0	0
4420	Other Events	35,000	35,000	35,000	35,000	0	0
4460	Colwyn in Bloom	17,500	18,000	18,500	19,000	0	0
4490	Theatr Colwyn Contribution	65,000	65,000	65,000	65,000	0	0
4501	Play Schemes	6,950	6,200	7,000	7,200	0	0
4502	Christmas Lights	30,000	30,000	30,000	30,000	0	0
4503	CCTV	11,088	11,880	11,880	11,880	0	0

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Forward Budget Detail - By Combined Account Code

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4504 Parks & Gardens	500	500	500	500	0	0
4507 Other CCBC Service	10,000	20,000	20,000	20,000	0	0
4510 War Memorial Maintenance	500	1,000	1,000	1,000	0	0
4520 Street Furniture	7,500	7,500	7,500	7,500	0	0
4530 Ward Allowances	7,200	7,200	7,200	7,200	0	0
4601 Play Equipment	39,550	19,000	19,000	19,000	0	0
5001 Transfers From Reserves	50,688	0	0	0	0	0
Total Overhead Expenditure	715,226	555,680	560,580	570,830	0	0
Total Budget Income	508,300	517,850	517,100	516,850	0	0
Expenditure	715,226	555,680	560,580	570,830	0	0
Movement to/(from) Gen Reserve	(206,926)	(37,830)	(43,480)	(53,980)	0	0

CYNGOR TREF BÆ COLWYN BAY OF COLWYN TOWN COUNCIL



Report to: Policy & Finance Committee
Date: 4th January 2023
Written by: Tina Earley, Town Clerk and RFO
Subject: Earmarked Reserves

1. BACKGROUND:

This report has been written to explain the purpose of, and need for, earmarked reserves, as a means of setting aside funds not required during the current financial year, but which the Council would like to retain for that same purpose in a future financial year, and/or to earmark funds received from grants to assist with monitoring/allocating spend against the grant.

2. SUMMARY:

By creating EMRs, the Council can set aside funds which will not be spent during the current financial year for specified future purpose(s), thus avoiding unspent budget balances going back into general reserves and having to be added to the budgets for future financial year(s). EMRs can also be used for managing spend against grant income.

The use of EMRs is recognised as being good accounting practice and avoids the false inflation of budgets for future year(s), assisting in the forward planning of budgets and showing a 'balanced budget' position each year. The Rialtas finance package supports the creation and use of EMRs and recommends the use of these.

3. OPTIONS:

The Policy & Finance Committee is requested to consider the addition of funds to EMRs for the following budget headings, which are projected to be underspent in the current year:

- 3.1. Capital Reserve- estimated income of £6,800 from the CCLA Local Authority Property Fund (capital funds), which can only be used for future capital spend.
- 3.2. Civic Regalia – £500 p.a. to be used for repairs and/or for the purchase of a stock of Past Mayor's medals (every five years).
- 3.3. Election Expenses – £5,000 p.a. over a 5-year term to provide a budget of £25,000 towards the possible election costs for six wards

every fifth year, plus £3,544 underspend from the current year's election budget.

- 3.4. Community Wellbeing – Current year budget of £20,000 to be added to the EMR to provide funds to deliver on wellbeing projects identified either by the Place Plan or by the Bay of Colwyn Wellbeing Network.
- 3.5. Regeneration Projects - £25,000 (current year budget) to be added to the EMR, for match-funding for larger/capital regeneration projects (such as the Town Centre Investment and Recovery Project)

4. RISKS:

Residents and/or auditors may ask for explanations, where the approved Annual Estimates appear to show a significant excess of expenditure over income, or where general (non-earmarked reserves) appear very high. The use of earmarked reserves to set aside funds from general reserves for expected future expenditure can help to reduce the appearance of an imbalanced budget, or of over-inflated general reserves.

The Policy and Finance Committee was therefore asked to consider allocating the following additional funds from general reserves to earmarked reserves during the current financial year, to help meet anticipated additional/one-off expenditure items in 2023/24:

- 4.1. **Town Hall R&M** - £32,000 towards expenditure on tower repairs (in case grant funding is not secured)
- 4.2. **Community Wellbeing Projects** – an additional £10,000, to provide a fund of £50,000 to begin delivery of Place Plan projects in 2023/24
- 4.3. **Parc Eirias Event** - £10,000 towards the additional event planned for summer 2023
- 4.4. **Other CCBC Services** - £10,000 additional funds towards possible late requests to support current levels of service delivery in 2023/24, due to current budget pressures

The movement of these funds from general reserves into EMRs will reduce the projected budget deficit for 2023/24 from £99,830 to a more realistic/acceptable £37,830

5. RECOMMENDATIONS:

- 5.1. To approve the addition of funds from unspent budgets for 2022/23 to the EMRs, as listed in 3.1 to 3.5 above.
- 5.2. To add additional funds to EMRs from general reserves, to meet additional expenditure anticipated in 2023/24, as identified in 4.1 to 4.5 above.

This, together with expenditure expected from EMRs during the current financial year, will result in the EMRs increasing from current balance of £153,598 to £216,171 (see breakdown attached).

Summary of Earmarked Reserves as at 31.3.23

Code	Description	Opening Balance	Tfr to / from 2022'23	Additional Tfr Proposed	Total EMRs 31/03/2023
321	Capital Reserve	£6,326.00	£6,800.00		£13,126
322	Civic Regalia	£1,000.00	£500.00		£1,500
323	Election expenses	£20,000.00	-£11,456.00		£8,544
324	Town Hall R&M	£20,425.62	£0.00	£32,000.00	£52,426
325	Sculpture Trail	£5,576.30	£0.00		£5,576
326	Place Branding	£720.00	-£720.00		£0
327	Play Equipment	£39,550.00	-£39,550.00		£0
328	Colwyn Victoria Pier	£15,000.00	£0.00		£15,000
329	Community Wellbeing	£20,000.00	£20,000.00	£10,000.00	£50,000
330	Regeneration Projects	£25,000.00	£25,000.00		£50,000
331	Other CCBC Services/Events	£0.00		£20,000.00	£20,000
		£153,597.92	£574.00	£62,000.00	£216,172