

MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL HELD IN THE COMMITTEE ROOM, TOWN HALL, AND ONLINE (VIA ZOOM) AT 6.30^{PM} ON MONDAY 22nd JANUARY 2024

PRESENT: The Mayor, Cllr H Fleet (Chair)
Cllrs: P Ashe, C Bell, C Brockley, D Carr, N Coverley, J Higgins,
C Hughes, P Hughes, A Jones, L Kennedy, A Khan, S McAllister, T Maclean,
C Matthews, J Nuttall, R Owen, S Price, D Wilkins, L Wilkins and
G Wynne

OFFICERS: C Earley, Town Clerk and RFO
R Dudley, Assistant Clerk

ABSENT: Cllrs: J Clayton, L Williams

VISITORS: Darren Millar AM

303/23 Welcome and Apologies for Absence:

The Chair welcomed members & Visitors to the meeting. Cllr Ann Jones was welcomed to her first meeting, after her recent election to Rhos Ward. Apologies for absence were received from Cllr D Jones. The Clerk reported that, due to non-attendance at any meetings for six months, thought to be because of illness (but no updates had been received since September 2023), co-opted Councillor Lindsay Williams had now lost her seat for Eirias Ward.

Resolved to inform CCBC of the vacancy for a councillor for Eirias Ward.

304/23 Announcements:

- (a)** The Mayor gave a brief report on the engagements she had attended since the last Council meeting, which included: Clwydian Crafters Fayre which had been very well attended; St Joseph's Carol concert with Cor Meibion Colwyn; Tenovus Lovelight Christmas Concert with our own Tenovus choir; Presenting awards for best sailors at the Conwy Sea Cadets Presentation Evening; Christmas events at the Bay View Centre which included the Rydal Penrhos Community Wind Band, who played and raised funds for the Mayor's Charities and visiting the Christmas Grotto that the Bay of Colwyn Town Council had supported; and an 'Afternoon of Nostalgia', organised by a Master's Student and hosted by TAPE. The Mayor reminded members about the Colwyn Place Plan launch to be held at Ink Gallery 3pm – 6pm Tuesday 23rd January and also her Charity Concert, which will take place on Friday 19th April in Theatr Colwyn, in aid of the Mayor's Charities.
- (b)** The Town Clerk informed members that preparations were in hand for the annual St David's Day Parade. The Vicar of St Paul's and Local Primary schools were all happy to be involved and volunteer stewards will be required on the morning of Friday 1st March.

305/23 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. Cllr C Hughes, as a director of T4C Bay and member of Colwyn Bay Environment Federation, declared a personal and prejudicial interest in items 6(p)(iii) – Events grants and application C in 6(q) Large Grants, and left the meeting whilst these items were being considered. Cllr S Price declared an interest in item 6(q) – Large Grants (application G)

and left the meeting whilst this item was being debated.

306/23 Visitors to the Council:

(a) The Mayor welcomed Darren Millar, Member of the Senedd, to the meeting. Darren had asked could he give a brief verbal report on his work and was happy to respond to any questions from members. Darren said an important part of his role was to engage with elected representatives and to work together for everyone's benefit. He raised the following issues:

NHS – Special measures had been imposed to address the failures at Betsi Cadwaladr Health Board. There have been ongoing problems since 2015 with leadership and government. North Walian patients wait longer for treatment than anywhere in the rest of the UK. Emergency Departments are struggling. There is a new Hospital being built in Denbighshire with a minor injuries unit to help ease the burden, which hopefully will be ready in the next 12 months.

Community mental health services are also under huge pressure. Darren commented that the community provision is worse in Conwy County than Denbighshire. The Health Board is trying to make improvements.

There is a lack of both Dentists and Doctors. The West End Medical Centre in Colwyn Bay was highlighted as being of particular concern, as Darren receives so many complaints from his electorate; not being able to access appointments; no call backs; delays in obtaining medication. Complaints do seem to be reducing though and pressures are mainly due to GP recruitment issues.

Darren talked about overdevelopment in the Colwyn Bay area, with significant housing proposals for both Old Colwyn and in Colwyn Bay, and the effect this has on the infrastructure, with concerns about capacity for health and education services and also the issues development causes with a lack of drainage capacity. He has made representations to the Local Planning Authority and is willing to work with the Town Council to address these concerns.

Town Centre and the loss of retail businesses. Although it is recognised this is a national issue, there are steps we can take to turn the situation around. Business rates need to be reduced to help traders and the Welsh Government needs to look again at its budget. Darren has written to the Leader of CCBC to request that a summit be called to develop a plan to revive the town centre.

20 mph speed limit – this policy was implemented last year and resulted in the biggest ever petition being delivered to the Senedd. Darren thinks a more targeted approach would be sensible and through roads and bus routes need to be reverted back to 30mph.

Senedd Reform – There is a proposal to increase of the membership of the Senedd from 60 elected members to 96. The election system will also be different, with the first past the post system being scrapped and voters being asked to vote for a Party, rather than a person.

Darren has received lots of letter of concern about the proposed new system. He does not see the need to increase the number of members and feels these resources should instead be spent on more doctors, nurses and teachers.

Darren finished by saying he is very happy to work with the Town Council to address local concerns. He then asked if any members had any questions and responded to these as summarised below:

- The Barnett Formula – Darren agreed it was an outdated system and needed to be updated. At present it doesn't serve Wales very well, although a deal was struck 5/6 years ago and we do now receive a premium of £1.20 to every £1 in England, which was better than the needs-based assessment at that time. Darren has been calling for it to be reformed for years.
- HS2 – All parties got together to ask for investment in HS2. It is hoped £1 Billion investment will be made to the rail infrastructure in North Wales. Road improvements have been scrapped and North Wales has done very badly with investment compared to South Wales.
- Under the new Senedd proposals, each constituency would be coupled and we would have 6 Senedd members rather than the present 5 (1 + 4 regional members) covering the area. There will be 16 coupled up constituencies in total, with 6 members for each, giving 96 in total.
- Business Rates Relief: Darren said the Welsh Government set the business rate relief in Wales, not the UK Government. Wales currently has the least competitive business rates in the whole of the UK – significantly higher than England. The Welsh Government could choose to extend the same rate relief as England and Darren would like to see town centre rates reduced to help town centres and the struggling hospitality sector.
- West End Medical Centre – Darren agreed that things had got a little better since last September, in terms of a reduction in the number of complaints he receives, but there are still many issues at the Medical Centre. He has a duty to tell the truth about the service – unacceptable levels of service are mainly due to challenges with recruitment and this is the only medical practice he has had to report to the inspectorate, due to concerns regarding treatment.

Darren finished by thanking the Council and praising the staff (Town Clerk and Assistant Clerk) for their work in keeping the local community informed. The Chair thanked Darren for his presentation and he left the meeting.

(b) County Councillors Reports – It was reported that Conwy County Education Department had received an excellent report from Estyn.

(c) Public participation: There were no questions from members of the public (none present).

- (d) Members noted a request from Andrew Roberts, Tenovus Cancer Care, to attend a future meeting.

Resolved to ask the Clerk to arrange this.

307/23 Minutes

- (a) ***Resolved to receive, approve and sign, as a correct record, the minutes of the last ordinary meeting of the Council, held on 4th December 2023.***
- (b) ***Resolved to receive and note the minutes of the following meetings:***
- (i) ***The General Purpose & Planning Committees, held on 12th December 2023 and 9th January 2024 (draft).***
 - (ii) ***The Policy & Finance Committee, held on 10th and 17th January 2024 (draft).***
 - (iii) ***The Staffing Sub-Committee, held on 5th January 2024 (draft).***
 - (iv) ***The Colwyn in Bloom Committee, held on 17th January 2024 (draft).***

308/23 Matters Arising from Those Minutes:

- (a) Min. 231/23(a)(ii) – Council Vacancy: Members received the notification of the outcome of the recent election in Rhos ward and noted the estimated election costs.
Resolved to confirm that Cllr Ann Jones be appointed to fill the vacancy on the General Purpose & Planning Committee.
- (b) Min. 231/23(b) – Appointments to Outside Bodies: Members considered appointing members to fill any remaining vacancies.
Resolved to update the Outside Bodies list and to appoint: Cllr C Hughes to the Andrew Fraser Clock Trust; Cllrs C Bell and P Ashe to the Place Plan Steering Group; Cllr J Higgins as a new representative for Menter Iaith; Cllr L Wilkins as ‘Play Champion’; Cllr S Price as School Governor for Ysgol Ty Gwyn Jones and Cllrs T Maclean and A Jones to the T4C Bay Youth Advocacy Network.
- (c) Min. 231/23(e) & 271/23(a)– UKSPF Community Fund (T&CCs): Members noted the extended deadline for submission (to end of January) and received a brief verbal update from the Clerk, confirming that the application for £10k had now been submitted. The Clerk reported to members that there may be a need to purchase a storage unit in the future, should suitable storage not be available at Porth Eirias.
Resolved to ratify the grant application, to include approval of the recommended match-funding from the Town Council of up to £3k, should a storage solution be required for over-winter.
- (d) Min. 231/23(k) – Christmas Business Window Competition: Details of the winners were submitted and the Clerk asked for approval of payment of the prize monies.
Resolved to approve of payment of the prize monies.
- (e) Min. 233/23(c) – West Promenade Parking Zone: Members noted the response to the request that had been submitted for lower charges for short stay parking. It was noted that the charges are standardised across the County, however, the promenade parking will remain free before 10am and after 4pm.
- (f) Min. 233/23(e) – Smart Towns: The Clerk, Cllrs J Higgins and Stephen Price reported on the session arranged by CCBC that had taken place earlier today. It was very interesting to learn how data can be captured for the benefit of the town: learning people’s habits can help businesses to generate more footfall and make informed decisions. Engagement was needed with Conwy technical support and better WIFI in the Town is also needed to make it

happen. It has already been rolled out in Llandudno. Funding may need to be sourced to get it installed and CCBC is looking at supporting a county-wide funding application to support this.

Resolved to refer the information received (slides) and the action plan to the Business, Retail and Tourism Place Plan Working Group.

(g) Min. 235/23 – Climate and Nature Emergency: It had been agreed at the Colwyn in Bloom Committee meeting held on 17th January that representatives of the CIB Committee would be nominated to sit on the Green Colwyn Working Group, to work closely with that group in developing a draft action plan, which would then be brought back to Council for ratification. It was further noted that the Clerk had submitted an expression of interest to the Centre for Sustainable Energy (CSE), which has funding for a pilot project to support local communities to address climate change issues.

(h) Min. 237/23(a) – Colwyn Place Plan:

(i) Members considered the formal adoption of the Colwyn Place Plan, which had been shared with all Members last month, prior to the launch event at INK Gallery tomorrow.

Resolved to formally adopt the Colwyn Place Plan.

(ii) Members received a copy of the invites for the launch event and also for the six themed working groups first facilitated sessions. It was asked if Hybrid facilities could be made available at the working groups sessions, but this would depend on which session the member was attending, as only the Committee Room has hybrid meeting facilities.

(iii) The Clerk gave a verbal update, in respect of the grant-funded additional administrative support for the Place Plan work (to 31.3.24). Temporary admin cover (to cover staff sickness) is being arranged, funded by the grant monies, to help get the working groups off to a good start.

(i) Min. 263/23 – CCTV: Members noted the requests submitted by the GP&P Committee for re-deployable cameras and received information from Emma Dowell, CCBC, on additional cameras to be provided in Glyn/ Rhiw Wards.

(j) Min. 272/23(f) - Draft Annual Budget/Estimates 2024/25:

(i) The Clerk submitted the budget report and asked members to consider the two options presented for 2024/25, i.e.

(1) V1 - A 3% increase in the precept request (to £530,600) – equivalent to an increase of £1.29 for the year for a Band 'D' property to £44.34 p.a. (a balanced budget) OR

(2) V2 - A 0% increase in the precept request (£515,150) – equivalent to £43.05 per Band 'D' property, with the budget deficit of £15,450 to come from general reserves, (along with £144,536 anticipated expenditure from earmarked reserves in 25/25).

Resolved, by a majority vote, to approve the annual budget for 2024/25, as detailed in Schedule 'A' attached and agree a 3% increase in the precept (to £530,600), which is equivalent to an increase of £1.29 for the year for a Band 'D' property to £44.34 p.a. (and presents a balanced budget).

(ii) Members noted the Forward Budget for the following two years, showing a projected deficit of £10,200 in Year 2 and £2,800 in Year 3, based on a 3% increase in the level of precept (if there is no change in the council tax base figure).

(iii) Members were asked to agree the level of precept to request from CCBC.

Resolved to submit a request for a precept of £530,600 from Conwy CBC, as determined in item (i) above,

(iv) Members were asked to consider the Clerk's report on Earmarked Reserves and to

approve the recommended transfers to/from reserves for 2023/24 and 2024/25.

Resolved to approve the recommended transfers to/from reserves for 2023/24 and 2024/25, as detailed in Schedule B attached.

(k) Min. 272/23(a) and (g) – Payments:

- (i) ***Resolved to ratify the larger payments (£5,000 plus) as detailed in the minutes/schedule A, to include authorising a payment of £34,200 to CCBC for Play Equipment for Min y Don and Bryn Cadno playgrounds.***

(l) Min. 274/23(a) – Play Equipment:

- Resolved to ratify the order and the recommendation that one of the two new finger mazes be located in Min y Don playground.***

(m) Min. 256-258/23 & 277/23 – Staffing Sub-Committee:

(i) Staff/Training:

Resolved to ratify the budgets for staff salaries and for councillor/staff training for 2024/25.

- (ii) Sickness Absence Policy: Members considered the model policy, received from OVW and endorsed by the SLCC, which is referred to in the model contract of employment and is required to provide policy guidance to the Clerk and Staff members during any periods of sickness absence.

Resolved to adopt the model sickness absence policy, to provide policy guidance to the Clerk and Staff members during any periods of absence.

(n) Min. 278/23(a) – Wellbeing Grants:

- (i) Members received the recommended terms and conditions for applicants and noted that these are subject to an additional clause to require that all grant applicants confirm that they have adopted a suitable environmental policy and/or confirm the actions they have/will take to ensure their project is sustainable and will not have a negative impact on the climate or local nature and biodiversity.

Resolved to approve the terms and conditions for Wellbeing grants and note that applications will be considered by a grants panel consisting of members of the Bay of Colwyn Wellbeing Network before being submitted to the Town Council for final approval.

- (ii) ***Resolved to ratify the recommendation that this environmental clause/question be included in all future grant application forms (small grants, youth grants, event grants, large grants etc).***

(o) Min 278/23(c) – Small Grants:

- (i) ***Resolved to ratify approval of the small grant to applicant J, as detailed in Schedule 'C' attached, and to defer application K to await more information.***

- (ii) The NWAMI report was not received/considered and is therefore deferred to the next Policy & Finance Committee meeting.

- (iii) Members were asked to consider an additional small grant application from Conwy MIND for a fundraising event in February, and which had been missed from the P&F Agenda packs.

Resolved to approval a small grant of £500 to Conwy Mind to cover costs relating to fundraising event at Porth Eirias beach.

(p) Min. 278/23(d) – Events Grants:

- (i) Beach of Dreams 2024 – The Clerk submitted further information about the Beach of Dreams 2024 artist residency (subject to Arts Council for England funding) and informed

members about a potential partnership with a TAPE Music & Film Arts, which has an Arts Council Wales funded project running along a similar timeline with a theme of 'Beneath the Waves'. Members were asked to ratify the commitment of £5,000 match-funding towards this event/activity, should the ACE application be successful.

Resolved to ratify the commitment of £5,000 match-funding to the project and the signing of the partnership agreement, which was required in support of the Arts Council (England) funding bid, to support the regional activities in summer 2024 as part of the lead up to the national event in May 2025.

(ii) Artisan Markets –

Resolved to ratify acceptance of the offer to return £618.16 in respect of unspent Events grant funding for the Artisan Christmas market, which had to be cancelled due to the weather.

(q) Events Grants 2024/25:

Resolved to approve the Events grants for 2024/25, as detailed in Schedule D attached.

- Cllr C Hughes left the meeting whilst the following item was being debated.

(i) Members then considered the further information provided by Together for Colwyn Bay and Conwy CBC's events team in respect of the deferred application 'D' and the potential to share event infrastructure from Prom Xtra towards the costs of this event.

A lengthy debate took place about both events, with some confusion being caused by the variances in cost in some items in the detailed budgets, which have now been provided for both events. After much deliberation, most members agreed that, although some infrastructure/costs could be shared, the two events were quite different from each other and are both valued by the local community.

Resolved to confirm the award of a £5,000 to Prom Extra from the Events Grants budget (plus £10,000 already committed) to ensure this event can go ahead in May 2024.

Further resolved to award £5,000 to T4CB towards the costs of the Pride event, to enable this to grow from the initial test event last year.

(r) Min. 301/23 – Large Grants: Members were asked to note that any funding approved over the agreed budget of £35,000 will come from general reserves (or the youth grants budget, where applications are for youth activities/projects).

Resolved to ratify the recommendations of the P&F Committee and award large grants for 2024/25, as detailed in Schedule E attached.

Further resolved to decline a late application from Mochdre Sports Club, received on 21st January, as the budget had been fully allocated.

(s) Resolved to note the other resolutions of the Committees, as detailed in the Minutes

In accordance with Standing Orders and, due to the meeting over-running, it was

Resolved to defer the following agenda items to the next appropriate meeting (Committee or Council):

(i) ***Old Colwyn War Memorial: To note a brief holding response from the Church in Wales to the drawing up of Heads of Terms for the legal transfer of responsibility for the memorial to the Town Council.***

(ii) ***Welsh Government: Links to Information on an anti-racist Wales and to consider a motion, submitted by Cllr J Higgins, that 'We, as a town council, agree to adopt the Welsh Government's Action Plan for an anti-racist Wales'.***

- (iii) **CCBC:** *To note that the next Town and Community Council Forum meeting is being held on Weds 7th February and an update on CCBC's budget and asks of T&CCs is expected at that meeting.*
- (iv) **CCBC:** *To note that ERF will not currently consider any requests for additional litter/dog bins, even if these are to be funded by Cllrs Ward Allowances, due to capacity/resources issues.*
- (v) **Community Transport Association:** *To consider an e-mail from the development officer and consider inviting Michelle to join the 'Getting Around' Place Plan Working Group to consider the need for community transport scheme(s) in the Bay of Colwyn area.*
- (vi) **Open Evening:** *To consider a suggestion submitted by Cllr J Higgins and note the advice provided by the Wales advisor at the SLCC.*
- (vii) **Zurich Property Insurance:** *To note details of a property insurance survey requested by Zurich*
- (viii) **One Voice Wales / NALC / Society of Local Council Clerks:**
 - (1) *To receive details of a survey from the One Voice Wales Cost of Living Crisis Team.*
- (ix) *To note that no-one was able to attend the recent Conwy & Denbighshire Area Committee meeting, due to a clash with the P&F Committee meeting, and await the formal minutes.*
- (x) **Reports from Outside Bodies:** *To receive any reports from Members/Officers on meetings of outside bodies.*

309/23 CONFIDENTIAL BUSINESS: *In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order 3(d), in view of the confidential nature of the business about to be transacted, it was agreed that it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.*

Town Hall Repairs: An updated report was shared from the Clerk, following legal advice being obtained in respect of the Town Hall scaffolding.

Concern was expressed by a member of the Council about potential damage to the scaffolding and/or building due to the recent storms and it was queried who is responsible for inspecting it and who would have liability, should any damage be caused.

Resolved to authorise the Clerk to liaise with the Chair and proceed with option 2.9.2 in the confidential report, with 2.8.2 as back-up action if required.

The meeting closed at approx. 9.35 pm.

..... Chair



CYNGOR TREF
BAE COLWYN

BAY OF COLWYN
TOWN COUNCIL

DRAFT ANNUAL ESTIMATES

2024/25

Approved:

Min:

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V1)

		<u>2022/23 -last year</u>		<u>2023/24 -current year</u>				<u>2024/25 - 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	2,192	0	2,200	0	0
1005	Room Hire Income	0	100	0	0	0	0	0	0	0
1010	Photocopying Receipts	0	0	0	3	3	0	0	0	0
1080	Grant Income	0	1,241	0	0	0	0	0	0	0
1085	Events Income	2,000	1,504	2,000	0	0	0	2,000	0	0
1090	Colwyn In Bloom Income	0	576	0	0	0	0	0	0	0
1095	Community Projects Income	0	0	0	1,074	0	0	0	0	0
1176	Precept	484,000	484,000	504,000	504,000	504,000	0	530,600	0	0
1190	Interest Received	100	9,571	4,000	14,826	20,000	0	15,000	0	0
1195	Earmarked Capital Receipts	6,000	6,929	6,250	4,003	8,000	0	8,000	0	0
1999	Other Income	14,000	16,573	14,000	10	14,010	0	14,000	0	0
Total Income		508,300	522,685	532,450	524,464	548,205	0	571,800	0	0
<u>Overhead Expenditure</u>										
4000	Salaries	113,000	110,437	122,000	92,007	122,000	0	135,000	0	0
4015	Travel Expenses	1,000	219	1,000	282	600	0	700	0	0
4017	Members Allowances	6,850	2,450	8,250	2,280	6,000	0	8,250	0	0
4020	Seminars/Courses	4,200	1,588	3,700	1,082	1,800	0	3,700	0	0
4025	Stationery & Supplies	1,000	882	1,000	420	750	0	750	0	0
4026	Postages	750	402	750	20	250	0	200	0	0
4027	Insurance	8,500	7,841	9,500	10,906	8,600	0	9,500	0	0
4030	Audit Fees	800	1,009	900	-395	1,270	0	950	0	0
4032	Professional Fees	6,000	6,034	6,000	3,577	6,000	0	6,000	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V1)

		<u>2022/23 -last year</u>		<u>2023/24 -current year</u>				<u>2024/25 - next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4033	Recruitment Expenses	0	107	0	0	0	0	0	0	0
4035	Subscriptions	4,500	2,673	5,000	5,673	5,700	0	6,075	0	0
4040	Office & IT Equipment	2,750	4,946	2,500	1,342	2,000	0	2,500	0	0
4041	IT & Software Support	2,700	3,373	3,250	2,970	3,350	0	3,550	0	0
4045	Advertising & Publicity	1,000	0	0	720	240	0	500	0	0
4100	Mayor's Allowance	1,500	1,220	1,500	118	500	0	1,500	0	0
4105	Civic Regalia	500	0	500	2,737	2,532	0	500	0	0
4115	Municipal Events	3,500	3,717	3,700	3,789	4,100	0	5,115	0	0
4120	Election Expenses	25,000	16,456	5,000	4,930	13,000	0	5,000	0	0
4150	Rates	8,200	7,356	7,700	6,620	7,360	0	8,000	0	0
4155	Utilities	20,300	18,149	18,450	9,830	18,400	0	20,350	0	0
4160	Repairs & Maintenance	30,000	18,587	10,500	10,270	14,000	0	10,700	73,676	0
4165	Cleaning	0	65	0	0	0	0	0	0	0
4166	Fire Alarm	1,200	342	1,200	0	750	0	1,200	0	0
4300	Large Grants	30,000	29,100	30,000	32,828	32,828	0	35,000	0	0
4305	Small Grants	10,000	10,050	10,000	2,466	10,000	0	10,000	0	0
4310	Scholarships	1,500	500	1,500	0	1,500	0	1,500	0	0
4311	Regeneration/Projects	25,000	0	0	0	0	0	10,000	0	0
4312	Community Eng / Place Plans	15,000	6,715	5,000	5,952	5,565	0	0	4,000	0
4315	Youth Grants	10,000	1,000	10,000	4,409	10,000	0	10,000	9,000	0
4320	Community Wellbeing Projects	20,000	0	10,000	0	10,000	0	5,000	15,000	0
4330	Sponsorships	500	0	500	350	500	0	500	0	0
4400	Prom Day	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4402	Bonfire	18,500	19,664	20,000	12,711	12,051	0	12,500	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V1)

		<u>2022/23 -last year</u>		<u>2023/24 -current year</u>				<u>2024/25 - next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4403	Christmas Event	5,000	3,660	5,000	5,320	5,320	0	5,500	0	0
4404	Parc Eirias Event	30,000	30,000	20,000	30,000	30,000	0	10,000	0	0
4405	1940's Event	15,000	0	0	0	0	0	0	0	0
4420	Other Events	35,000	20,242	35,000	35,662	35,661	0	35,000	0	0
4460	Colwyn in Bloom	17,500	17,837	18,000	15,159	18,000	0	20,000	5,576	0
4490	Theatr Colwyn Contribution	65,000	65,000	65,000	65,000	65,000	0	75,000	0	0
4501	Play Schemes	6,950	6,750	6,200	5,940	5,940	0	6,700	0	0
4502	Christmas Lights	30,000	23,714	30,000	9,374	30,000	0	35,000	6,250	0
4503	CCTV	11,088	11,088	11,880	11,880	11,880	0	13,860	0	0
4504	Parks & Gardens	500	500	500	0	500	0	1,000	0	0
4507	Other CCBC Service Contributio	10,000	2,610	20,000	0	0	0	10,000	0	0
4508	Andrew Fraser Memorial Clock	0	0	0	-2,540	0	0	0	0	0
4510	War Memorial Maintenance	500	603	1,000	1,340	695	0	1,000	504	0
4520	Street Furniture	7,500	9,524	7,500	1,116	7,500	0	8,000	0	0
4530	Ward Allowances	7,200	1,160	7,200	1,550	7,390	0	7,200	7,200	0
4601	Play Equipment	39,550	1,534	19,000	17,525	54,219	0	19,000	23,330	0
	Overhead Expenditure	664,538	479,100	555,680	425,221	583,751	0	571,800	144,536	0
	Total Budget Income	508,300	522,685	532,450	524,464	548,205	0	571,800	0	0
	Expenditure	664,538	479,100	555,680	425,221	583,751	0	571,800	144,536	0
	Net Income over Expenditure	-156,238	43,585	-23,230	99,243	-35,546	0	0	-144,536	0
	plus Transfer from EMR	0	17,176	0	18,095	0	0	0	0	0
	less Transfer to EMR	0	576	0	1,074	0	0	0	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V1)

	<u>2022/23 -last year</u>		<u>2023/24 -current year</u>				<u>2024/25 - next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(156,238)	60,185	(23,230)	116,264	(35,546)		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	504,000	530,600	546,500	562,900	0	0
1190	Interest Received	4,000	15,000	8,000	8,000	0	0
1195	Earmarked Capital Receipts	6,250	8,000	8,000	8,000	0	0
1999	Other Income	14,000	14,000	15,200	16,500	0	0
	Total Income	532,450	571,800	581,900	599,600	0	0
Budget Expenditure							
4000	Salaries	122,000	135,000	139,000	143,200	0	0
4015	Travel Expenses	1,000	700	700	700	0	0
4017	Members Allowances	8,250	8,250	8,250	8,250	0	0
4020	Seminars/Courses	3,700	3,700	3,700	3,700	0	0
4025	Stationery & Supplies	1,000	750	750	750	0	0
4026	Postages	750	200	200	200	0	0
4027	Insurance	9,500	9,500	10,300	11,100	0	0
4030	Audit Fees	900	950	1,000	1,750	0	0
4032	Professional Fees	6,000	6,000	6,000	6,000	0	0
4035	Subscriptions	5,000	6,075	6,200	6,400	0	0
4040	Office & IT Equipment	2,500	2,500	2,500	2,500	0	0
4041	IT & Software Support	3,250	3,550	3,750	4,000	0	0
4045	Advertising & Publicity	0	500	500	500	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	3,700	5,115	5,200	5,300	0	0
4120	Election Expenses	5,000	5,000	5,000	5,000	0	0
4150	Rates	7,700	8,000	8,300	8,600	0	0
4155	Utilities	18,450	20,350	21,650	22,850	0	0
4160	Repairs & Maintenance	10,500	84,376	10,500	10,500	0	0
4166	Fire Alarm	1,200	1,200	1,200	1,200	0	0
4300	Large Grants	30,000	35,000	35,000	35,000	0	0
4305	Small Grants	10,000	10,000	10,000	10,000	0	0
4310	Scholarships	1,500	1,500	1,500	1,500	0	0
4311	Regeneration/Projects	0	10,000	10,000	10,000	0	0
4312	Community Eng / Place Plans	5,000	4,000	0	0	0	0
4315	Youth Grants	10,000	19,000	10,000	10,000	0	0
4320	Community Wellbeing Projects	10,000	20,000	5,000	5,000	0	0
4330	Sponsorships	500	500	500	500	0	0
4400	Prom Day	10,000	10,000	10,000	10,000	0	0
4402	Bonfire	20,000	12,500	21,000	22,000	0	0
4403	Christmas Event	5,000	5,500	5,500	5,500	0	0
4404	Parc Eirias Event	20,000	10,000	20,000	20,000	0	0
4420	Other Events	35,000	35,000	35,000	35,000	0	0
4460	Colwyn in Bloom	18,000	25,576	19,000	19,500	0	0
4490	Theatr Colwyn Contribution	65,000	75,000	75,000	75,000	0	0
4501	Play Schemes	6,200	6,700	6,950	7,200	0	0
4502	Christmas Lights	30,000	41,250	30,000	30,000	0	0
4503	CCTV	11,880	13,860	14,250	15,000	0	0
4504	Parks & Gardens	500	1,000	1,000	1,000	0	0

Continued over page

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4507	Other CCBC Service	20,000	10,000	10,000	10,000	0	0
4510	War Memorial Maintenance	1,000	1,504	1,500	1,500	0	0
4520	Street Furniture	7,500	8,000	8,000	8,000	0	0
4530	Ward Allowances	7,200	14,400	7,200	7,200	0	0
4601	Play Equipment	19,000	42,330	19,000	19,000	0	0
	Total Overhead Expenditure	555,680	716,336	592,100	602,400	0	0
	Total Budget Income	532,450	571,800	581,900	599,600	0	0
	Expenditure	555,680	716,336	592,100	602,400	0	0
	Movement to/(from) Gen Reserve	(23,230)	(144,536)	(10,200)	(2,800)	0	0

Summary of Reserves and Precept Requirement 2024/25

	PROJECTION FOR ANNUAL ESTIMATES Current Year 2023/24				PROJECTION FOR ANNUAL ESTIMATES					
	£	£	£		Forecast 2024/25 (OPTION 1)			Forecast 2024/25 (OPTION 2)		
Opening Balances as at 1/4/2023:				Projected Balances as at 1/4/2024:						
CCLA PSDF	425,000.00			CCLA PSDF	425,000.00			425,000.00		
Business Instant Access Acc	100,429.00			Business Instant Access Acc	50,000.00			50,000.00		
Current Account	9,541.00			Current Account	53,633.00			53,633.00		
(less unrepresented chqs at year end)				Petty Cash Imprest Acc	100.00			100.00		
Petty Cash Imprest Acc	100.00					528,733.00			528,733.00	
		535,070.00		Budget to/from reserves for 2024/25: total net Inc/exp (Draft Budget V1)		-144,536.00			-159,986.00	
Opening Adjustments:				Forecast balances at y/e 31/3/2025=			384,197.00			368,747.00
Plus year-end debtors etc 31/3/2023	34,465.00			Forecast Reserves 31/3/2025:						
Less year-end creditors etc 31/3/2023	-5,256.00			General Reserves	230,798.40			215,348.40		
Adjusted Balances as at 1/4/2023=		564,279.00		Earmarked Reserves (see breakdown)	153,298.60			153,298.60		
Plus projected income 2023/24		548,205.00		Petty Cash	100.00			100.00		
Less projected exp. 2023/24		-583,751.00				384,197.00			368,747.00	
Projected Balance C/F at 31/3/2024			528,733.00							

Council's Policy on Reserves:

To retain General Reserves of a **minimum of 25%** of the budgeted annual gross expenditure (**25% of £716,336 = £179,084**), for cash flow purposes.

	OPTION 1	OPTION 2	
Estimated general reserves of	£ 384,197.00	368,747.00	(see report on earmarked reserves)
Less Earmarked reserves	-£ 153,298.60	-153,298.60	= 40.4% of projected annual expenditure for 2024/25
Forecast general reserves at 31.3.25	£ 230,898.40	215,448.40	

Any surplus is therefore available to cover unforeseen expenditure and/or be allocated to new projects.

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.

	2022/23	APPROVED	PROPOSED	PROPOSED
		OPTION 2	OPTION 1	OPTION 2
Comparison of Annual Precept Requirement:				
Total Precept requirement:	£ 484,000.00	£ 504,000.00	£ 530,600.00	£ 515,150.00
Council Tax base:	£ 11,576.17	£ 11,706.25	£ 11,966.60	£ 11,966.60
This equates to a typical Band 'D' precept of	£ 41.81	£ 43.05	£ 44.34	£ 43.05
Increase £ per annum		£1.24	£1.29	£0.00
% increase on previous year	0.16%	3.0%	3.0%	0.0%



CYNGOR TREF BAE COLWYN BAY OF COLWYN TOWN COUNCIL

Report to: Policy & Finance Committee
Date: 2nd 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 approval of the following transfers to/from EMRs for the current financial year:

- 3.1.** Capital Reserve- tfr in estimated income of £8,000 from the CCLA Local Authority Property Fund (capital funds), which can only be used for future capital spend.
- 3.2.** Civic Regalia – tfr in £500 p.a. to be used for the purchase of a stock of Past Mayor's medals (every five years).
- 3.3.** Election Expenses – tfr in £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.

- 3.4. Town Hall R&M –retain current EMR towards the major repairs planned for 2024'25 (along with use of capital reserves).
- 3.5. Sculpture Trail – retain current EMR towards new sculpture for Rhos on Sea area
- 3.6. Place Plan – retain EMR to cover any Steering Group and Working Group costs
- 3.7. Play Equipment – additional expenditure of £17,695 from EMR anticipated by 31.3.24. Retain balance of £23,330 towards additional equipment in 24'25.
- 3.8. Colwyn Victoria Pier – retain EMR pending further update from Colwyn Victoria Pier Trust.
- 3.9. Community Wellbeing – current year budget of £10,000 to be added to the EMR **if not spent by 31.3.24**, to provide funds to deliver on wellbeing projects identified either by the Place Plan or by the Bay of Colwyn Wellbeing Network (grants process to be launched in 2024).
- 3.10. Regeneration Projects – retain current EMR for match-funding for larger/capital regeneration projects.
- 3.11. Other CCBC Services/Events – retain current EMR to enable any urgent requests to be considered after budget finalised.
- 3.12. Ward Allowances – allowances of £7,390 c/f from 22'23 to be spent by 31.3.24, or lost. Approve **tfr of up to £7,200** for c/f of underspent ward allowances from 23'24.
- 3.13. Christmas Lighting – **any underspend in 2023'24** to be added to the EMR for purchase of new lights in 24'25.
- 3.14. Youth Grants/Projects – **any underspend in 2023'24** to be added to the EMR for youth projects in 24'25.
- 3.15. Old Colwyn War Memorial – balance of funds from OCRA to be retained for future maintenance/works.

4. RISKS:

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

5. RECOMMENDATIONS:

- 5.1. To approve the transfer of funds from unspent budgets for 2023'24 to EMRs, as detailed in 3.1, 3.2, 3.3, 3.9, 3.12, 3.13 and 3.14 above.
- 5.2. To retain the remaining EMR balances towards future anticipated expenditure.

6. SUMMARY:

The recommended transfers above, less anticipated expenditure in the current year, will result in the EMRs decreasing by £4,385 from the current balance of £291,720 (**see breakdown attached**) to £287,324 by 31.3.24. Anticipated expenditure from EMRs totalling £116,220 is planned in 2024/25, giving a projected EMR balance of £171,305 by 31st March 2025.

Summary of Earmarked Reserves

Code	Description	EMR Balance 31/12/2023	Tfr to / from 2023/24 (proposed)	Projected EMRs 31/03/2024	Tfr to / from 2024/25 (projected)	EMR Balances 31/03/2025 (projected)	Notes:
321	Capital Reserve	£13,254.52	£8,000.00	£21,254.52	-£21,250.00	£5	For future capital works/projects - proj use for T/H major works
322	Civic Regalia	£1,500.00	£500.00	£2,000.00	£500.00	£2,500	For purchase of Past Mayors medals every 5 years
323	Election expenses	£8,544.16	£5,000.00	£13,544.16	£0.00	£13,544	For five-yearly election costs (next due 2027)
324	Town Hall R&M	£52,425.62		£52,425.62	-£52,426.00	£0	For major repairs o/s
325	Sculpture Trail	£5,576.30		£5,576.30	-£5,576.00	£0	For new sculpture for Rhos on Sea (ship or bottle bank whale)
326	Place Branding / Place Plan	£4,000.00		£4,000.00	-£4,000.00	£0	Incidental costs for events/translation/meetings etc
327	Play Equipment	£41,025.28	-£35,219.00	£5,806.28	-£5,806.28	£0	Add expenditure expected by 31.3.24, plus anticipated spend 24/25
328	Colwyn Victoria Pier	£15,000.00		£15,000.00		£15,000	Awaiting project proposals (remove back to gen reserves if nothing comes forward in 2024)
329	Community Wellbeing	£50,000.00	£10,000.00	£60,000.00	-£15,000.00	£45,000	Tfr up to £10k in 2023'24, If not spent by 31/3/24
330	Regeneration Projects	£50,000.00		£50,000.00		£50,000	Match funding towards major CCBC/other projects
331	Other CCBC Services/Events	£27,250.00		£27,250.00		£27,250	In case services are threatened due to budget pressures
332	CLlr Ward Allowances (c/f)	£7,390.00	-£190.00	£7,200.00	-£7,200.00	£0	If all b/f allowances are spent/lost and all 23'24 allowances are c/f
333	Christmas Lights	£6,250.00		£6,250.00	-£6,250.00	£0	Towards major replacement programme in 2024
334	Youth Grants / Projects	£9,000.00	£0.00	£9,000.00	-£9,000.00	£0	Any u/spend to be c/f towards Place Plan / Youth Advocacy projects
335	Old Colwyn War Memorial	£504.00		£504.00	-£504.00	£0	OCRA donation of £1,074 less expenses current year
		£291,719.88	-£11,909.00	£279,810.88	-£126,512.28	£153,299	

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V2)

		<u>2022/23 -last year</u>		<u>2023/24 -current year</u>				<u>2024/25 - 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	2,192	0	2,200	0	0
1005	Room Hire Income	0	100	0	0	0	0	0	0	0
1010	Photocopying Receipts	0	0	0	3	3	0	0	0	0
1080	Grant Income	0	1,241	0	0	0	0	0	0	0
1085	Events Income	2,000	1,504	2,000	0	0	0	2,000	0	0
1090	Colwyn In Bloom Income	0	576	0	0	0	0	0	0	0
1095	Community Projects Income	0	0	0	1,074	0	0	0	0	0
1176	Precept	484,000	484,000	504,000	504,000	504,000	0	515,150	0	0
1190	Interest Received	100	9,571	4,000	14,826	20,000	0	15,000	0	0
1195	Earmarked Capital Receipts	6,000	6,929	6,250	4,003	8,000	0	8,000	0	0
1999	Other Income	14,000	16,573	14,000	10	14,010	0	14,000	0	0
Total Income		508,300	522,685	532,450	524,464	548,205	0	556,350	0	0
<u>Overhead Expenditure</u>										
4000	Salaries	113,000	110,437	122,000	92,007	122,000	0	135,000	0	0
4015	Travel Expenses	1,000	219	1,000	282	600	0	700	0	0
4017	Members Allowances	6,850	2,450	8,250	2,280	6,000	0	8,250	0	0
4020	Seminars/Courses	4,200	1,588	3,700	1,082	1,800	0	3,700	0	0
4025	Stationery & Supplies	1,000	882	1,000	420	750	0	750	0	0
4026	Postages	750	402	750	20	250	0	200	0	0
4027	Insurance	8,500	7,841	9,500	10,906	8,600	0	9,500	0	0
4030	Audit Fees	800	1,009	900	-395	1,270	0	950	0	0
4032	Professional Fees	6,000	6,034	6,000	3,577	6,000	0	6,000	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V2)

		<u>2022/23 -last year</u>		<u>2023/24 -current year</u>				<u>2024/25 - next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4033	Recruitment Expenses	0	107	0	0	0	0	0	0	0
4035	Subscriptions	4,500	2,673	5,000	5,673	5,700	0	6,075	0	0
4040	Office & IT Equipment	2,750	4,946	2,500	1,342	2,000	0	2,500	0	0
4041	IT & Software Support	2,700	3,373	3,250	2,970	3,350	0	3,550	0	0
4045	Advertising & Publicity	1,000	0	0	720	240	0	500	0	0
4100	Mayor's Allowance	1,500	1,220	1,500	118	500	0	1,500	0	0
4105	Civic Regalia	500	0	500	2,737	2,532	0	500	0	0
4115	Municipal Events	3,500	3,717	3,700	3,789	4,100	0	5,115	0	0
4120	Election Expenses	25,000	16,456	5,000	4,930	13,000	0	5,000	0	0
4150	Rates	8,200	7,356	7,700	6,620	7,360	0	8,000	0	0
4155	Utilities	20,300	18,149	18,450	9,830	18,400	0	20,350	0	0
4160	Repairs & Maintenance	30,000	18,587	10,500	10,270	14,000	0	10,700	73,676	0
4165	Cleaning	0	65	0	0	0	0	0	0	0
4166	Fire Alarm	1,200	342	1,200	0	750	0	1,200	0	0
4300	Large Grants	30,000	29,100	30,000	32,828	32,828	0	35,000	0	0
4305	Small Grants	10,000	10,050	10,000	2,466	10,000	0	10,000	0	0
4310	Scholarships	1,500	500	1,500	0	1,500	0	1,500	0	0
4311	Regeneration/Projects	25,000	0	0	0	0	0	10,000	0	0
4312	Community Eng / Place Plans	15,000	6,715	5,000	5,952	5,565	0	0	4,000	0
4315	Youth Grants	10,000	1,000	10,000	4,409	10,000	0	10,000	9,000	0
4320	Community Wellbeing Projects	20,000	0	10,000	0	10,000	0	5,000	15,000	0
4330	Sponsorships	500	0	500	350	500	0	500	0	0
4400	Prom Day	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4402	Bonfire	18,500	19,664	20,000	12,711	12,051	0	12,500	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V2)

		<u>2022/23 -last year</u>		<u>2023/24 -current year</u>				<u>2024/25 - next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4403	Christmas Event	5,000	3,660	5,000	5,320	5,320	0	5,500	0	0
4404	Parc Eirias Event	30,000	30,000	20,000	30,000	30,000	0	10,000	0	0
4405	1940's Event	15,000	0	0	0	0	0	0	0	0
4420	Other Events	35,000	20,242	35,000	35,662	35,661	0	35,000	0	0
4460	Colwyn in Bloom	17,500	17,837	18,000	15,159	18,000	0	20,000	5,576	0
4490	Theatr Colwyn Contribution	65,000	65,000	65,000	65,000	65,000	0	75,000	0	0
4501	Play Schemes	6,950	6,750	6,200	5,940	5,940	0	6,700	0	0
4502	Christmas Lights	30,000	23,714	30,000	9,374	30,000	0	35,000	6,250	0
4503	CCTV	11,088	11,088	11,880	11,880	11,880	0	13,860	0	0
4504	Parks & Gardens	500	500	500	0	500	0	1,000	0	0
4507	Other CCBC Service Contributio	10,000	2,610	20,000	0	0	0	10,000	0	0
4508	Andrew Fraser Memorial Clock	0	0	0	-2,540	0	0	0	0	0
4510	War Memorial Maintenance	500	603	1,000	1,340	695	0	1,000	504	0
4520	Street Furniture	7,500	9,524	7,500	1,116	7,500	0	8,000	0	0
4530	Ward Allowances	7,200	1,160	7,200	1,550	7,390	0	7,200	7,200	0
4601	Play Equipment	39,550	1,534	19,000	17,525	54,219	0	19,000	23,330	0
	Overhead Expenditure	664,538	479,100	555,680	425,221	583,751	0	571,800	144,536	0
	Total Budget Income	508,300	522,685	532,450	524,464	548,205	0	556,350	0	0
	Expenditure	664,538	479,100	555,680	425,221	583,751	0	571,800	144,536	0
	Net Income over Expenditure	-156,238	43,585	-23,230	99,243	-35,546	0	-15,450	-144,536	0
	plus Transfer from EMR	0	17,176	0	18,095	0	0	0	0	0
	less Transfer to EMR	0	576	0	1,074	0	0	0	0	0

Continued on next page

Annual Budget - By Combined Account Code (Actual YTD Month 10)

Note: DRAFT Annual Estimates 2024/25 (V2)

	<u>2022/23 -last year</u>		<u>2023/24 -current year</u>				<u>2024/25 - next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(156,238)</u>	<u>60,185</u>	<u>(23,230)</u>	<u>116,264</u>	<u>(35,546)</u>		<u>(15,450)</u>		

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1176	Precept	100	Precept	REC: small annual increase towards inflationary increases (3%)
1190	Interest Received	101	Administration	Lloyds BIA & CCLA PSDF (est at 5% and exp to reduce as reserves are spent)
1999	Other Income	101	Administration	code used for Welsh purchasing card (barclaycard) rebate
4000	Salaries	101	Administration	See Salary Projections
4015	Travel Expenses	101	Administration	Staff travel expenses
4020	Seminars/Courses	101	Administration	Staff Training - see annual training plan
4025	Stationery & Supplies	101	Administration	Budget reduced due to savings on printing/ink costs from email agendas and paper reduction
4026	Postages	101	Administration	Stamps only
4027	Insurance	101	Administration	One year renewal in 2023 - costs expected to increase again next yr for inflation
4030	Audit Fees	101	Administration	Est Cost for ext audit £350 / Int audit £600 (higher WAO fee for 2022'23 and every 3 yrs)
4032	Professional Fees	101	Administration	Translation costs and any legal costs
4033	Recruitment Expenses	101	Administration	To come from general reserves if/when required
4035	Subscriptions	101	Administration	SLCC(525), CVSC(15), DP (35) OVW/OTHERS? (5500)
4040	Office & IT Equipment	101	Administration	Copier rental/chgs £800 + others £1700
4041	IT & Software Support	101	Administration	Finance software(£400) & Server/back-up/maint costs(£2400) & Zoom (£150) Website (£300) other £300
4045	Advertising & Publicity	101	Administration	Digital noticeboard expenses (data sims 240pa) plus press adverts
4100	Mayor's Allowance	105	Civic Expenses	Mayor & Dep Mayor civic expenditure & travel only
4105	Civic Regalia	105	Civic Expenses	Re-stock past mayor medals & honours board updates/ minor repairs (add bal to EMR for past mayors)
4115	Municipal Events	105	Civic Expenses	Vol Awards(500) Civic Service 1000, Rem Sunday 1500, AM £750, St Davids 550, Open Door 700, HonB 115
4015	Travel Expenses	106	Democratic Expenses	Members travel expenses
4017	Members Allowances	106	Democratic Expenses	To cover basic wf allowances (£4,992), special responsibility (£500 x3) £750 Mayor + others (£1,000)
4020	Seminars/Courses	106	Democratic Expenses	Member Training OVW course price increased to £60 (non members) or £35 for members - allows 2-3 each
4120	Election Expenses	106	Democratic Expenses	£5,000 p.a. towards term end elections (any by-election costs to come from gen reserves)

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1000	Office Rental Income	110	Town Hall	Cruse office rental fees - invoiced quarterly
1005	Room Hire Income	110	Town Hall	Free hire for 'wellbeing' connected use (re: non-business for VAT)
4150	Rates	110	Town Hall	Town Hall only
4155	Utilities	110	Town Hall	Town Hall water, phones/internet, and gas
4160	Repairs & Maintenance	110	Town Hall	Planned & reactive maintenance - increased costs expected in 2024 to come from EMRs 52k + £21k cap
4166	Fire Alarm	110	Town Hall	Service & maintenance - Town hall lights/extinguishers
1999	Other Income	111	Rhiw Road Site	Service charge income from occupiers
4155	Utilities	111	Rhiw Road Site	Elec / Gas / water re: Rhiw Road site (proportion recharged at year end - see income codes)
4160	Repairs & Maintenance	111	Rhiw Road Site	routine, reactive and planned maintenance
4166	Fire Alarm	111	Rhiw Road Site	Whole site alarm costs only (recharged)
1999	Other Income	112	Rear Annexe Rhiw Rd	Service charge income - rear annexe.
4150	Rates	112	Rear Annexe Rhiw Rd	Re rear outhouse if used for storage
4155	Utilities	112	Rear Annexe Rhiw Rd	Gas - rear annexe (proportion recharged at year-end - see income codes)
4160	Repairs & Maintenance	112	Rear Annexe Rhiw Rd	Routine, reactive and planned maintenance
4166	Fire Alarm	112	Rear Annexe Rhiw Rd	Rear annexe emergency lighting / extinguishers (recharged)
4300	Large Grants	130	Grants & Donations	Council to consider apps received
4310	Scholarships	130	Grants & Donations	Three scholarships for Bangor Uni students
4311	Regeneration/Projects	130	Grants & Donations	match funding for regen projects (tfr to EMR if not used)
4315	Youth Grants	130	Grants & Donations	Add any remaining bal to EMR to protect for youth activities and projects
4330	Sponsorships	130	Grants & Donations	e.g. football, rugby, cricket, countryside & parks etc
4310	Scholarships	137	Section 137 Expenditure	Three scholarships for Bangor Uni students S137 - DO NOT USE
1085	Events Income	150	Events	Bonfire Event income (weather dependent!)
4400	Prom Day	150	Events	Support agreed for 5yrs from 2018

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4600	Streetscape Improvements	190	Capital Projects	possible contribution to lamp columns (re festive lighting requirements)?
4601	Play Equipment	190	Capital Projects	Annual allocation for replacement equipment -£1k per play area (add to EMR if not spent)



CYNGOR TREF BAE COLWYN BAY OF COLWYN TOWN COUNCIL

Report to: Policy & Finance Committee
Date: 2nd January 2024
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 approval of the following transfers to/from EMRs for the current financial year:

- 3.1.** Capital Reserve- tfr in estimated income of £8,000 from the CCLA Local Authority Property Fund (capital funds), which can only be used for future capital spend.
- 3.2.** Civic Regalia – tfr in £500 p.a. to be used for the purchase of a stock of Past Mayor's medals (every five years).
- 3.3.** Election Expenses – tfr in £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.

- 3.4. Town Hall R&M –retain current EMR towards the major repairs planned for 2024'25 (along with use of capital reserves).
- 3.5. Sculpture Trail – retain current EMR towards new sculpture for Rhos on Sea area
- 3.6. Place Plan – retain EMR to cover any Steering Group and Working Group costs
- 3.7. Play Equipment – additional expenditure of £17,695 from EMR anticipated by 31.3.24. Retain balance of £23,330 towards additional equipment in 24'25.
- 3.8. Colwyn Victoria Pier – retain EMR pending further update from Colwyn Victoria Pier Trust.
- 3.9. Community Wellbeing – current year budget of £10,000 to be added to the EMR **if not spent by 31.3.24**, to provide funds to deliver on wellbeing projects identified either by the Place Plan or by the Bay of Colwyn Wellbeing Network (grants process to be launched in 2024).
- 3.10. Regeneration Projects – retain current EMR for match-funding for larger/capital regeneration projects.
- 3.11. Other CCBC Services/Events – retain current EMR to enable any urgent requests to be considered after budget finalised.
- 3.12. Ward Allowances – allowances of £7,390 c/f from 22'23 to be spent by 31.3.24, or lost. Approve **tfr of up to £7,200** for c/f of underspent ward allowances from 23'24.
- 3.13. Christmas Lighting – **any underspend in 2023'24** to be added to the EMR for purchase of new lights in 24'25.
- 3.14. Youth Grants/Projects – **any underspend in 2023'24** to be added to the EMR for youth projects in 24'25.
- 3.15. Old Colwyn War Memorial – balance of funds from OCRA to be retained for future maintenance/works.

4. RISKS:

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

5. RECOMMENDATIONS:

- 5.1. To approve the transfer of funds from unspent budgets for 2023'24 to EMRs, as detailed in 3.1, 3.2, 3.3, 3.9, 3.12, 3.13 and 3.14 above.
- 5.2. To retain the remaining EMR balances towards future anticipated expenditure.

6. SUMMARY:

The recommended transfers above, less anticipated expenditure in the current year, will result in the EMRs decreasing by £4,385 from the current balance of £291,720 (**see breakdown attached**) to £287,324 by 31.3.24. Anticipated expenditure from EMRs totalling £116,220 is planned in 2024/25, giving a projected EMR balance of £171,305 by 31st March 2025.

Events Grants 2024/25

Provisional Budget = £35,000

Ref:	Applicant:	Event:	Date(s):	Amount Requested:	Total Cost: (if known)	Amount Given 23/24	Recommendation:	Amount Approved (£):	SLA received (date)	Date Paid:	Payment Receipt: (Y)	Report received (date)
A	Artisan Market	To hold Artisan Markets during the year (3) to help bring footfall into the town	April - October	£3,787.00	N/K	£3,698.00	£3,787.00					
B	Uke A Bay (via TAPE)	Ukukele Festival (10yr event)incorporating an open air party in the grounds of St Paul's	9-11 August	£4,500.00	£4,450.00	£3,600.00	£4,500.00					
C	Together for Colwyn Bay	Big Picnic in St Paul's Grounds	3/8/2024 (prov)	£2,433.50	£4,867.00	£2,433.50	£2,433.50					
D	Together for Colwyn Bay	Pride 2024 main event on the promenade during the day but also events on in Town Centre in the evening	May dependant on Prom Extra date	£5,000.00	£31,400.00	£2,500.00	£5,000.00					
E	Beach of Dreams	Summer 2024 artist co-commission		£5,000.00	£20,000.00		£5,000.00					
F	PromXtra	Additional contribution to make up shortfall		£5,000.00	£15,000.00		£5,000.00					
				£25,720.50			£25,720.50					

Summary of Small Grant Applications for 2023/24

Applicant:	Amount Requested:	Date Considered:	Amount Rec / Approved:	Purpose of Grant:	Exp Powers:	S137 or GPOC Total	Date Paid
A Old Colwyn Residents Associator	£500		500	TO CELEBRATE THE CENTENARY- AN EVENT IN THE SURE HOPE CHURCH	GPOC		9.6.23
B Conwy Mind	£500		500	Fund raising event called mental Elf.	GPOC		9.6.23
C Min-y-Don	£350		£350.00	Maintenance and repair costs for the bowling green			28.7.23
D Xtra - Bayside Radio	£450		£450.00	The grant provides support of the volunteering function at Bayside Radio which effectively provides content and programming serving an area of 31,000 people in the immediate locality.			28.7.23
E Xtra - Rhos on Sea Rotary	£166		£165.83	Re-imbursement of cost for refurbishing the benches at Rhos Park.			28.7.23
F Xtra - Centenary Trail Phase 1.	£500		£500.00	The 2.5k Centenary trail seeks to provide both a strenuous trail for the more physically active, alongside a 2k easy access route suitable for parents with prams and push chairs, the less able and those using wheelchairs and disabled buggies.			28.7.23
<u>To be considered 27/09/2023</u>							
G Nwami	£500		£500.00	Diwali event in November, the exact date to be confirmed, within Colwyn Bay town center. There will be a musical procession by a talented and experienced group, Bloco Swm. Request date to avoid clash with Tree of Lights and request poster			email sent to SR 11.1 to query
<u>To be considered 15/11/23</u>							
H Porth Eirias Runners Club	£300		£300.00	An extra leader and purchasing Hi-Viz for safety purposes for the Dark nights over the Autumn and Winter season.			
I FoodShare North Wales	£1,750		£500.00	To redistribute food over the Christmas period to the needy in our North Wales communities.			
J Urdd Gobaith Cymru	£500	10/01/2024	£500.00	To help fund welsh activities such as jamborees, lunch clubs, language awareness			
K River and Sea Sense	£500	10/01/2024	DEFER - ask for further info	To train teachers in River and Sea Safety to protect children			
L Conwy MIND	£500		£500.00	To hold a Seal Splash fundraising event on 4th February			

ANNUAL BUDGET 2023/24 = £10,000 TOTAL YTD= £4,766 £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

REF:	Applicant:	Amount Requested:	Purpose:	Grant Approved 2023/24	Grant Recommended 2024/25	Notes:	Bank details rec'd:	First Instalment paid	Second Instalment To be Paid	Report Requested Received	Payment: 1st instalment letter/email	Payment: 2nd instalment Confirmation letter/email
						Approved Budget = £35,000						
A	Benefit Advice Shop	£6,638	To assist the residents of the area with all aspects of their Welfare Benefit and Social Security Law problems. We aim to assist 250 people from the area to maximise their income through benefit claims, better off calculations and lengthy disability forms.	£6,638								
B	Citizen's Advice	£ 20,000.00	To provide dedicated fact-to-face quality specialist and generalist advice and information services through the community venue of Colwyn Bay Town Hall, with homesiting services	£19,990	£ 19,990.00	agree £10k initially and remainder (second instalment) subject to detailed report						
C	CBCEF (CBay Conservation & Environment Federation)	£5,000	Planting of 200 Jurassic trees in Eirias Park (see information for species) to enhance the Centenary Trails	£500	£ 5,000.00							
D	Cruse Bereavement	£ 2,191.12	To pay the rental on the town council office that we currently rent. This enables us to continue to have a base in Colwyn Bay following the closure of our old office due to rising rental costs. We use the office for client work and meetings and it means we still have somewhere local that people can come to have counselling	Nil		Subject to receipt of report detailing number of clients supported from Bay of Colwyn Area in 2023						
E	Homestart Conwy	£ 5,000.00	Our premises in Tan Lan combine a community centre with an office for the Home-Start team. This means that we can provide an open- door policy to the community & we are on hand to offer support when needed . During these times of significant financial hardship this has meant that families can simply call in & request food parcels & utility vouchers if needed. We also operated as a warm hub to provide a warm space for people struggling to keep their homes warm in cold spells	£5,000	£ 5,000.00	Request that future applications for large grants include more data on families supported and testimonials etc						
F	Llandudno & Colwyn Bay Tramway Society	£1,500.00	Keep this popular mode of transport in the public eye in North Wales, to increase awareness of heritage through appearances at events and via facebook/website. Recent appearance in Colwyn Bay generated a lot of interest.	Declined	declined							
G	Llysfaen Jnr Football Club	£ 3,000.00	This funding will help innovate and growth of the teams facilities- we currently don't have a team clubhouse and lack in toilet facilities at our grounds. We have one run down changing facilities which are not appropriate to use for the younger teams.	n/a	DEFER	ask how many members the club has from the Bay of Colwyn area						
H	LATE APPLICATION(S): Mochdre Football Club -RECD 21/1/24	£9,000.00	To build a 50-seat covered stand for spectators	n/a	DECLINE							
		£52,329			£ 38,819.12							
								£0.00	£0.00			