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## *Cyngor Cymuned Pontyclun Community Council*

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### **PONTYCLUN COMMUNITY COUNCIL – CHAIR’S ANNUAL REPORT FOR 2022-23**

Thank you for the welcome we’ve received from the Community since being elected last May. It’s been a very busy year and I’d like to place on record my thanks to the previous Community Council for their hard work and care for the local community.

There have been many positives during the year, most notably our successful community events, Picnic in the Park and the Christmas Fayre, which were both attended in great numbers and highly successful. We have added brand new events to the calendar this year, including a new Food & Drink Festival in August, to help increase footfall to the village and engage with large numbers of the local community.

We have also continued to give a large number of small grants to local organisations and charities, supporting the tremendous work they do on a daily basis for people in our local area.

The future of Café 50 has been high on the agenda for many this year and I want to again reassure everyone that it was never once considered for closure. It’s a highly valuable local asset providing fantastic service and a safe place for many. The changes we decided to make were mainly financial- and partly operational-based. The previous lease actually expired in 2019, so we were being asked to renew something that hadn’t been committed to last term, and with a considerable amount of future refurbishment required that would have had to be paid for out of our reserves, we felt this was the best way for management to be run going forward.

The Community Council-managed Ivor Woods has also been an area of concern and there is unfortunately no safe, quick or financially viable way to just make everything right immediately. We will continue to do as much as we can to re-open access as widely as possible.

Forest Wood Quarry and the volume of heavy-goods traffic is a priority for the Council and we are setting up a specific Working Group to focus on it even more strongly. We believe the village is already too busy, with too much pollution and traffic.

You may have noticed your Precepts – the amount each household pays to maintain our Budget – have been raised this year. We had been the second-cheapest in all of RCT after a decade of low or no increases, an enviable position but one that had left our Reserves low and left little wiggle-room to make positive changes to the area.

We are now mid-range when compared with the rest of the county and can commit to providing extra facilities to the whole area. New and refreshed benches in key areas, more floral displays, more Christmas decorations, a large investment in Pontyclun Park to repair tired equipment, more dog poo bins and much more besides. It isn’t a decision we took lightly, but one we felt was essential to improve the overall look and feel of the community, from Groesfaen to Talygarn and everywhere in between. The mini budgets allocated to each area – Pontyclun West, Central and East have been designed for the purpose of ensuring each area gets a fair allocation of funds and will be allocated to projects agreed by the Councillors in those areas. If you have any requests, please let us know!

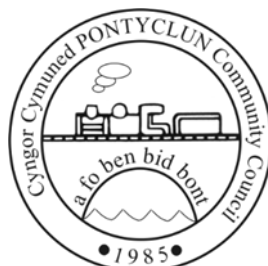
I will finish by thanking you all, once again, for the warm welcome and please know that we are here and in these voluntary roles, to serve you. If anyone needs support or has an idea, please get in touch and we'll assess every single thought.

Have a great summer and we look forward to seeing you at one of our events or meetings soon.

## Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhwch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

**Swyddfa Cyngor Cymuned**  
**Canolfan Gymunedol Pontyclun**  
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**Community Council Office**  
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**Website: [www.pontyclun.net](http://www.pontyclun.net)**

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner dydd ac eithrio Gwyliau Banc  
 The Council Offices are normally open Monday to Friday 10am to noon except Bank Holidays

## Minutes

Minutes of the Annual Meeting of Pontyclun Community Council held at 7.00 p.m. on Wednesday 11<sup>th</sup> May 2022 and the May monthly meeting of the Pontyclun Community Council held directly afterwards

PCC Member attendance at public Council meetings				
	2022			
Member name	May			
Wayne Owen				
Jordan Thorne				
Kelly Sherratt				
Rhys Williams				
Susan Owen				
Jamie Daniel				
Helena Sands				
Amanda Sparks				
Paul Binning				
Carole Willis				
Vacancy				
Present				
Gave Apologies				
Absent				

1. To receive apologies for absence
  - a. None received all members present
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
  - a. None disclosed

### Annual Meeting agenda

3. Election of Chairperson 2022-23
  - a. Councillor Wayne Owen was elected Chair of the Council
4. Election of Vice Chairperson 2022-23
  - a. Councillor Jordan Thorne was elected Vice Chair of the Council
5. To confirm the minutes of the Council's Annual meeting of 12 May 2021 as a true record of the last Annual Meeting

- a. Minutes confirmed
- 6. Appointment or Reappointment of any standing Committees, Sub Committees or Working Groups and review terms of reference.
  - a. The following were elected to convene working groups
    - i. Administration working group – Councillor Wayne Owen
    - ii. Economy Working Group – Councillor Paul Binning
    - iii. Environment Working Group – Councillor Kelly Sherratt
    - iv. Social and Cultural Working Group – Councillor Susan Owen
  - b. Councillor Rhys Williams will convene the Remembrance Day organising committee
  - c. Councillors Susan Owen, Amanda Sparks and Jordan Thorne will attend the Cafe50 Steering group
- 7. To confirm Council governance documents and review policies
  - a. The Council reviewed our governance documents and policies for review. They confirmed the following changes
    - i. Add the following to section 15 of the Standing Orders
      - 1. *“In the event of a major incident requiring a quick response from the Council, the proper Officer may convene an emergency meeting of the Council with only 24 hours’ notice. This relates to arranging responses to events such as flooding, fires, terrorist attacks and the like.”*
    - ii. Add the following to Section 4 (delegated authorities) of the financial regulations
      - 1. *“Where the Council receives a grant for specific expenditure the delegated authorities above may be used spend the money for the purposes of the grant up to the amount of the grant and may also be used to buy capital items from relevant Earmarked reserves”*
- 8. To review arrangement for standing matters
  - a. The Council confirmed the following members would represent the Council on the relevant bodies
    - i. One Voice Wales – Councillor Wayne Owen
    - ii. RCT CBC/Community Council Liaison committee – Councillors Wayne Owen and Carole Willis
    - iii. Northwest Cardiff Group – Councillors Carole Willis and Paul Binning
    - iv. Local RCT Neighbourhood network – Tara Davies (Cafe50 Welcome Officer)
    - v. Pontyclun Refugees Support Group – Councillor Helena Sands
    - vi. Friends of Cefn y Hendy group – Councillors Susan Owen and Paul Binning
    - vii. Local Over 50 forum – Councillors Wayne Owen and Paul Binning
  - b. Council’s dates and times for Ordinary meetings for the ensuing year
    - i. Council agreed meetings would be held on the second Thursday of the month
  - c. Agree new signatories for Bank Mandate
    - i. The following Councillors will be appointed as bank signatories for the Council. Councillors Wayne Owen, Carole Willis; Paul Binning; Jordan Thorne, Jamie Daniel and Helena Sands. They will also be approvers of electronic payments.

### Monthly Meeting agenda

- 9. Public presentations to Council
  - a. None received
- 10. To confirm minutes of the Council’s meeting of 13<sup>th</sup> April are a true record and discuss matters arising from them
  - a. Minutes Confirmed
  - b. Clerk confirmed that the Youth Café agreed last month started on May 9<sup>th</sup>
- 11. Council Payments
  - a. Payments for April confirmed
  - b. Council approved new Mobile phone for caretaker
  - c. Council approved repair of fence at Riverside walk, with a review in due course regarding replacement
- 12. To consider report of the Independent Remuneration panel for Wales
  - a. The Council confirmed the arrangements agreed by previous Council for discretionary payments would continue
    - i. No payments to members for senior roles such as Chair and attendance allowance would not be paid.
    - ii. Travel, subsistence and actual losses incurred could be claimed subject to limits described in the report of the panel



13. To consider plan for the Community Council
  - a. **Councillors agreed to prove Clerk with a list of suggestions for actions by the Council so that a draft plan could be progressed. Items to be provided by Friday 20<sup>th</sup> May. Action MM732 Councillors**
14. Report on Community Events 2022
  - a. Members noted arrangements for the Council's community events in 2022
  - b. The council agreed to support Pontyclun RFC's firework event with a grant of up to £500
  - c. The Council agreed that a Drive in Cinema event could be held in the Car park on a Sunday in the summer
  - d. The Council agreed that relevant appropriate stalls could be invited to fill spaces at the Picnic in the park not taken up by Community groups
  - e. **Members who were able to volunteer to support the Picnic in the Park should advise the Clerk. Action MM733 Councillors**
15. To discuss training needs of Members
  - a. **Council agreed that Members should provide the Clerk with a list of existing skills/experiences and training needs so these could be matched with our training plan. Action MM734 Councillors**
16. To agree emergency Contacts for Council
  - a. Councillors Wayne Owen, Jordan Thorne, Helena Sands and Paul Binning agreed to be Emergency contacts for the Council.
17. To consider report on promoting Pontyclun
  - a. The Council agreed the following
    - i. **Councillor Paul Binning will prepare a monthly "What's on in Pontyclun" article for the Buddy magazine. Action 735 Paul Binning**
    - ii. **The Clerk to prepare a schedule for Blog articles. Chair to write 4 a year and each working group head up to 2 a year. Action 736 Clerk**
    - iii. **Clerk to timetable an item on the next agenda to discuss how the Council engages with residents including Noticeboards, publishing of minutes and use of social media and WhatsApp. Action 737 Clerk**
18. To review current general staff terms
  - a. The Council confirmed continuance of the current staff employment terms
19. To discuss Co-option of a member for the vacancy in Pontyclun East
  - a. **The Council agreed to co-opt a new member for Pontyclun East instructing the Clerk to make the arrangements. Action 738 Clerk**

**This is a copy of the minutes of the Council's May 2022 meeting. A signed copy of the minutes can be viewed at the Council's offices**

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### **Council Sub committees and Working Groups**

Pontyclun Community Council currently has 3 Ward committees with delegated powers and 6 working groups (2 of which are temporary) who meet to discuss topics relevant to them and then make recommendations for full council to decide upon.

The Ward Committee terms of reference are provided in appendix 3a.

Working groups are open to all Members and the public who can contribute to the discussions as part of the groups. The current terms of reference are provided in appendix 3b.

We also have an Organising Committee for Remembrance Day parades in our area. Councillor Rhys Williams and Clerk represent the Council and one will chair the meeting. Representatives of the Churches, Air Cadets, Police, and current organisers will take part.

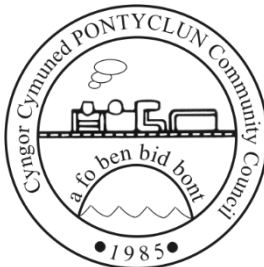
At the April Council meeting members were asked by the public to create a new working group to consider traffic and pollution issues.

### **Action –**

- 1. Council to confirm :-**
  - a. Ward Committees and terms**
  - b. Existing Working group conveners & terms for 2022-23**
  - c. Representatives for the Remembrance Day organising committee**
  - d. Creation of a new Working group to consider Traffic and pollution issues**

# Cyngor Cymuned Pontyclun Community Council

**Council Working Groups terms of  
reference  
Last review May 2023**



## Contents

Mission Statement.....	2
Key Strategies of the Council .....	2
Working group terms of reference .....	3
Administration .....	3
Economy .....	3
Environment .....	4
Social and Cultural Activities .....	4
Membership of working groups .....	5
Delegated Powers .....	5
Café 50 steering group.....	<b>Error! Bookmark not defined.</b>

## Mission Statement

Pontyclun Community Council will work with residents and their organisations to ensure an active, lively and successful future for the communities of Pontyclun.

## Key Strategies of the Council

1. Pontyclun Community Council will foster and support community engagement and ensure that the actions of the Council are transparent and accountable
2. Pontyclun Community Council will administer the Council and its activities to ensure that residents get good value from the Council
3. Pontyclun Community Council will act with other agencies to improve the economic well-being of the residents, community, services and businesses
4. Pontyclun Community Council will act to work with other organisations to improve the physical environment of the community
5. Pontyclun Community Council will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities

The Council has created 4 working groups responsible for delivering on these objectives.

All the working groups are 'advisory committees'. They work to prepare reports and recommendations for consideration by the council.

The council may delegate responsibility for decision taking by a working group only on the basis of a specific resolution for a specified matter.

The Council has also created two temporary Working groups to review our response to RCT CBC's revision of the Local Development plan and to work on proposals to seek Town status for Pontyclun

## Working group terms of reference

### Administration

The Administration working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the governance and management of the community council and development of its services.

It will consider advice on:

- the governance of the Community Council;
- the preparation of a Place Plan
- Community Engagement including the Involvement of Young People in the work of the Community Council by using their School Councils, co-opting onto Community Council and the development of a Youth Forums
- Oversight of the administration, human resource management and financial management of the Community Council;
- the preparation of draft budgets for consideration by the Council
- Quality Assurance and Wellbeing of the future
- The relationship with the Community Centre Management Committee
- Public relations including relationships with RCT Council, Welsh Government, the Local Health Board, neighbouring community councils and all other agencies which impact on the community of Pontyclun
- Oversight of asset management including assets such the council offices, Café 50 and the public toilets.
- projects that do not fall under the remit of any other working group;
- any other matter it considers relevant to the strategic objective.

### Economy

The Economic working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the economic well-being of the residents, community, services and businesses of the Community of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The means of making the village centre more attractive and conducive to successful business
- Supporting business networks
- Signposting to business grants
- Promoting Pontyclun to tourists, visitors, businesses and shoppers.
- Improving parking and traffic management in Pontyclun Community area especially the centre of Pontyclun and Groesfaen
- Promoting use of footpaths and cycle ways
- Improving Public Transport, the Station and rail links
- Crime prevention initiatives
- Maximising benefits of the SEW Metro system to our area
- Any other matter it considers relevant to the strategic objective

## Environment

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the physical environment of the Community of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The management and development of Pontyclun Park including its community gardens
- The management of Ivor Woods, grass verges and public footpaths
- The potential for a Community Council role in the management and ownership of Cefn y Hendy and Coed y Hendy
- Flower tubs, hanging baskets and the greening of public spaces
- Provision of seating in village centre and elsewhere
- Work with residents and groups to control litter and make other improvements
- River cleanliness
- Dog fouling
- Local woodlands and grass verges under Council management
- Any other matter it considers relevant to the strategic objective

## Social and Cultural Activities

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding initiatives that will foster community cohesion and social inclusion through social and cultural activities and development of the Council's services to support this.

It will consider advice on:

- The celebration promotion and support of community groups including those relating to social, cultural and sporting activity
- The management, development and promotion of Café 50
- The provision of the Christmas lights and a Festival associated with the Christmas lights
- Signposting to advice on welfare benefits and debt management
- The celebration and development of local talent
- Development of a co-ordinated Community events calendar through the year. In partnership with other local groups deliver a broad and varied schedule of events.
- Working with RCT Council on a shared strategy for the provision and development of play areas and facilities.
- Any other matter it considers relevant to the strategic objective

## Local development plan

The Local Development plan (LDP) working group was created in July 2022 to act as a group to shape the Council's response to the renewal of the RCT CBC LDP.

The group will work with the RCT Councillors and local residents to shape our responses to the various parts of the LDP process including nomination of candidate sites and also drawing up a Place plan for Pontyclun.

### **Town Status for Pontyclun**

The Working group to look at options for seeking Town status for Pontyclun. This was set up in January 2023

The group will work to investigate how this could be achieved and the benefits it could bring in.

The group will after due consideration of the issues make a recommendation to the Council after preparing a relevant 2bid document”

### **Membership of working groups**

All Members of the Council are invited to attend all meetings. The public are also invited and can participate and contribute in the discussions. A quorum is at least 3 Councillors present at the meeting.

The Convener of each Working Group is responsible for ensuring public notices of all formal meetings are displayed (in similar timescales as full Council meetings)–

- On Council notice boards
- And on the Community Website

The notice must include the time place of the intended meeting and specify the business to be transacted.

Due consideration must be given when convening a meeting to ensure a balance between day and evening is achieved.

Following any working groups meeting a report, with any recommendations, will be presented to the full Council and published on the Council’s website.

In addition, the members of the working groups may meet at other times to progress individual projects possibly in conjunction with third parties.

### **Delegated Powers**

The Working groups normally have no delegated powers, however, the Council can and may decide to delegate specific powers for specified matters to working groups.

### **Pontyclun Remembrance Day steering group**

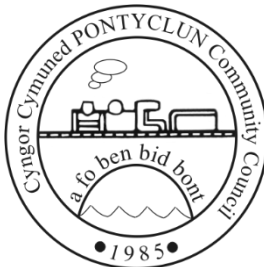
This group is a semi-informal collaboration between the various stakeholders to arrange the Remembrance day commemorations across Pontyclun.

Attendance is by invitation and meetings are not open to the public



# Cyngor Cymuned Pontyclun Community Council

**Council Ward Committees terms of  
reference  
Last review May 2023**



## Contents

Pontyclun Community Council Mission Statement .....	2
Key Strategies of the Council .....	2
Ward Committees terms of reference.....	3
Membership .....	3
Powers .....	3
Committee rules .....	3

## **Pontyclun Community Council Mission Statement**

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### **Key Strategies of the Council**

1. Pontyclun Community Council will foster and support community engagement and ensure that the actions of the Council are transparent and accountable
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4. Pontyclun Community Council will act to work with other organisations to improve the physical environment of the community
5. Pontyclun Community Council will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities

The Council has created 3 Ward Committees to help with delivering on these objectives. These align with the Community Council wards of Pontyclun East; Pontyclun central and Pontyclun West

These Committees have delegated spending powers on services provided in their relevant wards.

The council may also delegate responsibility for other decision taking by a ward committee following a specific resolution for a specified matter.

## Ward Committees terms of reference

There are three Ward Committees, one each for Pontyclun east; Pontyclun Central and Pontyclun West.

The ward committee will consider proposals to add to, improve, modify or repair Council facilities in the ward.

They will also consider possible changes to RCT (and other provider) services with a view to making recommendations to RCT CBC, or the other provider.

Suggestions can come from local residents, businesses, visitors, Councillors or Council staff

## Membership

The Membership of the Committee are the Pontyclun Community Council members elected (or co-opted) to the ward.

Members of the public may attend meetings and make representations to the Committee.

## Powers

The Council delegates spending powers to the committee subject to an annually approved budget.

These funds can be spent on one or more items in the financial year. Funds can also be specifically accrued in an earmarked reserve to be spent on a specific purpose in future years.

The Council will set a budget each year for ward spending. In particular the following should be noted

- Budget is set excluding VAT.
- If the Committee wishes Council staff to implement the decision, then the cost of implementation will be met from the Council's other budget lines. Implementation will be scheduled by the Council staff in line with operational factors and budgets
- If the Committee wishes to prioritise the agreed action, then they can choose to pay contractors to implement the work, within the agreed budget or request the Council to prioritise the work by formally agreeing a delay in other proposed activities.
- Unused budget will not be rolled over into future years.

## Committee rules

The Committee will follow the Council's published standing orders as relevant to apply to the committee.

- The quorum for a committee meeting will be one Councillor less than the total number of Councillors for the ward.
- The quorum for spending delegated funds is a minimum of 3 Councillors.

The Committee has no fixed schedule for meeting dates and will meet as and when there are matters to discuss. A report will be presented to the Council meeting following the Committee's meeting.

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### **Council Core Governance documents**

- Pontyclun Community Council uses the model Governance documents (where available) issued by One Voice Wales as its base for our versions.
- We have then made adjustments for our local circumstances.
- One Voice Wales has just issued a new base document for the Standing Orders. This was received too late to update for this meeting so Clerk recommends that this will be reviewed and presented to Council later this year.
- Members should be aware that there is work going on nationally to issue a revised Code of Conduct for Members. A revised version will be issued, and we will review at that time.

### **Changes proposed to Governance documents**

The Clerk recommends some changes to our Financial regulations

These are outlined in the accompanying document with new text in red and text to be deleted struck through. This is appendix 4a

The changes are to simplify the wording and to allow our practices to better reflect modern ways of dealing with payments and possibilities for using electronic means to improve efficiency.

### Other policies

Our Standing Orders require us to review and confirm a number of policies at the Annual meeting. Copies of these policies can be found at our website Pontyclun.net or by [following this link](#). No changes other than those above are needed and Council is recommended to confirm these as they are.

- a. Standing Orders
- b. Resolution and complaints protocol
- c. Data protection and Freedom of Information
- d. Press
- e. Council Health and Safety statement

You will also find a copy of the current Code of Conduct at this link.

Following the changes with Café 50 the Council is no longer responsible for Health and safety in Café 50. To reflect this the Council's fire policy has been updated and is in appendix 4b.

In the last month or so the Council and members have had a couple of queries regarding grants policy. In particular it appears the wording on larger grants is not clear and the policy also does not make it clear that applicants can apply in a number of ways – as has been the practice for many years.

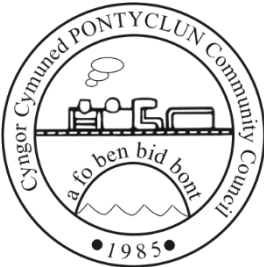
Appendix 4c is a revised policy making clear that

1. Where exceptionally someone wishes to apply for more than £500 they should discuss with the Clerk first, who will advise on what to produce in application
2. Applicants can choose to apply in any format including post, email, in person at a meeting and using the published application.

**Action – Council to consider the changes and confirm the Governance & policy documents for a further 12m months**

# Cyngor Cymuned Pontyclun Community Council

**Financial Regulations  
last review May 2023**



1.	GENERAL .....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	5
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	6
4	BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	7
5	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	8
6	INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	9
7	PAYMENT OF SALARIES .....	11
8	LOANS AND INVESTMENTS .....	12
9	INCOME .....	12
10	ORDERS FOR WORK, GOODS AND SERVICES .....	13
11	CONTRACTS .....	14
12	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS .....	16
13	STORES AND EQUIPMENT .....	16
14	ASSETS, PROPERTIES AND ESTATES .....	17
15	INSURANCE .....	17
16	RISK MANAGEMENT .....	18
17	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	18



These Financial Regulations were agreed by the Council at its Meeting held on 8 May 2019 and will be reviewed annually thereafter.

## **1. GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts.
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO.

- acts under the policy direction of the Council.
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed.
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £2500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall ~~sign the reconciliations and the original bank statements (or similar document) as evidence of verification.~~ **provide written evidence that this has been done. This can be by way of providing email confirmation; written confirmation of by signing the relevant reconciliations and bank statements.** Any exceptions to be reported to full Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council.
  - initiate or approve accounting transactions; or

- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
  - 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
  - 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee (if any) shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast.
- 3.2. Individual Councillors, Working Groups or ward committees wishing to include specific items in the following years budget should submit these to the Responsible Finance Officer by end of October.
- 3.3. The RFO must each year, ~~by no later than November~~, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be reviewed by the Administration working group who will make recommendations to the Council for approval **before the end of February**
- 3.4. The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding.
- 3.5. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of February each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

## 4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. The delegated authorities (on an ex-VAT basis) are:

- The Clerk may authorise items of £250 and under.
- the Clerk, in conjunction with Chair of Council can approve any items between £250 and £500.
- Any other payments must be approved by the Council

Such authority is to be evidenced by the Clerk signing the invoice/receipt. Where necessary the Chair's confirmation can be by signing the invoice/receipt or by attaching a print of a confirmatory e-mail.

Purchases may not be disaggregated to avoid controls imposed by these regulations. For purposes of this delegation small capital items within the approved annual budget are included.

In cases of extreme risk to the delivery of Council services or danger to the Public, the delegated authorities above may be used to authorise expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council at the next Council meeting.

Where the Council receives a grant for specific expenditure the delegated authorities above may be used spend the money for the purposes of the grant up to the amount of the grant and may also be used to buy capital items from relevant Earmarked reserves

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year **unless specifically agreed by the Council**

4.4 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.5 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

- 4.6 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, “material” shall be in excess of £100 or 15% of the budget.
- 4.7 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The Responsible Finance Officer shall prepare a schedule of payments made in the previous calendar month, forming part of the Agenda for the Council meeting. Personal payments may be summarised or anonymised to remove access to personal information. The Council will review the payments list and confirm.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, as soon as practical.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or
  - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].

- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance Committee].
- ~~5.7 In respect of grants a duly authorised committee can approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.~~
- 5.8 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.9 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- ~~5.10 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.~~

## 6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 Payments can be affected using the most appropriate means including, Cheque; Internet payment; BACS/faster payment; Direct debit; Standing Order; Debit card & Credit card. Cash payments are not allowed.

The schedule of regular payments via Direct Debit and Standing order is reviewed annually ~~at the Council's annual meeting~~ by the Council following the budget being set and before the financial year begins.

A schedule of other regular payments which can be made by BACS/Faster payments is reviewed annually by the Council following the budget being set and before the financial year begins.

All payments sent by BACS/Faster payments are input by Council Officers and released by Councillors who are on the bank mandate



~~BACS payments can be made by two Council Officers as follows-~~

- ~~a) Regular payments which could be paid by BACS should be identified and approved in advance for such payment at the Annual Meeting (e.g. HMRC and Pension payments)~~
- ~~b) Officers may make payments up to £250 a payment without further authorisation~~
- ~~c) Any other payments can be made by BACS provided a cheque signatory has approve payment by BACS in writing or by e-mail in advance~~

- 6.4 All orders for payment shall be signed by 2 members of the Council and countersigned by the Clerk. To indicate agreement of the details and to show satisfaction that payments are genuine the signatories will also sign the invoice/payment order etc
- 6.5 Where a personal identification number (PIN) or other password(s), for access to the Council's Banking records, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, shall be reported to all members immediately and formally to the next available meeting of the Council.
- 6.6 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for electronic payments to be changed only after direct confirmation with the supplier, verbally by phone where the

Council initiates contact using a known reputable source of telephone number. A programme of regular checks of standing data with suppliers will be followed.

- 6.12 Any Debit Card issued **should ideally not be used for more than £500** ~~for use will be restricted to a single transaction maximum value of £500~~ unless authorised by Council or finance committee in writing before any order is placed.
- 6.13 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [or Finance Committee]. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at its discretion.
- 6.14 Any corporate credit card or trade card account opened by the Council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

## **7 PAYMENT OF SALARIES**

- 7.5 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.6 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.7 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council, **unless in accordance with agreed existing Council policy**
- 7.8 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any Councillor who can demonstrate a need to know that complies with data protection regulations:
  - b) by the internal auditor.
  - c) by the external auditor; or
  - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.

- 7.9 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.
- 7.10 An effective system of personal performance management should be maintained for the senior officers.
- 7.11 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.12 Before employing interim staff, the Council must consider a full business case.

## **8 LOANS AND INVESTMENTS**

- 8.5 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.6 Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.7 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.8 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. The Council shall review any Strategy and Policy at least annually.
- 8.9 All investments of money under the control of the Council shall be in the name of the Council.
- 8.10 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.11 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9 INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 The Council can accept cash for payment of goods, services or donations. Wherever possible cash should be banked on the same day as received, however up to £1000 can be stored overnight in a locked cash safe.
- 9.10 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.11 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below ).

## **10 ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by

obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services.
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
    - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
  - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
  - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f. Any invitation to tender issued under this regulation shall be subject to PCC Standing Orders and shall refer to the terms of the Bribery Act 2010.
- g. When it is to enter into a contract of less than £2500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- j. The Council reserves the right to give preference to or choose solely from local suppliers and or suppliers on a “recommended” or “preferred” supplier list provided by the Borough Council or Welsh Government. It may also contract directly with the Borough Council to provide services.

Where this discretion is used the provision of these services can continue subject to market testing on a regular basis (typically every 3-5 years) to ensure that value for money is being obtained compared to what is available in the wider open market.

- 11.2 The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- i. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
  - ii. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

## **12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13 STORES AND EQUIPMENT**

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14 ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council with a full case.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15 INSURANCE**

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.



- 15.4 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **16 RISK MANAGEMENT**

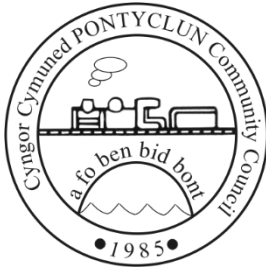
- 16.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **17 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 17.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

# Cyngor Cymuned Pontyclun Community Council

Fire policy  
May 2023



## Contents

Fire Policy .....	2
Regular Fire checks .....	3
Pontyclun Community Council Daily checks .....	3
RCT CBC checks .....	3
External contractor testing .....	3
Fire Safety Training .....	4
Fire Drills .....	5
Fire Marshals / Fire Wardens.....	5
Recording .....	6
Additional information.....	6

## Fire Policy

The Council wishes to ensure that its staff are kept as safe as possible from the risk of fire, and that we help in protecting the Community Centre building we are based in and its users.

To this effect we have prepared this policy document which outlines the steps we are taking to minimise our risks and protect people in the event of a fire.

The components of this policy are –

- This document
- RCTs systematic testing and training regime
- Annual fire risk assessments – separate assessments for Office and Workshop
- Mutually sharing our assessments with Caterers and Community Centre

The primary responsibility for Fire Drills across the whole building lies with RCT CBC who are responsible for Health and safety in the building.

## Regular Fire checks

The following checks and tests will be carried out.

### Pontyclun Community Council Daily checks

- No formal checks but staff to act on obvious issues that might impact on exit routes or damaged equipment that they notice.

### RCT CBC checks

- RCT CBC will be undertaking.
  - Test fire-detection and warning systems and manually operated warning devices.
  - Check that fire extinguishers are correctly located and in apparent working order.
  - Check that all safety signs and notices are legible.
  - Check and test all emergency lighting systems.
  - Check that fire doors are in good working order and closing correctly and that the frames and seals are intact.
  - Check the fire alarm panel to ensure the system is active and fully operational.

### External contractor testing

- RCT CBC arrange for periodic testing and maintenance of
  - fire-detection and warning system
  - The emergency lighting and all fire-fighting equipment, fire alarms and other installed systems
  - Structural fire protection and elements of fire compartmentation

## Fire Safety Training

All staff and the employers of other people working in our premises should be given information and instruction as soon as possible after they are appointed and regularly after that. This includes the Cleaner and Contract Cleaners.

The information and instructions must be in a form that can be used and understood.

They should take account of those with disabilities such as hearing, sight or physical impairment, those with learning difficulties and those who do not use English as their first language.

Training is necessary:

- when staff start employment.
- when changes have been made to the emergency plan and the preventive and protective measures.
- where working practices and processes or people's responsibilities change.
- to take account of any changed risks to the safety of staff or other relevant persons.
- to ensure that staff know what they have to do to safeguard themselves and others on the premises.
- where staff are expected to assist disabled persons.

The type of training is based on the particular features of our premises and our emergency plan including:

- taking into account of the findings of the fire risk assessment.
- explaining our emergency procedures.
- taking account of the work activity and explain the duties and responsibilities of staff.
- taking place during normal working hours and be repeated annually.
- being easily understandable by our staff and other people who may be present; and
- being tested by fire drills- arranged by RCT CBC.

Our annual staff training will include the following:

- what to do on discovering a fire.
- how to raise the alarm and what happens then.
- what to do upon hearing the fire alarm.
- the procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- the arrangements for calling the fire and rescue service.
- the evacuation procedures for everyone to reach the assembly point in the Car Park Opposite.
- the location and, when appropriate, the use of firefighting equipment.

- the location of escape routes,
- how to open all emergency exit doors.
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- the safe use of and risks from storing or working with highly flammable and explosive substances; and
- the importance of general fire safety, which includes good housekeeping and the importance of fire doors and other basic fire-prevention measures.

## Fire Drills

RCT CBC will arrange regular fire drills. This will ensure the overall effectiveness of their evacuation plan.

A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training. The objectives of the drills are to:

- identify any weaknesses in the evacuation strategy.
- test the procedure following any recent alteration or changes to working practices.
- familiarise new members of staff with procedures; and
- test the arrangements for supporting the elderly and disabled people using the premises.

## Fire Marshals / Fire Wardens

Whilst RCT CBC are fully responsible for all aspects of Health and safety in the building, we may get asked to help them by acting as fire marshals.

If we are asked to do so the Council agrees that they will provide support for this function by agreeing for our staff to act as Fire marshals.

In the event of a fire or drill the role of a Fire marshal may include:

- helping those on the premises to leave.
- checking the premises to ensure everyone has left.
- using fire-fighting equipment if safe to do so.
- liaising with the fire and rescue service on arrival.
- shutting down vital or dangerous equipment; and
- performing a supervisory/managing role in any fire situation.
- RCT CBC will arrange additional training if required.

## Recording

Keeping up-to-date records of our fire risk assessments can help us effectively manage the fire strategy for our premises and demonstrate how we are complying with fire safety law.

Our records are kept in the PCC Office, and include:

- details of any significant findings from the fire risk assessment and any action taken.
- the results of periodic safety audits, reviews, inspections and tests, and any remedial action taken.
- all incidents and circumstances which had the potential to cause accidents and monitor subsequent remedial actions; and
- a record of the building use, the fire prevention and protection measures in place and high-risk areas.

## Additional information

This policy is supported with:-

- Fire risk assessment
- Evacuation plan
- Fire training for staff & marshals



## ***Cyngor Cymuned PONTYCLUN Community Council***

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### **Grants to Community organisations policy**

PCC welcomes applications for grant funding primarily from community groups in Pontyclun, Miskin and Groesfaen.

The objectives of the Council are:

1. To encourage the participation of residents in the activities of the community
2. To improve the local economy
3. To improve the local environment
4. To include the less well-off in our community
5. To foster the engagement of young people in the life of our community

By providing grant funding we will play our part in supporting the vitality of community groups and the ability of local people to be part of such groups.

### **Who and how will we support?**

- The council decides its grants budget annually as part of the budgeting process.
- The Council approves grants on a quarterly basis with closing dates for applications in each quarter being end of May, August, November, and February.
- If more requests are received than funds available for distribution the Council can agree to pay out of general reserves or roll over to next year's budget or to consider the following year.
- As the Council wishes to focus on supporting local Community groups, grants for "national" organisations will be considered in March each year after the Community groups have been considered. Exceptions to this will be made for those groups with strong local links or where the request has an overriding need to be considered in a timelier manner.
- Commercial organisations can apply but priority is given to Community groups and Charities.
- Grants will not be given for political purposes and only one grant per financial year will be given to an organisation.
- The maximum grant we would normally offer for a project or organisation is £500.
- In exceptional circumstances the Council will support grants in excess of £500. Applicants for such a level of funding should seek a preliminary meeting with the Clerk who would advise on the information required in support of such an application.
- Grants for a specific purpose will have priority over those to support the general activities of organisations.
- The Council reserves the right not to allocate its full grants budget in any year and reallocate the funds.
  - For other normal business in that year
  - For other normal business in future years by transfer to general reserve
  - To Earmarked reserves for future year grant funding of a special nature.
  - To make discretionary donations of up to £100 per organisation for voluntary community groups who have not otherwise been supported by funding or benefit in kind (except the placement of notices in our notice

boards)

### **The application processes.**

Applicants can make requests via email, post, personal request at a Council meeting or using a form we have prepared and published on the website. Wherever possible groups should provide information about what the grant will be used for, how it benefits our community and if possible.

1. last income and expenditure accounts
2. constitution or aims and objectives.

The Council officers will review the application against the following criteria:-

1. Is the organisation based in our Community Council area or can demonstrate that it supports residents of our area?
2. Will the grant enable more local people to take part in the organisation?
3. Will the grant enable the organisation to apply for funding from other organisations?
4. Will the grant enable the organisation to support one or more of the objectives of the Pontyclun Community Council?

Any request which does not meet at least one of these 4 criteria will be rejected by the Clerk.

The Clerk will collate remaining requests and present to full council meeting for consideration.

### **Advising applicants**

Applicants will be advised of the result of their request with 4 potential responses.

- Approved in full.
- Approved in part.
- Declined
- Held over to next quarter.

All requests considered at Council meeting will be advised by the Chair.

Grants will be given subject to the following standard conditions.

- Beneficiaries agree that at the Council's discretion they will participate in a community consultation event. The event will allow the organisation to showcase themselves and how the council has supported them and/ or to provide a news article outlining the organization and how the Council has supported them.
- Beneficiaries agree that they will refer to Council support in their records / promotional materials.
- Pontyclun Community Council will put the details of the organisation on the Community Council website so that going forward members of the public can make contact.
- Where grants have been made for a specific purpose confirmation will be required of completion of that purpose

Depending on the nature of the request the Council reserves the right to impose other conditions.

## *Cyngor Cymuned PONTYCLUN Community Council*

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Our Standing orders require us to review and confirm several items each year at the annual meeting. These are detailed below -

### Subscriptions to other bodies; Council representatives on external bodies and Charter arrangements

The following are the relevant items in this section:-

1. Council is a member of One Voice Wales and pays for Clerk to be a member of Society of Local Council Clerks(SLCC)
2. The Council is registered with the Information Commissioners Office as a holder of personal data.
3. The Council is a signatory to the Tree Charter and the Armed Forces Charter
4. The Council is a signatory to the RCT/ Community Councils shared community charter.
5. The Council has right to attend One Voice Wales committees (up to two attendees - only one vote) – the Chair is normally our representative, and **Council needs to confirm a representative for 2023-24**
6. County Borough Council/Community Council's Joint Liaison Committee – Council have had two representatives in the past to allow for cover in the event of absence – Councillors Carole Willis and Wayne Owen were our representatives last year, and **Council needs to confirm representation for 2023-24**
7. We have representatives on the Boards of Governors of both our primary schools.
  - a. YGGG Llantrisant – Gwyn Jackson is our nominated Governor.
  - b. Pontyclun Primary School – Anne Jackson is our nominated governor.
  - c. They will stay in place for their terms after which we will be asked to select another representative.
8. The Council is a member of the North-West Cardiff group – Councillor Carole Willis and representatives of Groesfaen 2020 have represented us on this body in the past. This body discusses issues affecting the Northwest of Cardiff, in particular in relation to the large-scale housing developments and their affects. **Council should decide if they wish to remain and confirm representatives.**
9. The Council Community Engagement Officer represents the Council on the local RCT Neighbourhood network. The Neighbourhood network is an informal collection of local groups, charities and community organisations who discuss matters of mutual interest to maximise benefit and reduce overlap of resources. **Council to confirm representation on this group.**
10. The Council has a representative on the Pontyclun Refugee Support Group – Councillor Amanda Sparks has represented the Council in 2022-23. **Council should confirm representative for 2023-24**
11. Councillor Wayne Owen and Paul Binning voluntarily represent the Council at the Over 50s forum which meets in Pontyclun bi-monthly. **Council to confirm these representations.**
12. The Town and Community Councils from RCT meet in an informal liaison group which the Clerk attends. The Clerk is also secretary of the local branch of the SLCC and a lay member of RCT CBCs Governance and audit committee.

**Action – Members to confirm representation on these bodies and who will represent the Council where appropriate.**

### Council meetings for next 12 months

The Council currently meets on the evening of 2<sup>nd</sup> Thursday of the month. If we continue the dates for the next year would therefore be

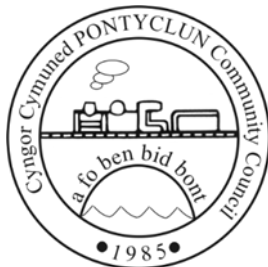
8 June	11 January
13 July	8 February
14 September	14 March
12 October	11 April.
9 November	9 May
14 December	

**Action – Members to review/confirm dates for meetings in 2023-24**

## Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

**Swyddfa Cyngor Cymuned**  
**Canolfan Gymunedol Pontyclun**  
**Heol yr Orsaf**  
**Pontyclun**  
**CF72 9EE**  
**Ffôn: 01443 238500**  
**E-bost: [clerk@pontyclun-cc.gov.wales](mailto:clerk@pontyclun-cc.gov.wales)**  
**Gwefan: [www.pontyclun.net](http://www.pontyclun.net)**



**Community Council Office**  
**Pontyclun Community Centre**  
**Heol yr Orsaf**  
**Pontyclun**  
**CF72 9EE**  
**Telephone: 01443 238500**  
**E mail: [clerk@pontyclun-cc.gov.wales](mailto:clerk@pontyclun-cc.gov.wales)**  
**Website: [www.pontyclun.net](http://www.pontyclun.net)**

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner dydd ac eithrio Gwyliau Banc  
 The Council Offices are normally open Monday to Friday 10am to noon except Bank Holidays

### Draft Minutes

Draft minutes of the April monthly meeting of Pontyclun Community Council held at 7.00 p.m. on Thursday 13<sup>th</sup> April 2023.

PCC Member attendance at public Council meetings										
	2022						2023			
Member name	May	Jun	Jul	Sep	Oct	Nov	Jan	Feb	Mar	Apr
Wayne Owen										
Jordan Thorne										
Kelly Sherratt										
Rhys Williams										
Susan Owen										
Jamie Daniel										
Amanda Sparks										
Paul Binning										
Carole Willis										
Sian Assiratti										
Gareth Summers										
Present										
Gave Apologies										
Absent										

1. To receive apologies for absence
  - a. **Councillor Jordan Thorne, Kelly Sherratt, Susan Owen and Carole Willis gave their absences.**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
  - a. **No new declarations made.**
3. Public presentations to Council
  - a. **A number of members of the public asked questions regarding progress on planning application for Forest Wood Quarry.**
  - b. **Councillor Wayne Owen confirmed that there will be a site meeting for members of RCT planning Committee shortly to review issues and that planning officers would attend a public meeting to discuss issues once the applicant had provided the further information that RCT have asked for and this had been reviewed.**
  - c. **Clerk to investigate the possibility of arranging an independent survey of the river bridge in Brynsadler and Council to discuss setting up a Traffic/Pollution working group in May meeting.**
  - d. **One resident discussed the number of beauty parlours/hair salons – there are going to be a further 2 new ones in Pontyclun shortly.**
4. To confirm minutes of the Council's meeting of 9<sup>th</sup> March are a true record and discuss minor matters arising from them.
  - a. **Minutes agreed – no matters arising.**
5. To consider report on Council Payments and finances
  - a. **The Council confirmed February payments.**
  - b. **The Council confirmed recommendations to open new savings accounts for Council.**
  - c. **The Council approved payments to Cleanmate (£632.10 plus VAT) and Gas/electricity/Legionella/ Canopy cleaning to RCT CBC as outlined in supporting papers. The RCT payments will be funded from the earmarked Reserve for Café 50 set aside to meet any outstanding bills from 2022-23.**
6. To consider report on Council Assets
  - a. **The Council noted the report. Ward Committees to review asset replacements in their areas.**
7. To receive Police crime reports for February.
  - a. **The Council noted this report.**
8. To receive report from Economy working Group
  - a. **The Council noted this report.**
9. To receive update on Café 50 arrangements for 2023-24
  - a. **The Council noted the report and approved the variation of arrangement so that group hire to be dealt with by us.**
10. To consider creation of various "Friends of." groups across Pontyclun
  - a. **To progress this further Councillors Wayne Owen and Paul Binning will investigate options and revert.**
11. Report from Town Status working group.
  - a. **The Council noted this report.**
12. To receive update on Electric Christmas trees
  - a. **The Council reviewed options and decided that for 2023 they wished to look at options to do the following.**
    - i. **Light up an existing real tree in Brynsadler**
    - ii. **Light up an existing real tree by War Memorial in Pontyclun**
    - iii. **Lights to be placed around café 50/Community Centre and to light up tree in front of Community Centre**
    - iv. **Clerk to investigate costs and options with our Lighting provider.**

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## *Cyngor Cymuned Pontyclun Community Council*

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### Forest Wood Quarry planning application

This planning application has considerable local interest due to expected impact on the Community.

The application is awaiting further information from applicant before it can progress.

The Chair will provide a verbal update on the current position and progress to arrange a community meeting with RCT planning officers to discuss objections.

The Council asked the Clerk to see if arrangements could be made to undertake an independent survey of the bridge across the Ely by the Ivor pub.

It seems this is quite a specialist task, and he has been referred to a number of firms and (at time of writing) was awaiting details from a firm in Cardiff.

Meanwhile RCT CBC highways have been asked for copies of any recent reports they may have undertaken on the three bridges in Pontyclun – by the Ivor, the Railway bridge and the Clun bridge at Ynysddu.

**Action – Members to discuss and agree possible further actions regarding this planning application.**

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### **Council payments summary**

The payments made in March and April are provided for confirmation.

Following an update in our system we are able to produce a combined list of payments and receipts. The staff salaries have been redacted.

**Action members to confirm these payments for March and April.**

### **Payment for authorisation**

The Council's van insurance is due for review and whilst preapproved by Council in March Clerk wishes to update members.

We use an insurance broker to establish our policy and have been using MS Amlin for a few years now

Policy was £578.84 in 2022-23 and this year's quote was £620.10. This is for any driver and with a £100 excess.

We did an exercise to see what alternatives could be found online and cover was possible for about £490 but with restricted drivers and a higher excess.

Our existing insurers were able to offer a reduced premium of £520.76 with an excess of £500 which we took.

**Action members to confirm payment for insurance.**



Date: 18/04/2023

**Pontyclun Community Council****Page 1**

Time: 12:52

**Current Bank A/c General****List of Payments made between 01/03/2023 and 31/03/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Lloyds Bank plc	PAY	11.80		10 Dec'22 to 09 Jan'23
07/03/2023	Tesco	BCARD	116.89		Fuel for Community Van
07/03/2023	Amazon	BCARD	19.98		x200 Laminating Pouches
07/03/2023	Amazon	BCARD	2.67		x3 Boxes of Staples
07/03/2023	Amazon	BCARD	15.99		x48 Batteries
07/03/2023	Amazon	BCARD	2.25		x10 Blue Biro Pens
07/03/2023	Amazon	BCARD	3.59		x120 Drawing Pens
07/03/2023	Amazon	BCARD	5.95		x6 Cellotape Rolls
07/03/2023	Amazon	BCARD	13.79		x10 A4 Pads
07/03/2023	Amazon	BCARD	18.95		Note Pads+Post It Notes
07/03/2023	Eurooffice	BCARD	18.65		x200 Refuse Sack Green
07/03/2023	Eurooffice	BCARD	37.30		x400 Refuse Sack Green
07/03/2023	Austen Group Ltd	BCARD	44.00		Large Black Bin Liners
07/03/2023	Amazon Marketplace	BCARD	9.52		x12 Black Fine Sharpie Markers
07/03/2023	Wonderwall Ltd	BCARD	309.60		Noticeboard Pclun Allotments
09/03/2023	British Telecom	DD	62.23		Phone+Broadband Feb'23
09/03/2023	Screwfix Direct Ltd	VISA	237.84		Titan Drill+Chisel
09/03/2023	Screwfix Direct Ltd	VISA	284.99		Diamond Core Drill
09/03/2023	Alpine Marquees	FPO	636.00		Marquee Xmas 2023
09/03/2023	Evolve Corporate Ltd	FPO	60.05		Cleaning Materials
09/03/2023	Rhondda Cynon Taf C.B.C.	FPO	1,768.01		Er+EE Pension Conts Feb'23
09/03/2023	Sabrina Cartlidge	FPO	80.00		Afternoon Social Feb'23
09/03/2023	Trustmark Stationery Stores	FPO	119.76		x20 Boxes A4 Paper
09/03/2023	C Carmichael	FPO	50.00		Senior Stretch Parkinson's
09/03/2023	Macron Store	FPO	33.20		x21 Jackets incl WRU Voucher
14/03/2023	British Telecom	DD	7.12		Office+Broadband March'23
15/03/2023	Pontyclun Men's Sheds	FPO	500.00		Grant awarded @09 March'23
15/03/2023	Paul Binning	FPO	150.00		Councillor Allowance
15/03/2023	Kelly Sherratt	FPO	150.00		Coucillor Allowance
15/03/2023	Jamie Daniel	FPO	150.00		Councillor Allowance
16/03/2023	Amazon	VISA	19.99		First Aid Kit
20/03/2023	Swalec	BGC	23.60		Footpath Lighting Overpayment
20/03/2023	Llantrisant Junior Netball	FPO	200.00		Grant awarded @09 March'23
20/03/2023	Marie Curie Trust	FPO	50.00		Gtant awarded @09 March'23
20/03/2023	Taf Ely Ramblers	FPO	250.00		Gtant awarded @09 March'23
20/03/2023	Ty Hafan	FPO	50.00		Grant awarded @09 March'23
20/03/2023	Swalec	BGC	-23.60		February'23
21/03/2023	HMRC	FPO	1,185.08		Er+Ee NI and Tax Conts
21/03/2023	IKEA	VISA	145.00		Storage Units
23/03/2023	PPL PRS Ltd	DD	209.97		Music Licence
23/03/2023	Horizons Dance School	FPO	200.00		Grant awarded @09 March'23
23/03/2023	MacMillan Cancer Support	FPO	50.00		Grant awarded @09 March'23
23/03/2023	Rhys Williams	FPO	150.00		Councillor Allowance
23/03/2023	Rhondda Cynon Taf C.B.C.	FPO	1,768.01		Er+Ee Pens Conts March'23
23/03/2023	Boverton Nurseries Ltd	FPO	21.60		x3 Cordylines
24/03/2023	C Carmichael	FPO	50.00		Parkinson's Senior Stretch
24/03/2023	Dunelm	VISA	208.00		Nest of Tables

## List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/03/2023	Pontyclun Men's Shed	FPO	3,000.00		Grant awarded by RCT
24/03/2023	Pontyclun Men's Shed	FPO	1,000.00		Grant Pontyclun Men's Shed
24/03/2023	Pontyclun Men's Shed	FPO	896.11		Grant Pontyclun Men's Shed
27/03/2023	EE Ltd	DD	13.68		Caretaker Mobile April'23
27/03/2023	Amazon Marketplace	VISA	179.99		PMShed Solar Lighting
27/03/2023	Toolden	VISA	360.74		PMShed Lawnmower
27/03/2023	Screwfix Direct Ltd	VISA	365.97		PMShed Tools
27/03/2023	Powertool World	VISA	627.00		PMShed Tools
27/03/2023	Axminster Tools	VISA	628.54		PM Shed Workbenches
27/03/2023	Zoro UK Ltd	VISA	119.99		PMShed Tools
27/03/2023	PowerTool World	VISA	1,660.66		PMShed Tools
27/03/2023	Amazon Marketplace	VISA	11.85		Mobile Phone Case
27/03/2023	Amazon Marketplace	VISA	10.98		Mobile Phone Case
27/03/2023	Amazon Marketplace	VISA	149.99		PM Shed Mobile Phone
29/03/2023	Lloyds Bank plc	PAY	8.70		10 Jan'23 to 09 Feb'23
31/03/2023	Sabrina Cartledge	FPO	80.00		Dementia Social March'23
<b>Total Payments</b>			<u>18,591.98</u>		

Date: 03/05/2023






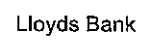
## Pontyclun Community Council

Page 1

Time: 13:13

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## Bank Reconciliation up to 03/05/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/04/2023	BP	1,283.00		1,283.00		R ■	One Voice Wales
03/04/2023	BP	1,405.13		1,405.13		R ■	BHIB Ltd
03/04/2023	BP	250.00		250.00		R ■	Drive Wales
03/04/2023	DD	540.80		540.80		R ■	Rhondda Cynon Taf C.B.C.
03/04/2023	BGC/RCT		480.02	480.02		R ■	Receipt(s) Banked <i>RCT Footpaths</i>
03/04/2023	CANTORION		300.00	300.00		R ■	Receipt(s) Banked
04/04/2023	BCARD	11.48		11.48		R ■	Amazon Marketplace
04/04/2023	BCARD	10.49		10.49		R ■	Amazon Marketplace
04/04/2023	BCARD	76.80		76.80		R ■	MedTree
04/04/2023	BCARD	11.90		11.90		R ■	Mend A Shu
06/04/2023	DD	60.54		60.54		R ■	British Telecom
11/04/2023	SO	300.00		300.00		R ■	Dark Green Media
14/04/2023	DD	7.12		7.12		R ■	British Telecom
17/04/2023	DD	41.73		41.73		R ■	Rhondda Cynon Taf C.B.C.
17/04/2023	DD	278.20		278.20		R ■	Rhondda Cynon Taf C.B.C.
17/04/2023	RCTCBC		1,086.71	1,086.71		R ■	Receipt(s) Banked <i>RCT Cafe50 Cleaning</i>
19/04/2023	FPO	282.00		282.00		R ■	Al Loo Hire
19/04/2023	FPO	758.52		758.52		R ■	Cleanmate Ltd
19/04/2023	FPO	70.00		70.00		R ■	One Voice Wales
19/04/2023	FPO	302.40		302.40		R ■	Vision ICT Ltd
19/04/2023	FPO	55.44		55.44		R ■	Rhondda Cynon Taf C.B.C.
19/04/2023	FPO	2,841.78		2,841.78		R ■	Rhondda Cynon Taf C.B.C.
19/04/2023	BCARD	1,838.23		1,838.23		R ■	Rhondda Cynon Taf C.B.C.
21/04/2023	BP	1,570.95		1,570.95		R ■	HMRC
21/04/2023	DD	26.12		26.12		R ■	Swalec
21/04/2023	VISA	1,685.25		1,685.25		R ■	Rhondda Cynon Taf C.B.C.
21/04/2023	VISA	21.00		21.00		R ■	Rhondda Cynon Taf C.B.C.
21/04/2023	SO	272.48		272.48		R ■	
21/04/2023	SO	1,117.08		1,117.08		R ■	
21/04/2023	SO	1,311.10		1,311.10		R ■	
21/04/2023	SO	1,359.62		1,359.62		R ■	
21/04/2023	SO	1,740.38		1,740.38		R ■	
21/04/2023	SO	856.88		856.88		R ■	
26/04/2023	DD	15.64		15.64		R ■	EE Ltd
28/04/2023	PAY	7.00		7.00		R ■	Lloyds Bank
28/04/2023	TFRRCT		68,418.33	68,418.33		R ■	Receipt(s) Banked <i>(Precept)</i>
		<u>20,409.06</u>	<u>70,285.06</u>				

## Signatory 1:

Name ..... Signed ..... Date .....

## Signatory 2:

Name ..... Signed ..... Date .....

Date: 03/05/2023





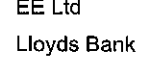
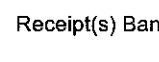
## Pontyclun Community Council

Page 1

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User: KJ

## Bank Reconciliation up to 03/05/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/04/2023	BP	1,283.00		1,283.00		R ■	One Voice Wales
03/04/2023	BP	1,405.13		1,405.13		R ■	BHIB Ltd
03/04/2023	BP	250.00		250.00		R ■	Drive Wales
03/04/2023	DD	540.80		540.80		R ■	Rhondda Cynon Taf C.B.C.
03/04/2023	BGC/RCT		480.02	480.02		R ■	Receipt(s) Banked <i>RCT Footpaths</i>
03/04/2023	CANTORION		300.00	300.00		R ■	Receipt(s) Banked
04/04/2023	BCARD	11.48		11.48		R ■	Amazon Marketplace
04/04/2023	BCARD	10.49		10.49		R ■	Amazon Marketplace
04/04/2023	BCARD	76.80		76.80		R ■	MedTree
04/04/2023	BCARD	11.90		11.90		R ■	Mend A Shu
06/04/2023	DD	60.54		60.54		R ■	British Telecom
11/04/2023	SO	300.00		300.00		R ■	Dark Green Media
14/04/2023	DD	7.12		7.12		R ■	British Telecom
17/04/2023	DD	41.73		41.73		R ■	Rhondda Cynon Taf C.B.C.
17/04/2023	DD	278.20		278.20		R ■	Rhondda Cynon Taf C.B.C.
17/04/2023	RCTCBC		1,086.71	1,086.71		R ■	Receipt(s) Banked <i>RCT Cafe50 Cleaning</i>
19/04/2023	FPO	282.00		282.00		R ■	Al Loo Hire
19/04/2023	FPO	758.52		758.52		R ■	Cleanmate Ltd
19/04/2023	FPO	70.00		70.00		R ■	One Voice Wales
19/04/2023	FPO	302.40		302.40		R ■	Vision ICT Ltd
19/04/2023	FPO	55.44		55.44		R ■	Rhondda Cynon Taf C.B.C.
19/04/2023	FPO	2,841.78		2,841.78		R ■	Rhondda Cynon Taf C.B.C.
19/04/2023	BCARD	1,838.23		1,838.23		R ■	Rhondda Cynon Taf C.B.C.
21/04/2023	BP	1,570.95		1,570.95		R ■	HMRC
21/04/2023	DD	26.12		26.12		R ■	Swalec
21/04/2023	VISA	1,685.25		1,685.25		R ■	Rhondda Cynon Taf C.B.C.
21/04/2023	VISA	21.00		21.00		R ■	Rhondda Cynon Taf C.B.C.
21/04/2023	SO	272.48		272.48		R ■	
21/04/2023	SO	1,117.08		1,117.08		R ■	
21/04/2023	SO	1,311.10		1,311.10		R ■	
21/04/2023	SO	1,359.62		1,359.62		R ■	
21/04/2023	SO	1,740.38		1,740.38		R ■	
21/04/2023	SO	856.88		856.88		R ■	
26/04/2023	DD	15.64		15.64		R ■	EE Ltd
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28/04/2023	TFRRCT		68,418.33	68,418.33		R ■	Receipt(s) Banked <i>(Precept)</i>
		<u>20,409.06</u>	<u>70,285.06</u>				

## Signatory 1:

Name ..... Signed ..... Date .....

## Signatory 2:

Name ..... Signed ..... Date .....

**Pontyclun Crime Report**  
**06<sup>th</sup> March 2023/12<sup>th</sup> April 2023**

**Violence against the person – 6 accounts**

**Burglary – 2 accounts**

**Drugs – 0 accounts**

**Theft and Handling – 8 accounts**

**Damage – 3 accounts**

**ASB – 7 accounts**

**Robbery – 0 accounts**

**Miscellaneous – 0 accounts**

**83 Calls were made to Police during this time period for Pontyclun.**

PCSO 56717 Phelps Tel No. 07814 548949 Email: [Samuel.phelps@south-wales.police.uk](mailto:Samuel.phelps@south-wales.police.uk)

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

South Wales Police welcomes receiving correspondence in Welsh and English.  
Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



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## *Cyngor Cymuned Pontyclun Community Council*

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### Friends of.... Community groups

Several Council members expressed a desire to create one or more local groups to act help support improvements to the local area.

The aims are broadly to raise funds for local services and activities; do activities that benefit the area and to support other residents in doing such activities.

We hope that this would engage local residents in their area and also allow the Community of Pontyclun to tap into additional funding streams and grant sources.

Councillors Paul Binning and Wayne Owen were to investigate possible options and revert for a Council action.

### Planning for a group

The Council will need to decide on

1. Objectives/Aims and coverage.
2. Membership
3. How the group will be run (e.g., Committee)?
4. What future Council support may be required (if any)
5. Trustees
6. Will the groups seek charitable status?

Prior to launch a constitution will need preparing

[More information can be found at the Gov.uk website](#)

[or at this website here](#)

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## *Cyngor Cymuned Pontyclun Community Council*

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### 'Town Status' Working Group

Notes from meeting: 02/05/2023

Meeting was held in person in the office at Pontyclun Community Centre at 13:00.

Present:

Cllrs Jamie Daniel, Paul Binning, Carole Willis, Gareth Summers.

Apologies:

Cllrs Wayne Owen, Amanda Sparks, Rhys Williams, Kelly Sherratt.

Working group convenor: Cllr Jamie Daniel

Convenor thanked all Councillors present for continued support for this important project and highlighted potential benefits to Pontyclun of Town Status, some of which are discussed below within the 'arguments in favour' section.

Working group agreed on a structure for proposal along the following basis:

- Executive summary
- A discussion of pros and cons/ arguments for and against
- How this will benefit RCT in general/ how this will benefit the southern sector strategy

Councillors discussed the arguments in favour in detail, including:

- High street grants/ we have a high street.
- Various shops, businesses- how many businesses exactly?
- Grants for events
- Railway station- tourists, commute,
- Vast heritage
- Successful football and rugby teams, competing against towns and cities.
- Postal Town- postal office for entire area
- Orbiting villages
- Schools- part of 21<sup>st</sup> century schools' programme
- Fire station
- Many jobs
- Parks-largest Park in several mile radius- managed by PCC not RCT.
- Ivor woods- managed by PCC not RCT.
- Population- what is the population exactly?
- Facilities for residents of all ages including Nurseries, thriving community centre with various groups, facilities for older people to socialise and get together.
- Warm spaces

- Food bank at bethel
- Pubs
- Highly active Masons and Churches
- Library
- Community centre run by PCC not RCT.
- Athletic club
- Cycling and running clubs
- 25 miles of footpaths
- We are bigger than other RCT towns- such as...
- Primary access from RCT to Cardiff, Vale, Bridgend, and Swansea and M4
- Developable land- current developments on Cefn yr Hendy and Ely Valley Road right now.
- Developments proposed for Mwyndy, the quarry, Cefn yr Hendy.
- We think this could be a vibrant asset to RCT because of the benefit it would bring to the businesses and in terms of the attraction for new people to live and visit here.
- Congruent with plan to keep Llantrisant/ Talbot Green as key strategy town.
- Further investment and footfall for LTG area.
- Town status for whole community solidifies our position as part of RCT over the ever-expanding borders of Cardiff City Council.

This list is not exhaustive, and councillors are invited to highlight any further arguments.

Councillors discussed the arguments to keep in mind, including:

- The need to highlight the benefits of town status for Pontyclun in relation to Llantrisant/ Talbot Green as the key strategy town in the Southern Sector Strategy, as discussed above.
- We are aware of a counterargument that there is little developable land left within Pontyclun, councillors pointed out that the developments and proposed developments highlighted earlier prove this not to be true.

This list is not exhaustive, and councillors are invited to highlight any further arguments.

Group agreed to ask Cllr Daniel to write proposal and to ask the clerk for some clarifying information.

Proposal is currently being written and will be circulated to all council members prior to next full council meeting on 11/05. At which time Council will be asked to agree the proposal and confirm public consultation.

Meeting closed at 14:15



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## *Cyngor Cymuned Pontyclun Community Council*

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### Update on Community Events

The Council has committed to organising 3 large Community events in 2023.

The following is an update on the current position for each.

#### **Picnic in the Park**

- 10<sup>th</sup> June 2023 – 1pm till 4pm
- In Pontyclun park
- The following are confirmed.
  - 3 x events toilets
  - First aider
  - 3-4 bouncy castles
  - Fairground ride and game
  - Catering
    - Ice cream/Chocolate fountain
    - Bar
    - Burgers
    - Loaded Fries
    - Pizza
    - Sweets
    - Brownies/cakes
  - 5 “activities” – e.g., Yoga, Netball, basketball
  - 17 group Stalls
  - We are not actively promoting spaces at the Picnic, however if anyone approaches us, we can find space.

**No music arranged yet as waiting for Councillors to confirm.**

Awaiting Councillor volunteers to make arrangements for setting up.

#### **Food Festival**

- 26 August – noon till 6pm
- In Car park at Heol yr Orsaf
- The following are confirmed.
  - Gin bar; beer bar; Coffee barista
  - 5 food “trucks” – Toasties; Pasta; Mexican street food; Burgers; Donuts/Candy floss
  - 13 other food/drink related stalls plus 1 provisional
  - Expect to book 4-5 more stalls by the time of event.

Awaiting Councillor volunteers to make arrangements for setting up.

### **Christmas Fayre**

- 2nd December 1.30-6pm
- In Car park, Café 50 and Community Centre
- 47 stalls booked.
- 6 food trucks and fairground rides/stalls as last year
- Expectation is that fayre will be fully booked with over 70 stalls, games, rides.
- We still have spaces for groups/Charities wanting to use Marquee for Friday night or Sunday.

### **Other events**

The walking Rugby team are arranging a Walking Rugby festival on Sunday 25<sup>th</sup> June. The aim is to have over 20 teams attending making it the largest Walking rugby festival ever held in Wales

The team are looking for volunteers to help on the day with marshalling

The Remembrance day Committee will meet in July to formally start arrangements for 2023, however a Choir has been secured to join the Pontyclun ceremonies.

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## *Cyngor Cymuned Pontyclun Community Council*

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### Internal audit report 2022-23

The Council uses a specialist auditing firm to undertake its internal audits

Our external audit is undertaken by Wales Audit Office, who due to issues at their end, have not completed our 2020-21 and 2021-22 audits.

The Audit Office have advised that they are delaying all 2022-23 audits for Town and community Councils until they have cleared their backlog incomplete of past audits.

Meanwhile, our internal auditors visited our offices in late April to complete our audit and a copy of the final report is attached.

There are no new action points advised, however they note that our general reserve is at the bottom end of the recommended range.

The Council had identified this when budgeting and agreed to allocate £5k a year in the budget to increase general reserve to allow for increase in planned spending and bring up towards the middle of the recommended range of 3-6 month's spending.

Council should now accept the report and agree to complete Annual return

#### **Action**

**Council to accept Internal audit**

**Council to confirm signing Annual Return by Chair and responsible Financial Officer**



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## **Pontyclun Community Council**

*Internal Audit Report 2022-23 (Final Update)*

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*Claire Lingard*  
*Consultant Auditor*

*For and on behalf of*  
*Auditing Solutions Ltd*

## **Background**

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the Internal Audit process for the 2022-23 financial year. The Interim review was undertaken on the 19<sup>th</sup> October 2022 and supplemented by the Final Update review which was undertaken on the 20<sup>th</sup> April 2023. Both reviews took place onsite.

## **Internal Audit Approach**

In concluding our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Governance and Accountability Return process, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusions**

We confirm that no recommendation for improvement were made as a result of internal audit reviews undertaken for the 2022-23 financial year. The Council has continued to demonstrate robust business processes and corporate governance during the financial year to the 31<sup>st</sup> March 2023. Resultantly, only one minor recommendation for improvement has been made. This is detailed in the main body of the report and in the appended Action Plan.

Once again, we commend not only the Clerk/RFO for his continued professional management and administration of the Council's finance and governance functions, but also the Staff and Members who continue to deliver a high level of service their constituents. We would like to thank the Clerk/RFO and the Finance Assistant for the exemplary manner in which the Council's finance and governance records were presented for audit.

We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

# Detailed Report

## Review of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Agreed the opening trial balance detail with that in the 2021-22 Statement of Accounts;
- Ensured that the ledger remains “in balance” as at the 31<sup>st</sup> March 2023;
- Ensured that the cost and expenditure coding structure remain appropriate for purpose;
- Noted that the Council continues to maintain a Barclays Bank credit card under the Welsh Government Scheme;
- Checked and verified the detail in cashbook 1, which contains the transactions on the Business current account with Lloyds Bank, agreeing the detail for the period of the 1<sup>st</sup> April 2022 to the 31<sup>st</sup> March 2023 with no issues arising;
- Checked and verified the detail in cashbook 2, which contains the transactions on the Deposit account with Lloyds Bank, agreeing the detail for the period of the 1<sup>st</sup> April 2022 to the 31<sup>st</sup> March 2023 with no issues arising;
- Similarly reviewed the monthly bank reconciliations on both accounts, for the months of April 2022 to March 2023 to ensure that there are no long-standing reconciling items or other anomalous entries; and,
- Noted that the Council’s Invoices and other payment documents continue to be scanned and maintained on a secure ‘Cloud Drive; to ensure that the finance function of the Council is protected should further incidents of enforced remote working and council meetings via video-conferencing be required and also to assist with the audit process.

### Conclusions

*There are no matters arising in this area of our of our review warranting formal comment or recommendation.*

## Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance policies, procedures and documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we may reasonably be expected to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Councils Standing Orders (SOs) and Financial Regulations (FRs) were amended and subsequently adopted at the 11<sup>th</sup> May 2022 Annual Meeting of the Community Council under Minute references 7.a.i, and 7.a.ii respectively, using the model documents supplied by One Voice Wales.

We have concluded our review of the minutes of the Full Council for the year to the 31<sup>st</sup> March 2023 to establish, whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council’s current or future financial stability, noting that the statutory power under which Grant Aid has been awarded has not been recorded in the Minutes.

We note that the lease on Café 50 has now reverted to Rhondda Cynon Taff and that the council restructuring programme had been completed.

We understand that the External Auditor's Report and Certificate for the 2020-21 financial year audit had not yet been received from Audit Wales as at the 20<sup>th</sup> April 2023.

### **Conclusion and recommendation**

***We take this opportunity to commend the Clerk/RFO on the generally high standard of Minute taking over the 2022-23 financial year. During the interim review we reminded the Clerk/RFO that when making Awards of Grant Aid and Donations, it is necessary to record the statutory Power under which the Award has been made in the corresponding Council Minute.***

***R1 The Clerk/RFO is reminded to record the statutory Power under which the Award of Grant Aid or Donations have been made in the corresponding Council Minute. Noted and implemented.***

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and,
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have reviewed the procedures in place for processing payments and are pleased to note that there was clear evidence of all payment documents being subject to proper scrutiny by members with each invoice being properly coded and initialled.

We have physically tested a sample of payments processed in the financial year to the 31<sup>st</sup> March 2023 with the criteria of every non-salary related payment in excess of £1,000 and every 20<sup>th</sup> payment irrespective of value. The payment sample included 27 payment documents during the interim audit, totalling £49,086.70 and representing 64.1% of all non-pay payments.

We take this opportunity, once again, to comment on the quality of data entry in the finance system which we consider exemplary. All detail for the period from the 1<sup>st</sup> April to the 31<sup>st</sup> March 203 had been correctly entered into the cashbook, displayed appropriate Nominal and Cost Centre coding, appropriate descriptions and had been accurately reconciled in a timely manner.

We note that VAT returns are prepared in Rialtas Alpha and submitted to HMRC via the 'making tax digital' link. We have reviewed and agreed all four quarterly VAT returns prepared and submitted to the 31<sup>st</sup> March 2023 to the underlying Alpha accounting records and confirming the correct disclosure in the year end accounting statements.

Finally, in this area of our review we have noted that there have been no formal tenders or significant quotations have been undertaken in the period to the 31<sup>st</sup> March 2023.

### **Conclusions**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's current insurance policy covering 2022-23, to ensure that appropriate levels of cover are in place, noting that subsequent to a formal review that the Council's cover continues to be placed with BHIB on a Local Council's policy underwritten by Aviva: Employers, Products and Public Liability remain set at £10 million with Officials Indemnity cover at £500,000, Legal Expenses at £100,000, Fidelity Guarantee at £250,000, Libel & Slander at £250,000 and Business Interruption cover at £50,000, all of which we consider appropriate for the Council's current requirements;
- Noted that the Council continues to employ a strict Risk Management regime with a full Risk Management Policy in place for the main Health & Safety and Business operations of the Council and a separate policy for the Council's Play and Recreation area. The Council undertook a robust and proportionate Health & Safety and Business Risk assessment which was Received, Noted and Adopted at the 09<sup>th</sup> February 2023 under Minute reference 6 (a-d);
- The Council's Risk Policy and Registers have not been formally reviewed during the current financial year to the 30<sup>th</sup> September 2022. However, we note that Members received and Noted the new Health & Safety Risk Assessment re: Covid at the meeting of the Full Community Council on the 13<sup>th</sup> April 2022 under Minute Reference 7; and,
- Examined the Council's arrangements for the regular inspection of playgrounds and recreation areas with no matters arising.

### **Conclusion**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of Budgetary Control & Reserves**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Borough Council. We have noted / ensured:

- The comprehensive budget setting and precept determination process undertaken by the Clerk and Members;
- The Clerk/RFO has produced a Budget setting and Review policy which ensures a transparent and consistent approach to the Budgetary and Precept determination process;



- That Members Approved and Adopted the Budget and Precept for the 2023-24 financial year at the 12<sup>th</sup> January 2022 meeting of the Full Council, in the amount of £205,255 equating to approximately £58.98 per Band D property, under Minute reference 10;
- That Members receive regular reports identifying the budget position throughout the year;
- That the Council has formally approved the establishment of specific earmarked reserves;
- The earmarked reserves have been correctly managed, noting movement upon the Reserves being properly recorded in the Rialtas Accounting Software and referenced in the Council's Minutes;
- The utilisation of reserves and the return of unused balances to the General Fund are reported to the Council at regular intervals.

We note that the Council's reserves, as at the 31<sup>st</sup> March 2023 stood at £91,775.83 (£103,729.88 *prior year*) including EMRs of £61,293 (£56,468 *prior year*) leaving a General Reserve fund of £30,483 (£47,262 *prior year*) which equates to approximately two months net revenue expenditure based on current levels, which is below of the generally recognised CiPFA guidelines of between three, and six months' revenue spending.

This deficit has been noted by the Clerk/RFO in the Budget report for the 2023-24 financial year, who has stated the earmarked reserves: 370, 375, 381 and 392, totalling £6,524.21, pertain to the Café 50 project which the Council has no further responsibility. These reserves were retained for possibility of any final unanticipated invoices received in the next 12 months, after which the residual balance will be returned to the General Reserve.

It should also be noted that during the 2022-23 financial year, the council had two items of exceptional expenditure: £9,000 replacing a 100 year old fence funded from EMRs and approximately £9,000 on setting up a shed which was grant funded. This £18,000 has caused the deviation from the general annual expenditure. The adopted budget for the 2023-24 financial year has a plan to bring the General Reserve back into line with CiPFA guidance.

Finally in this area of our review, we have examined the year end budget performance detail, as set out in the Alpha accounts with no unexplained or unanticipated variances existing warranting further enquiry.

### **Conclusion**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of Income**

The Council receives income from a relatively limited range of sources in addition to the annual Precept, primarily by way of Caterer rent, Grass Cutting, VAT reclaims, A Footpath Grant, Café 50 hire for groups, donations from groups and individuals.

Our aim here is to ensure that income due to the Council is identified and recovered within a reasonable timeframe, and that fees have been levied in accordance with the approved scales of fees and charges.

We have visually examined the Alpha nominal ledger income transaction reports for the year to the 30<sup>th</sup> September 2022, ensuring that, as far as we are reasonably able to ascertain, all income due to the Council has been received appropriately and that no significant miscodings have arisen.

We have noted that the Council's post public health measures income has continued to return to pre-covid levels. However, as Rhondda Cynon Taff is now taking over the lease and operations of Café 50 this will impact the Council's non-precept derived income streams, and corresponding expenditure.

The Clerk/RFO and Members were in the process of restructuring the council, in light of the above, as at the date of the Interim Audit.

### **Conclusions**

***There are no matters arising in this area of our review warranting formal comment and recommendation.***

## **Review of Petty Cash Account**

The Council does not operate a petty cash account, all incidental expenses being identified on reclaims submitted monthly by staff, which are subject to the normal expenditure approval controls.

We note that a Visa debit card remains in use for ad-hoc purchases and to take advantage of internet pricing, which is held securely for utilisation by the Clerk. Statements are settled in full each month, with the statements and supporting documents presented to members for the same level of scrutiny as other trade payment documents.

***There are no matters arising in this area of our review warranting formal comment and recommendation.***

## **Review of Staff Salaries**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation in accounting for the deduction and payment over of income tax and NI contributions, and meeting the requirements of the local government pension scheme. To meet that objective, we have:

- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff by reference to the Establishment List supplied by the Clerk/RFO confirming salary/SCP levels;
- Checked all staff salaries paid in September 2022, agreeing the gross amounts paid to the Nationally approved SCP pay scale and hourly pay by reference to the Establishment List;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the September 2022 payroll detail;
- Checked that any overtime or variable hours payable to casual employees is appropriately supported by authorised timesheets; and,

- Ensured that individual salaries and the total payments to HMRC and the Pension Fund Administrator are in accord with the September 2022 payroll detail.

### **Conclusions**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of the Fixed Asset Register**

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We note the Council's compliance with this requirement; the Clerk maintains and manages an appropriate register with values identified both at cost price, or where unknown, at the best approximation thereto, together with the annually uplifted insurance value to assist with budgetary planning for future replacements.

We note that the Asset Register has again been reviewed and revised during the 2022-23 financial year, with a revised value of £341,437 (322,710 prior year) which has been correctly reported in the Annual Return at Box 12 of the accounting statements.

## **Review of Investments and Loans**

The Council has no funds invested, other than by way of the Business Current Account with Lloyds Bank plc. Similarly, the Council has no loans either repayable by, or to it.

### **Conclusions**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Statement of Accounts and Annual Return**

The Council's accounts are managed in the Rialtas Accounting software package, the detail of which we have examined and consider reflects accurately the year's transactions as recorded therein. The software is also used to generate the detail for inclusion in the year's Annual Return, which we have also verified as being consistent with the accounting and other relevant supporting records.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

### **Conclusion**

*We are pleased to record that no matters arise in this area of review and, on the basis of the work undertaken during the course of the year, we have "signed off" the Internal Audit Certificate in the Annual Return assigning positive assurances in all relevant areas.*

-o0o-

**NOTE TO REPORT**

*We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from Auditing Solutions Ltd.'s servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation.*

Rec. No.	Recommendation	Response
<b>Review of Corporate Governance</b>		
R1	The Clerk/RFO is reminded to record the statutory Power under which the Award of Grant Aid or Donations have been made in the corresponding Council Minute.	<i>Noted and implemented.</i>

## Accounting statements 2022-23 for:

Name of body: Pontyclun Community Council

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	103730	106742	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	128105	132584	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	38411	44680	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	97639	112128	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	65865	80101	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	106742	91776	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	106742	91776	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	106742	91776	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	322710	341437	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

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

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

## Additional disclosure notes\*

**The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement**

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £925.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

## Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
<b>RFO signature:</b>	<b>Minute ref:</b>
<b>Name:</b>  <b>Date:</b>	<b>Chair of meeting signature:</b>  <b>Name:</b>  <b>Date:</b>



## Annual internal audit report to:

**Name of body:** Pontyclun Community Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered*	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Pontyclun Community Council does not operate a Petty Cash system.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Pontyclun Community Council is not responsible for any Charitable Trust or Trust Fund.

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. No additional risk identified.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
13. No additional risk identified.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.
14. No additional risk identified.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our Year-End Internal Audit Report dated 20 <sup>th</sup> April 2023.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated the 20<sup>th</sup> April 2023.

### Internal audit confirmation

We confirm that as the Council's internal auditor, We have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

<b>Name of person who carried out the internal audit:</b> Claire Vala Lingard
<b>Signature of person who carried out the internal audit:</b>
<b>Date:</b> 20 <sup>th</sup> April 2023

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## *Cyngor Cymuned Pontyclun Community Council*

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### Tree report 2023

RCT CBC have prepared reports on our trees at The Hollies, The Riverside walk and Ivor Woods

The Ash dieback which started a few years ago has significantly worsened and there are now about 170 trees needing attention with about 100 more for monitoring as they will also need work in the next few years.

These are split as follows:-

The Hollies – One Leyland Cypress needing work on a tree limb.

Riverside walk (along path before reaching the small woods) – there are 5 trees needing action, one of which is large and in a difficult spot.

Riverside walk (along path and rivers edge inside woods) – 3 trees

Riverside walk (in centre of woodlands) – approx. 20 trees

Ivor Woods – approx. 145 trees for action

Unfortunately, the Environment Working Group has not been able to meet to discuss and consider a plan with a recommendation for this meeting.

Bearing in mind the Council's budgetary position and the health and safety risk involved with these trees the Clerk recommends the following at this time:-

#### **Recommendations**

##### **The Hollies; and first 2 sections of Riverside walk**

The Clerk recommends that as the first 3 areas above are relatively small, we deal with the trees now. This will allow us to maintain public access and remove risks to passing traffic and the river.

Quotations have been obtained as outlined below:-

Tree surgeon 1	£3300 – based within our community area.
Tree surgeon 2	£3082
Tree surgeon 3	Awaited

##### **Central area of trees in woods at Riverside walk**

There 20 trees in this area. They are in the middle of the woods and unlikely to cause any issue to the river or road at Millfield.

Officially the area is closed to walkers (due to danger from trees) though other than a sign we do not enforce this. With our duty of care, we should make sure that people cannot easily get to these trees

so we recommend a more robust closure of the path to this area – people will still be able to use the Riverside walk up to the trees.

This way we will protect users with minimal cost to us leaving the trees to die off for now.

### **Ivor Woods**

Due to the number of trees to be actioned at this time the Council will need to consider a plan of action not only for removal of the trees but potentially a ground clearance and replanting programme afterwards.

The Clerk and Caretakers have inspected the woods and identified that we could have a few options as to what to do and have instructed quotes from Tree surgeons to establish the costs of the various options.

These will be advised to Environment Working group coordinator so that they can be considered with a report to the Council for June's meeting so that action can be taken.

### **Action**

- 1. Members to approve acceptance of quotation for trees at Hollies and Riverside walk.**
- 2. Members to agree proposed actions for trees in central area of woods at Millfield. That is to properly close off section of woodlands and leave for 2023-24**
- 3. Members to defer action on Ivor Woods trees instructing Environment Working group to prepare plan of action and report to Council in June with recommendations.**