

Items 7 to 20

Council – 10 February 2022

Reports of the Clerk

7. Record of Payments (For Information)

The table outlines those payments made since the last meeting of Council. The payments were made in line with the Annual Council resolution of 13 May 2021 (Minute 23 “Constitutional Matters” refers).

Payments	£
Clerk Salary (January 2022)	406.89
CCS Pension Fund (Clerk) (January 2022)	159.27
Determined by Council	
Phillips Services (Wales) Ltd. Christmas Tree & Illuminations. Council - 11 November 2021	2,399.99
Mr Flag. Platinum Jubilee Outdoor Quality Flag 5 (St David). Council – 13 January 2022	112.80

8. Financial Reporting (For Information)

i) Bank Accounts - Reconciliation

The Bank Accounts Monthly Reconciliation has been e-mailed to all Councillors.

9. Correspondence (emailed to all Councillors)

Planning Aid Wales. Latest news from Planning Aid Wales
One Voice Wales. Training – January, February & March 2022
One Voice Wales. The Queen's Platinum Jubilee – National Lottery Awards for All
One Voice Wales. Information Highlights - January
Planning Aid Wales. Latest news from Planning Aid Wales
One Voice Wales. Violence against women Welsh Government Consultation
Planning Aid Wales. Responding to Policy Consultations
One Voice Wales. News Bulletin
One Voice Wales. Phishing emails - Gift Cards
One Voice Wales. Training - January, February & March 2022
One Voice Wales. Vacancy -- Non-Executive Director for Welsh Government Board
Planning Aid Wales. Important upcoming event
Glasdon UK Limited. Platinum Jubilee 2022: Ideas for Commemorations
Events at SLCC. Tackle climate change at a local level
Planning Aid Wales. Important upcoming event

One Voice Wales. Raising awareness / promotion videos – Community and Town Councillors
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One Voice Wales. Important information – The Queen’s Platinum Jubilee Beacons 2 June 2022.
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10. Feedback from Delegates on Outside Bodies (Verbal) (For Information)

i) One Voice Wales – Swansea Area Committee – 17 January 2022.

11. General / ICT Matters (Verbal)

12. Workplan (For Information)

The Workplan is a living document that will continue to develop.

Council Date	Workplan Items
All Dates	Standard Items. Discussed each month: a) PCSO Report. b) Record of Payments. c) Financial Report. d) Correspondence. e) Feedback from Delegates on Outside Bodies. f) General / ICT Matters. g) Workplan. h) Planning Applications & Planning Matters - Swansea Council. i) Highways, Footpaths, Cycleways & Bridleways - Swansea Council. j) Training. k) Llangyfelach Ward Councillor Update. Additional Items. Discussed as required:
January	➤ Budget & Precept for Next Financial Year. ➤ Set Amounts for Grants & Donations Policy.
February	➤ Review of Standing Orders. ➤ Review of Financial Regulations. ➤ Personnel Committee - Clerk’s Appraisal.
March	➤ Review of Asset Register. ➤ Consider Requests for Grants and Donations.
April	-
May Annual Meeting	➤ Constitutional Matters. ➤ All Committees (Finance, Personnel). Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	➤ Consider Requests for Grants and Donations. ➤ Christmas Tree, Illuminations & Festivities.
August	No Meetings.
September	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.

	➤ Remembrance Sunday. Finance Committee. 6 Month Budget Monitoring.
October	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday.
November	➤ Consider Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	➤ Finance Committee. Draft Budget for Next Year.
To be confirmed	Agree the External Auditors Report.

13. Planning Applications & Planning Matters - Swansea Council (Verbal)

14. Highways, Footpaths, Cycleways & Bridleways - Swansea Council

i) Road Safety - Crossing B4489 at Junction of Swansea Road & Pengors Road, Llangyfelach

The relevant information has been received from Swansea Council. The Clerk is preparing a submission to Swansea Council's Recovery Fund - Community Section.

Recommended that the update be noted.

15. Training (For Information)

The Clerk referred to the monthly One Voice Wales Remote Training Schedule. Councillors and the Clerk should regularly review their training requirements and were urged to consider training as required. Should a Councillor wish to attend training they should liaise with the Clerk.

16. Llangyfelach Ward Councillor Update (Verbal)

Councillor Gareth Sullivan, Llangyfelach Ward Councillor on Swansea Council shall provide a verbal update relating to his Ward work.

17. Playground at Fairview Road – Provision of Benches & a Bin

The Clerk has been in contact with Swansea Council as instructed by Council on 13 January 2022. He has sought permission from Swansea Council for the installation of two benches at the Playground at the cost to the Community Council. He also asked that Swansea Council place a bin at the Playground at its cost. Councillors are keen to commemorate the Queen's Platinum Jubilee by placed the benches. Council is asked to consider the type and size of bench it requires.

Recommended. The views of Council are sought.

18. Review of Standing Orders

The Clerk stated that the Council on 11 February 2021 had adopted the Model Standing Orders (Wales) 2018 as drafted by the National Association of Local Councils (NALC). These had been amended slightly to reflect local choice. The amended version is attached as **Appendix A** of the report.

Recommended that:

- 1) The Model Standing Orders (Wales) 2018 as amended and set out in **Appendix A** of the report be adopted.
- 2) The Model Standing Orders (as amended) be placed on the Council's Web site.

19. Review of Financial Regulations

The Clerk stated that the Council on 11 February 2021 had adopted the Model Financial Regulations (Wales) 2019 as drafted by the National Association of Local Councils (NALC) and One Voice Wales (OVW). These had been amended slightly to reflect local choice. The amended version is attached as **Appendix A** of the report.

Recommended that:

- 1) The Model Financial Regulations (Wales) 2019 as amended and set out in **Appendix A** of the report be adopted.
- 2) The Model Financial Regulations (as amended) be placed on the Council's Web site.

20. Certified Annual Returns – Year Ended 31 March 2020 & 31 March 2021

The Clerk stated that Audit Wales had completed their audit of the Council's accounts for the year ended 31 March 2020 and the year ended 31 March 2022. The Accounts and Audit (Wales) Regulations 2014 set out the actions to be carried at the completion stage of an audit.

The Certified Annual Returns for Year Ended 31 March 2020 and Year Ended 31 March 2021 and the Audit Completion Notice have been published on 31 January 2022. They have been posted and published on the Council's Notice Board and on its website. The documents are also attached as **Appendices A-C** to this report.

The Auditor General's Report, Audit Opinion for both years is set out below:

Auditor General's Report - Audit opinion Year Ended 2020

“On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- Has not been prepared in accordance with proper practices;*
- That relevant legislation and regulatory requirements have not been met;*
- Is not consistent with the Council's / Committee's governance arrangements; and*
- That the Council / Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.*

Other matters arising and recommendations

I draw the Council's attention to the following matters and recommendations arising from my audit:

- The comparative 2018-19 accounts contain a rounding error of £1 in line 7.*
- The 2019-20 accounts reported in the Statement of Balances section of the Accounting Statement incorrectly record the Cash and bank balance (line 9) and the closing balances (line 11) as £51,769. These lines should state £26,422. The Council has incorrectly recorded the balance per the bank statement here rather than the reconciled cashbook balance. This results in a discrepancy between the Statement of receipts and payments and the Statement of Balances.*
- We recommend that in future years, the Council checks the arithmetic and consistency of the accounting statement before approval.*
- Further information and guidance on preparing the accounts is contained in Governance and Accountability for Local Councils in Wales: A Practitioners' Guide.”*

Auditor General's Report - Audit opinion Year Ended 2021

“On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- Has not been prepared in accordance with proper practices;*
- That relevant legislation and regulatory requirements have not been met;*
- Is not consistent with the Council's/Committee's governance arrangements; and*
- That the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.*

Other matters arising and recommendations I draw the Council's attention to the following matters and recommendations arising from my audit:

- The comparative 2019-20 accounts reported in the Statement of Balances section of the Accounting Statement incorrectly record the Cash and bank balance (line 9) and the closing balances (line 11) as £51,769. These lines should state £26,422. The Council has incorrectly recorded the balance per*

the bank statement here rather than the reconciled cashbook balance. This results in a discrepancy between the Statement of receipts and payments and the Statement of Balances.

- *We recommend that in future years, the Council checks the arithmetic and consistency of the accounting statement before approval.*
- *Further information and guidance on preparing the accounts is contained in Governance and Accountability for Local Councils in Wales: A Practitioners' Guide."*

Audit Wales shall issue the audit fee invoice shortly and ask for prompt payment.

Recommended that:

- 1) The Certified Annual Returns – Year Ended 31 March 2020 & 31 March 2021 be noted and the relevant learning points / observations be actioned.
- 2) The fact that the Clerk posted and published the Certified Annual Returns for Year Ended 31 March 2020 and Year Ended 31 March 2021 and the Audit Completion Notice on the Council's Notice Board and on its website on 31 January 2022 be noted.
- 3) The Clerk be authorised to pay the invoices promptly when the invoices arrive.

Huw Evans
Clerk to Llangyfelach Community Council