



# Yscir Community Council

## Clerk

Mike Westhorpe, Far Cottage, Penoyre, Cradoc, Brecon, Powys LD3 9LP  
01874 623774 m.westhorpe@gmail.com

A meeting of Yscir Community Council will be held on:

**Wednesday 22 March 2017 at 7.30pm at Cradoc Golf Club**

Planning applications (if any) on view from 7:15 p.m. together with applications received after issue of the agenda

## AGENDA

- 1) Apologies for absence
- 2) Declarations of Interest
- 3) To confirm the Minutes of the Council Meeting held on 11 January 2017
- 4) Information from Minutes - Clerk's Report
- 5) Risk Assessment Review
- 6) Internal Audit Review, appointment of internal auditor and approval of letter of appointment
- 7) To receive an update on the Newsletter and distribution arrangements
- 9) Request received to lobby for faster introduction of broadband in Battle
- 10) Financial Matters
  - 10.1 To approve the clerk's hours and expenses for January and February plus expenses for working from home
  - 10.2 To renew membership of One Voice Wales at £59
  - 10.3 To authorise the following payments:

Cheque	Payee	Description	£ exVAT	VAT	Total
192	Mr M Westhorpe	Clerk's use of home, expenses	£208.00	0	£208.00
193	Mr M Westhorpe	Clerk's Pay for January and February	£254.54	0	£254.54
194	Mr M. Westhorpe	Clerk's Expenses	£38.90	0	38.9
195	One Voice Wales	Membership fee	£59.00	0	£59.00
196	Mr M Westhorpe	Newsletter			
197	One Voice Wales	Code of Conduct Training	£35.00	0	£35.00

10.4 To note the financial position of the Council as contained in the cashbook and budget monitoring spreadsheet (enclosed)

- 11) To note that the Council has complied with the workplace pension requirements
- 12) To receive a report on training attended.
- 13) Welsh Assembly Consultation on the future of Local Government
- 14) Speed of traffic travelling through Pontfaen (request for support from Merthyr Cynog Council)
- 15) Report of meeting attended on the 2018 review of Parliamentary Constituencies in Wales
- 16) Planning Application P/2017/0195 Change of use of land to form a glamping site for 6 units and associated works at Cilgwyn, Pontfaen, LD3 9ND
- 17) Correspondence
  - a) Santander Dividend payment
  - b) Cor Meibion Talgarth Male Choir - request for financial assistance
  - c) Queen Elizabeth II 90th birthday commemorative medal
  - d) Walk for Life - request by the Kidney Wales Foundation
  - e) Bobarth Children's Family Centre - request for funding
  - f) Santander Annual Tax Voucher
  - g) Tenovus cancer care - request for funding

PCC = Powys County Council; BBNPA = Brecon Beacons National Park Authority

\* circulated by email

\*\* received by email but not circulated

- 18) Any planning applications that arrived after the papers were sent out.
- 19) Issues to be raised with Powys County Council
- 20) Confirmation of date and times of next meeting: **Wednesday 17 May 2017 (7.30pm)** at Cradoc Golf Club



Michael Westhorpe  
Clerk to Yscir Community Council

# YSCIR COMMUNITY COUNCIL

Minutes of the Council meeting, held on 11 January 2017,  
at Cradoc Golf Club at 7.30pm

**Councillors Present:** Jane Price  
Tess Birtles  
Dilys Davies  
Margaret Rees

**Also present:** Michael Westhorpe (clerk)

1. Apologies for absence

1.1 Apologies were received from Cllr Bob Wood, Cllr Roger Price, Cllr Rees Price, and Cllr Gillian Thomas.

2. **Declarations of Interest**

2.1 There were no declarations of interest

3. **To confirm the Minutes of the Council Meeting held on 2 November 2016**

3.1 It was agreed that the minutes should be signed as a true and accurate record of the meeting.

4. **Information from Minutes - Clerk's Report**

4.1 With regard to item 4.3, Cllr Roger Price had informed the Clerk that he and Mr Tim Skinner had removed the trees from the river as the Environment Agency were not going to do anything. The Council expressed its gratitude to Cllr Price and Mr Skinner.

4.2 With regard to item 7.1, the Clerk reported that the cost of the notice (£126.60 before VAT) had been shared with Merthyr Cynog and Trallong Councils, bringing the cost down to £42.20 per council. It had not been possible to include Honddu Isaf Council in the notice. The Council was pleased it had been possible to share the costs.

4.3 With regard to the Aberyscir Bridge, Adam Parry from Powys County Council had looked at the damage and concluded it was only superficial. It was hoped to repair it, along with reinstating the coping stones next financial year.

5. **To note arrangements for the May 2017 elections**

5.1 The Clerk reported that community council elections would be held on 4 May with existing councillors retiring on 8 May 2017, when the new councillors would take up office. Nominations to become a councillor opens on 17 March and closes on 4 April. The Clerk will pick up nomination forms at a briefing meeting for Clerks on 28 February.

5.2 The Clerk had been advised that the cost of an uncontested election could be up to £400 and for a contested election up to £1600 for a ward of 1000 electors. Yscir has 371 electors but as many of the costs would be fixed it was agreed to use these figures for budget purposes..

6. **To determine arrangements for the Newsletter**

6.1 It was agreed that it would be beneficial to publish the newsletter in March to include an article on the council elections so that people would have the most notice of being able to stand for the council.

6.2 The deadline for copy to be received by the Clerk would be 15 February with the aim of having the newsletter ready for distribution by 1 March. It was suggested to contact Mr Richard Field with regard to an article about the church. Ms Rebecca Price had previously supplied the Young Farmers' article but she had now moved house. The contact details for the YFC should be on their website. The Clerk was asked to include an article about the threat to the Cradoc recycling centre.

6.3 If the distribution of the newsletter clashed with lambing, Cllr Tess Birtles and the Clerk agreed to distribute more newsletters.

## **7. WAG consultation on changes to school governing bodies, in particular, the removal of the right for community councils to appoint a school governor**

7.1 The Clerk reported that the Welsh Assembly Government was proposing a root and branch reform of governing bodies with an emphasis on skills rather than who the governor represents. One consequence was that it is proposed to remove the right of community councils to appoint a governor.

7.2 After discussion it was agreed to send a response recognising the need to have skilled governors but also regretting the loss of the community council governor as a good link between the local school and the community council was very valuable.

## **8. Correspondence received concerning Cradoc Recycling Centre**

8.1 Chris Davies MP and Kirsty Williams AM had both written supportive letters to Powys County Council about the proposal to remove the Cradoc recycling centre. Negative responses had been received from County Councillor John Powell arguing that recycling facilities were available in Brecon and removal would help the fly tipping problem.

8.2 The Clerk reported that he had submitted Freedom of Information requests that showed that the Cradoc site was very well used with over 170 tonnes of material being recycled in 2015/16.

8.3 The Chairman suggested that if the recycling facility is removed, it would be better to turn the area into a parking lot for The Crug, to discourage further fly tipping. It was agreed to revisit this idea if the recycling facilities were removed.

## **9. Gritting of Road beyond Cradoc (Cllr Dilys Davies)**

9.1 Cllr Dilys Davies reported that an accident occurred just before Christmas on the bends just past Battle End Farm .due to ice on the road and that the police car that attended the scene also had an accident. After this, the road was gritted. It was noted that the road is heavily used by school buses and bus drivers had mentioned the lack of gritting making driving more dangerous.

9.2 The Council asked the Clerk to write to PCC to request that the road be gritted to Pont Faen ahead of further accidents occurring.

## **10. Financial Matters**

10.1 The clerk's hours, pay (£111.73) and expenses (£0.90) for November and December were approved. The payment to HMRC for PAYE for October to December of £58.60 was approved. Payments to the information commissioner , Upper Bridge Enterprises, Wales Audit office and to the Clerk for the Brecon and Radnor Express advert were approved.

10.2 The Council noted the current financial position as shown in the cash book spreadsheet and budget monitoring spreadsheet. The Clerk reported that expenditure was within budget and the balance after the most recent expenditure would be £3240 with a projected year end balance of £2,636, rather than £2,355 as recored in the budget monitoring sheet. This was

due to lower forecasted expenditure on the Clerk's salary. (Cllr Tess Birtles reconciled the January bank statement with the cashbook immediately following the meeting.)

10.3 The Clerk apologised for the analysis of his hours not being included in the papers. It was agreed to circulate these by email.

10.4 The draft budget was discussed. It was agreed to allow for the maximum expenditure on the council elections. It was considered that the increase in the Clerk's salary could be absorbed within the existing budget. It was agreed to raise £3,884 through the precept which would mean a £15 charge on a band D property, the same as in 2016/2017. This should result in a closing balance of around £1521 in March 2018, if the council election is contested. The balance could be £1000 higher if the election is uncontested. The draft budget was unanimously approved.

**11) To determine the dates of meetings for 2017/18:**

11.1 The following dates were agreed:

Monday 15 May, \* Monday 10 July\*, Wednesday 6 September, Wednesday 15 November, Wednesday 17 January 2018, Wednesday 21 March 2018

11.2 **\*Following the meeting the Monday dates were changed to Wednesday 17 May and Wednesday 12 July**

**12) Correspondence**

- a) Request for funding from Wales Air Ambulance Service
- b) Letter from pensions regulator reminding us of our staging date - 1 April 2017
- c) Santander - 1 more share issued (now have 99)
- d) British Red Cross -request for funding
- e) Examination of Powys Local Development Plan
- f)\*BT Payphone Removal

12.1 The Clerk reported that there had been some communication with Mr G Harris about the latest Powys Local Development Plan and that Cradoc was not on the list of BT telephones to be removed.

**13) Consideration of any planning applications received after the agenda was circulated**

13.1 An application for a single storey extension at Ffinant Isaf, Aberbran (P/2016/1309) had been received and members informed by email. After a brief discussion it was decided not to raise any objections to this planning application.

**14) Issues to be raised with Powys County Council**

14.1 The deteriorating state of Cradoc Road just as one leaves the village towards Brecon was mentioned. It was agreed to ask Powys County Council to repair this section of road which had been left during the last road repair.

**15 Confirmation of date and times of next meeting: Wednesday 22 March 2017 (7.30pm) at Cradoc Golf Club**

The meeting closed at 8.30pm

## Agenda item 5

### Yscir Community Council Risk Assessment (reviewed at meeting on 22.03.17)

Details	Frequency	Current	Comments/Actions
<b>Insurance</b>			
Public & Employers liability	Annual	£10 m.	
Money & Fidelity guarantee	Annual	£5,000/ £25000	£250 in home; excess £50
Property (see asset register)	Annual	£3.40	sum insured £2719.67, excess £250
Officials indemnity	Annual	£500,000. 00	
Libel & slander	Annual	£100,000. 00	Now increased to £250,000
Personal accident	Annual	£500,000. 00	
Legal expenses	Annual	£100,000. 00	
<b>Property safety checks</b>			
Fenni fach notice board	Annual		}
Cradoc notice board	Annual		}
Battle horse trough	Annual		} Safety checks by Clerk
Cradoc horse trough	Annual		}
Aberbran seat	Annual		}
Sony voice recorder	Annual	£124.48	Not insured
<b>Financial matters</b>			
Banking arrangements	Annual		2 councillors sign all chqs.
Insurance	Annual		Done
Internal audit	Annual		Done
External audit	Annual		Done
Internal financial check	Each Meeting		Cash book reported to meeting
Clerk's salary review	Annual		Reviewed at mtg on 2.11.16
Budget preparation	Annual		Done} meeting 11.01.17
Precept assessment	Annual		Done} meeting 11.01.17
Level of cash reserves			Aim to keep between £1,000 and £2,000 in the bank but increased in 2017 for potential election costs.. No significant cash flow issues
<b>Record keeping</b>			
Minutes properly signed	On-going		Done

Asset register available	On-going		Done
Financial regs. available	On-going		Reviewed in September 2016
Standing orders available	On-going		Reviewed in May '16
Back up of computer files	Daily		Backed up on Apple Time machine - documents now on website. Chairman has memory stick
<b>Members' responsibilities</b>			
Code of Conduct adoption	On-going		New code adopted Nov' 16
Register of interests	On-going		01/05/16
Register of gifts/hospitality	On-going		Done
Dec. of interests minuted	On-going		Done

#### YSCIR COMMUNITY COUNCIL FINANCIAL & BUSINESS RISK ASSESSMENT

Members will take all necessary steps: -

- a) to minimise any risk facing the Council
- b) to identify risk areas
- c) to evaluate consequences and adopt measures to avoid, reduce or control the risk.

Topic	Risk Identified	Consequences	Risk Level H/M/ L	Management of the risk	Action
Precept	Not submitted Not paid by PCC Adequacy	Unable to pay all bills Reputation damaged	L L L	Ensure precept on January meeting agenda Check precept added to bank account Precept related to budget - sufficient reserves	Clerk's diary Clerk
HMRC PAYE return	Late returns Incorrect return	Possible Fine Possible Fine	M M	Clerk attendance at training events Returns reminder in diary	Clerk Clerk's diary
Staff	Absence of clerk through illness	Disruption of services	L	Key tasks to be specified in written document	Clerk
Staff	Fraud by clerk	Loss of revenue / censure by audit inspection / image damaged	L	Detailed time sheets kept by Clerk and presented with invoices to Members Monthly analysis of hours worked	Members scrutiny
Staff	Verbal/physical assault	Injury/absence from work/ litigation/ inability to appoint new staff/image damaged	L	Risk assessments completed Health and Safety checks carried out	Members Clerk
Staff	Poor performance	Censure by audit inspection	L	Clerk undertaking training programme	Clerk Members

		image damaged		Members provide feedback if necessary and steps taken to remedy problem	
Notice boards, trough and seat	Accident caused by falling into disrepair	Litigation Image damaged	L	Annual inspection by Clerk and Cllr Bob Wood and intermediate checks	Clerk
Planning Applications	Failure to hold quorate meeting within the required time	Disruption of service Image damaged	L	All Members on Planning Committee Arrangements in place if Clerk away for more than 2 weeks	Members Clerk
<b>Topic</b>	<b>Risk Identified</b>	<b>Consequences</b>	<b>Risk Level H/M/ L</b>	<b>Management of the risk</b>	<b>Action</b>
Financial Records	Inadequate records	Censure by audit inspection	L	RFO/Clerk to check regularly. Internal audit checks records annually Reports submitted to Council meetings	Clerk
Budget	Budget overspend Inadequate budget	Censure by audit inspection Image damaged/ Inability to pay bills	L	Budget reviewed at each Council meeting Expenditure is highly predictable and staff time can be managed. Sufficient reserves held to cover any emergencies	Clerk Members
Minutes and records	Accurate and legal Loss of data	Censure by audit inspection Loss of reputation	L	Minutes reviewed at following meeting Data backed up several times a day	Members Clerk

## Agenda item 6

### Internal Audit Review

Reviewed at meeting on 22.03.2017

The Welsh Assembly Government has issued revised guidance on internal audit. It is a requirement to review the internal audit arrangements each year. The following is an extract from the guidance.

#### What should the review cover?

176. The starting point for the review should be an assessment against the internal audit standards set out below. This will include as a minimum making an assessment of each of the following:

Standard	Considers
Scope of internal audit	The terms of reference and the extent of the work undertaken by internal audit
Independence	The extent to which the internal auditor is able to carry out the audit without undue influence or conflict of interest
Competence	The ability and experience of the internal auditor to undertake the work
Relationships	The clarity of relationships between the council, the clerk and the internal auditor
Audit planning and reporting	The effectiveness of the audit plan and reporting procedures

#### 1. **Scope of Audit**

The Council has a very low level of exposure to risk as:

- a) it has minimal assets;
- b) a very low level of expenditure.

In these circumstances, it is considered sufficient for an independent person with a suitable financial background to check the statements contained in section 4 of Annual Return for the Wales Audit Office. This should sufficiently cover the points raised in the Yscir Community Council Audit Plan and checklist.

#### 2. **Independence**

The Council has appointed Paul Arthur to be the internal auditor. Mr Arthur used to be the Finance Director of a Housing Organisation in Abergavenny (Melin, now based in Pontypool). He has no other contact with the Council and is not otherwise known to the Clerk.

#### 3. **Competence**

Mr Arthur's experience makes him suitable to complete the internal audit.

#### 4. **Relationships**

The Clerk is responsible for reporting any internal audit recommendations to the Council and for ensuring any action is taken. The Members oversee the work of the Clerk.

#### 5. **Audit Planning and Reporting**

Audit and risk assessments are carried out annually.

23 March 2017

Mr P Arthur

Dear Paul

**Appointment of Internal Auditor**

I am writing to confirm that at its meeting on 22 March the Council re-approved your appointment as internal auditor.

The purpose of this letter is to set out the basis on which you are engaged to provide internal audit services to the Council and the respective responsibilities of the Council and of you as its internal auditor.

Members of the Council are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control. They are also responsible for the preparation of annual accounts and the completion of the "Local Councils in Wales – Annual Return".

As internal auditor, you are responsible for reporting to the Council on the adequacy of the systems of internal control. This is achieved by your completion of the relevant section of the Annual Return.

You undertake to confirm to us in writing if you become aware of any threats to your independence or if your circumstances change in this respect.

You will have full access to all Council books and records, Clerk and councillors as you consider necessary.

I should be grateful if you would confirm your agreement to the terms of this letter.

Yours sincerely

Michael Westhorpe

Clerk to Yscir Community Council

### Yscir Community Council Audit Plan

1. Check the books of account have been properly kept throughout the year
2. Check payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.
3. Review the Council's risk management assessment ensuring adequate arrangements are in place to manage all identified risks
4. Verify that the annual precept request is the result of a proper budgetary process, that budget process has been regularly monitored and that the Council's reserves are appropriate.
5. Check income records ensuring that the correct price has been charged, income has been received, recorded & promptly banked, & VAT is correctly accounted for
6. Check salaries to employees have been paid in accordance with Council approvals and that PAYE requirements have been applied
7. Check accuracy of asset and investment registers
8. Test accuracy and timeliness of periodic and year end bank account reconciliation
9. Test accuracy and completeness of year end financial statements
10. Any other appropriate additional relevant testing to support the validity and integrity of the above.

The above tasks are carried out by the internal auditor completing the external audit checklist.

Attached is a check list which Councillors need to consider and confirm that they are happy with the procedures in place – and consider any improvements in the process for the coming year.

**Internal Audit - Question/action list – March 2016**

1		Appropriate books of account properly kept throughout the year?	√
2	a	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere?	√
	b	Fin Regs. in place & regularly reviewed?	Reviewed in May and September 2016
	c	Standing Orders in place & regularly reviewed?	Reviewed in May 2016
	d	Delegated Powers on expenditure in place & adhered to?	Updated in financial regs
	e	Payments supported by invoices?	√
	f	Expenditure properly approved?	√
	g	VAT shown separately? Is there any thing unusual in the reconciliation? Has a VAT refund been requested recently, if not is the VAT paid since the last refund at a level that is sensible to request a refund?	Vat is shown separately. Reclaim received in December 2015
3	a	Have the risks been listed and a start been made on assessment and minimisation of risk?	√
	b	Is there sufficient management of risk?	√
	c	Insurance in order and the correct things covered?	√
	d	Members check the accounts OR internal audit at least twice a year and report back to council?.	Members check cashbook at meetings. Internal audit -once a year
	e	Are balances invested in the best safe account?	Balances kept in current account. Within audit guidelines
	f	Initialled cheque stubs?	Yes
	g	Regular internal audit?	Annual
	h	Minute showing appointment of internal auditor?	√
4	a	Council budgeted in a clear and adequate way?	√
	b	Checks in place to ensure correct precept has been received?	Bank statement checked my clerk
	c	Clerk or RFO report to council regularly to give progress reports on expenditure verses budget?	√
	d	Reserves/balances appropriate? Is/are there specific project(s) for balances in excess of the annual precept?	√ No specific projects
5	a	Was income received/expected? Did income equal expected income? If not why not?	Yes
	b	System of receipt of income ensures that it is properly recorded and promptly banked?	Yes
	c	VAT on income properly accounted for?	Not applicable
6	a	Adequate check on petty cash?	No petty cash
	b	Payments properly supported by receipts?	Yes
	c	Expenditure approved?	Yes
	d	VAT properly accounted for? Reclaimed on petty cash?	Yes - not applicable
7	a	Clear minute and contract which details the employees' pay and conditions	Yes
	b	Employee(s) paid by/to those decisions?	Yes
	c	PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income?	yes
	d	Staff pension/gratuity?	Not applicable
8	a	Asset & investment registers?	Yes
	b	Complete?	Yes

	c	Accurate?	Yes
	d	Maintained?	Yes
	e	Checked/modified at least yearly eg. at annual council meeting?	Yes
9	a	Cash book up to date, correctly sub-totalled and accounts reconciled at least once per quarter?	Yes
	b	Clear record of the end of year statement?	Yes
10	a	Accounts prepared on correct basis?	Yes
	b	Agree with the cash book?	Yes
	c	Supported by an adequate audit trail	Yes
	d	A record of debtors and creditors?	not applicable
	e	Clear separate list of S137 payments	none in 2016
	f	Year end accounts clear and accurate?	Shown in Annual Audit Return
	g	All account balances shown?	√
	h	Correct supporting statements?	
11	a	Other risks been covered adequately?	
	b	Data Protection Registration held & current/appropriate?	Yes
	c	Electronic data backup arrangements adequate?	Data backed up to a separate hard drive. Copy given to Chairman on a memory stick

## Agenda item 13 - Future of Local Government

Extract from WAG White Paper - Resilient and Renewed Community Councils

### 6. COMMUNITY COUNCILS 6.1.1

The Wellbeing of Future Generations Act provides a shared vision for public services in Wales for the future. Community Councils should all be considering how they can increasingly work with other partners and local citizens to contribute to the well-being of their area, regardless of whether they have a legal duty to do so or not.

6.1.2 Community Councils are an integral part of local government. They are often closest to people and local communities, and therefore uniquely placed to see, and provide, those services which can have a significant impact on an individual's well-being. Where Community Councils exist within an area, Local Authorities and Public Services Boards will look to them to be a voice of communities. Like Local Authority Councillors, Community Councillors must represent and be representative of their communities. They should actively engage with their local people and businesses to help identify ambitions and needs of local communities, but also to understand the strengths and assets that their communities have.

6.1.3 There is enormous variability in current arrangements, not only in terms of coverage, but in responsibilities, budgets and ambition. As such it is important that we take the opportunity to consider what we could learn from the high performing Community Councils and give consideration to how we might support all Community Councils into this space. This includes consideration of the support that Community Councils might need, but also the flexibility that would help them go further in their ambitions.

6.1.4 We need to open up an honest debate about what the future of Community Councils might look like, and consider what the right organisational format is to support local communities. To contribute to this debate **the Welsh Government will commission a comprehensive review of the Community Council sector.** Until we have concluded that work we do not intend to proceed with structural reform or to commission the Local Democracy and Boundary Commission for Wales to undertake reviews of Community Council arrangements at this time.

6.1.5 Whilst we need to look to the longer term future of Community Councils, the sector cannot stand still. There are things that can be done now to strengthen the role of Community Councils and improve their operation and governance, enabling them to take on the provision of services and assets to local communities where they choose to do so.

6.1.6 We have developed an 'agenda of action' to help build resilience and renewal in the sector in the short to medium term. Many of these are actions we can take together using existing powers. 

Producing a toolkit to support Community Councils in working through what is required in taking on new services and assets, building on experiences of the key ingredients. 

Re-energising ties between Community Councils and Local Authorities and provide a platform to share the good examples across Wales, bringing the new cadre of county and Community Councillors together after the Local government elections next year at a conference focused on strengthening these key relationships.

**Facilitating the creation of clusters of smaller Community Councils, by making some modest funding available to support the initial setting up of joint arrangements.** 

Commissioning the Local Democracy and Boundary Commission for Wales to draw up guidelines

for Local Authorities to secure consistency in the manner in which community reviews are conducted.

☒ Supporting Community Councils to raise awareness of and encourage participation in Community Council elections, and to increase diversity.

6.1.7 Some of the actions we can take would require us to legislate, and we intend to use this opportunity to do so.

☒ Making the General Power of Competence available to innovative ambitious Councils looking for more freedom to serve their communities. The proposal we have previously consulted on remains essentially the same, with some changes planned to how Councils which meet the requirements and pass a resolution are referred to: and how long Councils continue to hold the status after passing a resolution

☒ Previously we proposed placing a duty on Local Authorities to consider whether certain training should be compulsory for members of Community Councils. We still believe there would be value in all Community Councils considering whether they have the skills and expertise needed to be able to operate effectively. **Therefore we intend to place an obligation on Community Councils to consider and plan for their training needs, and publish and review their plan regularly. The duty could be met in a way which was proportionate to the size and responsibilities of the Council.** ☒

Ensuring citizens are kept informed and have the right to make representations on any business conducted at a Council meeting, learning from where this is done well. This is part of an ethos of coproduction.

*Consultation Question 27: The Welsh Government believes there are things that can be done now to help build resilience and renewal in the sector in the short to medium term and would welcome comments on the list of actions at paragraph 6.1.6 that could be taken in the short term to help the sector be more effective/resilient views on any other actions which could be taken?*

