



Yscir Community Council

Clerk

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**The Annual Meeting of Yscir Community Council will be held at Cradoc Golf Club
on Monday 18 May 2015 at 7.30pm**

AGENDA

- 1) Apologies for absence
- 2) Declarations of Interest
- 3) Election of Chairman
- 4) Chairman's Declaration of Acceptance of Office
- 5) Election of Vice Chairman
- 6) Minutes of the Council Meeting held on 11 March 2014
- 7) Clerk's report including information from minutes
- 8) To confirm membership of the Planning Committee
- 9) To review the Council's Standing Orders
- 10) To review the Council's Financial Regulations
- 11) To update the register of Members' Interests and note the new requirements for publication of information on the Council's website:
 - a) Councillors' political affiliation (if any) to be recorded;
 - b) how Cllrs wish to be contacted (currently home address and phone number)
 - c) Co-opted members must be identified
 - d) Register of Members Interests to be published
 - e) Suggestion to register the community for superfast broadband
- 12) Financial Matters
 - 12.1 To note the outcome of the meeting with the internal auditor and to receive his report (section 4 of the Annual Return)
 - 12.2 To approve section 1 of The Annual Return (previously circulated by email)
 - 12.3 To approve section 2 of The Annual Return
 - 12.4 To approve the Clerk's hours and expenses for March and April
 - 12.5 To authorise the following payments:

Cheque	Payee	Description	Amount excl VAT	VAT	Total
147	HMRC	PAYE for January to March	129	0	129
148	Mr M Westhorpe	Newsletter printing	162	0	162

149	Mr M Westhorpe	Clerk's Pay March and April	351.74	0	351.74
150	Mr M Westhorpe	Clerk's Expenses March and April	53.2	2	55.2

12.6 To note the financial position of the Council as contained in the cashbook and budget monitoring spreadsheet

- 13) Feedback on Planning Training attended by Cllr Wood and the Clerk
- 14) To note that Yscir Community Council must have a pension scheme in place for its employees by 1 April 2017
- 15) Correspondence
- a) *Information about Brecon Food Bank
 - b) **letter from PCC about community delivery of services
 - c) Ombudsman: - Revised guidance on the Code of Conduct
 - d) One Voice Wales - Area mtg held on 17 April
 - e) PCC -dispensation on school modernisation and transport review
 - f) BBNP - Geopark News and Tourism in Action
 - g) Mid Wales Housing - consultation on shared home ownership
 - h) BT Adopt a Telephone Kiosk leaflet
- * circulated by email
** received by email but not circulated
- 16) Issues to report to Powys County Council
- a) Very large vehicles that cannot negotiate Aberyscir and Aberbran bridges
 - b) Damage to Battle Hill road caused by forestry vehicles
- 17) To note that Siloam Shalom is to open as a Museum and consider whether this should have planning consent
- 18) Confirmation of date and times of next meeting: Monday 13 July 2014 (7.30pm) at Cradoc Golf Club



Michael Westhorpe
Clerk to Yscir Community Council

YSCIR COMMUNITY COUNCIL

Minutes of the Council meeting, held on 11 March 2015, at Cradoc Golf Club at 7.30pm

Councillors Present: Jane Price
Bob Wood
Rees Price

Also present: Michael Westhorpe (clerk)

1. **Apologies for absence**

1.1 Apologies were received from Cllr Helen Howarth (holiday), Cllr Margaret Rees (concert), Cllr Dilys Davies (lambing), and Cllr Gillian Thomas (conference).

2. **Declarations of Interest**

2.1 There were no declarations of interest

3. **Minutes of the Council Meeting held on 7 January 2015**

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 8, Cllr Jane Price reported that the attendance at the meeting at the school with the Fire and Rescue Service had been very disappointing with only one member of the community attending. Despite that it had been a very interesting meeting, lasting around an hour and a half. The Fire and Rescue service offers free smoke alarms and safety checks, which are particularly of benefit to elderly and vulnerable people.

4.2 Under item 9, the Clerk reported that a meeting had been held at Cradoc School with Mrs Morris and Malcolm Roberts, a school governor. The school had started developing proposals for improving the car parking but these were not in the public domain at present. Cllr Helen Howarth had offered her support in any fund raising activities or in being involved in any steering group established to oversee this project. The Council was pleased that work was taking place and awaited further developments with interest.

4.3 Under item 10, the Golf Club had responded positively to the request to make their defibrillator available to the local community. The Clerk had written an article for the newsletter about this and would also be publicising it on the website. The Council expressed its appreciation to the Golf Club.

4.4 Under item 13, the Clerk reported that Martin Williams from Natural Resources Wales had spoken to Ieuan Thomas who had told him that the sign did not need to be moved. The Clerk had written to Mr Thomas confirming that this was the case but he had not received a reply. It was agreed that no further action need to be taken.

5. To confirm the Minutes of the Planning Committee Meeting held on 25 February 2015

5.1 These were approved and signed by the Chairman.

6. Update on the repair of Fennifach Noticeboard and the re-siting of Battle Noticeboard

6.1 Cllr Bob Wood informed the Council that the Fennifach Noticeboard had been repaired and reinstated. He circulated photographs of the repaired noticeboard. The Council was very pleased with this work and approved the invoice from Tim Field for £220.16.

6.2 The clerk reported that Mr Malcolm Jones was happy for Battle noticeboard to be re-sited near the bus stop. Yscir Community Council has no claim on the land on which the noticeboard is located, nor on the land adjacent to the noticeboard. Yscir Community Council will not, at any point in the future, claim to have any rights arising from people viewing the noticeboard over a period of years. The Council will be responsible for the upkeep and maintenance of the noticeboard.'

6.3 Cllr Rees Price volunteered to collect the noticeboard from Malcolm Jones and to erect the noticeboard outside Mr Pinniger's house near the grit bin. He would speak with Mr Pinniger to confirm the positioning of the noticeboard. Cllr Rees Price was thanked for taking on this work.

7. Risk Assessment Review

7.1 The Council considered the risk assessment throughout all sections and agreed that all necessary measures were in place. The Council approved the risk assessment included as Appendix 1 to these minutes.

8. Internal Audit review and appointment of internal auditor

8.1 The Clerk reported that Mr Paul Arthur was willing to act as internal auditor again and this was approved.

8.2 The Council considered and approved the audit plan and question/action list, included as an appendix to these minutes. It was agreed that within the context of a Council of the size of Yscir, each area complied with the requirements of the Wales Audit Office.

9. To receive an update on the Spring Newsletter and consider distribution arrangements

9.1 The Clerk reported that all articles had been received and sent to Cllr Bob Wood for proof reading. Cllr Bob Wood returned a hard copy of the articles with minor amendments highlighted. He was thanked for this work. As Cllr Helen Howarth was too busy to format the articles, the Clerk would seek assistance from his wife. It was hoped to have proof copies to distribute to members before Easter with the newsletter being available after Easter. It would be called the Yscir Community Newsletter rather than the Spring Newsletter as it was only produced once a year.

9.2 There were some small changes to the distribution lists with Cllr Dilys Davies being asked to distribute some newsletters that had been on Cllr Jane Price's list.

9.3 Cllr Helen Howarth had queried the location of three properties. These were thought to be fairly recent conversions and the Clerk would ask Roger Price if he knew where these were.

10. Financial Matters

10.1 The clerk's hours (27.45hrs) and expenses (£15.30) for January and February were approved. The annual fee to the Information Commissioner was approved.

10.2 An invoice from One Voice Wales for £56 to renew membership for 2015/16 was approved.

10.3 An invoice from Upper Bridge Enterprises for £156 for hosting the website was approved.

- 10.4 An invoice from Planning Aid Wales for £60 for Cllr Bob Wood and the Clerk to attend a planning course in Brecon was approved.
- 10.5 The Council noted the current financial position as shown in the cash book spreadsheet and budget monitoring spreadsheet. The end of year balance would now be just over £1500 due to the payment to Mr Field for the Fennifach noticeboard repair. The Clerk had noticed that several items of expenditure, whilst they had been approved had not been recorded in the minutes at the time. Confirmatory retrospective approval was given for:
the 2014 Newsletter (£155)
membership of the Society of Local Council Clerks (£64)
the external auditor's fee (£96)
HMRC payment of PAYE for July to September (£90)
- 10.6 The Council reviewed its position with regard to the holding of Santander shares (95 shares). It was decided to retain the shares.

11 To note the training events attended and identify any future training needs

- 11.1 The paper circulated with the agenda was discussed. Cllr Helen Howarth had added two training events that she had attended. The Clerk agreed to keep this up to date.
- 11.2 Travel expenses for councillors attending courses was raised by Cllr Jane Price. It was agreed that if a Councillor wished to claim travel expenses for attendance at a training course, this would be paid. The HMRC rate of 45p a mile would be used.

12 To determine if a response should be sent to the Welsh Assembly Government's White paper: Reforming Local Government: Power to Local People

- 12.1 The Council felt that the proposals would not deliver power to local people. They are more likely to snuff out democracy at a local level. The Clerk was asked to respond making this point.

13 To review issues around the recycling of rubbish in Yscir including rubbish on private land adjacent to the Green Lane

- 13.1 An email was discussed that outlined concerns received from local people and tourists about three large piles of rubbish on private land adjacent to the Green Lane. The rubbish appeared to be a mixture of business and domestic waste and had now been burned. The Council was concerned that rubbish should not be disposed of in this way and it was also an eyesore for people using the Green Lane. It had been suggested that a warning letter should be sent to the property owner alerting him to the correct way of disposing of rubbish. After some discussion it was decided not to send a letter at this stage as this could have been a one-off occurrence. However, the Council would keep an eye on the situation and would take action if the problem re-occurred.
- 13.2 Councillors thought that the recycling situation had improved since the last meeting. There was a lot of pressure on the garden waste bins and it was agreed to ask if a third green waste bin could be provided from March to September.

14 Protocol for members of the public speaking at meetings (paper enclosed)

- 14.1 The Clerk explained that the draft protocol was based on protocols used by other local councils. It was agreed to change the current standing orders so that anybody wishing to speak would only have to give notice 15 minute prior to the meeting, rather than 48 hours. It was also agreed that only one person could speak about an agenda item (unless there were opposing views) and the maximum time allowed would be three minutes.

15 Correspondence

- a) Invitation to join the Powys Association of Voluntary Organisations (PAVO)

- b) Meeting of Brecon and Radnor Area Committee of One Voice Wales on 30 January 2015
- c) Invitation to organise a fund raising walk for Kidney Wales Foundation
- d) Update on the Powys Local Development Plan**
- e) Lack of Health and Care facilities in Powys*
- f) Joint Training Event at Llandrindod Wells on 14 May 2015**
- g) Clinical Waste Update**
- h) Quarterly Newsletter from the Police and Crime Commissioner
- i) BBNP Community Newsletter*
- j) BBNP boundary changes resulting in a Cradoc property moving into the national park *
- k) Play for Wales Spring magazine
- l) Invitation to join Wales in Bloom competition**

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

* circulated by email

** received by email but not circulated

16 Issues to report to Powys County Council

- 16.1 A planning application received since the agenda was circulated was discussed. This was P/2015/0240 for the erection of a building to house a domestic swimming pool and associated works at Siloam Shalom, Aberyscir. It was felt that the size of the swimming pool was inappropriate for a property of that size. As a lot of the development was to be below ground, it was felt there were insufficient grounds to raise an objection. Concerns were also expressed about possible noise from parties as there are plans to include a bar in the swimming pool. and a terrace. However, again it was felt there were insufficient grounds to object to the application. The Clerk was asked to respond to Powys County Council describing the concerns of the Council but saying it was felt there were insufficient grounds to make an objection.

17 To note that Cradoc School is applying for an Eco Schools Platinum Award

- 17.1 Cllr Bob Wood reported that Cradoc school is working towards the Platinum Eco-Schools Award. The school would like to set up 'Cradoc in Bloom' centred around the crossroads area of Cradoc. The children will be involved in fund-raising to help pay for plants and materials and it is hoped that local parents will become involved. The local community is being asked to donate any unwanted large pots, troughs or suitable plants when the season gets underway.
- 17.2 It was agreed to publicise this on the Council's website. If space permitted an article would be included in the newsletter.

18 Confirmation of date and times of next meeting: Monday 18 May 2015 (7.30pm) at Cradoc Golf Club

The meeting closed at 8.50 pm

STANDING ORDERS for Yscir Community Council

1. MEETINGS

- 1.1. Meetings of the council shall be held at Cradoc Golf Club at 19:30 unless the council otherwise decides at a previous meeting.
- 1.2. The Statutory Annual Meeting (a) in an election year shall be held on the fourth day after the date of the election or within fourteen days thereafter and (b) in a year, which is not an election year, shall be held on any day in May.**
- 1.3. Five other statutory meetings shall be held.**

2. CHAIRMAN OF MEETING

- 2.1. The person presiding at a meeting may exercise all powers and duties of the Chairman in relation to the conduct of the meeting.**

3. PROPER OFFICER

- 3.1. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he or she shall be the Clerk:-
 - 3.1.1. To receive declarations of acceptance of office.
 - 3.1.2. To receive and record notices disclosing pecuniary interests.
 - 3.1.3. To receive and retain plans and documents.
 - 3.1.4. To sign notices and other documents on behalf of the Council.
 - 3.1.5. To receive copies of bye-laws made by a District Council.
 - 3.1.6. To certify copies of bye-laws made by Council.
 - 3.1.7. To sign summonses to attend meetings of the Council.
- 3.2. In any other case the proper officer shall be the person nominated by the Council and, in default of nominations, the Clerk.

4. QUORUM

- 4.1. Three members shall constitute a quorum.**
- 4.2. If a quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred by reason of declared pecuniary interest, falls below the quorum. The business not transacted at that meeting shall be transacted at the next meeting or on such day as the Chairman may fix.

5. VOTING

- 5.1. Members shall normally vote by show of hands or, if at least two members so request, by signed ballot. Voting for chairman/vice chairman and for co-options shall be by secret vote.
- 5.2. If a member so requires, the Clerk shall record the names of the members who votes on any question so as to show whether they voted for or against it.**
 - 5.2.1. Subject to (5.2.2) and (5.2.3) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.**
 - 5.2.2. If the person presiding at the Annual Meeting would have ceased to be a member of the council but for statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term in office he/she may not give an original vote in an election for Chairman.**
 - 5.2.3. The Person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

6. ORDER OF BUSINESS

(In an election year councillors should execute Declarations of Acceptance of Office in each other's presence, or of a proper officer previously authorised by the Council to take such declaration before the annual meeting commences.)

6.1. At each Annual Meeting the first business shall be

6.1.1. To elect a Chairman.

6.1.2. To receive the Chairman's declaration of Acceptance of office or, if not received, to decide when it shall be received.

6.1.3. To decide when any declarations of acceptance of office, which have not been received as provided by law, shall be received.

6.1.4. To elect a Vice-Chairman.

6.1.5. To appoint committees and representatives.

6.1.6. To consider the payment of any subscriptions falling to be paid annually:

And shall thereafter follow the order set out in Standing Order 6.4.

6.2. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received

6.3. In every other year not later than the meeting at which the estimates for the next year are settled the Council shall review the pay and conditions of service of existing employees *(See Standing Order 11 below.)*

6.4. After the first business has been considered, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:-

6.4.1. To read and consider the minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.

6.4.2. After consideration to approve the signature of the Minutes by the person presiding as a correct record.

6.4.3. To deal with business expressly required by statute to be done.

6.4.4. To dispose of business, if any, remaining from the last meeting.

6.4.5. To receive such communications as the person presiding may wish to lay before the Council.

6.4.6. To answer questions.

6.4.7. To receive and consider reports and minutes of committee.

6.4.8. To receive and consider reports from officers of the Council.

6.4.9. To authorise the signing of orders for payment.

6.4.10. To consider resolutions or recommendations in the order in which they have been notified.

6.4.11. Any other business specified in the summons.

6.5. A motion to vary the order of business on the ground of urgency

6.5.1. May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and

6.5.2. Shall be put to the vote without discussion.

7. RESOLUTIONS WITHOUT NOTICE

7.1. Resolutions dealing with the following matters may be moved without notice:-

7.1.1. To appoint a Chairman of the meeting.

7.1.2. To correct the Minutes.

7.1.3. To approve the Minutes.

7.1.4. To alter the order of business.

7.1.5. To proceed to the next business.

7.1.6. To close or adjourn the debate.

- 7.1.7. To refer the matter to a committee.
- 7.1.8. To appoint a committee or any members thereof.
- 7.1.9. To adopt a report.
- 7.1.10. To amend a resolution.
- 7.1.11. To give leave to withdraw a resolution or an amendment,
- 7.1.12. To exclude the public.
(See *Standing Order 22.1 below.*)
- 7.1.13. To silence or eject from the meeting a member named for misconduct.
(See *Standing Order 9 below.*)
- 7.1.14. To invite a member having an interest in the subject matter under a debate to remain.
(See *Standing Order 18.1 below.*)
- 7.1.15. To give the consent of the Council where such a consent is required by these Standing Orders.
- 7.1.16. To suspend any Standing Order.
(See *Standing Order 28.2 below.*)

8. CORRECTIONS TO MINUTES

- 8.1. No discussion shall take place upon the Minutes except their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

9. DISORDERLY CONDUCT

- 9.1. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- 9.2. If, in the opinion of the Chairman, a member has broken the provision of item (9.1) of this Order, the Chairman shall express the opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded shall be put forthwith and without discussion.
- 9.3. If either of the motions mentioned in item (9.2) is disobeyed, the Chairman may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.

10. VOTING ON APPOINTMENTS

- 10.1. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

11. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

- 11.1. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded (*See Standing Order 22.1.*)

12. EXPENDITURE

- 12.1. Orders for the payment of money shall be authorised by resolution of the Council and signed by two members under Section 6 of the Financial Regulations.

13. COMMITTEES AND SUB-COMMITTEES

- 13.1. The Council may at the Annual Meeting appoint standing committees and at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
 - 13.1.1. Shall not appoint any member of a committee so as to hold office later than the Annual Meeting, and
 - 13.1.2. May at any time dissolve or alter the membership of the committee.
- 13.2. The Chairman and Vice-Chairman shall be members of every committee.
- 13.3. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
- 13.4. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of no less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- 13.5. Every committee may appoint sub-committees for purposes to be specified by the committee.
- 13.6. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 13.7. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.

14. VOTING IN COMMITTEES

- 14.1. Members of committees and sub-committees shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 14.2. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

15. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- 15.1. A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

16. ACCOUNTS AND FINANCIAL STATEMENT

- 16.1. As laid down in the Financial Regulations or:-
 - 16.1.1. Except as provided in item (16.1.2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
 - 16.1.2. Where it is necessary to make a payment before it has been authorised by the Council. Such payment shall be certified as to its correctness, and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Chairman or Vice-Chairman of the Council.

- 16.1.3. All payments ratified under item (16.1.2) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
- 16.2. The Clerk shall supply to each member at the next ordinary meeting, after the end of the Financial Year a statement of receipts and payments.

17. ESTIMATES

- 17.1. The Council shall approve written estimates for the coming financial year as directed in section 2 of the Financial Regulations.
- 17.2. Any committee desiring to incur expenditure shall, not later than October 31st give to the Clerk a written estimate of the expenditure recommended for the coming year.

18. INTERESTS

- 18.1. If any member has any pecuniary interest, direct or indirect, within the meaning of section 94-95 of the Local Government Act, 1972, in any contract, proposed contract or other matter, he/she shall while it is under consideration by the Council, withdraw from the meeting unless the interest is trivial in the manner described in section 97(b) or:-
- 18.1.1. The disability imposed upon him/her by those sections has been removed by the District Council; or
- 18.1.2. The Council invite him to remain; or
- 18.1.3. The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.
- 18.2. The Clerk shall record in a book kept for the purpose, particulars of any notice given by any member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.**
- 18.3. If any member has a non-pecuniary interest within the ambit of the National Code of Local Government Conduct he/she shall, having declared it, be invited to withdraw from the meeting.
- 18.4. If a candidate for any appointment under the Council is to his knowledge related to any member of or holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 18.3 shall apply.
- The Clerk shall make known the purport of this Standing Order to every candidate.

19. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- 19.1. Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph to every candidate.
- 19.2. A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial for submission to the Council with an application for appointment.
- 19.3. Standing Order No's 18.4, 19.1 and 19.2 shall apply to tenders as if the person making the tender were a candidate for an appointment.

20. INSPECTION OF DOCUMENTS

- 20.1. A member may for any purpose of his duty as such (but not otherwise), inspect any document in the possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 20.2. All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

21. RIGHTS OF INSPECTION

- 21.1.1. Any member of the Council or of any committee or sub-committee may in the name of or on behalf of the Council inspect any lands or premises for which the Council has a responsibility.

22. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 22.1. **The public shall be admitted to all meetings of the Council and its committees and sub-committee, which may, however, temporarily exclude the public** by means of the following resolution, viz,:

“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”

(Notes: The special reasons should be stated. Circular 1/86 issued by the National Association deals with the situations where it is likely to be desirable to exclude the public. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.)

- 22.2. The Clerk shall afford the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- 22.3. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the Council Chamber.
- 22.4. Twenty minutes will be the time set aside to receive statements from the public, and any one member of the public shall have three minutes to deliver their statement. Only items which have been received by the Clerk, 15 minutes prior to the meeting shall be valid

23. CONFIDENTIAL BUSINESS

- 23.1. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- 23.2. Any member in breach of the provision of item (23.1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

24. LIAISON WITH DISTRICT COUNCILLORS

- 24.1. A notice of meeting shall be sent together with an invitation to attend to District Councillors for the ward.

25. PLANNING APPLICATIONS

- 25.1. The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council.
 - 25.1.1. The date on which it was received:
 - 25.1.2. The name of the applicant:
 - 25.1.3. The place to which it relates:
 - 25.1.4. a summary of the nature of the application
- 25.2. Where a planning sub-committee has been elected at the AGM and subsequently been called to consider an application or applications in lieu of the full Council due to time constraints the sub-committee should be afforded plenary powers to determine the application(s) as though it were the full Council.

26. STANDING ORDER ON CONTRACTS

- 26.1. Where it is intended to enter into a contract exceeding £500 but not exceeding £1,000 at least two tenders shall be obtained.
- 26.2. Where it is intended to enter into a contract exceeding £1,000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least three weeks public notice of such intention, in the same manner as public notice of meetings of the Council is given. Where the value of the intended contract exceeds £10,000, similar notice shall be given in addition to all firms, included in the appropriate standing approval list of contractors maintained by the District Council. If no such list is maintained, then in such newspapers circulating in the district as the Council shall direct.
- 26.3. Notice of a contract exceeding £10,000 shall state the general nature of the intended contract and state the name and address of the person to whom the tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.
- 26.4. Tenders shall be opened by the Clerk, or person, to whom tenders are required to be addressed. On the date specified pursuant to item (26.3) of this Order and shall be reported by the person who opened them to the Council or, where tenders have been sought by a committee or sub-committee to that committee or sub-committee.
- 26.5. Neither the Council nor any committee or sub-committee is bound to accept the lowest tender.
- 26.6. If no tenders are received or if all tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the work as it thinks fit.
- 26.7. A notice issued under this Standing Order shall contain a statement of the effect of Standing Order 18.4, 19.1, 19.2 and 19.3.

27. CODE OF CONDUCT ON COMPLAINTS

- 27.1. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner recommended in Circular 2/86 issued by the National Association of Local Councils.

28. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 28.1. Any or every part of the Standing Orders, except those printed in **bold type**, may be suspended by resolution in relation to any specific item of business.
- 28.2. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

29. STANDING ORDERS TO BE GIVEN TO MEMBERS

- 29.1. A copy of these Standing Orders shall be given to each member by the Clerk, upon delivery to him of the member's declaration of acceptance of office.

These Standing Orders were adopted unanimously by Yscir Community Council at an extraordinary meeting of the Council held at Cradoc Golf Club on Monday, April 4, 2005.

These Standing Orders were modified (1 1.3) according to minute 11 at a meeting of the Council held at Cradoc Golf Club on 14th January 2009.

These Standing Orders were further modified (25 25.2) according to minute 9 at a meeting of the Council held at Cradoc Golf Club on 13th July 2009.

These Standing Orders were further modified (5.1) according to minute 4.1 at a meeting of the Council held at Cradoc Golf Club on 14 May 2012

These Standing Orders were further modified (22.4) according to minute 14.1 at a meeting of the Council held at Cradoc Golf Club on 11 March 2015

Clerk to Yscir Community Council

YSCIR COMMUNITY COUNCIL FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 8 September 2014 and reviewed at its meeting on 18 May 2015

1. GENERAL

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.
- 1.4 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.
- 1.5 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts

2. ANNUAL ESTIMATES

- 2.1 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.
- 2.3 The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget. The Clerk may, with the approval of Council, vire between subheads.
- 3.3 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 against that planned.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Council as soon as practicable thereafter. The Clerk may also incur routine expenditure on day to day items subject to a limit of £100 in any one month.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.
- 3.6 No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.

4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.

4.6 The Internal Auditor shall carry out the work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission.

4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.

4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

a) The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 All invoices will be presented to the Council and all expenditure will be approved by the Council. Retrospective approval may be given for routine expenditure, for example, audit fees, and clerk's expenses.

b) Cheques drawn on the bank account shall be signed by two members of Council.

6. PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 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, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

6.5 There will not be a petty cash account. Approved expenditure incurred by the RFO or members of the Council will be reimbursed on presentation of invoices.

7. PAYMENT OF SALARIES

7.1 The payment of all salaries shall be made by cheque on presentation of a satisfactory time sheet. Payment to Her Majesty's Revenue and Customs of PAYE tax has to be made by 19 July, 19 October, 19 January and 19 April each year. In order to comply with these timelines, PAYE for the months of June, September, December and March may have to be paid before approval by the Council. If, subsequently, there is any adjustment to the Clerk's pay, the PAYE adjustment will be made in the following month.

8. LOANS AND INVESTMENTS

8.1 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.

8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected 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.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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 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 claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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 as all times. An officer issuing an official order is to 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 (l) below.

10.4 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 these regulations shall not apply to contracts which relate to items (i) to (vi) 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 additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £20,000 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 shall invite tenders from at least three firms to be taken from the appropriate approved list.

(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.

(f) 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.

(g) If less than three tenders are received for contracts above £20,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(h) When it is to enter into a contract less than £20,000 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 £1,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

(i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

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 before any work has begun, 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. PROPERTIES AND ESTATES

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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 Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

15. INSURANCE

15.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers

15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4 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.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17. RISK MANAGEMENT

17.1 The Clerk with the RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 When considering any new activity the Clerk and RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

17.3 The Council shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto. The minutes shall record such review of the financial risks.

18. REVISION OF FINANCIAL REGULATIONS

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.

Register of Members' Interests

Cll Dilys Davies

Employment: Farming: - Glandwr, Pontfaen

Cll Helen Howarth

Employment: - Brecon Alpacas, Masters Lettings, Brecon Retreat

Cll Jane Price

Employment: Ysgol Penmaes, Trampoline Coach, BLC Special Needs Club

Membership of other organisations: Treasurer Trallong Ladies Choir

Cllr Rees Price

Employment: Grounds Maintenance Contractor

Directorship: D.R. Price and Co.

Cll Roger Price

Employment: Farming :-Cwmgwengad, WernGof

Membership of other organisations: Brecon Show

Cllr Margaret Rees

Employment: Farming:- Pencrug

Cllr Bob Wood

Retired

Budget Monitoring Spreadsheet 2015 - 2016					01/03/15		
Opening Balance		1533					
		Expenditure to date	Profiled expenditure to date	Variance	Budget 2015-16	Expenditure 2014-15	
Insurance		£0	£0	£0	£275	£265	
Audit fee		£0	£0	£0	£90	£80	
Clerk's salary		£352	£380	-£28	£2,100	£1,832	
Clerk's expenses		£53	£58	-£5	£350	£279	
Newsletter		£162	£200	-£38	£200	£169	
SLCC and One Voice Wales		£0	£0	£0	£130	£120	
Contingency		£0	£0	£0	£0	£0	
Website		£0	£0	£0	£160	£130	
C C election (uncontested)		£0	£0	£0	£0	£0	
C C election (contested)		£0	£0	£0	£0	£0	
Training Courses		£0	£0	£0	£120	£176	
Data Controller Registration		£0	£0	£0	£35	£35	
Repair of Noticeboards		£0	£200	-£200	£200	£220	
VAT to reclaim		£2		£2		£62	
Total expenditure		£569	£638	-£269	£3,660	£3,368	
Predicted overall expenditure for year					£3,391		
Income - precept					£3,269		
Income Santander					£10		
Income -vat refund					£50		
Total Income					£3,329		
Projected closing balance at 31.3.15					£1,471		