



# Yscir Community Council

## Clerk

Mike Westhorpe, Far Cottage, Penoyre, Cradoc, Brecon, Powys LD3 9LP  
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A meeting of Yscir Community Council will be held on:

**Wednesday 21 March 2018 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 10 January 2018
- 4) Information from Minutes - Clerk's Report
- 5) Wales Audit Office Report on Financial Management (circulated by email)
- 6) Risk Assessment Review
- 7) Internal Audit Review and approval of letter of appointment of Internal Auditor
- 8) To confirm the Minutes of the Planning Committee meeting held on 22 February 2018
- 9) Consideration of report on Councillor remuneration:  
9.1 Do Councillors wish to receive the allowance of £150 for costs incurred at home?  
9.2 Do Councillors wish to receive a mileage allowance for attendance at meetings?
- 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 £63  
10.3 To authorise the following payments:

Cheque	Payee	Description	£ exVAT	VAT	Total
222	Mr M Westhorpe	Clerk's use of home, expenses	£208.00	0	£208.00
220	Mr M Westhorpe	Clerk's Pay for January and February	£149.93	0	£149.93
221	Mr M. Westhorpe	Clerk's Expenses	£12.15	0	£12.15
223	One Voice Wales	Membership	£63.00	0	£63.00

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

- 11) To determine whether to produce a Community Emergency Action Plan
- 12) To consider the results of the speeding survey in Yscir and the introduction of community speedwatch groups. ( Cllr Iain McIntosh)
- 13) Progress report on the registration of common land in Battle
- 14) To determine whether to organise a litter pick in Yscir (see email)
- 15) To approve the draft Newsletter and determine distribution arrangements
- 16) To consider Councillor support for the Website and Facebook Page (see email)
- 17) To consider whether to apply to have Cradoc Telephone Box converted to a defibrillator base. (Cllr Iain McIntosh)
- 18) To determine whether to get the Green Lane cleared of vegetation (Cllr Jane Price)
- 19) Correspondence
  - a) Santander Annual Meeting
  - b) British red Cross - request for financial assistance
  - c) Walk for Life - request by the Kidney Wales Foundation
  - e) Police and Crime Commissioner Newsletter\*\*
  - f) Santander Annual Tax Voucher
  - g) Bronllys Well Being Park Newsletter\*\*
  - h) Review of Community and Town Council newsletter\*\*
  - i) One Voice Wales - Data Protection Toolkit\*\*
  - j) Thank You card from Mr and Mrs Tompkins re. seat
  - k) Children's Wales Air Ambulance Appeal - request for financial assistance\*\*
  - l) BBNPA Community Newsletter\*
  - j) Guidance on review of community councils \*\*

PCC = Powys County Council; BBNPA = Brecon Beacons National Park Authority  
 \* circulated by email  
 \*\* received by email but not circulated

- 20) Any planning applications that arrived after the papers were sent out.
- 21) Issues to be raised with Powys County Council
- 22) Confirmation of date and times of next meeting: **Wednesday 23 May 2018 (7.30pm)** at Cradoc Golf Club



Michael Westhorpe  
 Clerk to Yscir Community Council

# YSCIR COMMUNITY COUNCIL

Minutes of the Council meeting, held on 10 January 2018 ,  
at 7.30pm at Cradoc Golf Club

**Councillors Present:** Jane Price  
Bob Wood  
Dilys Davies  
Valerie Davies  
Kate Dunning  
Geoff Watkins  
Tess Birtles

Also present: Michael Westhorpe (Clerk)  
Cllr Iain McIntosh

**1. Apologies for absence**

1.1 All Councillors were present.

**2. Declarations of Interest**

2.1 There were no declarations of interest.

**3. To receive a brief presentation from PCSO Emma Jackson and to discuss whether to set up any Community Speed Watch Groups in Yscir**

3.1 Cllr Jane Price welcomed PCSO Emma Jackson to the meeting. Emma said that she was there to support the council and could attend meetings as required. She agreed with the introduction of double yellow lines and said that she would pursue this with Jo Lancey and would monitor the parking near the junction.

3.2 Emma explained the Community Speed watch scheme. Councillors were keen to introduce this in Aberyscir but it may not be possible due to it being a national speed limit area. The lack of pavements would also be a barrier to the scheme for safety reasons. Emma said that she would talk to the scheme organisers about this.

3.3 There was a discussion about speeding in Aberyscir. Emma said that it was Highways responsibility to monitor speed. It was agreed to write to Jo Lancey requesting the introduction of 30mph signs in Aberyscir, drawing attention to the similarity with Aberbran that already has 30mph signs and the damage caused to the bridge by speeding vehicles.

3.4 Emma said that there had been an increase in sheep worrying with uncontrolled dogs killing lambs. The police were also taking a pro-active approach to poaching; this was often related to other crime. If people did not have permission to be on the land, the police would take action on this.

3.5 It was queried whether there was an increase in heating oil thefts. Emma was not aware of this being a particular problem.

3.6 Emma distributed her contact details and was thanked for her attendance.

**4. To confirm the Minutes of the Council Meeting held on 15 November 2017**

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

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

5.1 Under 4.5 the Clerk reported the response he had received from Lyn Parry:

a) Lyn Parry had suggested double yellow lines near the junction plus Police action to enforce no parking within 6m of the junction. Cllr Iain McIntosh said that he had tried to

discuss this and the results of the speeding surveys with Jo Lancey but she had been away from work a lot and he had not received a reply. Plastic bollards were being considered to protect the property beside the junction;

b) The speed signs in Aberbran are satisfactory.

c) PCC does not have the resources to keep repairing every verge; they will check the drainage on the road at Battle End;

d) Cllr Tess Birtles reported that the bridge at Aberysicr had been repaired.

e) It was planned to resurface Cradoc Road near Cradoc in February/March.

## **6. Progress report on the registration of common land in Battle**

6.1 The Clerk reported that he had had a helpful meeting with Claire Lewis from Powys County Council and had visited Archives in Llandrindod Wells. A tithe map digitalised as part of the Cynefin project showed that the land designated as Battle Common extended in front of the church and Bryn yr Haf.

6.2 It was agreed to seek confirmatory statements from two or three people (Rees Price, Ryan Williams, Malcolm Jones, Mervyn Parry were suggested)

## **7. To determine arrangements for the Spring Newsletter**

7.1 It was agreed that the newsletter should be approved at the next meeting and distributed in early April. Cllr Iain McIntosh said that he would provide an article on the introduction of faster broadband. Cllr Jane Price volunteered to contact Margaret Rees about the Women's Institute article. Cllr Bob Wood agreed to proof read the articles.

## **8. Progress report on faster broadband in Yscir**

8.1 Cllr Iain McIntosh reported that a steering group had been formed to consider proposals by three providers, with the first meeting next week. Cllr Jane Price is on the steering group. When the provider is chosen, it is hoped to have people connected with faster broadband within 3 to 4 months.

## **9. To approve a plaque to be placed besides the Tree Charter tree at Cradoc school**

9.1 It was decided not to consider having a plaque until the tree was well established. It was agreed that the framed tree charter should be hung in the school.

## **10. Financial Matters**

10.1 The clerk's hours (21.4 hrs), pay (£183.58) and expenses (£11.25) for November and December were approved.

10.2 Payments to HMRC (£61.20 for PAYE), the Information Commissioner (£35), Mr M Westhorpe (£50.40 for the framed Tree Charter and £189.60 for the website hosting by Upper Bridge Enterprises) were approved.

10.3 The cashbook indicated that after the expenditure approved at the meeting there would be a balance of £2,436 in the bank. The budget monitoring statement predicted an end of year balance of around £2,780. The County Council would be charging £315 for election expenses. This would be taken from the January precept instalment. This is bad accounting practice but is out of control of the Council. The expenditure was approved. Cllr Jane Price explained that a Santander cheque had been paid to her and she had paid the same amount back to the Council.

10.4 The Council considered a spreadsheet detailing a summary of the Clerk's hours since 2013 and a breakdown for 2017. This was approved.

10.5 The draft budget paper was discussed. It was agreed that the bank balance should be reduced slowly and that £3,136 should be raised through the precept which would mean that a band D property would pay £12 compared to £15 in 2017/18. There was a discussion about funding for community support activities. It was agreed that the balances available were sufficient to allow for this if required.

10.6 The Clerk reported that Mr Paul Arthur was willing to act as internal auditor again. The Council expressed its gratitude and confirmed the appointment.

**11) To determine the dates of meetings for 2018/19:**

11.1 The following dates were agreed:

Wednesday 23 May

Wednesday 11 July

Wednesday 5 September

Wednesday 14 November

Wednesday 23 January 2019

Wednesday 20 March

**12) Correspondence**

a) Request for funding from Wales Air Ambulance Service\*\*

b) Consultation on future plans for Powys schools\*

c) PAVO e-briefing\*\*

d) Urdd National Eisteddfod (Brecknock) request for funding\*\*

e) Powys Public Services Board - Draft Well-Being Plan \*\*

f) Planning Law in Wales Consultation\*\*

g) Review of the community and town councils

h) Powys Newsline\*

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

\* circulated by email

\*\* received by email but not circulated

**13) Proposals for a major trauma network for South and West Wales and South Powys**

13.1 It was clarified that the development of a major trauma centre would not be at the expense of the closure of local Accident and Emergency departments. After a brief discussion about this proposal it was decided not to submit a formal response.

**14) To consider community resilience guidelines and determine if there is anything Yscir needs to do**

14.1 After discussion it was decided to contact Powys County Council's emergency planning officer to find out what plans were in place for the Yscir area and if there was anything that could be done in preparation for an emergency.

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

15.1 There were none.

**16) Issues to be raised with Powys County Council including the state of the road leading to Aberyscir Church**

16.1 Cllr Bob wood explained that this road had not been cleaned since Admiral Raikes had died. It was dangerous and unpleasant to use by people going to Church  
It was agreed to ask for the road to be cleaned.

**17) Confirmation of date and times of next meeting: Wednesday 21 March 2018 (7.30pm) at Cradoc Golf Club**

The meeting closed at 8.45pm

## YSCIR COMMUNITY COUNCIL

Minutes of the Planning Committee meeting, held on 22 February 2018,  
at 7.30pm at Cradoc Golf Club

**Councillors Present:** Jane Price  
Tess Birtles  
Geoff Watkins  
Valerie Davies

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

1. Apologies for absence
  - 1.1 There were apologies for absence from Cllrs Dilys Davies, Kate Dunning and Bob Wood
2. **Declarations of interest.**
  - 2.1 There were no declarations of interest.
3. **Application Ref: P/2018/0094**  
Grid Ref: 300682.55/231848.27 for Householder: Installation of a horticultural glasshouse at Battle House, Battle, Brecon, Powys
  - 3.1 After a brief discussion there were no objections to this application.
4. **Planning Application P/2018/0097**  
Grid Ref: 300682.33/231848.21 for LBC: Installation of a horticultural glasshouse at Battle House, Battle, Brecon, Powys
  - 4.1 After a brief discussion there were no objections to this application.

The meeting closed at 7.45 pm

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.

**Agenda item 6**

*Yscir Community Council Risk Assessment*

**(reviewed at meeting on 21.03.18)**

<i>Details</i>	<b>Frequen cy</b>	<b>Current</b>	<b>Comments/Actions</b>
<b><i>Insurance</i></b>			
<i>Public &amp; Employers liability</i>	Annual	£10 m.	
<i>Money &amp; Fidelity guarantee</i>	Annual	£5,000/ £25000	£250 in home; excess £50
<i>Property (see asset register)</i>	Annual	£3.40	sum insured £2719.67, excess £250
<i>Officials indemnity</i>	Annual	£500,000. 00	
<i>Libel &amp; slander</i>	Annual	£100,000. 00	Now increased to £250,000
<i>Personal accident</i>	Annual	£500,000. 00	
<i>Legal expenses</i>	Annual	£100,000. 00	
<b><i>Property safety checks</i></b>			
<i>Fenni fach notice board</i>	Annual		}
<i>Cradoc notice board</i>	Annual		}
<i>Battle horse trough</i>	Annual		} Safety checks by Clerk
<i>Cradoc horse trough</i>	Annual		}
<i>Aberbran seats</i>	Annual		}
<i>Epson Printer</i>	Annual		Under guarantee
<i>Sony voice recorder</i>	Annual	£124.48	Not insured

<b>Financial matters</b>			
<i>Banking arrangements</i>	Annual		2 councillors sign all chqs.
<i>Insurance</i>	Annual		Done
<i>Internal audit</i>	Annual		Done
<i>External audit</i>	Annual		Done
<i>Internal financial check</i>	Each Meeting		Cash book reported to meeting
<i>Clerk's salary review</i>	Annual		Reviewed at mtg on 15.11.17
<i>Budget preparation</i>	Annual		Done} meeting 10.01.18
<i>Precept assessment</i>	Annual		Done} meeting 10.01.18
<i>Level of cash reserves</i>			Aim to keep around £1500 in the bank but increased in 2017 for potential election costs.. No significant cash flow issues
<b>Record keeping</b>			
<i>Minutes properly signed</i>	On-going		Done
<i>Asset register available</i>	On-going		Done
<i>Financial regs. available</i>	On-going		Reviewed in May 2017
<i>Standing orders available</i>	On-going		Reviewed in May '17
<i>Back up of computer files</i>	Daily		Backed up on Apple Time machine - documents now on website. Chairman has memory stick
<b>Members' responsibilities</b>			
<i>Code of Conduct adoption</i>	On-going		New code adopted Nov'16 Cllrs signed code in May

			2017
<i>Register of interests</i>	On-going		01/05/17
<i>Register of gifts/hospitality</i>	On-going		Done
<i>Dec. of interests minuted</i>	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.

<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>
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 image damaged	L	Clerk undertaking training programme Members provide feedback if necessary and steps taken to remedy problem	Clerk Members

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
Lack of detailed internal audit report	Detailed scrutiny of procedures and accounts not undertaken	Censure by external audit	H	Additional cost of internal audit not justified. Sufficient checks in place on expenditure	Members Clerk

**Internal Audit - Question/action list – March 2018**

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 2017
	c	Standing Orders in place & regularly reviewed?	Reviewed in May 2017
	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 May 2017
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. Member reconciles bank statement with cashbook at least twice 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 by 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	one in 2017
	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

