



Yscir Community Council

clerk@yscir.net

A meeting of Yscir Community Council will be held on:

Wednesday 22nd March 2023 at 7.30pm

At Cradoc Golf Club

AGENDA

- 1) Apologies for absence
- 2) Declaration of Interest
- 3) Update on Clerk and council matters
- 4) To confirm the Minutes of the Council Meeting held on 25th January 2023
- 5) Information from the minutes and Clerk's report
- 6) To review and approve the following council policy documents
 - a) Risk Assessment
 - b) Biodiversity and Resilience
 - c) Information and Data Protection
 - d) Email Contact Privacy Notice
 - e) Data held by Yscir Community Council
 - f) Document Retention Policy
 - g) Financial and Business Risk Assessment
 - h) Protocol of Public Participation at meetings
 - i) Emergency Plan
 - j) Information available under Model Publication Scheme
 - k) Accessibility Statement
 - l) Privacy Statement & Data Protection
 - m) Asset Register
- 7) Internal Audit Review
- 8) Update on training courses attended.
Jane, Kevin, Kate, Valerie

9) Financial Matters

9.1 To approve the following payments

- Information Commissioner Annual Data Protection Registration £35
- One Voice Wales Annual Membership £79
- One Voice Wales 21 22 Audit fee £300
- One Voice Wales Training Courses £105
- Cllr Valerie Davies Expenses £16

9.2 To approve setting up online banking for Jane and Valerie. Two signatories will still be required.

9.3 To note the financial position of the council as contained in the cashbook and budget monitoring

9.4 Update on the Independent Remuneration Panel Annual Report 2023

9.5 Confirmation of councillor expense claims for 2022/23 and completion of all forms

10) To approve the draft newsletter and Annual Report and agree distribution arrangements

11) Update Speedwatch and policing

12) To consider date for litter picking

13) King Charles III coronation update

14) Correspondence re 20mph

15) Issues to be reported to Powys County Council

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

17) Information for discussion at next meeting

18) Confirm date and time of next meeting as 7.30pm Wednesday 24th May 2023 Cradoc Golf Club

Cllr Valerie Davies
Yscir Community Council



Yscir Community Council

Clerk: position vacant

Email: clerk@yscir.net

Tel. No.: 01874 610514

Minutes of Yscir Community Council Meeting held on 25 January 2023 at 2pm at Cradoc Golf Club

Present

Cllr Jane Price [Chair]

Cllr Bob Wood

Cllr Kevin Gore

Cllr Geoff Watkins

Cllr Valerie Davies

County Cllr Iain McIntosh

25/1/1

Apologies for absence:

Apologies have been received from Cllr Rebecca Watkins, Cllr Kate Dunning

25/1/2

Declarations of interest: none received.

25/1/3

Welcome and introductions:

(a) Cllr Kevin Gore (co-opted)

(b) Sue Lilly, Internal Auditor

25/1/4

Clerk and Council matters:

25/1/4.1

Advertising for a new Clerk is to continue as there have not yet been any applications.

25/1/4.2

Cllr Valerie Davies has agreed to continue dealing with financial matters until such time as a new Clerk is appointed.

25/1/4.3

Cllr Kate Dunning will take continue to take the minutes until a new clerk is appointed.

25/1/5

Minutes of Council Meeting held on 23 November 2022:

The minutes were read and adopted as a true and accurate record.

25/1/6

Information from the minutes and Clerk's report:

All matters arising from the minutes and the Clerk's report are addressed in the agenda and these minutes.

NOTE: Cllr Geoff Watkins arrived at 14:40.

25/1/7

Financial Matters:

25/1/7.1

The following payments were approved:

- Cllr Bob Wood's *One Voice Wales* training course - £35
- Cllr Valerie Davies' expenses - £35.28
- Powys County Council uncontested election fee - £355.09

25/1/7.2

It was agreed to continue to support 'Visit Brecon and a payment of £100 was approved.

25/1/7.3

The financial position of the council as contained in the cashbook and budget monitoring was noted and approved.

25/1/7.4

As Mrs Jane Johnston is unable to continue as internal auditor due to other commitments, Mrs Sue Lilly, Clerk to Llangammarch CC, was suggested as a replacement. She agreed to take on the role and her appointment was approved and confirmed. She suggested a fee of £25, plus travel expenses if required to collect documentation. It was agreed to pay in line with our previous internal auditor.

25/1/8

Update on Cradoc Primary School Minor Authority Governor Post:

Cllr Kate Dunning has had to resign this post due to ongoing health concerns. Cllr Bob Wood offered to replace her which the rest of the Council approved. Cllr Davies will write to the Chair of the School Governors to inform her of this.

- 25/1/9 **Update on Cradoc Primary School:**
There is nothing report at present as the school is still awaiting the result of the judicial review.
- 25/1/10 **Written Policing update from PCSO Ryan Kenny:**
There was nothing of significance in his report other than to stress continuing awareness of the number of online scams that there are around at the moment.
- 25/1/11 **To determine arrangements for the Spring 2023 Newsletter:**
Cllr Kate Dunning has agreed to produce the Spring 2023 Newsletter from articles provided. We will use the same 2-page layout as last year and Councillors will deliver them by hand. The draft is to be approved at the March meeting.
- 25/1/12 **Report from Cllr Bob Wood on the OVW Equality & Diversity online training:**
Cllr Wood attended this last December and reported that it was a very good course, particularly for councillors with no previous experience.
- 25/1/13 **Upcoming training courses:**
All councillors will be undertaking the various courses on offer during the coming months.
- 25/1/14 **Coronation of King Charles III:**
It was agreed that Cllr Kevin Gore, being on both the sports committee and a community councillor would be our liaison with the Sports Committee. He will establish what they might be proposing and how we, as a council, may assist them. He will update us at our next meeting.
- 25/1/15 **Issues to be reported to Powys Council:**
- 25/1/15.1 The grit bin by the phone box in the centre of Cradoc update - this has been replaced, although it is half the size of the previous one, so the contents won't go far. County Cllr Iain McIntosh has requested additional bins on road up to Aberyscir Common, and is also in discussion with PCC regarding gritting all school routes.
- 25/1/15.2 Drains at Y Gaer junction update – The drains were cleared after recent flooding and the tarmac is due to be repaired in due course.
- 25/1/15.3 Footpath resurfacing by Glanllyn update - Cllr McIntosh is still in discussion with the PCC regarding the cost of resurfacing.
- 25/1/15.4 Cllr Kate Dunning requested that 2 incidents of potholes/raised tarmac be made.
There were no other issues to be reported.
- 25/1/16 **Consideration of planning applications:**
22/2196/RES - 68 Degrees West Landscaping - no objections were made.
23/21720/FUL - Aberyscir Court Turnout Area - no objections were made.
- 25/1/17 **Information for discussion at the next meeting**
No suggestions were made.
- 25/1/18 **Confirmation of date and time of the next meeting of the Council:**
Wednesday 22 March 2023 at 7:30pm at Cradoc Golf Club.

The meeting closed at 4pm.

Signed as a true record _____

Position _____

Date _____

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 2023

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 2022
	c	Standing Orders in place & regularly reviewed?	Reviewed in May 2022
	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 anything 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 2022
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 e.g., 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	Recorded in cashbook
	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 memory stick. Second copy to Chairman on a memory stick

Yscir Community Council
Budget Monitoring 2022-23
As At 22/03/23

	Expenditure to date	Budgeted exp to date	Variance	Budget 2022-23	Expenditure 2021-22	
	£	£	£	£	£	
Insurance	312	230	- 82	230	168	New ins co
Audit fee internal	65	65	-	65	65	
Audit fee external	300	385	85	385		Reduction in fee
Clerk's salary	1,386	2,200	814	2,200	1,800	No clerk since July 22
Clerk's expenses	240	550	310	550	470	No clerk since July 22
Newsletter	-	200	200	200	-	Not yet produced
SLCC and One Voice Wales	79	150	71	150	140	SLCC not renewed
Contingency	-	-	-	-		
Website	169	190	21	190	163	
C C election (uncontested)	355	355	-	-		
C C election (contested)	-	2,145	2,145	2,500		Not contested
Sports Committee Grant	-	-	-	-		
Training Courses	105	100	- 5	100	-	
Brecon Town Council (tourism support)	100	100	-	100	100	
Litter Picks	20		- 20		-	
Data Controller Registration	35	35	-	35	35	
Projects	-		-	-		
Councillor expenses		300	300	300	60	None claimed
VAT to reclaim	44	40	- 4	40	49	
Total expenditure	<u>3,210</u>	<u>7,045</u>	<u>3,835</u>	<u>7,045</u>	<u>3,050</u>	

Opening Balance 01.04.22		3,539	
Projected Income : precept	7,039		
Projected income : Santander	8		
Income: vat refund	41		
other income			
Total Income	<u>7,088</u>		
		<u>10,627</u>	
Expenditure			
Budgeted	7,045		
Underspend to date	<u>3,835</u>		
		<u>3,210</u>	
Estimated Closing balance 31.03.23		<u>7,417</u>	