

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
Tess Birtles
Margaret Rees

Also present: Michael Westhorpe (clerk)

1. Apologies for absence

1.1 Apologies were received from Cllr Dilys Davies and Cllr Roger Price (both lambing), and Cllr Gillian Thomas.

2. Declarations of Interest

2.1 Cllr Jane Price said that she knew the applicants for items 12) and 13) on the agenda. After a brief discussion the Council decided that there was no personal or prejudicial interest.

3. Minutes of the Council Meeting held on 13 January 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 5, the Clerk reported that the planning application for Siloam Shalom had been considered by the County Council planning committee and had been approved.

5. To confirm the Minutes of the Planning Committee Meeting held on 19 February 2016

5.1 These were approved and signed by the Chairman.

6. Risk Assessment Review

6.1 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.

7. Internal Audit review and appointment of internal auditor

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

7.2 The Council considered and approved the audit plan and question/action list, included as appendix 2 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.

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

8.1 The Clerk tabled a proof copy of the newsletter. With one or two minor typing amendments the newsletter was approved and Mrs Westhorpe was thanked for her work. Although the newsletter was 8 pages rather than 6, by changing to a different paper it was possible to get a lower quote than last year, at £145 for 250 copies. This was approved.

8.2 The distribution lists were approved with Cllr Tess Birtles taking on the newsletters distributed by Helen Howarth.

9. To discuss the safety of pupils waiting for the school bus by the telephone kiosk in Cradoc, in the light of road safety concerns raised by the Highways Department with regard to converting the telephone kiosk to a library

9.1 The Council was very disappointed with Alison Brown's response. Given her concerns the Council could not understand why permission had been given for a telephone box to be placed there in the first place and why the area was now used as a bus stop for children going to school in Brecon.

9.2 The Clerk was asked to respond to Ms Brown making these points.

9.3 Cllr Rees Price raised the difficulty caused for buses trying to turn left from Aberyscir to Cradoc School by residents parking immediately next to the junction of the Aberyscir road in Cradoc. After discussion it was agreed that the Clerk should ask Powys County Council to install double yellow lines adjacent to the junction.

10. Financial Matters

10.1 The clerk's hours (23.765hrs) and expenses (£30.18) for January and February were approved.

10.2 An invoice from One Voice Wales for £58 to renew membership for 2016/17 was approved.

10.3 An invoice from the Clerk for £208 for expenses incurred in working from home for the 2015/16 financial year was approved.

10.4 The Council noted the current financial position as shown in the cash book spreadsheet and budget monitoring spreadsheet. The end of year balance would be £1633, £100 more than the balance at the start of the year.

11. To note the Council's workplace pension requirements

11.1 The Clerk reported that it was not necessary for the Council to have a pension scheme but that there were still legal requirements to be met. The Clerk had read the guidance and had registered the Council with the Pensions Regulator. Nothing further needed to be done until April 2017 when it would necessary to formally check the position of staff employed by the Council. A declaration of compliance has to be completed by September 2017.

12 Planning Application Ref: P/2016/0253: Alterations to fenestrations to include installation of dormer windows and a balcony at Cae Crwn Battle Brecon Powys

12.1 The Clerk circulated extracts from the plans he had printed from the county council website. After a brief discussion the Council approved the plans.

13) Planning Application Ref P/2016/0254 : Construction of an equestrian manege at Cae Crwn Battle Brecon Powys

13.1 After a brief discussion the Council approved the plans.

14) 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

14.1 Under c) the Council thought it would be a good idea to celebrate the Queen's birthday in some way. Whilst the Council was willing to help finance this, it was thought that this should be a task for the Sports Committee. As it was almost certainly too late to do anything for the Queen's birthday on 21 April, it might be possible to do something for the official birthday in June. Cllr Margaret Rees volunteered to contact the Sports Committee to see if they were interested in organising an event.

15. Any planning applications that arrived after the papers were sent out.

15.1 There were none.

16. Issues to report to Powys County Council

16.1 There were none.

17. Confirmation of date and times of next meeting: Monday 16 May 2016 (7.30pm) at Cradoc Golf Club

The meeting closed at 8.20 pm

APPENDIX 1

Risk Assessment	March	2016	Agenda Item 6
Insurance	Frequency		Comment
<i>Public & Employers liability</i>	Annual	£10 m.	
<i>Money & 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 & 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	
Property safety checks			
<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		} and Cllr Bob Wood
<i>Aberbran seat</i>	Annual		}
<i>Sony voice recorder</i>	Annual	£124.48	Not insured
Financial matters			
<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 budget prepn.
<i>Budget preparation</i>	Annual		Done} meeting 13.01.15
<i>Precept assessment</i>	Annual		Done} meeting 13.01.15
<i>Level of cash reserves</i>			Aim to keep between £1,000 and £2,000 in the bank. No significant cash flow issues
Record keeping			
<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 September 2015
<i>Standing orders available</i>	On-going		Reviewed in May '15
<i>Back up of computer files</i>	Daily		Backed up on Apple Time machine - documents now on website
Members' responsibilities			
<i>Code of Conduct adoption</i>	On-going		New code signed May '13
<i>Register of interests</i>	On-going		Done
Register of gifts/hospitality	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.

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/	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
Topic	Risk Identified	Consequences	Risk Level H/M/ L	Management of the risk	Action
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

APPENDIX 2

Internal Audit Review

Reviewed at meeting on 30.03.2016

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.

Yscir Community Council Audit Plan

- 16 Check the books of account have been properly kept throughout the year
- 17 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.
- 18 Review the Council's risk management assessment ensuring adequate arrangements are in place to manage all identified risks
- 19 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.
- 20 Check income records ensuring that the correct price has been charged, income has been received, recorded & promptly banked, & VAT is correctly accounted for
- 21 Check salaries to employees have been paid in accordance with Council approvals and that PAYE requirements have been applied
- 22 Check accuracy of asset and investment registers
- 23 Test accuracy and timeliness of periodic and year end bank account reconciliation
- 24 Test accuracy and completeness of year end financial statements
- 25 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 2015
	c	Standing Orders in place & regularly reviewed?	Reviewed in May 2015
	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?	√
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 2015
	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.