

# LLANFAIR COMMUNITY COUNCIL

Clerk to the Council : Jackie Griffin

Telephone: 07969 204773 : E Mail: clerk@llanfaircommunitycouncil.gov.uk

## **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a meeting of LLANFAIR COMMUNITY COUNCIL will be held at St Hilary Village Hall on Thursday 1<sup>st</sup> June 2023 at 7.00pm. The agenda for the meeting is set out below.

This meeting will be held on a hybrid basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021. Members of the public are entitled to attend that meeting and address the Members if desired for a set period of time, unless properly excluded there from by resolution. **Any member of the public wishing to attend should contact the Clerk for the meeting I.D. and passcode to gain access to the meeting.**



Jackie Griffin  
Clerk to the Community Council.

26<sup>th</sup> May 2023

## **A G E N D A**

1. To note apologies for absence.
2. To note any declaration of members' interest in the business to be discussed.
3. Community Police Matters.
4. To consider and approve the minutes of the Annual Meeting and the Ordinary Meeting held 4<sup>th</sup> May 2023.
5. Matters arising from the minutes, which are not included in this agenda.
6. Chairman's Report.
7. Vale of Glamorgan Councillor's Report.
8. Clerk's Report to include the Finance Report.
9. To approve the Annual Return and the Accounts for the year ended 31<sup>st</sup> March 2023 – *forwarded by e-mail, previously.*
10. To discuss the draft Annual Report – *forwarded by e-mail, previously.*
11. To update on incidents of HGV issues in St Hilary Village.
12. Reports of Representatives.
13. Correspondence and Publications which do not necessarily require discussion i.e for noting only – *previously sent out by e-mail.*
- 13.1 Vale of Glamorgan Council's Business Support Newsletter 12 May 2023.
- 13.2 One Voice Wales (OVW) – The Good Councillors Guide to Employment 2023.
- 13.3 OVW – Training courses for May and June.
- 13.4 Welsh Government – Climate Change Bulletin.
- 13.5 Public Services Ombudsman – Quarterly Newsletter May 2023.
14. Planning Matters.
- 14.1 Planning Application No. 2023/00417/FUL  
Location: East Down Farm, St Hilary (Amended/further details).  
Proposal: Change of use of existing ancillary building to holiday accommodation.
15. **Date, Time and Place of the next Meeting - Thursday, 6<sup>th</sup> July 2023, 7.00pm at St Hilary Village Hall.**

**Llanfair Community Council 2022/2023****Bank Reconciliation at the close of business on 31 March 2023**

		£
Balance per bank statement of Account dated 31 March 2023	<b>C/A</b>	<b>2,138.79</b>
	<b>Savings</b>	<b>900.19</b>
<b>Balance at Bank dated 31 March 2023</b>		<b>£3,038.98</b>
<b>Less Outstanding Cheques</b>		
Cheque No. 000477	29.98	
Cheque No. 000478	200.00	
<b>Total Outstanding Cheques</b>		<b>£229.98</b>
<b>Balance per Cash Book at 31 March 2023</b>		<b>£2,809.00</b>

**Llanfair Community Council 2021/2022****Summary of Receipts and Payments**

Balance as at 1 April 2022	<b>5,059.35</b>
Plus Receipts to 31 March 2023	<b>4,794.51</b>
Less Payments to 31 March 2023	<b>7,044.86</b>
<b>Balance as at 31 March 2023</b>	<b>£2,809.00</b>







Llanfair Community Council 2022/2023 Audit												
Payments												
Date	Cheque	Payee	Service	Subscrip	Admin.	Salaries	S137	Training	Insurance Recreation	Tax	VAT	TOTAL
09.04.22	444	J Griffin Clerk	Reimburse Dalton Printers		51.00						10.20	61.20
09.04.22	445	Wales Air Ambulance	Grant Aid				50.00					50.00
09.04.22	446	St Hilary Village Hall	QEII Platinum Jubilee						500.00			500.00
09.04.22	447	St Mary Ch Residents Ass	QEII Platinum Jubilee						500.00			500.00
09.04.22	448	Llandough Community Gp	QEII Platinum Jubilee						500.00			500.00
09.04.22	449	Petty Cash 2021/22	Postage Paper etc		90.83							90.83
09.04.22	450	J Griffin Clerk	Reimburse re Zoom fees		35.97						7.20	43.17
09.04.22	451	J Griffin Clerk	Reimburse Spam Protection		60.00							60.00
09.04.22	452	J Griffin Clerk	Salary Backpay 04/21-05/22			161.28						161.28
09.04.22	453	HMRC	Tax re Backpay							40.32		40.32
19.04.22	S/O	J Griffin Clerk	Salary			154.26						154.26
19.04.22	S/O	HMRC	Income Tax							38.57		38.57
15.05.22	454	Zurich Municipal	Council Insurance Premium						305.71			305.71
16.05.22	S/O	J Griffin Clerk	Salary			154.26						154.26
16.05.22	S/O	HMRC	Income Tax							38.57		38.57
15.06.22	S/O	J Griffin Clerk	Salary			154.26						154.26
15.06.22	S/O	HMRC	Income Tax							41.44		41.44
24.06.22	S/O	J Griffin Clerk	Salary (one month backpay)			11.50						11.50
07.07.22	455	H Embling	Internal Auditor		100.00							100.00
07.07.22	456	One Voice Wales	Clr Loch Training Course					17.50				17.50
07.07.22	457	St Hilary Village Hall	Hire for Meeting		30.00							30.00
07.07.22	458	J Griffin Clerk	Reimburse re Zoom fees		35.97						7.20	43.17
15.07.22	S/O	J Griffin Clerk	Salary			165.76						165.76
15.07.22	S/O	HMRC	Income Tax							41.44		41.44
15.08.22	S/O	J Griffin Clerk	Salary			165.76						165.76
15.08.22	S/O	HMRC	Income Tax							41.44		41.44
01.09.22	459	St Hilary Village Hall	Hire for Meeting		30.00							30.00
15.09.22	S/O	J Griffin Clerk	Salary			165.76						165.76
15.09.22	S/O	HMRC	Income Tax							41.44		41.44
08.10.22	460	J Griffin Clerk	Reimburse re Zoom fees		35.97						7.20	43.17
08.10.22	461	Vale Glam Council	Election 2022 Fees		1,070.37							1,070.37
08.10.22	462	St Hilary Village Hall	Hire for Meeting		30.00							30.00
08.10.22	463		Joint OVW/SLCC Conference		27.00							27.00
17.10.22	S/O	J Griffin Clerk	Salary			165.76						165.76
17.10.22	S/O	HMRC	Income Tax							41.44		41.44
03.11.22	464	St Hilary Village Hall	Hire for Meeting		30.00							30.00
03.11.22	465	SLCC	Membership fee	56.00								56.00
15.11.22	S/O	J Griffin Clerk	Salary			165.76						165.76
15.11.22	S/O	HMRC	Income Tax							41.44		41.44
01.12.22	466	The Poppy Appeal	Remembrance Wreath				20.00					20.00
01.12.22	467	One Voice Wales	Clrs Training Courses					17.50				17.50
01.12.22	468	St Hilary Village Hall	Hire for Meeting		30.00							30.00
15.12.22	S/O	J Griffin Clerk	Salary			165.76						165.76



Date	Cheque	Payee	Service	Subscrip	Admin.	Salaries	S137	Training	Insurance	Tax	VAT	TOTAL
15.12.22	S/O	HMRC	Income Tax							41.44		41.44
05.01.23		469 St Hilary Village Hall	Hire for Meetings		30.00							30.00
05.01.23		470 J Griffin Clerk	Salary Backpay 04/22 - 12/22			144.00						144.00
16.01.23	S/O	J Griffin Clerk	Salary			178.56						178.56
16.01.23	S/O	HMRC	Income Tax							44.64		44.64
02.02.23		471 J Griffin Clerk	Reimburse re Zoom fees		47.96						9.60	57.56
02.02.23		472 St Hilary Village Hall	Hire for Meeting		30.00							30.00
15.02.23	S/O	HMRC	Income Tax							44.64		44.64
02.03.23		473 Clerk's Salary Feb 2023	S/O not paid by bank			178.56						178.56
02.03.23		474 Petty Cash 2022/23	Postage Paper etc		41.44							41.44
02.03.23		475 St Hilary Village Hall	Hire for Meeting		30.00							30.00
02.03.23		476 One Voice Wales	Annual Membership	99.00								99.00
15.03.23	S/O	J Griffin Clerk	Salary			178.56						178.56
15.03.23	S/O	HMRC	Income Tax							44.64		44.64
31.03.23		477 J Griffin Clerk	Reimburse re Zoom fees		24.98						5.00	29.98
31.03.23		478 Audit Wiles	External Audit Fee 2020/21		200.00							200.00
31.03.23			Totals:	155.00	2,081.49	2,309.80	70.00	35.00	1805.71	541.46	46.40	7,044.86
												7,044.86



# Community and Town Councils in Wales

## Annual Return for the Year Ended 31 March 2023

### Accounting statements 2022-23 for:

Name of body: **LLANFAIR COMMUNITY COUNCIL**

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	4402	5059	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	4608	4608	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	0	187	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	2314	2851	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	1637	4194	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	5059	2809	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	5059	2809	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	5059	2809	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4315	4315	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).



## Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		‘YES’ means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body’s accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	<input checked="" type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each ‘no’ response given; and describe what action is being taken to address the weaknesses identified.



## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £70.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

## Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
<b>RFO signature:</b>	<b>Minute ref:</b>
	<b>Chair of meeting signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>



## Annual internal audit report to:

Name of body: LLANFAIR COMMUNITY COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered*	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text

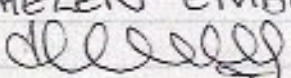
\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated \_\_\_\_.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	HELEN EMBLING ACIB
Signature of person who carried out the internal audit:	
Date:	05-05-2023