



LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE MINUTES

Minutes of the **Audit Committee** meeting held by video link at 7pm on 13th June 2024 in accordance with the:

Local Government and Elections (Wales) Act 2021

Present: Councillors; Janine Turner (Chair), Chris Parker, Andrea James, Rhys Jenkins.

Clerk to the Council: Leigh Smith

Deputy Clerk/RFO: Lisa Phillips

Apologies: Cllr David Evans.

Absent: None.

A2024/034 Welcome and apologies for absence

The Chair welcomed members.

A2024/035 Disclosures of personal and/or prejudicial interests

Cllr Janine Turner declared a personal interest with regards to those aspects of agenda item 7 (Minute ref 2024/041 k) regarding 'the Pantry' being a volunteer.

Cllr Chris Parker declared a personal interest with regards to those aspects of agenda item 7 (Minute ref 2024/041 k) regarding 'the Pantry' being a volunteer.

Cllr Andrea James declared a personal interest with regards to those aspects of agenda item 7 (Minute ref 2024/041 k) regarding 'the Pantry' being a volunteer.



**A2024/036 Minutes of the Audit committee meeting held on 16th April 2023.
*RESOLVED***

The minutes of the Audit committee meeting held on 16th April 2024 were approved as a true and accurate record.

A2024/037 Matters arising

None.

A2023/038 Public speaking

None

**A2024/039 Motion to vary the order of items considered on the agenda.
*RESOLVED***

To vary the order in which items are considered from that published on the agenda. 8 then 7

A2024/040 To consider information relating to a previously awarded grant and next steps.

RECOMMENDED

That the Clerk contact Brynna Football Club (Seniors) to request repayment of £1,000 granted in October 2023. The Club having declined to provide further information requested in relation to a second bank account that was not declared at the time of the application.

A2024/041 Recommendations of the internal audit 2023/24 (Excluding Recommendation 5 of the report)

RECOMMENDED

- a) To accept recommendation 1 of the audit report and for the officers to make the necessary alterations to the Standing Orders and Financial Regulations.
- b) To accept recommendation 2 of the audit report and for the officers to list the statutory power used in relation to any grants or donations awarded on the minutes of any meeting where such a grant or donation is made.
- c) To accept recommendation 3 of the audit report and for the officers to include the total amount of payments made in the minutes of the meeting where payments are approved.



- d)** To accept recommendation 4 of the audit report and for the officers to ensure all individual resolutions have their own unique reference in the minutes of any meeting.
- e)** To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.
- f)** To accept recommendation 7 of the audit report and for the officers to present an appropriate suite of draft GDPR policies and documents to Council for adoption.
- g)** To accept recommendation 8 of the audit report and for the officers to present draft policies to Council for adoption, specifically: A Social Media Policy; A Biodiversity, Crime and Disorder Policy; A Business Continuity Plan; A Freedom of Information Publication Policy; A Lone and Isolated Worker Policy; A Petition Policy; A Privacy Notice. Note that the Vexatious Complaints Policy and Investment Policy has already been resolved and is published.
- h)** To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.
- i)** To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.
- j)** To note recommendation 11 of the audit report but to continue in its current method of using EMR's to manage its CIL funds. To accept the recommendation regarding the requirement to secure the entirety of a project's funding prior to any expenditure against that project being made, including project phasing to obfuscate the total cost of a project and for the officers to alter the Councils grant policy and application forms accordingly.



- k)** To note recommendation 12 of the audit report but to continue in its current method of managing the Llanharan Pantry.
- l)** To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.
- m)** To accept recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 8) of the audit report and for the officers to make amendments to the asset register as described in the report.
- n)** To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.

A2024/042 Exclude the press and public.

RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that with regards to the following item of business, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

A2024/043 Recommendation 5 of the internal audit 2023/24

RECOMMENDED

To accept the general recommendation 5 of the internal audit as set out in the confidential report 'Appendix B' provided by the auditor, with some alterations. This matter having already been resolved, see minute reference 2024/105.

A2024/044 Annual Return of Accounts and Annual Governance Statement (AGAR)

RECOMMENDED

To approve the Annual Governance and Accountability Return (AGAR) subject to Full Council being presented with the variance document.



A2024/045 Urgent information or items suggested for a future agenda

None

There being no further business the meeting closed at 9pm

The next scheduled meeting of the Audit Committee will be held on 16th July 2024

Cllr. Janine Turner

Deputy Chair of the Audit Committee