



LLANHARAN COMMUNITY COUNCIL

Minutes of the Extraordinary Council meeting held by remote attendance, 7.00pm on Monday 30th June 2021.

The meeting was held in accordance with:
The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors; Chris Parker (Chair), Rob Lewis-Watkin (Deputy Chair), Roger Turner, Rhys Jenkins, Janine Turner.

Apologies: Cllrs. Geraint Hopkins, Helen Donnan, Daniel Morelli.

Absent: Cllrs Will Thomas, Pam Uppal, Serkan Aksin, Parmindra Pannu, Barry Stephens, Jeff Williams.

Clerk to the Council/RFO: Tracey Rees.

Project Officer/Assistant Clerk: Leigh Smith.

EM2021/013 Welcome and Apologies.

Apologies for absence were received from Cllr Helen Donnan and Cllr Geraint Hopkins, Cllr. Daniel Morelli.

EM2021/014 Disclosures of personal and/or prejudicial interests.

None.

EM2021/015 To approve the Annual Return of accounts 2021.

RESOLVED to approve the Annual Return and Audit Report

EM2021/016 To approve Clerk's pension contributions with RCT council's pension scheme.

RESOLVED To approve Clerk joining the scheme.

EM2021/017 Consideration of CIL project 'Provision of dropped kerbs, Hillcrest to Grove Terrace' Project number LCC21/15 and updated potential costs.



RESOLVED To accept the revised scope of the scheme and approve a spend of £20k from CIL funds.

With no further business to discuss, the meeting ended at 7.45pm

**Councillor Chris Parker
Chair of Llanharan Community Council**

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

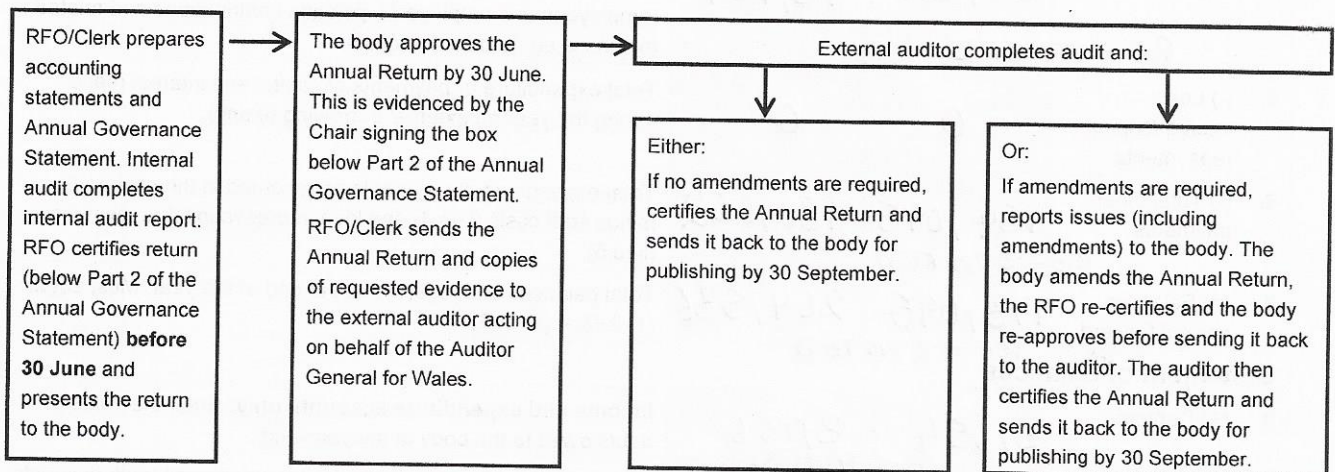
	Yes	No		Yes	No		Yes	No
ENGLISH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WELSH	<input type="checkbox"/>	<input type="checkbox"/>	BILINGUALLY	<input type="checkbox"/>	<input type="checkbox"/>

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink**.

APPROVING THE ANNUAL RETURN

The council must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

Accounting statements 2020-21 for:

Name of body:

LLANHARAN

COMMUNITY COUNCIL

	Year ending		Notes and guidance for compilers				
	31 March 2020 (£)	31 March 2021 (£)					
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.							
Statement of income and expenditure/receipts and payments							
1. Balances brought forward	99,184	173,095	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	198,334	199,427	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.				
3. (+) Total other receipts	82,040 <i>RE-STATE</i>	153,820	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	52,369 <i>RE-STATE</i>	75,154	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.				
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	154,095 <i>RE-STATE</i>	186,652	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	173,095 <i>RE-STATE</i>	264,536	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).				
Statement of balances							
8. (+) Debtors	3,654 <i>RE-STATE</i>	3,086	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.				
9. (+) Total cash and investments	178,964	264,494	All accounts: 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	9,523 <i>RE-STATE</i>	3,044	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.				
11. (=) Balances carried forward	173,095 <i>RE-STATE</i>	264,536	Total balances should equal line 7 above: Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	439,037	473,647	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).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement (Part 1)

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 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	
<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
<p>9. Trust funds – in our capacity as trustee, we have:</p> <ul style="list-style-type: none"> 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="checkbox"/>	<input type="checkbox"/>	N/A	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.

The following table shows the results of the survey conducted in 1998. The data is presented in a table format with columns for the different categories and rows for the various items.

Table with 2 columns and 10 rows, containing numerical data points.

Item 1: [Faint text]

Item 2: [Faint text]

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Item 9: [Faint text]

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Item 11: [Faint text]

Item 12: [Faint text]

Item 13: [Faint text]

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Item 15: [Faint text]

Item 16: [Faint text]

Item 17: [Faint text]

Item 18: [Faint text]

Item 19: [Faint text]

Item 20: [Faint text]



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 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £ 0 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 statement 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.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature: <i>[Signature]</i></p>	<p>Minute ref:</p>
<p>Name: <i>TRACEY REES</i></p>	<p>Chair of meeting signature:</p>
<p>Date: <i>30th June 2021</i></p>	<p>Name:</p> <p>Date: <i>30th June 2021</i></p>

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

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Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:	
External auditor's signature:	Date:
For and on behalf of the Auditor General for Wales	

* Delete as appropriate.

27-172

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Annual internal audit report to:

Name of body: **LLANHARAN 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 2021.

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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text NO PETTY CASH
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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

Name of the Company: LAMARCA COMMUNITY SCHOOL

The Internal Audit Report for the year 2019-2020 was prepared in accordance with the provisions of the Companies Act, 2013. The audit was conducted in accordance with the standards prescribed by the Institute of Cost Accountants of India. The audit was conducted in accordance with the standards prescribed by the Institute of Cost Accountants of India.



DATE: 15/01/2020

- 1. The financial statements are true and fair.
- 2. The financial statements are true and fair.
- 3. The financial statements are true and fair.
- 4. The financial statements are true and fair.
- 5. The financial statements are true and fair.
- 6. The financial statements are true and fair.
- 7. The financial statements are true and fair.
- 8. The financial statements are true and fair.
- 9. The financial statements are true and fair.
- 10. The financial statements are true and fair.

	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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text NO TRUST FUNDS

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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

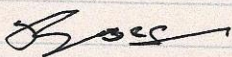
* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** 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 29 JUNE 2021.] * Delete if no report prepared.

Internal audit confirmation

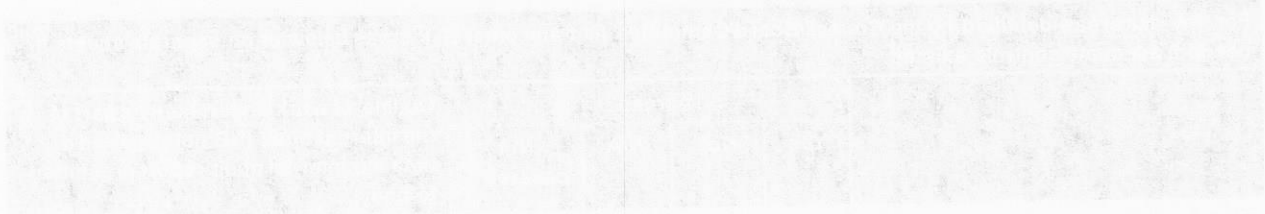
I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	NICHOLAS JOHN GOSS
Signature of person who carried out the internal audit:	
Date:	29/6/21



1. The first part of the document is a list of names and addresses. The names are written in a cursive hand, and the addresses are in a more formal, printed style. The list is organized into columns, with names in the first column and addresses in the second. There are some checkmarks next to some of the names, possibly indicating that they have been verified or are active.

No. 1000



The following is a list of names and addresses, similar to the one above. The names are written in a cursive hand, and the addresses are in a more formal, printed style. The list is organized into columns, with names in the first column and addresses in the second. There are some checkmarks next to some of the names, possibly indicating that they have been verified or are active.

2200 White Street

15/4/95

LLANHARAN COMMUNITY COUNCIL

ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

INTERNAL AUDIT REPORT

Responsibilities

The Internal Auditor has a responsibility to report to Members whether, in his view, the financial statements summarised in the statutory Annual Return are in accordance with the Council's financial records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit report included in the Annual Return and whether they comply with the relevant legislation.

I also have a duty to disclose in my report any matters coming to my attention which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Consideration will be given to the following areas:

- 1) whether proper accounting records have been kept by the Council;
- 2) whether the Council's balance sheet, income and expenditure account, payments account and supporting documents are in agreement with the accounting records and returns;
- 3) whether I have obtained all the information which I consider necessary for the purposes of the audit.

Scope of Audit

My work as an independent examiner has been a less onerous form of scrutiny than a full audit of the accounts. My examination included a review of the accounting records kept by the Council and a comparison of the accounts presented with those records. However, all prime documents were examined. Key control testing was undertaken in the following areas:

- general bookkeeping and accounting throughout the period
- standing orders and payment control
- risk management
- budget processes and control
- income control
- payroll control
- bank reconciliation
- year end procedures and formal accounts preparation

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records and to prepare accounts which accord with such records; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Findings & Recommendations:

1. The Council has changed from receipts and payments accounting to income and expenditure. The figures for 2019-20 have been correctly re-stated on the same basis as those for 2020-21. They should be consistent with what was shown on the balance sheet as debtors/creditors. The accounts should also have clear explanatory notes for the change in policy in order to maintain transparency.
2. Invoices for the year have not been filed in chronological order and some appear to be missing. Invoices are prime documents within the accounts and I would suggest the invoices are re-filed and copies requested for any that are missing.
3. Payments have been made on a few occasions from statements rather than tax invoices. This is a poor practice as VAT should not be reclaimed by the Council without a tax invoice. I have previously brought attention to this in other years. Provided copies are sought this will correct the matter.
4. A payment was made to rradar for £246.00 wholly relating to VAT but was not posted to VAT on the cashbook.
5. Amounts have been paid to the Corner Shop in relation to items supplied for the food bank. A total is shown on the invoice but there are no details of what was supplied. How is the total checked and agreed for payment?
6. Members expenses and allowances are entered into the records as one amount and I consider that it would be preferable if each member's payment could be individually entered.
7. The papers relating to the payments made as grants to organisations should be annotated with the relevant minute reference.

With the exception of the above I have no other recommendations in respect of general bookkeeping and accounting, budgetary control, payroll, bank reconciliation or year end procedures and accounts. These areas of control, as in past years, are all of a good and robust standard.

Signed:

Date: 29th June 2021

Nicholas John Goss

21 Chapel Road
Llanharan
Pontyclun
CF72 9QA

Clerks Report

Re: Findings and Recommendations: (page 2 of of the Internal Audit report 1.)

As per the practitioner's guide, the Community Council had exceeded the Gross income/ expenditure of 200k for three consecutive years. Therefore, in line with the guidance, the Council has RE-STATED its accounts to an INCOME/EXPENDITURE basis for 20/21 and the prior year 19/20.

There will be a full explanation of the variances on the accounting statements sent in with the Annual Return for the monies spent and unspent due to:

- new staff wages and new staff appointments
- increase income from CI (£145,730).
- monies spent ON Rights of way – increase in spending example
- Service Level agreements increase to £17
- £14, 257 Expenditure due to Covid
-

Re: Findings and Recommendations: (page 2 of of the Internal Audit report 4.)

The error in the payment has now been amended to be included in this year's accounts with guidance from Rialtos accounts system.

Other recommendations advised by Internal auditor are being addressed for next years accounts and records.

Appendix 2

'Provision of dropped kerbs, Hillcrest to Grove Terrace'. Project number LCC21/15.

This project is already on the Community Council's Active Project List.

RCTCBC have advised that the total project cost is likely to be £40k

The suggested contribution of the Community Council is £20k up from an initial estimate of £12k.

This is due to the resurfacing of a number of areas of the pavement and crossing refuges being included in the scheme as discussed with Councillors Roger Turner and Janine Turner during the initial site visit in early 2021.

This project is now approved with RCTCBC and works estimated to start in August 2021

Project Officer/Assistant Clerk Recommendation - That the cost estimate increase from £12k to £20k be accepted and this amount approved for spend from CIL funds for this project.