



**Llangybi Fawr Community Council**  
**Meeting Minutes**  
**Monday 5<sup>th</sup> December 2022**  
**Llangybi Village Hall at 7pm**

**COED Y PAEN** Chair Graham Rogers 07775 644527  
**LLANDEGVETH** Cllr Lorna Savidge 07809292564  
**LLANHENNOCK** Cllr Patrick Williams 07825099773  
**TREDUNNOCK** Cllr Olenka Dean 07535 592211

**LLANGYBI**

Vice Peter Marshall 07415892161  
Cllr Andy Hunt 07976 721650  
Cllr Caroline Watts 07779503052  
Cllr Ieuan Williams 07790285572

**CLERK** Debra Davies 07966 622085

**Present:** Cllr Watts, Cllr Hunt, Cllr Rogers, Cllr I. Williams, C. Cllr Bromfield and Clerk Davies  
**Apologies:** Cllr Marshall, Cllr Dean, Cllr Savidge, Cllr P. Williams  
**Declarations of interest:** None  
**Members of the public present:** Peter Dale, Stuart Johnston  
**Minutes of the last meeting:** Proposed by: Cllr Watts Seconded: Cllr Hunt

**Matters Arising:**

**162/22 Road signs Llangattock:** Libby Johnes at MCC has confirmed that these road signs cannot be approved because  
1. Locally known, unofficial street names are not included on any addresses so nameplates reflecting these local names will be of no help in locating properties in the vicinity.

2. The emergency services use our location data; they have told MCC that they are used to dealing with unnamed streets and that inadequately signed properties cause them more problems than do unnamed streets.

**163/22 Dog waste bins:** Sue Parkinson has sent proforma contracts from Merlin. Clerk had sourced an alternative contractor; merits of both were considered and council voted to stay with Merlin. Clerk to check whether they will empty two extra bins in Llandegfedd and also whether MCC would consider installing litter bins instead, which could be used as dual-purpose dog waste/litter bins, and at what cost.

**164/22 Rural footpaths:** There has been a great response to the call for a group of volunteers to clear footpaths in our wards; over 20 people so far. Clerk to arrange a meeting in Llangybi hall with the Community Links Officer Tom Arnold and the Volunteer Coordinator Morag Sinton from MCC in order to move forward on this initiative.

**165/22 Training plan and records:** Chairman had written an initial training plan, mainly focusing on training for the new councillors. The plan was approved by all and will be published on the website along with the record of training courses already completed. Clerk to action.

**166/22 Bin collection:** MCC have now agreed to collect the orange litter bag from the bin in Llandegfedd with no charge.

**Reports:**

**167/22 Police Report for Nov:** This were circulated prior to the meeting; reports noted; no further comments.

**168/22 Repair to railings:** Cllr Savidge had reported and sent photos of the poor condition of the metal railings across the Sor Brook in Llandegfedd; a resident has offered to paint them if LFCC would buy the materials. This was agreed by all. Clerk showed a photo of similar railing on Glen Usk Road Llanhennock, which are completely overgrown too; she offered to clear the weeds, but they will need painting too.

**Finance/Policies:**

**169/22 Governance review:** OVW have sent a "Finance and Governance toolkit" document for us to use as a "health check" of our council's practices and procedures. Clerk and Chair had gone through this 102 page document which covers five key areas of community and town council activity: -

- Vision, purpose, and community planning
- Leadership and people
- Community engagement and partnerships
- Business processes

- Resources and financial management

Areas for action have been identified and the summary of these were discussed – see attached document. New policies created were also reviewed and approved (having been circulated prior to meeting). These will be uploaded to the website; namely Equalities and Diversity Policy, Whistleblowing Policy, Document Retention Policy, Training Plan and records, Anti-Harassment and Bullying Policy.

**170/22 Raise cheques:** Chairman and Councillors reviewed and approved paperwork for the following cheques to be raised (Cllr Rogers and Cllr Watts signed all cheques):

- a) clerk's salary for Nov. which included back pay and overtime as approved last month = £1003.98 and was calculated as follows: Clerk should be paid at point 7 of the NALC salary scales @£11.63 per hour, but had been paid only £10.21 per hour in error, so 180 hours back pay to May 1<sup>st</sup> = £255.60. In addition, 2 hrs back pay per month are due to the extra hours worked = £139.56; plus 40 hours agreed overtime for May 2022 = £465.20. Her new monthly salary going forward will be 32 x £11,63 = £372.16 (proposed by Cllr Hunt, Seconded by Cllr Williams);
- b) dog waste collection for Dec £156 (proposed by Cllr Watts, Seconded by Cllr Rogers);
- c) annual grounds maintenance to MCC £634.92 (this cheque was returned from MCC as it had no date and payee was inaccurate, so cheque was corrected and signed)
- d) annual donations to the six churches in the parish for upkeep of graveyards £400 each as approved in previous meeting: St John's, St Andrew's, Christchurch CyP, St Cybi's, Llandewi fach and Llandegfedd (proposed by Cllr Williams, Seconded by Cllr Hunt);
- e) rental for Llanhennock village hall £180 (proposed by Cllr Williams, Seconded by Cllr Hunt);
- f) rental for Llangybi Village Hall £32 (proposed by Cllr Williams, Seconded by Cllr Hunt);
- g) annual donation to Royal British Legion for poppy wreath £60 (proposed by Cllr Watts, Seconded by Cllr Rogers);
- h) maintenance payment to Jason for repairing Llandegfedd noticeboard and erecting Caerydor oak plaque £345 (proposed by Cllr Watts, Seconded by Cllr Rogers).

**171/22 Projected Budget for Precept Request:** Clerk had prepared a spreadsheet with projected figures for next year; these were analysed and adjusted, then approved by all to be used for next year's precept request, which will be £15,000 ( see attached spreadsheet)

### Planning

**172/22 Llansoar Mill (DM/ 2022/ 01590):** No objections were raised to this application

### Local Matters:

**173/22 Playground plans:** Cllr Watts reported that the committee planning this project in the village have not been very proactive of late. She had encouraged them to attend a council meeting to discuss plans. Cllr Hunt will get clerk an email address in order to communicate with them and get plans moving along.

**174/22 Drains and ditches:** Carl Touhig from MCC had done a drive around the wards and inspected the various blocked ditches and drains that we have requested work on over the past year or so. Clerk to follow up with him and Cllrs Williams and Hunt asked for Carl to be given their mobile numbers in order to ensure he knows the details of the problems in their areas.

### Any Other Business:

**175/22 Llandegfedd Reservoir:** C.Cllr Bromfield reported that there are some amendments being made to the planning application at this site. She will be following matters closely on our behalf.

**176/22 Notice of resignation:** Cllr P.Williams has regretfully written to hand in his notice and wishes to stand down as Cllr for Llanhennock. Clerk to action an advertisement for his replacement.

**Date of Next Meeting:** Monday 9<sup>th</sup> January 2023 in Llanhennock Village Hall at 7pm

Projected figures (N/A) this year as precept was set by Welsh Gov for the newly formed CC)

## Llangybi Community Council

Previous year end Account Balance + Income		Current year end Account Balance + Income		Next years projected Expenses		
Item	Projected 2022 to 2023	actual from May 5th 2022 to Jan 1st 2023	Further Income consideration from Jan 1st to Year end March 2023	Projected Spend April 2023 to March 2024	Detail	Notes
Bank Balance B/FWD		£ 14,158.73	£ 33,416.67			
Precept Request Income	N/A	£ 12,300.00	£ 6,150.00			
VAT refund	N/A	£ 835.04	£ 436.77			
Misc income	N/A	£ 6,122.90				
<b>Total</b>	<b>£</b>	<b>£ 33,416.67</b>	<b>£ 40,003.44</b>			bfwd Llanhennock, mug sales, insurance refund
Previous year Expenses		Current year Expenses		Next years projected Expenses		
Item	Historical Projected spend 2022 to 2023	Actual spend to 1st Jan 2023	Further Payment consideration for 01-01-23 to 31-03-23	Projected Spend April 2023 to March 2024	Detail	Notes
Charity Contributions -churches, local funds	N/A	£ 2,400.00	£ -	£ 2,750.00	Churches / Defibs / local funds	£400 x 6 churches plus a bit extra
Rent of halls	N/A	£ 420.00	£ 800.00	£ 1,076.00	Village Hall Rental ( £16 x 6 + £16 x 50 + £30 x 6)	fees should stay same?
Clerk Salary	N/A	£ 3,136.87	£ 1,488.64	£ 4,700.00	Clerk Salary	about 20p pay rise per hour?
Clerk Exp	N/A	£ 132.00	£ 220.00	£ 600.00	General expenses and Stationery, new printer?	I may need a new printer soon?
Bank charges	N/A	£ 40.60	£ 50.00	£ 100.00	bank charges	roughly the same?
Maintenance /Repair	N/A	£ 634.92	£ 700.00	£ 1,000.00	Telephone boxes, notice boards, communal areas, etc	new noticeboards?
VE day &poppy day	N/A	£ 60.00	£ -	£ 260.00	poppy day ( wreath/ lamppost poppies)	
HMRC fees	N/A	£ 227.00	£ 100.00	£ 600.00	Hmrc Fees	guesswork
Accountant Fees	N/A	£ 273.92	£ 100.00	£ 450.00	Accountant fees	fees may rise?
Election costs	N/A	£ -	£ -	£ -	Not an election year	
Audit	N/A	£ 414.00	£ 700.00	£ 1,000.00	Wales Audit Office ( full audit due)	full audit may cost more??
Information Technology	N/A	£ 669.02	£ -	£ 700.00	Website update and maintenance	fees may rise?
Insurance	N/A	£ 379.57	£ -	£ 450.00	Zurich	fee may rise
Ad hoc/Contingency/training	N/A	£ -	£ 105.00	£ 1,000.00	Ad Hoc/Contingency/Training	new clrs need several courses
Legal	N/A	£ -	£ -	£ 300.00	Solicitors fees	guess?
Community project/misc	N/A	£ 12.00	£ 2,000.00	£ 9,000.00	garden project and playground upgrade	possible over estimate??
Dog Waste collection	N/A	£ 1,365.00	£ 507.00	£ 2,500.00	dog waste collection	2 extra bins going to llandegfedd
OVW subs	N/A	£ -	£ 70.00	£ 100.00	OVW subs	fee rise?
Community event	N/A	£ 3,027.77	£ -	£ 3,000.00	Xmas and summer events/ coronation	
Councillor expenses/allowances	N/A	£ 300.00	£ -	£ 2,000.00	clr allowances/ expenses	7 x £150 +£500 plus expenses?
<b>Total payments</b>	<b>£</b>	<b>£ 13,492.67</b>	<b>£ 6,840.64</b>	<b>£ 31,586.00</b>	<b>TOTAL PROJECTED SPEND 2023/2024</b>	
		<b>Paid to date &gt;</b>	<b>£ 13,492.67</b>			
		<b>Anticipated Total payments at yr end &gt;</b>	<b>£20,333.31</b>			
<b>Year end balance</b>	<b>Balance at yr end Projected for 31-3-23</b>	<b>Balance to 1-1-23</b>	<b>Balance at yr end. 31-3-23 Expected</b>			
	<b>£</b>	<b>£ 19,924.00</b>	<b>£ 19,670.13</b>			
Balance at this yr end. Expected	£ 19,670.13					
Ideal Balance at Yr end	£ 3,000.00					what value would you like to put here??
<b>In Credit</b>	<b>£ 16,670.13</b>					
Projected Payments 2022 to 2023	£ 31,586.00					
Less in credit	£ 16,670.13					
<b>Suggested Precept request</b>	<b>£ 14,915.87</b>					
Anticipated change in spend.						
<b>Total</b>		<b>Council agreed precept request of £ 15,000 for 2023/24 at the meeting December 5th 2022</b>				

## Theme A – Vision, purpose and community planning

A community and town council provides community leadership. In exercising this role it will benefit from having a clear vision for its community, developed in partnership / consultation with all sections of the community. This will inform council plans, budgets and activities to ensure the council best works with and in the interests of the community.

	<b>Statutory obligation</b>
--	-----------------------------

<b>Theme A – Vision, purpose and community planning</b>			
<u>Statement</u>	<u>In place? (Yes/No)</u>	<u>Further information</u>	<u>Comments and actions</u>
<b>The council has a clear vision and plan for its community</b>			
<u>A.1 A vision and purpose statement has been agreed by the council</u>		<u>Having a clear vision and purpose agreed by all members will help your council in achieving for its community.</u>	Need to draft a vision statement
<u>A.2 The council has prepared and published a biodiversity plan and reports on the actions taken to improve biodiversity and promote ecosystem resilience every three years.</u>		<u><a href="#">Environment (Wales) Act 2016, Section 6</a></u> <u>Councils have a duty to maintain and enhance biodiversity in the exercise of its functions, and must prepare and publish a plan setting out what it proposes to do and report on the actions taken to improve biodiversity and promote ecosystem resilience every three years.</u>  <u><a href="#">See Introduction to the Section 6 Biodiversity and Resilience of Ecosystems Duty; Environment (Wales) Act 2016 Part 1: Guidance for Section 6 – the Biodiversity and</a></u>	Look at changing mowing schedule on playing field. Get allotment assoc to review policy on use of pesticides.  We have a Biodiversity Policy on our website, but we have only a small patch of land that we own in Llangybi, which has allotments and a playground, so we are limited in what we can do.

**Theme A – Vision, purpose and community planning**

<u>Statement</u>	<u>In place? (Yes/No)</u>	<u>Further information</u>	<u>Comments and actions</u>
		<p><a href="#">Resilience of Ecosystems Duty Frequently Asked Questions</a>; <a href="#">The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting guidance</a>; <a href="#">The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting requirement frequently asked questions</a>; <a href="#">The Section 6 Biodiversity and Resilience of Ecosystems Duty: reporting template</a>; and <a href="#">The Section 6 Biodiversity and Resilience of Ecosystems Duty: example reporting template</a>.</p> <p><a href="#">Example plans and reports from the first reporting round: Abertillery and Llanhilleth Community Council</a>; <a href="#">Llanfoist Fawr Community Council</a></p>	
<p><u>A.3 The council has completed an annual report on progress in meeting objectives contained in the local well-being plan</u></p>		<p><a href="#">Well-being of Future Generations (Wales) Act 2015 – Section 40</a> places a duty on certain community and town councils to take all reasonable steps towards meeting the objectives included in the local well-being plan that has effect in their areas. A community or town council is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three</p>	<p><b><u>N/A</u></b></p>

<b>Theme A – Vision, purpose and community planning</b>			
<b><u>Statement</u></b>	<b><u>In place? (Yes/No)</u></b>	<b><u>Further information</u></b>	<b><u>Comments and actions</u></b>
		<u>financial years preceding the year in which the local well-being plan is published.</u>	
<u>A.4 The council has prepared an annual report</u>		<u><a href="#">Local Government and Elections (Wales) Act 2021 – Section 52</a> From April 2022 community and town councils have a duty to prepare and publish a report about the council's priorities, activities and achievements. <a href="#">Statutory guidance</a> has been issued on the duty to prepare and publish an annual report.</u>	Annual report due after end of financial year April 2023

Theme A – Vision, purpose and community planning – Summary of actions

Summary of actions	By who	By when
<ul style="list-style-type: none"><li>• Write annual report</li><li>• Look at mowing schedule</li><li>• Speak to Allotment Co re pesticides</li><li>• Draft a vision statement</li></ul>	<ul style="list-style-type: none"><li>• Chairman</li><li>• ?</li><li>• ?</li><li>• ?</li></ul>	<ul style="list-style-type: none"><li>• April 2023</li><li>• March 2023</li><li>• March 2023</li><li>• March 2023</li></ul>

## Theme B – Leadership and people

The council should respect the values of openness and transparency and adhere to, and model, the behaviours and standards set for all councillors as contained in the code of conduct. In leading its community, the council should be committed to enhancing its capability and capacity as is commensurate with its range and scale of operations.

Employees are the principal asset of any council and it is important that they are given the trust and respect to perform their roles to their maximum ability within a safe working environment. Training and development of employees is vitally important as well as having appropriate systems in place to provide adequate reward, recognition and accountability within a framework of effective employment policies.

	<b>Statutory obligation</b>
--	-----------------------------

<b>Theme B – Leadership and people</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
<b>The council provides leadership to its members and staff</b>			
B.1 The council has adopted a code of conduct		<a href="#">The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales</a>  <a href="#">The council should formally record in minutes that they have adopted a code of conduct based on the model code of conduct.</a>	Yes it's on the website and was updated and approved with several other documents in May meeting for the newly created LFCC
B.2 All councillors have signed a formal declaration of acceptance of office		A formal declaration of acceptance of office must be signed before an individual is able to act as a member of a community and town council.	Yes everyone has signed the code of conduct forms and paper copies are in filing cabinet



Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
B.3 All councillors have been provided with a copy of the council's adopted code of conduct			Clerk circulated all documents as they were updated and they came up in meetings. Documents are on website if cllrs cant find that email.
B.4 All councillors have a council email address or a separate email address for council business			Yes
B.5 All councillors have received training on their role and training needs are regularly reviewed		One Voice Wales, Planning Aid Wales and principal councils provide a range of opportunities for training of members in relation to their roles. The council <u>must</u> develop a training plan and maintain a record of training received. A training plan template is available to One Voice Wales members on request.	Training plan is in progress. Initially all new cllrs should do the induction course.
B.6 All payments to councillors are made in line with the levels set out by the Independent Remuneration Panel for Wales		<a href="#">The Independent Remuneration Panel for Wales Annual report and guidance on payments to elected members</a> is available on its website.	Pay is in line with IRPW. Only two councillors accepted payment in 2022, others chose to opt out in writing to clerk ( these emails were archived)
B.7 A statement of payments to councillors is published by 30 September each year		Community and town councils must publish a statement of payments detailing all payments made to elected members in the previous municipal year. Nil returns must also be	I believe I usually get an email asking for this information? I will check at end of financial year. This payment information is also

<b>Theme B – Leadership and people</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
detailing payments made to elected members in the previous municipal year		reported. See <a href="#">Independent Remuneration Panel for Wales guidance</a> .	minuted at time of payment in order to be transparent at all times.
<b>The council carries out its employment duties</b>			
B.8 All employees have a written employment contract setting out the terms of their employment		<a href="#">See ACAS – What an employment contract is</a> One Voice Wales and SLCC have model contracts of employment for clerks which are available to members.	Clerk contract was updated , approved and signed by clerk and chairman as per minutes Nov 2022.
B.9 All employees have an up-to-date job description		One Voice Wales and SLCC can provide guidance to member councils in relation to the preparation of a job description and person specification.	Clerk has a job description
B.10 Any changes to terms and conditions, including salary increments, are recorded and approved by the council		Councils must ensure that all changes to terms and conditions are properly approved and recorded.	See minutes 11/22 in May 2022 and 150/22 in Nov 2022. Actual salary per hour was not quoted nor the actual overtime paid, but this can be written in Dec minutes when payment is made.
B.11 All staff have been given a copy of the employee code of conduct		<a href="#">The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001</a>	This has been downloaded and saved .
B.12 The council has core employment policies in place, for example:-		One Voice Wales and SLCC can provide member councils with a suite of policies and procedures.	RECEIVED MODEL POLICIES FROM OVW: WILL ADOPT THE ANTIBULLYING POLICY, THE EQUALITY AND DIVERSITY POLICY,

<b>Theme B – Leadership and people</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
<ul style="list-style-type: none"> <li>• Adoption and Paternity Policy</li> <li>• Alcohol, Drugs and Substance Misuse Policy</li> <li>• Annual Leave Policy</li> <li>• Appraisal Scheme</li> <li>• Bullying and Harassment</li> <li>• Capability Policy</li> <li>• Code of Conduct for Employees</li> <li>• Dignity at Work Policy</li> <li>• Discipline and Grievance Policy and Procedure</li> <li>• Equality and Diversity Policy</li> <li>• Health and Safety at Work Policy</li> <li>• Maternity Leave Policy</li> <li>• Member / Officer Relations Protocol</li> <li>• Recruitment Procedure</li> </ul>		<p>The <a href="#">ACAS website</a> also contains a range of model policies and procedures</p>	<p>AND WHISTLEBLOWING POLICY – these were approved in Dec meeting 2022</p>

**Theme B – Leadership and people**

Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> <li>• Shared Parental Leave Policy</li> <li>• Attendance Management Policy</li> <li>• Stress Management Policy</li> <li>• Time off in Lieu Policy</li> <li>• Training Policy</li> <li>• Whistleblowing Policy</li> </ul>			
<p>B.13 The council is registered as an employer with HMRC</p>		<p>All councils must operate PAYE unless no staff:-</p> <ul style="list-style-type: none"> <li>• earn above the lower national insurance threshold; <b>and</b></li> <li>• have any other source of income.</li> </ul> <p>In practice, this means that very few clerks, even of small councils, will fail to be exempt from PAYE. Other sources of income include income from pensions as well as other employments.</p> <p>See <a href="#">GOV.UK PAYE and payroll for employers</a></p>	<p>Yes we are registered with PAYE for clerk's salary.</p>
<p>B.14 All overtime payments are paid through the normal</p>		<p>All additions to salary must be subject to PAYE</p>	<p>Yes</p>

<b>Theme B – Leadership and people</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
payroll process and subject to PAYE			
B.15 Any additional allowances paid to staff are subject to tax where appropriate		Fixed sum allowances for home working are limited by <a href="#">HMRC</a> . Payments above this amount are taxable and should be taxed through PAYE or entered onto a P11D return. Mileage payments are also subject to tax when they exceed mileage allowances specified by HMRC – currently 45p per mile.	No allowances subject to tax
B.16 The council complies with pensions legislation		See <a href="#">The Pensions Regulator</a> website	Clerk has declined to accept the pensions payment
<b>The council gives its staff the resources and support to carry out their role</b>			
B.17 All staff have received appropriate training for their role		The council <u>must</u> develop a <a href="#">training plan</a> and maintain a record of training received. A training plan template is available to One Voice Wales members on request.	Clerk will attend a OVW training course on Finance
B.18 All staff have council email addresses and access to council IT systems		Council staff should not use personal email addresses for council communications, or save council documents to personal computers, for reasons of information security.	Clerk has a council email address and access to website manager to update website as necessary and access to social media forums to inform public

Theme B – Leadership and people – Summary of actions

Summary of actions	By who	By when
<ul style="list-style-type: none"><li>• Ask OVW for copies of sample core employment policies</li><li>• Clerk to look for a training course</li></ul>	<ul style="list-style-type: none"><li>• Clerk</li><li>• clerk</li></ul>	<ul style="list-style-type: none"><li>• DONE</li><li>• March 2023</li></ul>

## Theme C – Community engagement and partnerships

Community and town councils play an active role in engaging, involving and consulting with their communities. An effective council understands its community's (people and places) needs and desires, and knows the positive difference it is making. Councils should aim to ensure that no one feels disadvantaged, and that all groups within the community are engaged.

A partnership is an agreement to do something together that will benefit all involved, bringing results that could not be achieved by a single partner operating alone and reducing duplication of efforts. Partnership working allows services to be delivered in a joined-up way, such as through shared goals and/or sharing resources.

	<b>Statutory obligation</b>
--	-----------------------------

<b>Theme C – Community engagement and partnerships</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
<b>The council engages with its community</b>			
C.1 The council has an agreed community engagement strategy		A community engagement strategy sets out how the council will understand its community, involve the community in their work and communicate with their electors.	LFCC communicate effectively with community using minutes posted on noticeboards and on website and via various village facebook groups, which are well used by the public Eg A volunteer group has been set up to deal with footpath issues that need addressing, which will be coordinated with help from MCC links officer. Also via email with certain individuals such as village hall committees, social committees and playground committee. A new LFCC

<b>Theme C – Community engagement and partnerships</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
			Facebook page will be created to post our own notices etc We need to write a formal strategy
C.2 The community engagement strategy is reviewed periodically			Once written it will be reviewed annually
C.3 The council complies with the requirements of the Welsh Language (Wales) Measure 2011		The council is expected to treat the Welsh language reasonably and proportionately in its dealing with the public. A scheme endorsed by the Welsh Language Commissioner sets out the principle, context and use of the Welsh Language and how it is applied to council activities and in the workplace. <a href="#">Welsh Language (Wales) Measure 2011, Part 4 Chapter 1: Duty to comply with standards – Welsh Language Commissioner – The Welsh Language Measure</a>	Our community has a very low percentage of Welsh speakers. Official documents such as adverts for vacancy for councillor are posted in Welsh and English. OVW supplied a model policy, which needs to be discussed and edited.
C.4 The council makes provision to translate documents when required			We have never been asked to translate into Welsh; we have a very low Welsh speaking numbers. Need to look into the cost of this. One suggestion at the Dec meeting was of a “Language line” telephone translation aid.
<b>The council communicates with its partners and community</b>			
C.5 The council has an electronic presence / website		A community or town council must make certain information available electronically as set out in the <a href="#">Local Government (Democracy)</a>	All policy documents, audit information and minutes are on the website



**Theme C – Community engagement and partnerships**

Statement	In place (Yes/No)	Further information	Comments and actions
		<a href="#">Wales Act 2013 section 55 and associated guidance.</a>	
<p>C.6 The council publishes electronically</p> <p>a) Information on how to contact it and, if different, its clerk including—</p> <ul style="list-style-type: none"> <li>• a telephone number</li> <li>• a postal address</li> <li>• an email address</li> </ul> <p>b) information about each of its members, including—</p> <ul style="list-style-type: none"> <li>• the member’s name</li> <li>• how the member may be contacted</li> <li>• the member’s party affiliation (if any)</li> <li>• the ward which the member represents (where relevant)</li> <li>• any office of the council held by the member</li> </ul>		<p>See Welsh Government <a href="#">Statutory Guidance: Access to Information on Community and Town Councils</a></p> <p><a href="#">Schedule 4 of the Local Government and Elections (Wales) Act 2021</a> includes changes to the Local Government Act 1972 relating to community council notices e.g. giving notice of meetings and their arrangements and the issuing of a short note within 7 days of council meetings. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).</p>	<p>On website “meet the team” page the councillors are listed and the wards they represent.</p> <p>We have now added their email addresses to the page</p> <p>All minutes are headed with contact mobile numbers of all councillors; these are on noticeboards and website.</p> <p>Minutes of meetings and any other document policies mentioned are published within one week of any meeting.</p> <p>Audited statements of council’s accounts are also published every year.</p>

Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> <li>• any committee of the council to which the member belongs</li> <li>c) the minutes of the proceedings of the council's meetings and (in so far as is reasonably practicable) any documents which are referred to in the minutes</li> <li>d) any audited statement of the council's accounts</li> </ul>			
C.7 The council has a social media policy published on its website			This needs to be written. Will ask OVW for a sample policy
C.8 The council has an agreed process for handling complaints which is published on its website		<p>See model complaints handling process available from the <a href="#">Complaints Standards Authority</a></p> <p><a href="#">Public Services Ombudsman Wales</a> has legal powers to look into complaints about public services</p>	Complaints procedure is on website – a link to <a href="http://www.ombudsman.wales">www.ombudsman.wales</a> has now been added

Theme C – Community engagements and partnerships – Summary of actions

Summary of actions	By who	By when
<ul style="list-style-type: none"> <li>• write a Community Engagement Strategy</li> <li>• find out how we comply with welsh language measure 2011 and how we translate documents</li> <li>• write a social media policy</li> <li>• ask Andrew to add link to ombudsman</li> <li>• ask Andrew to add email addresses of cllrs on website</li> <li>• create a new Facebook page for LFCC</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk/Chair</li> <li>• Clerk</li>   <li>• Clerk/chair</li> <li>• Clerk</li> <li>• Clerk</li>   <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• March 2023</li> <li>• March 2023</li>   <li>• March 2023</li> <li>• DONE</li> <li>• DONE</li>   <li>• Dec 2022</li> </ul>

## Theme D – Business processes

A process is a series of actions or steps taken to achieve a particular end. A well-run and well-managed council will have clearly defined processes in place for key areas of business. These processes give an overall structure for decision-making designed to:

- ensure compliance with legislative requirements;
- deliver consistent outcomes or results; and
- mitigate against risk by ensuring tasks are performed correctly.

Business processes are likely to be key indicators of the strength of financial management and governance arrangements of a community or town council. The following will support your council to reflect on areas where typically a council has established processes in place, and help you determine if you need to introduce new or different processes.

	<b>Statutory obligation</b>
--	-----------------------------

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
<b>The council operates high standards of accountability and governance in an open and transparent way</b>			
D.1 The council has a set of standing orders to help govern the conduct of meetings, which is published on its website		Councils are subject to arrangements relating to the conduct of meetings and making decisions as set out in the <a href="#">Local Government Act 1972</a> , in particular <a href="#">Schedule 12</a> . The Local Government and Elections (Wales) Act 2021 made amendments to Schedule 12 of the 1972 Act which councils will also need to be aware of, see in particular <a href="#">Schedule 4 to the 2021 Act</a> . In addition, it is strongly recommended that a council has its own	LFCC Standing Orders were adapted and approved in May 2022 and published on website

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		standing orders. One Voice Wales and SLCC can provide model standing orders to member councils. Councils <b>must</b> have standing orders with respect to contracts for the supply of goods and materials or the execution of works (see <a href="#">Local Government Act 1972, s135</a> ).	
D.2 Councillors' declarations of personal and prejudicial interests are recorded in the minutes and published on a separate rolling register on its website		See <a href="#">The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales</a>	Members' personal and prejudicial interests are recorded in minutes and onto a paper register. This needs to be published on website
D.3 The council has published a schedule of meetings on its website		Having an annual cycle of council and committee meetings in place to expedite business arrangements supports local democracy and demonstrates transparency and public accountability.	Schedule of meetings is on website and if meeting dates need to be altered this is posted on the various Facebook pages and noticeboards at least a month in advance. The following meeting date, time and place is always recorded at the end of the previous meeting minutes as well.
D.4 The council holds an annual meeting in May		See <a href="#">Local Government Act 1972, Schedule 12, Part IV, section 23</a>	AGM was held in May 2022

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
		<p>Note also the duty to hold an annual meeting within 14 days of an ordinary election of community councillors.</p> <p>The chairman should sign a declaration of acceptance of office.</p>	
D.5 The council has clearly defined terms of reference (as appropriate) in place where it discharges functions to standing committees. The terms of reference should be published on the council's website		See <a href="#">Local Government Act 1972 section 101</a>	<b>N/A</b>
D.6 The council publishes all agendas and supporting background papers on its website at least three clear days before the meeting.		See <a href="#">Local Government Act 1972, Schedule 12, Part IV, section 26</a>	Need to publish agendas and supporting background papers on website monthly 3 days prior to meetings. Clerk to action
D.7 Councillors are served with a summons and receive copies of agenda papers and draft minutes at least three		See <a href="#">Local Government Act 1972, Schedule 12, Part IV, section 26</a>	Agenda and draft minutes are circulated by email at least 3 days prior to meetings, which is understood serves as a summons to attend.

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
clear days before the meeting			
D.8 Members of the press and public are permitted access to council meetings and are supplied with copies of the agenda papers		See <a href="#">Public Bodies (Admission to Meetings) Act 1960</a> , and amendments to that Act provided for in <a href="#">Schedule 4 of the Local Government and Elections (Wales) Act 2021</a>	Spare paper copies of agenda are available for members of the public at meetings and they are always permitted access to meetings.
D.9 The council publishes all council / committee / subcommittee minutes on its website		See Welsh Government <a href="#">Statutory Guidance: Access to Information on Community and Town Councils</a>  <a href="#">Schedule 4 of the Local Government and Elections (Wales) Act 2021</a> includes changes to the Local Government Act 1972 relating to community council notices e.g. giving notice of meetings and their arrangements and the issuing of a short note within 7 days of council meetings. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).	Minutes are published on websites and on noticeboards within a week of a meeting taking place.
D.10 The council makes and publishes		See <a href="#">Local Government and Elections (Wales) Act 2021 section 47 and chapter 2 of The</a>	At end of all agendas will be written “ All members of the public are welcome to attend.

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
arrangements for multi-location attendance at community and town council meetings		<a href="#">Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</a>	If remote attendance is required please contact the clerk to arrange this”
D.11 The council has approved scheme of delegations to committees and the clerk and these are published on its website		These must provide clear terms of reference for areas of responsibilities for committees and to facilitate the clerk taking urgent decisions between the cycles of meetings.	Not applicable as there are no sub committees
D.12 The council has a documented constitution describing its general governance arrangements		A council constitution sets out the rules governing the council’s business and how it operates and enhances local accountability and transparency.  An example of a council constitution can be found on <a href="#">Llanelli Rural Council’s website.</a>	Our current standing orders and financial regulations suffice in this regard.
D.13 The council produces and approves an annual business plan			Our budget is too small and we do not require a business plan. We are not eligible for a general power of competence and cannot raise funds.
D.14 The council has a freedom of information publication scheme		The council must have documentation in place in order to comply with the <a href="#">Freedom of Information Act 2000 – Duty to have a publication scheme</a>	Our publication policy is already on our website



Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		The Information Commissioner's Office has produced a <a href="#">Freedom of Information self-assessment toolkit</a>	
D.15 The council has a current information and data protection policy, which is published on its website.		<p>The council must comply with the Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR). The Information Commissioner's Office has published a <a href="#">guide to Data Protection</a> and a <a href="#">guide to GDPR</a> on its website.</p> <p>The Information Commissioner's Office has a <a href="#">checklist to help comply with data protection responsibilities</a></p> <p>The Information Commissioner has produced a checklist '<a href="#">How secure is your personal data?</a>'</p>	Yes
D.16 The council has completed and met the requirements of the Information Commissioner's data protection self-assessment checklist for organisations		A <a href="#">Data protection self-assessment</a> is available on the Information Commissioner's Office website.	We need to take a look at this
D.17 The council has a current IT Information			No. need to enquire with OVW about this

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
Security Policy, which has been issued to councillors and staff			
D.18 The council has a suite of privacy notices published on its website, email communications and other forms of client correspondence		Model policies and privacy notices available to members from One Voice Wales and the SLCC.	Need to ask OVW for these
D.19 The council has performed a data audit to assess what information it holds			Needs to be done
D.20 The council has a document retention policy published on its website			Yes
D.21 The council periodically purges information which it no longer needs to keep			Yes chair and clerk will destroy many paper copies of correspondence held which are not required and many of which pertain to the previous old llangybi and Llanhennock CCs not disposed of anything yet!
D.22 The council keeps information disposal records			
D.23 The council has published an accessibility statement on its website and		See <a href="#">The Public Sector (Websites and Mobile Applications) Accessibility Regulations 2018</a>	Yes

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
undertakes periodic reviews to ensure that the website remains compliant		See <a href="#">Understanding accessibility requirements for public sector bodies</a>	
D.24 The council has a business continuity plan to help it continue to function should it encounter loss or damage to property		One Voice Wales can supply a selection of model policies to member councils on a consultancy basis.	Do we need one??
D.25 The council has an emergency plan to help support community resilience and which has been shared with the Emergency Planning Authority			Do we need one?
<b>The council fulfils its duties and responsibilities in regard to health, safety and welfare</b>			
D.26 The council has an extant Health and Safety Policy Statement		Employers must: Provide a safe working environment for employees and all other persons affected by	N/A as only employee works from home and is happy that her home is a safe place to work

**Theme D – Business processes**

Statement	In place (Yes/No)	Further information	Comments and actions
and associated procedures		its actions, including contractors and members of the public.  Employees must: Act in accordance with the council’s Health and Safety policy and supporting procedures and comply with all statutory regulations and Health and Safety legal requirements.  See <a href="#">Health and Safety Executive website</a>	
D.27 There is an annual budget in place to meet health and safety requirements			Not necessary
D.28 The council has documented risk assessments in place and performs regular reviews (at least annually) of all its risk assessments to identify hazards and the adequacy of existing control measures across all activities and service areas			Risk report document is published on website
D.29 The council has developed internal			<b>N/A</b>

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
systems to manage the control measures set out in the risk assessments relating to council property and activities, and produces an annual action plan which is reviewed and reported to council			
D.30 The council has an accident report book and related investigation procedures			We have never needed to record any accidents, but would investigate any such rare incident that may occur at any council run event and this would be minuted in the subsequent council meeting and clerk will create an electronic accident report document in case we should need one
D.31 The council has a stress management policy			No
D.32 The council has a stress risk assessment			No
D.33 The council facilitates and controls community events and has an events management plan to			When an event is run by LFCC we will create a risk assessment management plan for it. No events have been held yet.

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
consistently regulate event activities safely			
<b>The council understands how to manage its assets and facilities</b>			
D.34 The council maintains a register of its assets		<a href="#">The Accounts and Audit (Wales) Regulations 2014, regulation 6</a> , requires the council to keep a record of all assets and liabilities held by the council.	Yes this is published on our website
D.35 The council periodically examines and risk assesses its assets and prepares maintenance / repair plans		Councils need to ensure that their community based assets are safe for use by councillors, officers and the public.	Assets will be risk assessed annually and repairs ordered as necessary
D.36 The council prepares a business case before entering into the acquisition of large value assets		Councils should ensure that they fully understand the implications and effects of acquiring assets. These may incur ongoing maintenance and running costs and may require the council to borrow money to finance the projects.  Welsh Government guidance - <a href="#">Borrowing approvals: guidance for community and town councils</a>	LFCC does not have funds to purchase high value assets.

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
D.37 The council has adequate insurance cover to protect employees, buildings, other property, cash and members of the public.		<p>Insurance must be in place to cover employees, members of the public, all buildings, contents and events.</p> <p>Insurance documents should be circulated and approved by full council.</p> <p>Certificates of insurance must be displayed in a prominent position at all council premises.</p>	<b>YES</b>

Theme D – Business processes – Summary of actions

Summary of actions	By who	By when
<ul style="list-style-type: none"> <li>• Publish a register of Declaration of interests on website</li> <li>• Publish agendas on website every month</li> <li>• Ask advice from OVW about freedom of info publication scheme</li> <li>• Do the data protection self assessment</li> <li>• Create an accident report book and an investigation procedure</li> <li>• Purge redundant information documents</li> <li>• Approve/Publish document retention policy</li> <li>• Do a data audit</li> <li>• Ask OVW for model policies and privacy notices and IT info security policy</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Clerk</li> <li>• Clerk</li> <li>• DPO</li> <li>• Clerk</li> <li>• Clerk /Chair</li> <li>• Clerk</li> <li>• Clerk</li> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Dec 2022</li> <li>• Ongoing</li> <li>• DONE</li> <li>• March 2023</li> <li>• March 2023</li> <li>• March 2023</li> <li>• March 2023</li> <li>• March 2023</li> <li>• DONE</li> </ul>



## Theme E – Resources and financial management

Community and town councils are entrusted with management of public funds and assets. All councils should have appropriate financial governance arrangements in place to ensure the security of these resources and to ensure that they achieve economy, efficiency and effectiveness in the use of those resources.

This theme considers the arrangements the council has put in place to manage its resources and covers both assets held and the council's finances. The questions here will provide confidence that the statutory and non-statutory procedures for good financial management are in place, or highlight areas where the council needs to make improvements.

	<b>Statutory obligation</b>
--	-----------------------------

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
<b>The council has suitable accounting and audit systems</b>			
E.1 The council has a formally appointed responsible financial officer		<a href="#">Local Government Act 1972 section 151</a> requires the council to make arrangements for the proper administration of its financial affairs and to secure that one of its officers, the responsible finance officer, has responsibility for administration of those affairs.  See chapter 4 of <a href="#">Governance and Accountability for Local Councils in Wales – A Practitioners Guide</a> for further guidance.	Yes the clerk is RFO

**Theme E – Resources and financial management**

Statement	In place (Yes/No)	Further information	Comments
E.2 The council has a complete and up to date ledger/cashbook		<p><a href="#">Accounts and Audit (Wales) Regulations 2014</a> - regulation 6 requires the Council's accounting records to:</p> <p>(a) be sufficient to show and explain a relevant body's transactions and to enable the responsible financial officer to prepare the accounting statements; and</p> <p>(b) contain—</p> <p>(i) entries from day to day of all sums of money received and expended by the body and the matters to which the income and expenditure or receipts and payments accounts relate;</p> <p>(ii) a record of the assets and liabilities of the body; and</p> <p>(iii) a record of income and expenditure of the body in relation to claims made, or to be made, by it for contribution, grant or subsidy.</p>	Clerk keeps accounts on a spreadsheet. With only 5-10 entries per month this is a simple log of debits and credits .
E.3 The council has clearly documented accounting procedures including any segregation of duties and a schedule of key records		<p><a href="#">The Accounts and Audit (Wales) Regulations 2014</a> require the responsible financial officer to determine the council's accounting control systems and ensure that the accounting control systems are observed.</p> <p>The accounting control systems must include—</p>	Clerk keeps all accounts and all accounting procedures follow the financial regulation policy

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
		<p>(a) measures to ensure that financial transactions are recorded as soon as reasonably practicable and as accurately as reasonably possible, measures to enable the prevention and detection of inaccuracies and fraud, and the ability to reconstitute any lost records;</p> <p>(b) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;</p> <p>(c) procedures to ensure that uncollectable amounts, including bad debts, are not written off except with the approval of the responsible financial officer, or such member of that person's staff as is nominated for this purpose, and that the approval is shown in the accounting record; and</p> <p>(d) measures to ensure that risk is appropriately managed</p>	
E.4 The council has a schedule of its key accounting records		Councils should ensure that they are fully aware of all key accounting records including for example, burial register, cheque books, invoices, payroll records, contracts (including employment contracts)	Clerk updates council quarterly on account records and does a bank reconciliation.

<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
E.5 There are documented arrangements for transfer of documents on change of responsible financial officer		Councils must ensure that all accounting records including contracts, payroll records, invoices etc are held securely and proper arrangements are in place for the transfer of records on changes in the clerk/responsible financial officer. This is particularly important where the council does not have its own office. The council's copy of the clerk's employment contract should not be retained by the clerk where the council does not have its own office.	Chairman and clerk have a signed copy of Clerk's contract of employment. All documents are held on clerk's laptop ( council owned) which would be transferred to new clerk. All files stored electronically are backed up on a USB stick and stored in a metal box for safe keeping, which can be transferred to new clerk easily.
E.6 The council has and monitors a record of its earmarked reserves and balances and ensures that precept is not raised unnecessarily		See <a href="#">Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) chapter 22 for guidance</a>	Yes and this is minuted when precept request is made and budget is written for each new financial year ( usually in December meeting )
E.7 There is an agreed timetable for the preparation and approval of the Annual Return/statement of accounts		Preparing and agreeing a timetable for the preparation and approval of the annual return will enable the council to meet the statutory approval date of 30 June each year. Documenting these arrangements also assists in handover of responsibilities between outgoing and incoming responsible financial officers.	The annual return is prepared by clerk during March/April , so that council can review the accounts and annual report in May and internal auditor usually checks the annual report in time for the June meeting in order that it can be sent to Wales audit by June 30 <sup>th</sup> deadline.
E.8 The approval of the Annual Return is a set		See <a href="#">The Accounts and Audit (Wales) Regulations 2014, regulation 15</a>	Yes a diary of required agenda items is prepared annually

<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
agenda item on the council meeting schedule to be approved by 30 June		<p>Members will need to be mindful of the statutory timetable for approving the accounts and where the statutory dates are not met, establish why there is a delay and make arrangements to approve the accounts as soon as possible thereafter.</p> <p>Members must receive the full annual return 3 days before the meeting.</p> <p>The Accounts and Audit (Wales) Regulations 2014 requires that the council as a whole approve the accounting statements (contained in the Annual Return)</p>	
E.9 Councillors receive appropriate evidence to support the governance assertions made in the annual governance statement as included in the annual return		Councils should not approve the annual return until they are satisfied that the assertions made in the annual governance statement are supported by sufficient evidence to justify the answers given.	Cllrs will receive from Clerk any documentation required prior to the meeting in which the annual report is discussed in order to give Cllrs ample time to digest and understand it's contents
E.10 The council has a risk register which is reviewed at least annually		See <a href="#">Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) chapter 9 for guidance</a>	<b>Yes</b>

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
		The council should have a risk management scheme which highlights every significant risk in terms of the council's activities and makes clear how such risks will be managed. This includes investing in adequate insurance to protect employees, buildings, cash and members of the public.	
E.11 Appointment of the internal auditor and internal audit terms of reference are approved by the council		See <a href="#">Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition)</a> – chapter 11 and appendix 2	Yes this will be recorded in meeting minutes
E.12 The effectiveness of internal audit is reviewed at least once in each year		<a href="#">Accounts and Audit (Wales) Regulations 2014</a> - regulation 7 requires that the council maintain an adequate and effective system of internal audit.	Yes it will be
E.13 Councillors examine the audit pack to be sent to the Auditor General for Wales to confirm the accuracy of the information provided			All information is circulated prior to meeting for cllrs to examine carefully
E.14 The rights of the public in relation to the accounts are		See <a href="#">Accounts and Audit (Wales) Regulations 2014</a> – regulation 17	Yes

<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
advertised at the appropriate times			
E.15 The council allows inspection of the annual return or statement of accounts and the supporting accounting records and other documents once the statement of accounts has been approved by the council		See <a href="#">Accounts and Audit (Wales) Regulations 2014</a> – regulation 17	Yes when requested
E.16 Councillors receive a copy of the Auditor General's final audit report and a copy of the Auditor General for Wales' certified annual return		The council should ensure they are aware of the outcome of the statutory audit and any issues identified so that its arrangements can be improved or errors corrected for future years	Yes this is circulated to all by email from clerk
E.17 The statement of accounts is published after the annual external audit, together with the auditor's report		See <a href="#">Accounts and Audit (Wales) Regulations 2014</a> – regulation 18	Yes on website and noticeboards
<b>The council has suitable financial management and financial assistance processes</b>			
E.18 The council prepares a detailed		The <a href="#">Local Government Finance Act 1992</a> section 50 requires the council to calculate its budget requirement for the year and	Yes clerk prepares a spreadsheet of projected figures in collaboration with Chairman and this

<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
budget each year prior to setting the precept		specifies how the budget requirement is to be calculated  See <a href="#">Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition)</a> – chapter 6	is circulated to all cllrs to examine prior to a meeting to approve the precept request
E.19 The budget and the precept requirement are approved by the council			Yes in a meeting; this is minuted
E.20 The council receives periodic (monthly/quarterly) reports comparing income and expenditure against the approved budget, and where there are differences between actual and budget figures, the council ensures it receives detailed explanations of the differences		Regular monitoring of income and expenditure can help councils to identify financial issues before they become problems.	Bank reconciliations are produced by clerk quarterly and budget compared with actual spending at least twice annually, which is sufficient on such a small budget.
E.21 The council receives and reviews periodic		The bank reconciliation is an important internal control as it provides evidence of the completeness and accuracy of the amounts recorded in the council's	Yes quarterly and this is minuted in meetings



Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
(monthly/quarterly) bank reconciliations		accounting records. Reconciliations should be prepared whenever a bank statement is received and should be reviewed to confirm they have been properly prepared. Reviewers should seek evidence and explanations for reconciling items.	
E.22 Welsh Government consent is obtained before entering into long term borrowing to finance capital expenditure		Councils must obtain Welsh Government consent before entering into long term borrowing arrangements.  Welsh Government publishes <a href="#">guidance</a> on applying for borrowing approvals and an <a href="#">application form</a> on its website.	N/A
E.23 Arrangements are in place for internal audit of the council's accounting records and of its system of internal control, and for receipt of the internal audit report prior to the council's approval of the annual return		<a href="#">Accounts and Audit (Wales) Regulations 2014</a> - regulation 7 requires that the council maintain an adequate and effective system of internal audit.	Yes
E.24 Standing orders are in place specifically for the procurement of the supply of goods,		<a href="#">Local Government Act 1972</a> section 135 requires all councils to make standing orders covering contracts for the supply of	Yes

<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
materials, works and services		<p>goods, materials and the execution of works.</p> <p>The standing orders must make provision to secure competition and to regulate the way in which tenders are invited. Section 135 of the Local Government Act 1972 allows for small contracts to be exempt and to make an exemption in a particular case.</p> <p>One Voice Wales and SLCC can provide model standing orders to members.</p>	
E.25 The council reviews procurement thresholds in its standing orders and financial regulations to ensure they remain relevant		Model standing orders and financial regulations need to be tailored to fit the needs of the council.	Yes standing orders and financial regulations are reviewed annually
E.26 Significant items of expenditure and all contracts are reviewed to ensure compliance with the standing orders / financial regulations			Yes
E.27 Exemptions to the standing orders / financial regulations are		Standing orders / financial regulations must be followed as a matter of course, any exceptions are expected to be rare and the	Yes, although this has never occurred yet

<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
only applied in exceptional circumstances		reasons for departure should be documented / recorded in the minutes of the council.	
E.28 Documented procedures are in place for making payments to third parties and employees		The council should have clearly documented procedures for authorising and making payments. This is required to ensure: <ul style="list-style-type: none"> <li>• Bank accounts are only opened with consent of the council</li> <li>• Direct debits and standing orders are properly authorised</li> <li>• Appropriate authorisation limits and procedures are in place to ensure that only approved payments are made</li> <li>• Access to council funds is safeguarded in case of departure of members/officers</li> </ul>	This is documented in Financial regulations. Our payments are all made via clerk. All cheques are approved by council and are signed by two councillors
E.29 Payments are periodically reviewed to ensure that the appropriate procedures have been followed		Independent review of payments processes is an important control to limit the risk of fraud or other error arising.	Not required as our payments procedure never changes
E.30 The establishment and ongoing payments made by bank standing order/direct debit are monitored		Bank standing orders and direct debits result in an ongoing series of payments and the council should ensure that it understands what the payments are for and the current level of payments made.	We have no standing orders or direct debits

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.31 There is a documented policy and procedure for the award of grants		Adoption of a policy and specified procedure for the award of grants will help councils to decide between competing requests for support. Councils can set key criteria for eligibility, limits on the assistance that may be awarded and specify evidence required to support applications for funds. It also provides a clear trail from the application to the award of grant.	N/A
E.32 The council calculates annually the maximum sum it is allowed to spend under the <a href="#">section 137</a> power		<p>The amount councils are permitted to spend is limited to a multiple of registered electors as at January immediately before the start of the financial year. Councils need to ensure that they do not spend more than the allowed sum. The allowable amount is published annually by Welsh Government.</p> <p>Note - Once a council resolves itself an eligible community council for the purposes of the general power of competence, section 137 of the Local Government Act 1972 no longer applies to the council. Unlike section 137 there is no financial limitation on what an eligible community council can spend if they are exercising the general power of competence.</p>	Yes this sum is calculated annually. LFCC does not have the general power of competence

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
		See <a href="#">chapter 1 of The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</a>	
E.33 Before making a decision to award a grant for financial assistance under s137 of the Local Government Act, the council considers if the grant awarded is commensurate with the benefit that will be accrued to the community		<p><a href="#">Section 137 of the Local Government Act 1972</a> requires that the financial assistance awarded is commensurate with the benefit accrued to the community.</p> <p>Where a council has resolved itself to be an eligible community council under the Local Government and Elections (Wales) Act 2021 and the general power of competence is intended to be exercised, the conditions under section 137 do not apply. See <a href="#">chapter 1 of The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</a></p>	No grants are awarded by LFCC
E.34 Before making a decision to award a grant under s137 of the Local Government Act 1972, the council considers if it has a specific power to incur		The miscellaneous power cannot be applied to incur expenditure where there is an existing statutory provision that would allow the expenditure to be incurred. In addition these powers cannot be applied to circumvent a statutory prohibition on the expenditure being incurred.	N/A

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
the expenditure rather than applying the section 137 power, or if there is a statutory prohibition on making such a payment			
E.35 The council keeps a separate account of all section 137 payments		See <a href="#">section 137 of the Local Government Act 1972</a>	N/A
E.36 For eligible community councils, which are therefore able to exercise the general power of competence, the council ensures it acts in accordance with the relevant sections of the Local Government and Elections (Wales) Act 2021 and associated guidance.		See <a href="#">Part 2 of the Local Government and Elections (Wales) Act 2021</a> and <a href="#">chapter 1 of The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</a>	N/A

Theme E – Resources and financial management – Summary of actions

<b>Summary of actions</b>	<b>By who</b>	<b>By when</b>
<ul style="list-style-type: none"><li>• Write diary for 2023</li></ul>	<ul style="list-style-type: none"><li>• Clerk</li></ul>	<ul style="list-style-type: none"><li>• Done</li></ul>

**Summary of all actions to be taken as a result of Part 1 – The health check**

<b>Summary of key actions</b>	<b>By who</b>	<b>By when</b>
•	•	•