

# LLANVACHES COMMUNITY COUNCIL

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www.llanvachescommunitycouncil.org.uk

18<sup>th</sup> July 2017

Dear Councillor

You are hereby summoned to attend the **Ordinary** Meeting of Llanvaches Community Council to be held in the Church Hall, Llanvaches on **Monday, 24<sup>th</sup> July 2017 at 7.00pm**, for the purpose of transacting the following business.

Yours faithfully

*Lucy Allen*

Clerk to Llanvaches Community Council

## AGENDA

**2903 APOLOGIES FOR ABSENCE**

**2904 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

**2905 MINUTES**

To approve the minutes of the ordinary meeting of Council on Tuesday, 20<sup>th</sup> June 2017.

**2906 MATTERS ARISING FROM MINUTES**

To report matters arising from the minutes of the ordinary Meeting on Tuesday, 20<sup>th</sup> June 2017 not on the agenda, *for information only*.

**2907 FINANCIAL MATTERS**

**a. Payment of Accounts** – To confirm payments made and payments due.

**b. Cash Book and Bank Reconciliation** – To approve the cash book and bank reconciliation for June 2017.

**c. 1st Quarter Budget Monitoring Report**

To consider the 1st quarter budget report to end of June 2017.

**d. Quotation for Tree works**

To consider and approved the quotation received of £450.00 to tree works required in the football field (*LG (Misc Prov) 1976, s19*).

**2908 COUNCIL MANAGEMENT MATTERS**

**a. Corporate Governance - Review on Internal Control Procedures**

As part of the Corporate Governance arrangements Council is required to review the effectiveness of its system of internal control (*what the council does*).

There is a joint responsibility between Members and the RFO to ensure an adequate system of internal control exists and Members are asked to consider the report, circulated with the agenda, and to determine whether the controls exercised by Llanvaches Community Council were:-

1. operated during the year;

2. relevant and appropriate for the council, and
3. are not too onerous or disproportionate.

*(Example controls identified in “Governance and accountability for local councils in Wales 2011).*

**b. Corporate Governance - Review of Effectiveness of Internal Audit 2015/2016**

Regulation 4 of the Accounts and Audit (Wales) Regulations 2014 requires councils to carry out an annual review of the effectiveness of the system of internal audit *(a check that the arrangements are fit for purpose and are doing what they are supposed to be doing)*.

As part of this review local councils should, at least annually, carry out a review of internal audit.

Members are asked to consider the report, circulated with the agenda, and to determine:-

1. The scope of the internal audit;
2. Independence;
3. Competence;
4. Relationships;
5. Audit planning and reporting.

**c. Council Elections**

To note that Newport City Council will shortly be calling an election to fill the positions vacant in Llanvaches Community Council.

**2909 PLAYING FIELD MATTERS**

- a. Weekly Inspection Report** – To receive the weekly inspection report.

**2910 PUBLIC PARTICIPATION**

Members of the public are invited to address the Community Council for a maximum of 15 minutes and may ask one question plus a related supplementary question.

**2911 MATTERS OF LOCAL INTEREST OR CONCERN**

**2912 CORRESPONDENCE LIST**

To receive and consider correspondence set out in the schedule emailed to members prior to the meeting.

**2913 PLANNING MATTERS**

**2914 FURTHER COMMENTS FOR FUTURE CONSIDERATION**

**2915 DATE OF NEXT MEETING**

To confirm that the next ordinary meeting of Llanvaches Community Council will take place on Tuesday, 19<sup>th</sup> September 2017 at 7.00pm in the Church Hall, Llanvaches.