

LLANVACHES COMMUNITY COUNCIL

Minutes of the **Ordinary** Meeting of Llanvaches Community Council held via Zoom remote meetings on Tuesday, 21st June 2022 at 7pm

Present:

Chair: Cllr C Wynn

Councillors: A Chowdhury (7.15pm), K James, D Kew

City Councillor: 0

In Attendance: Mrs Lucy Allen (Clerk)

Public Attendance: 1

3596 Apologies for absence

Apologies were received and accepted from Cllr C Bevan.

3597 Declarations of interest in items on the agenda

None.

3598 Minutes

Cllr James proposed that the minutes of the Ordinary meeting of Council on Tuesday, 14th June 2022 be accepted as a true record, seconded by Cllr Wynn and agreed unanimously. The minutes will be signed at the next available opportunity due to the Covid-19 restrictions.

3599 Matters arising from the minutes

None.

3600 Financial Matters

a. Payment of Accounts

| Payee | Description | Cheque Number | Amount |
|--------------|----------------------|----------------|----------------|
| L Allen | Clerks Salary – June | Standing Order | £224.62 |
| LGSG | Grant | 001047 | £200.00 |
| Total | | | £424.62 |

Cllr Kew proposed that the above payments be approved, seconded by Cllr James and agreed unanimously.

b. Cash Book and Bank Reconciliation

The adoption and reconciliation of the Community Council's bank accounts for May 2022 was confirmed.

c. Internal Audit

Members considered the report from the Internal Auditor in respect of the Council's accounts for the year ending 31st March 2022.

Resolved:

To accept the Internal Audit report for the year ending 31st March 2022 and to note the following recommendations:

- 2.1. All Councillors should either complete the required "Opt Out" Councillor Allowance Form or claim their allowance. Simply taking no action is unacceptable. *Noted*
- 3.1. The Clerk has advised that at set up the Bank Mandate was signed by two Councillors and that any changes to the Mandate is also confirmed by two Councillor cheque signatories. Changes to the Bank Mandate should be evidenced by a signed copy of the Mandate on file. *Noted*
- 3.2. Tabernacle Church and Gilgal Chapel should be pursued for receipts in respect of their grant payments for £100. *Noted and will chase.*
- 3.3. Ensure timely submission for VAT refund claims. *Noted.*
- 4.1. The Risk Assessment should be updated annually to reflect revision of Financial Regulations and Standing Orders. *Noted – awaiting revised Standing Orders from One Voice Wales, Financial Regulations will be addressed in September's meeting.*
- 4.2. Council should return to the practice of two councillor signatures on cheques and cheque stubs at the earliest opportunity. *Noted, Clerk to make arrangements with Councillors to ensure that this happens.*
- 4.3. Council should consider preparing detailed procedural documentation for all financial procedures to provide a start point for new appointees or in the event of long term absence of the clerk. *Noted, Clerk to action.*
- 4.4. Council should take all possible precautions to avoid the risk of cyber-crime/hacking by installing and maintaining robust and effective anti-virus software and by regular back up of all key data. *Noted*
- 4.5. The annual Internal Data Audit should be reported to Council. *Noted, Clerk to action.*
- 5.1 All Budget Monitoring Reports whether quarterly or monthly reported to Council should be recorded in the minutes and a copy placed on file. *Noted.*
- 5.2. The General Fund balance should be reviewed before any further reduction is made. Council may wish to consider establishing an Earmarked Reserve to cover the potential risk of significant unscheduled expenditure on playground equipment/grounds maintenance/staff absence/ etc. *Noted, LCC resolved not to increase precept following the removal of the concurrent grant from NCC, precept will need to be increased in the next financial year.*
- 7.1. That the Asset Register for 2021/2022 be placed on file. *Noted and actioned.*

d. Annual Governance Statement

Members completed the Annual Governance Statement / Checklist for the Financial Year End (page 2 of the Annual Return).

e. Year End Accounts and Annual Return

- i) Members considered the Year End accounts and Annual Return for the year ending 31st March 2022.
- ii) To sign the Year End Accounts and Annual Return for the year ending 31st March 2022.

Resolved:

The Year End Accounts and Annual Return for the year ending 31st March 2022 were approved and the Chair was authorised to sign and date the Annual Return.

3601 COUNCIL MANAGEMENT MATTERS

a. Schedule of Meetings

Resolved:

To approve the Schedule of Meetings for the year 2022 -2023.

b. Corporate Governance - Review of Internal Control Procedures

In compliance with the Accounts and Audit (Wales) Regulations 2014 Members undertook a review of the Council's systems of internal control.

Resolved:

Having reviewed the Council's systems of internal control, the Members are satisfied that the Council's internal controls were:

- (a) operated during the year.
- (b) were relevant and appropriate for the Council; and,
- (c) were not too onerous or disproportionate

c. Corporate Governance - Review of Effectiveness of Internal Audit 2021/2022

In compliance with the Accounts and Audit (Wales) Regulations 2014 Members undertook a review of the effectiveness of the Council's internal audit arrangements.

Resolved:

Having reviewed the effectiveness of the Council's internal audit arrangements, Members are satisfied that the Council's internal audit arrangements meet the required standards and were effective.

d. Code of Conduct

Members received the Community Councils Code of Conduct.

3602 Ward Member Report

No ward members present.

3603 Public Participation

- 1. A poster from Chepstow Male Voice Choir had been removed as it was obstructing important information on the notice board. The poster will be placed back in the noticeboard.

3604 Matters of local interest or concern

None.

3605 Further comments for future consideration

3606 Date of next meeting

Confirmed that the next Ordinary meeting will take place on Tuesday, 19th July 2022 at 7.00pm via Zoom meetings.

The meeting closed at 7.20pm

SignedCHAIR

Date.....