



Schedule of Council Meetings for the Council Year **2023/24**

Month	Date of Meeting
May 2023	Monday 15 th May 2023
June 2023	Monday 12 th June 2023
July 2023	Monday 3 rd July 2023
August 2023	NO MEETING
September 2023	Monday 11 th September 2023
October 2023	Monday 9 th October 2023
November 2023	Monday 13 th November 2023
December 2023	Monday 11 th December 2023
January 2024	Monday 8 th January 2024
February 2024	Monday 12 th February 2023
March 2024	Monday 11 th March 2024
April 2024	Monda 8 th April 2024



The clerk is duly authorised to make payments from the 'Regular Payment Schedule – Financial Year 23/24' as set out below, and will report payments at the next Council meeting:

Item	Description	Approximate Costs (£)
Clerk Wages	11.5 hours per week	600.00 (Monthly)
Clerk Mileage	0.45p per mile for reimbursement of Council business travel	14.00 (Monthly)
WFH Clerk Payment	Standard WFH cost	26.00 (Monthly)
Caretaker Wages	30 hours per month	307.40 (Monthly)
Dwr Cymru	Water bill at Bedlinog Allotments	340.00 (Quarterly)
Dwr Cymru	Water bill at Bedlinog Community Centre	70.00 (Quarterly)
HMRC Tax Payments	Employee tax	180.00 (Monthly)
Pension Contributions	Employee contributions	180.00 (Monthly)
SSE	Electricity & Gas bill at Bedlinog Community Centre	900.00 (Quarterly)
Plusnet	Bedlinog Community Centre broadband and line rental	38.00 (Monthly)
One Voice Wales	Annual subscription costs	650.00 (Annually)
Internal Audit	Internal audit costs	400.00 (Annually)
Wales Audit Office	Annual audit costs	350.00 (Annually)
Vision ICT	Website and domain annual costs	350.00 (Annually)
ICO	Data protection registration fee	40.00 (Annually)
Easy Parish Council Accounts	Parish Council Accounting System	72.00 (Annually)
Microsoft 365	Clerk Microsoft 365 account and Teams licence for hosting remote meetings	12.00 (Monthly)
Brightpay	Payroll software	7.20 (Monthly)
Admin	Postage/stationary/cleaning materials	15.00 (Monthly)
MTCBC Recycling Contract	Community Centre collections	55.33 (Monthly)
MTCBC Park Inspections	Inspections of kickabout area at rear of Hylton Terrace)	201.25 (Quarterly)
Poppy Wreaths	2 x Poppy Wreaths for Remembrance Sunday	40.00 (Annually)
Payments as part of any external Grant Awards to the Com Council	As determined in the grant application and agreed by awarding body.	As determined by the awarding body.

FINANCIAL & BUSINESS RISK ASSESSMENT

BEDLINOG AND TRELEWIS COMMUNITY COUNCIL

2023/24 Last updated 08/05/2023; APPROVED: 15/05/2023

	<u>HAZARD</u>	<u>EFFECT</u>	<u>CONSEQUENCES</u>	<u>MANAGEMENT OF RISK</u>	<u>Action</u>	<u>FREQUENCY</u>
<u>FINANCIAL</u>						
Budget/Precept	Not set	Low	Adequate Funds to be able to Operate temporarily. Disruption of services	Monthly Accounts	Clerk	Monthly
	Not paid by Borough Adequacy	Low High		Report to Full Council	Council	Annual
Income	Theft or Dishonesty	Low	Loss of revenue	Insurance Cover	Zurich	Annual
Other Income	Not received	Low		Monthly bank reconciliation	Clerk	Monthly
Payments	Not made Not authorised (fraud)	Med.	Delay of Goods from supplier	Checks carried out as req. Pay only on invoice Inv. matched to bank statements etc.	Clerk	Monthly
		Low	Financial loss	Monthly reconciliation ie: Accounts Paid, Bank Statement checked with Monthly Accounts	Clerk	Monthly
				Payment Schedule presented to Council	Council	Quarterly
				Internal audit to test check		Annual
Cheques & Direct Debits	Loss/Theft	Low	Mis-used	Cheques Stored securely Two Members to sign all cheques Internal controls on DDs	Clerk	Ongoing
Security of Funds (bank accounts) (cash in hand)	Theft or Dishonesty	Low	Loss of revenue	Insurance Cover Bank Reconciliation Access controls to accounts	Zurich Clerk	Annual Monthly
				Internal audit to test check		Annual
V.A.T.	Not reclaimed	Low	Loss of revenue	Accounts/Bank Statements Internal audit to test check	Clerk	Monthly Annual
Reserves/ final accounts	Adequacy	High	Financial problems	Discussed in Budget meeting	Clerk/Full Council	Annual

	Contingency Correctness	High Low	Bankruptcy loss of financial control	Report Budget progress three monthly Internal audit to test check		Monthly Annual
Wages	Incorrectly Paid <u>Fraud</u>	Low	Detrimental to Staff	Checked against Inland Revenue Annual PAYE return Checked against Budget Internal audit to test check	Clerk	Monthly Annual Monthly Annual
Grants	Council Agreement	Low	Payments Ultra Vires	Application forms and accounts Minute the award of grant amount	Clerk	Ongoing
	Power to Pay				Members confirm	

GENERAL

Financial Records	Inadequate Records Errors	Low	Potential loss of income etc. Inadequate funds to operate	Monthly Accounts Internal Audit to test check	Clerk	Monthly Annual
Minutes	Inaccuracy Loss of Minutes	Low	Complaints from Public	Approved by Council prior to release Copies on website	Clerk/Full Council	Monthly
Computer Records	Loss	Medium	Loss of Records	Back up to Cloud	Clerk	Weekly
Public Liability	Injuries		Injuries to General Public/Staff/Members	Insurance cover	Clerk	Annual
Insurance	Inadequate Cover Not re-newed	High	Insufficient cover Serious consequences	Clerk, Internal Auditor	Clerk	Annual
Contracts	Poorly specified Fraud	High	Poorly specified Financial loss	Written into Standing Orders	Clerk/Full Council	When Required
Members	Interests not declared	Medium	Loss of reputation	Agenda item: Disclosures of Personal interest	Clerk	Every Meeting

ASSETS

Assets	Theft, damage, loss,	Medium	Disruption to business	Insurance Cover	Clerk	Annual
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Assets	Risk to damage to third party property or individuals	Medium	Loss of revenue	Insurance Cover	Zurich	Annual
STAFF Loss of Clerk	Disruption of services	High	Disruption of services	Replacement Clerk / External support from One Voice Wales	Members	When required
	Pandemic	High	Disruption of services			
Personnel Disputes	Compensation Claims Tribunals Failure to comply with Legislation	Low	Large diversion of staff time Financial compensation to be paid	Training Procedures	Members	When required
OTHER						
Service Levels Agreements and Grant Claims	Failure to Deliver service Failure to claim grants	Low	Financial loss	Internal controls Internal Audit to test check	Clerk Internal Auditor	Annually
Gifts & Hospitality	Fraud/ dishonesty	Low	Financial loss	Internal controls	Clerk	When required
		Low		Internal Audit to test check	Internal Auditor	Annually
Pandemic – Use of Community Centre	Spread of COVID-19 or other virus	Med	Financial Loss	A risk assessment is developed for implementation should future government guidelines ever come into place.	Clerk	When required



MINUTES OF MEETING

BEDLINOG & TRELEWIS **COMMUNITY COUNCIL** **MEETING**

THURSDAY, 20TH APRIL, 2023

PRESENT: Community Councillor J Beard (**In the Chair**)

Community Councillors E Dawson, Jago, Matthews, Thomas, and Frayne

Officers:

Ryan James, Clerk to the Council

In Attendance:

ITEM NO.	AGENDA MATTER	DECISION
411	To Receive Apologies for Absence	Apologies were received from Cllrs Searl, Preston, Brown, and Frayne.
412	To Receive Declarations of Personal/Prejudicial Interest	There were none.
413	To Receive Representations/Questions from the Public in	There were none.

	relation to business items on the Agenda	
414	To Receive Report from the Police	No response has been received from the Police this month as to whether they could attend the meeting or provide an email report.
415	To Approve Minutes of the Meeting held 13 March 2023	RESOLVED that the minutes of the meeting held 13 March 2023 be approved.
416	To Receive Matters Arising from the Minutes	Item 285 – The Estates Manager was copied into the last email sent to the Estates Officer regarding the MUGA in Mackintosh Terrace. A reply was received, and the Clerk informed that the consultation would be started and take two weeks. That was over a month ago and further emails have requesting th outcome have not been responded to. The Clerk will chase with the Estates Manager again. We will then survey residents to ask if they wish to continue with markings for ball games or would prefer to have bike markings instead. Item 399 – Further events including soft play and climbing were held for children of Bedlinog and Trelewis during the Easter holidays and were a great success once again. Item 388 – MTCBC Transport Team have advised that they are unable to revise the route of the 78 service at this time to link Caiach Terrace to Bedlinog or Trelewis, but they believe the hourly service run by Harris Coaches links Caiach Terrace to Treharris bus station. Item 401 – the Internal Auditor has begun the internal audit of financial year 22-23. Item 402 – The waste bin will be collected from the Community Centre fortnightly, but the recycling contract has been cancelled.
417	To Consider and Approve a Grant Request from Foxes Family School Partnership	RESOLVED that the grant request from Foxes Family School Partnership be approved and a grant of £500 awarded.
418	To Discuss the Purchasing of Defibrillator Pads and Parts for Non-Council Asset Defibrillators	RESOLVED that purchasing of defibrillator pads and parts for non-Council asset defibrillators be funded through a grant application form. A grant can be received from a community organisation; however, a grant cannot be awarded to an individual. Grants for community defibrillators will be approved retrospectively on production of an invoice. Cllr Dawson will make enquiries with the resident in Trelewis to check if the defib attached to their property is still operational.

		Cllr Dawson requested that we confirm in these minutes the locations of the Community council defibs: Bedlinog – Top bus stop, High Street; Grove Terrace. Trelewis – Stormtown; Entrance to Parc Taf Bargoed; Opposite the Ffaldcaiaach Inn.
419	To Approve the £63 cost for a baby changing unit at Bedlinog Community Centre	RESOLVED that the £63 cost for a baby changing unit at Bedlinog Community Centre be approved.
420	To Receive any Community Councillor Cases	There were none.
421	To Receive the County Councillors Report	County Cllr Michelle Symonds sent an email report for March 2023. Cllr Ian Thomas noted that the Children's Literature Festival was held in Merthyr Tydfil today. Also, that the Deputy Chief Executive called a meeting today to discuss setting up the Taf Bargoed Regeneration Board again. The Council has advertised for a Development Officer, to coordinate and support work in the Ward. The Council have plans to discuss this with the Community Council. The Council agreed to adopt an Empty Homes grant, with a focus of energy efficiency at last night's Council meeting. It was also agreed to look into having Houses in Multiple Occupations (HMO) to address homelessness.
422	To Receive Correspondence not specifically referenced on the Agenda (Decisions cannot be taken in relation to matters raised under this Agenda item)	Bedlinog Community Centre has been booked to hold Yoga Classes on Tuesday evenings 5pm-6pm and 6.30pm-7.30pm. Cllr Jago advised that Youth Club has moved to a Tuesday night, so the Clerk will liaise with the Yoga Instructor about an alternative night. Cllr Beard advised that he and the Chair attended a meeting with the Chief Executive and Head of Democratic Services at MTCBC to discuss partnership working and reviewing the Charter. The Chair and Clerk are meeting with County Cllr Michelle Symonds on a monthly basis to discuss partnership working.
423	To Approve the Bank Reconciliation dated 31 March 2023	RESOLVED that the bank reconciliation dated 31 March 2023 be approved.
424	To Approve the Balance Sheet for Financial Year 2022/23	RESOLVED that the Balance Sheet for Financial Year 2022/23 be approved.

425	To Approve the Annual Return for the Year Ended 31 March 2022	RESOLVED that the Annual Return for the year ended 31 March 2022.
426	To Note the Date of Next Meeting	The next meeting will be held Monday 15 th May 2023, at 6.15pm via Microsoft Teams.

List of transactions 01-04-2023 to 08-05-2023

Transactions List:

Transaction date	Bank reference	Type of payment	Customer reference	Amount (GBP)	Description
03/05/2023	ST JOHN AMBULANCE	BACS Credit	ST JOHN AMBULANCE	120.0	Income - Community Centre Hire
28/04/2023	MERTHYR TYDFIL COU	CHAPS credit	CHAPS STG R00550DX	38985.0	Income - Precept
28/04/2023	APRIL SALARY	Standing Order	SALARIES	-545.1	Salaries
28/04/2023	APRIL SALARY	Standing Order	SALARIES	-307.4	Salaries
28/04/2023	APRIL EXPENSES	Standing Order	CLERK	-37.25	Expenses
27/04/2023	77813 3304087	Standing Order	MTCBC	-55.53	Refuse contract costs
26/04/2023	BTCC APRIL PENSION	Standing Order	RCT PENSIONS	-178.05	Penion Payment
26/04/2023	120PM004511582401	Standing Order	HMRC	-149.2	Tax Payment
26/04/2023	4988243005002468 CARD	Purchase	2468 Amazon.co.uk*	-70.0	Easter Competition Prizes
25/04/2023	4988243005002468 CARD	Purchase	2468 AMZNMktplace	-73.37	Easter Children's Events Resources
24/04/2023	BTCC Grant	Standing Order	Foxes Family School Partnership	-500.0	Grant - Foxes Family School Partnership
24/04/2023	EASY PC Licence	Standing Order	EASY PC ACCOUNTS	-72.0	Annual charge - Parish Council Accounts System
24/04/2023	4988243005002468 CARD	Purchase	2468 MSFT * E0200M	-11.28	Office 365 Charges
21/04/2023	bCC car park	Standing Order	CERI WEBB GRASS Cutting	-120.0	Maintenance of kickabout area - Hylton Terrace
14/04/2023	XYV126000105245	BACS Credit	HMRC VTR	110.32	Tax Payment
12/04/2023	4502700431880000	Own Account Credit	000000 CREDIT	12.0	Income - Bedlinog Allotments
12/04/2023	PNET3924606-1	Direct Debit	PNET3924606-1	-39.36	Broadband Charges - Community Centre
11/04/2023	697695000	Direct Debit	SWALEC	-905.4	Electricity Bill - Community Centre
11/04/2023	4988243005002468 CARD	Purchase	2468 AMZNMktplace	-157.86	Play Grant Resources - Half Term/Easter Events
06/04/2023	BTCC Event	Standing Order	MAGICAL MOMENT EVE	-325.0	Easter Event - Softplay & Happy Hands with Cerys
06/04/2023	Inv. 21216	Standing Order	ROCK UK	-300.0	Easter Event - Climbing Sessions
06/04/2023	bedlinog ComCounci	Standing Order	NOLLY'S NIBBLES	-132.0	Easter Event - Children's Lunches
04/04/2023	3217518501	Direct Debit	DWR CYMRU WELSH WA	-331.48	Allotments (Bedlinog) Water Bill
04/04/2023	3414961501	Direct Debit	DWR CYMRU WELSH WA	-66.85	Community Centre Water Bill
04/04/2023	4988243005002468 CARD	Purchase	2468 AMZNMktplace	-55.9	Half Term Event - Easter Eggs

03/04/2023	ND funding	Standing Order	BEDLINOG PRIMARY S	-730.0	ND Grant Funding - Bedlinog Community Primary School
03/04/2023	77813 3301831	Standing Order	MTCBC	-201.25	Kickabout Area Maintenance/Inspections
03/04/2023	77813 3301799	Standing Order	MTCBC	-102.13	Recycling & Waste Contract

Bedlinog and Trelewis Community Council

Budget report from 1-Apr-2023 to 30-Apr-2023 (figures exclude VAT)
All reserves

Payments

	Period		
	Budget	Actual	Variance
Other Payment			
Post, Admin, Travel	420.00	0.00	420.00
Miscellaneous Payments	1000.00	0.00	1000.00
Insurance	2000.00	0.00	2000.00
Membership fees	650.00	0.00	650.00
Winter of Wellbeing Fund	0.00	0.00	0.00
Clerk Emergency Payments	500.00	0.00	500.00
Welsh Translation Budget	250.00	0.00	250.00
S137	500.00	0.00	500.00
BEDLINOG MINERS WELFARE ASSOCIATION	0.00	0.00	0.00
WARM HUBS	355.86	0.00	355.86
PLAY GRANT 2023	1168.68	753.58	415.10
NEURODIVERGENCE GRANT	1000.00	730.00	270.00
Nature/Biodiversity	5000.00	0.00	5000.00
Ffo	4500.00	0.00	4500.00
DIGITAL INTERPRETATION BOARD	0.00	0.00	0.00
ALLOTMENT IMPROVEMENT GRANT	0.00	0.00	0.00
Audit	700.00	0.00	700.00
Bills	10000.00	370.23	9629.77
Allotments	700.00	331.48	368.52
Grants	3000.00	0.00	3000.00
Local Places for Nature	0.00	0.00	0.00
National Lottery Community Fund	0.00	0.00	0.00
Training	300.00	0.00	300.00
Hardship Fund	0.00	0.00	0.00
Councillor Expenses	1350.00	0.00	1350.00
Christmas Lights	0.00	0.00	0.00
General Reserves	1290.96	0.00	1290.96
Total Other Payment	34685.50	2185.29	32500.21
Staff Costs			
Salaries	11025.00	0.00	11025.00
HMRC Tax	2800.00	0.00	2800.00
Pension	2200.00	0.00	2200.00
Total Staff Costs	16025.00	0.00	16025.00
Total Payments	50710.50	2185.29	48525.21

Receipts

	Period		
	Budget	Actual	Variance
Precept			

Bedlinog and Trelewis Community Council

Precept	38985.00	0.00	-38985.00
Total Precept	38985.00	0.00	-38985.00
Other Receipts			
Bank interest	0.00	0.00	0.00
VAT Repayments	0.00	0.00	0.00
Miscellaneous Receipts	0.00	0.00	0.00
PLAY GRANT 2023	1168.68	0.00	-1168.68
WARM HUBS	355.86	0.00	-355.86
Ffos-Y-Fran Funding	4500.00	0.00	-4500.00
Allotment Improvement Grant	0.00	0.00	0.00
Winter of Wellbeing Fund	0.00	0.00	0.00
Grants - Income	0.00	0.00	0.00
Community Centre Rental Income	0.00	0.00	0.00
NEURODIVERGENCE GRANT	1000.00	0.00	-1000.00
BEDLINOG MINERS WELFARE ASSOCIATION	0.00	0.00	0.00
Local Places for Nature Grant	0.00	0.00	0.00
General Reserves	1290.96	0.00	-1290.96
Total Other Receipts	8315.50	0.00	-8315.50
Total Receipts	47300.50	0.00	-47300.50