MINUTES OF MEETING

BEDLINOG & TRELEWIS COMMUNITY COUNCIL MEETING

MONDAY, 15TH MAY, 2023

PRESENT: Community Councillor R Searl **(In the Chair)**

Community Councillors Brown, E Dawson, Jago, Preston, Thomas, and Frayne

Officers:
Ryan James, Clerk to the Council

In Attendance:
County Cllr Michelle Symonds

ITEM NO.	AGENDA MATTER	DECISION
427	To Elect a Chair for the Council Year 2023/24	RESOLVED that Cllr Richard Searl be elected the Chair for the Council Year 2023/24.
428	To Receive Apologies for Absence	Apologies were received from Cllrs Matthews and Beard.
429	To Receive Declarations of Personal/Prejudicial Interest	There were none.

430	To Receive Representations/Questions from the Public	There were none.
431	Meeting with the Police Representative	The Police were not in attendance due to their shift pattern. An email report was sent which was shared with Cllrs. The Clerk advised that a report had been made to MTCBC about anti-social behaviour at the kickabout area, at the rear of Hylton Terrace. A report could not be made to the Police as the advice was to report it to the Community Safety Team at MTCBC, however, the Clerk has also made the PCSO aware of it.
432	To Elect a Vice-Chair for the Council Year 2023/24	RESOLVED that Cllr Beard be elected the Vice-Chair for the Council Year 2023/24.
433	To Appoint Committees and Working Parties for the Council Year 2023/24	RESOLVED that the following Cllrs be appointed to Committees and Working Parties for the Council Year 2023/24: HR Staffing Committee – Cllrs Beard, Matthews, Searl. One Voice Wales Area Committee – Cllr Brown, and Cllr Dawson as substitute. Community Council Governor representation for Taf Bargoed Learning Partnership – Cllr Matthews. MTCBC Standards Committee – Cllr Beard.
434	To Approve Schedule of Meetings for Council Year 2023/24	RESOLVED that the Schedule of Meetings for Council Year 2023/24 be approved.
435	To Approve the Schedule of Regular Payments for Council Year 2023/24	RESOLVED that the schedule of regular payments for Council Year 2023/24 be approved.
436	To Complete the Annual Approval of the Council's Risk Assessment Register	RESOLVED that the Council’s Risk Assessment Register annual review be approved.
437	To Approve Minutes of the Meeting of the Council Held 20 April 2023	RESOLVED that the minutes of the meeting held 20 April 2023 be approved.
438	To Receive Any Matters Arising from the Minutes of the Council Meeting held 20 April 2023	416 – (item 285) Email received from Estates at MTCBC 04/05/23 to say that they had not been informed yet whether the Council is able to repair the fire damage to the surface, prior to the improvements that the Community council wish to conduct. The Clerk has chased a response with Estates again today. 417 – the £500 grant has been paid to Foxes Family School Partnership.

		418 – Cllr Dawson has made enquiries with the resident in Trelewis to check if the defib attached to their property is still operational. It has never been used nor maintained – the Community Council will take responsibility for this going forward. A discussion took place regarding recent defibrillator training. 419 – the baby changing unit for Bedlinog Community Centre has been ordered and delivered. 422 – the Yoga classes are taking place in Bedlinog Community Centre on Wednesday evenings.
439	To Receive any Community Councillor Cases	Cllr Dawson raised that a resident has contacted him about litter signs in the community. Cllr Dawson will provide the Clerk with details to add to the agenda for the next meeting for Council discussion. Cllr Preston suggested that an additional dog bin be installed at Parc Nant Llwynog – another one is needed a bit further on in the park a suggestion was made that near the bridge may be appropriate. The clerk will check if it is possible to add to a collection route and obtain prices for discussion at the next meeting. Cllr Brown said there is a lot of litter on the main road in Trelewis near the shop and asked if we could investigate an additional litter bin. The Clerk will discuss with Waste Services and obtain prices for discussion at the next meeting. Cllr Preston raised that there is a 'channel' in the middle of the road on Bedlinog Square where the tarmac has broken away. Cllr Searl will take a look and report as appropriate. Cllr Preston also raised Taf Road again and that it still needs to be cleaned as does not look attractive and welcoming to visitors to The Summit Centre, as well as being dangerous. The clerk advised that a report was made to MTCBC w/c 8th May and an email was received to say the report had been completed. The Clerk will follow-up on what work was conducted.
440	To Receive the County Councillors Report	Cllr Thomas updated on the Special Meeting of the County Council that took place to approve the staff restructuring proposals in relation to cost savings. This was the only issue to be discussed at this meeting. Cllr Symonds shared her monthly report via email.
441	To Receive Correspondence (Decisions cannot be made in relation to matters raised under	Email received today from MTCBC advising that there is a proposal to provide traffic signals on the B4255 Railway over bridge, due to the bridge being narrow and not allowing 2-way traffic flows in a safe manner over the bridge at the same time. The proposal will control "shuttle" type

	this agenda item)	traffic movements, where traffic will pass over the bridge whilst opposing traffic will be held on a red traffic signal and vice-versa as controlled by the Traffic Signal Controller and associated vehicle detection. The Clerk will share the proposals with Cllrs for comments. Foxes Family Partnership will be holding a car boot sale at Bedlinog Community Centre on a Sunday morning, potential date is 10th June, to raise funds for the school children. Note that the living wage has risen to £10.42 per hour from 1st April 2023, and the Community Council is a living wage employer. As agreed in the budget discussions in December 2022, the allotment holders at Bedlinog Allotments have been advised that they would need to cover the water bills going forward, as no rent is charged to them, and this has been agreed.
442	To Approve Payments & Receipts for 01-04-2023 to 08-05-2023	RESOLVED that the payments and receipts for 01-04-2023 to 08-05-2023 be approved.
443	To Note the Budget Report for Council Year 2023/24	RESOLVED that the Budget Report for Council Year 2023/24 be noted.
444	To Consider a Motion to exclude the Press and Public from the next item of business due to the confidential nature of the matters to be discussed	RESOLVED that the Press and Public be excluded from the next item of business due to the confidential nature of the matters to be discussed.
445	Exempt - To Approve the Clerk's SCP	RESOLVED that the Clerk’s scale point is set at SCP24, from 1st November 2022.
446	Date of Next Meeting	The next meeting will be held 6.15pm, Monday 12th June 2023.

Bedlinog and Trelewis Community Council - Fixed Asset

Notes
1) Where the purchase value is unknown, a nominal figure of £1.00 is inserted.
3) The replacement value figures are inserted for insurance purposes.
4) The total value figure will be inserted into the annual return representing the total value of the Councils fixed Assets at purchase cost

Ref Number	Catergory	Description	Location	Date Acquired	Purchase Cost	QTY	Total Value	Replacement Value	Disposal Details
	Benches								
1	Community Assets	Wooden Bench	Graig Fargoed	unknown	£429.00	1	£429.00	£595.00	
2	Community Assets	Wooden bench (memorial)	Parc Nant Llwynog	unknown (gifted)	£1	1	£1	£595.00	
3	Community Assets	Wooden bench (memorial)	Taf Bargoed Parc Entrance	unknown (gifted)	£1	1	£1	£595.00	
4	Community Assets	Steel bench	Kickabout area (Hylton Terrace)	unknown	£1	1	£1	£695.00	
				Total number of benches		**4**			
	Dog Bins and Litter Bins								
5	Community Assets	Litter bin	Station Terrace, Bedlinog	2019	£225.00	1	£225.00	£481.97	
6	Community Assets	Litter bin	Hylton Terrace, Bedlinog	2018	£219.00	1	£219.00	£481.97	
7	Community Assets	Litter bin	Tennis Courts, Bedlinog	2022	£481.97	1	£481.97	£481.97	
8	Community Assets	Dog waste bin	New Park, Trelewis	2021	£204.97	1	£204.97	£204.97	
9	Community Assets	Dog waste bin	Garth Terrace, Bedlinog	2021	£204.97	1	£204.97	£204.97	
10	Community Assets	Dog waste bin	Pleasant View, Bedlinog	2021	£204.97	1	£204.97	£204.97	
11	Community Assets	Dog waste bin	Glyn Bargoed, Trelewis	2021	£204.97	1	£204.97	£204.97	
				Total litter bins		**3**			
				Total Dog waste bins		**4**			

Ref Number	Catergory	Description	Location	Date Acquired	Purchase Cost	QTY	Total Value	Replacement Value	Disposal Details
	Digital Interpretation Board								
12	Community Assets	Digital interpretation board	Parc Nant Llwynog	2021	£10,000.00 (grant funded)	1	£10,000.00	£10,000.00	
					Total Digital Interpretation Boards	**1**			

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	Recreation Ground								
13	Community Assets	Kickabout Area	Hylton Terrace	unknown	£1 (licensed)	1	£1	£1	
14	Community Assets	Changing Rooms (Part ownership)	Bedlinog Recreational Ground	Unknown	£1	1	£1	£1	
15	Community Assets	Bedlinog Allotments	Hylton Terrace, Bedlinog	Unknown	£1	1	£1	£1	
16	Community Assets	Allotment Beds	Trelewis Primary School	2022	£800	4	£3200	£3200	
17	Community Assets	Allotment Beds	Bowling Green Bedlinog	2023	£800	12	£9600	£9600	
					Total Recreational Ground	**19**			
Ref Number	**Catergory**	**Description**	**Location**	**Date Acquired**	**Purchase Cost**	**QTY**	**Total Value**	**Replacement Value**	**Disposal Details**
	Community Centre								
18	Community Assets	Bedlinog Community Centre	Garth Terrace, Bedlinog	unknown	£1	1	£220,000.00	£220,000.00	
					Total Community Centre	**1**			
	Street planters & baskets								
19	Community Assets	Lamppost baskets	Bedlinog & Trelewis	2020	£65.10	28	£1822.80	£1822.80	
20	Community Assets	Double barrel planters	Bedlinog & Trelewis	2020	£324.11	7	£2268.79	£2268.79	
21	Community assets	Barrel Planter	Bedlinog & Trelewis	2020	£348.48	8	£2787.83	£2787.83	
					Total Street planters	**43**			
	Miscellenous								
22	Community Assets	Brushcutter	Bedlinog Community Centre	2021	£119.99	2	£239.98	£239.98	
23	Community Assets	CCTV System	Bedlinog Community Centre	2022	£550.00	1	£550.00	£550.00	
24	Community Assets	Defibrillator and Cabinet	1 x Grove Terrace, 1 x Top Bus Stop, 1 x Entrance to Taf Bargoed Parc, 1 x Opposite Ffaldcaiach Inn.	2022	£1198.00	4	£4792.00	£4792.00	

Bedlinog and Trelewis Community Council - Fixed Asset

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25	Community Assets	Projector	Bedlinog Community Centre	2019	£99.00	1	£99.00	£120.00	
26	Office	iPad	Cllr iPads	2019	£329 (gifted)	7	£2303.00	£2303.00	
27	Office	Laptop Lenovo	Cllr laptops	2019	£624 (gifted)	9	£5616.00	£5616.00	
28	Office	Computer	With Clerk	2020	£1200	1	£1200	£1200	
29	Office	Laptop Lenovo	With Clerk	2017	£299	1	£299	£500	
30	Office	Printer HP	With Clerk	2017	£59.00	1	£59.00	£100	
					Total Miscellaneous Items	**27**			

The Total Value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 12 on the Authority's Annual Governance and Accountability Return

Total Fixed Asset Register Value at 31 March 2023:	**£267,018.25**	
Value of Changes / deletions (see disposals register or asset addition):	**£0.00**	
Value of Changes / additions (see disposals register or asset addition):	**£0.00**	
Box 12: AGAR - Total Fixed Asset Register Value Recorded at 31 March 2023:	**£267,018.25**	**As Per Box 12 AGAR Figure**

Bedlinog and Trelewis Community Council - Fixed Asset

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Date Adopted: 19/06/2023

Community and Town Councils in Wales
Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: Bedlinog and Trelewis Community Council

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	47020	10577	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	23250	27870	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	67537	35355	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	16164	14952	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	111066	50535	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	10577	8315	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	**Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	10577	8315	**All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	10577	8315	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	220000	267018	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: • effective financial management during the year; and • the preparation and approval of the accounting statements.	●	○	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	●	○	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	●	○	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	●	○	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	●	○	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	●	○	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	●	○	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	●	○	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

	Yes	No	N/A		
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	○	○	●	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement
1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000 Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector. In 2022-23, the Council made payments totalling £______________ under section 137. These payments are included within 'Other payments' in the Accounting Statement.
2.
3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.	**Approval by the Council/Board/Committee** I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: **Minute ref:**
RFO signature:	**Chair of meeting signature:**
Name: Ryan James	**Name:** Richard Searl
Date: 19/06/2023	**Date:** 19/06/2023

Annual internal audit report to:

Name of body: Bedlinog and Trelewis Community Council

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	●	○	○	○	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	●	○	○	○	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	●	○	○	○	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	●	○	○	○	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	●	○	○	○	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	○	○	●	○	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	●	○	○	○	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	●	○	○	○	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	◉	○	○	○	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	◉	○	○	○	Insert text
11. Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.	○	○	◉	○	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	○	○	◉	○	Insert text
13. Insert risk area	○	○	◉	○	Insert text
14. Insert risk area	○	○	◉	○	Insert text

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

** If the response is ‘not covered’, please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 02/06/2023.

Internal audit confirmation

I/we confirm that as the Council’s internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Helen Harbord
Signature of person who carried out the internal audit:
Date: 19/06/2023

Date	Detail	Money Out	Money In	Balance
				£42,069.21
09/05/2023	Payroll software monthly charge	£7.20		
11/05/2023	Broadband monthly charge - Community Centre	£39.36		
12/05/2023	Income: Community Centre hire		£37.50	
18/05/2023	Dwr Cymru - Allotments water bill refund		£275.90	
23/05/2023	Microsoft 365 monthly charge	£11.28		
25/05/2023	Amazon: Community centre supplies - toilet brushes	£10.39		
25/05/2023	Amazon: Community centre supplies - disinfectant/floor cleaner	£25.34		
25/05/2023	Picnic blankets for Trelewis Fun Day	£241.78		
25/05/2023	Ace Builders: Switch on of water fountains in Bedlinog and Trelewis	£144.00		
25/05/2023	MTCBC: Waste/recycling collections	£55.53		
25/05/2023	HMRC Tax Payment	£228.37		
25/05/2023	RCT Pensions	£239.46		
25/05/2023	Rent for Trelewis Community Hub	£295.00		
26/05/2023	Expenses May 2022	£48.50		
26/05/2023	Salaries	£307.40		
26/05/2023	Salaries	£732.76		
05/06/2023	Swales - Community Centre Electric Bill	£658.16		
07/06/2023	Payroll software monthly charge	£7.20		
12/06/2023	Broadband monthly charge - Community Centre	£39.36		
				£39,298.72