

# Annual Meeting of the Council

Bedlinog & Trelewis Community Council



Date 13/05/2024  
Time 6:15 PM - 7:45 PM  
Location Microsoft Teams Meeting

Present: Cllr Searl, Beard, Matthews, Jago, Brown, Frayne, and Dawson

In Attendance: Ryan James (Clerk), County Cllr Michelle Symonds, Tyler Fergusson (Home Office)

## Minutes

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### 1 - To Elect a Chair for the Council Year 2024/25

RESOLVED that Cllr Searl be elected as Chair for the Council Year 2024/25.

### 2 - To Receive Apologies for Absence

Apologies were received from Cllrs Preston and Thomas.

### 3 - To Receive Declarations of Personal/Prejudicial Interest

There were none.

### 4 - To Receive Representations/Questions from the Public

There were none.

### 5 - To Receive an Update on the work of the Home Office

A presentation was received from Tyler Fergusson, who gave an update on the work of the Home Office and to raise awareness of who they are and what they do and do provide some more information around what Immigration Enforcement is.

ACTION: The Clerk will let Tyler Fergusson know the date of the next PACT meeting once this has been received.

### 6 - Meeting with the Police Representative

The new PCSO Limarah Cozens has called Cllr Preston to introduce herself. The Clerk has made contact about joining future meetings. We have agreed with the Police that the second Thursday of each month for Community Council meetings, falls in line with when they are on shift.

Agenda item 602, parking issues in Bedlinog on home match days – a further report was made to the Police on behalf of the Community Council by the Clerk, the same Police reference number was given as Cllr Preston and Searl's reports. A discussion to be had with Police as if all reports are given the same reference number, is it a true indication of the number of reports being made.

### 7 - To Elect a Vice-Chair for the Council Year 2024/25

RESOLVED that Cllr Beard be elected as the Vice-Chair for the Council Year 2024/25.

## **8 - To Appoint Committees and Working Parties for the Council Year 2024/25**

HR Staffing Committee (3 members) - Currently Cllrs Beard (Chair), Matthews and Searl.  
One Voice Wales Area Committee (2 members) - Currently Cllr Brown and Cllr Dawson as substitute member.  
Community Councillor Governor Representation for Taf Bargoed Learning Partnership (1 member) - Currently Cllr Matthews.  
MTCBC Standards Committee Representative (1 member) - Currently Cllr Beard.  
Biodiversity Champion Member (1 member) - Currently Cllr Dawson.

RESOLVED that the following members be appointed to Committees and Working Parties for the Council Year 2024/25:

HR Staffing Committee (3 members) - Cllrs Beard, Matthews and Searl.  
One Voice Wales Area Committee (2 members) - Cllr Dawson and Cllr Dawson Brown.  
Community Councillor Governor Representation for Taf Bargoed Learning Partnership (1 member) – Cllr Jago.  
MTCBC Standards Committee Representative (1 member) - Cllr Beard.  
Biodiversity Champion Member (1 member) - Cllr Dawson.  
Events Committee (4 members) – Cllr Brown, Cllr Matthews, Cllr Searl and Cllr Beard. Note two non-Cllr members have volunteered to join the committee – Cathy Searl and Michelle Symonds.

## **9 - To Approve Schedule of Meetings for Council Year 2024/25**

RESOLVED that the Schedule of Meetings for Council Year 2024/25 be approved.

ACTION: Clerk to upload to website.

## **10 - To Approve Schedule of Regular Payments for Council Year 2024/25**

RESOLVED that the Schedule of Regular Payments for Council 2024/25 be approved.

## **11 - To Complete the Annual Approval of the Council's Risk Assessment Register**

RESOLVED that the annual review of the Council's Risk Assessment Register be approved.

## **12 - To Approve the Standing Orders v4.0**

RESOLVED that Standing Orders v4.0 be approved.

ACTION: Clerk to upload to website.

## **13 - To Approve the Financial Regulations v3.0**

RESOLVED that the Financial Regulations v3.0 be approved.

ACTION: Clerk to upload to website.

## **14 - To Approve the Council's Asset Register v2.0**

RESOLVED that the Council's Asset Register v2.0 be approved.

ACTION: Clerk to upload to website.

## **15 - To Approve the Events Committee Terms of Reference v1.0**

RESOLVED that the Events Committee Terms of Reference v1.0 be approved.

ACTION: Clerk to upload to website.

## **16 - To Approve Minutes of the Meeting of the Council held 08 April 2024**

RESOLVED that the Minutes of the Meeting of the Council held 08 April 2024 be approved.

## **17 - To Consider Planning Application P/24/0093**

RESOLVED that the application is considered when the applicant makes a full application, with a detailed planning statement explaining their aims and rationale. As an outline planning application, the plans and layouts are merely illustrative.

## **18 - To Receive any Matters Arising**

Item 565 – a further update received from TfW on repairs to Club Row Bridge has been received, a meeting took place with Merthyr Council on Friday 26<sup>th</sup> April and discussions were had how best to deliver the work whilst minimising impact of the road closure. Agreed to aim for two Sunday night shifts ideally in June. Applications have been submitted to MTCBC and TfW hope to provide an update early this week once the green light has been received.

Item 590 – The Clerk has written to County Cllr Symonds, with concerns raised in the meeting about Police staffing, which County Cllr Symonds agreed to raise at a County Council meeting with the Police on behalf of the Community Council.

Item 591 – The MP and MS have been informed of the commendation from One Voice Wales, and a visit is planned to our allotment sites on the 24<sup>th</sup> of May. Allotment holders will be invited to be part of the visit and refreshments will be put on afterwards.

Item 594 – the Football Club have been advised to re-submit their grant application in the new season.

Item 595 – the Internal Auditor has commenced the FY2023/24 internal audit.

Item 599 – a separate meeting about Bedlinog Community Centre will be arranged as 15 minutes in a Council meeting will not be long enough. Any recommendations will then be brought back to Council for approval.

## **19 - To Receive any Community Councillor Cases**

Cllr Dawson raised that there has been conflicting information provided about whether dog waste can be placed in non-specific dog waste bins, and if so, are more dog bins needed? Cllr Dawson has contacted MTCBC Officers himself to ask these questions, and it was requested that he forward the communications to County Cllr Symonds to make enquiries and clarify the position.

Cllr Searl has received a complaint from a resident about noise – he will discuss further with the resident and advise about reporting to Public Health at MTCBC.

Cllr Searl also stated that it has been raised there are some large skips as you drive out of Bedlinog towards Trelewis which are full of waste. County Cllr Symonds stated she would make enquiries as to whether this was Council land or private land.

Cllr Jago raised that Thomas Jago will be representing Wales at the Commonwealth Powerlifting Championships in South Africa in October 2024, and is required to fund the trip himself. He will be looking for sponsorship from local organisations and businesses. A request for support from the Community Council will be made to support a local individual representing their Country, as has been done previously, and added to the June agenda. Cllr Jago will not take part in any discussion or vote and declare an interest.

## **20 - To Receive a County Councillors Update**

County Cllr Symonds updated Council on the recent flooding in Trelewis – a multi-agency response to the residents that were affected has taken place. Thanks was given to the Community Council for the £50 emergency payments being made to the residents most impacted.

County Cllr Symonds has supported a group of volunteers working on maintaining Graig Cemetery, in terms of litter and clearing up the area. The group are looking to become a constituted volunteer group going forward, the Community Council can provide a loan of brush cutters and arrange formal brush cutter operational training.

An update was provided on Neighbourhood Watch timetable of events – Summer of Fun Day is Sunday 2<sup>nd</sup> June, Halloween Disco on 27<sup>th</sup> October and Breakfast with Santa will be on the 22<sup>nd</sup> of December.

A Terms of Reference has been agreed for Taf Bargoed Partnership Board – a public consultation is now live, and a request was made for the Community Council to share this on social media.

The Clerk asked if details of the consultation could be shared.

The HMO planning application in Stormtown has been refused for a second time.

Cllr Jago raised the path running from Bedlinog Community Centre to the recreational ground – with the new park opening there are concerns that this is dangerous, and a child could be injured. The Clerk stated that Bedlinog Miners Welfare Association own part of the path and some of it is owned by MTCBC. The Charity does not have the money to conduct the repairs and MTCBC were looking to complete the repairs in this new financial year.

ACTION: Clerk to contact MTCBC for an update on path repairs.

## **21 - To Receive any Correspondence**

The Community Council is 50 years old this month, a celebration party will be arranged for Thursday 27<sup>th</sup> June with the Community Hub members and wider community. Invitations will be sent out shortly.

The One Voice Wales News Bulletin has been shared with Cllrs.

Allotment holders at Manor View reported damage to some items at Manor View allotments.

A fault with the water fountain at Nant Llwynog Park has been reported, damage caused to the nozzle. This has been logged with the repairs team.

A day trip is being organised for end of May for the Community Hub members and wider community.

## **22 - To Note the Living Wage, increase effective from 1st April 2024**

RESOLVED that the Living Wage increase effective from 1<sup>st</sup> April 2024 from £10.24 per hour to £11.44 per hour be noted.

ACTION: The Clerk to check that £11.44 per hour is not the National Minimum Wage, as opposed to the National Living Wage, as requested by Cllr Beard.

## **23 - To Approve Payments and Receipts for Period 31-03-2024 to 08-05-2024**

RESOLVED that the Payments and Receipts for Period 31-03-2024 to 08-05-2024 be approved.

## **24 - To Note the Emergency Fund Payment for those affected by the Trelewis Flood**

The Clerk advised that eleven requests for £50 payments were expected at a total cost of £550. Seven had been received to date.

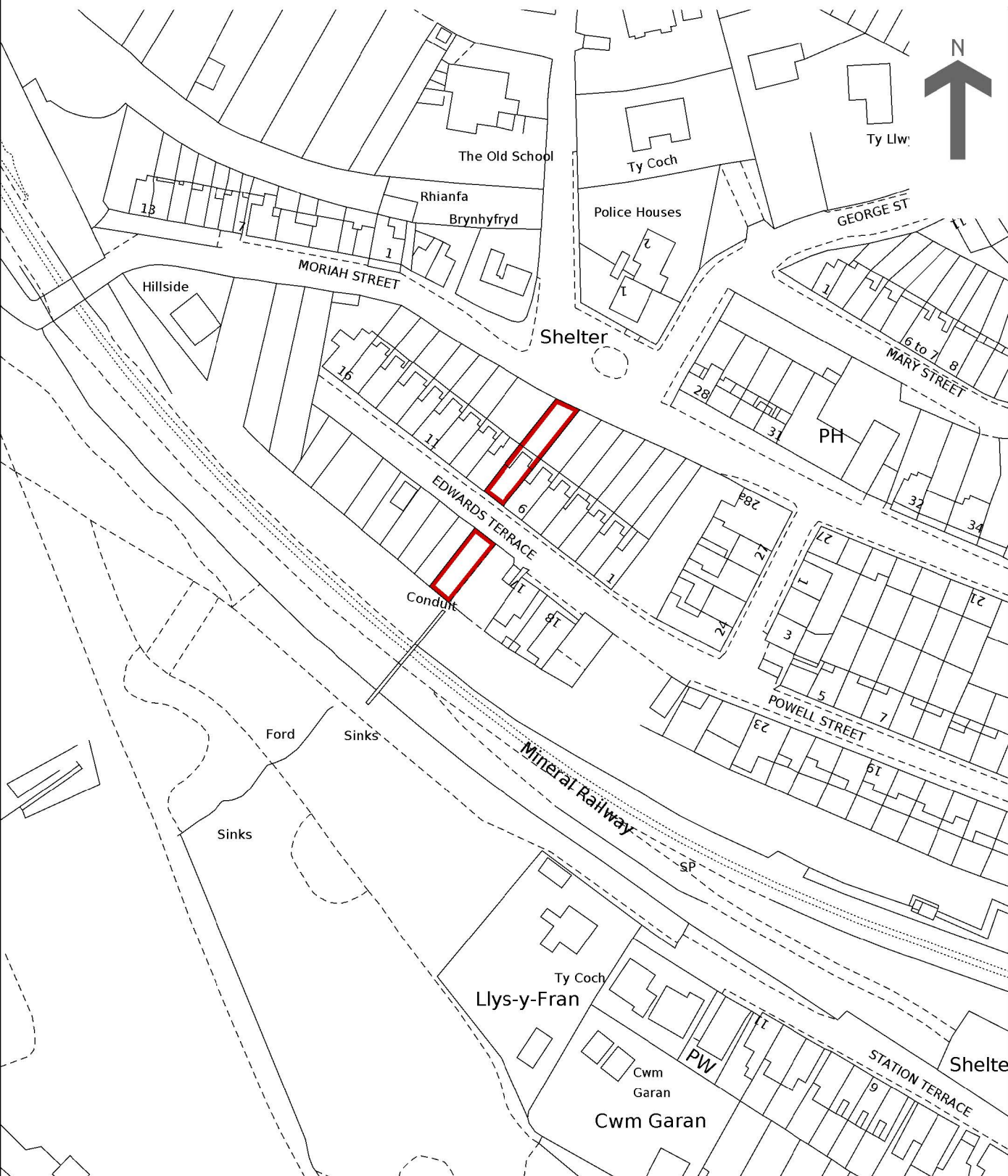
RESOLVED that the Emergency Fund Payment set up for those affected by the Trelewis Flood be noted.

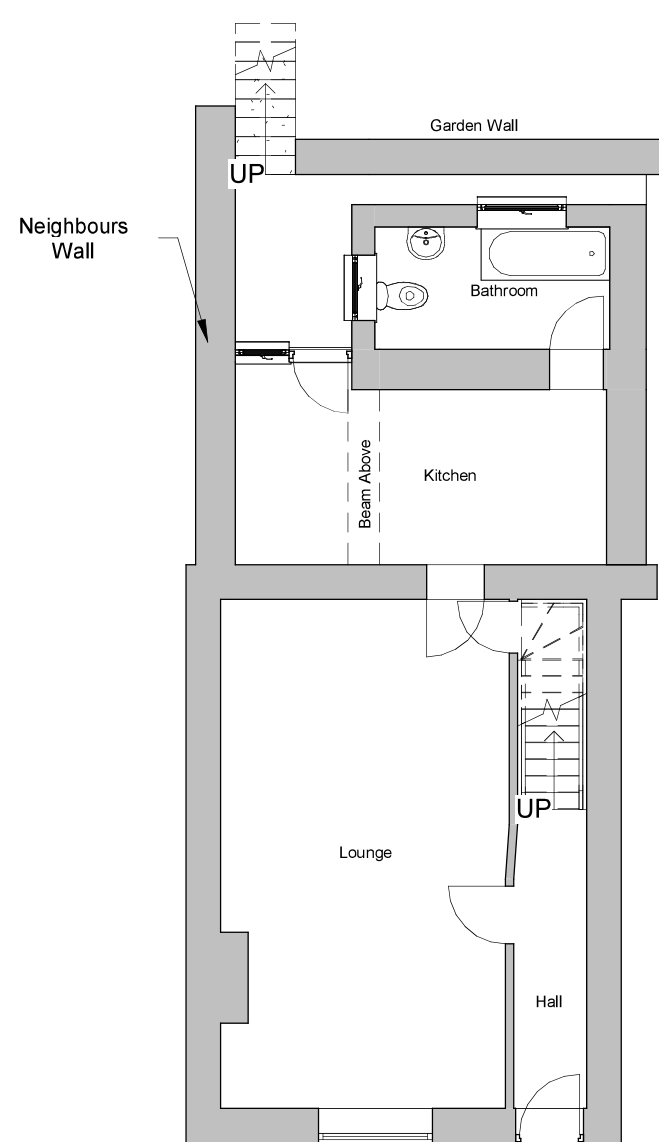
## **25 - To Note the Date of Next Meeting**

The next Council meeting will be held Thursday 13<sup>th</sup> June 2024, 6.15pm.

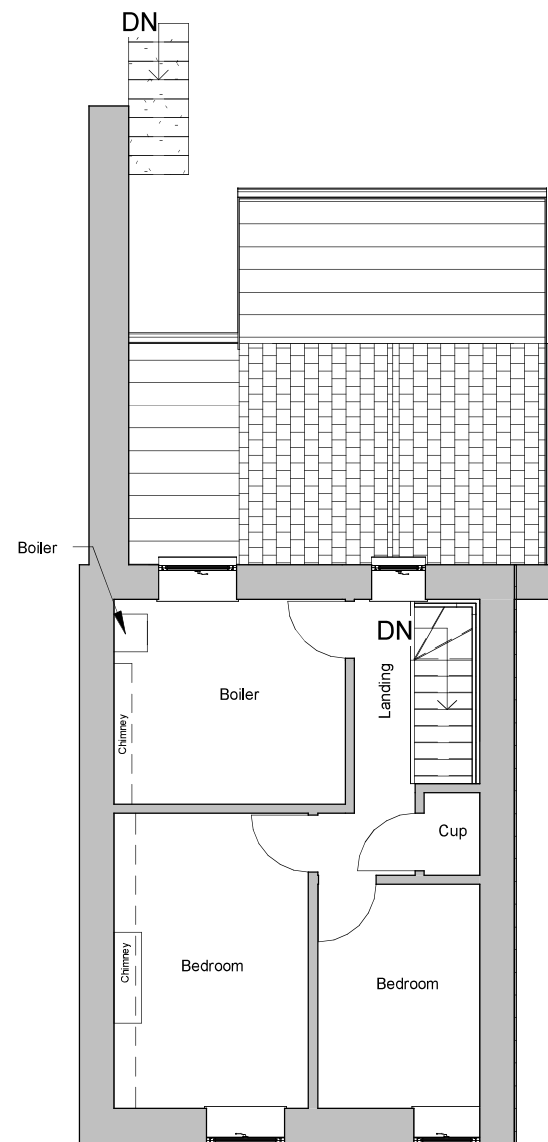
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Scale 1:1250 @ A4





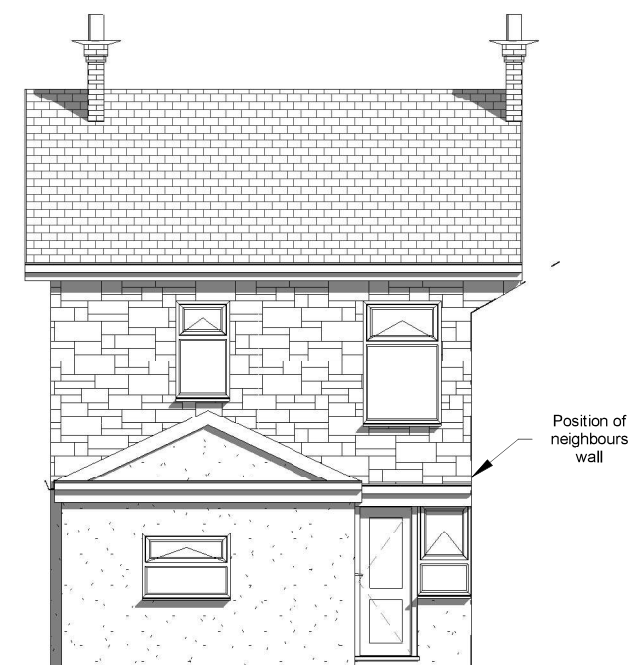
1 Existing Ground Floor  
1 : 100



2 Existing First Floor  
1 : 100



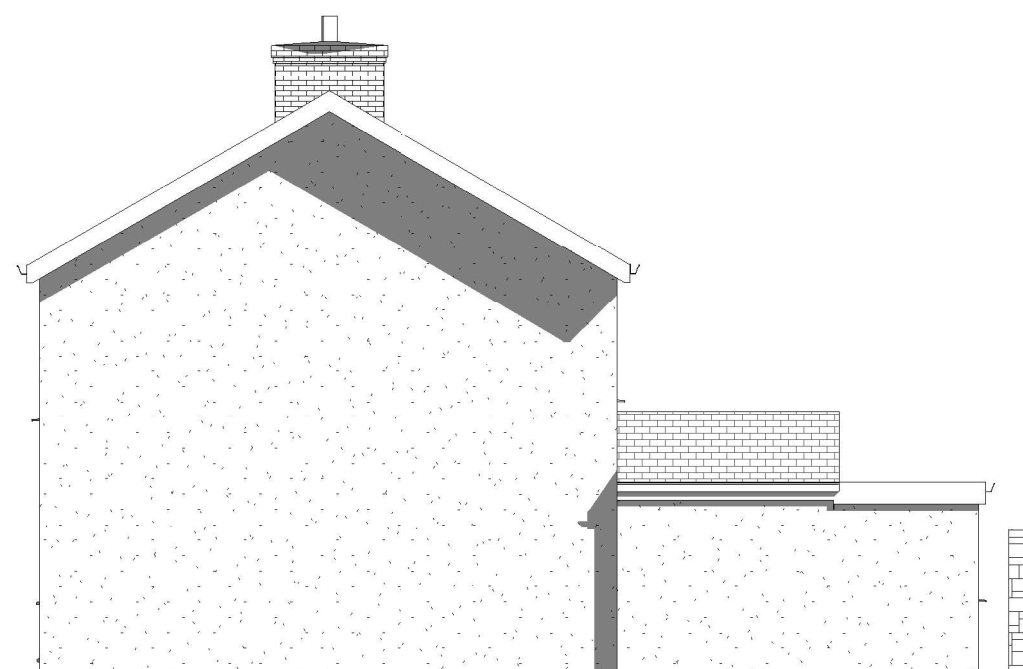
3 Existing Front Elevation  
1 : 100



4 Existing Rear Elevation  
1 : 100



5 Existing Side 1 Elevation  
1 : 100



6 Existing Side 2 Elevation  
1 : 100

INDIGO DESIGN (Part of 3dcadwales Ltd) 5 Ashlea Drive,  
Merthyr Tydfil, CF47 0NY Tele 01685 385746 Mob -  
07940913216 Email: philip@3dcadwales.co.uk

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on site and not scaled from  
this drawing



|                   |                |
|-------------------|----------------|
| PURPOSE OF ISSUE  | DRWAING NUMBER |
| Planning Approval | ET-01          |

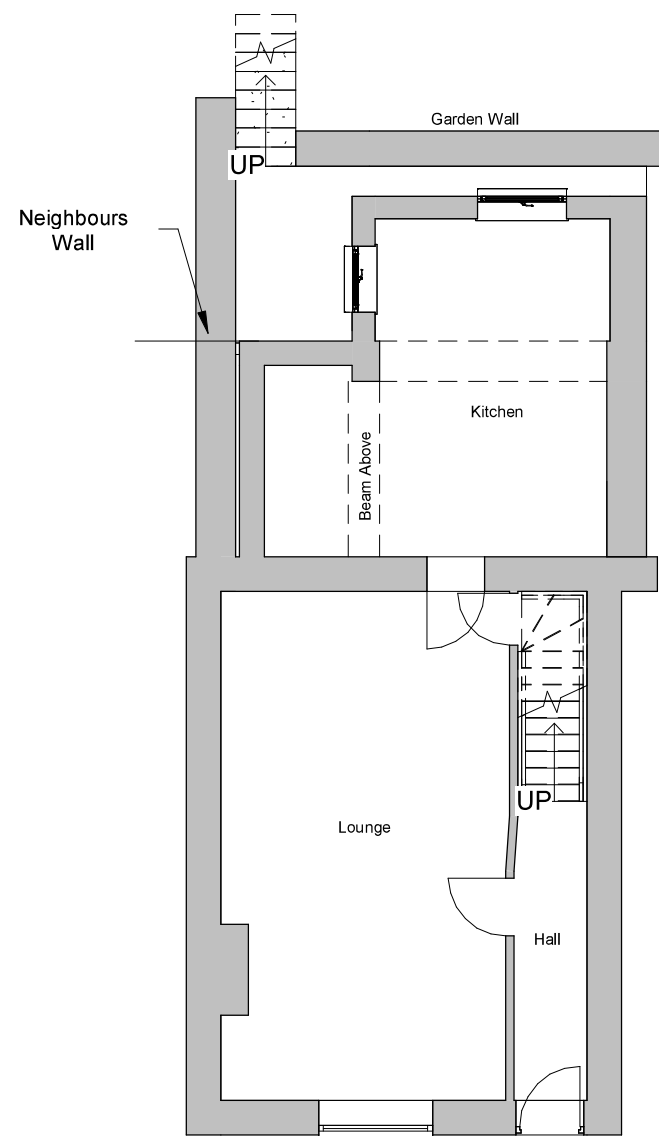
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| PROJECT               |
| First Floor Extension |

|                               |
|-------------------------------|
| SHEET                         |
| Existing Plans and Elevations |

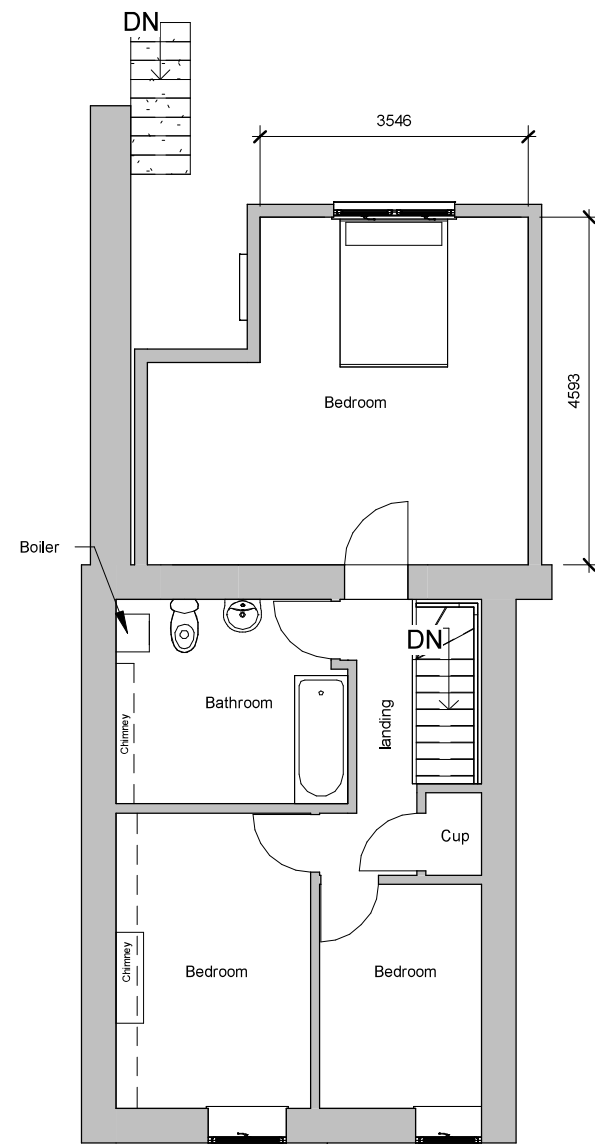
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|-----------------------------------------------------|
| Address                                             |
| 7 Edwards Terrace, Bedlinog.<br>Treharris. CF46 6RN |

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| Checked by | Drawn by | Scale (@ A3) |
| JH         | PH       | 1 : 100      |

| Rev No | Description | Date       |
|--------|-------------|------------|
| A      | Issue       | 13/03/2024 |
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|        |             |            |
|        |             |            |



1 Proposed Ground Floor  
1 : 100

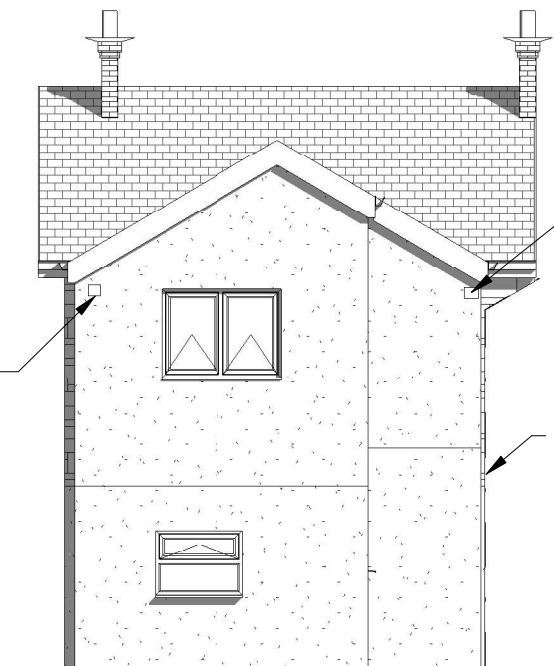


2 Proposed First Floor  
1 : 100



3 Proposed Front Elevation  
1 : 100

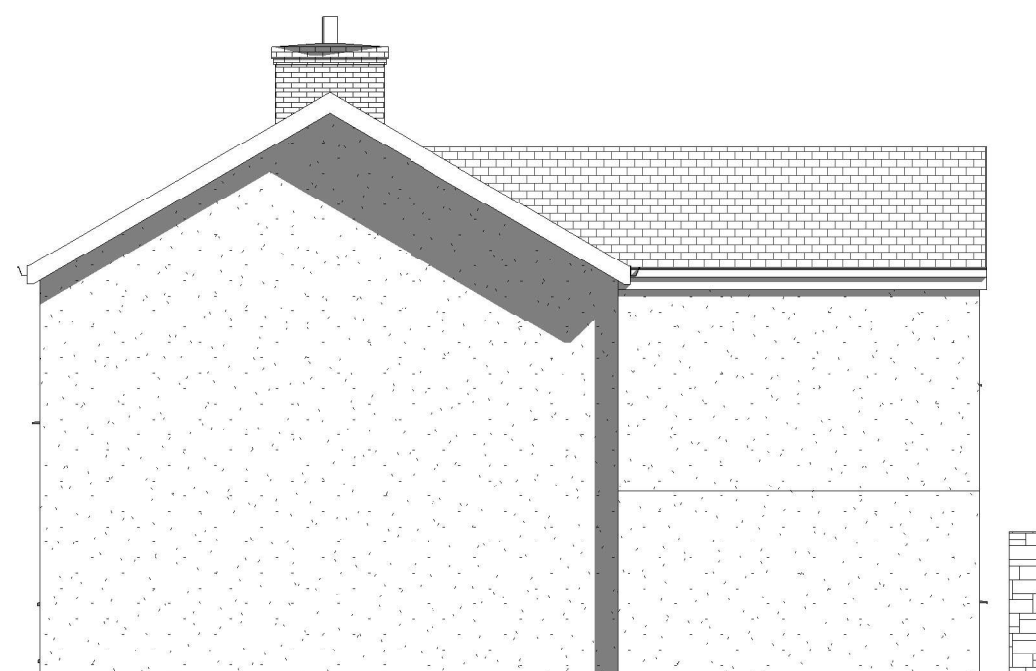
Two of the following  
<https://www.nhbs.com/1wq-schwegler>  
summer- winter-bat-roost (or equivalent) boxes or similar will be attached to the rear of the property. The bat boxes will be positioned at a height of no less than 3.5m from the ground.



4 Proposed Rear Elevation  
1 : 100



5 Proposed Side 1 Elevation  
1 : 100



6 Proposed Side 2 Elevation  
1 : 100

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| PURPOSE OF ISSUE  | DRWAING NUMBER |
| Planning Approval | ET-02          |

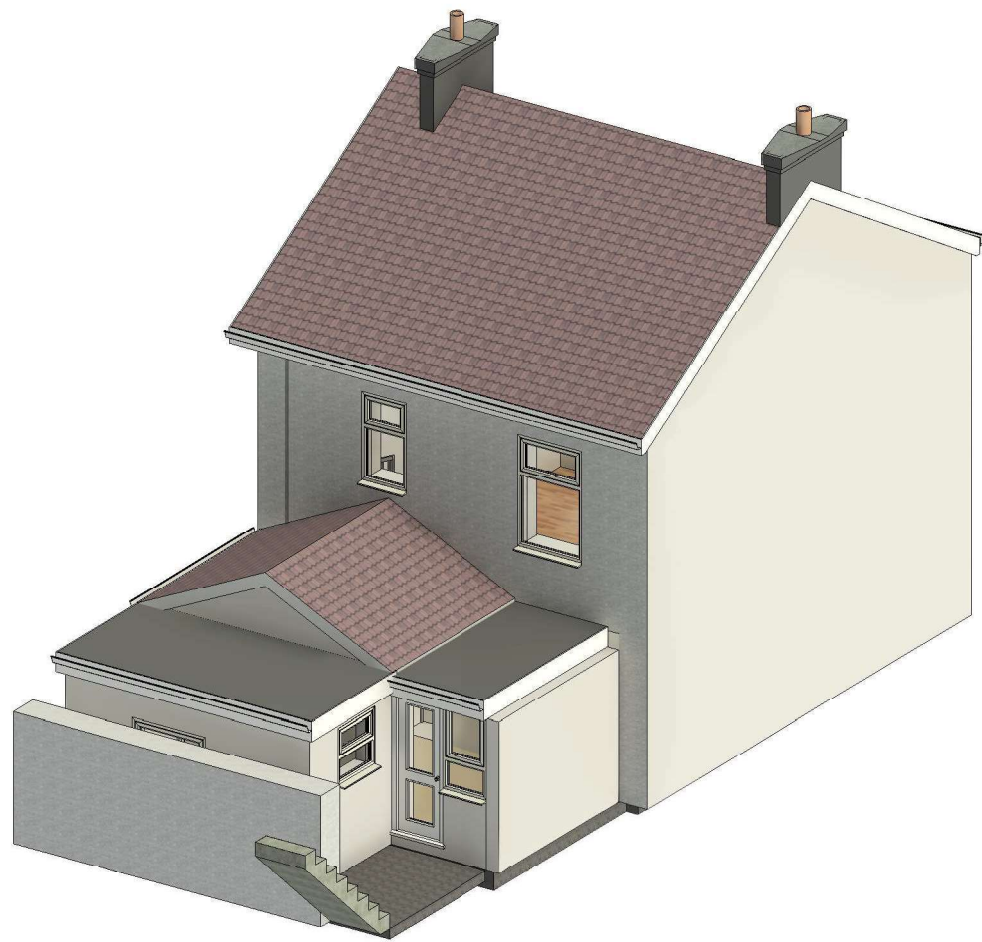
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| PROJECT               |
| First Floor Extension |

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| SHEET                         |
| Proposed Plans and Elevations |

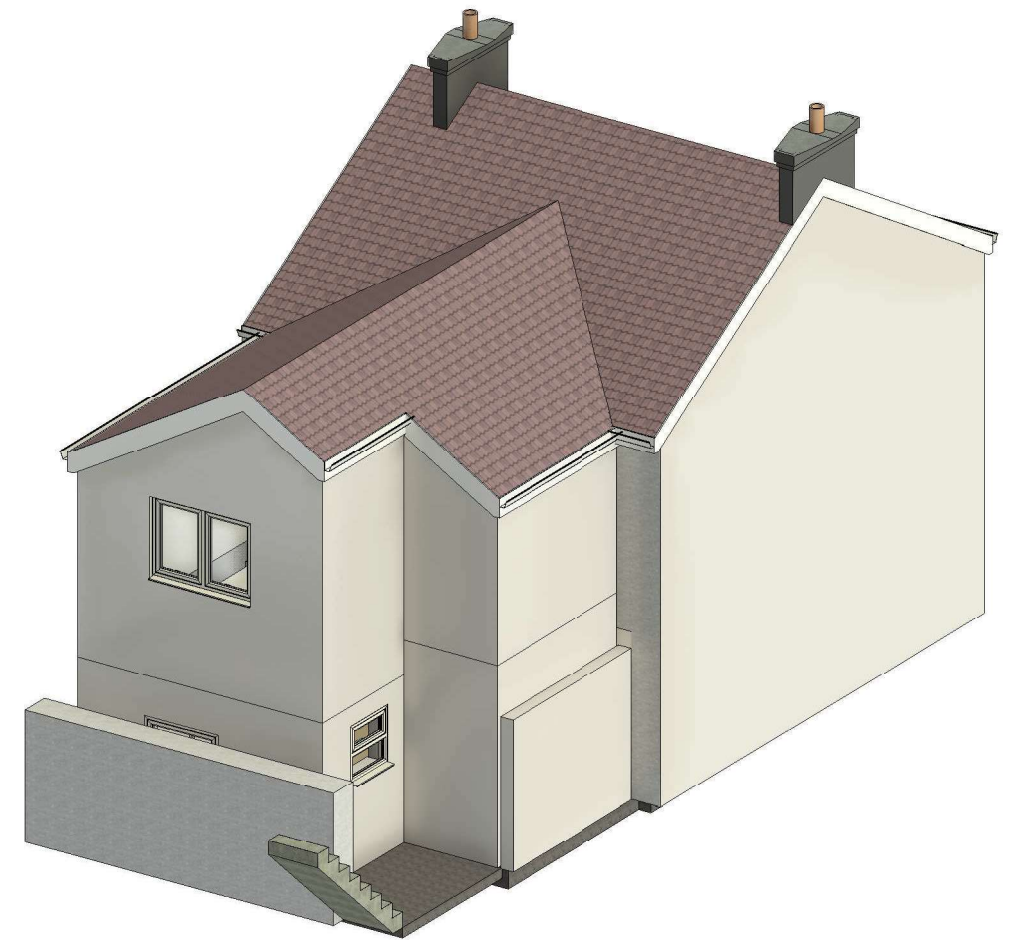
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| Address                                             |
| 7 Edwards Terrace, Bedlinog,<br>Treharris, CF46 6RN |

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| JH         | PH       | 1 : 100      |

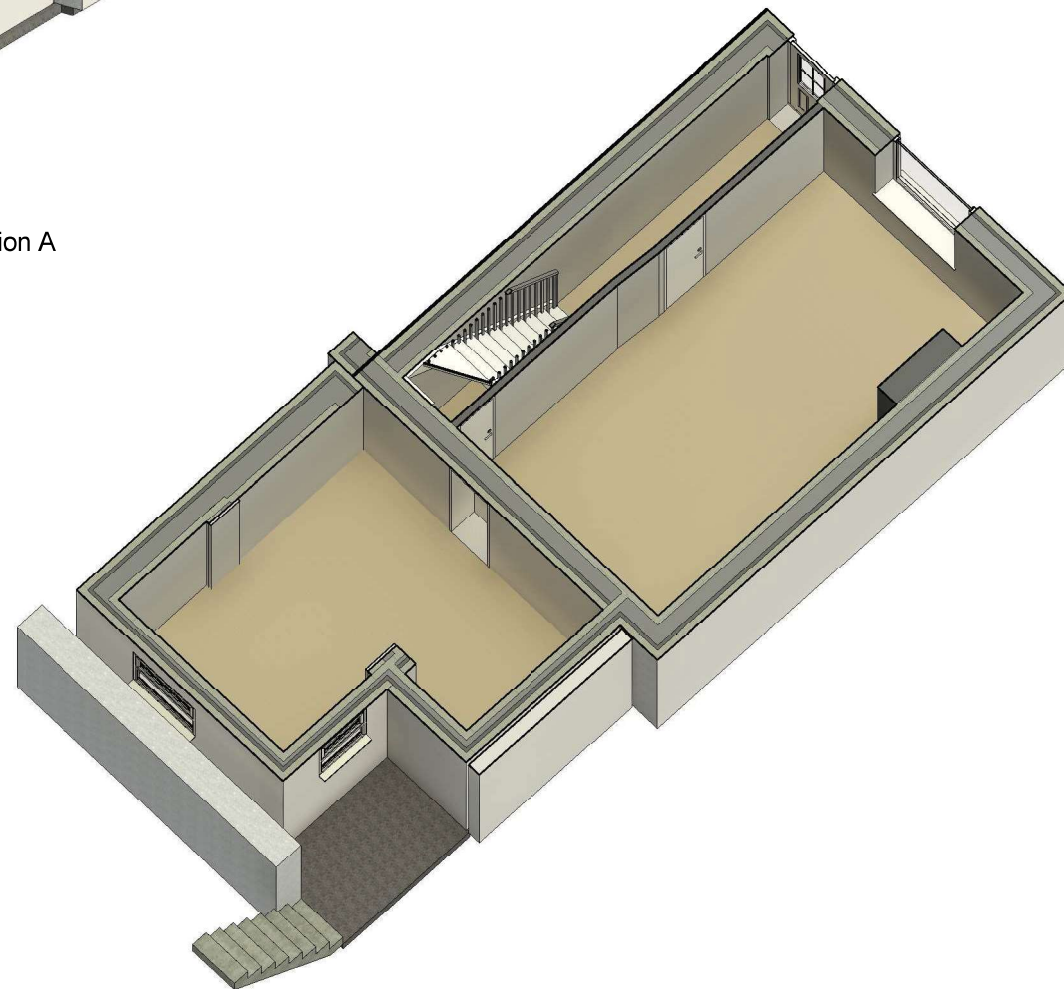
| Rev No | Description | Date       |
|--------|-------------|------------|
| A      | Issue       | 13/03/2024 |
|        |             |            |
|        |             |            |
|        |             |            |



1 Existing Illustration A



2 Proposed Illustration A



3 Proposed Illustration B

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| PURPOSE OF ISSUE  | DRWAING NUMBER |
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| Planning Approval | ET-04          |

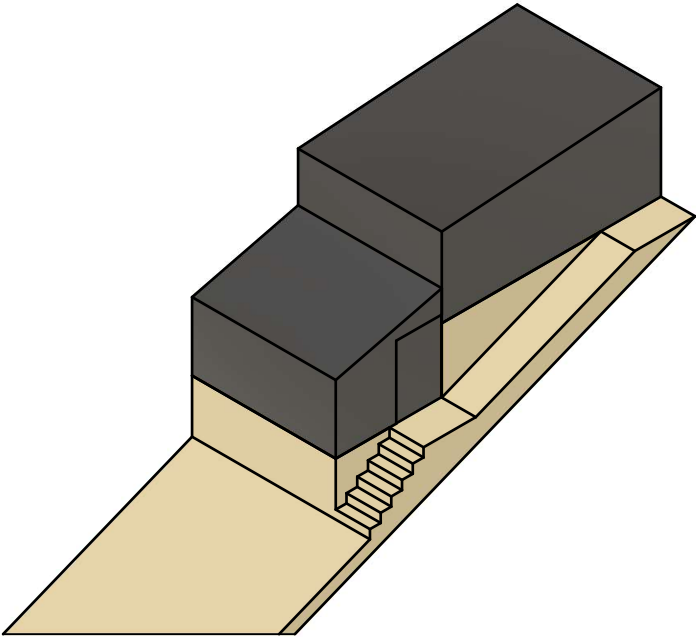
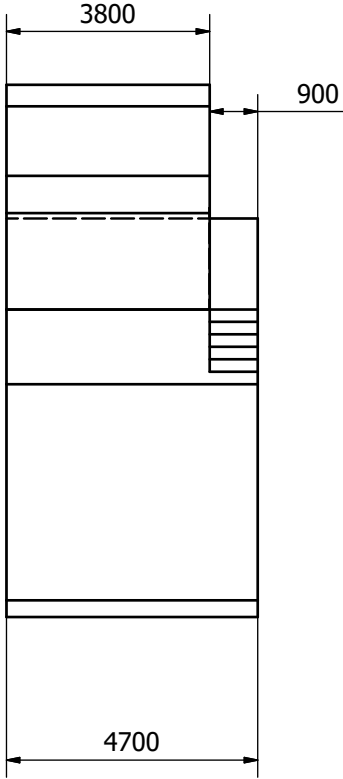
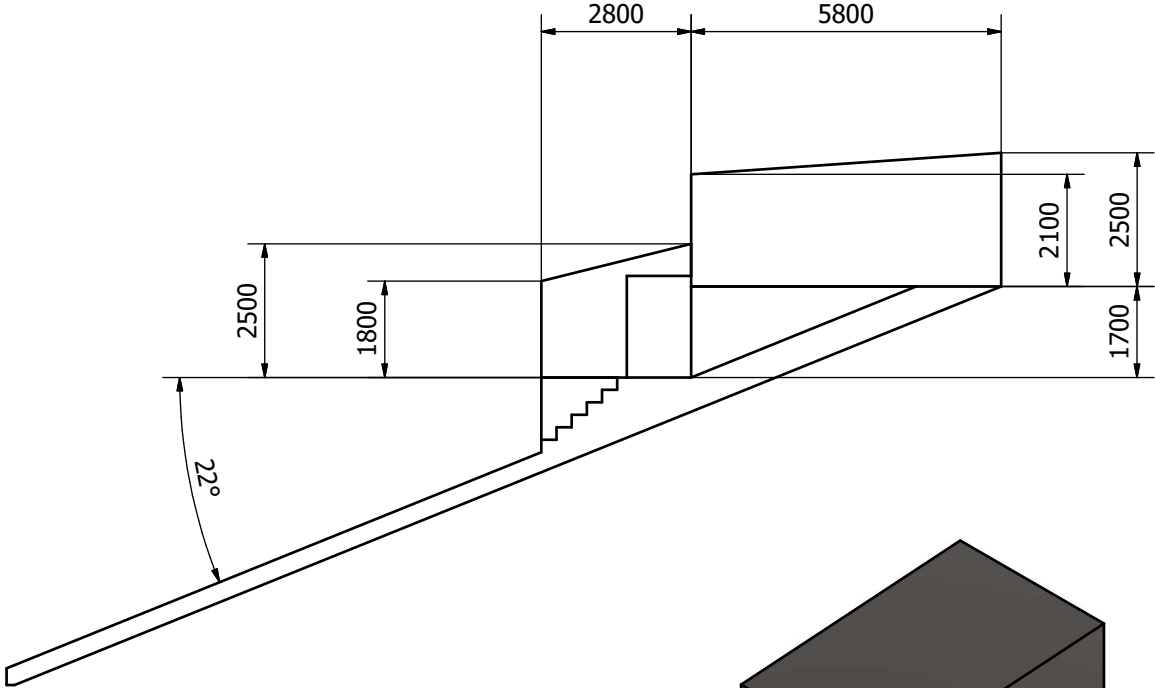
| PROJECT               |
|-----------------------|
| First Floor Extension |

| SHEET         |
|---------------|
| Illustrations |

| Address                                             |
|-----------------------------------------------------|
| 7 Edwards Terrace, Bedlinog.<br>Treharris. CF46 6RN |

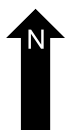
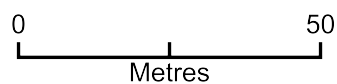
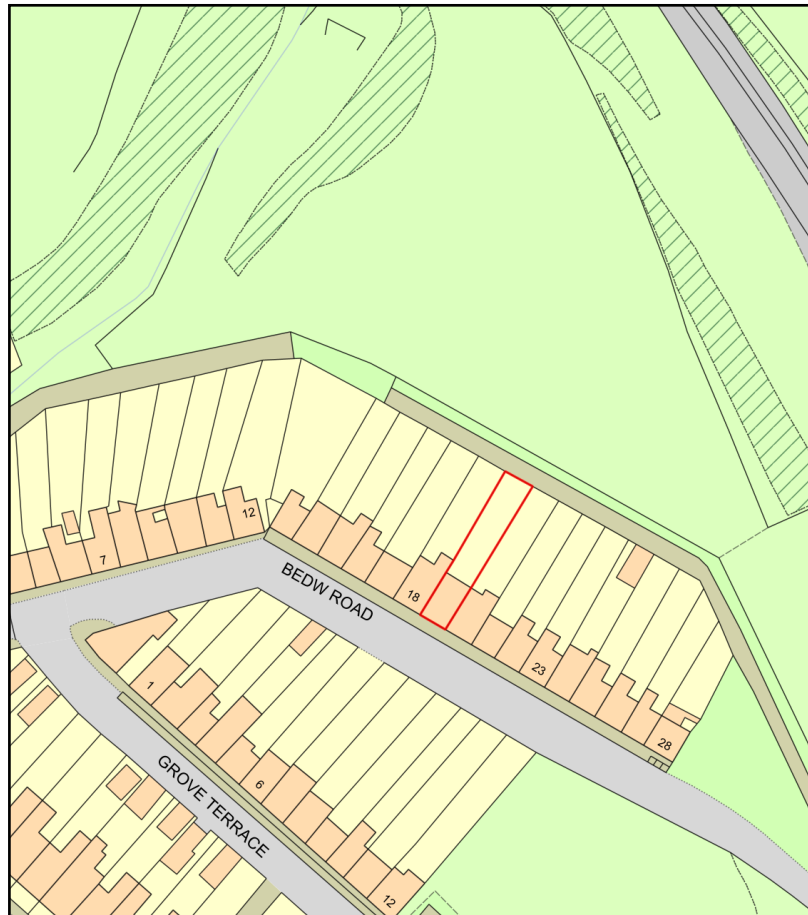
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| Rev No | Description | Date       |
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| A      | Issue       | 13/03/2024 |
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|  |  |  |                         |                  |           |                       |                         |                      |                        |
|--|--|--|-------------------------|------------------|-----------|-----------------------|-------------------------|----------------------|------------------------|
|  |  |  | DRAWN BY :<br>Ben.Quinn | JOB No. :<br>--- | PROJECT : | ASSEMBLY NO. :<br>--- | SCALE :<br>1 : 100      | DATE :<br>15/05/2024 | WEIGHT :<br>1058709 kg |
|  |  |  | CHECKED BY:             | 19 Bedw Road     |           |                       |                         |                      |                        |
|  |  |  | APPROVED BY :           |                  |           |                       |                         |                      |                        |
|  |  |  |                         |                  |           |                       | DRW No. :<br>PE/23/0094 | REVISION :<br>A      | ECN No. :<br>---       |

## 19 Bedw road



Plan Produced for: Andrew Phillips  
Date Produced: 19 May 2024  
Plan Reference Number: TQRQM24140232051503  
Scale: 1:1250 @ A4

# List of transactions

## Transactions List:

| Transaction date | Type of payment | Customer reference                                       | Amount (GBP) |
|------------------|-----------------|----------------------------------------------------------|--------------|
| 07/06/2024       | Standing Order  | Nolly's Nibbles - Community Hub                          | -144.0       |
| 07/06/2024       | Purchase        | Office 365 Charge                                        | -12.36       |
| 06/06/2024       | Direct Debit    | Payroll software                                         | -9.9         |
| 30/05/2024       | Faster Payment  | Income - allotments                                      | 30.0         |
| 30/05/2024       | Faster Payment  | Income - allotments                                      | 15.0         |
| 30/05/2024       | Standing Order  | Community Hub transport - 8 weeks                        | -880.0       |
| 29/05/2024       | Standing Order  | Internal Audit annual charge                             | -400.0       |
| 29/05/2024       | Standing Order  | Sunflower Cakery - packed lunches for community day trip | -312.0       |
| 29/05/2024       | Standing Order  | ACE BUILDERS - water fountain repair                     | -41.22       |
| 28/05/2024       | Standing Order  | Salaries                                                 | -671.81      |
| 28/05/2024       | Standing Order  | Salaries                                                 | -294.8       |
| 28/05/2024       | Standing Order  | HMRC                                                     | -247.75      |
| 28/05/2024       | Standing Order  | RCT PENSIONS                                             | -221.8       |
| 28/05/2024       | Standing Order  | Clerk Expenses                                           | -46.01       |
| 24/05/2024       | Standing Order  | Nolly's Nibbles - Community Hub                          | -138.0       |
| 20/05/2024       | Standing Order  | MTCBC - Waste monthly collection                         | -58.03       |

|            |                |                                    |         |
|------------|----------------|------------------------------------|---------|
| 17/05/2024 | Standing Order | Grant - NEIGHBOURHOOD WATCH        | -385.0  |
| 17/05/2024 | Standing Order | Nolly's Nibbles - Community Hub    | -168.0  |
| 17/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 16/05/2024 | CHAPS credit   | Income - Community Centre Rental   | 350.0   |
| 16/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 15/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 15/05/2024 | Direct Debit   | BT - Broadband charge              | -33.54  |
| 10/05/2024 | Standing Order | Nolly's Nibbles - Community Hub    | -120.0  |
| 10/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 10/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 10/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 10/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 10/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 10/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 10/05/2024 | Standing Order | Trelewis Flood - Emergency Payment | -50.0   |
| 09/05/2024 | Direct Debit   | Payroll software                   | -9.9    |
| 07/05/2024 | Purchase       | Office 365 Charge                  | -12.36  |
| 03/05/2024 | Standing Order | MTCBC - Waste /recycling contract  | -106.73 |

|            |                    |                                      |         |
|------------|--------------------|--------------------------------------|---------|
| 02/05/2024 | Standing Order     | MTCBC - Waste /recycling contract    | -58.03  |
| 02/05/2024 | Purchase           | RockUK - Meeting Refreshments        | -7.8    |
| 29/04/2024 | Standing Order     | RCT PENSIONS                         | -9.6    |
| 26/04/2024 | Standing Order     | Salaries                             | -660.16 |
| 26/04/2024 | Standing Order     | Salaries                             | -294.8  |
| 26/04/2024 | Standing Order     | Nolly's Nibbles - Community Hub      | -138.0  |
| 26/04/2024 | Standing Order     | Clerk Expenses                       | -47.41  |
| 25/04/2024 | BACS Credit        | MERTHYR TYDFIL CR                    | 300.0   |
| 22/04/2024 | Faster Payment     | Income - Community Centre Rental     | 25.0    |
| 19/04/2024 | Standing Order     | Nolly's Nibbles - Community Hub      | -114.0  |
| 17/04/2024 | Standing Order     | CLOUDY GROUP LTD                     | -994.56 |
| 16/04/2024 | Standing Order     | HMRC                                 | -238.89 |
| 16/04/2024 | Standing Order     | RCT PENSIONS                         | -212.19 |
| 15/04/2024 | Own Account Credit | 000000 CREDIT                        | 807.61  |
| 15/04/2024 | First Direct Debit | BT - Broadband charge                | -77.05  |
| 12/04/2024 | Standing Order     | Nolly's Nibbles - Community Hub      | -120.0  |
| 11/04/2024 | Standing Order     | ACE BUILDERS - water fountain repair | -348.94 |
| 11/04/2024 | Standing Order     | ACE BUILDERS - water fountain repair | -348.94 |

|            |                |                                      |         |
|------------|----------------|--------------------------------------|---------|
| 11/04/2024 | Standing Order | ACE BUILDERS - water fountain repair | -348.94 |
| 10/04/2024 | Standing Order | EASY PC ACCOUNTS                     | -96.0   |

# Community and Town Councils in Wales

## Annual Return for the Year Ended 31 March 2024

### Accounting statements 2023-24 for:

Name of body: **Bedlinog and Trelewis Community Council**

|                                                           | Year ending             |                         | Notes and guidance                                                                                                                                                                                                                                         |
|-----------------------------------------------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | 31 March<br>2023<br>(£) | 31 March<br>2024<br>(£) | Please round all figures to nearest £.<br>Do not leave any boxes blank and report £0 or nil balances.<br>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                               | 10577                   | 8315                    | 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                    | 27870                   | 38985                   | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.                                                                                                                           |
| 3. (+) Total other receipts                               | 35355                   | 47091                   | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.                                                                                                                    |
| 4. (-) Staff costs                                        | 14952                   | 16394                   | 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                               | 50535                   | 58441                   | 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                           | 8315                    | 19557                   | 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                       | <b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.                                                                                                                                                    |
| 9. (+) Total cash and investments                         | 8315                    | 19557                   | <b>All accounts:</b> 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                       | <b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.                                                                                                                                |
| 11. (=) Balances carried forward                          | 8315                    | 19557                   | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).                                                                                                                                                                              |
| 12. Total fixed assets and long-term assets               | 267018                  | 275218                  | 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, 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 2024, that:

|                                                                                                                                                                                                                                                                                                                                                                                                  | Agreed? |     | 'YES' means that the Council:                                                                                                                                 | PG Ref   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                                                                                                                                                                                                                                                                                                                                                                                                  | Yes     | No* |                                                                                                                                                               |          |
| 1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>                                                                                                                                                                              | Yes     |     | 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.                                                                                                                                                                                                                            | Yes     |     | 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 to conduct its business or on its finances.                                                                                                  | Yes     |     | 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.                                                                                                                                                                                                                              | Yes     |     | 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 and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                                                                                                                          | Yes     |     | 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.                                                                                                                                                                                                 | Yes     |     | 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 and, where appropriate, have included them on the accounting statements.                                                                                                                                 | Yes     |     | 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.                                                                                                                                                                                                                                                                                  | Yes     |     | Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.                     | 6, 8, 23 |
| 9. Trust funds – The Council 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. | Yes     | No  | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.                                                           | 3, 6     |
|                                                                                                                                                                                                                                                                                                                                                                                                  |         | N/A |                                                                                                                                                               |          |

\* 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 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £500 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 statement and/or the annual governance statement.

## Council/Committee approval and certification

The Council 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.

|                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certification by the RFO</b><br>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024. | <b>Approval by the Council</b><br>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: |
|                                                                                                                                                                                                                                                                                                    | <b>Minute ref:</b>                                                                                                                                                |
| <b>RFO signature:</b>                                                                                                                                                                                                                                                                              | <b>Chair signature:</b>                                                                                                                                           |
| <b>Name:</b> Ryan James                                                                                                                                                                                                                                                                            | <b>Name:</b>                                                                                                                                                      |
| <b>Date:</b> 13/06/2024                                                                                                                                                                                                                                                                            | <b>Date:</b> 13/06/2024                                                                                                                                           |

## Annual internal audit report to:

Name of body: **Bedlinog and Trelewis Community Council**

The Council'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 2024.

The internal audit has been carried out in accordance with the Council'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.

|                                                                                                                                                                                         | 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.                                                                                                            | Yes     |     |     |               |                                                                                                                                |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.                                          | Yes     |     |     |               |                                                                                                                                |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                       | Yes     |     |     |               |                                                                                                                                |
| 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. | Yes     |     |     |               |                                                                                                                                |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.                                         | Yes     |     |     |               |                                                                                                                                |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.                                                               | Yes     |     |     |               |                                                                                                                                |
| 7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.                                  | Yes     |     |     |               |                                                                                                                                |
| 8. Asset and investment registers were complete, accurate, and properly maintained.                                                                                                     | Yes     |     |     |               |                                                                                                                                |

|                                                                                                                                                                                                                                                                                                                    | 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.                                                                                                                                                                                                                                   | Yes     |     |     |               |                                                                                                                                |
| 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. | Yes     |     |     |               |                                                                                                                                |
| 11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.                                                                                                                                                                                                              |         |     | N/A |               |                                                                                                                                |

**For any risk areas identified by the Council (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. |         |     | N/A |               |                                                                                                                                |
| 13. |         |     | N/A |               |                                                                                                                                |
| 14. |         |     | N/A |               |                                                                                                                                |

\* 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 are included in my detailed report to the Council dated 22/05/2024.

### 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 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

|                                                                |               |
|----------------------------------------------------------------|---------------|
| <b>Name of person who carried out the internal audit:</b>      | Helen Harbord |
| <b>Signature of person who carried out the internal audit:</b> |               |
| <b>Date:</b>                                                   | 03/06/2024    |