



MINUTES OF MEETING

BEDLINOG & TRELEWIS COMMUNITY COUNCIL MEETING

Minutes of the ORDINARY MEETING OF BTCC AGM held on **Monday 11 May 2026** at **6:15 PM**. The meeting was held in Bedlinog Community Centre/Microsoft Teams.

Present: Cllrs Searl, Beard, Matthews, Frayne, Brown, Thomas, Preston, Dawson, and Jago.

In Attendance: Ryan James (Clerk); Roxanne Richardson.

178 TO ELECT A CHAIR FOR THE COUNCIL YEAR 2026-2027

DECISION: Resolved that Cllr Richard Searl was unanimously voted as Chair for the Council Year 2026-2027.

179 TO RECEIVE APOLOGIES FOR ABSENCE

There were none.

180 TO RECEIVE DECLARATIONS OF PERSONAL/PREJUDICIAL INTEREST

There were none.

181 TO RECEIVE AND APPROVE THE ANNUAL REPORT FOR COUNCIL YEAR 2025-2026

Cllr Richard Searl presented the report to Council.

Dear Residents of Bedlinog and Trelewis,

It gives me great pleasure, as Chair of Bedlinog and Trelewis Community Council, to present our Annual Report for 2025-2026. This past year has been another busy and positive one for our communities, and I am incredibly proud of what has been

achieved on behalf of residents. As a Council, we remain committed to serving our communities, preserving our identity, and ensuring that Bedlinog and Trelewis continue to be welcoming, supportive, and thriving places to live.

Throughout the year, we have delivered a wide range of projects, events, and initiatives that have brought people together and strengthened community spirit. Our weekly Community Hub in Bedlinog has continued to grow from strength to strength, helping to reduce isolation, provide support, and create valuable social connections for residents of all ages. I am particularly pleased that this year we were able to expand the initiative by launching an additional Community Hub day at Trelewis Community Centre, ensuring even more residents can benefit from these sessions closer to home. Our free transport, wellbeing activities, and partnership working with support organisations has made a real difference to many people within our community.

We were also proud to organise several successful community events during the year, including Glo in the Park, our Christmas Fayre, Summer Play Day, VE Day commemorations, and the Trelewis Cenotaph 100 Year Anniversary remembrance service. The commemorative service marking 100 years of the Trelewis Cenotaph was an especially important and moving occasion for our community. It was wonderful to see residents, school children, veterans, community representatives, and invited guests come together in such large numbers to remember and honour those who gave their lives in service to our country. The event reflected the deep pride our community has in its history and heritage, and it was a privilege for the Council to help lead such a meaningful tribute during this significant milestone year.

The Council has continued investing in our community spaces and facilities. During the year, we completed significant improvements to the Trelewis Multi-Use Games Area, expanded allotment provision to support sustainable growing and biodiversity, and once again enhanced our villages through floral displays, street planters, hanging baskets, and Christmas lights.

Supporting local people has remained at the heart of everything we do. We have continued to provide grants to local organisations, schools, and community groups, whilst also helping residents through cost-of-living support initiatives and direct assistance during times of difficulty.

I am also delighted that the work of the Community Council received recognition at the One Voice Wales Awards, where we received commendations for governance, digital innovation, and our support for residents during the cost-of-living crisis. This recognition reflects the dedication and hard work of everyone involved.

On behalf of the Council, I would like to sincerely thank my fellow Councillors, our Clerk, volunteers, partner organisations, and all those who contribute so much to community life in Bedlinog and Trelewis. Most importantly, I would like to thank our residents for their continued support, engagement, and encouragement throughout the year.

As we look ahead to 2026-2027, the Council remains committed to listening to residents and continuing to deliver positive improvements for our communities.

Thank you.

Councillor Richard Searl
Chair, Bedlinog and Trelewis Community Council

DECISION: Resolved that the Annual Report be received and approved for Council Year 2025-2026.

182 TO RECEIVE REPRESENTATIONS/QUESTIONS FROM THE PUBLIC

There were none.

183 TO ELECT A VICE-CHAIR FOR THE COUNCIL YEAR 2026-2027

Nominations for Vice-Chair were received from Cllrs Jeff Beard, and Edward Dawson. The nomination for Cllr Beard was seconded.

DECISION: Resolved that Cllr Jeff Beard be elected vice-chair for the Council Year 2026-2027.

184 TO APPOINT COMMITTEES AND WORKING PARTIES

DECISION: Resolved that the following Cllrs are appointed to committees and working parties:

HR Staffing Committee (3 members) - Cllrs Beard (Chair), Matthews and Searl.

Events and Consultation Committee (3 members) - Cllrs Brown (Chair), Matthews, and Preston (Chair and Vice-Chair automatically join).

One Voice Wales Area Committee (2 members) - Cllr Dawson and Cllr Brown.

185 TO APPROVE APPOINTMENT OF REPRESENTATIVES

DECISION: Resolved that the following appointments of representatives are made:

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.

Taf Bargoed Regeneration Partnership Board (1 member) - Cllr Beard, and the Clerk attends in absence.

186 TO REVIEW AND APPROVE THE COUNCIL'S FIXED ASSET REGISTER

DECISION: Resolved that the Council's Fixed Asset Register be approved.

187 TO REVIEW AND APPROVE THE COUNCIL'S RISK ASSESSMENT

DECISION: Resolved that the Council's Risk Assessment be approved.

188 TO REVIEW THE REGULAR PAYMENT SCHEDULE FOR 2026/2027

DECISION: Resolved that the regular payment schedule for 2026/2027 be approved.

189 TO UNDERTAKE AN ANNUAL REVIEW OF THE STATUTORY TRAINING PLAN

DECISION: Resolved that the Annual Review of the Statutory Training Plan was undertaken.

The Clerk will provide the OWV list of upcoming training to Cllrs.

190 TO APPROVE THE MEETING SCHEDULE FOR 2026/2027

DECISION: Resolved that the meeting schedule for 2026/2027 be approved.

191 TO APPROVE THE ACCOUNTS FOR FY2025-2026

DECISION: Resolved that the Accounts for FY2025-2026 be approved.

192 TO APPROVE THE BANK RECONCILIATION DATED 31-03-2026

DECISION: Resolved that the bank reconciliation dated 31-03-2026 be approved.

193 TO NOTE THE APPOINTMENT OF AN INTERNAL AUDITOR FOR THE 2025/2026 AUDIT AND APPROVE £400 COST

DECISION: Resolved that the appointment of an internal auditor for the 2025/2026 audit and £400 cost be approved.

194 TO DETERMINE WHETHER A REVIEW OF STANDING ORDERS AND/OR FINANCIAL REGULATIONS IS REQUIRED.

DECISION: Resolved that as there are no changes, the Standing Orders and Financial Regulations require no updates.

195 TO APPROVE MINUTES OF THE MEETING HELD 13 APRIL 2026

DECISION: Resolved that the minutes of the meeting held 13 April 2026 be approved.

196 TO APPROVE PAYMENTS AND RECEIPTS FOR THE PERIOD 08/04/2026 - 06/05/2026.

DECISION: Resolved that the payments and receipts for the period 08/04/2026 - 06/05/2026 be approved.

197 TO CONSIDER ANY PLANNING APPLICATIONS

There were none.

198 TO APPROVE GRANT REQUEST FROM TAFF BARGOED ANGLING ASSOCIATION

DECISION: Resolved that the grant request from Taff Bargoed Angling Association be approved.

199 TO APPROVE GRANT REQUEST FROM BEDLINOG FOOTBALL CLUB

DECISION: Resolved that the grant request from Bedlinog Football Club be approved.

200 TO RECEIVE ANY UPDATES FROM COUNCILLORS

Cllr Dawson advised that the locking of Nant Llwynog Park gate will continue – the general consensus is that due to the lighter evenings, there is an increased risk of ASB. Merthyr Tydfil CBC Rights of Way Officers are aware.

Cllr Frayne suggested that it would be a good idea to have noticeboards put up in Bedlinog and Trelewis for Community council announcements for those not on social media. The Clerk will investigate and locations can be discussed.

Cllr Thomas advised that MTCBC Council meetings had not taken place due to the pre-election period. David Hughes, former Dowlais & Pant Ward Councillor, had been elected to the Senedd, and a by-election in the ward was to be confirmed.

Cllr Preston updated Council on the Price in Places Fund, 750k capital funding had been earmarked for the South of the Borough. There are a number of projects in discussion for Bedlinog and Trelewis, a total of 20 or so projects and comments from Cllrs were being collated by Laura Wilcox, Regeneration Department.

Cllr Jago stated that as the only Community Council in Merthyr Tydfil, and being based in the South of the Borough, it would be good to have a voice in decisions being made. The Clerk will contact LW.

201 TO NOTE THE DATE OF NEXT MEETING

The date of the next meeting will be Monday 8th June 2026.

Meeting concluded at 7:45 PM

Bedlinog & Trelewis Community Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Benches							
Steel bench		1.00	695.00	Kickabout area (Hylton Terrace)			
Wooden Bench		429.00	595.00	Graig Fargoed			
Wooden bench (memorial)		1.00	595.00	Taf Bargoed Parc Entrance			
Wooden bench (memorial)		1.00	595.00	Parc Nant Llwynog			
		432.00	2,480.00				
Community Centre							
Bedlinog Community Centre		220,000.00	220,000.00	Garth Terrace, Bedlinog			
		220,000.00	220,000.00				
Digital Interpretation Board							
Digital interpretation board	01-01-2021	10,000.00	10,000.00	Parc Nant Llwynog			
		10,000.00	10,000.00				
Dog Bins and Litter Bins							
Dog waste bin	01-01-2021	204.97	204.97	Glyn Bargoed, Trelewis			
Dog waste bin	01-01-2021	204.97	204.97	Pleasant View, Bedlinog			
Dog waste bin	01-01-2021	204.97	204.97	Garth Terrace, Bedlinog			
Dog waste bin	01-01-2021	204.97	204.97	New Park, Trelewis			
Litter bin	01-01-2022	481.97	481.97	Tennis Courts, Bedlinog			
Litter bin	01-01-2018	219.00	481.97	Hylton Terrace, Bedlinog			
Litter bin	01-01-2019	225.00	481.97	Station Terrace, Bedlinog			
		1,745.85	2,265.79				
Miscellaneous							
Allotment Beds	01-01-2024	4,800.00	4,800.00	Manor View, Trelewis			
Allotment Beds	01-01-2025	3,200.00	3,200.00	Nant Llwynog Park			

Bedlinog & Trelewis Community Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Brushcutter	01-01-2021	239.98	239.98	Bedlinog Community Cer			
CCTV System	01-01-2022	550.00	550.00	Bedlinog Community Cer			
Computer	01-01-2020	1,200.00	1,200.00	With Clerk			
Defibrillator and Cabinet	01-01-2022	4,792.00	4,792.00	1x Grove Terrace, 1x Top			
iPad	01-01-2019	2,303.00	2,303.00	Cllr iPads			
Laptop Lenovo	01-01-2017	299.00	500.00	With Clerk			
Printer HP	01-01-2017	59.00	100.00	With Clerk			
Projector	01-01-2019	99.00	120.00	Bedlinog Community Cer			
Storage Containers	01-01-2024	3,400.00	3,400.00	Bedlinog Bowls Allotment			
		20,941.98	21,204.98				

Payments

Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
Lenovo YG Slim 7 14IMH9 ULT5 x 14	13/11/2025	457.00	457.00	Bedlinog Community Cer	4 years
		6,398.00	6,398.00		

Bedlinog & Trelewis Community Council**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Recreation Ground							
Allotment Beds	01-01-2023	9,600.00	9,600.00	Bowling Green Bedlinog			
Allotment Beds	01-01-2022	3,200.00	3,200.00	Trelewis Primary School			
Bedlinog Allotments		1.00	1.00	Hylton Terrace, Bedlinog			
Changing Rooms (Part ownership)		1.00	1.00	Bedlinog Recreational Gr			
Kickabout Area		1.00	1.00	Hylton Terrace			
		12,803.00	12,803.00				
Street planters & baskets							
Barrel Planter	01-01-2020	2,787.83	2,787.83	Bedlinog & Trelewis			
Double barrel planters	01-01-2020	2,268.79	2,268.79	Bedlinog & Trelewis			
Lamppost baskets	01-01-2020	1,822.80	1,822.80	Bedlinog & Trelewis			
		6,879.42	6,879.42				
Grand Total:							
		279,200.25	282,031.19				

Bedlinog & Trelewis Community Council
RECONCILIATION - Bedlinog Community Council Account 06-06-2025

From Accounts	£23,429.00
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£23,429.00
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TRAINING PLAN: 2022 – 2027

Adopted: 10th October 2022

The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to implement a plan setting out what it proposes to do to address the training needs of its Councillors and staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and staff, possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all Councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of Community Councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new Councillors. This is the Council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to Council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining Councillors' immediate training priorities an initial training assessment will be made of the essential skills needed and whether the Council feels there is sufficient coverage and depth across the Council for it to operate effectively going forward from May 2022. The Council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of Councillor training needs will be conducted later in the financial year, when new Councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Notwithstanding this, there are core areas to address to ensure the Council has sufficient skills and understanding. These are:

- Basic induction for Councillors.
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for Councillors and staff to attain going forward from the publication of this inaugural training plan.

The Council has approved the publication of this training plan having identified its initial requirements to take the Council forward following the local government ordinary elections on

5 May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

In terms of the Council's initial plans these are set out in the following table:

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
New and returning Councillors	Basic induction to the Council	Informal training delivered by Clerk	May-June 2022	Basic induction via presentation providing an overview and understanding of how the Council operates. A member information pack will also be issued to all Councillors to support the induction programme.	Completed June 2022.
All Councillors	Bespoke training session on the Code of Conduct for Members	Formal training	By no later than Dec 2022	The Clerk delivered overview training as part of the induction. This initial overview will be topped up by training opportunities provided by MTCBC Democratic Services Team.	One new Cllr has completed formal Code of Conduct – module 9 training via One Voice Wales in June 2022.
Clerk to the Council	Continuous Professional Development	Attendance and completion of sector specific local council conferences and training seminars throughout the financial year.	By 31 st March 2023.	The Clerk possesses the Introduction to Local Council Administration (ILCA) sector specific qualification.	Ongoing
Clerk to the Council	Certificate in Local Council Administration (iLCA)	Formal qualification	By March 2024	CiLCA is a foundation qualification which evaluates whether you have a broad knowledge of all aspects of a Clerk's	Completed 2022.

				work – roles and responsibilities, the law, procedures, finance planning and community involvement.	
Chair of the Council	Chairing Skills Module 10	Formal training provided by One Voice Wales	By March 202	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	Completed March 2022.
2 x Staffing Committee member Councillors	The Council as an Employer Module 3	Formal training provided by One Voice Wales	By March 2025	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	One Cllr completed the training in July 2022.
1 x Councillor	Advanced Local Government Finance Module 21	Formal training provided by One Voice Wales	By December 2024	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales. One Cllr has completed Local Government Finance – Module 6 and will progress to the next module.	Completed.
1 x Councillor	Understanding the Law – Module 4	Formal training provided by One Voice Wales	By December 2025	One Voice Wales have developed a training scheme for Community	

				and Town Councils which is being delivered across Wales.	
1 x Councillor	Health & Safety – Module 7	Formal training provided by One Voice Wales	By March 2026	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
1 x Councillor	The Council Meeting – Module 5	Formal training provided by One Voice Wales	By December 2026	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
All Councillors and Staff	Equalities & Diversity Training	Formal training provider.	By September 2025	To ensure all understand their responsibilities under the Equality Act 2010, promote inclusive practices, and foster a respectful environment for all members of the community. This training supports fair decision-making and helps prevent discrimination in service delivery and internal operations.	



11/05/2026

Bedlinog and Trelewis Community Council

Dear Helen Harbord,

Internal Audit Engagement Letter – Financial Year 2025–2026

This letter sets out the basis on which you will undertake the internal audit for Bedlinog and Trelewis Community Council for the financial year ending 31 March 2026.

Objective of the Internal Audit

The purpose of the internal audit is to provide an independent review of the Council's systems of internal control, accounting records, and governance arrangements in accordance with the requirements of the Annual Governance and Accountability Return for community and town councils in Wales.

The audit will include such testing and examination of records as considered necessary to enable completion of the Internal Audit Report for the 2025–2026 financial year.

Scope of Work

The internal audit will include review of:

- Bank reconciliation and cashbook accuracy
- Income and expenditure testing
- Payroll
- Risk management arrangements
- Asset register and insurance arrangements
- VAT accounting
- General compliance with Financial Regulations

The audit work will be carried out independently and objectively, based on information and documentation provided by the Council.

Responsibilities of the Council

The Council remains responsible for:

- Maintaining proper accounting records and internal controls
- Preparing the accounting statements and supporting documentation
- Making available all records, explanations, and information required for the audit
- Ensuring compliance with all statutory obligations and regulations

Internal Auditor Responsibilities

As Internal Auditor, you will conduct the audit with reasonable skill and care and produce a report of findings for the Council.

Fee

The agreed fee for completion of the internal audit for the financial year 2025–2026 is **£400.00**.

Acceptance of Engagement

Please confirm acceptance of the terms of this engagement by signing and returning a copy of this letter.

Yours faithfully,

Ryan James
Clerk/RFO

Acceptance of Engagement

I confirm acceptance of the terms outlined in this engagement letter for the internal audit of the financial year 2025–2026.

Signed: _____

Name: _____

Position: _____

Date: _____



Meeting Schedule 2026-2027
Monday 11 th May 2026
Monday 8 th June 2026
Monday 13 th July 2026
Monday 14 th September 2026
Monday 12 th October 2026
Monday 9 th November 2026
Monday 14 th December 2026
Monday 11 th January 2027
Monday 8 th February 2027
Monday 8 th March 2027
Monday 13 th April 2027



The clerk is duly authorised to make payments from the 'Regular Payment Schedule – Financial Year 26/27 as set out below, and will report payments at the next Council meeting:

Item	Description	Approximate Costs (£)
Salaries	11.5 hours per week	1000 (Monthly)
Clerk Mileage	0.45p per mile for reimbursement of the Council business travel	20.00 (Monthly)
WFH Clerk Payment	Standard WFH cost	26.00 (Monthly)
Salaries	30 hours per month	300.00 (Monthly)
CloudyIT	Decisions Software	595.00 (Annually)
Dwr Cymru	Water bill at Bedlinog Community Centre	90.00 (Quarterly)
HMRC Tax Payments	Employee tax	300.00 (Monthly)
Pension Contributions	Employee contributions	300.00 (Monthly)
SSE	Electricity & Gas bill at Bedlinog Community Centre	1000.00 (Quarterly)
BT	Bedlinog Community Centre broadband and line rental	38.00 (Monthly)
One Voice Wales	Annual subscription costs	705.00 (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	400.00 (Annually)
ICO	Data protection registration fee	40.00 (Annually)
Scribe	Council Accounting System	500.00 (Annually)
Microsoft 365	Clerk Microsoft 365 account and Teams licence for hosting remote meetings	15.00 (Monthly)
Brightpay	Payroll software	16.00 (Monthly)
Admin	Postage/stationary/cleaning Materials	25.00 (Monthly)
MTCBC Recycling Contract	Community Centre collections	59.00 (Monthly)
MTCBC Park Inspections	Inspections of kickabout area at rear of Hylton Terrace)	204.00 (Quarterly)
Poppy Wreaths	2 x Poppy Wreaths for Remembrance Sunday	80.00 (Annually)
Payments as part of any external Grant Awards to the Com Council	As determined in the grant application and agreed by the awarding body.	As determined by the awarding body.
Clerk Emergency Payments	As determined by the Financial Regulations – items under £500	£500.00 (Ad hoc monthly)

FINANCIAL & BUSINESS RISK ASSESSMENT BEDLINOG AND TRELEWIS COMMUNITY COUNCIL

2026/27 Last updated 01/05/2026; APPROVED: 11/05/2026

	<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 renewed	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	Low	Financial Loss	A risk assessment is developed for implementation should future government guidelines ever come into place.	Clerk	When required

Bedlinog & Trelewis Community Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	16,896.18	
Cash in Hand		
Post, Admin, Travel		577.22
Miscellaneous Payments		603.21
Insurance		2,736.29
Membership Fees		898.00
Christmas Lights		
Clerk Emergency Payments		354.50
Welsh Translation		
S137		500.00
Councillors Expenses		341.78
Training	200.00	484.17
Nature / Biodiversity		5,226.00
Grants	250.00	2,000.00
Bills		12,078.94
Audit		600.00
Salaries		13,267.52
HMRC		4,333.01
Pension		3,419.37
Community Events	100.98	5,226.23
Trelewis MUGA		
Precept	40,314.06	
Reserves		
Com Centre Rent	1,197.50	
VAT	3,339.85	
Grants		
Warm Hub Rent/Bill	3,000.00	105.00
Warm hub: 25	10,859.00	13,327.92
PLAYWORKS HOLIDAY FUNDING	1,750.00	2,226.65
SPF	16,000.00	13,322.37
ALLOTMENT IMPROVEMENT	21,366.00	8,542.38
Cenotaph Maintenance	1,680.00	1,400.00
TRELEWIS MUGA	2,000.00	
PHYSICAL ACTIVITY GRANT	1,000.00	102.00
COMMUNITY EVENTS	470.25	
PUBLIC BENCH FUND	800.00	
VAT		6,122.57
	104,327.64	97,795.13

Closing Balances:

Balances in Bank Account	23,428.69
Cash in Hand	

Bedlinog & Trelewis Community Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
TOTAL	121,223.82	121,223.82

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed _____
Responsible Financial Officer

Date _____