

**CYNGOR CYMUNED
TRELAWNYD & GWAENYSGOR
COMMUNITY COUNCIL**

Minutes of the **Meeting of Trelawnyd & Gwaenysgor Community Council**
held at **Trelawnyd Memorial Hall** on Thursday, 13th July 2023 at 7.00pm.

PRESENT: Councillor D.H. Ellis (Chair).

Councillors:, Sarah Roberts, Sue Clarke, P. Jones, J.E. Lloyd-Ellis, I. Papworth,
A. Richards, B. Richards.

APOLOGIES FOR ABSENCE were received from Councillor G. Banks and
G.Madison

IN ATTENDANCE: Carol Britnell (Clerk)

The Chair welcomed all to the meeting.

3. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Sarah Roberts and Sue Clarke declared an interest .

4. MINUTES & MEETINGS

4.1. Approval of Minutes

RESOLVED:

That the minutes of the following meetings be
approved as a correct record.

- Meeting of the Council held on Thursday 8th June
2023.

Proposed by Cllr BR, Seconded by Cllr ELE all present agreed.

5. Matters Arising

Generators still to be checked and tested.
Still awaiting an updated Street Light list from FCC.

6. Clerks Report

Internal and External Audit - the clerk requested permission to pay the
Internal Audit Fee (in the accounts to be paid) and for permission to pay the
External Audit Fees when received. This was agreed by the Councillors. The
2021/2022 had not yet been received so there will be two fees to pay.

The External Auditor has committed to returning the 21/22 report at the same time as the 22/23 report. The overdue report was a full audit whilst the 22/23 was partial. The paperwork for 22/23 has been submitted to the Auditor at the beginning of July.

It was agreed that the Clerk and Cllr SC would update the website, changing the Details for the Domain name/host to another host. The website would update all information including giving the various groups space on the website, events and general information. The councillors approved a payment of up to £100 for costs for this work.

The Clerk requested the purchase of a new laptop as the current one had various issues and was very slow. Cllr ELE agreed to get a quote for this and Bring to the next meeting.

7. County Councillors reports

No Councillors present

8. REPRESENTATIVE / LIAISON COMMITTEE REPORTS

Bio-diversity Sub Group, a meeting has now been arranged, report to the next meeting.

9. Planning Applications

No applications received.

10. Payment of Accounts

SCHEDULE OF ACCOUNTS – July 2023

26/2023	BACS	CAROL BRITNELL	SALARY – JULY/WFH	679.23
29/2023	BACS	HMRC	TAX	13.80
27/2023	BACS	CAROL BRITNELL	EXPENSES	26.73
25/2023	BACS	TCA	GRANT	664.87 + 1,335.13 (INS PAID) = 2,000.00
22/2023	BACS	SCOTTISH POWER	STREET LIGHT ELECTRICITY	747.54
23/2023	BACS	JDH BUSINESS SERVICES	AUDIT	300.00

28/2023	BACS	TCA	SUMMER PLAYSCHEME	1,800.00
24/2023	BACS	PLANNING AID WALES	TRAINING	150.00
			TOTAL	4,382.17

Payments agreed, proposed by Cllr ELE and seconded by Cllr AR, agreed by all

A request for support has been received from Theatr Clwyd, as it is not
In the Council area it was agreed that the council could not support it.

Accounts and Bank Reconciliation 1/4/23 to 30/6/2023

Current Account	
Brought forward	13,583.48
Income for Quarter	10,729.50
Total	24,313.04
Expenditure for Quarter	9,596.47
Total	14,716.57*
In account as of 30/6/23	14,716.57
Difference	0

Savings Account	
Brought Forward	10,038.61
Interest Paid	33.62
Total	10,072.23

- Includes Awards for All underspend of 3,611.69

11. Correspondence

The following items have been circulated by email and members are requested
To note them as received.

Details	Circulation Dates
Welsh Government Consultation	Various
Flintshire County Council Updates	Various
Welsh Government News	Various
Planning Aid Wales	Various
One Voice Wales, news, consultations and training	Various
20MPH newsletter	August

12. Internal Audit 2022/2023

The Internal Audit has now been completed.

The internal audit is carried out by the following testing of the internal controls specified on the Annual Return for local councils in Wales:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements
- Where the Council is sole trustee of a charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited 28/06/2023

with regard to

The issues identified

Issue 1 – the councillors agreed to the changes the auditor suggested.

Issue 2 – that the councillors had approved the payments but they had not been recorded in the minutes.

Issue 3 – that an annual risk assessment had not been carried out in 22/23, that One be carried out in 23/24, approved and recorded in the minutes.

Issue 4 – that the FCC lighting repair wrongly attributed to Clerks Salary be Corrected to the right category. All councillors agreed to the changes.

Issue 5 – Controls of village Hall rental, as the hall had been transferred to TCA This no longer applied.

13. Trelawnyd Notice Board

A request to move the Notice board at the Memorial Hall and replace the Perspex had been received. It was agreed that this be moved and Perspex Replaced, councillors agreed to this. TCA are in agreement to the moving of the Board.

14. 20 MPH Scheme – exemptions and consultations

A discussion regarding the 20 MPH scheme being introduced on 17/9 and any Exemptions to be applied for. It was agreed that a meeting be held in Trelawynd Monday 7th August and in Gwaenysgor Wednesday 9th August with an invitation To attend be extended to all household to attend. The Invitation letter would Include a response form for all to complete and return. Dependent on the Responses received the council would act in response to the majority of forms Received.

15. Street Lights

See Matters arising.

16. Website

____ See Clerks Report

CLOSE OF MEETING

The Chair closed the meeting at 8.30pm.

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Chair