

**Governance Activity for 2024-25 Audit – Llangammarch Community Council**

Date	Meeting/Activity	Item	Item	Minutes Authorised	Accounts Authorised	Accts Recon	Checked I/Audit
1/4/2023	March Bank Statement	Downloaded	Check through AGAR			yes	
	Clerk CPD points carried forward	9.5 of 18 required					
7/4/2023	AGAR and account sent for Internal Audit						
8/4/2024	Downloaded Ombudsman Information	Read and studied with especial reference to complaint.	(1CPD)				
10/4/2024	VAT Reclaim	Details and form sent to HMRC	£1338.33				
	Chair sent reply to complaint	By recorded delivery					
14/4/2024	Internal Audit Complete						
19/4/2024	Complainant replied Including the Monitoring Officer	Both Chair and Clerk acknowledged Complainant	MO has not acted (to date 20/3/2025)				
21/4/April	Introduction to new Building Funding	Toilets in Llangammarch?	(1CPD)				
22/4/April	Agendas sent out for AGM and May Meeting						
24/4/2024	OVW Cost of Living Workshop		(1CPD)				
30/1/2024	April Bank Statement					yes	
1/5/2024	AGM Meeting & Council Meeting	Minutes agreed 3/5/2023 Minutes agreed 6/3/2024 Receipts up to 30/4/2024 agreed Annual Payments list agreed AGAR agreed and signed		3049 3049 3060 a) 3060 c) 3060 e)	Yes 3060 c)	yes	

2/5/2024	1 <sup>st</sup> Draft of Minutes						
3/5/2023	2 <sup>nd</sup> Draft of Minutes	Draft Minutes published online					
3/5/2024	AGAR sent into Welsh Audit	Confirmed receipt					
31/5/2024	May Bank Statement					yes	
24/6/2024	Agenda sent out for council meeting on the 3/7/2024						
30/6/2024	June Bank Statement					yes	
1/7/2024	Electors Rights	published					
3/7/2024	OVW Conference		(2.5 CPD) (14.5in total)				
3/7/2024	Council Meeting	Minutes agreed 3/5/2024 Receipts up to 30/6/2024 agreed Payments agreed		3066 3076 a) 3076 b)	yes	yes	
5/7/2024	1 <sup>st</sup> Draft of Minutes	Published online and in all notice boards					
8/7/2024	Youth Engagement	webinar	(1CPD)				
9/7/2024	Powys SLCC meeting		(1CPD)				
17/7/2024	Builth Community Support	AGM Meeting					
1/8/2024	July Bank Statement					yes	
16/8/2024	1 <sup>st</sup> Post Office Community Meeting	Notes published online and all noticeboards					
24/8/2024	Health & Safety	Training to support volunteers	(2 CPD)				
27/8/2024	Agenda and papers sent out for meeting 4/9/2024	Online and on noticeboards					
31/8/2024	August Bank Statement					yes	
4/9/2024	Council Meeting	Minutes agreed 3/7/2024 Receipts agreed Payments agreed Mid-term Budget		3081 3089 a) 3089 b) 3089 c)	Yes	Yes	

5/9/2024	Powys SLCC		(1 CPD) (19.5 in total)	2023-24			
6/9/2024	2 <sup>nd</sup> Post Office Meeting	Notes published online an all noticeboards					
10/9/2024	Draft of Minutes	Published online and all noticeboards					
10/9/2024	OVW Practice Development Note	Code of Conduct	All members training				
14/9/2024	Community Digital Practice	Digital security	All member training				
23/9/2024	Cllr Jones married	Now Cllr Evans					
1/10/2024	September Bank Statement				yes		
16/10/2024	Reminded Finance Committee	24/10/2024, 10.30 am	Draft Budget sent				
16/10/2024	Internal Auditors Course started						
16/10/2024	Renewed SLCC membership						
20/10/2024	Copy files to external drive						
22/10/2024	New Financial Regulations	two changes – 3 year forecast and checking by a councillor before IA					
24/10/2024	Finance Committee	Looking at precept	Preparing for council meet				
26/10/2024	Draft Minutes of FC						
29/10/2024	Agenda and Papers sent out for November Meeting 6/11/2024	Online and on notice boards					
1/11/2024	October Bank statement				Yes		
6/11/2024	November Council Meeting	Financial Regulations agreed Minutes agreed Receipts agreed		3097 3093 3101 a)	Yes	yes	

		Payments agreed Budget Review (1)		3101 b) 3101 f)			
7/11/2024	Draft Minutes published						
10/11/2024	IA Course Module	Land Registry Numbers on Land assets (now done) WAVE Accessibility checked	No errors				
10/11/2024	New Financial Regs published						
13/11/2024	Files backed up						
16/11/2024	Internal Audit course completed and passed	Wales version	8 CPD for 2024-25				
20/11/2024	Tirabad Hall and Alexandra Hall	Nominated for the 'Movement for Good' award (£1K)					
23 & 24/11/2024	Green Flag Award submission	For Riverside Gardens					
1/12/2024	November Bank	statement				Yes	
29/12/2024	Internal Audit Course completed and passed	England version	8 CPD points for 2024-25 Total now 16				
31/12/2024	Agenda and papers sent our meeting on the 8 <sup>th</sup> January 2025	Online and on noticeboards					
31/12/2024	December Bank	statement				yes	
2/1/2025	Powys Sustainability	Presentation sent to councillors	All member training				
	Meeting with L Tarling	District Area Post Office Manager					
8/1/2025	January Council Meeting	Minutes agreed Banking agreed Payments agreed Budget Review (2) Precept agreed		3105 3114 a) 3114 b) 3114 d) 3114 e)	yes	yes	
10/1/2025	Draft Minutes published	Online and notice boards					
28/1/2025	ChatGPT & AI training		1 CPD point				
31/1/2025	January Bank Account					Yes	

10/2/2025	Arrange Green Bin	1 Westend					
12/2/2025	10am	Riverside gardens meeting update					
12/2/2025	7pm Powys Sustainability	Meeting in Tirabad	1 CPD point				
20/2/2025	Defibrillator checks						
24/2/2025	Defib pad replacement	Llangammarch & Tirabad					
25/2/2025	Agenda and papers sent out for the 5 <sup>th</sup> March	Agenda also sent to Charlotte and Nick from Serenity, Online and Noticeboards					
28/2/2025	February Bank Account					yes	
5/3/2025	Powys Clerks		1 CPD point (total now 19)				
5/3/2025	March Council Meeting	Minutes agreed Banking agreed Payments agreed		3118 3127 a) 3127 b) and 3123	Yes	Yes	
6/3/2025	Draft Minutes published	Online and in Noticeboard					
10/3/2025	Senedd Reports	Councillor Training	All member Training				
20/3/2025	Heart of Wales Line	7 pm Meeting in LWT					
25/3/2025	AGAR arrived						
1/4/2025	March Bank Account	End of year				yes	
	Pulling Welsh Audit requirements together						
	Cllr Jon Hather	Examines the completed accounts					
	Internal Auditor	Richard Mears					