

Governance Activity for 2021-22 Audit – Llangammarch Community Council

| Date | Meeting/Activity | Item | Item | Minutes Authorised | Accounts Authorised | Accts Recon | Checked I/Audit |
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| 12/4/2021 | Condolence set up in Alexandra Hall | Covid Protocol & Risk Assessment set up by Alexandra Hall, Operation Bridge Protocol, LCC | Letter of condolence sent to Buckingham Palace | 2780 | | | |
| 17/4/2021 | Condolence book closed | Signed pages bound | | 2780 | | | |
| 18/4/2021 | Operation Bridges Protocol updated | updated | | | | | |
| 20/4/2021 | Clerk Training Update | 9.5 point carried from 2020. Clerk's year runs from November to October each year. 18 points required annually. | 7/4/2021 Local elections webinar – 1 point 15/4/2021 – e-Course on handling aggression – 1 pt. | | | | |
| 30/4/2021 | April Accounts | | | | | Yes | |
| 24/4/2021 – 5/5/2021 | Prep for Annual Meeting | Chair's acceptance sheet, committee terms of reference Risk assessments, Policies renewal | Asset confirmation, insurance renewal, internal auditor | | | | |
| 4/5/2021 | Powys Clerks Branch Meeting (am) IRPW (pm) | Clerk training Representing the council | 1 CPD point for each meeting – total 13.5 | | | | |
| | Prep for May meeting | Annual payments list, allowance forms for councillors, Audit report, declaration of Office (Chair) Training policy, TOR update | Confirmation of reserves, Annual report, clerk appraisal | | | | |
| 12/5/2021 | Annual Meeting | All items on agenda covered Risk assessments checked, agreed and <u>signed</u> (Internal Auditor recommendation) | Cllr Andrews' resignation accepted and his place on committees taken by Cllr Thomas. | 2787-2797 | | | |

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| | | New Training Policy and Terms of Reference for the Environmental Working Party, all signed off | Committees Terms of Reference updated and agreed. | | | | |
| 12/5/2021 | Council Meeting | Casual Vacancy to be notified to PCC. IRPW Allowance Forms given out Grant paid to Alex Hall | EOY accounts and End of April Accounts agreed and authorised Annual payment list Authorised. AGAR agreed and signed Internal Auditor's report accepted, suggestions already implemented. Clerk Appraisal, Annual Report accepted. | 2798 2806 | 2806 | 2806 | |
| 13/5/2021 | Clerk Training | SLCC/OVW joint conference 10am -4pm, online Topic of esp interest GPoC | 2.5 CPD points, total now for the Clerk - 16 | | | | |
| 14/5/2021 | Casual Vacancy | Declared to PCC | 20 days waiting before we can co-opt | | | | |
| 15/5/2021 | Meeting with Powys CC | 6-7.30pm via MSTEams | | | | | |
| 17/5/2021 | | HMRC new tax code issued to Clerk | Sent to payroll at Alun Clark | | | | |
| 18/5/2021 | | RoSPA Inspection of Tan y Deri play area – paid for | | 2806 | | | |
| 24/5/2021 | Clerk Training | Health Workplaces & Civility in Public Life - OVW, SLCC LGA, NALC, CCLA | 1 CPD point – 17 points | | | | |
| 31/5/2021 | May Accounts | | Bank reconciliation | | | yes | |
| | Clerk Training | Level 3 Bullying and Harassment at work | 2 CPD points – now 19 Requirement complete | | | | |
| 9/6/2021 | | Changes to HMRC code for clerk, checked with Alun Clark | Clerk needed a rebate, council to retrieve later | | | | |

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| 10/6/2021 | Meeting with Butlerwall | Confirm s106 arrangements for Cefn Llan | Verbally confirmed at £25K | | | | |
| 6/7/2021 | Agenda for 14/7/2021 Published | | | | | | |
| 14/7/2021 | Council Meeting | Held in Alexandra Hall under Hall Covid guidelines and LCC risk Assessment | June Bank reconciliation Minutes signed | 2819 2810 | yes | yes | |
| 1/8/2021 | July Accounts | | | | | yes | |
| 19/8/2021 | IRPW Wales | IRPW return sent in | | | | | |
| 20/8/2021 | IRPW Wales | Confirmation of receipt of return | | | | | |
| | Flyer for Wildflowers | Poster for wildflowers | | | | | |
| | Elector's Rights begins | Accounts available in Llanddewi. LD4 4DN | | | | | |
| 25/8/2021 | Welsh Audit Query | Quickly resolved about line 3 variance | Debit had been given and not credit! Corrected on our copy | | | | |
| 1/9/2021 | August Accounts | | | | | yes | |
| | Agenda for 8/9/2021 published | | | | | | |
| 8/9/2021 | Council meeting | Held in Tirabad Hall under Covid guidance and LCC Risk assessment | August Accounts Minutes Signed off Application for new councillor set aside until November as they could not be present | 2831 2823 | yes | yes | |
| 17/9/2021 | Elector's Rights ends | | | | | | |
| 26/9/2021 | Finance Committee meeting agreed for 1/10/2021 | To look at Budget Setting for 2022-2023 | Notes circulated and to be presented at next full council | | | | |
| 27/9/2021 | Audit – publication of AGAR on website | As instructed by Welsh Audit | | | | | |
| 01/10/2021 | September Accounts | | | | | yes | |

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| | Finance Committee | Notes recorded for November Council Meeting | | | | | |
| 5/10/2021 | Meeting with Powys CC | 6-7.30pm via MS Teams | | | | | |
| 20/10/2021 | SLCC | Clerk renewal | Acceptance of CPD 2020-21 | | | | |
| 21/10/2021 | Welsh Audit | Request for bank statements, had already been sent but lost by WA | Sent as pdf by return | | | | |
| 1/11/2021 | October Accounts | | | | | | |
| 2/11/2021 | Agenda sent out | Accompanying papers - Finance Committee findings, budget sheet | List of Correspondence | | | | |
| 10/11/2021 | Council Meeting | Held over Zoom Pro New Councillor co-opted RoSPA report discussed, weekly inspections confirmed (new councillor yet to sign declaration and do C of C training) | Minutes signed off October accounts agreed and signed off Finance committee suggestions, First budget and precept review – all agreed. Clerk's pay rise agreed | 2835 2844 | Yes yes | Yes yes | |
| 11/11/2021 | | Meeting in Llanwrtyd over possible closure of pharmacy | Report sent to all from Cllr Coldrick | | | | |
| 12/11/2021 | | Meeting in Tirabad over the future of St David's and the cemetery | | | | | |
| 15/11/2021 | New Councillor | Declaration Accepted and signed Taken through Code of Conduct on Zoom | 7-8pm on Zoom | | | | |
| 17/11/2021 | Conference 10-1600hrs Over Zoom | New Draft Governance & Financial Tools | 2.5.CPD Points | | | | |
| 18/11/2021 | Workshop over Zoom 2-3pm | Looking at 'Scribe' accounting system | 1 CPD point | | | | |
| 1/12/2021 | November Accounts | | | | | yes | |
| 1/12/2021 | Powys SLCC Meeting | | 1 CPD Point | | | | |

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| | Meeting with OVW/SLCC/Welsh Gov & Audit | Allocated Theme 5 for discussion and feedback. Further explanation 0.5 CPD point. Total of CPD for Clerk = 5 (18 required) | Councillors to be included in Part 2 - Cllrs Coldrick and Thomas have volunteered | | | | |
| 20/12/2021 | Meeting with Cllrs Coldrick and Thomas over Theme 5 | Record kept of suggestions | | | | | |
| 31/12/2021 | December Accounts | | | | | Yes | |
| 4/1/2022 | Agenda for meeting on 12/1/2022 | | | | | | |
| 12/1/2022 | Council Meeting | Over Zoom pro | Minutes signed off December Accounts signed off Second Budget review and Precept agreed | 2847 2854 a) 2854 c) | yes | yes | |
| 13/1/2022 | Precept request sent | Receipt rec'd from PCC | | | | | |
| 20/1/2022 | | British Gas Standing Charge now in operation | £15.80 | | | | |
| 31/1/2022 | January Accounts | | | | | Yes | |
| 7/2/2022 | Governance Forum | 2-3.30 Welsh Gov and OVW Sharing findings from 20/12/2021 | LCC commended on suggestions 1 CPD Point | | | | |
| 9/2/2022 | Welsh Audit | Phone call to WA about the overdue audit from them | Left a message, no response | | | | |
| 10/2/2022 | Welsh Audit | Another phone call to WA. Deryck Evans went through the AGAR as Grant Thornton had not sent on all docs on to WA. | What he needed was on our website. He therefore signed off the AGAR as unqualified. | | | | |
| 15/2/2022 -17/2/2022 | Clerk's Conference online | | 3 CPD Points | | | | |
| 22/2/2022 | Forthcoming Elections | Presentation by Sandra Mathews of Powys CC | 0.5 CPD Point | | | | |
| 28/2/2022 | February Accounts | | | | | Yes | |

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| 1/3/2022 | Agenda for meeting on 9/3/2022 | Alexandra Hall & Zoom | | | | | |
| 3/3/2022 | Powys SLCC meeting | Elections and Governance Toolkit | 1 CPD Point | | | | |
| 9/3/2022 | Council Meeting | Held in Alexandra Hall with Zoom remote access Election Papers given out | Minutes from January signed off February Accounts signed off | 2857 2866 | yes | yes | |
| 12/3/2022 | LCC Risk Assessment | Update and adjustment | Needs signing off at next AGM | | | | |
| | Asset Register | Checked | No adjustment | | | | |
| | AGM Agenda prepped | | | | | | |
| | May Meeting Agenda Prepped | Checked Local Government & Election (Wales) Act 2021 for requirements for GoPC | 2 clear Audits, Majority of councillors standing for election, Clerk with CiLCA | | | | |
| 17/3/2022 | 2022-23 AGAR arrived | | | | | | |
| 22/2/2022 | Reminder to councillors | Election papers | | | | | |
| 23/2/2022 | Query to handyman about fixing the gate at the play area | Needs sorting before the next RoSPA Inspection. All other queries dealt with. | | | | | |
| 26 & 27/2/2022 | Drafting out the AGAR responses | 2 drafts of the Annual Report done, final one agreed by the Chairman | | | | | |
| | Awaiting notification of further requirements from Welsh Audit. | | | | | | |
| 30/3/2022 | 6 sets of election papers hand-delivered to County Hall | Receipt obtained | | | | | |
| 1/4/2022 | Bank Statement | Downloaded | Check through AGAR | | | | |