

CYNGOR CYMUNED LLANDDAROG COMMUNITY COUNCIL

Minutes of the June 2023 Meeting of Llanddarog Community Council held at Mynyddcerrig Club on 14/06/2023 at 19.00.

46/2023-2024 Present.

Councillors: S Herridge (Cadeirydd), County Cllr H Jones, M Rees, R Owen, R Newell, K Waters, R McFarlane.

County Cllr A Davies.

Clerk.

Translator: M Davies.

47/2023-2024 To receive apologies.

Councillors: J Williams O.B.E, M Griffiths, R Jones, T Evans.

48/2023-2024 To receive declarations of interest.

None.

49/2023-2024 Opportunity for the public to address the Council on agenda items.

None.

50/2023-2024 To consider any policing and /or road safety concerns.

None.

51/2023-2024 County Council matters - County Cllr A Davies.

County Cllr A Davies reported that she had attended the WLGA Rural Forum and also meetings of the Welsh Strategic Migration Panel which deals with the immigrants at the Stradey Park Hotel. The Home Office and Clear Springs (agent for the Home Office) were in attendance.

County Cllr A Davies attended the Equality in Wales conference which included powerful testimonies from numerous people of their personal experience whilst being young, black-skinned and male when being dealt with by the Police. The testimonies were honest but very uncomfortable. In this County under 3% come from a BAME background and the County's workforce is under 1% so where is the other 2%? The truth is that most professionals are employed by the Health Service and others are self-employed. We need to ensure that Carmarthenshire County Council represents a workplace and employment for all people and that a career is available.

The Welsh Language Strategy was also launched at the Urdd Eisteddfod which was a fantastic festival and congratulations to Llandovery on a superb event. Also, congratulations to Llanarthne on winning "Penre Mwyn" within the Cwm Gwendraeth area and an even greater favor to Ysgol Llanddarog on winning the Choir in the Urdd Eisteddfod.

52/2023-2024 Chairman's Report.

Cllr S Herridge reported that she had attended the Young Farmer's Rally at The United Counties Showground on 13/05/2023 and that it was a very successful event.

Cllr S Herridge reported that she had attended the Community Service at St Twrog Church on 21/05/2023 and that she had given the Community Award certificate to all recipients present and introduced herself as the new Chairman of Llanddarog Community Council. Cllr S Herridge applauded the children of Llanddarog School for singing at the service and thanked all council members that were able to attend.

Cllr S Herridge reported that she had attended the Community Awards Dinner at the Prince of Wales, Porthyrhyd on 02/06/2023 and that an enjoyable meal and pleasant evening was had by all. Cllr S Herridge presented the Community Awards certificate to all recipients not able to attend the Community Service and thanked all staff members at the venue for all their hard work.

53/2023-2024 Confirmation and signing of the Minutes of the Council Meeting 10/05/2023.

It was **resolved** to confirm the minutes for 10/05/2023. Proposed by Cllr M Rees and seconded by Cllr R Owen.

Cllr M Rees reported an error on **minute 31/2023-2024**, final paragraph – Change China mug to bone China mug. **Resolved** for the Clerk to alter.

Cllr R Owen reported an error on **minute 37/2023-2024** – Change Club to Welfare. **Resolved** for the Clerk to alter.

Cllr R Owen reported an error on **minute 42/2023-2024**, first paragraph – Change Porthyrhyd to Llanddarog. **Resolved** for the Clerk to alter.

54/2023-2024 Matters arising from the above minutes.

The Clerk informed council members that all matters to **resolve** had been actioned and if correspondence had been received, a copy of the Email had been sent to each member for information.

55/2023-2024 To note correspondence or to list for consideration at a forthcoming council meeting.

(All relevant correspondence is emailed to council members at the time of receipt and only brought before the meeting if necessary or specifically requested by members or the Clerk).

Letter received from the Kids Cancer Charity requesting funding – Defer to the November meeting. Clerk to inform.

Email received on 16/05/2023 from Cwm Gwendraeth Youth Choir requesting funding – Defer to November meeting. Clerk to inform.

56/2023-2024 Planning.

No objections to the below planning application. Proposed by Cllr M Rees and seconded by Cllr R Owen.

PL/05617 - Proposed milk bottling plant facility with ancillary office accommodation (B2) including storage (B8) and associated infrastructure work (amended building design and the milk processed/bottled at the site will be from the farm holding together with milk imported in from other farms) - Penrhiw, Cwmisfael, Carmarthen, SA32 8BY

57/2023-2024 Payments.

The below payments were certified in the May monthly meeting and **ratified** in the June monthly meeting. Copies of invoices sent to all members electronically prior to

payment for authorisation. Proposed by Cllr R Newell and seconded by County Cllr H Jones.

Method of Payment	Date	Suppliers & Details	Sum £ inc VAT
Online	24/05/2023	HMRC PAYE – Period 2	109.00
Online	24/05/2023	J.G Evans – May Payroll	360.22
Online	24/05/2023	Cllr Salary After Tax	150.00
Online	24/05/2023	Cllr Salary After Tax	135.40
Online	24/05/2023	Catrin Llwyd – CCLL19	79.00
Online	24/05/2023	Paragon Internet Group - 7525249	9.54
Online	24/05/2023	Dynefor Tree Services - 002	315.00
Online	24/05/2023	B&M Bargains - Certificates	9.00
Online	25/05/2023	Zurich Insurance - 524051443	589.98
Online	30/05/2023	Llanddarog Village Hall – Annual Revenue Grant	550.00
Online	30/05/2023	Porthyrhyd Welfare – Annual Revenue Grant	550.00
Online	30/05/2023	Mynyddcerrig Welfare – Annual Revenue Grant	550.00
Online	30/05/2023	Llanddarog Village Show – Annual Revenue Grant	250.00
Online	30/05/2023	Nest	33.82

58/2023-2024 Receipts.

Cllr R Jones – 4 x Jubilee mugs.
11/05/2023 - £14.00.

59/2023-2024 To discuss the External Auditor Report 2021-2022.

Each member had been provided with a written report from the Welsh Audit Office prior to the meeting. A full verbal report was provided by the Clerk, stating that the 'Accounting Statement', 'Audit Certificate' and 'Notice of Conclusion of Audit' had been placed on the website and notice boards for public viewing and confirming the external auditor's comments as follows –

"Audit Opinion – Unqualified.

Basis for Qualification Accounting Statement - In my opinion, the Accounting Statement does not properly present the Council's receipts and payments and financial position for the year:

- There is an arithmetic error in the Accounting Statement. Based on the entries for receipts and payments, the closing balances should state £19,108.

Other matters arising and recommendations - There are no further matters that I wish to draw to the Council's attention.

The Clerk reported that despite the arithmetic being checked by himself and the internal financial examiner the error had occurred. **Resolved** to correct the error in preparation for the 2022 – 2023 accounts.

Members thanked the Clerk for his rigorous work in the audit preparation and the Clerk thanked Cllr R Jones for his assistance.

It was proposed by Cllr M Rees and seconded by Cllr R Newell to accept the report.

60/2023-2024 To discuss the Internal Auditor Report 2022 – 2023.

The Internal Auditor Emailed a report to the Clerk on 13/06/2023 and it was forwarded to all Council members on 13/06/2023 in preparation for the June meeting on 14/06/2023. The Clerk also verbally reported the document to all council members present.

1. Proper Bookkeeping

a. Random audit of 10 on-line payments by Internal Auditor with below template.

Payment date	Amount	Supplier	Invoice amount	VAT	Reported in minutes (ref the minute)
25/4/22	420.02	J G Evans April Payroll	420.02	0.00	Minute 31/2022-2023
23/5/22	966.13	BHIB	966.13	0.00	Minute 56/2022-2023
20/6/22	120.00	Catrin Llwyd	120.00	0.00	Minute 77/2022-2023
25/7/22	250.00	Dynefor Trees	250.00	0.00	Minute 99/2022-2023
22/8/22	360.99	Roman Solutions	360.00	60.00	Minute 99/2022-2023
26/9/22	93.40	HMRC	93.40	0.00	Minute 122/2022-2023
30/11/22	50.00	Carmarthenshire YFC	N/A Donation	0.00	Minute 168/2022-2023
23/1/23	15.84	J G Evans – reimbursement for purchase at Castell Howell Foods	15.84	2.64	Minute 211/2022-2023
20/2/23	65.66	Just Print	65.66	10.94	Minute 232/2022-2023
30/3/23	1745.17	Carmarthenshire County Council	1745.17	290.86	Minute 254/2022–2023

b. Document the minute where the Council has been informed of its Section 137 powers, its limit and indeed confirm that Section 137 expenditure is separately accounted for in the cashbook. **Section 137 payments are formally minuted and summarised in the ‘outgoings’ column in the Summary of Accounts. Expenditure of the Chairman’s allowance has been noted in the minutes and recorded under Section 137 payments in the cashbook.**

I note that are instances where the minutes are noted a /2021 - 2022 as a typing error and I have used what I consider they should read as /2022 - 2023

2. Risk Management

- a. Established convention for providing grants / donations – the lack of formal procedure, as opposed to the sums and policy justification, is identified as a high risk within the Council’s risk register (Oct 2019); **The merits of providing the standing revenue grant should be a Council decision and confirmed every year.**
- b. Established convention for Chairman Civic Allowance Budget – the procedural aspect, as opposed to the sum and policy justification, is identified as a medium risk within the Council’s risk register (October 2019). Note this is not a personal payment to the Chair but a civic allowance to support charities events attended etc in the year.
- c. Council reserves – the effective use of reserves has been identified the risk in the Council’s register. The Internal Auditor is asked to advise on whether the Council’s new strategy for use of its reserves. **I am satisfied that the Council has looked in depth at this matter as noted in December - Minute 173/2022-2023 and January’s Meeting in Minute 194/2022 – 2023.**

3. Budgetary Control

Review of the Council minutes to confirm that the following financial regulation has been complied with during the year:

- a. Financial Regulation 4.8 – The internal auditor should confirm that 3 reports from the Internal Financial Examiner have been provided to the Council within the financial year and that 3 financial budget monitoring reports have been provided by the Clerk/RFO to the Council within the financial year. **I am satisfied that this requirement is being met, having viewed the Budget Reports in minutes of the following meetings - April 2022- Minute 255/2022-2023, July 2022 – Minute 79/2022 – 2023, October 2022 - Minute 124/ 2022- 2023and January 2023 – Minute 191/2022 – 2023.**

(The internal auditor is asked to evidence that the review has taken place by referencing the relevant minutes within his report where these reports have been received by the Council. Copies of the reports will be provided to the Internal Auditor)

4. Income

Verify that the sum demanded by the precept was paid by Carmarthenshire County Council by checking the bank statement. The internal auditor is asked to evidence that the review has taken place by signing the bank statement where the transactions are received and confirming the sum received as at 31/3/22 in his report.

I have signed the following bank statements April 2022, September 2022 and December 2022. The precept sum requested for the year was £21,255.78, supported by Remittance Advice Notes and this corresponds to the totals in the bank statements and the Financial Summary.

Last year I suggested that Llanddarog Community Council invoiced Llanarthne Community Council for any shared cost, although this was agreed by both Councils (Minute 80/2022-2023 for Llanddarog), this does not appear to take place which makes it difficult to track any charges without cross-referencing both Councils. The same holds for Llandybie and Gorslas Community Council though I recognise that the payments are donations, but I cannot see any reference to the agreement to share zoom facilities.

There is a VAT Refund of £1,118.31 noted on the bank statement for January 2023 and other miscellaneous income of £683.29.

Records of income are minuted, but the only other records are the bank statements when the monies have been paid by bank transfers into the account.

I note that VAT of £6.20 has not been entered on the Accounts Summary for a payment on 23rd May 2023 to WCVA.

5. Payroll

Staff were auto enrolled in. The internal auditor is asked to confirm within his report to the Council that the Council is continuing to review the position of its staff in relation to auto enrolment and to evidence such a review by referring to specific documentary evidence / Council minutes within his report. **I am satisfied that the Council continues to review its position in relation to auto enrolment and I have seen the declaration of compliance. I can confirm that the minutes make ongoing reference to the review.**

6. Asset Control

The Council has a very small number of fixed assets. The internal auditor is asked to confirm in his report that the Council is continuing to review its asset base by way of condition reports/surveys. The internal auditor is asked to conduct such a review by referring to specific documentary evidence / Council minutes within his report.

A register is available detailing the assets, location and state of repair with audit and insurance value.

7. Bank Reconciliation

The Council should have been provided within 4 reconciled bank statements during the financial year by the Clerk/RFO in accordance with financial regulation 4.8. The Internal Auditor is asked to review the sums that were presented to the Council within the budget reports and verify they matched the bank statements. The internal auditor will also sign the bank statements.

Bank Statement Month Ending	Statement Balance Actual £	Statement Balance Provided Within Budget Report	Council Minute Reference	Bank Statement Signed
28/07/2022	18304.71	-	79/2022-2023	Yes
29/09/2022	23232.48	-	101/2022-2023	Yes
29/12/2022	27207.03	-	191/2022-2023	Yes
30/03/2023	22590.41	-	254/2022-2023	Yes

I am content that there is full adherence to the financial regulations with 4 reports provided. All details are set out in the budget reports.

8. Year end.

The Internal Audit will review the arithmetical accuracy of the annual return. The internal auditor will also fill in the relevant sections of the annual return and sign / date accordingly. **The sums in the Accounts Summary and Annual Return equate to the year-end Bank Statement in March.**

Council members thanked the Clerk and Cllr R Jones for their diligent work throughout the year.

61/2023-2024 To receive update on Porthyrhyd memorial stone.
No update.

62/2023-2024 To receive update on King Charles III Coronation Mugs.

The Clerk received a catalogue of mugs from the contractor on 16/05/2023 and it was forwarded to all council members to review. It was decided to ask for a quotation for various mugs and it was decided to purchase 108 units of the H M King Charles III Coronation Marlborough Mug at a cost of £4.75 + VAT. Coronation logo on one side and the community council logo on the other side. Unfortunately, a bilingual Coronation logo was unavailable. **Resolved** for the Clerk to obtain a final proof and order the mugs.

63/2023-2024 Forum in order for Members to raise reports / questions through the Chairman.

Cllr R Owen and Cllr S Herridge reported an issue near the junction to Crwbin Road where water has been leaking onto the road for the past few days. Cllr S Herridge stated that the issue had been reported to Welsh Water but asked the Clerk to report again. **Resolved** to note.

Cllr M Rees reported that the grass in the community was burning due to the continuous warm weather and asked if the contractor could not cut the grass as short and as often. Cllr R McFarlane stated that according to weather reports, rain was imminent. County Cllr H Jones asked the Clerk to contact the contractor for guidance. **Resolved** to note.

Cllr M Rees stated that it was important for all Community Council members to attend the Community Service in May to introduce the new Chairperson to community members soon after the general meeting and to present the Community Awards. Cllr M Rees asked if it was an occasion that community councilors wanted to continue. The matter was discussed by all council members present and it was decided to continue with the tradition. Proposed by Cllr M Rees and seconded by Cllr S Herridge. Date of next service 12/05/2024.

64/2023-2024 In camera 20.36.

Those who were not Community Council members or the Clerk departed the meeting – not to return. The exclusion is due to personnel / staffing matters being discussed.

65/2023-2024 Staff pay run June 2023.

The Clerk reported the payroll amounts verbally to all council members. It was **resolved** to accept the report and ratify the payment of the sums as presented. Proposed by Cllr S Herridge and seconded by Cllr R Owen.

66/2023-2024 The meeting finished at 19.40.

Chairman

Date
