



Cyngor Tref Llangollen Town Council

09.02.21

Annwyl Gynghorwyr.

Dear Councilors.

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o'r Cyngor Tref, a gynhelir **Dydd Mawrth 16^{fed} Chwefror 2021 am 6.00 yh**, er mwyn trosi'r busnes a nodir yn yr agenda isod.

Notice is hereby given of a video conference meeting of Town Council, which will be held on **Tuesday 16th February 2021 at 6.00 pm**, for the purpose of transacting the business set out in the agenda below.

Hysbysir aelodau o'r Cyngor y Dref drwy hyn i fynychu.

Members of the Town Council are hereby summoned to attend.

Mae crynodeb o eitemau gohebiaeth a chyhoeddiadau amrywiol a dderbyniwyd ers cyfarfodydd diwethaf wedi'u cynnwys ac mae ar gael yn swyddfa'r Cyngor y Dref i ddarllen yn llawn os oes angen.

A summary of correspondence items and miscellaneous publications received since the last meetings are included and are available in the Town Council office to read in full if required.

Mae'r cyfarfodydd yn agored i'r wasg a'r cyhoedd.

The meetings are open to the press and public.

Dolen y cyfarfod yw: -

The meeting link is:-

<https://meet.starleaf.com/4121343297/app>

Yn gywir,
Yours faithfully,

Gareth Thomas
Clerc y Dref a'r Swyddog Ariannol Cyfrifol.
Town Clerk and Responsible Financial Officer.

Cyngor Tref Llangollen Town Council.

Agenda.

16.02.21.

- | | |
|---|---|
| <p>1. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb.</p> | <p>Apologies for absence.
To receive, consider and accept apologies for absence.</p> |
| <p>2. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.</p> | <p>Declaration of Interest.
To receive any known declarations of interest in items on the agenda.</p> |
| <p>3. Cyhoeddiadau Faer y Dref.
I derbyn cyhoeddiadau oddiwrth Faer y Dref.</p> | <p>Mayors Announcements.
To receive announcements from the Town Mayor.</p> |
| <p>4. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol.</p> <p>a) Sgt Martin Jones, Heddlu Gogledd Cymru.
b) Ros Stockdale, Swyddog Partneriaeth Cymunedol, Ardal o Harddwch Naturiol Eithriadol Bryniau Clwyd a Dyffryn Dyfrdwy</p> | <p>Presentations.
To receive presentations from outside bodies.
Sgt Martin Jones, North Wales Police.
Ros Stockdale, Community Partnership Officer, Clwydian Range and Dee Valley Area of Outstanding Natural Beauty</p> |
| <p>5. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd.</p> | <p>Statements from the public.
To receive statements from the public.</p> |
| <p>6. Datganiadau gan Cynghorwyr Sir.
Derbyn datganiadau gan Gynghorwyr Sir sy'n ymwneud â Llangollen.</p> | <p>Statements from County Councillors.
To receive statements from County Councillors appertaining to Llangollen.</p> |
| <p>7. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 19 Ionawr 2021, fel cofnod cywir.</p> | <p>Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 19 January 2021, as a correct record.</p> |
| <p>8. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.</p> <p>a) Datganiadau Ariannol.
b) Aliadau Awdurdodedig.
c) Meddalwedd cyfrifo.</p> | <p>Financial Reports.
To consider financial matters and make any necessary decisions thereon.
Financial Statements.
Authorised Payments.
Accounting software.</p> |
| <p>9. Ceisiadau Cynllunio.
Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw</p> | <p>Planning Applications.
To consider planning applications referred to the Council and make any necessary</p> |

benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn.)

03/2021/0071

Maytree, Fron Bache, Llangollen.

Codi estyniad ochr un llawr.

03/2021/0083

Land Off Vicarage Road, Llangollen.

Amrywio amod 2 o gais cynllunio 03/2016/0300 i ganiatáu diwygiadau i fathau o dai a chynllun y safle (Cam 3 - Plotiau 62-95).

03/2020/0921

25 Bridge Street, Llangollen.

Newid defnydd yr uned annedd/manwerthu bresennol i lety gwyliau, gan gynnwys addasiadau mewnol ac allanol (cais Adeilad Rhestredig)

10. Tystysgrifau Penderfyniad.

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

03/2020/0959

45, Castle Street, Llangollen.

Newidiadau i flaen y siop a thynnu wal rannu fewnol ar y llawr gwaelod.

Penderfyniad: Caniatáu.

03/2020/1032 Bryn Goleu, Geufron, Llangollen.

Diwygiad i adleoli'r "biodigester" a gyflwynwyd mewn perthynas â chais 03/2020/0357/PF (Diwygiad di-ddeunydd)

Penderfyniad: Gymeradwyo.

2 Royal View Wharf Hill Llangollen.

decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting.)

03/2021/0071

Maytree Fron Bache, Llangollen.

Erection of single storey side extension.

03/2021/0083

Land Off Vicarage Road, Llangollen.

Variation of condition 2 of planning application 03/2016/0300 to allow amendments to house types and site layout (Phase 3 - Plots 62-95).

03/2020/0921

25 Bridge Street, Llangollen.

Change of use of existing dwelling/retail unit to a holiday let, including internal and external alterations (Listed Building application)

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department since the last meeting.

03/2020/0959

45, Castle Street, Llangollen.

Alterations to the shopfront and removal of internal dividing wall on the ground floor.

Decision: Grant.

03/2020/1032 Bryn Goleu, Geufron, Llangollen.

Amendment to reposition the biodigester submitted in relation to application 03/2020/0357/PF (Non Material Amendment)

Decision: Approve.

2 Royal View Wharf Hill Llangollen

Codi estyniad unllawr yr annedd a gwaith cysylltiedig.	Erection of a single storey extension to dwelling and associated works
Penderfyniad: Caniatáu.	Decision: Grant.
11. Gohebiaeth Cynllunio. Ystyried gohebiaeth gysylltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.	Planning Correspondence. To consider planning related correspondence received and to make any necessary decisions thereon.
12. Adroddiadau Clerc y Dref. I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Ymgynghoriadau Llywodraeth Cymru.	Town Clerk's Reports. To receive reports submitted by the Town Clerk and considered the recommendations therein. Welsh Government Consultations.
13. Gohebiaeth. I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir ystyried gohebiaeth a dderbynnir ar ôl i'r agenda gael ei chyhoeddi yn y cyfarfod.)	Correspondence. To consider correspondence received and to make any necessary decisions thereon. (Correspondence received after the agenda has been published may be considered at the meeting.)
a) Dirprwy Gyfarwyddwr, Yr Is-adran Polisi Cyllid Llywodraeth Leol a Phartneriaethau'r Gweithlu. Lluio a Chyhoeddi Cyfrifon Ariannol Statudol ar gyfer 2020-21. Gofyniad i baratoi ac ardystio cyfrifon drafft erbyn 31 Awst 2021 a chyhoeddi cyfrifon archwiliedig terfynol erbyn 30 Tachwedd 2021 ar gyfer pob corff llywodraeth leol yng Nghymru.	Deputy Director, Local Government Finance Policy and Workforce Partnerships Division. Preparation and Publication of Statutory Financial Accounts for 2020-21. Requirement for the preparation and certification of draft accounts by 31 August 2021 and publication of final audited accounts by 30 November 2021 for all local government bodies in Wales.
Gweithredoedd: Nodi.	Actions: Note.
b) Canllawiau gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru ar gyfer Mllysgenwyr cynghorau cymuned a thref Ymgynghoriad ar Ganllawiau drafft newydd ar y Cod Ymddygiad ar gyfer aelodau Cynghorau Sir a Chymuned/Tref.(Wedi'i gylchredeg gyda'i agenda)	Guidance from the Public Services Ombudsman for Wales for Members of community and town councils Consultation on new draft Guidance on the Code of Conduct for members of County and Community/Town Councils. (Circulated with agenda)
Gweithredoedd: Anfonwch unrhyw	Actions: submit any comments to communications@ombudsman.wales by 28 February 2021.

sylwadau i cyfathrebu@ombwdsmon.cymru erbyn 28 Chwefror 2021.

c) **Mr S Davies**

Cais i ddarlledu recordiad o gyfarfod diwethaf y Cyngor Tref a gynhaliwyd ar 19 Ionawr 2021.

Camau gweithredu: Ystyried y cais.

Mr S Davies

Request to broadcast recording of the last meeting of the Town Council held on 19 January 2021.

Actions: To consider the request.

d) **Cadeirydd, Grŵp Bwyd a Diod Bryniau Clwyd.**

Yn gofyn am lythyr o gefnogaeth ar gyfer cais cydweithredol i Gronfa Fferm Wynt Clocaenog, rhwng Bwyd a Diod Llangollen a Dyffryn Dyfrdwy a Bwyd a Diod Bryniau Clwyd, ar gyfer digwyddiad Cwrdd â'r Cynhyrchwyr ac ymgyrch Blas Gogledd Ddwyrain Cymru. Mae y cais i sicrhau cyllid o £30,000 ar gyfer y cyfnod tan fis Rhagfyr 2022.

Camau gweithredu: Ystyried cynnig llythyr o gefnogaeth.

Chair, Clwydian Range Food & Drink Group.

Requesting a letter of support for collaborative application to the Clocaenog Wind Farm Fund, between the Llangollen and Dee Valley Food and Drink and Clwydian Range Food and Drink, for a Meet the Producers event and the Taste North East Wales campaign. The bid is to secure £30,000 funding for the period until December 2022.

Actions: Consider offering a letter of support.

e) **Cytundeb Lefel Gwasanaeth - Prosiect Peilot Cludfwd Noeth.**

Cais i lofnodi'r cytundeb Lefel Gwasanaeth.

Cam gweithredu: Yn unol â phenderfyniadau blaenorol i gefnogi'r prosiect hwn, mae'r CLG yn cael ei lofnodi gan Glerc y Dref.

Service Level Agreement – Naked Takeaway Pilot Project.

Request to sign the Service Level agreement.

Action: In line with previous resolutions to support this project the SLA be signed by the Town Clerk.

f) **Banc Bwyd Llangollen.**

Cais am gyllid o £300 i helpu gyda chostau sefydlu'r safle newydd oddi ar Faes Parcio Stryd y Farchnad.

Camau gweithredu: Ystyried y cais.

Llangollen Food Bank.

Request for funding of £300 to assist with the set-up costs of the new premises off Market Street Car Park.

Actions: Consider the request.

Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol.

Adolygu Fframwaith Taliadau Cyngorau Cymuned a Chynghorau Tref. Mae'r Panel yn chwilio am ddatganiadau o ddiddordeb gan gynghorau unigol i gymryd rhan ym mhroses yr adolygiad er mwyn inni allu dewis

Independent Remuneration Panel for Wales.

Review of the Remuneration Framework for Community and Town Councils. The Panel are looking for expressions of interest from individual councils to participate in the process of the review so

amrywiaeth sy'n gynhwysol.

that we can select an inclusive range

Camau gweithredu: Ystyriwch fod yn rhan o'r adolygiad.

Action: Consider being part of the review.

14. Adroddiadau i'r Cyngor y Dref.

I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.

b) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol.

c) Adroddiad Blynyddol Tîm Trefi Taclus Llangollen.

Reports to the Town Council.

To receive reports submitted to the Town Council and determine what action, if any, to be taken.

Members representing the Council on outside bodies or organisations.

Llangollen Tidy Towns Team Annual Report.

15. Hysbysiad o Gynnig..

a) I ystyried Rhybudd o Gynnig yn enw'r Cyngorydd John Palmer, bod Cyngor Tref Llangollen yn cynnal adolygiad o'r llwybrau troed hirsefydlog ddim ar y map diffiniol er mwyn sefydlu hawliau tramwy ffurfiol.

Notice of Motion.

To consider a Notice of Motion standing in the name of Councillor John Palmer, that Llangollen Town Council undertakes a review of the long-established footpaths that are not on the definitive map in order to establish formal rights of way.

b) I ystyried Hysbysiad o Gynnig sy'n sefyll yn enw'r Cyngorydd Austin Cheminais, bod Cyngor Tref Llangollen yn ailddatgan ei gefnogaeth i'r mesurau a wnaed gan y Cyngor Sir i hwyluso ymbellhau cymdeithasol yng nghanol y dref.

To consider a Notice of Motion standing in the name of Councillor Austin Cheminais, that Llangollen Town Council reaffirms its support for the measures undertaken by the County Council to facilitate social distancing in the town centre.

Adroddiadau a manylion ariannol.

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.

Reports and financial details.

Reports and financial details are working documents and are therefore not translated.

Financial statement.

Period 11

Expenditure

Function	Delgatio	Cost Centre	Annual	Budget to	Spend to Date	Variance	Balance
Human Resources	TC	LTC 1	£23,000.00	£21,083.33	£14,823.96	£6,259.37	£8,176.04
	TC	LTC02	£10,500.00	£9,625.00	£10,328.42	-£703.42	£171.58
	TC	HMRC	£14,500.00	£13,291.67	£12,967.18	£324.49	£1,532.82
	TC	Pension	£1,750.00	£1,604.17	£2,121.95	-£517.78	-£371.95
	TC	Payroll	£440.00	£403.33	£428.17	-£24.84	£11.83
	TC	Subscriptions	£1,000.00	£916.67	£204.00	£712.67	£796.00
HRC	TC	Staff Training	£1,500.00	£1,375.00	£362.92	£1,012.08	£1,137.08
	TC	Member Training	£815.00	£747.08	£0.00	£747.08	£815.00
Administration	TC	Audit	£1,000.00	£916.67	£580.00	£336.67	£420.00
	TC	Fees & Charges	£1,030.00	£944.17	£973.20	-£29.03	£56.80
	TC	Health & Safety	£1,500.00	£1,375.00	£1,339.24	£35.76	£160.76
	TC	Insurance	£1,760.00	£1,613.33	£1,759.85	-£146.52	£0.15
	TC	Licensing	£550.00	£504.17	£255.00	£249.17	£295.00
	TC	NNDR	£11,500.00	£10,541.67	£9,870.50	£671.17	£1,629.50
Cost of Democracy	TC	Civic Costs	£2,340.00	£2,145.00	£217.48	£1,927.52	£2,122.52
	TC	Civic Events	£1,500.00	£1,375.00	£100.00	£1,275.00	£1,400.00
	TC	Election Expenses	£500.00	£458.33	£0.00	£458.33	£500.00
	TC	Mayors Allowance	£500.00	£458.33	£0.00	£458.33	£500.00
	TC	Members Payments	£660.00	£605.00	£360.00	£245.00	£300.00
	TC	Translation costs	£1,700.00	£1,558.33	£731.00	£827.33	£969.00
Office costs	AMC	Computer hardware	£1,500.00	£1,375.00	£1,535.98	-£160.98	-£35.98
	AMC	Cloud services	£1,470.00	£1,347.50	£1,503.80	-£156.30	-£33.80
	AMC	Office supplies	£1,000.00	£916.67	£320.98	£595.69	£679.02
	AMC	Photocopier Rental	£1,200.00	£1,100.00	£1,328.02	-£228.02	-£128.02
	AMC	Photocopying Usage	£2,000.00	£1,833.33	£210.04	£1,623.29	£1,789.96
	AMC	Telephone	£950.00	£870.83	£545.49	£325.34	£404.51
Community	CC	Cittaslow	£3,550.00	£3,254.17	£750.00	£2,504.17	£2,800.00
	TC	Community Grants	£0.00	£0.00	£0.00	£0.00	£0.00
	TC	Donations	£5,000.00	£4,583.33	£5,000.00	-£416.67	£0.00
Asset Man.	AMC	CCTV	£0.00	£0.00	£0.00	£0.00	£0.00
	AMC	Christmas Lighting	£5,530.00	£5,069.17	£5,529.00	-£459.83	£1.00
	AMC	Cleaning	£2,070.00	£1,897.50	£615.23	£1,282.27	£1,454.77
	AMC	Electric	£6,000.00	£5,500.00	£2,571.02	£2,928.98	£3,428.98
	AMC	Equipment	£2,000.00	£1,833.33	£143.82	£1,689.51	£1,856.18
	AMC	Gas	£5,500.00	£5,041.67	£5,960.34	-£918.67	-£460.34
	AMC	Grounds Maintenance	£12,500.00	£11,458.33	£7,152.78	£4,305.55	£5,347.22
	AMC	Projects	£78,510.00	£71,967.50	£33,546.15	£38,421.35	£44,963.85
	AMC	Waste Management	£1,700.00	£1,558.33	£679.30	£879.03	£1,020.70
	AMC	Water Charges	£2,000.00	£1,833.33	£679.30	£1,154.03	£1,320.70
	AMC	Repairs and Renewals	£3,500.00	£3,208.33	£6,194.44	-£2,986.11	-£2,694.44
Capital financing	TC	Loan Repayments	£2,950.00	£2,704.17	£1,455.43	£1,248.74	£1,494.57
	TC	Cont.to reserves	£0.00	£0.00	£0.00	£0.00	£0.00
	TC	Covid 19	£0.00	£0.00	£7,966.88	-£7,966.88	-£7,966.88
Total Expenditure			£216,975.00	£198,893.75	£141,110.87	£57,782.88	£75,864.13
Income							
		Cost Centre	Annual	Budget to	Income to Date	Variance	Balance
	TC	Precept	£143,600.00	£131,633.33	£143,600.00	-£11,966.67	£0.00
	TC	Interest	£105.00	£96.25	£31.85	£64.40	£73.15
	TC	Photocopying	£50.00	£45.83	£0.00	£45.83	£50.00
	TC	Grants	£200.00	£183.33	£10,690.00	-£10,506.67	-£10,490.00
	TC	Recharges	£1,550.00	£1,420.83	£1,541.65	-£120.82	£8.35
	TC	Covid 19 recharges	£0.00	£0.00	£8,049.01	-£8,049.01	-£8,049.01
	AMC	Recreation Ground	£500.00	£0.00	£0.00	£0.00	£500.00
	AMC	Hire of Hall	£15,250.00	£13,979.17	£949.00	£13,030.17	£14,301.00
	AMC	Rents	£23,040.00	£21,120.00	£14,134.34	£6,985.66	£8,905.66
Total Income			£184,295.00	£168,478.75	£178,995.85	-£10,517.10	£5,299.15
	TC	VAT Charged	£12,000.00	£11,000.00	£11,129.02	-£129.02	£870.98
	TC	VAT Refunded	£12,000.00	£11,000.00	£1,821.39	£9,178.61	£10,178.61

Bank reconciliation

Closing Balances January 2021

Llangollen Town Council General Account	£71,596.37
Llangollen Town Council Business Money Manager Accounts	£58,675.88
Total Cash and Short-Term Investments	£130,272.25

Cashbook	
Balance b/f	£102,103.27
Receipts	£180,817.24
Payments	-£152,648.26
Total Cash and Short-Term Investments	£130,272.25

Authorised Payments January 2021

Supplier	Description	Method	Gross	VAT	Net
Staff CTL1/LTC1	Salary	TB/BP 10.1	£1,703.02	£0.00	£1,703.02
Staff CTL02/LTC02	Salary	TB/BP M10.2	£865.34	£0.00	£865.34
CThEM/HMRC	PAYE	TB/BP M10.3	£995.75	£0.00	£995.75
B Jones	Translation costs	TB/BP 101	£95.00	£0.00	£95.00
K Susantham	Upholstery fabric	TB/BP 102	£2,600.00	£0.00	£2,600.00
One Voice Wales	Training fees	TB/BP 103	£60.00	£0.00	£60.00
G Roberts	Roof repairs	TB/BP 104	£475.00	£0.00	£475.00
Tidy Towns Team	Maintenance contract	TB/BP 105	£300.00	£0.00	£300.00
D Warren	Upholstery works	TB/BP 106	£400.00	£0.00	£400.00
Watkin and Williams	Ironmongery and batteries	TB/BP 107	£178.43	£29.74	£148.69
Giff Gaff	Mobile phone charges	Visa 31	£6.00	£1.00	£5.00
Amazon	External Storge	Visa 32	£57.28	£9.55	£47.73
Screwfix	Tools	Visa 33	£7.58	£1.26	£6.32
Griffiths Tool Hire	Deposit	Visa 34	£100.00	£0.00	£100.00
ACS Technology	Service charges	DU/DD	£133.00	£0.00	£133.00
Nwy Prydain / British Gas 667	Electricity	DU/DD	£23.18	£0.25	£22.93
Nwy Prydain / British Gas 668	Electricity	DU/DD	£10.96	£0.52	£10.44
Nwy Prydain / British Gas Centenary Square	Electricity	DU/DD	£17.74	£0.84	£16.90
CS Ddinbych / Denbighshire CC	Trade Waste	DU/DD	£71.06	£0.00	£71.06
NEST	Pension	DU/DD	£240.08	£0.00	£240.08
S Johnston	Storage hire contract	TS/SO	£70.00	£0.00	£70.00
		Total	£8,409.42	£43.16	£8,366.26

Cyngor Tref Llangollen Town Council

16.02.21

REPORT AUTHOR: Town Clerk.
SUBJECT: Accounting software.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the use of bespoke accounting management software.

2. Background.

2.1 Currently the Town Council use excel spreadsheets to control our finances, developed by the Town Clerk. Whilst these are audited annually the spreadsheets have no continuous audit trail and requires time to be spent on producing manual reports from the system which relies very much on the Clerk's knowledge of the system to maintain and operate.

2.2 The Town Council has grown to the extent where it would now be prudent to use bespoke software. There are on average 550 transaction through the cashbook with even 300 processed in this financial year even with the restrictions on expenditure. This would also ensure a smoother handover of financial responsibilities should the need occur to a new Clerk / RFO as they would not have to interpret or understand a predecessors' system.

2.3 Members will recall that the Wales Audit Office are now responsible for the auditing the accounts of town and community council in Wales and have moved to three year cycle of audits. Whilst, as stated above the system currently operated by the Town Council is adequate it is prone to errors that have been identified by previous internal audits. Whilst not significant a move to bespoke software would make the accounts more robust, reduce the time needed by the Town Clerk to produce monthly reports and accounts, move from manual invoicing to an online system and provide a more resilient accounting system going forward.

2.4 The purchase of new account software for the next financial year would allow the system to bed in before the in depth audit scheduled by the Wales Audit Office for the 2024/25 financial year.

3. Financial software packages.

3.1 There are a number of software financial packages available commercially such as Sage however most accounts software is designed for businesses with Profit and Loss accounts. This means there are complicated ledgers that are unnecessary for Councils, and they are unable to produce the reports are needed to meet statutory obligations. The Town Clerk has therefore sought quotations for bespoke systems as summarised as detailed below.

3.2 Omega.

Is a complete accounting package for larger councils which meets all compliance requirements. A modern, flexible, and modular system, it generates Annual Returns as well as monthly, VAT and other reports. Omega has a full inbuilt audit trail and is fully compliant with the government's Making Tax Digital for VAT initiative. Omega also has a range of customisable bolt-on packages, offering extra functionality to cover key local authority needs such as planning, facilities bookings and allotment management. They provide full hands-on training, a user manual and instruction videos, as well as extensive post-installation support by both phone and email with our experienced and friendly team if needed.

3.3 AdvantEDGE.

Provides the necessary features for effective day to day accounts management together with Account and Audit Regulation facilities. The system allows the user to have complete control and a thorough understanding of the finances of the Council. An extensive range of financial reports can be quickly and easily produced. All financial information can be controlled for individual Committees as well as for the Council as a whole, with a facility for Councillors and Auditors to have reports only access.

3.4 Scribe.

An accounts package with full accounting support, purpose built for Town and Community Councils, designed to make it easy to produce compliant Council accounts. Using the latest technology our secure cloud-based system means data is stored securely on UK servers using bank grade encryption. As part of the Scribe License Clerks receives unlimited access to a Support Team. Once purchased the Support Team arrange online access and set-up and provide the Clerk with an initial training session to suite the Council's requirements. Training is unlimited and additional sessions can be booked with our qualified accountant on request. The system fully compliant with the government's Making Tax Digital for VAT and free Year-End support is provided form a dedicated accountant.

3.5 Other Town and Community Council already operate these systems and therefore the Town Clerk has contacted individual Council Clerks to seek their opinion on all of the products available in the market. In general, as they are bespoke system for the sector all systems are clearly better than other commercial packages for business use. Omega and AdvantEdge are mainly use by larger councils and Scribe by medium and smaller town and community councils.

3.6 Clerks operating Scribe report of the ease of use, the support and the inclusion of the modules required by councils being within the software package and not having to be bought as bolt on packages. Denbigh Town Council transferred to this system last year and has found the company extremely helpful and that the package more than satisfies their requirements.

4. **Cost considerations.**

4.1 The costs of the various packages are detailed below.

Company	Software	Initial setup	Ongoing annual cost	End of year fees
AdvantEdge.	Cloud based.	£500	£480	Chargeable
Rialtas.	Purchase and installation of the of Omega Financial Director.	£1,205 (Accounts set up £350 + purchase of Software £945)	£595	Chargeable
Scribe Accounts.	Cloud based	£199	£468	Included

4.2 Omega software is expensive and additional functionality is by way of add on modules at an additional cost. AdvantEdge is a more reasonable cost but aspect such as additional training and year end support are chargeable. Scribe offers a far more acceptable cost structure of a monthly fee of £39 which includes training, support and year-end costs.

4.3 Whilst provision has not been made in the next financial year's budget to cover these costs the Town Clerk believes that the investment would be more than covered by savings in staff time administering the existing Excel system, the need to produce manual invoicing and is timely given the changes to the audit regime. It is therefore suggested that provision should be made for this extra expenditure in the 21/22 financial year from the office supplies cost centre.

4. If appointed Scribe have also indicated that it would be advantageous to start work on setting up the system in late March and early April to coincide with the current year end. Provision had been made to cover the cost of an by election when Members considered the outturn for this year's budgets. As the by election has now been moved to mid-March it is unlikely that the Town Council will be billed by the principal authority for these costs until the new financial year and therefore the one off cost could be paid out of paid from the 20/21 elections cost centre.

5. Recommendation.

- 5.1 It is recommended that the Town Council: -
- enters into a contract with the Scribe to provide accounts software.
 - covers the cost in the 21/22 financial year from the office supplies cost centre.
 - pays the initial set up costs from the 20/21 elections cost centre.

6. Reason for Recommendation.

- 6.1 To ensure probity and legal compliance in financial affairs.

Cyngor Tref Llangollen Town Council.

16.02.21

REPORT AUTHOR: Town Clerk.
SUBJECT: Welsh Government Consultation.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Welsh Government proposals to establish Corporate Joint Committees Joint Committees and Strategic Development Plans.

2. Background.

- 2.1 Reports on were presented to the Town Council meeting held on the 17th November 2021, but consideration was deferred in view of a potential seminar on this subject being convened by One Voice Wales, This seminar was convened on the 20th January 2021 and the Town Clerk and Cllr Mile attended. Following this seminar, the reports are now presented for consideration.

3. Corporate Joint Committees (CJC's)

- 3.1 The Minister for Housing and Local Government deems that establishment of Corporate Joint Committees (CJC's) is an integral feature of the Local Government and Elections (Wales) Bill, currently going through the Senedd Committee process.
- 3.2 The four CJC's will be established to exercise functions relating to Strategic Development Planning and Regional Transport Planning; they will also be given a power to do things to promote or improve the economic well-being of their areas. These are areas where there is consensus that working at this scale makes sense - aligning economic development, transport and land use planning approaches to develop successful regional economies and encourage local growth.
- 3.3 The aim is to reduce complexity and duplication of effort and resource. Welsh Government I hope that the establishment of these four Corporate Joint Committees will also provide the catalyst to the development and implementation of collaborative arrangements across local government, where regional planning and delivery makes sense, using them as a means of maximising outcomes for the people of Wales by maintaining local democratic accountability, reducing complexity and making the best use of resources.
- 3.4 From the outset the Minister committed to working closely with representatives from Local Government and other interested stakeholders to co-develop the CJC model. The Minister is keen to formally progress the establishment of Corporate Joint Committees.
- 3.5 The format of this consultation is set of specific questions to which the Welsh Government are seeking response would no later than 4th January 2021.
- 3.6 The questions are detailed below in tabular form with the Town Clerks initial observations for Members to consider.

Question.	Rationale.	Observations.
<p>1.</p> <p>a) What are your views on CJC's being subject to broadly the same powers and duties as principal councils?</p> <p>b) Do you agree that CJC's should have broadly the same governance and administrative framework as a principal council provided that this is proportionate? Please give your reasons. c) Do you agree that members of CJC's should have appropriate discretion on the details.</p>	<p>Two key principles underpin the development of the Establishment Regulations for CJC's:</p> <p>1. A CJC should be treated as a member of the 'local government family' and, where appropriate, should largely be subject to the same powers and duties as principal councils in the way that they operate. The intent is to avoid as far as possible making CJC's do things in a manner that those in local government would be unfamiliar with or to create new and unfamiliar procedures, obligations, powers etc. which might increase administrative burdens.</p> <p>2. The detail on how a CJC operates in practice should be left to the determination of the members of the CJC itself. This flexibility will enable the CJC's to differ between geographical areas to meet the different needs and ambitions of their region.</p>	<p>It would appear to be reasonable that the CJC's would broadly the same powers and duties as principal councils to provide synergy between the two layers of government. This is equally relevant to the governance and administrative framework.</p> <p>CJC operation in practice should be left to be determined by the members of the CJC.</p>
<p>2.</p> <p>a) These CJC areas have been agreed by local government Leaders as the most appropriate to reflect the functions being given to CJC's by these Establishment Regulations.</p> <p>b) Do you have any comments or observations on these CJC areas</p>	<p>The North Wales CJC areas would comprise the following local authorities:</p> <p>Conwy County Borough Council, Denbighshire County Council, Flintshire County Council, Gwynedd Council, Isle of Anglesey County Council, Wrexham County Borough Council and Snowdonia National Park.</p>	<p>The area grouping for North Wales appropriate. However, as national park authorities are include should consideration be given to the inclusion of Areas of Outstanding Natural Beauty that exist within the area.</p>

	in relation to these functions or the future development of CJC's?		
3.	<p>a) Do you agree with the approach to the development of the regulations for CJC's as outlined in this consultation? Please give your reasons.</p> <p>b) We have indicated throughout this document what may be included in the Regulations of General Application, subject to the outcome of this consultation. Whilst the Regulations of General Application are not the subject of this consultation, in order to inform their development, we would welcome your views on anything else which should be covered?</p>	<p>It is proposed that there will be Regulations of General Application to accompany and support the Establishment Regulations.</p> <p>The content of those regulations remains subject to the outcome of this consultation and ongoing discussions with local government. The Regulations of General Application, as with the Establishment Regulations, will be underpinned by the key principles in Section two, particularly the ambition for CJC's to be treated as part of the 'local government family'.</p> <p>The Establishment Regulations set out what each CJC can do and some of the key aspects of their governance, finance and staffing. The Regulations of General Application will deal with the detail of how they will work, and where and how existing local government legislation will apply to them.</p>	<p>The development of regulations for CJC's appear to be appropriate to ensure effective governance is in place.</p>
4.	<p>a) Do you agree with the proposed approach to membership of CJC's including co-opting of additional members? Please give your reasons.</p> <p>b) What are your views on the role proposed for National Park Authorities on CJC's, as described</p>	<p>CJC's will comprise of the Leaders (defined in the regulations as the senior executive member) of the constituent councils.</p> <p>Each member will be a member of the CJC until they cease to be the Leader of the constituent council. The Leaders will decide whether additional representatives from within its constituent councils or other organisations will</p>	<p>the proposed approach to membership of CJC's including co-opting of additional members is reasonable.</p> <p>The inclusion of national park authorities in the membership of CJC's is essential. Should consideration be given to the inclusion of Areas of Outstanding Natural Beauty here they exist within the area?</p>

	above	be invited to be members of the CJC. The Establishment Regulations therefore provide the CJC with the flexibility to co-opt such members to the CJC as it may determine necessary and appropriate to exercise its functions effectively. A CJC will be able to determine / agree the terms of membership of any co-opted member – e.g., voting rights, role, contribution towards funding etc.	
5.	<p>a) What are your views on the proposed approach of ‘one member one vote’ and the flexibility for CJC’s to adopt alternative voting procedures?</p> <p>b) What are your views on the proposed quorum for CJC’s?</p> <p>c) What are your views on the proposed approach to voting rights for co-opted members to a CJC?</p>	<p>A CJC will be established on a ‘one member one vote’ basis. However, the Establishment Regulations also provide for a CJC once established to be able to adopt alternative voting procedures should they wish to do so.</p> <p>In developing the Establishment Regulations, it was considered whether there should be a minimum or maximum number of members (including co-opted members) of a CJC. In order to maintain the maximum flexibility for CJC’s it was not considered that this would be appropriate.</p> <p>However, the Establishment Regulations do provide that a CJC is limited in the number of co-opted members with votes, but only in so far as that the number of votes which may be cast by co-opted members may not exceed the number of votes cast by council members, or in relation to strategic planning functions, council members and the National Park member(s)</p>	<p>To ensure transparency and effective governance and representation the principle off “one member one vote” is supported. Equally a quorum should be established.</p> <p>The arrangements for co-opted members would appear to be reasonable.</p>

6.	What are your views on CJC's being able to co-opt other members and/or appoint people to sit on sub-committees?	It will be possible for CJC's sub-committees to consist of members of the constituent principal councils other than those members on the CJC itself - for example a relevant member or relevant portfolio holder of the principal council's executive – though it should be possible for this to be the case, particularly for example where the Leader is also the relevant member.	The flexible arrangements for co-opting members would appear to be reasonable.
7.	<p>a) Do you agree that the approach to co-option of members would enable wider engagement of stakeholders in the work of a CJC?</p> <p>b) What might be needed to support CJC members in the involvement and engagement of appropriate stakeholders in their work?</p>	<p>Other partner organisations may also be invited/co-opted to be sub-committee members should a CJC wish to do so.</p> <p>Again, the terms of such membership will be for the CJC to decide and agree with the partners being co-opted</p>	This approach to co-option will increase transparency, representation and wider community engagement and is supported.
8.	<p>a) Do you agree that members and staff of a CJC should be subject to a Code of Conduct and that the code should be similar to that of Principal Councils? Please give your reasons.</p> <p>b) What are your views on the adoption of a Code of Conduct for co-opted members?</p>	<p>It is proposed that the Establishment Regulations require that a CJC must make standing orders for the regulation of its proceedings and business.</p> <p>The Establishment Regulations include some core requirements for standing orders, for example regulation of the CJC's procedures.</p> <p>The Establishment Regulations require all CJsCs to adopt a code of conduct for its members and</p>	The members and staff of a CJC should be subject to a Code of Conduct similar to that of Principal Councils and this should extend to co-opted members.

	c) Should all co-opted members be covered by a code i.e., those with and without voting rights?	staff. Subject to the outcome of this consultation the detail of the content of such a code may be provided for in the Regulations of General.	
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4. Corporate Joint Committees, Strategic Development Plans

- 4.1 The Welsh Government launched a consultation this week on the policy intent of regulations for the new-look strategic development plan (SDP) regime, which is designed to introduce a de facto regional element to the planning system.
- 4.2 An SDP should be capable of being prepared and adopted within four years – similar to the current LDP process. The only difference is one of scale on the issues being considered. The key aim is to devise a legislative process that is not unduly long or complicated and provides opportunities for communities and stakeholders to influence and make representations at key stages of the emerging SDP.
- 4.3 The Welsh Government intends to prepare specific SDP guidance to assist Corporate Joint Committees that will be responsible for SDP's and is consulting to seek views on the policy approach for the subordinate legislation required to establish the procedure for Strategic Development Plans ("SDP's") to be prepared across Wales by Corporate Joint Committees ("CJC's") and associated matters. The Regulations will be called the Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021.
- 4.4 The Welsh Government is keen to formally progress the establishment of SDP's and a formal consultation these proposals have been launched. The format of this consultation is set of specific questions to which the Welsh Government are seeking response are detailed below in tabular form with the Town Clerks initial observations for Members to consider.

Question.		Rationale.	Observations.
1.	Do you agree the SDP Regulations should broadly mirror the key stages and plan preparation requirements set out in the LDP Regulations, subject to the exceptions referred to?	A core aim for the development plan system in Wales is early, effective and meaningful community involvement in the process with the aim of building a broad consensus on the spatial strategy, policies and proposals. This principle applies to both LDP's and SDPs.	The SDP Regulations should broadly mirror the key stages and plan preparation requirements set out in the LDP Regulations, subject to the exceptions referred to?
2.	Do you agree with the proposed approach to the Community Involvement Scheme (CIS) and Delivery Agreement (DA)?	<p>It is proposed that an SDP should be capable of being prepared and adopted within 4 years, similar to the current LDP process.</p> <p>The only difference is one of scale on the issues being considered. The key aim is to devise a legislative process that is not unduly long or complicated and provides opportunities for communities and stakeholders to influence and make representations at key stages of the emerging SDP.</p>	The proposed approach to the Community Involvement Scheme (CIS) and Delivery Agreement (DA) would appear to be reasonable.
3.	Do you agree with the list of general and specific consultation bodies listed in Annex 1? If not, who else do you think should be considered for inclusion and why?	<p>Specific Consultation Bodies include :</p> <ul style="list-style-type: none"> • Any other CJC whose area adjoins the area of the CJC. • Any LPA whose area is in or adjoins the area of the CJC. • The Natural Resources Body for Wales – NRW. • Network Rail Infrastructure Limited where relevant. • Welsh Ministers. 	The list of consultees would appear to be appropriate.

		<ul style="list-style-type: none">• Any Community Council whose area is in or adjoins the area of the CJC.• A person to whom a license has been granted under section 6(1)(b) or (c) of the Electricity Act 1989.• A person to whom a license has been granted under section 7(2) of the Gas Act 1986.• Local Health Board.• Sewerage Undertaker.• Water Undertaker General Consultation Bodies.• Voluntary bodies, some or all of whose activities benefit any part of the CJC area.• Bodies which represent the interests of different racial, ethnic or national groups in the CJC area.• Bodies which represent the interests of different religious groups in the CJC area.• Bodies which represent the interests of disabled persons, within the meaning of the Equality Act 2006 in the CJC area.• Bodies which represent the interests of persons carrying on business in the CJC area.• Bodies which represent the interests of Welsh culture in the CJC area	
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4.	Do you agree with the two stage preparation and consultation approach proposed at Preferred Strategy and Deposit? If not, please explain why and what alternative approach you would suggest?	Following consultation on the Deposit Plan and before the plan is submitted for examination, the CJC must update the Consultation Report setting out which bodies the CJC has engaged, consulted or notified at Deposit stage..	A two stage preparation and consultation approach would appear to be reasonable.
5.	Do you agree with the particular elements of the procedures and requirements proposed for SDP preparation including proposals from pre-deposit to Deposit stage? If not, please explain why	The CJC must not submit the SDP to Welsh Ministers unless it has considered all the representations made at Deposit Stage. The CJC's response to the representations received at Deposit will be documented in the updated Consultation Report.	These actions appear to be reasonable.
6.	Do you agree with the proposed approach for submission, examination and adoption of an SDP? If not, please explain why	Following adoption of the SDP, the CJC must prepare an Adoption Statement which will state the date the SDP is adopted and make clear that if a person is aggrieved by the SDP they may make an application to the High Court under Section 113 of the PCPA. This section provides that a person can make a legal challenge in the 6 weeks following the date of adoption. The CJC will publicise the adoption and notify all those who have asked to be notified and set out the availability of key documents.	These actions appear to be reasonable.
7.	Do you agree with the proposed approach to monitoring, review and revision of an SDP? If not, please explain why	The Review and Revision Process 4 should assess the extent to which the plan's strategy and key policies, sites and infrastructure requirements are being delivered.	These actions appear to be reasonable.

8.	Do you agree with the proposed approach for SDP withdrawal? If not, please explain why	Where an SDP is withdrawn, the SDP Regulations will also specify the notification and publication arrangements for the withdrawal to make clear to stakeholders that the plan is withdrawn. As soon as reasonably practical after an SDP is withdrawn, the CJC must publicise the fact and remove all documents relating to the plan from the public domain.	These actions appear to be reasonable.

5. Recommendation.

- 5.1 It is recommended that the observations once considered by Members should be forwarded to the Welsh Government as the Town Councils consultation response.

6. Reasons for recommendation.

- 6.1 To respond to statutory consultations.

Annual report for 2020

Despite the shambolic variation of Covid rules and regulations since March, the Team has still managed to undertake a significant amount of work during the year.

Our litter picking activities this year specifically targeted Ceiriog top road / the Gwernant and the canal side opposite Dinas Bran School plus litter picking at all other work locations.

We have continued to thin timber and clear scrub in "Cemetery Woodlands" and with DCC Countryside Services, cleared out the stream and tidied around the Army Cadet HQ off Wern Road. As this is a key area clearly visible adjacent to the footpath to the Castle, we hope that the new lease between DCC and the Army will now clearly identify who is responsible for the on-going grounds maintenance.

During the dry months of the year, we have painted or re varnished a number of seats around the Town along Riverside Walk and in Riverside Gardens behind the Ponsonby. Our maintenance of the Centenary Town Square continues with weeding the beds and tidying especially for Remembrance Sunday. This year we also refreshed all the seating with a new coating of wood preservative.

A couple of the Team have cleared local footpaths and repaired broken stiles whilst others have cut the hedging at the Health Centre and tidied around the "Hawthorn".

At the request of the Llangollen Health Centre, we embarked on a special venture this year. Over two and a half days we provided traffic management duties for their drive thru flu vaccination clinics at the Pavilion. A successful operation vaccinating some 2,500 people.

Regretfully this year three long serving Members have left us - Alan Williams has sadly died, and Bill Saunders (95) and Les Potts (89) have decided to retire from active duties. A big thank you to them, and ALL the other Members of the Team for still contributing over 500 hours of voluntary work this year.

Our thanks also to ALL our supporters for their help and encouragement including McDonalds this year for our new Hi Viz jackets and grass cutting equipment.

David Davies,
Co-ordinator, Llangollen Tidy Town Team.

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January 2021

Supported in 2020 by...

Llangollen Town Council / Denbighshire C C / Keep Wales Tidy / McDonalds / Dr Evans & Partners